

**BOT 85.3 Course Outline as of Spring 2004**

**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	3.00	8	Lecture Scheduled	24.00
Minimum	1.50	Lab Scheduled	1.00	8	Lab Scheduled	8.00
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 48.00

Total Student Learning Hours: 80.00

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:**  
Intended for students seeking employment as law office professionals. An overview of Family Law procedures, especially as they relate to the dissolution of a marriage. Topics include: historical aspects of marriage; valid, void, and voidable marriages; grounds for the dissolution of a marriage; community versus separate property issues; child and spousal support calculations; custody and visitation rights; processing of a dissolution of marriage proceeding. Students will follow applicable legal procedures and prepare appropriate court documents using a simulation. Not intended for individuals seeking assistance and instruction on preparing and processing their own dissolution of marriage documents.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Completion of ENGL 100 or ESL 100.

**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. 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: Completion of 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>	Transferable	Effective: Fall 1998	Inactive: Fall 2016
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Students will be able to:

1. Examine historical aspects of marriage
2. Differentiate between a valid, void, and voidable marriage
3. Examine the differences between a divorce and dissolution of marriage
4. Create court forms and supporting legal documents
5. Determine child and spousal support recommendations
6. Analyze child custody and visitation issues
7. Evaluate marital property rights and obligations
8. Diagram a flow-chart of dissolution of marriage procedures to follow
9. Using a simulation, write the procedures to create and process necessary legal documents and forms.
10. Create a procedures manual

**Topics and Scope:**

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

1. Marriage
  - a. Legal aspects
  - b. 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. Potential legal proceedings involving hearings and orders
  - d. Commencement proceedings
  - e. Service of process
  - f. Default proceedings
  - g. Contested matters
  - h. Marital settlement agreements
4. Technology
  - a. Legal Solutions software
  - b. Microsoft Word and/or WordPerfect features designed for legal documents
  - c. Helpful Internet resources

### Assignment:

Textbook reading; research Internet resources; preparation of court documents; creation of client files; composing legal correspondence; writing action steps in processing legal documents; develop a procedures manual.

### 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.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

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

Homework problems, Case studies.

Problem solving  
20 - 50%

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

Class performances, Performance exams, Processing legal docs & composing correspondence.

Skill Demonstrations  
20 - 50%

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

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
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Other Category 5 - 10%
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**Representative Textbooks and Materials:**

Joyce Morton, Legal Secretarial Procedures, 5th edition. New Jersey: Prentice-Hall, 2001.

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