

Paralegal  Course Outlines

TITLE: Civil Procedure II
(PARA 410)

- OBJECTIVES:
1. To introduce students to the procedures and steps to be followed in pre-trial and trial practice, from case intake to trial preparation to the trial itself.
 2. To learn drafting of pleadings, discovery requests and responses, motions, etc.
 3. To introduce students to the process of negotiations and settlement.

CREDITS: 3 semester credit hours

INSTRUCTION: Lecture; hypothetical case files; drafting and other writing projects

EVALUATION: Tests; drafting and writing projects

OUTLINE:

	<u>Time</u>
<p>I. Paralegal's role</p> <ul style="list-style-type: none"> A. The law office setting as it relates to litigation B. Training and supervision C. Ethics D. Outline of a case 	4 hours
<p>II. Initial interview</p> <ul style="list-style-type: none"> A. Planning the interview B. Techniques and stages of an interview C. Obtaining necessary information 	3 hours
<p>III. Investigation</p> <ul style="list-style-type: none"> A. Need for investigation B. Planning and steps C. Gathering and preserving evidence 	4 hours
<p>IV. Initiating the lawsuit</p> <ul style="list-style-type: none"> A. The complaint B. Drafting complaints C. Filing the suit 	6 hours

- D. Service of process
- E. Filing and service of subsequent pleadings

- V. Defending against a lawsuit 7 hours
 - A. Motions and answers
 - B. Counterclaims, cross-claims, and third-party practice
 - C. Motion for summary judgment

- VI. Discovery 9 hours
 - A. Purposes and types
 - B. Procedure for the various types
 - C. Analysis and organization of evidence obtained through discovery, including summary of depositions

- VII. Settlement and other alternative dispute resolution methods 4 hours
 - A. Presenting the settlement demand
 - B. Settlement forms
 - C. Arbitration and mediation
 - D. Mini-trials

- VIII. Trial preparation and trial 6 hours
 - A. Checklists
 - B. Trial notebook
 - C. Jury investigation
 - D. Preparation of demonstrative evidence
 - E. Witness preparation
 - F. Assistance at trial
 - G. Pre-trial conferences

- IX. Post-trial practice 2 hours
 - A. Motions
 - B. Judgment and enforcement
 - C. Appeals