

LGST 201
Civil Litigation – Practice & Procedure
3 Credits

Community College of Baltimore County
Common Course Outline

Description

LGST 201 – Civil Litigation – Practice & Procedure: focuses on the process of litigation and the role of the paralegal in trial preparation and advocacy. This course prepares students to assist the lawyer at the pretrial, trial, post-judgment, and appellate levels of a court case. It provides students with practical skills for interviewing and investigating cases, managing case files, conducting discovery, and trial preparation.

Pre-requisites: LGST 103

Overall Course Objectives

Upon completion of this course, students will be able to:

1. explain the major steps in a case from the initial client interview through trial, judgment, appeal, and post-judgment/collection;
2. analyze various cases of action, defenses, jurisdiction, pleadings, discovery, pre-trial preparation, settlement negotiations, jury trials, appellate process, and collection of judgments;
3. compile material from a case problem to isolate relevant facts and issues;
4. draft relevant pleadings for a civil case and related documents;
5. compile a trial notebook;
6. describe the various e-discovery technologies and processes;
7. apply foundational case law and related rules of civil procedure;
8. identify the various trial technologies and software commonly used by trial counsel, including e-filing; and
9. operate the various remote meeting technologies to facilitate law office meetings, depositions, and trial work.

Major Topics

- I. The Paralegal's Role in Litigation
- II. Courts and Jurisdiction
 - a. District Court
 - b. Circuit Court
 - c. Maryland Appellate Courts
- III. Initiation Litigation
- IV. Initial Pleadings
- V. Response to Initial Pleadings
 - a. Answer/Notice of Intention to Defend
 - b. Motion to Dismiss

The Common Course Outline (CCO) determines the essential nature of each course.
For more information, see your professor's syllabus.

- VI. Motions Practice
- VII. Discovery and E-Discovery
 - a. Depositions
 - b. Interrogatories
 - c. Request for Documents
 - d. Request for Admissions
- VIII. Settlements and Dismissals
- IX. Trial Techniques
- X. Post-Trial Practice
- XI. Appropriate Litigation & Law Office Technologies

Course Requirements

Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- three written assignments to allow for both objective and analytical components such as researching and preparing a Circuit Court complaint, motion, or discovery requests
- compilation of a trial notebook
- one written assignment to allow for both objective and analytical review of primary legal sources such as a motion for summary judgment or motion to dismiss

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

Date Revised: 9/6/2022

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