

## **SYLLABUS**

Course Name: SHAC (Self Help Access Center) CLINICAL  
Course Number: C557

Professor: Janice Downey  
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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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 3, 2011 (Training)  | Read Sonoma County Local Rule 9 (Family Law). Download and print the local rules directly from the court's website ( <a href="http://sonomasuperiorcourt.com">sonomasuperiorcourt.com</a> ).<br><b>Classroom Discussion:</b> 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. Dissolution packets. (3 hour class). |
| January 10, 2011 (Training) | Read Family Code sections 3002 through and including 3011.<br><b>Classroom Discussion:</b> 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).                                                                                                                                                       |

### **CLASS SCHEDULE (cont.)**

January 17, 2011 (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 Declaration and required supporting documentation. Default Judgments and miscellaneous issues. Essential Publishers form program training. Create sample client file and generate documents (3 hour class).

### **CLINICAL DATES FOLLOW:**

|                   |                                |
|-------------------|--------------------------------|
| January 24, 2011  | (clinic)                       |
| January 31, 2011  | (clinic)                       |
| February 7, 2011  | (clinic)                       |
| February 14, 2011 | (clinic)                       |
| February 21, 2011 | <b>President's Day Holiday</b> |
| February 28, 2011 | (clinic)                       |
| March 7, 2011     | (clinic)                       |
| March 14, 2011    | (clinic)                       |
| March 21, 2011    | (clinic)                       |
| March 28, 2011    | (clinic)                       |
| April 4, 2011     | (clinic)                       |
| April 11, 2011    | (clinic)                       |
| April 18, 2011    | Make Up Class if Necessary     |