

<b>CLASS NUMBER AND NAME:</b>	<b>LG231A/B CIVIL LITIGATION PROCEDURES</b>
<b>TOTAL CLOCK HOURS/UNITS:</b>	LG231A – 25 Hours/2.5 Units LG231B – 25 Hours/2.5 Units
<b>PREREQUISITES:</b>	Completion of CM127B-Introduction to Microsoft Word and CM128A & B - Beginning and Intermediate WordPerfect; completion or concurrent enrollment in LG130-Business Law I.
<b>TEXT AND MATERIALS:</b>	<u>California Civil Litigation</u> , Fifth Edition, (2009), Burnett Luten, Susan, Delmar Cengage  <u>Blacks Law Dictionary</u> , Second Edition, (2001) Garner, Brian A., West Publishing Company  Recommended: Yellow legal pads, flash cards, blue pens
<b>CLASS DESCRIPTION:</b>	This class focuses on the role of the legal support professional in civil litigation. The course includes practical application of civil procedure rules through hands-on lab work preparing documents and forms. Students will learn and review the practical applications of calendaring and docketing, and evidentiary requirements through the post-trial process.
<b>CLASS OBJECTIVES:</b>	To provide students with the knowledge of basic skills and procedures specifically related to the area of civil litigation. This class is part of a series that will prepare students to assume a position as a member of a legal support staff in a multitude of law offices and other legal environs.
<b>CLASS FORMAT OVERVIEW:</b>	Class time will be utilized by lecture as well as individual and group projects assisted by the instructor. There is a lab component to this class, as well.
<b>ATTENDANCE:</b>	Students must maintain 90 percent attendance in the class, which means that a student must maintain less than 3 class hour absences in a 5 week module. If any student falls below this attendance requirement, the student shall promptly meet with the instructor to determine if the student qualifies for make-up work. Make-up work for absences may only be done within the first three weeks of the module at the instructor's discretion. It must be turned in by the first day of the last week of the module, or it will not be accepted. If the student does

not qualify for make-up work, or fails to turn in the make-up work, the student's grade will be dropped an entire letter grade. Successfully completed make-up work will result in the student maintaining his or her current grade in the course. Regardless of whether make-up work is completed, no student who is absent more than 4 times in this class shall pass this class.

It is expected that each student will be present at the beginning of the class period. Should the student arrive more than five minutes late, it will be up to the instructor to decide if the student has arrived in time to be counted as present. The instructor's decision is final.

**TESTING:**

There will be a quiz every Friday except for the last week of the mod. The quizzes will include a legal terminology component. There is a comprehensive final exam for this course which includes legal terminology as well as substantive and procedural material.

**GRADING POLICIES:**

Students will be evaluated as follows:

Assignments

Each assignment has a value from 50 to 100 points. Please see grading rubric. The student will turn in first and final drafts of the assignments, on deadlines assigned by the instructor. The deadlines are final.

Legal Folders

Students are also required to submit a folder of all projects completed in proper format with an index and tabs of all legal pleadings. This folder is worth 100 points.

Final and Quizzes

The final is worth 200 points for the substantive/procedural section and 100 points for the vocabulary section for a total of 300 points. Quizzes consist of 25 questions - 10 legal terminology, 15 multiple-choice, true/false, fill-in, worth 2 points each for a total of 50 points.

Class Assignments

Quizzes, Final Exam and Folders

90-100% = A  
80-89% = B  
70-79% = C  
60-69% = D  
0 -59% = F

**FINAL GRADE:**

The final grade will be an average of the scores of all the above work including quizzes, final exam, folders, and assignments.

**ANTICIPATED LEARNING  
OUTCOMES:**

Upon completion of this course the student will be able to:

1. Prepare civil pleadings and discovery documents (using both pleading paper and Judicial Council Forms) using WordPerfect and Martin Dean's Essential legal computer software programs and formatting requirements as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma Superior Court Local Court rules regarding civil litigation;
2. Calendar documents to meet court deadlines in accordance with the Trial Court Delay Reduction Act of the State of California;
3. Understand and correctly utilize legal terminology;
4. Learn document formatting requirements as set forth in Code of Civil Procedure, California Rules of Court, and Sonoma Superior Court Local Rules to allow independent pleading preparation;
5. Understand the legal ethical principles that guide a law office administrator, a paralegal, and a legal secretary based on the Model Rules of Professional Conduct of the American Bar Association;
6. Understand filing systems as they relate to a law office;
7. Understand the importance of effective proofreading and editing and put this into practice.