General Information

Date
12/01/2016

Department
Business

Course Prefix:
PLG

Course Number:
240

Course Title:
Courts and Litigation

Course Information

Credit Hours
3

Lecture Contact Hours
3

Catalog Description
This course is designed to introduce the student to the federal and state court system and offer instruction in civil litigation procedures commencing from the initial client interview and file organization to the trial and any subsequent appeals. It will include instruction on procedures authorized under the New York Civil Practice Law & Rules and special emphasis will be placed on the content and preparation of documents used in civil law suits.

Prerequisites
PLG 100 and PLG 125

Grading Scheme
Letter Grade

FLCC Values

College Learning Outcomes Addressed by the Course
Inquiry
Interconnectedness
Vitality
Perseverance

Course Learning Outcomes
Course Learning Outcomes

1. Explain the New York state and Federal court systems and their respective jurisdictions.
2. Prepare various documents used in all phases of a trial.
3. Respond to ethical issues encountered in litigation in order to maintain the integrity of the case and participants.

Program Affiliation

This course is required as a core program course in the following program(s)

AAS Paralegal
Paralegal Certificate

Outline of Topics Covered

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1. The Court System
2. Jurisdiction & Venue
3. The Initial Interview
4. Statute of Limitations
5. Evidence & Investigation
6. Drafting a Summons & Complaint
7. Filing a Complaint
8. Service of Process
9. Long Arm Jurisdiction
10. Default Judgments
11. Motion Practice
12. Drafting the Answer, Counter Claim & Cross Claim
13. Discovery
14. Settlement & Other Alternative Dispute Resolutions
15. Basic Trial Format
16. Trial Preparation
17. Paralegal Assistance at Trial
18. Post-Trial Practice
19. Ethics