



## Syllabus

### PLG 240 Courts and Litigation

#### General Information

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**Date**

April 2nd, 2019

**Author**

Nolana McKinstry

**Department**

Business

**Course Prefix**

PLG

**Course Number**

240

**Course Title**

Courts and Litigation

#### Course Information

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**Credit Hours**

3

**Lecture Contact Hours**

3

**Lab Contact Hours**

0

**Other Contact Hours**

0

**Catalog Description**

This course is designed to introduce the student to the federal and state court system and offer instruction in civil litigation procedures commencing from the initial client interview and file organization to the trial and any subsequent appeals. It will include instruction on procedures authorized under the New York Civil Practice Law & Rules and special emphasis will be placed on the content and preparation of documents used in civil law suits.

**Prerequisites**

PLG 100 and PLG 125 or have completed 60 credit hours

**Co-requisites**

None

**Grading Scheme**

Letter

#### First Year Experience/Capstone Designation

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This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

#### SUNY General Education

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This course is designated as satisfying a requirement in the following SUNY Gen Ed category

None

#### FLCC Values

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#### Institutional Learning Outcomes Addressed by the Course

None

## Course Learning Outcomes

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### Course Learning Outcomes

1. Explain the New York state and Federal court systems and their respective jurisdictions.
2. Prepare various documents used in all phases of a trial.
3. Respond to ethical issues encountered in litigation in order to maintain the integrity of the case and participants.

## Program Affiliation

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**This course is required as a core program course in the following program**

AAS Paralegal

## Outline of Topics Covered

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1. The Court System
2. Jurisdiction & Venue
3. The Initial Interview
4. Statute of Limitations
5. Evidence & Investigation
6. Drafting a Summons & Complaint
7. Filing a Complaint
8. Service of Process
9. Long Arm Jurisdiction
10. Default Judgments
11. Motion Practice
12. Drafting the Answer, Counter Claim & Cross Claim
13. Discovery
14. Settlement & Other Alternative Dispute Resolutions
15. Basic Trial Format
16. Trial Preparation
- 17 Paralegal Assistance at Trial
18. Post-Trial Practice
19. Ethics