

LAW 011 : Civil Litigation (Intro to Legal Assisting 2)

Instructor: [Jon Jackman, Esq. \(Links to an external site.\)](#)

Office: Online Office Hours Only

Office hours: Wednesdays and Fridays (by phone) 3:00 – 5:00 PM, or by appointment.

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Canvas <https://ilearn.laccd.edu>

Textbook: *Fundamentals of California Litigation for Paralegals*, 6th ed.
- Marlene A. Maerowitz, Thomas A. Mauet (see more notes below, including a PDF version)

- **About This Course:** Law 11 is the study of the fundamentals of California civil litigation and the role of the legal assistant in litigation. Emphasis is on California statutes, the California court system, parties and jurisdiction, pleadings, motions, discovery, pretrial and trial preparation, appeal, enforcement of judgments, and alternative dispute resolution.
- **Instructor and Student Contact Expectations:** This is an online course and all of our interactions will occur in Canvas. Please expect frequent communication and feedback from me via private message, announcements, assignment feedback, and discussion forums. I typically return grades within 7 days of assessment completion, in the form of qualitative and quantitative feedback. I usually reply to messages the same day they are received, but please give me up to 48 hours to respond. Ultimately, we will regularly and substantively interact with each other many times each week, throughout the term. Your role will be to check your grades, messages, announcements, and interact with me and your peers in the discussions.
- **Textbook:** The textbook for this course is: *Fundamental of California Litigation for Paralegals (6th Edition)* by M. Maerowitz and T. Mauet. Note that if you have a previous version of the textbook, that too is okay.

[Accessibility score: Low Click to improve](#)

- **Distribution of Grades:** Law 11 is organized into assignments, quizzes, and forum discussions as follows:
 - **Assignments:** 45% of your grade
 - **Quizzes:** 40% of your grade
 - **Forum Discussions - Class Participation:** 15% (See more on [Forum Discussions - 15% of Your Total Grade in the Class](#))
- **Final Grades Scale:**
 - **A = 90% or above**
 - **B = 80% or above**
 - **C = 70% or above**
 - **D = 60% or above**

A grade of C or greater is required to pass the class

- **Student Learning Outcomes:** Upon successful completion of this course, a student will be able to:
 1. Brief law cases in Civil Litigation including civil procedures in the State of California, and Federal, court mediation and arbitration, and motions, demurrers, and pleadings.
 2. Critically analyze and argue issues of Civil Litigation including the above matters listed in #1.
 3. Prepare legal documents, forms or papers for initiating a lawsuit, various motions including Motion to Dismiss, and Motion for Summary Judgment, interrogatories, requests for admissions, and other discovery devices, and a Mandatory Settlement Conference Statement, and Trial Brief.

Skill Level: College level reading and writing; ability to access the internet. Necessary skills include proficiency using a word processing

program, including spell checker, using a web browser, sending and receiving email, saving documents as RTFs (rich text format), uploading and attaching documents.

- **Estimated Time per Week: 10 hours**

Class format: The class is entirely online. No on campus meetings are required. We use the Canvas Course Management system. Carefully read [our policies \(Links to an external site.\)](#).

The class follows a weekly format. If you click on Assignments/tests in Canvas you will see the weekly assignments, quizzes, forums and activities. There are many opportunities for you to participate and earn points to attain a good grade.

Online classes require your attention and effort. If you fail to log into the class during the first two weeks you will be excluded from the class. There are activities and assignments each week; you will need to log into the class several times a week.

To be a successful online/hybrid student, you need to do schedule a regular time for studying, read and complete on line activities, and [more \(Links to an external site.\)](#).

- **Cheating & Plagiarism:**

Cheating. Unauthorized material used during an examination (including electronic devices), changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents in the course, looking at another student's paper/answers/essay/computer or exam with or without their approval is considered cheating. Any student caught cheating will receive a zero for the assignment/exam and referred to the Department chair and/or Student Services for further disciplinary action.

Plagiarism. Plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original sources. This includes definitions found online on Wikipedia, materials from blogs, twitter, or other similar

electronic resources. The following examples are intended to be representative, but not all inclusive:

- ✓ Failing to give credit by proper citations for others ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions.
- ✓ Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof
- ✓ Paraphrasing the expressions or thought by others without appropriate quotation marks or attribution
- ✓ Representing another's artistic/scholarly works such as essays, computer programs, photographs, paintings, drawings, sculptures or similar works as one's own.

For the first offense, you will receive a zero for the assignment in question. Any further offenses may result in expulsion from the class, as determined by the disciplinary action from the Office of Student Services.

- **SPECIAL ACCOMMODATIONS**

If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

“MANAGEMENT OF STRESS AND MENTAL HEALTH:

As a student, not only do you have the pressure of succeeding in school, you may also be contending with work, financial issues, relationships, managing time effectively, getting enough sleep, etc. The staff and faculty of Los Angeles Mission College are here to provide support that will help you to be successful in your academic pursuits. You can learn more about the broad range of confidential student services offered on campus, including counseling and mental health services, by either visiting the Student Health Center (SHC), which is currently located in the Bungalow just west of the Collaborative Studies Building*, checking out the SHC webpage at: [https://www.lamission.edu/ \(Links to an external site.\)healthcenter/](https://www.lamission.edu/Links%20to%20an%20external%20site./healthcenter/) or calling: 818 362-6182.

I also encourage you to enter the National Suicide Prevention Lifeline number (1-800-273-8255) into your cell phone in case you or someone you know is in distress and needs someone with whom to talk.

****Please note that the SHC is slated to move into its new location, between the President’s Office and Administrative Services, in the spring 2016 semester.****

COLLEGE RESOURCES FOR LAMC STUDENTS

see <http://lamission.edu/de/student-service> (Links to an external site.)s

Course Summary:

Date	Details
Sun Sep 6, 2020	Assignment Discussion #1 - Introduction to Class
	Assignment Discussion #2 - Reading Law Cases
	Assignment Discussion #3 - Federal Notice Pleading vs. California Code Pleading
	Assignment Assignment #1 - Prepare Summons and Complaint
Sun Sep 13, 2020	Assignment Discussion #4 - Australian vs. U.S. Administrative Law
	Assignment Test #A - Chapter 1 - Introduction to Litigation
	Assignment Assignment #2 - Read and Analyze Facts to Prepare Slip and Fall Case -
Sun Sep 20, 2020	Assignment Discussion #5 - Long Arm Jurisdiction and the Internet
	Assignment Test #B - Chapter 2 - Information Fact Gathering & Investigation
	Assignment Assignment #3 - Prepare Slip and Fall Lawsuit - Alcaraz v Vece case
Sun Sep 27, 2020	Assignment Discussion #6 - Avoiding Paying Your Debts
	Assignment Test #C - Chapter 3 - Case Evaluation and Strategy

Date	Details
	Assignment Assignment #4 - Draft and Submit the Dog Bite Case
	Assignment Discussion #7 - Reasonable Doubt
Sun Oct 4, 2020	Assignment Test #D - Chapter 4 - Parties & Jurisdiction
	Assignment Assignment #5 - Case Evaluation and Strategy
	Assignment Discussion #8 - How to Prepare a Witness for Trial
Sun Oct 11, 2020	Assignment Test #E - Chapter 5 - Pleadings, Chapter 6 - Complaints, Answers ; Cross Special Pleadings
	Assignment Assignment #6 - Analyze Landmark Jurisdiction case
	Assignment Discussion #9 - Why Settle a Case or Lawsuit?
Sun Oct 18, 2020	Assignment Test #F - Chapter 8 - Introduction to Motions
	Assignment Assignment #7 - Pleadings Assignment
	Assignment Discussion #10 - Interrogatories
Sun Oct 25, 2020	Assignment Test #G - Chapter 9 - Motions Attacking the Pleadings and Chapter 10 - S
	Assignment Assignment #8 - Preparing Your Own Motion
	Assignment Discussion #11 - Provisional Remedies
Sun Nov 1, 2020	Assignment Test #H - Chapter 11 - Provisional Remedies
	Assignment Assignment #9 - Submit your Demurrer
Sun Nov 8, 2020	Assignment Discussion #12 - Bar Notes from San Fernando Valley Bar Association

Date	Details
	Assignment Test # I - Chapter 12 - Evidence
	Assignment Assignment #10 - Discuss Problems with the TRO in the Gallo v. Acuna
	Assignment Assignment #11 - Submit Five (5) Interrogatories
	Assignment Discussion #13 - Discovery and "Rambo Attorneys"
Sun Nov 15, 2020	Assignment Test #J - Chapter 13 - Introduction to Discovery, Chapter 14 - Written Depositions
	Assignment Assignment #12 - Calendaring and the Fast Track
	Assignment Assignment #13 - Review Settlement Conference Brief and Answer Questions
	Assignment Test #K - Chapter 16 - Settlements
Sun Nov 22, 2020	Assignment Assignment #14 - Getting Ready for Trial
	Assignment Assignment #15- Research a Civil Procedure case
	Assignment Assignment #16 - Draft a Request to Produce Documents
	Assignment Test #L - Chapter 17 - Trial Preparation, Trial, and Appeal
Sun Dec 6, 2020	Assignment Assignment #17 - Prepare a Trial Chart
	Assignment Assignment #18 - Prepare a Release
	Assignment Test #M - Chapter 18 - Enforcement of Judgments
Sun Dec 13, 2020	Assignment Assignment #19 - Enforce a Judgment
Sun Dec 20, 2020	Assignment Final Discussion - What you learned in class

Date**Details**

Assignment [Test #N - Chapter 19 - Alternative Dispute Resolution](#)

Assignment [Assignment #20 - Prepare a Demand for Arbitration - AAA](#)

Prev month **Next month** **September 2020**

Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 August 202030 Previous month	31 August 202031 Previous month	1 September 20201	2 September 20202	3 September 20203	4 September 20204	5 September 20205
6 September 20206 Click to view event details	7 September 20207	8 September 20208	9 September 20209	10 September 202010	11 September 202011	12 September 202012
13 September 202013 Click to view event details	14 September 202014 Today	15 September 202015	16 September 202016	17 September 202017	18 September 202018	19 September 202019
20 September 202020 Click to view event details	21 September 202021	22 September 202022	23 September 202023	24 September 202024	25 September 202025	26 September 202026
27 September 202027 Click to view event details	28 September 202028	29 September 202029	30 September 202030	1 October 20201 Next month	2 October 20202 Next month	3 October 20203 Next month
4 October 20204 Next month Click to view event details	5 October 20205 Next month	6 October 20206 Next month	7 October 20207 Next month	8 October 20208 Next month	9 October 20209 Next month	10 October 202010 Next month

Course assignments are not weighted.