

**PLS 54 Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: PLS 54                      Title: CIV PROC: DISCOVERY  
 Full Title: Civil Procedure: Discovery  
 Last Reviewed: 9/14/2020

| Units   | Course Hours per Week |                   | Nbr of Weeks |      | Course Hours Total |       |
|---------|-----------------------|-------------------|--------------|------|--------------------|-------|
| Maximum | 3.00                  | Lecture Scheduled | 3.00         | 17.5 | Lecture Scheduled  | 52.50 |
| Minimum | 3.00                  | Lab Scheduled     | 0            | 6    | Lab Scheduled      | 0     |
|         |                       | Contact DHR       | 0            |      | Contact DHR        | 0     |
|         |                       | Contact Total     | 3.00         |      | Contact Total      | 52.50 |
|         |                       | Non-contact DHR   | 0            |      | Non-contact DHR    | 0     |

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This course addresses pre-trial discovery and evidence considerations in civil litigation. Students learn procedures and tactics for initiating, managing, and compelling discovery and drafting major discovery documents in current use from sample problems. Evidence questions that commonly occur during trial preparation are examined.

**Prerequisites/Corequisites:**

Course Completion of PLS 51 and PLS 50

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

Description: This course addresses pre-trial discovery and evidence considerations in civil litigation. Students learn procedures and tactics for initiating, managing, and compelling discovery and drafting major discovery documents in current use from sample problems. Evidence questions that commonly occur during trial preparation are examined. (Grade Only)  
 Prerequisites/Corequisites: Course Completion of PLS 51 and PLS 50

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

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> Transferable | Effective: | Fall 2010 | Inactive: |
|-----------------------------------|------------|-----------|-----------|

|                     |            |           |
|---------------------|------------|-----------|
| <b>UC Transfer:</b> | Effective: | Inactive: |
|---------------------|------------|-----------|

**CID:**

**Certificate/Major Applicable:**

Major Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

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

1. Draft form and special interrogatories
2. Summarize depositions
3. Perform the paralegal's role in medical examinations
4. Draft Requests for Admissions
5. Draft Requests for Production of Documents and Things, and manage that resultant production
6. Seek and evaluate expert witnesses
7. Calculate calendaring deadline

**Topics and Scope:**

1. Discovery Overview
  - a. Purposes
  - b. Advantages and disadvantages
  - c. Discovery devices (tools)
  - d. Discovery plans
  - e. Limits to discovery
  - f. Motions to compel
2. Interrogatories
  - a. Advantages and disadvantages
  - b. Form and special interrogatories
  - c. Formatting and drafting
  - d. Responding to interrogatories
  - e. Analyzing responses to interrogatories
  - f. Challenging responses
  - g. Service of interrogatories

- h. Interrogatories in federal courts
- i. Drafting tips
- 3. Depositions
  - a. Advantages and disadvantages
  - b. Basic deposition rules
  - c. Party and third party depositions in Superior Court
  - d. Personal and consumer records
  - e. The role of the paralegal in depositions
  - f. Depositions in Federal Court
  - g. Deposition summaries
- 4. Requests for Admission
  - a. Purpose
  - b. Drafting Requests for Admissions
  - c. Responding to Requests for Admissions
  - d. Failure to respond to Requests for Admission
- 5. Requests for Production of Documents and Things
  - a. Drafting format
  - b. Timing of Request
  - c. Response to Request
  - d. Scope of inspection
  - e. Enforcing the demand
  - f. The role of the paralegal in Requests for Production
  - g. Organizing and analyzing documentary evidence
- 6. Independent Medical Examinations (IME)
  - a. Purpose
  - b. Physical and mental examinations
  - c. Drafting Request for IME
  - d. Responding to Request
  - e. The medical exam report
  - f. Federal Court IME's
  - g. The paralegal's role in IME's
- 7. Expert Witnesses and Expert Discovery
  - a. Expert discovery in Superior Court
  - b. Locating and evaluating expert witnesses
  - c. Demand of Expert Exchange
  - d. Response to demand
  - e. Late-disclosed experts
  - f. Expert discovery in Federal Court
  - g. Expert depositions
  - h. Sanctions
  - i. Ex parte motions
- 8. Calendaring Discovery
  - a. Limiting discovery
  - b. Calendaring discovery devices
  - c. Strategic timing
  - d. Creating and managing discovery timelines
- 9. Electronic discovery

**Assignment:**

- 1. Read textbook and outside sources of approximately 40 pages per week.
- 2. Draft and respond appropriately to all discovery requests.

3. Create and maintain a final project discovery portfolio
4. Summarize a deposition.
5. Solve calendaring problems - homework.
6. Draft motions to compel.
7. Research procedural and substantive law.
8. Midterm and final.

**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.

Drafting legal documents, motions to compel, draft and respond to discover requests, and deposition summary

Writing  
60 - 75%

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

Research procedural and substantive law, completion of final project discovery portfolio, homework calendaring problems

Problem solving  
10 - 20%

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

None

Skill Demonstrations  
0 - 0%

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

Midterm and Final

Exams  
10 - 20%

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

Attendance and participation

Other Category  
5 - 20%

**Representative Textbooks and Materials:**

Litigation by the Numbers & the Substantive Companion, Julie Goren, Lawdable Press, 2016  
 Recommended reference: Civil Procedure Before Trial, Weil and Brown, The Rutter Group, 2015.