

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Legal Assistant 145**COURSE TITLE:** Federal Court Practices and Procedures**Units: 3**
Grade Only**CATALOG COURSE DESCRIPTION:**

Students learn about federal court practices including criminal, civil, bankruptcy, and appellate procedures. The course emphasizes rules of practice to help students develop the skills legal assistants utilize in law offices.

REQUISITES:**Advisory:**

LEGL 105 with a grade of "C" or better, or equivalent

Limitation on Enrollment:

This course is not open to students with previous credit for ADJU 112 or BUSE 186

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 48 - 54**TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Interpret federal court procedures in relation to civil litigation and federal crimes.
2. Demonstrate understanding of federal court jurisdiction.
3. Differentiate between state and federal criminal and civil law procedures.
4. Locate federal law using legal research techniques and tools, such as case law, digests, constitutional law, statutory law, and federal codes.
5. Formulate deadlines for civil litigation.
6. Cite federal case law correctly in accordance with Harvard Blue Book rules.
7. Prepare pre-trial motions and exhibit and witness lists.
8. Distinguish the methods of court enforcement for non-compliance and appellate procedures for filing an appellate's opening brief.
9. Explain the concept of a page/line deposition summary.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Federal court practices
 - A. Civil
 - B. Criminal
 - C. Bankruptcy.
- II. Court Clerk's office
 - A. Functions
 - B. District locations.
- III. Jurisdiction
 - A. Civil
 - B. Criminal
 - C. Bankruptcy.
- IV. Court structure
 - A. Function of Judicial officers
 - B. Codes and Rules of Federal Practice
 - C. Arbitration in Bankruptcy
- V. Court proceedings
 - A. Criminal
 - B. Bankruptcy
 - C. Civil
 - D. Appellate
 - E. Motion practice.
- VI. Federal research.

B. **Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

- I. 1. Complete a research paper on the federal court system
- II. 2. Describe the jurisdiction and procedure of federal and state courts
- III. 2. Respond to expository essay exam questions regarding federal court practices and procedures.

C. **Reading Assignments:**

Reading assignments are required and may include but, are not limited to, the following:

- I. 1. Assigned cases and statutes from the law library
- II. 2. Assigned cases from the case book
- III. 3. Appropriate selections from supplementary texts and/or law journals such as California Lawyer and West's Paralegal Today.

D. **Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. 1. Analyze case and statutory law
- II. 2. Differentiate the jurisdiction and procedure of federal and state courts
- III. 3. Compare and contrast California's rules of civil procedures for trial to the federal rules of civil procedures
- IV. 4. Describe and assess the process of removing a state criminal proceeding to the federal courts using a real case such as the Rodney King trial.

E. **Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

- I. 1. Complete reading and writing assignments
- II. 2. Visit a federal district court.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. Mid-term and final essay exams Briefs and case analyses Research paper Contribution to class discussion.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Lecture
- * Lecture Discussion
- * Collaborative Learning
- * Distance Education
- * Other (Specify)
- * Distance Education
- * 1. Step-by-step instruction through supervised library assignments
- * 2. Field trips/field assignments.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Chemerinsky. Constitutional Law: Principles and Policies, 1997 ed. Aspen, 1997, ISBN: 1567065325
2. Fawcett. Paralegal Litigation: Forms and Procedures, 1st ed. Aspen, 2002,

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Darrel Harrison

CO-CONTRIBUTOR(S)

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