

LAW C105: CIVIL LITIGATION 1

Item	Value
Top Code	140200 - Paralegal
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)

Course Description

Learn, analyze and examine the basic principles of civil litigation as applicable to jurisdiction, venue and preparation of pleadings, discovery, motions, trial preparation, and alternative dispute resolution by plaintiffs and defendants in the California court system. ADVISORY: LAW C100 and LAW C127. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Apply the basic principles of party selection and jurisdiction for proper designation in a court pleading.
2. Prepare a trial notebook based on an entry level paralegal assignment in a legal setting.
3. Utilize discovery and motions in the civil process in preparation for mediation, arbitration, or trial based on a typical paralegal assignment in a legal setting.
4. Prepare a basic pleading or responsive document based on an entry level paralegal assignment in a legal setting.

Course Objectives

- 1. Explain the basic principles of recognition and selection of the parties to an action.
- 2. Define and explain the courts? jurisdiction over subject matter, persons, and property and be able to select the correct jurisdiction based on assigned factual scenarios.
- 3. Analyze a potential case and the basic pleadings as applicable to complaints, cross-complaints, answers, and other responsive pleadings
- 4. Describe how to use discovery and motions in the civil process in preparation for mediation, arbitration, or trial.
- 5. Demonstrate knowledge of litigation procedures through application to specific legal factual situations.

Lecture Content

Investigating and Planning Litigation Introduction to Litigation (2 hours) Fact Gathering (2 hours) Case Evaluation and Strategy (2 hours) Parties and Jurisdiction (2 hours) Pre Trial Litigation Pleadings (2) Complaints, Answers, Cross-Complaints (3 hours) Special Pleadings (2 hours) Introduction to Motions (2 hours) Attacking the Pleadings (3 hours) Summary Judgment (3 hours) Provisional Remedies (2 hours) Evidence (2 hours) Introduction to Discovery (2 hour) Written Discovery (3 hours) Depositions (2 hour) Settlement, Trial and Post Trial Settlements (2

hours) Trial Preparation, Trial, and Appeal (3.5 hours) Enforcement of Judgments (2.5 hours) Alternative Dispute Resolution (2 hours) Social Media (1 hour) Exams (9 hours)

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)

Instructional Techniques

Multiple methods of instruction will be used to enhance student understanding of the paralegal profession. Lectures, discussions, forums, interactive activities, and group projects will be utilized to facilitate the learning process. This class requires the use of various methods of audio visuals such as PowerPoint presentations, audio, and video.

Reading Assignments

Students will read from the course textbook as well as any other primary and/or secondary readings assigned by the instructor.

Writing Assignments

Students will be required to complete written homework assignments, draft discovery, draft a motion, write essays on exams, and prepare a trial notebook as assigned by the instructor.

Out-of-class Assignments

Outside of the classroom students will complete the required readings; work on assigned papers, reports, and projects; study for tests; conduct research; and communicate with the instructor and/or fellow students through telephone, email, discussion boards, or virtual chat.

Demonstration of Critical Thinking

Critical thinking will be demonstrated through written assignments, essays on exams, papers, and projects.

Required Writing, Problem Solving, Skills Demonstration

Homework relating to the basic principles of civil litigation and work becomes part of the trial notebook developed in class with an emphasis on discovery. Preparation of a complaint, answer, and other applicable legal forms and as applied to a potential case and development of a trial notebook organizing case materials.

Eligible Disciplines

Law: J.D. or LL.B NOTE: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes in the discipline of the application. Master's degree required.

Textbooks Resources

1. Required Maerowitz, M. Fundamentals of California Litigation for Paralegals, 7th ed. Wolters Kluwer, 2021

Other Resources

1. Access to the current California Code of Civil Procedure (electronic or paper back publication). 2. Coastline Library