

**BOT 85.3 Course Outline as of Fall 2016****CATALOG INFORMATION**

Dept and Nbr: BOT 85.3      Title: FAMILY LAW PROCEDURES  
 Full Title: Family Law Procedures  
 Last Reviewed: 2/22/2010

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

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:**

An overview of Family Law procedures, especially as they relate to the dissolution of a marriage. Students will follow applicable legal procedures and prepare appropriate court documents using a simulation. Intended for students seeking employment as law office professionals. Not intended for individuals seeking assistance and instruction on preparing and processing their own dissolution of marriage documents.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 60.11A (or BOT 73.12A) or equivalent.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: An overview of Family Law procedures, especially as they relate to the dissolution of a marriage. Students will follow applicable legal procedures and prepare appropriate court documents using a simulation. Intended for students seeking employment as law office

professionals. Not intended for individuals seeking assistance and instruction on preparing and processing their own dissolution of marriage documents. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 60.11A (or BOT 73.12A) or equivalent.

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:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of this course, students will be able to:

1. Examine historical aspects of marriage.
2. Differentiate among a valid, void, and voidable marriage.
3. Create court forms and supporting legal documents.
4. Determine child and spousal support recommendations.
5. Analyze child custody and visitation issues.
6. Evaluate marital property rights and obligations.
7. Diagram a flow-chart of dissolution of marriage procedures to follow.
8. Write the procedures to create and process necessary legal documents and forms.
9. Create a working client file folder.

**Topics and Scope:**

Students will use a simulated legal case when covering the topics.

1. Marriage
  - a. Legal aspects
  - b. Valid, void and voidable marriages
  - c. Grounds for dissolving a marriage
2. Client interview
  - a. Essential information and data to obtain
  - b. Client's personal documents
  - c. Organization of files and development of follow-up systems
3. Dissolution of Marriage Proceeding

- a. California Dissomaster system for determining support recommendations
  - b. Custody and visitation issues
  - c. Child and spousal support calculations
  - d. Potential legal proceedings involving hearings and orders
  - e. Commencement proceedings
  - f. Service of process
  - g. Default proceedings
  - h. Contested matters
  - i. Marital settlement agreements
  - j. Processing a dissolution of marriage proceeding
    - i. Applicable legal procedures
    - ii. Appropriate court documents
4. Technology
- a. Legal Solutions software
  - b. Microsoft Word and/or WordPerfect features designed for legal documents
  - c. Helpful Internet resources

**Assignment:**

1. Textbook reading, approximately 10-25 pages per week
2. Research Internet resources and compile findings
3. Prepare court documents
4. Create client files for 2-3 simulated cases
5. Compose legal correspondence (10-15 samples)
6. Create a flow-chart of dissolution of marriage procedures
7. Using a simulation, write the procedures to create and process necessary legal documents and forms; create a procedures manual (10-20 pages)
8. 2 to 5 quizzes or exams

**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.

Legal correspondence, written procedures, procedures manual
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Writing 10 - 20%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Flow chart; procedures manual; internet research
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Problem solving 30 - 40%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Court documents, client files, legal correspondence
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Skill Demonstrations 30 - 40%
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**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes: multiple choice, true/false, matching items, completion

Exams  
10 - 20%

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

Class participation

Other Category  
5 - 10%

**Representative Textbooks and Materials:**

Law Office Procedures Manual, edited by Legal Secretaries Incorporated, The Rutter Group.  
Updated semi-annually.