

# Common Course Outline

## PALG 201

### Practice and Procedure

3 Semester Hours

## The Community College of Baltimore County

### Description

**PALG 201 – 3 credits - Practice and 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 and appellate levels, and with administrative agency procedures. It provides students with practical skills for interviewing and investigating cases, managing case files, conducting discovery and trial preparation.

**Prerequisite: PALG 103**

### Overall Course Objectives

Upon successful 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 causes of action, defenses, jurisdiction, pleadings, discovery, pre-trial preparation, settlement negotiations, jury trials, appellate process, and collection of judgments;
3. assemble material from a case problem to isolate relevant facts and issues;
4. research and draft a complaint, an answer, a motion, interrogatories, a request for production of documents, notice of deposition, request for admission, and motion for summary judgment;
5. prepare a trial notebook; and
6. demonstrate skills to allow for the effective assistance of a lawyer in both civil and criminal litigation.

### Major Topics

- I. The Paralegal's Role in Litigation
- II. Courts and Jurisdiction
  - A. District Court
  - B. Circuit Court
- III. Initiating Litigation
- IV. Initial Pleadings

- V. Responses to Initial Pleadings
  - A. Answer/ Notice of Intention to Defend
  - B. Motion to Dismiss
- VI. Motions Practice
- VII. Discovery
  - A. Depositions
  - B. Interrogatories
  - C. Requests for Documents
  - D. Requests for Admissions
- VIII. Settlements and Dismissals
- IX. Trial Techniques
- X. Post-Trial Practice

### **Course Requirements**

Grading procedures will be determined by the individual faculty member and specific assignments and procedures for evaluating student performance will be described in the individual class syllabus, but will include the following:

Grading/exams: A minimum of two exams: a mid-term and a final (the final does not have to be cumulative) OR two major written projects combining objective and analytical/critical thinking components such as researching and preparing a Circuit Court complaint or motion; preparation of a trial notebook; preparation of various complex legal pleadings.

Writing: A minimum of two written assignments to allow for both objective and analytical review of primary legal sources, such as a legal release or settlement agreement; preparation of a notice of appeal; preparation of brief legal pleadings.

### **Other Course Information**

This course is a Paralegal Studies required course. It is taught in the classroom using a variety of instructional techniques, which are intended to meet the varied learning styles of our diverse population.