

Santa Ana College
PARA 145 Civil Litigation Overview **Fall 2015**

Instructor: Kristen Robinson, Esq.

Ticket: 10338 Units: 4

Tuesdays, 6:00 PM – 10:10, Room A-205

Textbook: Litigation by the Numbers, Julie Goren

Litigation by the Numbers Substantive Companion, Julie Goren & Barb Pollinger

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Phone: 714.564.6813

Office Hours & Location: **A-107-13**

Mondays: 2:30 – 4:30 PM

Tuesdays: 2:30 – 4:30 PM

Wednesdays: 1:00 – 2:00 PM

Course Description: Overview of California procedures from acceptance of a case through trial. Planning litigation, motions, discovery and trial preparation. Preparation of pleadings. Overview of California discovery rules, preparation of discovery documents and responses.

Blackboard: In addition to the lecture and assignments in the classroom, assignments, documents and information for the class can be accessed at <http://rscsd.blackboard.com>. You may access this web site from home, the library or the student labs at SAC. When you are officially enrolled in the class you will have access to the Blackboard class web page. You are expected to monitor the Blackboard web site and complete all assignments in a timely manner when posted on the web site. The schedule of reading and assignments will be posted on the web site.

GRADING/ASSESSMENT METHODS:

Exams: 15% Each = 45% Total

Written Assignments: 30%

Final = 25%

Your points will be weighted according to the scale above and then added together. Your semester grade will be based on what percentage of total weighted points you earned based on the total weighted points that were offered.

GRADING RATIONALE/GRADING POLICY

The grading scale is as follows:

90% and above	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 59%	=	F

EXAMS:

Each exam will consist of a combination of true-false, multiple-choice, and short-answer essay questions.

The final exam will be comprehensive, and the unit exams will serve as a good review tool for the final examination.

WRITTEN ASSIGNMENTS:

You will prepare written assignments in this class. We will discuss these assignments in more detail during the semester.

ATTENDANCE POLICY:

In accordance with the published policy of the school regarding absences, **“It is the student’s responsibility to withdraw officially from a course.** However, because of enrollment demand a student may be dropped by the instructor when not appearing at the first class meeting. A student may be dropped for excessive absences when the total hours of absences exceed 10% of the total, scheduled hours of the class. Under extenuating circumstances, a student may be reinstated by the instructor.”

MAKE-UP ASSIGNMENT/EXAM POLICY

The exam schedule as shown on the front of this course outline is for the fairness of all students; therefore, unless I am notified in advance of the reason for not taking an exam or turning in an assignment when scheduled, there will be no make-up exams or late assignments allowed.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. Also, please contact Disabled Student Programs & Services so that we can all collaborate on your classroom accommodations in a timely manner. DSP&S is located in U-103 and their phone number is 714-564-6264. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

CONFERENCE:

Students wishing to meet with me should contact me to set up a mutually agreeable time. If you are having any problems with the class or with any of the material, I encourage you to E-Mail me at Robinson_Kristen@sac.edu or visit with me during my posted office hours.

ACADEMIC HONESTY POLICY:

The policy of the College for cheating is found in the current catalog:

“In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an “Academic Misconduct Incident Report” form and distribute the form to the appropriate offices listed.

There are two categories of sanctions: Limited and College-wide. Limited sanctions

include an academic action such as assigning a lower grade or a grade of “F” for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student’s standing with the college-at-large, up to and including suspension or expulsion from the College.

In matters relating to academic honesty violations, the primary responsibility for disciplinary proceedings rests with the instructor and the academic division where the violation allegedly occurred. The Dean of Student Affairs will assist in all College-wide sanctions.”

Please don’t cheat. If you are really tempted to cheat, I have found the best thing to do is to come to class, read your textbook, and complete the assignments.

CLASSROOM RULES:

- Please be courteous at all times. If you are late for class, please try to enter the classroom with as little interruption as possible.
- It is very important that you conduct yourself professionally during this course.
- You must keep a copy of everything you submit to me for this class including: briefs, quizzes, confirmations, etc. You should keep your copies until the grades are posted and the semester is over. This is also a good practice to develop for your professional career.
- Your grades will be available on the Blackboard page for this class. If there is any discrepancy between what you received on your assignment and what is displayed in the Gradebook, please notify me immediately.
- All documents submitted to me must include your name on each and every page.
- Cell Phones: I will give every student 20 points of extra credit to start the semester; if a cell phone goes off during class, I will take away 5 points of extra credit from the entire class. So work together to keep your phones from ringing.
- Sometimes, I administer pop quizzes as a way to earn extra credit during the semester. Therefore, it is in your best interests to come to class on time and prepared.
- Legal issues are often very personal to each of us, and discussions on these topics can be very passionate. Each student should feel safe and free to express their opinions in a healthy, but respectful manner in the classroom. No student should feel bullied for their opinions on any subject; the hallmark of a great legal thinker is to be able to see not just the weakness in the other side’s position, but the strength. I reserve the right to intervene in any classroom discussion, redirect the debate, and play the devil’s advocate. If the situation warrants, I will also speak to a student outside of class about their classroom behavior.
- Most importantly, do not panic! If you have any concerns, problems or questions about this class or the material, come see me immediately.

DISCLAIMER:

I am an attorney, but I am not your attorney. Nothing I say to you during this class, or outside of class as part of our discussion of the material, constitutes an attorney-client relationship. We will discuss many situations that may sound like real-life scenarios, and I will give my opinion on these subjects as they relate to our course material as your professor - - not as your attorney.

PARA 145

Course Outline

Date	Week	Chapter	Text
8/25	1	Intro, 1, 2, 3,4	Introduction, Billable Hours, Court System
9/1	2	5	Pre-Litigation Stage of the Lawsuit
9/8	3	6,7	Pleadings, Commencing the Lawsuit
9/15	4	7	Complaints
9/22	5	8,9	Default by Defendant, Appearance by Defendant
Test 1: Chpts: 1-6, Date TBA			
9/29	6	10	Appearance continued, Amending the Pleadings
10/6	7	11	Discovery, catch-up
10/13	8	12	Interrogatories
10/20	9	13	Depositions
Test 2: Chpts: 7 – 10, Date TBA			
10/27	10	14	Inspection, Production of Documents
11/3	10	15,16	Requests for Admissions, Physical and Mental Exams
11/10	12	17, 18	Expert Witnesses, Motions
Test 3: Chpts: 11-17, Date TBA			
11/17	13	18, 19	Motions Continued, ADR
11/24	13	20	Trial Preparation and Trial
12/1	15	21, 22	Appeals, Enforcement of Judgment, Review
12/8	16	Final Exam, Chapters 1 – 22	

I reserve the right to change this schedule