

**BOT 85.4B Course Outline as of Spring 1999****CATALOG INFORMATION**

Dept and Nbr: BOT 85.4B Title: CIVIL LITIGATION L2

Full Title: Commencement of Civil Litigation Level 2

Last Reviewed: 9/16/1998

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	1.00	8	Lecture Scheduled	8.00
Minimum	0.50	Lab Scheduled	1.00	7	Lab Scheduled	8.00
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	16.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 16.00

Total Student Learning Hours: 32.00

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:****Prerequisites/Corequisites:**

Course Completion or Current Enrollment in BOT 85.4A

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

Description: This course is intended for Legal Secretary Certificate Program students and individuals interested in learning how to properly complete and process the legal documents and forms discussed in BOT 85.4A. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in BOT 85.4A

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:	Spring 1999	Inactive:	Fall 2010
<b>UC Transfer:</b>		Effective:		Inactive:	

### **CID:**

### **Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

1. Apply knowledge of discovery procedures to complete legal documents and forms.
2. Type and format legal documents.
3. Format legal documents including a complaint, summons, answer, and proof of service.
4. Prepare documents required by Sonoma County for the trial court delay program.
5. Calendar follow-up and statutory dates.

### **Topics and Scope:**

1. Pre-lawsuit correspondence
2. Calendaring dates - statutory and follow-up
3. Court and legal forms
  - a. Summons
  - b. Complaint
  - c. Answer
  - d. Proof of service
  - e. Request for Dismissal
4. Court delay reduction documents
5. Service of process

### **Assignment:**

Finalizing legal documents for civil lawsuit.

### **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.

Simulated Cases

Problem solving  
30 - 70%

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

Class performances, homework assignments

Skill Demonstrations  
30 - 70%

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

None

Exams  
0 - 0%

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

In-class participation

Other Category  
10 - 30%

**Representative Textbooks and Materials:**

LAW OFFICE PROCEDURES MANUAL, Rutter Group, 1998.