

Administrative Master Syllabus

Course Information

Course Title	Civil Litigation
Course Prefix, Num. and Title	LGLA 1345 – Civil Litigation
Division	Technology and Business
Department	Paralegal Studies
Course Type	WECM Course
Course Catalog Description	This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:3:0
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Department Head:	David Kucera, Technology & Business Division Chair	08-01-2023



Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

Week 1:

- I. Introduction to Civil Litigation
 - A. Definition, background, and purpose
 - B. Types of law and sources of law including electronic d-base
 - C. Types of litigation
 - D. The law office and office procedures
 - E. Overview of role of the paralegal in litigation
 1. Kinds of tasks
 2. Ethical considerations

Week 2-3:

- II. Courts and Jurisdiction
 - A. Courts and Jurisdiction
 - B. Venue
 - C. Removal to Federal Court
 - D. Courthouse, clerks, sheriff
 - E. Introduction to the federal and state rules of procedure
 - F. Overview of steps in the process

Week 4:

- III. Investigation, Evidence, and Case Evaluation
 - A. Relationship of evidence to investigation
 - B. Investigation skills
 1. Client and witness interviewing
 2. Assessing the substantive law for liability and defenses
 3. Gathering medical, employment, and other information
 4. Gathering documents, authorizations
 5. Fees and retainers
 - C. Case summary documents

Week 5-6:

- IV. Pleadings/Drafting of complaint, service of process, responsive pleadings and motions
 - A. Definition and purpose
 - B. Overview of types of pleadings and applicable rules
 - C. Complaint
 - D. Answer/Counterclaim/ (Possible removal to federal court)
 - E. Joinder of parties and third-party practice
 - F. Amending pleadings G. Service of pleadings H. Default Judgment

Week 7:

- V. Motion Practice
 - A. Purpose and Definition
 - B. Types of Motions



- C. Applicable Rules
- D. Drafting the motion, affidavit, and order

Week 8-9:

- VI. Discovery in Civil Litigation
 - A. Definition, purpose, and overview of discovery devices
 - B. Scope of Discovery
 - C. Compelling discovery
 - D. Interrogatories, theory and drafting of
 - E. Depositions, theory and drafting of
 - 1. Scheduling
 - 2. Indexing and digesting (some cover here, others under document management)
 - F. Production of documents and things, theory and drafting of
 - G. Request for physical and mental examination, theory and drafting of
 - H. Request for admissions, theory and drafting of
 - I. The Expert Witness
 - J. Freedom of Information Act and other devices
 - K. Document management and control
 - 1. Organizing documents and case files
 - 2. Reviewing, interpreting, and digesting discovery and other documents
 - 3. Computer applications in document control
 - L. Subpoenas
 - 1. Federal
 - 2. State

Week 10:

- VII. Settlement and Alternative Dispute Resolution
 - A. Definition and purpose
 - B. Settlement proposals (brochures) and negotiations
 - C. The pretrial conference
 - D. Procedure in alternative dispute resolution

Week 11-12:

- VIII. The Civil Trial
 - A. Pretrial Preparation
 - 1. Review of evidence, witnesses, and rebuttal
 - 2. Jury investigation
 - 3. Trial notebook
 - 4. Subpoenas
 - 5. Client and witness preparation
 - 6. Preparation of evidence exhibits
 - B. Trial (Some programs end the course after trial is covered.)
 - 1. Steps in trial process
 - 2. Trial motions
 - 3. Paralegal's role at trial
 - C. Post-trial motions and practice

Week 13-14:

- IX. Appeal

- A. Rules and procedures
- B. The appellate brief Draft appellate checklist

Week 15:

- X. Judgments, Enforcing Judgments (Collections)
 - A. Types of judgment and procedure to enforce
 - B. Devices
 - C. C. Extraordinary relief from judgment
 - D. Draft a Motion Granting a Default Judgment

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

- 1. Use terminology relating to civil litigation
- 2. Analyze sources relating to civil litigation and applicable court rules
- 3. Draft documents used in civil litigation
- 4. Analyze the ethical considerations of the paralegal relating to civil litigation

Methods of Assessment:

Drafting Exercises and Exams

Required text(s), optional text(s) and/or materials to be supplied by the student:

Civil Litigation, Kerley/Hames, J.D./Sukys, J.D., Cengage Publishing, Current edition

Suggested Course Maximum:

30

List any specific or physical requirements beyond a typical classroom required to teach the course.

None

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Research assignments..... 40%
Midterm Exam..... 25%
Final Exam 25%
Class participation..... 10%
Total 100%

Grading Scale
A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 0% - 59%

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist