Litigation, Pleadings, and Arbitration
PLS 233 – 3 credits
Doane College – Winter I Term
October 21, 2015 to December 16, 2015

Course Description:
A thorough examination of the procedures for trial preparation, focusing on the steps involved in
the preparation, litigation, and appeal of civil cases. Attention is given to the differences between
criminal and civil procedures and the nature of the remedies available through civil litigation.
Students will learn 1) how to initiate and commence legal proceedings, 2) how to prepare
pleadings, motions and other necessary legal documents, 3) state and federal discovery procedures
and statutes, 4) methods of gathering factual data, 5) the preparation and organization of evidence
for trial, and 6) pre- and post-trial activities.

Prerequisites:
Paralegal Studies Courses — 121 Legal Writing, and 205 American Legal System.

Location and Times:
Doane College – Lincoln Wednesdays, 6:00 pm to 10:00 pm

Instructor: Jason W. Hayes, Adjunct Professor

Cell: (402) 304-9414
E-mail: jason.hayes@doane.edu

Textbook Materials:
Required: Marlene A. Maerowitz, Fundamentals of Litigation for Paralegals,

Darby Dickerson, ALWD Citation Manual, a Professional System of Citation,

Course Objectives:
The student, after completing the course instruction should have a heightened awareness of the
following subject materials:
1) Procedures involved in initiating legal proceedings,
2) Ability to prepare pleadings, motions and other necessary legal documents,
3) Knowledge of state and federal discovery procedures and statutes,
4) An understanding of the methods involved in gathering factual data,
5) How to prepare and organize evidence for trial, and
6) A background of pre- and post-trial activities.
Assessment of Student Performance and Grading:
Students will be able to obtain a total of 300 points from assignments, discussions and examinations conducted during the course. The student will be able to earn the following points:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Project</td>
<td>100</td>
</tr>
<tr>
<td>Assignments</td>
<td>200</td>
</tr>
</tbody>
</table>

Summary of Projects and Assignments:

Final Project: The final project will consist of preparing all the necessary pleadings and trial notebooks for a hypothetical lawsuit. The student will also engage in discovery procedures to obtain materials regarding his or her case.

Assignments: Chapter assignments, testing chapter skills, will be assigned during the duration of the course. These assignments will cover drafting of legal documents and other chapter material. The assignments will be distributed at the discretion of the instructor, to be completed by the student before the next class meeting.

Course Policies:

Attendance: Student attendance at all class meetings is expected. If a student will be unable to attend a class meeting, it is the responsibility of the student to notify the instructor and perform any necessary makeup or additional assignments given to the student by the instructor. Students should obtain class notes from a fellow classmate, and the absent student is responsible for all material covered on the day of the absence.

Grading Scale: The grading scale is based on a nine point, A, B, C, D, F scale, as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 – 96</td>
</tr>
<tr>
<td>A</td>
<td>95 – 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 85</td>
</tr>
<tr>
<td>B</td>
<td>84 – 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 75</td>
</tr>
<tr>
<td>C</td>
<td>74 – 70</td>
</tr>
<tr>
<td>D+</td>
<td>69 – 65</td>
</tr>
<tr>
<td>D</td>
<td>64 – 60</td>
</tr>
<tr>
<td>F</td>
<td>59 – below</td>
</tr>
</tbody>
</table>

Late Assignments: Assignments that are turned in late during the duration of the course are downgraded by one letter grade. For each additional week the assignment is late, an additional letter grade is reduced off the original score given. All assignments must be completed and handed in by December 16, 2015 to receive any credit.

Academic Integrity: The Doane College Academic Integrity Policy will be adhered to in this class. All projects and tests will represent your own work. Any use of others’ ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of graduate studies.
Format of Writings: Any writing assignments to be completed outside of class should be typed, double spaced, with one-inch margins, and using a font no larger than 12 pt. in Times New Roman, Arial or Courier. If you have any questions regarding this requirement please contact your instructor.

Course Schedule and Readings:

Oct 21  Chapter 1  Introduction to Litigation
          Chapter 2  Informal Fact Gathering and Investigation

Oct 28  Chapter 3  Case Evaluation and Strategy
          Chapter 4  Parties and Jurisdiction

Nov 4   Chapter 5  Pleadings
          Chapter 6  Law and Motions
          First Assignment due (Statement of Facts)

Nov 11  Chapter 7  Motion Practice
          Chapter 8  Provisional Remedies
          Second Assignment due (Complaint & Summons)

Nov 18  Chapter 9  Evidence
          Chapter 10 Discovery
          Third Assignment due (Answer and Motion)

Nov 25  No Class.

Dec 2   Chapter 11 Settlements
          Fourth Assignment due (Discovery)

Dec 9   Chapter 12 Trial Preparation, Trial, and Appeal
          Fifth Assignment due (Pretrial Memorandum)

Dec 16  No Class.
          Final Assignment due (Complete Litigation File)