

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>
May 2, 2011 (Training)	Read Sonoma County Local Rule 9 (Family Law). Download and print the local rules directly from the court's website (sonomasuperiorcourt.com). Classroom Discussion: 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).
May 9, 2011 (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).

May 16, 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

May 23, 2011

(clinic)

May 30, 2011

Memorial Day Holiday – no class

June 6, 2011

(clinic)

June 13, 2011

(clinic)

June 20, 2011

(clinic)

June 27, 2011

(clinic)

July 4, 2011

Independence Day Holiday – no class

July 11, 2011

(clinic)

July 18, 2011

(clinic)

July 25, 2011

(clinic)

August 1, 2011

(clinic)