

BOT 85.5A Course Outline as of Spring 1999**CATALOG INFORMATION**

Dept and Nbr: BOT 85.5A Title: DISCOVERY LEVEL 1

Full Title: Legal Procedure: Discovery Level 1

Last Reviewed: 9/16/1998

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	2.00	8	Lecture Scheduled	16.00
Minimum	1.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	16.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00

Total Student Learning Hours: 48.00

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:**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 about discovery. Discovery is the most important component of a lawsuit. Discovery is seeking facts, evidence, documents from the other side. Topics include: Discovery methods using interrogatories, production of documents, subpoenas, depositions; preparation of discovery documents and responses; time frames and calendaring requirements. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Spring 1999	Inactive: Fall 2010
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

1. Discuss the purpose of discovery.
2. Discuss the Discovery Act in the Code of Civil Procedure.
3. Explain the various discovery documents.
4. Explain the legal requirements of each discovery document according to law.
5. Describe the time frames for service of the documents and response to the documents.
6. Discuss legal calendaring.
7. Format discovery documents according to standard legal format procedures.
8. Format responses to discovery documents.
9. Discuss organization of discovery documents.

Topics and Scope:

1. Discovery Act in Code of Civil Procedure
2. Discovery purpose
3. Discovery methods: subpoena, Subpoena Duces Tecum, Deposition Subpoena
4. Calendaring considerations
5. Responses to discovery demands
6. Organizing discovery documents

Assignment:

Listing discovery procedures for simulated cases.
Drafting components of legal documents.

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 - 70%

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

Class performances, homework assignments

Skill Demonstrations
30 - 70%

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

Multiple choice, True/false, Matching items, Completion

Exams
20 - 50%

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

In-class participation

Other Category
10 - 30%

Representative Textbooks and Materials:

LAW OFFICES PROCEDURE MANUAL, Rutter Group, 1998