

**BOT 85.4A Course Outline as of Fall 2010**

**CATALOG INFORMATION**

Dept and Nbr: BOT 85.4A      Title: CIVIL LITIGATION LEVEL 1  
Full Title: Commencement of Civil Litigation Level 1  
Last Reviewed: 9/16/1998

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	16.00	8	Lecture Scheduled	128.00
Minimum	1.00	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	16.00		Contact Total	128.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 256.00

Total Student Learning Hours: 384.00

Title 5 Category: AA Degree Applicable  
Grading: Grade or P/NP  
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP  
Also Listed As:  
Formerly:

**Catalog Description:**  
a

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This course is intended for Legal Secretary Certificate Program students and individuals interested in learning civil litigation, terminology, procedure, and process. Discussion of the procedures and preparation of legal documents including a complaint, summons, answer, and proof of service. Legal calendaring, trial court delay reduction requirements, local rules of court, service of process, and dismissal of a lawsuit will also be covered. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Define the participants/parties to a lawsuit.
2. Explain the difference between a civil case, criminal case, and family law case.
3. Discuss methods for obtaining, gathering information prior to commencement of a lawsuit.
4. Format legal documents including a complaint, summons, answer, and proof of service.
5. Explain legal requirements for service of a lawsuit.
6. Describe the various methods of serving a lawsuit, including publication.
7. Understand the components of legal documents and their importance.
8. Describe the difference between service of the complaint and service of other legal documents.
9. Discuss legal calendaring and the difference between "court" and "calendar" days.
10. Explain the importance for accuracy in legal calendaring.
11. Understand Sonoma County's trial court delay reduction program.
12. Prepare documents required by Sonoma County for the trial court delay program.
13. Identify rules of the Sonoma County Courts relating to civil litigation.
14. Discuss the court process from filing a lawsuit to obtaining a judgement.
15. Identify and prepare documents to dismiss a lawsuit.

### **Topics and Scope:**

1. Obtaining pre-lawsuit information from client, physicians, police

- agencies, etc.
2. Civil litigation process from filing of a lawsuit to judgment or dismissal.
3. Terminology relative to civil litigation.
4. Preparation of civil litigation legal documents.
5. Overview of trial court delay reduction requirements.
6. Overview of County of Sonoma rules relating to civil litigation.
7. Service of the lawsuit/other documents.

### Assignment:

Listing civil procedures for simulated cases.  
Drafting components of legal documents for civil lawsuit.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Simulated Cases

Problem solving  
30 - 40%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, homework assignments

Skill Demonstrations  
30 - 40%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
20 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

In-class participation

Other Category  
10 - 10%

### Representative Textbooks and Materials:

LAW OFFICE PROCEDURES MANUAL, Rutter Group, 1998