#### BOT 85.5 Course Outline as of Fall 2010

## **CATALOG INFORMATION**

Dept and Nbr: BOT 85.5 Title: DISCOVERY PROCEDURES Full Title: Discovery Practices and Procedures Last Reviewed: 5/23/2016

Units		Course Hours per Week		Nbr of Weeks	<b>Course Hours Total</b>	
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:**

This course is intended for individuals interested in becoming legal secretaries or paralegals as well as individuals interested in learning about discovery, the most important component of a lawsuit. Focuses on law office secretarial procedures in discovery methods using interrogatories, production of documents, subpoenas, depositions; preparation, processing, and production of discovery documents and responses; and time frames and calendaring requirements.

### **Prerequisites/Corequisites:**

### **Recommended Preparation:**

Course Completion of CS 60.11A or equivalent; Eligibility for ENGL 100 or ESL 100.

### **Limits on Enrollment:**

#### **Schedule of Classes Information:**

Description: This course is intended for individuals interested in becoming legal secretaries or paralegals as well as individuals interested in learning about discovery, the most important component of a lawsuit. Focuses on law office secretarial procedures in discovery methods using interrogatories, production of documents, subpoenas, depositions; preparation, processing, and

production of discovery documents and responses; and time frames and calendaring requirements. (Grade or P/NP) Prerequisites/Corequisites: Recommended: Course Completion of CS 60.11A or equivalent; Eligibility for ENGL 100 or ESL 100. Limits on Enrollment: Transfer Credit: CSU; Repeatability: Two Repeats if Grade was D, F, NC, or NP

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

AS Degree: CSU GE:	Area Transfer Area	ı		Effective: Effective:	Inactive: Inactive:
<b>IGETC:</b>	Transfer Area	l	Effective:	Inactive:	
CSU Transfer	:Transferable	Effective:	Fall 2010	Inactive:	Fall 2022
UC Transfer:		Effective:		Inactive:	

CID:

## **Certificate/Major Applicable:**

Both Certificate and Major Applicable

# **COURSE CONTENT**

### **Outcomes and Objectives:**

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

- 1. Examine and analyze the purpose of discovery.
- 2. Interpret the Discovery Act in the Code of Civil Procedure.
- 3. Compare the various discovery documents and their purposes.
- 4. Examine the legal requirements of each discovery document according to law.
- 5. Select the time frames for service of the discovery documents and response to the documents.
- 6. Calculate statutory time periods according to the requirements for legal calendaring.
- 7. Create discovery documents according to standard legal format procedures.
- 8. Select methods for evaluating facts and evidence in discovery documents.
- 9. Generate responses to discovery documents.
- 10. Properly organize discovery documents in preparation for a trial.
- 11. Demonstrate use of special word processing features to create discovery documents.

## **Topics and Scope:**

- I. Discovery Act in Code of Civil Procedure
- II. Discovery Purpose
- III. Discovery Methods (under the Discovery Act)
  - A. Interrogatories
  - **B.** Depositions
  - C. Demand for inspection and production of documents
  - D. Request for admissions

- E. Demand for physical or mental examinations
- IV. Calendaring Considerations
  - A. Time frames
  - B. Calendaring requirements
- V. Responses to Discovery Demands
- VI. Discovery Documents
  - A. Interrogatories
  - B. Production of documents
  - C. Subpoenas
  - D. Depositions

### VII. Response Document

- A. Answers to interrogatories
- B. Response to request for production of documents
- VIII. Service of Process
  - A. Discuss proof of services
  - B. Other practices

## Assignment:

- 1. Follow discovery procedures for simulated cases
- 2. Draft written components of legal documents using special word processing features
- 3. Prepare discovery documents
- 4. Two to five quizzes
- 5. Reading: approximately 25 pages per week
- 6. Organize and produce client files
- 7. Calendar and tickle dates throughout simulations

## 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.

Draft of documents

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

Simulated cases

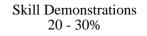
**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Homework, draft components of legal documents

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

Writing 10 - 20%

Problem solving 40 - 50%



Multiple choice, true/false, matching items, completion, short essay

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

### In-class participation

Exams 20 - 30%

Other Category 0 - 10%

## **Representative Textbooks and Materials:**

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