COURSE TITLE: Civil Procedure

COURSE NUMBER: LES 403

PRE-REQUISITES: ENG121, English Composition I (minimum GPA 2.0/C)
ENG122, English Composition II (minimum GPA 0.67/D-)
LES 220, Introduction to Legal Studies (minimum GPA 2.0/C)
LES 314, Legal Research (minimum GPA 2.0/C)

LEGAL SPECIALTY: ☑ Yes ☐ No

**A minimum grade of “C” is required to pass this course**

I. COURSE DESCRIPTION

This course examines the theory and practical aspects of basic civil litigation, including preliminary investigation, pleadings, motions, discovery, trials, and appeals. Emphasis will be placed on the requirements and restrictions of the Federal Rules of Civil Procedure which apply throughout the United States.

II. COURSE OBJECTIVES

GOAL A: Prepare documents necessary for the representation of clients in a legal matter

Learning Outcomes: Students will be able to:
A-1 Interpret and apply specific Rules of Civil Procedure necessary for the initiation and maintenance of a lawsuit
A-2 Prepare a legally sufficient, factually correct, and technically accurate complaint
A-3 Apply proper English grammar and writing conventions appropriate to the type of document being drafted
A-4 Prepare proper Bluebook citations and employ in a written work according to accepted standards
A-5 Prepare a legally sufficient, factually correct, and technically accurate responsive pleading including appropriate affirmative defenses and/or counter/cross claims
A-6 Prepare a legally sufficient, factually correct, and technically accurate request for production
A-7 Prepare legally sufficient, factually correct, and technically accurate written interrogatories
GOAL B: Perform factual and legal research

Learning Outcomes: Students will be able to:
B-1 Locate the Federal Rules of Civil Procedure
B-2 Locate form books and/or practice manuals

GOAL C: Perform all delegated functions in conformity with the legal and ethical principles regulating the legal services industry

Learning Outcomes: Students will be able to:
C-1 Explain how the ethical duties of diligence, communication, decision making, and confidentiality apply in the context of litigation
C-2 Describe the application of federal law, state law, and ethical rules on establishing attorneys’ fees

GOAL D: Organize and maintain printed and electronic information related to multiple ongoing interests through effective prioritization and time management

Learning Outcomes: Students will be able to:
D-1 Interpret the Rules of Civil Procedure pertaining to calculation of time to accurately calculates deadlines
D-2 Create and maintain electronic documents
D-3 Manipulate electronic documents via email or Blackboard

GOAL E: Interact professionally and cooperatively with a service orientation toward co-workers, clients, and vendors.

Learning Outcomes: Students will be able to:
E-1 Describe the paralegal’s role in investigation, client interviews, and witness preparation
E-2 Discuss ongoing projects with instructor, asking for guidance and clarification as needed
E-3 Apply constructive criticisms to improve work product