

# Kankakee Community College Syllabus

**Course prefix and number: PLAS 1213**

**Course title: CIVIL LITIGATION, Fall 2019**

**Credit hours/Length: Lecture hours: 3 Clinical/Lab hours: None**

**Catalog description:** This course covers both substantive civil law and civil procedure. Special emphasis will be placed on Illinois and federal civil codes. The role of the paralegal in civil litigation, from the client interview through the appeals process, will be addressed.

The following are prerequisites:

1. Completion of PLAS 1103 (Introduction to Paralegal/Legal Assistant Studies) with a grade of "B" or better;
2. Completion of ENGL 1613 (English I) with a grade of "C" or better;
3. PLAS 1123 (Legal Research & Writing I). PLAS 1123 may be taken concurrently with this course.

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## Faculty

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## Office Location/Office Hours

Office hours by appointment.

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## Textbook(s) and Other Materials

- A. Kerley, Peggy N., Joanne Banker Hames, and Paul A. Sukys, Civil Litigation, Seventh Edition. Delmar Publishing, 2015.
  - B. The Illinois Code of Civil Procedure will be downloaded through your LexisAdvance accounts.
  - C. Supplemental handouts and other materials will be distributed during class.
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## **Instructional Methods**

Methods will include lecture, discussions, research and writing projects, and individual assignments and activities.

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## **Relationship to academic programs and transferability**

Civil Litigation was designed to meet specific student needs, either individually or within a program. Transferability of this course will be determined by each transfer institution. Please see an academic advisor for an explanation concerning transfer options. Refer to the IAI web page at [www.itransfer.org](http://www.itransfer.org) for more information.

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## **Course Goals and Learning Outcomes**

At the conclusion of this course, you, the legal professional, will be able to:

1. Discuss what civil litigation is, distinguish it from criminal litigation, and explain the differences between substantive and procedural law;
2. Describe and discuss the court system and determine jurisdiction versus venue for a variety of civil fact patterns;
3. Determine whether a cause of action exists, establish appropriate statutes of limitations, and discuss the ethical considerations attached to accepting a case;
4. Illustrate the paralegal's role in the investigation and evidentiary phases of a civil proceeding;
5. Draft, under attorney supervision, the initial pleadings and responses required in a civil proceeding;
6. Draft, under attorney supervision, motions following both federal and Illinois guidelines for motion practice;
7. Participate in the discovery process, including documenting discovery and abstracting depositions;
8. Draft, under attorney supervision, other types of legal documents, including interrogatories, requests for physical and mental examinations, requests for documents, and requests for admissions;
9. Participate, under attorney supervision, in simulated settlement discussions, dismissals, and alternative dispute resolution;
10. Simulate assisting an attorney during the trial and post-trial proceedings.

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## Evaluation of Student Performance

See the Course Calendar and Homework Table for this session. Homework will generally be due at the start of a class period as noted in this syllabus. All homework is to be stapled, with your name on the top page, along with a description of the homework assigned. For example:

**John Smith**  
**PLAS 1213**  
**Review Problem 3**  
**Page 79**

### **Homework that is not clearly labeled and stapled will be returned to the student ungraded.**

Students are expected to submit homework on the evening it is due. The final homework grade will be reduced by 10% (1 letter grade) per class period until the homework is submitted. The exception to this rule is if you are absent on the date a homework assignment is due; in that case, the due date is automatically extended to the date you return for your next class without any reduction in points. All homework will be submitted in typewritten format (typewriter or PC acceptable) unless otherwise directed by the instructor.

The instructor reserves the right to alter or modify the content of an assignment or its position in the course calendar.

90-100% of total points possible = A  
80-89% of total points possible = B  
70-79% of total points possible = C  
60-69% of total points possible = D  
Under 60% of total points possible = F

The points will be apportioned as follows:

25% of the final course grade: Homework  
25% of the final course grade: Final Exam  
25% of the final course grade: Exam #1 and #2  
20% of the final course grade: Final Project  
5% of the final course grade: Class Participation

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## **Course Policies: Please review these carefully.**

You will be allowed a total of three absences for this semester. I reserve the right to inform you that your successful completion of the class is being jeopardized when you have missed your third class. I also reserve the right to request that you withdraw from the class with a grade of "W" when you have missed your fourth class. Each absence in excess of three will result in a one letter grade reduction of your final course grade. Class will begin promptly; students are expected to be on time for class and are strongly encouraged to get notes from fellow students if they miss a class.

As is the case in all KCC computing labs and classrooms, no food, drink, or smoking is permitted. Children are also not permitted in the labs.

The Program's in-class examination policy is pursuant to Section 4.1 of the Code of Campus Affairs and Regulations, which states that "permission to make up work missed because of absence may be granted at the instructor's discretion." For in-class examinations, there are no makeups allowed for any reason except for illness, which must be documented with an original note explaining the absence which is signed by the treating physician. For final projects, the project is due on the assigned due date. Final projects received after the due date will not be graded. Students may not use notes, books, or reference materials on examinations unless specifically authorized to do so by the instructor. Students are to turn off all cell phones and pagers during an examination. Sending and receiving e-mails, instant or text messages, or other forms of electronic communication during the exam are strictly prohibited. Students are expected to be on time for exams and will not be given additional time to complete an exam due to a late arrival.

It is assumed that all course assignments and examinations represent the student's own efforts. Any impropriety, or appearance of impropriety, will result in a minimum of a "zero" for that assignment/examination and possible removal from the course. In addition, any student found copying software for personal use or altering settings on the computers (beyond the scope of any classroom assignment) will be removed from the course.

In addition, all assignments shall be submitted with a cover sheet containing this statement regarding academic honesty:

**Because academic dishonesty fundamentally undermines the mission of KCC's PLAS Program and diminishes my individual efforts and those of my classmates, I certify that this work product is the result of my own independent and original effort; that I have completed this work product without the assistance of others unless otherwise directed by the instructor; and that I understand the syllabus's sanctions for work product meeting the definition of "impropriety or the appearance of impropriety."**

The cover sheet shall also contain the student's original signature.

Each student's KCC-based LexisAdvance.com account is for academic use only. Any unauthorized use of such account to accumulate billable hours, to generate client fees, to provide work product for an internship site provider or individual authorized by statute or court rule to provide legal advice, or for any other income-producing use is strictly prohibited under the terms of the LexisAdvance Acceptable Use Policy; further, such use serves as grounds for immediate withdrawal from the course and possible sanctions under college policy.

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## College Policies

### Withdrawals

When it is necessary to withdraw from a course or from the college, a student may do so on or before the withdrawal date stated on the syllabus without receiving a punitive final grade. Change of Schedule forms (used to add or drop a course) are available in Student Services and the student should obtain

the required signatures prior to submitting the Change of Schedule form to an adviser in Student Services. Students may submit Change of Schedule forms through the mail, but they must be postmarked no later than the withdrawal date. No withdrawals are allowed by phone. The last date to withdraw with a grade of "W" is ten school days after the midpoint of the course pursuant to the Kankakee Community College catalog.

### **Code of Conduct**

By participating in this course, the student agrees to adhere to the KCC Code of Conduct, found in each academic year's catalog, and understands that his or her classroom behavior shall be in compliance with the Code.

### **Inclement Weather**

As a general rule, KCC will remain open during inclement weather. If the College will be closed due to inclement weather, cancellation announcements will be broadcast over Kankakee radio stations WKAN-AM, WBSW-FM, and WLRT-FM; Watseka stations WGFA-AM/FM; and Pontiac stations WJEZ-AM/FM. In addition, KCC reports campus closings at <http://www.emergencyclosings.com>.

### **Use of KCC Student E-mail Accounts**

To ensure a student's privacy under all applicable education laws and to facilitate timely interactions, two College-authorized methods of electronic communication exist: KCC-issued student email accounts (using the domain name of .student.kcc.edu) and the Canvas Learning Management System. Students are expected to regularly check their KCC email accounts and Canvas for important incoming communication from the college or from individual instructors. Students understand that emails they send from personal email accounts (other than those listed above) may not be delivered to the KCC recipient, and students should have no expectation that such messages will be answered.

### **Non-Attendance/Non-Participation**

KCC complies with state law and federal financial aid policy. If you receive an attendance grade of F or are institutionally withdrawn from a course, it will affect your eligibility for financial aid. (1) You must attend at least one class, or participate at least once for an online course (logging in without participation is not attending), by the 10th day of 16 week courses or within the first 10% of shorter term classes. Non-attendance will result in an attendance grade of F. (2) If you have excessive absences and no reasonable chance of passing the course at midterm (or after), your instructor may give you a WX grade and have you institutionally withdrawn from the course.

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## **College Resources**

### **Tutoring Services**

Tutoring assistance is free to all currently enrolled KCC students. Our tutor program is certified by the College Reading and Learning Association (CRLA). For schedules, resources and other helpful information, go to [www.kcc.edu/tutoring](http://www.kcc.edu/tutoring).

**Office of Disability Services**

KCC works closely with students and instructors to accommodate individual student learning needs. For the services they offer, their contact information and other helpful information, go to [www.kcc.edu/disabilityservices](http://www.kcc.edu/disabilityservices).

**Miner Memorial Library**

The Miner Memorial Library provides a variety of services free to students. For the services they offer, their hours of operation and other helpful information, go to [www.kcc.edu/library](http://www.kcc.edu/library).

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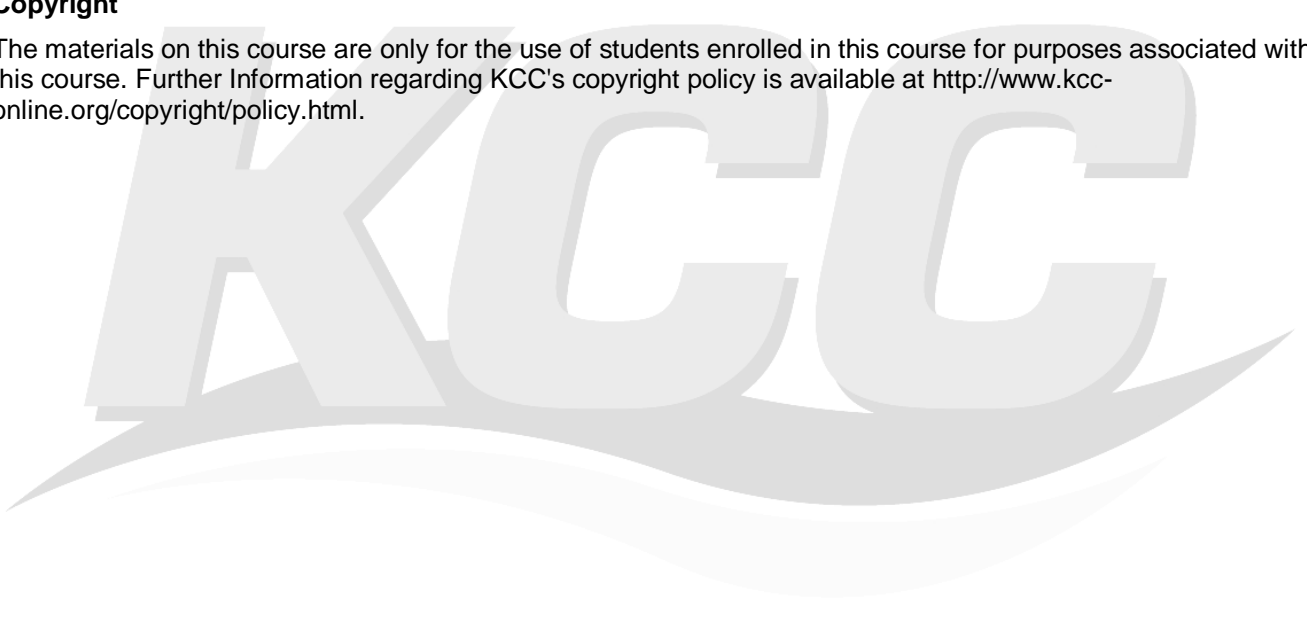
**Syllabus Disclaimer**

The course syllabus and calendar are subject to change.

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**Copyright**

The materials on this course are only for the use of students enrolled in this course for purposes associated with this course. Further Information regarding KCC's copyright policy is available at <http://www.kcc-online.org/copyright/policy.html>.



Course Calendar Detailing Subject Coverage and Homework Table

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated
<p><b>Week 1: Wednesday, 8/21/2019</b></p>	<ul style="list-style-type: none"> <li>• Introductions and review of course syllabus and expectations</li> <li>• Review Preface, Appendix A, and Glossary</li> <li>• Download attached portions of the Illinois Code of Civil Procedure and Illinois Supreme Court Rules</li> </ul>		
<p><b>Week 2: Wednesday, 8/28/2019</b></p>	<ul style="list-style-type: none"> <li>• Chapter 1, "Litigation and the Paralegal"</li> <li>• Chapter 2, "The Courts and Jurisdiction"</li> </ul>	<p><b>Litigation and the Paralegal</b></p> <ul style="list-style-type: none"> <li>A. What Civil Litigation Is</li> <li>B. Different Types of Civil Lawsuits</li> <li>C. Alternatives and Limitations to Litigation</li> <li>D. Procedural versus Substantive Law</li> <li>E. Sources of the Law</li> <li>F. The Role of the Litigation Paralegal</li> <li>G. Skills Required of the Litigation Paralegal</li> <li>H. Practical Tips for Success in the Law Firm</li> </ul> <p><b>The Courts and Jurisdiction</b></p> <ul style="list-style-type: none"> <li>A. The Courts and Litigation</li> <li>B. Federal Court System</li> <li>C. State Court Systems</li> <li>D. Jurisdiction</li> <li>E. Venue</li> </ul>	<ul style="list-style-type: none"> <li>• Read and be ready to discuss Chapters 1 and 2.</li> <li>• Have appropriate sections of Illinois Code of Civil Procedure downloaded from your LexisAdvance accounts. You can receive assistance with this in Legal Research &amp; Writing I, where you will receive your LexisAdvance accounts during the first week of class.</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated
<p><b>Week 3: Wednesday, 9/4/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 3, "Preliminary Considerations"</li> </ul>	<p><b>Preliminary Considerations</b></p> <ul style="list-style-type: none"> <li>A. Determining the Existence of a Cause of Action</li> <li>B. Time Limitations</li> <li>C. Feasibility of the Lawsuit</li> <li>D. Turning Down a Case</li> <li>E. Ethical Considerations in Accepting a Case</li> <li>F. Ethical Considerations After Accepting a Case</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 1 Review Questions, p. 25: Questions designed to assist you in your understanding of civil litigation as compared to criminal, the paralegal's role in regards to civil litigation, and what substantive and procedural law are and how they relate. <b>(OBJECTIVES 1, 4)</b></li> <li>Exercise #6, p. 26: Review the fact patterns and determine what type of disputes, criminal or civil, are involved. <b>(OBJECTIVES 1, 4)</b></li> <li>Chapter 2 Review Questions, p. 57: Questions designed to assist in your understanding of the court systems and jurisdiction and venue. <b>(OBJECTIVE 2)</b></li> <li>Chapter 2 Exercise #2, p. 57: Research the laws of Illinois to determine if a long-arm statute exists. <b>(OBJECTIVE 2)</b></li> <li>Chapter 2 Exercise #5, p.57-58: Review fact patterns to determine if federal jurisdiction exists. <b>(OBJECTIVE 2)</b></li> <li>Chapter 2 Exercise #7, p. 58: Read the excerpt from the <u>International Shoe</u> case as contained on pages 45-47 of your book, and discuss the contacts the Court reviewed, if the Court found these contacts to be sufficient, and the reasoning behind the Court's decision. <b>(OBJECTIVE 2)</b></li> <li>Read and be ready to discuss Chapter 3.</li> </ul>



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<p><b>Week 4: Wednesday, 9/11/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 4, "Investigation and Evidence"</li> </ul>	<p><b>Investigation and Evidence</b></p> <ul style="list-style-type: none"> <li>A. The Client Interview</li> <li>B. Locating Fact Witnesses or Elusive Defendants</li> <li>C. Techniques for Interviewing Fact Witnesses</li> <li>D. Evidence</li> <li>E. Methods for Locating and Preserving Evidence</li> <li>F. Expert Witnesses</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 3 Review Questions, page 88-89: Questions designed to assist you in your understanding of a valid cause of action, time limitations in filing suits, and the ethical considerations involved in accepting or rejecting clients. <b>(OBJECTIVES 3, 4)</b></li> <li>Chapter 3 Exercise #2, page 89: Research statutes of limitations for several different types of civil actions. <b>(OBJECTIVES 3, 4)</b></li> <li>Chapter 3 Exercise #4, page 89: Discuss appropriate responses a paralegal should make to a client by determining what would and would not constitute legal advice. <b>(OBJECTIVES 3, 4)</b></li> <li>Chapter 3 Exercise #5, pages 89-90: Review fact patterns and determine if a cause of action exists, and if so, what type. <b>(OBJECTIVE 3)</b></li> <li>Chapter 3 Exercise #6, page 90: Review the fact patterns and determine the appropriate statute of limitations and state when the last day for filing suit would be under each set of facts. <b>(OBJECTIVES 3, 4)</b></li> <li>Chapter 3 Exercise #7, page 90: For the same fact patterns as in Exercise #8 page 90, discuss ethical considerations in creating a Facebook page for your office. <b>(OBJECTIVE 3)</b></li> <li>Read and be ready to discuss Chapter 4.</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated
<p><b>Week 5: Wednesday, 9/18/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 5, "The Initial Pleadings"</li> <li>Chapter 6, "Responses to the Initial Pleading"</li> </ul>	<p><b>The Initial Pleadings</b></p> <ul style="list-style-type: none"> <li>A. Initial Pleadings</li> <li>B. Parties to the Lawsuit</li> <li>C. Jurisdiction and Venue</li> <li>D. The Claim or Cause of Action</li> <li>E. Demand for Relief</li> <li>F. Drafting the Complaint</li> <li>G. Filing the Complaint</li> <li>H. The Summons</li> <li>I. Service of the Complaint</li> <li>J. Amending the Complaint</li> </ul> <p><b>Responses to the Initial Pleading</b></p> <ul style="list-style-type: none"> <li>A. Responding to the Initial Pleading</li> <li>B. Types of Answers</li> <li>C. Drafting the Answer</li> <li>D. Counterclaims, Cross-Claims, and Third-Party Complaints</li> <li>E. Legal Challenges to the Complaint</li> <li>F. Failure to Answer</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 4 Review Questions, page 121: Questions designed to assist you in your understanding of handling clients as a paralegal, including setting up interviews, locating witnesses, and following up on information provided. <b>(OBJECTIVES 3, 4)</b></li> <li>Chapter 4 Exercise #1, page 121: Review the commentary on the <u>Saldivar</u> case on page 93 and draft a questionnaire for your attorney to use at the initial client interview. <b>(OBJECTIVE 4)</b></li> <li>Chapter 4 Exercise #2, page 121: Draft a questionnaire to assist you in conducting a witness interview in the <u>Saldivar</u> case. <b>(OBJECTIVE 4)</b></li> <li>Read and be ready to discuss Chapters 5 and 6. <b>(OBJECTIVE 4)</b></li> </ul>
<p><b>Week 6: Wednesday, 9/25/2019</b></p>	<ul style="list-style-type: none"> <li>Continue Chapters 5 and 6</li> </ul>		<ul style="list-style-type: none"> <li>Chapter 5 Review Questions, pp. 167: Questions designed to assist you in your understanding of the initial pleadings filed in a lawsuit. <b>(OBJECTIVES 4, 5)</b></li> <li>Chapter 6, Review Questions, pp. 202: Questions designed to assist you in your understanding of the different types of responses that may be prepared to respond to a Complaint. <b>(OBJECTIVES 4, 5)</b></li> </ul>
<p><b>Week 7: Wednesday, 10/2/2019</b></p>	<ul style="list-style-type: none"> <li><b>EXAM #1 (CHAPTERS 1-6)</b></li> </ul>		<ul style="list-style-type: none"> <li>Examination #1 over Chapters 1 through 6, worth 100 points containing multiple choice, short answer, and short essay questions. <b>(OBJECTIVES 1 THROUGH 5)</b></li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated
<p><b>Week 8: Wednesday, 10/9/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 7, "Motion Practice"</li> <li>Distribution and review of final project</li> <li><b>MUST SCHEDULE A MEETING WITH MS. MEYER PRIOR TO OCTOBER 25, 2019, TO REVIEW INITIAL OUTLINE AND PROGRESS OF FINAL PROJECT. (WORTH 15 POINTS OF FINAL PROJECT GRADE). FAILURE TO COMPLETE ALL PARTS OF FINAL PROJECT WILL RESULT IN FAILURE OF COURSE.</b></li> </ul>	<p><b>Motion Practice</b></p> <ul style="list-style-type: none"> <li>A. Motions Generally</li> <li>B. Preparing, Serving, and Responding</li> <li>C. Court Procedures Involving Motions</li> <li>D. Specific Motions</li> <li>E. Preliminary Injunctions and Temporary Restraining Orders</li> </ul>	<ul style="list-style-type: none"> <li>Read and be ready to discuss Chapter 7.</li> <li>Complaint Exercise: Review the handout and accident report given to you in class; prepare a Complaint against the appropriate Defendant(s) based on the information provided for you in the memo from the attorney. <b>(OBJECTIVES 4, 5)</b></li> </ul>
<p><b>Week 9: Wednesday, 10/16/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 8, "Overview of the Discovery Process"</li> </ul>	<p><b>Overview of the Discovery Process</b></p> <ul style="list-style-type: none"> <li>A. The Nature of Discovery</li> <li>B. The Extent of Allowable Discovery</li> <li>C. Duty of Mutual Disclosure Under Rule 26</li> <li>D. Cooperating with Discovery</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 7 Review Questions, p. 223-224. Questions designed to assist you in your understanding of what a motion is and the different types of supporting documents that may be filed with a motion. <b>(OBJECTIVE 6)</b></li> <li>Chapter 7 Exercise #4, pages 224-225: Review the case commentary on p. 186 and for each situation, determine which appropriate motions could be filed. <b>(OBJECTIVE 6)</b></li> <li>Motion Exercise: Review the handout prepared for you in class and draft the necessary motion to dismiss, along with a notice, proof of service and supporting Affidavit. <b>(OBJECTIVE 6)</b></li> <li>Read and be ready to discuss Chapter 8.</li> <li>Distribution of Final Project: You will be provided a case file, including pleadings, discovery documents, and depositions. You will need to prepare a Motion for Summary Judgment, including necessary supporting documents, a notice of hearing, and proof of service. Worth 150 points. <b>(OBJECTIVES 3, 4, 6, 7)</b></li> </ul>

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<p><b>Week 10: Wednesday, 10/23/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 10, "Interrogatories"</li> <li>Chapter 12, "Request for Documents"</li> </ul>	<p><b>Interrogatories</b></p> <ul style="list-style-type: none"> <li>A. Interrogatories</li> <li>B. Drafting Interrogatories</li> <li>C. Drafting Answers to Interrogatories</li> </ul> <p><b>Request for Documents</b></p> <ul style="list-style-type: none"> <li>A. The Request for Documents</li> <li>B. E-Discovery and Document Requests</li> <li>C. Protection of Documents</li> <li>D. Requesting the Production of Documents</li> <li>E. Responding to a Request for Documents</li> <li>F. Organizing and Indexing the Documents After Production</li> <li>G. Inspection of Property</li> <li>H. E-Evidence and On-Site Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 8 Review Questions, pp. 266-267: Questions designed to assist you in your understanding of the discovery process, including ethical considerations and an introduction of the major methods of discovery. <b>(OBJECTIVES 4, 5, 6)</b></li> <li>Chapter 8 Exercise #5, page 267: Review the <u>Jenkins</u> case on p. 210 and for each item listed, indicate whether that would be a necessary initial disclosure pursuant to Federal Rule 26. <b>(OBJECTIVES 4, 7)</b></li> <li>Read and be ready to discuss Chapters 10 and 12.</li> <li><b>MUST SCHEDULE A MEETING WITH MS. MEYER PRIOR TO OCTOBER 25, 2019, TO REVIEW INITIAL OUTLINE AND PROGRESS OF FINAL PROJECT. (WORTH 15 POINTS OF FINAL PROJECT GRADE)</b></li> </ul>
<p><b>Week 11: Wednesday, 10/30/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 9, "Depositions"</li> </ul>	<p><b>Depositions</b></p> <ul style="list-style-type: none"> <li>A. The Deposition</li> <li>B. The Nature of the Oral Deposition</li> <li>C. E-Discovery and Oral Depositions</li> <li>D. The Paralegal's Role Before the Oral Deposition</li> <li>E. The Paralegal's Role During the Oral Deposition</li> <li>F. The Paralegal's Role After the Oral Deposition</li> <li>G. The Deposition Upon Written Questions</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 10 Review Questions, p. 320: Questions designed to assist you in your understanding of interrogatories and the purposes of using them in a civil lawsuit. <b>(OBJECTIVES 7, 8)</b></li> <li>Chapter 12 Review Questions, p. 382: Questions designed to assist you in your understanding of requests for documents and how to respond to such requests. <b>(OBJECTIVES 7, 8)</b></li> <li>Interrogatory and Request for Production Exercise: Draft interrogatories and a Request for Production of Documents based on the memo provided to you in class. <b>(OBJECTIVES 7, 8)</b></li> <li>Read and be ready to discuss Chapter 9.</li> </ul>

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated
<p><b>Week 12:</b> <b>Wednesday,</b> <b>11/6/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 11, "Physical and Mental Examinations"</li> <li>Chapter 13, "Request for Admissions"</li> </ul>	<p><b>Physical and Mental Examinations</b></p> <ul style="list-style-type: none"> <li>A. The Physical or Mental Examination</li> <li>B. Filing a Motion for Compulsory Examination</li> <li>C. Requirements for Granting the Motion for Compulsory Examination</li> <li>D. Granting a Motion for Compulsory Examination</li> <li>E. The Paralegal's Role in Physical and Mental Examinations</li> </ul> <p><b>Request for Admissions</b></p> <ul style="list-style-type: none"> <li>A. The Request for Admissions</li> <li>B. Drafting and Responding to the Request for Admissions</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 9 Review Questions, page 294: Questions designed to assist you in your understanding of what a deposition is and the paralegal's role in preparing for a deposition. <b>(OBJECTIVES 7, 8)</b></li> <li>Read and be ready to discuss Chapters 11 and 13.</li> </ul>
<p><b>Week 13:</b> <b>Wednesday,</b> <b>11/13/2019</b></p>	<ul style="list-style-type: none"> <li><b>EXAM #2 (CHAPTERS 7-13)</b></li> </ul>		<ul style="list-style-type: none"> <li>Examination #2 over Chapters 7 through 13, containing multiple choice, short answer, and short essay questions. <b>(OBJECTIVES 4, 5, 6, 7, 8)</b></li> </ul>
<p><b>Week 14:</b> <b>Wednesday,</b> <b>11/20/2019</b></p>	<ul style="list-style-type: none"> <li><b>NO CLASS—CAMPUS CLOSSES FOR THANKSGIVING HOLIDAY AT 5:00 P.M.</b></li> </ul>		

Class Date	In-Class Activity (Each Class is 2.5 Hours in Length)	Subject Matter Outline	Evaluation Tool(s) and How Competency of Course Objective(s) Is Evaluated
<p><b>Week 15:</b> <b>Wednesday,</b> <b>11/27/2019</b></p>	<ul style="list-style-type: none"> <li>Chapter 14, "Settlements, Dismissals, and Alternative Dispute Resolution"</li> <li>Chapter 15, "Trials"</li> </ul>	<p><b>Settlements, Dismissals, and Alternative Dispute Resolution</b></p> <ul style="list-style-type: none"> <li>A. The Settlement</li> <li>B. Settlement Offers</li> <li>C. Settlement Agreements and Releases</li> <li>D. Dismissals, Consent Decrees, and Distribution of Funds</li> </ul> <p>Alternative Dispute Resolution</p> <p><b>Trial Techniques</b></p> <ul style="list-style-type: none"> <li>A. Preliminary Preparation for Trial</li> <li>B. Preparation of Witnesses</li> <li>C. Preparation of Exhibits/Briefs</li> <li>D. Coordinating Trial Logistics</li> <li>E. Preliminary Steps in the Trial Process</li> <li>F. The Jury Process</li> </ul> <p>The Trial and the Paralegal's Role at Trial</p>	<ul style="list-style-type: none"> <li>Chapter 11 Review Questions, page 338: Questions to assist you in your understanding of the uses of Requests for Mental and Physical Examinations. <b>(OBJECTIVES 7, 8)</b></li> <li>Read and be ready to discuss Chapters 14 and 15.</li> <li>Deposition Summaries and Final Outline due for Final Project. Final outline worth 20 points and Deposition Summaries worth 35 points of final project.</li> </ul>
<p><b>Week 16:</b> <b>Wednesday,</b> <b>12/4/2019</b></p>	<ul style="list-style-type: none"> <li><b>Chapter 16, "Posttrial Practice"</b></li> <li><b>FINAL PROJECT DUE</b></li> </ul>	<p><b>Posttrial Practice</b></p> <ul style="list-style-type: none"> <li>A. Posttrial Motions</li> <li>B. Preliminary Steps in the Appeal</li> <li>C. The Appellate Brief</li> <li>D. Coordinating the Oral Argument</li> <li>E. Final Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 14 Review Questions, p. 441: Questions designed to assist you in your understanding of issues related to settlements, dismissals, and forms of alternative dispute resolution. <b>(OBJECTIVE 9)</b></li> <li>Chapter 15 Review Questions, p. 493-494: Questions designed to assist you in your understanding of what a trial is, and the assistance a paralegal can provide in trial preparation and attendance. <b>(OBJECTIVE 10)</b></li> </ul>
<p><b>Week 17:</b> <b>Wednesday,</b> <b>12/11/2019</b></p>	<ul style="list-style-type: none"> <li><b>FINAL EXAM</b></li> </ul>		<ul style="list-style-type: none"> <li>Final Examination, worth 200 points, over Chapters 1 through 16. Includes multiple choice and short answer. <b>(ALL OBJECTIVES)</b></li> </ul>

## Statutes Used During This Course

Use your LexisAdvance accounts to download the following sections of the Illinois Code of Civil Procedure:

735 ILCS 5/2-101	735 ILCS 5/2-1009
735 ILCS 5/2-102	735 ILCS 5/2-1301
735 ILCS 5/2-103	735 ILCS 5/2-1401
735 ILCS 5/2-104	735 ILCS 5/2-1402
735 ILCS 5/2-202	Illinois Supreme Court Rules 101-105
735 ILCS 5/2-203	Illinois Supreme Court Rules 131-137
735 ILCS 5/2-204	Illinois Supreme Court Rules 181-187
735 ILCS 5/2-205	Illinois Supreme Court Rules 191 and 192
735 ILCS 5/2-209	Illinois Supreme Court Rules 201-219
735 ILCS 5/2-301	
735 ILCS 5/2-404	
735 ILCS 5/2-406	
735 ILCS 5/2-409	
735 ILCS 5/2-413	
735 ILCS 5/2-604	
735 ILCS 5/2-604.1	
735 ILCS 5/2-605	
735 ILCS 5/2-606	
735 ILCS 5/2-607	
735 ILCS 5/2-608	
735 ILCS 5/2-609	
735 ILCS 5/2-610	
735 ILCS 5/2-612	
735 ILCS 5/2-613	
735 ILCS 5/2-614	
735 ILCS 5/2-615	
735 ILCS 5/2-616	
735 ILCS 5/2-619	
735 ILCS 5/2-619.1	
735 ILCS 5/2-620	
735 ILCS 5/2-1001.5	
735 ILCS 5/2-1003	
735 ILCS 5/2-1005	