



## CLINIC SYLLABUS

<b>CLINIC TITLE:</b>	<b>SMALL CLAIMS ADVISORY CLINIC</b>
<b>CLINIC NUMBER(S):</b>	LAW E537-1, for one unit, or LAW E537-2, for two units, or LAW E537-3, for three units
<b>UNITS OR UNIT OPTIONS:</b>	Students can register for 1-3 units
<b>COURSE TYPE:</b>	Elective
<b>PROFESSOR(S) NAME:</b>	Professor: Mike Gordon - 415-497-3460 Assistant Clinical Supervisor: Dan Lanahan 707-694-2754
<b>PROFESSOR CONTACT INFO:</b>	As listed above.
<b>TERM:</b>	Summer 2014
<b>SCHEDULE:</b>	Students set days & hours directly with Professor and Asst. Clinical supervisor when training sessions are held. Small Claims clinics are held M-Th from 3:30-6:00pm, (except when the Court is closed for holidays.) Clinic coverage provided by Asst. Clinical Supervisor or Professor during Final Exams. Clinic is closed during student vacation weeks.
<b>PREREQUISITES:</b>	Completion of 2 <sup>nd</sup> year coursework or Dean's approval. Students must be in Good Academic Standing. <b><u>Prior to the first training you are requested to attend one Small Claims calendar in Sonoma County Small Claims Court.</u></b> - The times and locations can be found on the Sonoma County Superior Court website under the Court Calendars link. You should find and familiarize yourself with the site.
<b>COREQUISITES:</b>	None
<b>TEXTS AND MATERIALS:</b> (Identification of any materials and references used throughout the clinic.)	<b>Optional (but recommended):</b> <i>California Judges Benchbook – Small Claims Court and Consumer Law 2012 Edition</i> All other materials to be provided at the training.
<b>CLINIC DESCRIPTION</b> (from catalog):	Empire College is pleased to provide guidance to people involved in Small Claims matters. In agreement with the Sonoma County Superior Court, the law school operates an advisory which provides help to people with questions regarding small claims cases. Under the supervision of an experienced professor, students give information on the preparation and presentation of a small claims action. Walk-in and telephone assistance is available. Matters include landlord/tenant issues; automobile sales and repair; breach of contract and construction disputes.
<b>CLINIC OBJECTIVES / ANTICIPATED LEARNING OUTCOMES:</b> (Description of what students will be expected to know and be able to do at the end of the Clinic. What skills or knowledge will be gained by the end of the Clinic.)	<ol style="list-style-type: none"> <li>1. Students will learn local court practices as they relate to Small Claims court.</li> <li>2. Learn Small Claims forms and processes.</li> <li>3. Student will be familiar with Sonoma County Superior Court website under the Court Calendars link.</li> <li>4. Learn to conduct a client interview and evaluate client needs</li> <li>5. Conduct research related to case</li> <li>6. Refer to Local SoCo resources as appropriate</li> </ol>

<p><b>FORMAT OVERVIEW / METHOD OF INSTRUCTION:</b> (Description of how the clinic will be taught, including breakdown of lecture, practicum, etc.)</p>	<p>Students will meet for 2 interactive lecture-style training sessions before meeting with clients to advise them on Small Claims matters. Students will interact with clients, provide advice, and direct clients to legal and non-legal resources related to their Small Claims case or issues.</p>
<p><b>EXAMS:</b></p>	<p>No exam is administered in this clinic.</p>
<p><b>GRADING / ASSESSMENT CRITERIA / CLASS POLICIES:</b></p>	<p>Empire College uses the following grading system for Clinics:</p> <p><u>Pass/Fail:</u>  65 - 100 - P Pass/Credit  64 and Below - F Fail/No Credit</p> <p>To obtain a passing grade, students must:</p> <ol style="list-style-type: none"> <li>1. Attend 13 clinic sessions and 2 trainings. Any missed clinics must be made up.</li> </ol> <p>Grades are earned/calculated, we need measureable results/metrics, for example:  70% participation  20% attendance  10% documentation</p>
<p><b>ATTENDANCE:</b></p>	<p>Regular and punctual attendance is essential for the successful completion of law school. Students should plan to attend every clinic. Students must attend <b>2 training sessions and 13 clinics</b> to be eligible to pass this class. Roll will be taken at the training sessions and records will be maintained at each clinic.</p>
<p><b>ASSIGNMENTS:</b></p>	
<p><b>Week 1:</b>  Tentative: Friday, 5/9/14 - 5:00-7:00pm–  Rm. 102</p>	<p>Training –  General overview of Small Claims clinic and Small Claims court specific forms, procedures and laws as they apply to Small Claims court.</p>
<p><b>Week 2:</b>  Tentative: Friday, 5/16/14 - 5:00-7:00pm  Rm. 102</p>	<p>Training – Continuation of above.</p>
<p><b>Weeks 3 -14:</b> Date &amp; times to be arranged at training sessions.</p>	<p>Small Claims Advisory Clinic meets M-Th weekly, excluding Court Holidays and Law Student vacation weeks.</p>
<p><b>Week 15:</b></p>	<p>No final for this clinic. Professor or Assistant Clinic Supervisor staff clinic during final exam period.</p>