BOT 85.5 Course Outline as of Fall 2017

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	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 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:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			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. Generate responses to discovery documents.
9. Properly organize discovery documents in preparation for a trial.

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
    F. Compliance with statutory laws and timelines

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
3. Prepare discovery documents
4. One to two quizzes
5. Reading: approximately 10 pages per week
6. Organize and produce client files - homework
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.

Drafts of legal and discovery documents	Writing 10 - 20%

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

Calendar and tickle dates throughout simulated cases, discovery document procedures for simulation cases	Problem solving 40 - 50%

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

homework organization and production of client files, draft legal documents	Skill Demonstrations 20 - 30%

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

One to two quizzes	Exams 20 - 30%

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:
Litigation by the Numbers, Lawdable Press, Julie Goren, 2016