



PRINCIPLES AND PRACTICE OF LITIGATION

PPLT300 — Principles of Practice Litigation, 3.0 hours

PROFESSOR

Julie Beadle graduated from the University of Akron School of Law summa cum laude and has been employed with the Eleventh District Court of Appeals in Trumbull County as a judicial attorney for seven years. She enjoys performing research on a variety of difficult legal problems. She has also taught online paralegal courses in many subjects and finds the experience of interacting with upcoming paralegals to be very rewarding. As a life-long resident of Ohio, she likes to watch all Cleveland sports teams and attend Cleveland Indians games. She also spends time caring for her cats, all of which have been rescued.

CONTACT INFORMATION

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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

All members of the Lakewood College community who use the College's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing info@lakewoodcollege.edu

BOOKS AND RESOURCES

McCord, James W., H. and Pamela Tepper. *The Litigation Paralegal: A Systems Approach*. (7th Edition). Cengage Learning US, 2023.

EVALUATION METHOD

Graded work will receive a numeric score reflecting the quality of performance.
Course Requirement Summary

- Assignments - Total of 80 Points
- Weekly discussion forums-Total of 80 Points
- Final Exam - 50 Points

GRADING SCALE

Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 210. To determine the final grade, the student's earned points are divided by 210.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)
B = (80% - 89%)
C = (70% - 79%)
F < (Below 70%)

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1	<ul style="list-style-type: none">Welcome to the Law Office: Foundations for Litigation Course TopicThe Initial Interview	Study Course Syllabus Read Chapters 1 & 2 Complete Assignment 1 Participate in the Discussion Forum Lesson Evaluation	Assignment 1 upon completion of the lesson	Objective 1 Objective 8
Lesson #2	<ul style="list-style-type: none">Evidence and InvestigationDrafting the Complaint	Read Chapters 3 & 4 Participate in the Discussion Forum Complete Assignment 2 Lesson Evaluation	Assignment 2 upon completion of the lesson	Objective 2
Lesson #3	<ul style="list-style-type: none">Filing the Lawsuit, Service of Process, and Obtaining a Default Judgment	Read Chapter 5 Participate in the Discussion Forum Lesson Evaluation		Objective 3
Lesson #4			Assignment 3 upon completion of the lesson	Objective 4 Objective 6

- Defending and Testing the Lawsuit: Motions, Answers, and Other Responsive Pleadings
 - Discovery and Electronic Discovery: Overview and Interrogatories
- Read Chapters 6 & 7
Participate in the Discussion Forum
Complete Assignment 3
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #5	<ul style="list-style-type: none"> • Discovery: Depositions 	Read Chapter 8 Participate in the Discussion Forum Lesson Evaluation		Objective 4 Objective 6

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #6	<ul style="list-style-type: none"> • Discovery: Document Production and Control, Medical Exams, Admissions, and Compelling Discovery • Settlement and Other Alternative Dispute Resolutions 	Read Chapters 9 & 10 Participate in the Discussion Forum Lesson Evaluation		Objective 5

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"> • Trial Preparation and Trial 	Read Chapters 11 Participate in the Discussion Forum Complete Assignment 4 Lesson Evaluation	Assignment 4 upon completion of the lesson	Objective 6 Objective 7

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE
Lesson #8	<ul style="list-style-type: none"> • Post-Trial Practice from Motions to Appeal 	Read Chapter 12 Participate in the Discussion Forum Complete the Final Exam Request the Next Course Lesson Evaluation THANKS FOR A GREAT CLASS	Final exam upon completion of the lesson

DESCRIPTION

This course gives students a complete understanding of the principles of civil procedure as exemplified in the rules and regulations of the courts and related case law. Students will study the major procedural steps that are taken in the event that common law and commercial disputes become the subject of civil litigation.

Program Objectives

1. Understand the general procedures for initiating a civil lawsuit, including the initial.
2. Discover techniques for performing ethical investigations and locating witnesses.
3. Compare the different types of discovery procedures, including those necessary to complete investigations and take depositions.
4. Illustrate your knowledge of the alternative dispute resolution process.
5. Recognize a paralegal's role in the deposition, discovery, and trial preparation process.
6. Apply your knowledge of jury selection procedures and other preparation procedures to establish how to assist the attorney in preparing for trial.

7. Examine the proper procedure for filing an appeal in a civil manner.

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