

SYLLABUS

Course Name: SHAC (Self Help Access Center) C557

Professor: Becky Rasmason
Contact Info: becky@familylawcenter.info
707-836-7670 (office)

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.

Text: SHAC Binder (Required).

CLASS SCHEDULE

<u>Class</u>	<u>Assignment</u>
January 2, 2012 (Holiday)	No class.
January 9, 2012 (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. New Motion forms. Service of Process. Fee Waivers. (3 hour class)
January 16, 2012 (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)
January 23, 2012 (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)
January 30, 2012	(clinic)

Class Schedule Continued

February 6, 2012	(clinic)
February 13, 2012	(clinic)
February 20, 2012	Holiday- No Class
February 27, 2012	(clinic)
March 5, 2012	(clinic)
March 12, 2012	(clinic)
March 19, 2012	(clinic)
March 26, 2012	(clinic)
April 2, 2012	(clinic)
April 9, 2012	Make up class if needed