



## Civil Litigation Program Overview

The Civil Litigation Paralegal course prepares students for entry-level employment as a paralegal in a litigation law firm. The course addresses the skills students must develop in order to become effective paralegals from the first contact with the client, through trial and post-judgment. The course provides a deeper understanding of the litigation process, including the relevant rules and procedures. It also explores the role paralegals play in litigation trials.

The e-book for this course contains a new chapter on social media in litigation, recent Supreme Court cases and developments intertwined with the presentation of procedural rules, and realistic examples of motions, pleadings, and discovery requests. Students will learn the legal terms of litigation, receive tips on drafting documents commonly used in litigation, and read about popular alternatives to litigation.

## Program Objectives

- To describe the basic civil litigation process.
- To identify skills of a litigation paralegal and tasks performed by a litigation paralegal.
- To describe the various courts within the federal and state court systems.
- To define and identify types of jurisdiction.
- To identify the paralegal's role in the case investigation and the gathering of evidence.
- To define and describe the responses to the initial pleading.
- To outline the steps involved in drafting, serving, and amending the complaint.
- To explain the procedures for making and opposing a motion.
- To describe the paralegal's role in the discovery process.
- To compare and contrast the different types of depositions.
- To describe the advantages and disadvantages of interrogatories.
- To describe the duties a litigation paralegal might perform regarding settlement.
- To describe the litigation paralegal's function at trial.
- To explain how to draft the appellate brief.

# Program Outline

## **Lesson 1: Introduction to Litigation and Investigating**

Chapter 1: Introduction to Litigation

Chapter 2: Informal Fact Gathering and Investigation

## **Lesson 2: Planning the Litigation**

Chapter 3: Case Evaluation and Strategy

Chapter 4: Parties and Jurisdiction

## **Lesson 3: Pretrial Litigation Part 1**

Chapter 5: Pleadings

Chapter 6: Law and Motions

Chapter 7: Motion Practice

Chapter 8: Provisional Remedies

## **Lesson 4: Pretrial Litigation Part 2**

Chapter 9: Evidence

Chapter 10: Discovery

## **Lesson 5: Settlement, Trial and Post-Trial Part 1**

Chapter 11: Settlements

Chapter 12: Trial Preparation, Trial, and Appeal

## **Lesson 6: Settlement, Trial and Post-Trial Part 2**

Chapter 13: Enforcement of Judgments

Chapter 14: Alternative Dispute Resolution

Chapter 15: Social Media in Litigation