

# North Central Michigan College

---

NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

---

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3    LECTURE: 3    LAB: 0    TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: LA 203

CREDIT HOURS: 3

COURSE TITLE: Litigation Preparation and Procedure

TRANSFERABLE    YES:    NO: X    TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

---

CATALOG DESCRIPTION:

This course teaches students how to prepare for civil litigation, including the initial client interview, investigation, preparation of complaint, subpoenas, the discovery process, witness preparation, organization of files, etc. Students draft Interrogatories, Requests to Admit, and Requests for Production of Documents, Notices of Taking Deposition, and various motions and responses to motions.

---

GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
  - Write and speak effectively
  - Independently acquire knowledge
- 

COURSE OBJECTIVES & OUTCOMES:

Through this course you should learn how to:

- Conduct an effective initial interview and gather evidence
- Draft a complaint and responsive pleading

- File a lawsuit and serve process
  - Conduct discovery through interrogatories, depositions and other methods
  - Assist in alternate dispute resolution
  - Assist at trial and beyond
-

METHODS OF INSTRUCTION:

Lecture and class discussion; supplemental writing assignments; preparation of a comprehensive litigation system folder

---

METHODS OF EVALUATION:

Class participation	25%
System folder	75%

---

REQUIRED TEXTS:

- *The Litigation Paralegal: A Systems Approach*, McCord, West Publishing, 1997
- *Ballentine's Legal Dictionary and Thesaurus*, Lynton, Lawyers Cooperative Publishing, 1995

OPTIONAL SUPPLEMENTARY MATERIALS:

---

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

---

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Topic
1	Introduction, Welcome to the law office, jurisdiction
2	The initial interview
3	Evidence and investigation (Part I)
4	Evidence and investigation (Part II)
5	Drafting the complaint
6	Filing the lawsuit, service of process, default judgments
7	Motions, answers, responsive pleadings
8	Discovery: interrogatories
9	Discovery: depositions
10	Break (spring or Thanksgiving)
11	Settlement and alternative dispute resolution
12	Trial prep and post-trial practice
13	Turn in folders

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_