

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Paralegal</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>LGLA 1345</u>
<b>COURSE TITLE</b>	<u>Civil Litigation</u>
<b>COURSE CREDIT HOURS</b>	<u>3            3    :    0</u> Credits        Lec        Lab

### **I. Catalog Description**

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation. **(3:0)**.

### **II. Course Objectives**

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

- A. Discuss the role of the paralegal in civil litigation including the attorney/paralegal relationship.
- B. Define the processes of mediation and arbitration, assist at ADR, prepare settlement agreement, draft settlement documents/plea documents, and prepare check request.
- C. Describe the state and federal court structure.
- D. Utilize the Texas/Federal Rules of Civil Procedure and Rules of Evidence to calculate and calendar deadlines.
- E. Discuss the sources of law known as primary authority.
- F. Discuss remedies available through litigation.
- G. Define the terminology used in civil litigation.
- H. Execute contract to establish attorney-client relationship and outline the steps taken in litigation, from filing of a lawsuit through the trial and judgment phase.
- I. Identify and practice courtroom decorum.
- J. Discuss procedures for filing pleadings, issuing citations, sending discovery documents, and making motions based on a thorough study of the Texas Rules of Civil Procedure.
- K. Describe the role and ethical considerations of the paralegal in civil litigation.
- L. Draft documents and prepare schedules used in civil litigation.
- M. Discuss working with experts and arranging appearances.
- N. Discuss time keeping procedures and tasks.

### **III. THECB Learning Outcomes (WECM)**

1. Use terminology relating to civil litigation.
2. Analyze sources relating to civil litigation and applicable court rules.
3. Draft documents used in civil litigation.
4. Analyze the ethical considerations of the paralegal relating to civil litigation.

### **IV. Evaluation**

- A. Three written examinations will be administered through the course. In addition, a comprehensive

final examination will be administered at the end of the semester. Each examination, including the final, will be worth a total of 100 points. Class attendance and participation will be taken into consideration in computing the final grade.

B. Various hands-on assignments are designed to give the student the necessary practice and exposure to the Rules of Civil Procedure so that the student can locate applicable rules as needed.

C. Grading Scale:

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

Grades will be monitored by the instructor and if a student's performance falls below 70%, students will be encouraged to seek specific help from the instructor.

## 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.

## VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.