

El Paso Community College
Syllabus
Part II
Official Course Description

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|---------------------------------|--|----------|----------|---|----------|---------|-----|--|-----|
| SUBJECT AREA | <u>Paralegal</u> | | | | | | | | |
| COURSE RUBRIC AND NUMBER | <u>LGLA 2335</u> | | | | | | | | |
| COURSE TITLE | <u>Advanced Civil Litigation</u> | | | | | | | | |
| COURSE CREDIT HOURS | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;">:</td> <td style="text-align: center;"><u>0</u></td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table> | <u>3</u> | <u>3</u> | : | <u>0</u> | Credits | Lec | | Lab |
| <u>3</u> | <u>3</u> | : | <u>0</u> | | | | | | |
| Credits | Lec | | Lab | | | | | | |

I. Catalog Description

Develops implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. **Prerequisite: LGLA 1345. (3:0).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Identify the role and ethical considerations of the paralegal relating to advanced civil litigation.
- B. Use forms to develop the writing skills needed to perform paralegal work.
- C. Apply writing and research skills to prepare settlement documents/plea documents.
- D. Utilize the Texas/Federal Rules of Civil Procedure and Rules of Evidence to calculate and calendar deadlines.
- E. Discuss the various types of discovery used in a lawsuit.
- F. Discuss case law as it pertains to jury instructions and questions.
- G. Discuss case law as it pertains to motions in limine.
- H. Outline the steps taken to assemble a trial notebook, draft subpoenas, and assist at Voir Dire.
- I. Prepare a trial notebook.
- J. Assist at ADR and prepare check requests.
- K. Maintain a time keeping journal.

III. THECB Learning Outcomes (WECM)

- 1. Analyze complex fact situations.
- 2. Identify legal issues.
- 3. Research applicable sources of law.
- 4. Formulate theories.
- 5. Generate litigation documents.
- 6. Describe the role and ethical considerations of the paralegal relating to advanced civil litigations.

IV. Evaluation

- A. Eight writing assignments will be graded and returned for the student to correct. The corrected version of the document shall be retained for inclusion in the trial notebook. Each writing assignment will be worth 25 points, a total of 200 points. A trial notebook will be assigned and will be worth 150 points. Consideration will be given for class attendance and participation when computing the final grade.

- B. Evaluation will be based on quality of writing assignments and quality of trial notebook as follows:

| | |
|-------------------------|-----|
| Writing Assignments (8) | 75% |
| Trial Notebook | 25% |

- C. Grading Scale:

| | | |
|-----------------------|---|---|
| 90-100 | = | A |
| 80-89 | = | B |
| 70-79 | = | C |
| 60-69 | = | D |
| Below 60 | = | F |
| Incomplete | = | I |
| Withdrew or Withdrawn | = | W |

No assignments will be accepted after the due date, without prior instructor approval or a documented medical excuse. Without one of these, a grade of 0 will be entered. El Paso Community College catalog rules and regulations superseding authority should be consulted for additional information for attendance, preparation, evaluation, dropping courses, or the like.

V. **Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. **6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.