

**Date:** February 2006

- I. Course Name:** Courts & Litigation  
**Course Prefix & Number:** PLG 240  
**Credit Hours & Contact Hours:** 3 credit hours - 3 contact hours  
**Catalog Description:**

This course is designed to introduce the student to the federal and state court system and offer instruction in civil litigation procedures commencing from the initial client interview and file organization to the trial and any subsequent appeals. It will include instruction on procedures authorized under the code of civil procedure and special emphasis will be placed on the content and preparation of documents used in civil law suits. Prerequisites: PLG 100 & PLG 125 with a grade of C or better. Offered on a regular, rotating basis.

**II. Course Outcomes and Objectives**

**Learning Outcomes:**

The general goals of this course are to:

1. give the student an understanding of the jurisdiction of state and federal trial and appellate courts, venue, and the role of lawyers, paralegals and the court system in the resolution of disputes
2. introduce the student to the most common causes of action filed in the court system
3. instruct the student on how to conduct initial client interviews, identify and prepare pleadings, and assist in motion practice
4. instruct the student in the tools and methods used in the discovery process
5. introduce the student to the rules of evidence
6. introduce the student to methods of alternative dispute resolution

**Relationship to Academic Programs and Curriculum:**

The course is required for students matriculated in the Paralegal A.A.S. degree program. Students matriculated in other degree programs may take the course with the permission of the instructor.

**College Competencies Addressed by the Course:**

The Courts and Litigation course addresses the following general competencies: writing, reading, ethics and values, information resources, global concerns, computer literacy, problem solving and professional competency.

**III. Methods of Instruction**

**Types of Course Materials:**

Textbook

**Methods of Instruction:**

Lectures, guest speakers, field trips, class discussions, written assignments

**Assessment Measures:**

Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions

**Methods of Evaluation:**

Class Participation

Tests

Written Assignments completed and turned in on a timely basis.

Work product may include but is not limited to:

Preparation of a Complaint

Preparation of an Answer

Preparation of a Motion

Preparation of Interrogatories

**IV. General Outline of Topics Covered**

- I. Ethics in Litigation
- II. The Court System
- III. Jurisdiction and Venue
- IV. The Initial Interview
- V. Statute of Limitations
- VI. Evidence and Investigation
- VII. Drafting the Summons & Complaint
- VIII. Filling the Complaint
- IX. Service of Process
- X. Long Arm Jurisdiction
- XI. Default Judgments
- XII. Motion Practice
- XIII. Drafting the Answer, Counter Claim & Cross Claim
- XIV. Discovery
- XV. Settlement & Other Alternative Dispute Resolutions
- XVI. Basic Trial Outline
- XVII. Trial Preparation
- XVIII. Paralegal Assistance at Trial
- IXX. Post Trial Practice