

LAW C128: LEGAL PROCEDURE 2

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), • Pass/No Pass (B)

Course Description

Continuation of LAW C127, including civil procedures in unlimited and limited courts with emphasis on preparing, filing and bring to judgment breach of contract, landlord-tenant and personal injury actions, including discovery, law and motion, research, arbitration, calendaring, business entities and formation of small corporations, real estate terminology, criminal law introduction, and skills, techniques and abilities the paralegal will be expected to have in the workplace. ADVISORY: LAW C127 or concurrent enrollment. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Prepare in proper format all documents and procedural check lists for corporations, civil actions and criminal cases, as applied to specific fact patterns.
2. Select and use the different forms of business entities and apply the procedures to form a small California corporation and create a viable legal entity.
3. Select and use general real property terminology.
4. Prepare, file, and organize civil actions through judgment in breach of contract, landlord-tenant and personal injury actions, and prepare and schedule proper legal calendaring as applied to specific fact patterns.
5. Prepare and use the forms for discovery and motions in civil actions and be able to select and apply the documents and procedures needed for pre-trial civil actions as applied to specific fact patterns.
6. Identify the basic constitutional rights of defendants in criminal actions and select and use the procedures and terminology in misdemeanor and felony actions.

Course Objectives

- 1. Prepare in proper format documents and procedural check lists for corporations, civil actions, Real Estate, and criminal cases, as applied to specific fact patterns.
- 2. Select and use general real property terminology.
- 3. Identify the basic constitutional rights of defendants in criminal actions and select and use the procedures and terminology in misdemeanor and felony actions.
- 4. Prepare, file, and organize civil actions through judgment in breach of contract, landlord-tenant and personal injury actions, and prepare

and schedule proper legal calendaring as applied to specific fact patterns.

Lecture Content

Corporations and Business Entities (9 hours) general procedures fictitious business name statements contracts and agreement preparation of corporate minutes, bylaws and stock sole proprietorships limited liability companies Criminal Law Procedures (6 hours) types of crimes in court hearings forms and procedures Preparation for Trial (9 hours) limited and unlimited jurisdiction courts discovery law and motion arbitrations basic research using the law library Personal Injury Actions (3 hours) After Trial Procedures (2 hours) enforcement of judgments writs and attachments Landlord-Tenant (6 hours) rights eviction unlawful detainer actions Real Estate (2 hours) definition of property deeds, trusts and notes Breach of contract actions (6 hours) Prepare for the job (3 hours) resume preparation interviewing techniques skills and abilities

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, prepare a complaint, draft a subpoena, write essays on the exams, and prepare and schedule proper legal calendaring as applied to specific fact patterns, select and apply the documents and procedures needed for pre-trial civil actions as applied to specific fact patterns.

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

Adapting sample cases to forms.

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 Garner, B. Black's Law Dictionary Abridged, 10th ed. WestLaw, 2015 Rationale: -
2. Required Legal Professionals, Incorporated. Legal Professionals Handbook, ed. Thomson Reuters, 2020

Other Resources

1. Coastline Library