Legal Skills I Syllabus

Course Guide & Policies
(See DeKoven website for remainder of guide and course policies) (cwsl.edu/dekoven/legal skills I Fall 2011)

Fall 2011
Section 3A (10:50-12:40) Stacy Dooley

All Classes in LL 31 (or Broida Room)

Professor Robert Ross DeKoven
225 Cedar St. #430
rrd@cwsl.edu
Office Hours: Mondays 1:00 -3:00
Wednesdays 1:30-3:30
Also by appointment. PLEASE E-MAIL

Teaching & Research Assistants (Honors Instructors)
Stacy Dooley (dooley.stacy@gmail.com)
COURSE CALENDAR

The Course Calendar lists the class number, the topic of the day’s class, and it also includes the date. All the readings are keyed to Bouchoux, LWH (Oates) or the BB. Don’t do the exercises in any of the texts.

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Class #1 Introduction to Course/Introduction to Research Tools in Print in Library

Date: 8-29
During the second segment of class, complete the library tour hypotheticals with your partner. Assignment for next class: Read chapters 1, 2, 3, and 4 in Text, and read Chapter 6 in Oates.

Class #2 Overview of the Research Tools (Primary Authorities)
Date: 9-12
For next class: Read Chapter 7

Class #3: Statutory & Case Application Analysis (Intro to Memo)
Date: 9-19

Assignment #1 (Research Journal/Memo Assigned.)

(Review Examples of Research Journals on LS I Webpage)
Assignment for next class: Read Chapter 6 (Note that classes after today may be in Broida Room or Library). For next class, prepare “issue statement” for your research problem.

Class #4 Introduction to Secondary Authorities; Legal Journal, Memorandum Assignment;
Legal Dictionaries, Words & Phrases & Legal Encyclopedias
Date: 9-26

Classes 6, 7, 8, 9, 12, 13, 14, 15 all deal with various research tools. So these classes will blend together. We may or may not cover the tool(s) stated on the syllabus for these classes. For next class: prepare and submit to Honors Instructor entry for Am. Jur. 2d, C.J.S., and Witkin and Cal. Jur. 3d.
Class #5  Secondary Sources Continued  
Date:  10-3  

Prepare research  
For next class:  prepare and submit to HIs entries for non-legal dictionary, Black’s, and Words & Phrases.

Class #6  Secondary Sources Continued  
Date:  10-10  

For next class:  prepare and submit legal treatises (at least three); American Law Reports (at least one annotation) Bring BB to class, and read Chapter 10 in Research

Class #7  Introduction to Legal Citation Form, Bluebook Form  
Date:  10-17  

For next class:  prepare and submit legal periodicals (at least 1); and practice guides (at least three);  
Assignment for Next Class.  Assignment #2 Legal Citation Assignment Assigned.  Also Read Chapter 5 & 11 in Bouchoux.  Citation Assignment Due 10-31.

Class #8  Secondary Research Tools Continued.  Digests & Updating  
Date:  10-24  
For next class:  Prepare and submit entries for state, federal, and national digests. Prepare journal entry:  West’s Calif. Digests (1 and 2), Fed. Prac. Digests (4th series to 1st), and Decennial Digests (12th, Part One).  Read Chapter 7 in Research

Class #9  
Date:  10-31  
Federal & State Statutory Law, Administrative Law, Legislative History  

Assignment for next class:  Read in Oates generally chapters 11, 12, 13, and 14.  
Complete final journal and email to Honors Instructor by Monday, Nov. 7  
Review Memo from ILS (use of People v. Woods  [Ben Burglar]
Class #10. Review of Principles of Predictive Writing, Case Brief, IREAC, and Preparing a Memorandum of Law -- Final Memo Problem. Introduction to Writing the Memorandum of Law (Writing the Discussion Section) (Discussing privacy, intrusion form invasion of privacy, organizing IREAC for Discussion section).
Date: 11-7
Due Next Class: Draft of Discussion using key case.

Class #11 Workshop: Review of Draft Discussion/ Reconciling Conflicting Case
Date: 11-14

Assignment for Next Class: Draft Discussion section using one key case.

Class #12 Preliminary Parts of Memo: Intro, Statement of Facts, Question Presented, Brief Answer Brief Answer, Conclusion & Reconciling Authority
Date: 11-21

Class #13 Complete Discussion re Memo/Review for Final Quiz
Date: 11-28

Chapter #13
Date: 12-5 Final Quiz

Evaluations & Quiz
Date: Monday, Dec. 5, 2011 11-12:00 in LL 31.
Quiz slated for Final Memo Due on Monday, December 12, 2011 at 9:00 in Legal Skills Box (DeKoven)
Course Requirements

Attendance

In accord with A.B.A. Policies, students must attend 80% of all scheduled classes. This means you may only miss 3 classes. There are no excused absences. Two lates equal one absence.

Assignments

Students must complete all assignments in order to pass this course.

Submission Requirements & Late Penalties

Failure to submit graded assignments on the day/time due will result in a ten-percent penalty per day (including weekends). Failure to adhere to the requirements for submission attached will also result in penalties ranging from a ten-percent deduction to a failing grade.

The final memorandum must be submitted as follows: doubled-space, using the Courier New 12 Font, and the final memo may not exceed 2500 words. All other assignments should adhere to these requirements, but you won’t be penalized for failing to do so.

Courier New 12 will look like this. You will have one-inch margins on the paper. You will also find that you will get only 10 characters per inch. You may have no more than 72 characters per line. Failure to use this font and point size will result in the above-stated penalties. If you cannot get your computer to perform this task, then you must use the school’s computers.

You must also maintain a copy of your assignment on disk for the duration of the course. When you have a returned assignment, you must keep that until the course is over and you have received your grade.
EVALUATION

Introduction to Legal Skills – Writing 100 Points
Legal Research Journal (personal topic) 200 Points
Legal Citation Form 100 Points
Final Quiz 300 Points
Memorandum of Law 200 Points
Participation, Attendance, Draft Memo 50 Points*

Total Points: 950 Points

At the conclusion of the course, you will submit a declaration. In your declaration you will discuss the following topics, indicating why you deserve all or any of these 50 points.
Here are some of the areas you should consider reporting:

1) Attendance
2) Participation
3) Preparation
4) Visit SD Superior Court. Report on what case(s) you observed.
5) Watch a movie about a law-related theme and write a short synopsis (250 words) about the movie and how it relates to the law. (Examples include: The Verdict, Twelve Angry Men, To Kill a Mockingbird, The Client, The Rainmaker, A Civil Action.)
6) Westlaw and Lexis Training

Please see sample declaration on website.