

CIVIL PROCEDURES AND DISCOVERY
[LEGL 119]
Imperial Valley College | Spring 2013 | 3 semester units

Course Syllabus

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Required Text: California Civil Litigation (2nd Edition) | 9780132374637 | 0132374633 | Goldman, Thomas F., Hughes, Alice, Letterman, Bryce

Course Description: LEGL 119 - Civil Procedures and Discovery

This course covers theory, concept, and rules of civil procedures. It includes types of evidence, prima facie cases, rules governing witness testimony, federal and state court systems, procedures for the removal of state court actions for transfer to the federal court system, initiation of federal and state court actions, remedies available under law and equity, alternative dispute resolution methods, drafting and filing complaints, answers, counterclaims, pre-trial motions, and in-court trial procedures. It also provides an examination of the rules of civil evidence and the admissibility of evidence, depositions, interrogations, admissions, notices to produce, and related rules of discovery and evidence. (CSU)

Recommended Preparation: ENGL 101, Reading and Composition. In addition, students are expected to have a basic familiarity with computer terms, to be able to use applications such as word processing, spreadsheets, and email, and to do online research. These skills can be learned in CIS 100 Computer Literacy.

Course Format: Course material will be covered through a combination of lecture and group discussion. Occasionally, other audio/visual aids will be used in class to demonstrate the material. Assignments and assessments will be based on the text, content covered during class, and other outside materials.

Attendance: I will only allow one class absence per semester with no penalty. A second absence will result in a points for 5% of your participation and attendance grade. Because we only meet once per week, it is imperative that you attend every class and arrive to class on time. Please be advised that you are responsible for dropping the course if you can no longer attend or are not passing the course. Do not rely on me to do so. If you are unable to attend class due to an emergency, you

are responsible for speaking with other classmates to obtain the material or notes that you missed. If you need help or information, please contact me for assistance.

INSTITUTIONAL LEARNING OUTCOMES

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: communication skills, critical thinking skills, personal responsibility, information literacy and global awareness

STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Research the federal and state court systems and compare and contrast them including steps to initiate an action.
2. Draft a complaint and outline the procedure for filing the complaint.
3. Draft an answer and counterclaim.
4. Name and describe each step of the Civil Litigation process.
5. Describe the purpose of the Civil Justice System.

Grading:

Attendance/Participation	10%	
Discussion Questions	20%	
Project – Case study	Appendix 2	50%
Final SLO Assessment	20%	

The grading scale is:

90 to 100%.....	A
80 to 89%.....	B
70 to 79%.....	C
60 to 69%.....	D

All assignments must be submitted on time in order to receive full credit. I will accept an assignment one day late for half credit. Assignment will not be accepted beyond that time. The mid-term and the final must be taken on the day they are schedule.

I encourage collaboration on assignments; however, cheating will not be tolerated. Please make sure you are submitting your own work and are using proper references when using other people's material. If you submit

plagiarized work, you will receive an F for the assignment.

Disabled Student Programs and Services (DSPS): Students with disabilities at Imperial Valley College are eligible for accommodations related to their disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Services are provided to students with mobility, visual, hearing, speech, and orthopedic impairments, learning disabilities, psychological disabilities, Acquired Brain Injury, and other health impairments. Services are provided on an individual basis and may include reader services, note taking, tutoring, counseling, sign language interpreting, priority registration, learning disability assessment, and adapted computer instruction. DSP&S is located in Room 2117 (Health Sciences Building) and can also be reached by telephone at 760-355-6312.

STUDENT HEALTH SERVICES

Your pre-paid session health fee entitles you to Student Health Services. ***These include both physical and mental health services.*** Pioneers Memorial Healthcare District and El Centro Regional Medical Center were selected as providers of the basic health service on campus such as first aid and care for minor illnesses. The services also include health promotion and education programs. Walk-in and appointment services may be accessed by scheduling an appointment or walking in. Services are not available when IVC is not in session.

Please contact 760-355-6310 or visit Room 2109 or more information.

January 16	Introduction Syllabus Video
January 23	Ch 1a - The Paralegal In Civil Litigation Ch 2 - Ethics and Professional Responsibility Ch 3 - Litigation Management and Technology
January 30	Ch 3 - Cont. Ch4 - The Court System
February 6 Resolution	Ch 5 - Settlement and Alternative Dispute Ch 6 - Evidence
February 13	Ch 6 - Cont.

	Ch 7 - Interviews and Investigation in Civil Litigation
February 20 Service	Ch 8 - Pleadings: Complaint, Summons, and Ch 9 - Motions Practice SLO 1 Assign
February 27	Ch 9 - Cont. Ch 10 - Pleadings: Responses to Complaint
March 6	Ch 10 - Cont. Ch 11 - Introduction to Discovery SLO 3 Assigned
March 13	Ch 11 - Cont. Ch 12 - Issues in Electronic Discovery
March 20	Ch 13 - Interrogatories and Requests for Production. Ch 14 - Depositions
March 27	Ch 14 - Cont. Ch 15 - Other Forms of Discovery
April 3	NO CLASS, Spring Break
April 10	Ch 16 - Trial Preparation - Post Discovery to Pretrial Ch 17 - Trial
April 17	Ch 17 - Cont. Ch 18 - The Electronic Courtroom and Trial Presentation
April 24	Ch 18 - Cont. Ch 19 - Post Trial Procedures
May 1	Ch 20 - Enforcement of Judgments Review
May 8	Final SLOs - SLO 4 and 5 Final Project Due