

Prepared by the Department of Social Sciences, Behavioral Sciences, and Human Services

Date of Departmental Approval: March 2014

Date Approved by Curriculum and Programs: May 2014

Effective: Fall 2014

1. **Course Number: LGS135**
Course Title: Civil Litigation
2. **Description:** (formerly BIT135) This course covers basic steps in lawsuits from the initial interview through the appellate process. Students will learn how to prepare complaints, answers, motions, discovery and will study in depth the different phases of a civil trial.
3. **Student Learning Outcomes** (instructional objectives: intellectual skills):
Upon successful completion of this course, students are able to do the following:
 - Engage in critical thinking by reading, writing and explaining the methods and tools of legal procedure.
 - Describe the role of the paralegal with respect to legal court documents and procedures, including form books and legal research tools.
 - Draft legal documents and forms for use in the law office and in court.
 - Engage in critical thinking with respect to the use and implementation of different forms and procedures.
 - Apply local and general legal rules and procedures to specific cases, both hypothetical and real.
 - Describe moral and ethical dilemmas and evaluate solutions.
4. **Credits:** 3 credits
5. **Satisfies General Education Requirement:** No
6. **Prerequisites:** LGS130/BIT130
7. **Semester Offered:** Fall
8. **Suggested General Guidelines for Evaluation:** Students are evaluated by a combination of examinations and assignments. Students are expected to prepare legal documents and create a "trial notebook" which when complete will be their own guide to the procedures in civil litigation. Classes make use of lectures, demonstrations and discussions.
9. **General Topical Outline (Optional): Content Outline:**
 - Introduction to Litigation, The Court System
 - Your Calendar-the most Important Item; Docket System
 - Litigation Support Software; Initial Interviews
 - Gathering Evidence; Investigations
 - Drafting Complaints; Where to File; Filing the Lawsuit; Service of Process; Filing Subsequent Pleadings
 - Obtaining Default Judgments
 - Defending a Lawsuit
 - Motions; Answers; Counterclaims; Cross-Claims; Amending Pleadings
 - Discovery-Interrogatories; Depositions; Inspections; Production of Documents
 - Physical and Mental Examinations; Requests for Admissions; Analysis of Discovery
 - Interpreting Medical Reports and Records; Organizing Files
 - Alternative Dispute Resolution; Settlements; Pre-Trial Conferences; Arbitration Mediation
 - Trial Preparation and Trial; Subpoena Witnesses; Jury Investigation; Preparation of Witnesses; Assistance at Trial;
 - Post Trial Practice; Motions; Judgments and Enforcement; Appeals