

LAW C127: LEGAL PROCEDURE 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
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Knowledge and skills required of paralegals and legal assistants, including procedures and functions in the court structure and litigation procedures including personal injury and general civil cases, probate, family law, dissolution, adoption, and bankruptcy. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Perform the duties and functions at entry-level or above of a paralegal or legal assistant.
2. Prepare appropriate legal forms and documents for court filing in a civil action using a given specific fact pattern.
3. Analyze legal terminology and assess, select and use legal terms.
4. Work independently to produce an acceptable project folder similar to what is used in a family law legal work place environment.
5. Prepare documents using appropriate software to become more proficient by applying information provided by the instructor.
6. Measure and develop general office skills such as filing, calendaring, service of process, judicial council forms, documents and legal mailing procedures when applied to a specific fact pattern.

Course Objectives

Lecture Content

INTRODUCTION (6 hours/2 weeks) Orientation and overview
General functions of Paralegal Legal assistant and legal secretary
Ethical considerations COURT STRUCTURE (6 hours/2 weeks)
General information Litigation procedures Jurisdiction Venue Ethical considerations INITIATING A LAWSUIT (9 hours/3 weeks) Civil cases
Personal Injury cases Statute of Limitations Parties/Causes of Action
Guardian ad Litem Ethical considerations and conflicts of interest
SERVICE OF PROCESS (3 hours) Plaintiffs and petitioners Defendants
and respondents Ethical considerations FAMILY LAW (9 hours/3 weeks)
Dissolutions Separations Others procedures Orders to Show Cause (OSC) Ethical considerations and malpractice PROBATE (6 hours/2 weeks)
Administration of an Estate Preparation and execution of a Will Guardianships/conservatorships Ethical considerations Elder law issues BANKRUPTCY - overview (3 hours) ADOPTION - overview (3 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, 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, write essays on the exams, service of process evaluations, statutes of limitations, and calendaring applications.

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

Service of process evaluations and statutes of limitations and calendaring applications.

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. Masters degree required.

Textbooks Resources

1. Required Garner. Blacks 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