

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

SCHOOL OF SECURITY AND GLOBAL STUDIES

LITIGATION FOR THE PARALEGAL

LSTD 201

3 Credit Hours

8 weeks

Prerequisite(s): None

Table of Contents

Instructor Information	Evaluation Procedures
Course Description	Grading Scale
Course Scope	Course Outline
Course Objectives	Policies
Course Delivery Method	Academic Services
Course Materials	Selected Bibliography

Instructor Information

Please contact the professor in your class via the messenger function which is on the left hand side of screen if you have any questions or concerns.

[Table of Contents](#)

Course Description (Catalog)

This course is an introduction to and exploration of the process related to civil litigation and the procedures that are normally the responsibility of the paralegal in preparing materials for trial.

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Coverage will include information gathering, interviewing, organizing and the preparation of materials for trial.

[Table of Contents](#)

Course Scope

This course is divided into 8 weeks and is organized to give students a broad overview of the litigation process and the specific role of the paralegal. The course will give an overview of the structure of the court system. It includes general information on the litigation process and practical exercises to help the student learn to implement the role of the paralegal, such as how to conduct an initial fact finding interview. The instruction is primarily text-book driven with weekly assignments and discussion board questions. There will be a mid-term that covers the material up to that point in the course and a final that is comprehensive.

[Table of Contents](#)

Course Objectives

At the conclusion of this course, the student will be able to:

1. Describe the basic rules of litigation and the elements of discovery.
2. Analyze how cases are planned and how strategies are developed.
3. Apply the tenets of civil litigation to various fact patterns.
4. Distinguish the differences between civil litigation and other types of litigation.
5. Describe how the court system is structured.
6. Outline the role of the paralegal in the litigation process.
7. Distinguish the roles of the paralegal and attorney in the litigation process.
8. Examine the litigation process from client meeting to appeal.

[Table of Contents](#)

Course Delivery Method

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded discussion board), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

[Table of Contents](#)

Course Materials

Required Course Textbooks

Roger C. Park and Douglas D. McFarland, *Computer-Aided Exercises in Civil Procedure*, Published by CALI eLangdell Press. Available under a Creative Commons BY-NC-SA 3.0 License: <https://creativecommons.org/licenses/by-nc-sa/3.0/>

You can access Park and McFarland using the following link:

https://www.cali.org/sites/default/files/ComputerCivPro_McFarland_Dec2014.pdf

Hillel Y. Levin, *Civil Procedure: Pleading*, Published by CALI eLangdell Press. Available under a Creative Commons BY-NC-SA 3.0 License: <https://creativecommons.org/licenses/by-nc-sa/3.0/>

You can access Levin using the following link:

https://www.cali.org/sites/default/files/CivilProcedurePleading_Levin_Dec2014.pdf

In addition to these open source textbooks, you will be expected to understand the Federal Rules of Civil Procedure. The Federal Rules of Civil Procedure are available on-line at:

<https://www.federalrulesofcivilprocedure.org/>

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

CALI Registration Information:

1. Go to www.cali.org and click on the 'Not a registered user yet?' link.
2. In the field requesting an authorization code enter: **AMEPUNstu622**
3. Provide the information requested on the next screens.
4. At the completion of the registration process you will be logged on to the CALI website and may use the legal education lessons.

On subsequent visits to the website, log on by just entering your email address and the password you created when you registered on the site. The authorization code is used only the first time when you registered on the website.

*Recommended, but not required: The Blue Book: A Uniform System of Citation (Columbia Law Review Ass'n et al. eds., 20th ed. 2015).

You can access the Blue Book for free at <http://ezproxy.apus.edu/login?url=https://www.legalbluebook.com>

[Table of Contents](#)

Evaluation Procedures

FORUM PARTICIPATION: Your participation in the Weekly Forums comprises 20% of your overall grade. An initial post is due by Wednesday evening at 11:59pm EST. In order to earn maximum participation credit, you must respond to the forum questions for each week and respond to at least two of your classmates' postings for the topic of that week. The responses are due no later than 12 o'clock on Sunday evening.

WEEKLY WRITTEN ASSIGNMENTS: There are six written assignments worth 30% of your overall grade. These written assignments are due on Sunday evening at 11:59 pm EST during Weeks 1, 2, 3, 5, 6, and 8.

CASE BRIEF

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Each student will complete one case brief, which counts for 10% of your overall grade. More details about this case brief, which will be due during the 7th week of class, will be outlined in the class.

FINAL AND MIDTERM EXAMINATIONS:

The midterm and final exams will be taken open book, which count for 40% of your grade in total. The exams will be posted in the electronic classroom under "Exams." The University will issue final official grades. Final grades will be posted in the electronic classroom within 7 days after the course ends.

GRADES:

Grades will be assigned as follows:

<u>Grade Instrument</u>	<u>Points Possible</u>	<u>% of Final Grade</u>
Written Assignments	30	30%
Mid-Term	20	20%
Final	20	20%
Participation in Forum Discussions	20	20%
Case Brief	10	10%

[Table of Contents](#)

8 – Week Course Outline

Please see the APUS Student Handbook for the University’s grading scale. The current grading scale is available at: <http://www.apus.edu/student-handbook/grading/>

Table of Contents

8 Week Course

	<u>Topic(s)</u>	<u>Learning Objective(s)</u>	<u>Reading(s)</u>	<u>Assignment(s)</u>
1	<i>The Paralegal’s Role</i>	LO- 1: Understand an overview of the structure of the court system and the	<i>Exercises 1 and 2 in Park and</i>	1. Post Your Introduction in the Forums. (Introduction

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

		<p>paralegal’s role in the system.</p> <p>LO- 2: Understand the use of technology in the law office as it applies to civil litigation and be able to recognize areas of security concern in the use of the computer and the internet in the practice of law.</p> <p>LO-3: Comprehend the U.S. court system (both federal and state) and the sources of law.</p> <p>LO – 4: Describe the elements necessary to establish jurisdiction and venue.</p>	<i>McFarland</i>	<p>Gradebook Entry)</p> <p>2. Participate in Week#1 Forum</p> <p>3. Complete Written Assignment for Week #1</p>
2	<i>Jurisdiction and Evidence</i>	<p>LO- 5: Identify hearsay evidence and the most common exceptions to the hearsay rule.</p> <p>LO-6: Understand the different types of evidence and how they come into play at trial.</p> <p>LO -7: Understand the requirements in preparing for a witness or client interview.</p> <p>LO-8: Understand the skills needed to successfully interview a client or witness and the importance of the initial contact.</p>	<p><i>Review Exercises 1 and 2 in Park and McFarland</i></p> <p><i>Exercise 10 in Park and McFarland</i></p>	<p>1. Participate in Forum for Week#2</p> <p>2. Complete Written Assignment for Week #2</p>
3	<i>Motions</i>		<i>Exercises</i>	1. Participate in Forum for

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

		LO-9 Understand the various motions employed in federal court.	<i>3, 4, and 5 in Park and McFarland</i>	Week#3 2. Complete Written Assignment for Week #3.
4	Mid-Term	<p>1. Take the midterm exam covering Weeks 1-4. This midterm exam will count towards 20% of your final grade. The exam is open book. The midterm exam may be found under the section titled exams. This is an untimed, open book exam. However, you should take the exam at one-sitting.</p> <p>2. Contact the professor only for “procedural” questions such as clarification of the question or other requirements regarding the midterm. Advice on correct responses to questions on the midterm exam cannot be provided during the exam. However, post exam inquires and clarification of responses may be made after the exams have been graded.</p>	<i>Review Exercises 1, 2, 3, 4, 5, and 10 in Park and McFarland</i>	<i>Take Midterm Exam</i>
5	<i>Pleadings</i>	LO – 10: Understand pleadings, including complaints, answers, counterclaims, cross claims and how statutes of limitations come into effect.	<i>Review Exercises 3, 4, and 5 in Park and</i>	<p>1. Participate in the Forum for Week #5</p> <p>2. Complete Written Assignment for Week#5.</p>

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

			<i>McFarland</i>	
			<i>Read Entire Levin Book</i>	
6	<i>Discovery</i>	<p>LO – 11: Understand the paralegal responsibilities in a deposition, including deposition notices, preparing an outline of questions for the attorney, preparing a client for a deposition and summarizing depositions.</p> <p>LO – 12: Explain the purpose of and procedure for obtaining a physical or mental examination of a party to a lawsuit.</p> <p>LO-13: Describe the purpose and procedure for making and responding to requests for documents and/or admissions.</p> <p>LO – 14: Understand the paralegal responsibilities in a deposition, including deposition notices, preparing an outline of questions for the attorney, preparing a client for a deposition and summarizing depositions.</p> <p>LO – 15: Explain the purpose of and procedure for obtaining a physical or mental examination of a party to a lawsuit.</p> <p>LO-16: Describe the purpose</p>	<i>Exercises 6, 7, 8, and 9 in Park and McFarland</i>	<ol style="list-style-type: none"> 1. Participate in the Forum for Week #6 2. Complete Written Assignment for Week#6

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

		and procedure for making and responding to requests for documents and/or admissions.		
7	<i>Trial Preparation, Trial and Appeal</i>	<p>LO – 17: Explain the paralegal’s role in preparing for trial and understand the trial process and what needs to be done during the trial to assist the lawyer.</p> <p>LO – 18: Describe the purpose of and be able to prepare a trial brief, a trial notebook, and help develop a theory of the case.</p> <p>LO – 19: Explain the different phases of trial and the paralegal’s role in each.</p> <p>LO – 20: Describe the appeal process in the federal court system and identify the types of errors made at trial and the relief that may be sought.</p>	<i>Exercises 11 in Park and McFarland</i>	<ol style="list-style-type: none"> 1. Participate in the Forum for Week #7 2. Complete Case Brief
8	<i>Final Comprehensive Examination- Open Book</i>	<ol style="list-style-type: none"> 1. Take the final exam covering Weeks 5-7. This exam will count towards 20% of your final grade. The exam is open book. The final exam may be found under the section titled exams. This is a untimed exam. However, please insure that you take the exam at one sitting. 2. Contact the professor only for “procedural” questions such as clarification of the question 	<p><i>Review Exercises 3, 4, 5, 6, 7, 8, 9, and 11 in Park and McFarland</i></p> <p><i>Review Levin Book</i></p>	<ol style="list-style-type: none"> 1. Participate in Week#8’s Forum. 2. Complete Written Assignment for Week #8 3. Take Final Exam

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

		<p>or other requirements regarding the final. Advice on correct responses to questions on the final exam cannot be provided during the exam. However, post-exam inquiries and clarification of responses may be made after the exams have been graded.</p>		

[Table of Contents](#)

Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Writing Expectations

All written submissions should be submitted in a font and page set-up that is readable and neat. It is recommended that students try to adhere to a consistent format, which is described below.

- Typewritten in **double-spaced format** with a readable style and font and submitted inside the electronic classroom (unless classroom access is not possible and other arrangements have been approved by the professor).
- Arial 11 or 12-point font or Times New Roman styles.
- Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation being made for special situations and online submission variances.

CITATION AND REFERENCE STYLE

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

The central function of legal citation is to allow the reader to efficiently locate the cited source. All courses in the Legal Studies program require that any narrative essay or composition format follow the legal citation guidelines set forth in *The Bluebook: A Uniform System of Citation, 20th ed.*, (2015). More information can be found in the Web Resources and Course Material links in the classroom.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals I understand you must manage competing demands on your time. Should you need additional time to complete an assignment please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Deductions:

Late forum posts can be penalized up to 5 points per day

Late assignments can be penalized up to 5 points per day

Netiquette

Online universities promote the advance of knowledge through positive and constructive debate--both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Educator classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and--especially--satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer Statement

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course content may vary from the outline to meet the needs of this particular group.

[Table of Contents](#)

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Turnitin.com:** Turnitin.com is a tool to improve student research skills that also detect plagiarism. The site provides resources on developing topics and assignments that encourage and guide students in producing papers that are intellectually honest, original in thought, and clear in expression. This tool helps ensure a culture of adherence to the University's standards for intellectual honesty. Turnitin.com also reviews students' papers for matches with Internet materials and with thousands of student papers in its database, and returns an Originality Report to instructors and/or students.
- **Tutoring:** Students have access to 10 free hours of tutoring service per year through Tutor.com. Tutoring is available in the following subjects: math (basic math through advanced calculus), science (biology, chemistry, and physics), accounting, statistics, economics, Spanish, writing, grammar, and more. Additional information is located in the Online Library, in the Tutorial and Student Study Center, with direct links for students to access the services. In the alternative, please obtain additional information by emailing the Library at librarian@apus.edu.
- **Request a Library Guide for your course** (<http://apus.libguides.com/index.php>)
The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. These are specially tailored for academic research at APUS:

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111) or class name.

If a guide you need isn't available yet, let us know by emailing the APUS Library:
librarian@apus.edu

[Table of Contents](#)

Selected Bibliography

Brittain, Vicky. & Hull, Terry L., The Paralegal Handbook (2008).

Cheeseman, Henry R. & Goldman, Thomas F., The Paralegal Professional : Essentials (3rd ed. 2010).

Larbalestier, Deborah E., Paralegal Practice & Procedure: A Practical Guide for the Legal Assistant (3rd ed. 1994).

Maerowitz, Marlene A. & Mauet, Thomas A., The Fundamentals of Litigation for Paralegals (5th ed. 2006).

Miller Roger L. & Urisko, Mary M., Paralegal Today: Essentials (4th ed. 2008).

Tepper, Pamala R. & Bevans, Neal R., Legal Research and Writing for Paralegals (2009).

[Table of Contents](#)