

Course Syllabus

Department : Legal Assistant

Course Title : Federal Civil Litigation

Section Name : LGLA 1342.620

Start Date : 08/22/2011

End Date : 12/02/2011

Modality : FACE-TO-FACE

Credits : 3 hours

Instructor Information

Name : Scott Layh - Adjunct

OC Email : layhms@co.ector.tx.us

OC Phone : 432-528-4072
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Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

This course presents fundamental concepts and procedures of Texas Civil Litigation with emphasis on the paralegal's role.

Prerequisites/Corequisites

None.

[Scans](#)

(2, 7)

Course Objectives

- 1.1 Describe the historical origins of the civil litigation process.
- 1.2* Identify key legal terms.
- 1.3* List the computer hardware used in the law office setting and explain its function.
- 1.4* Define major components of the litigation process and explain.
- 1.5 Define the role of the paralegal in the civil litigation process.
- 1.6* List and explain the key documents in the civil litigation process.
- 1.7* List and explain the function of the court system.
- 1.8 Compare and contrast the civil and criminal litigation process.
- 1.9 Define the role of the attorney in the civil litigation process.
- 1.10 Define the existence of a cause of action.
- 1.11 List the techniques for interviewing a witness.
- 1.12 * List and discuss the key motions and pleadings.
- 1.13 Prepare and serve subpoenas.
- 1.14 Discuss overview of the discovery process.
- 1.15 Define and discuss the deposition process.
- 1.16 Define and prepare interrogatories.
- 1.17 Define and prepare request for documents.
- 1.18 Define and prepare request for admissions.
- 1.19 List key steps in the settlement process.
- 1.20 List and discuss key steps in the trial process.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Civil Litigation Process & Procedures + My Legal Studies Kit, 2nd Edition, Goldman, Pearson/PH, 2010

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignments	Description
8/23	Orientation; Chapter 1	Introduction to Civil Law
8/30	Chapters 1-3 Vocabulary and Review Questions assigned	Introductions to the Civil Litigation
9/6	Chapters 4-7 Vocabulary assigned	Planning the Litigation
9/13	Review; Movie	Review for Test 1
9/22	Test 1 Chapters 1-7 Vocabulary and Review Questions for Chapters 1-7 due	Test
9/29	Chapters 8-10 Vocabulary assigned	Documents in Civil Litigation
10/4	Chapters 11-13 Vocabulary and Review Questions assigned	Formal Discovery Methods
10/11	Chapters 14-15 Vocabulary and Review Questions Assigned Review	Formal Discovery Methods
10/25	Test 2 Chapters 8-15 Vocabulary and Review Questions for Chapters 8-15 due	Test
11/1	Chapters 16-18 Vocabulary and Review Questions Assigned	Trial
11/8	Chapter 19-20 Vocabulary and Review	Post Trial Issues

	Questions Assigned	
11/15	Review; Movie	Review for Test 3
11/22	Holiday	
11/29	Test 3 Chapters 16-20 Vocabulary and Review Questions for Chapters 16-20 due Final Review	Test
12/6	FINAL EXAM	COMPREHENSIVE

GRADING SCALES	GRADING PERCENTAGES
A = 90-100	Vocabulary/Review Questions – 15%
B = 80-89	3 Initial Tests – 60%
C = 70-79	Final Exam – 25%
D = 60-69	
F = Below 59	

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**