

Cerro Coso College  
**Course Outline of Record Report**  
10/18/2021

## PARAC210 : California and Federal Civil Procedure Legal Forms

### General Information

Author:	-
Course Code (CB01) :	PARAC210
Course Title (CB02) :	California and Federal Civil Procedure Legal Forms
Department:	Business Information Technolog
Proposal Start:	Fall 2013
TOP Code (CB03) :	(1402.00) Paralegal
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000526529
Curriculum Committee Approval Date:	10/28/2016
Board of Trustees Approval Date:	12/15/2016
External Review Approval Date:	07/22/2011
Course Description:	This is a dynamic introduction to legal forms used to initiate California and Federal Civil actions. The course introduces and follows the latest legal form formats of California and the Federal District Courts that are available through the publisher's legal form text book, legal form software CD, or online court form websites.
Submission Type:	New Course
Author:	No value

### Faculty Minimum Qualifications

Master Discipline Preferred:	<ul style="list-style-type: none"><li>• Law</li></ul>
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none"><li>• Legal Assisting (Paralegal)</li></ul>
Additional Bachelors or Associates Discipline Preferred:	No value

### Course Development Options

<b>Basic Skills Status (CB08)</b> Course is not a basic skills course.	<b>Course Special Class Status (CB13)</b> Course is not a special class.	<b>Grade Options</b> <ul style="list-style-type: none"><li>• Letter Grade Methods</li><li>• Pass/No Pass</li></ul>
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	<b>Allowed Number of Retakes</b> 0	<b>Course Prior To College Level (CB21)</b> Not applicable.

**Rationale For Credit By Exam/Challenge**

No value

**Retake Policy Description**

Type:|Non-Repeatable Credit

 Allow Students To Audit Course**Course Support Course Status (CB26)**

No value

**Associated Programs** Course is part of a program (CB24)**Associated Program****Award Type****Active**

CC Paralegal Studies

A.S. Degree Major

Summer 2018 to Fall 2020

Paralegal Studies

Certificate of Achievement

Summer 2018 to Fall 2020

Paralegal Studies Associate in Science Degree

A.S. Degree Major

Fall 2020

Paralegal Studies Certificate of Achievement

Certificate of Achievement

Fall 2020

**Transferability & Gen. Ed. Options****Course General Education Status (CB25)**

No value

**Transferability**

Transferable to CSU only

**Transferability Status**

Approved

**Units and Hours:****Summary****Minimum Credit Units (CB07)** 3**Maximum Credit Units (CB06)** 3**Total Course In-Class (Contact) Hours** 54**Total Course Out-of-Class Hours** 108**Total Student Learning Hours** 162

**Faculty Load** 0

### Credit / Non-Credit Options

**Course Credit Status (CB04)**

Credit - Degree Applicable

**Course Non Credit Category (CB22)**

Credit Course.

**Non-Credit Characteristic**

No Value

**Course Classification Status (CB11)**

Credit Course.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

### Course Student Hours

**Course Duration (Weeks)** 18

**Hours per unit divisor** 0

**Course In-Class (Contact) Hours**

Lecture 0

Laboratory 0

Activity 0

**Total** 54

**Course Out-of-Class Hours**

Lecture 0

Laboratory 0

Activity 0

**Total** 108

### Time Commitment Notes for Students

No value

### Faculty Load

**Extra Duties:** 0

**Faculty Load:** 0

### Units and Hours: - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

### Pre-requisites, Co-requisites, Anti-requisites and Advisories

**Prerequisite****PARAC140 - Civil Litigation & Procedure II**

This course continues the preparation of the paralegal student for the litigation process and the rules that guide that process. Advanced topics include motions, alternative dispute resolution, appeals and judgments. Students also learn the procedures of a civil case in the state of California.

**AND****Prerequisite****PARAC130 - Civil Litigation and Procedure I**

This course prepares the paralegal student for the litigation process and the rules that guide that process. Students learn the steps involved in bringing a civil suit to trial and the development of the case to the appellate process. Students examine the process of discovery and the preparation of a pleading.

**Entrance Skills****Entrance Skills****Description**

No value

No value

**Limitations on Enrollment****Limitations on Enrollment****Description**

No value

No value

**Specifications****Methods of Instruction****Methods of Instruction**

Written work

**Rationale**

No value

**Methods of Instruction**

Problem Solving

**Rationale**

No value

**Methods of Instruction**

Skills Development and Performance

**Rationale**

No value

<b>Methods of Instruction</b>	Outside reading
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Lecture
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Instruction through examination or quizzing
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Discussion
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Other
<b>Rationale</b>	Field trip
<b>Methods of Instruction</b>	Group Work
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Audiovisual
<b>Rationale</b>	No value
<b>Methods of Instruction</b>	Demonstration
<b>Rationale</b>	No value
<b>Assignments</b>	
<p>A. Reading: Read from text and assigned case law to understand a court action.</p> <p>B. Research: Locate and evaluate assigned court cases for understanding of legal case and search court websites for correct pleading forms.</p> <p>C. Homework. 1. Student will follow a hypothetical personal injury case and prepare appropriate pleading forms to be filed with a hypothetical court for hypothetical clients. i. Select and prepare proper forms for legal process and fill in with hypothetical client's information. ii. Prepare service of process on opposing party and summons. Specific related assignment listed below: Drafting the Complaint and Accompanying Forms: Review our case example on page vii for the facts and party information. The attorney you work for has tasked you with preparing the complaint and everything (except the service of process documents at this point) that need to be filed along with the complaint for your client, Fred A. Wronged. The attorney has also instructed you that you are to use the online court forms for all applicable pleadings. He has given you the Defendant's address scribbled in his notes as: " James A. Wrongdoer, 555 S. Main St., Bakersfield, Ca". Your client lives in Lancaster, Ca. You must determine proper venue and jurisdiction for filing and forms. When making this determination remember to consider not only which court is proper but also which may be more convenient (and familiar) to the attorney, the client, and possibly the Defendant. Review again the case example on page vii for the facts and party information. You may use "Joe Lawyer" in the readings as your attorney or make up your own firm and attorney. Just make sure you provide all necessary information. For purposes of grading, include a cover sheet (as you would for an essay) to your packet with your name and information. You must prepare and</p>	

submit your complaint packet by [time and date]. For most of the forms you will be able to find them at <http://www.courts.ca.gov/forms.htm>. Make sure you download the form and to complete the form then go to "file" then "save as" to save to your computer for submission of the packet.

## Methods of Evaluation

## Rationale

Final Exam

Final examination

Tests

Midterm examinations

Research Paper

Research - students will research hypothetical case issues and submit summaries of their findings and/or apply findings to the assignment.

Homework

Case analysis - The student will evaluate hypothetical cases identifying the forms, information necessary for the form, and proper filing time lines identified for a court action.

Other

Class discussion participation and activities evaluating hypothetical client information, client action evaluated, and proper form processing for court submission, review of hypothetical returned court forms to identify corrections for resubmission.

Sample assignment for class discussion:

Discussion Week Six

The Defendant Responds

Last week we dealt with what happens when a Defendant does not respond or show up for hearings. This week we are switching sides, so to speak, to draft the answer and counter-claims. The assignment instructions give you several facts from the Defendant's point of view, as part of those facts Defendant alleges that Plaintiff did not use his turn signal and pulled out of a no parking zone. Defendant further contends that he was not speeding. Basically, the Defendant has turned the blame around onto the Plaintiff and is seeking damages.

Fred Wronged comes in to meet with the attorney and discuss the pleadings you have received from the Defendant. After the meeting with the attorney, you see Fred cursing the Defendant and calling him a liar as he storms out of the office. Fred sits near you in a huff and continues to mumble and curse while he waits for the attorney to prepare something for him to sign.

What steps would you take to help Fred calm down?

Would those steps change if other clients were within hearing distance of Fred's mumbles and your conversation?

Post your initial response by 11:59p.m. Thursday, October 1st. You must reply to a minimum of two classmates by 11:59p.m. Sunday, October 4th.

## Equipment

No Value

## Textbooks

Author

Title

Publisher

Date

ISBN

Maerowitz, M. & Mauet, T..  
(2017) Fundamental of California  
Litigation for Paralegals, 6th Ed.,  
Wolters Kluwer Law & Business  
in New York, Aspen Publishers

## Other Instructional Materials

Description

Other: California Courts website for access to up to date court forms/pleadings and specific court procedures.

Author

Citation

California and Federal Civil Procedure Legal Forms

<b>Description</b>	Other: <a href="http://www.courts.ca.gov/forms.htm">http://www.courts.ca.gov/forms.htm</a>
<b>Author</b>	
<b>Citation</b>	California and Federal Civil Procedure Legal Forms

**Materials Fee**

No

**Learning Outcomes and Objectives**

**Course Objectives**

No value

**CSLOs**

Identify the proper legal form for action in the court system.	Expected SLO Performance: 70.0
Produce the proper form for a legal action filling in all applicable sections for proper submission to the court.	Expected SLO Performance: 70.0
Compare Federal, State, and local court form formats and select the proper form for a legal action.	Expected SLO Performance: 70.0

**Outline**

**Course Outline**

Topic Outline

1. Pretrial Litigation
  - a. California Courts and jurisdiction
  - b. Preparation of Legal Documents
    - i. Complaints; Answers; and Cross-claims
    - ii. Motions
    - iii. Discovery documents
  - c. Evidence and Discovery Procedures
  - d. General Filing Procedures
  - e. Service of Process
  - f. Computation of Times
  - g. Provisional Remedies
  - h. Hearings and Conferences
  - i. Terminology and Forms
2. Civil Trial and Post-Trial Proceedings
  - a. Trial Procedures and Judgment
  - b. Post Judgment Procedures and Motions
  - c. Appeals
  - d. Terminology and Forms
3. Federal Court System and Procedures
  - a. General Format; Filing; and Service Procedures
  - b. Commencement of Action
  - c. Answers and Objections
  - d. Discovery; Motions; and Checklists

e. Terminology and Forms

4. Family Law

- a. Dissolution of Marriage (procedures in general)
- b. Terminology and Forms

5. Business Entities

- a. General overview of the formation of business entities
- b. Filing of Forms and Articles
- c. Terminology and Forms

6. Landlord/Tenant

- a. Unlawful Detainer
- b. Terminology and Forms

7. Adoption

- a. Adoption Procedures in General
- b. Terminology and Forms

## Delivery Methods and Distance Education

**Delivery Method:** Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face  
Online  
Interactive

**Rigor Statement:** Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

Online: All paper assignment are identical to those in an onsite class except that they are submitted by "submission box" within the Learning Management System (LMS). Weekly class discussions are conducted by means of online weekly discussion forums with

**Effective Student-Instructor Contact:** Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV -Interactive Video -Other (specify)

contact\_moodle\_forums  
contact\_moodle\_message  
contact\_chat  
contact\_email  
contact\_face2face  
contact\_phone

**Software and Equipment:** What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No additional software is needed. Technical support provided through LMS and campus IT department.



**Accessibility:** Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

s508\_itv

s508\_moodle

s508\_publisher

**Class Size:** Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

Section size is the same on-ground or online.