

**PLS 60 Course Outline as of Spring 2020****CATALOG INFORMATION**

Dept and Nbr: PLS 60

Title: LEGAL CALENDARING

Full Title: Legal Calendaring

Last Reviewed: 2/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This course provides a comprehensive overview of calendaring for the law office. State and local rules are emphasized. Risk management, statutes of limitation, guidelines and techniques for effective calendaring are also discussed. Students will resolve calendaring situations triggered by various events common in law firms.

**Prerequisites/Corequisites:**

Course Completion or Current Enrollment in PLS 50

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

Description: This course provides a comprehensive overview of calendaring for the law office. State and local rules are emphasized. Risk management, statutes of limitation, guidelines and techniques for effective calendaring are also discussed. Students will resolve calendaring situations triggered by various events common in law firms. (Grade Only)

Prerequisites/Corequisites: Course Completion or Current Enrollment in PLS 50

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

**CID:**

**Certificate/Major Applicable:**

Major Applicable Course

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Create and maintain an accurate calendaring system.
2. Develop a system for calendaring coordination and calendaring checks.
3. Maintain a tickler system.
4. Utilize an electronic calendaring system.

### **Objectives:**

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

1. Apply state and local calendaring rules for accurate and effective calendar maintenance.
2. Recognize which events require calendaring.
3. Protect clients' interests by calendaring to avoid statutes of limitations issues.
4. Identify and correct deficiencies in a calendaring system.
5. Recognize and avoid common calendaring errors.
6. Recognize the consequences of improper or incorrect calendaring practices.

### **Topics and Scope:**

1. Overview, Terminology, and Risk Management
  - a. Deadlines
  - b. Calculation
  - c. Dual system requirements
  - d. Clients' rights
  - e. State and local rules
2. Events Requiring Calendaring
  - a. Statutory and regulatory deadlines
  - b. Promises
  - c. Internal scheduling

- d. Correcting deficiencies
- e. Common errors
- f. Consequences
- 3. Timing Considerations for Calendaring Events
  - a. Prior to accepting a case
  - b. During pendency of case
  - c. Post case or post trial actions
- 4. General Counting Rules
  - a. Court days
  - b. Calendar days
  - c. Weekend and holidays
  - d. Statutory sources
  - e. Mailing considerations
- 5. Calendaring from the Proof of Service
  - a. Personal service
  - b. Service by mail
  - c. Service by express mail
  - d. Fax service
  - e. E-service
  - f. Service by publication
  - g. Substitute service
- 6. Pre-Filing Considerations
  - a. Government claims
  - b. Statutes of Limitations
  - c. Minor children
- 7. Date Capturing
  - a. Important date sources
  - b. Pleadings
  - c. Case memoranda
  - d. Telephone calls
  - e. Correspondence
  - f. Faxes
  - g. E-mail
  - h. Other oral communications
  - i. Calendaring stamp
  - j. Authority banks
  - k. Updating tickler system
- 8. Fast Track System
  - a. Definition
  - b. Goals
  - c. Exceptions and exclusions
- 9. Dismissal Statutes
  - a. Discretionary dismissal
  - b. Mandatory dismissal
  - c. Requirements and limitations
- 10. Motion Practice
  - a. Motion to Quash
  - b. Demurrers
  - c. Motion to strike
  - d. Change of venue
  - e. Timing for oppositions
  - f. Timing for replies

- g. Request for Statement of Damages
- h. Motions for Summary Judgment
- 11. Requests for Relief During Pendency of Case
  - a. Ex parte motions
  - b. Noticed motions
- 12. Manual Calendaring Systems
- 13. Discovery Calendaring
  - a. Depositions
  - b. Interrogatories
  - c. Requests for Admissions
  - d. Physical/mental examinations
  - e. Requests for production
  - f. Expert witnesses
- 14. Electronic Calendaring Systems

### Assignment:

- 1. Reading 8-12 pages a week
- 2. Group in-class scenario problem solving
- 3. Study and memorize legal terminology
- 4. Participate in discussions based on lectures
- 5. Participation in electronic calendaring exercises
- 6. Solve Homework Problems
- 7. Final quiz

### 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 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.

In-class scenario problem solving, electronic calendaring exercises, group work, legal terminology, homework problems

Problem solving  
70 - 80%

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

None

Skill Demonstrations  
0 - 0%

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

final quiz, terminology quizzes

Exams  
10 - 20%

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

dicussions based on lectures

Other Category  
10 - 20%

### **Representative Textbooks and Materials:**

Instructor prepared materials

Statutes of Limitations table, newspaper/journal articles and other materials that are current and relevant to the course topics, which are provided by the instructor.

Litigation by the numbers, Goren 2015, Lawdable Press