

SYLLABUS

Course Name: SHAC (Self Help Access Center) CLINICAL

Professor: Becky Rasmason
Janice Downey, teaching assistant

When: Monday from 6:00 p.m. – 9:00 p.m. (first three sessions only, then 6:00 p.m. to 8:00 p.m.)

Where: Empire College (room 202)

Units: 2 Units

Grading: Pass/Fail

To obtain a passing grade, students must:

1. Attend 8 clinics and 3 trainings.
2. A minimum of 80% attendance is required.

CLASS SCHEDULE

<u>Class</u>	<u>Assignment</u>
August 30, 2010 (training)	Classroom Discussion: Local Court Rules. Initiating an action vs. modifying an existing order. Conducting "Customer" interviews/evaluating needs. When to use Summons, Petition, Order to Show Cause and Notice of Motion. Service of Process. Fee Waivers. (3 hour class)
September 6, 2010 (no school)	School holiday.
September 13, 2010 (training)	Read Family Code Sections 3002 through and including 3011. Classroom Discussion: Custody/Visitation motions. Family Court Services pre-mediation orientation, mediation sessions and recommendations. Substance abuse issues/drug testing requirements. Preparing declarations-format and content. (3 hour class)
September 20, 2010 (training)	Read Family Code Sections 4050 through and including 4053, 4055, 4061 and 4062. Classroom Discussion: Child Support and Spousal Support motions. How child support is calculated in CA. Guideline Child Support/Dissomaster Program. Preparation of Income & Expense Declarations and required supporting documentation. Final Judgments. Judicial Council Form software program training. Create Sample Client File and generate documents. (3 hour class)
September 27, 2010	(clinic)

Class Schedule Continued

October 4, 2010	(clinic)
October 11, 2010	(clinic)
October 18, 2010	(clinic)
October 25, 2010	(clinic)
November 1, 2010	(clinic)
November 8, 2010	(clinic)
November 15, 2010	(clinic)
November 22, 2010	(clinic)
November 29, 2010	(clinic)
December 6, 2010	Make up class if needed