

**BOT 85.4 Course Outline as of Fall 2010****CATALOG INFORMATION**

Dept and Nbr: BOT 85.4 Title: CIVIL LITIGATION PROC

Full Title: Civil Litigation Practices and Procedures

Last Reviewed: 5/23/2016

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:**

This course is intended for individuals interested in becoming legal secretaries or paralegals as well as individuals interested in learning the practices and procedures for commencing a civil lawsuit. Focuses on law office secretarial procedures and preparation of legal documents including without limitation, 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.

**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 the practices and procedures for commencing a civil lawsuit. Focuses on law office secretarial procedures and preparation of

legal documents including without limitation, 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: 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:**

<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>	Conditional	Effective: Fall 2010	Inactive: Fall 2022
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Outcomes and Objectives:**

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

1. Define and analyze the participants and parties to a lawsuit.
2. Compare and differentiate between a civil case, criminal case, and family law case.
3. Identify methods for obtaining and gathering information prior to commencement of a lawsuit.
4. Demonstrate use of Legal Solution software and special word processing features to prepare legal documents including a complaint, summons, answer, and proof of service.
5. Explain the various methods of serving a lawsuit, including publication.
6. Calculate statutory time periods according to the requirements for legal calendaring.
7. Generate documents required by Sonoma County for the trial court delay reduction program.
8. Outline and cite rules of the Sonoma County Courts relating to civil litigation.
9. Manage court process from filing a lawsuit to obtaining a judgment.

**Topics and Scope:**

1. Brief comparison of civil, criminal, and family law cases.
2. Pre-lawsuit client intake and procedure
3. Overview of calendaring considerations
4. Initial informal discovery from client, professionals, and witnesses
5. Civil litigation process from commencement of a lawsuit to judgment or dismissal
6. Terminology relative to civil litigation
7. Service of Process

8. Preparation of civil litigation legal documents using legal Solutions software and special word processing features
  - a. Summons
  - b. Complaint
  - c. Answer
  - d. Cross-Complaint
  - e. Proof of Service
  - f. Notice of Motion
  - g. Memorandum of Points and Authorities
  - h. Verification
9. Overview of trial court delay reduction requirements
10. Overview of County of Sonoma rules relating to civil litigation
11. Service of documents other than Summons and Complaint

**Assignment:**

1. Read textbook and outside resources of approximately 30 pages per week
2. Use simulated cases to work through civil proceedings
3. Calendar and tickle dates throughout the simulations
4. Prepare written legal documents using Legal Solutions and word processing software
5. Develop case files including integrating pleadings where appropriate
6. Two to five quizzes

**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 documents	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.

Simulated legal procedures	Problem solving 40 - 50%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Homework assignments, legal documents and forms	Skill Demonstrations 20 - 30%
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**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, true/false, matching items, completion, short essay	Exams 20 - 30%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

In-class participation

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

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