Check Appropriate Boxes:  Undergraduate credit XX  Graduate credit □  Professional credit □

1. School/Division  College of Arts & Sciences  2. Academic Subject Code  POLS
2. School/Division  College of Arts & Sciences  3. Course Number  Y222  (must be cleared with University Enrollment Services)
3. Course Number  Y222  (must be cleared with University Enrollment Services)  4. Instructor  J. Manocha
4. Instructor  J. Manocha  5. Course Title  Litigation for Paralegal Studies
5. Course Title  Litigation for Paralegal Studies
6. First time this course is to be offered (Semester/Year):  Fall 2008
6. First time this course is to be offered (Semester/Year):  Fall 2008
7. Credit Hours: Fixed at  3  or Variable from  _______  to  _______
7. Credit Hours: Fixed at  3  or Variable from  _______  to  _______
8. Is this course to be graded S-F (only)? Yes ___ No  X
8. Is this course to be graded S-F (only)? Yes ___ No  X
9. Is variable title approval being requested? Yes ___ No  X
9. Is variable title approval being requested? Yes ___ No  X
10. Course description (not to exceed 50 words) for Bulletin publication:  This course examines the processing of a case from initial client interviews to final disposition. Includes the drafting of complaints, answers, counterclaims, interrogatories and other discovery tools, gathering of evidence, and motions and judgments.
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11. Lecture Contact Hours: Fixed at  3  or Variable from  _______  to  _______
11. Lecture Contact Hours: Fixed at  3  or Variable from  _______  to  _______
12. Non-Lecture Contact Hours: Fixed at  0  or Variable from  _______  to  _______
12. Non-Lecture Contact Hours: Fixed at  0  or Variable from  _______  to  _______
13. Estimated enrollment:  25  of which  100  percent are expected to be graduate students.
13. Estimated enrollment:  25  of which  100  percent are expected to be graduate students.
14. Frequency of scheduling:  annual  Will this course be required for majors?  Yes  Paralegal Studies Certificate Students
14. Frequency of scheduling:  annual  Will this course be required for majors?  Yes  Paralegal Studies Certificate Students
15. justification for new course:  See attached
15. justification for new course:  See attached
16. Are the necessary reading materials currently available in the appropriate library?  Yes
16. Are the necessary reading materials currently available in the appropriate library?  Yes
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
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19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.
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Submitted by:  

Department Chairman/Division Director  

Date  4/16/08

Approved by:  

Dean  

Date  5/18/08

Dean of Graduate School (when required)  

Date

Chancellor/Vice-President  

Date

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
15. **Justification for new course:**

This course is designed to match the same course offered at IUPUI in the Paralegal Studies Certificate Program. It replaces the previously offered SPEA course in this program. By aligning the course with the IUPUI course number, it will facilitate the ability to transfer from campus to campus and also better reflect the academic level of the course.
MATCHING COURSE REQUEST

Check appropriate box: Undergraduate credit: XX Graduate credit: 

1. School/Division: College of Arts & Sciences  
2. Academic subject code: Pols  
3. Course number: Y222  
4. Instructor: J. Manocha  
5. Course title: Litigation for Paralegal Studies  

Recommended abbreviation (limit 32 characters):  

6. First time this course is to be offered (semester/year): Fall 2008  
7. Credit hours: Fixed at 3 or Variable from to  
8. Is this course to be graded S-F (only)? No  
9. Is variable title approval being requested? No  
10. Course description (not to exceed 50 words) for Bulletin publication:  

This course examines the processing of a case from initial client interviews to final disposition. Includes the drafting of complaints, answers, counterclaims, interrogatories and other discovery tools, gathering of evidence, and motions and judgments.  

11. Lecture Contact Hours: Fixed at 3 or Variable from to  
12. Non-Lecture Contact Hours: at 0 or Variable from to  
13. Estimated enrollment: 25 of which 100 percent to be expected from undergraduate students  
14. Frequency of Scheduling: annual Will this course be required for majors? Paralegal Studies certificate students - yes  
15. Justification for new course: This course is designed to match the same course offered at IUPUI in the Paralegal Studies Certificate Program. It replaces the previously offered SPEA course in this program. By aligning the course with the IUPUI course number, it will facilitate the ability to transfer from campus to campus and also better reflect the academic level of the course.  
16. Are the necessary reading materials currently available in the appropriate library? Yes  
17. Please append a complete outline of the proposed course, and indicate instructor, texts, etc.  
18. If this course overlaps with existing courses, explain which courses and why.  
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses.
### INDIANA UNIVERSITY SOUTH BEND
Paralegal Studies Certificate Program

**Pols Y222**
Litigation for Paralegal Studies
Fall 2008

Instructors:  
John M. Marnocha  
TX: 574-235-9769  
FAX: 574-235-5097  
e-mail: jmarnoch@co.st-joseph.in.us

Barbara J. Johnston  
TX: 574-235-5356  
e-mail: bjohnston@jjconline.org

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Assignment</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course Introduction</td>
<td></td>
<td>Marnocha</td>
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<tr>
<td></td>
<td>Litigation Principles</td>
<td>Ch. 1, pp. 1-28</td>
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<td>Lawyer &amp; Client Relationship...</td>
<td>Ch. 2, pp. 29-46</td>
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<td>Court Organization</td>
<td>Ch. 3, pp. 47-77</td>
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<td>Venue</td>
<td>T.R. 75-79</td>
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<td>Week 2</td>
<td>Causes of Action &amp; Remedies</td>
<td>Ch. 4, pp. 78-125</td>
<td>Marnocha</td>
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<td></td>
<td>Affirmative Defenses</td>
<td>Ch. 5, pp. 126-141</td>
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<td>Week 3</td>
<td>same as 09-05-07</td>
<td>same as 09-05-07</td>
<td>Marnocha</td>
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<tr>
<td>Week 4</td>
<td>Paralegal Methods Seminar</td>
<td>No reading assignment</td>
<td>Hyland</td>
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<tr>
<td>Week 5</td>
<td>Summary Judgment</td>
<td>Ch. 17, pp. 471-479</td>
<td>Marnocha</td>
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<td></td>
<td>Intro to Fed. Procedure</td>
<td>T.R. 56</td>
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<td>Ch. 6, pp. 142 - 177</td>
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<td>T.R. 1-15</td>
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<td>T.R. 17-25</td>
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<td>Week 6</td>
<td>Review</td>
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<td>Marnocha</td>
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<td></td>
<td>Gathering Evidence</td>
<td>Ch. 7, pp. 178 - 198</td>
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<td></td>
<td>Conducting an Investigation</td>
<td>Ch. 9, pp. 234 - 261</td>
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<tr>
<td>Week 7</td>
<td>Probate Court</td>
<td>No reading assignment</td>
<td>Johnston</td>
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<td>(Overview)</td>
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<tr>
<td>Week 8</td>
<td>Midterm exam</td>
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Week 9
Return & review Midterm exam
Review Final Assignment
Criminal Practice & Law Review
Structure of a Civil Trial
Ch. 19, pp. 525 - 557
T.R. 38 - 42; 47 - 53.5

Week 10
Evidence
Ch. 8, pp. 199 - 233
T.R. 43-45
Indiana Rules of Evidence
Federal Rules of Evidence

Week 11
Evidence continued

Week 12
Discovery
T.R. 26-37
Expert Witnesses
Ch. 10, pp. 262-283
Interrogatories
Ch. 11, pp. 284 - 308
Oral Depositions
Ch. 12, pp. 309 - 358
Preparation re Depositions
Ch. 13, pp. 359 - 386
Medical Exams & Records
Ch. 14, pp. 387 - 424
Inspection & Copying
Ch. 15, pp. 425 - 437
Requests for Admissions
Ch. 16, pp. 438 - 460

Week 13
Discovery Continued
Motions
Ch. 17, pp. 461 - 491
Preparation for Trial
Ch. 18, pp. 492 - 524
Judgments
Ch. 20, pp. 558 - 567
T.R. 58, & 64 - 71

Week 14
Catch-up, if necessary

Week 15
Post-Trial Motions
Ch. 17, pp. 479 - 489
T.R. 50 & 59
Appeals
Ch. 21, pp. 568 - 579
Settlements & Releases
Ch. 22, pp. 580 - 599
Arbitration and Mediation
Ch. 23, pp. 600 - 617

Week 16
Final Exam
Grading:

Mid-term Exam 100 pts.
Final Exam 100 pts.
Written Assignments 50 pts.
Day in trial 50 pts.

Suggested Reading:
(I really do not expect you to read these, but they are good sources of information.)

Indiana Rules of Trial Procedure
Indiana Rules of Evidence
Indiana Jury Rules
Ind. Code 31
Ind. Code 34
Ind. Code 35, Books 1 & 2
Indiana Evidence, Miller,(West's Indiana Practice, vols. 12, 13, & 13A)
research and communication skills special to the area of law. Includes methods of organizing and conducting legal research, resources available for legal research, presentation of findings in memoranda and briefs, other forms of legal writing.

**Y222 Litigation for Paralegal Studies I (3 cr.)** P: Y211 and Y221. This course examines the processing of a case from initial client interviews to final disposition. It includes drafting of complaints, answers, counterclaims, interrogatories and other discovery tools, gathering of evidence, and motions and judgments. Both Indiana and federal rules of evidence are emphasized.

**Y223 Litigation for Paralegal Studies II (3 cr.)** P: Y211, Y221, and Y222. This elective course in advanced litigation focuses primarily on aspects of trial preparation not covered in depth in Y222. Topics may include jury selection, witness preparation and examination, preparation of evidence for use at trial, jury instructions, post-judgment relief.

**Y224 Property Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course examines the legal rules governing various types of property and the ways in which human beings relate to property. Types of property include real and personal; relationships to property include both ownership and interest. Emphasis is placed on forms and procedures used in Indiana.

**Y225 Contract Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course includes the basic elements and principles involved in the drafting, interpretation, and enforcement of contracts, including current trends in contract law in Indiana. Includes Uniform Commercial Code.

**Y226 Tort Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course reviews current law and recent trends in negligence and liability. Different dimensions of liability are covered. Emphasis on conduct of a tort case from initiation through relief, and on the responsibilities of legal assistants therein.

**Y227 Criminal Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This in-depth review of criminal law in Indiana covers the Indiana Criminal Code-infractions, misdemeanors, and felonies. The course emphasizes real situations that legal professionals encounter throughout the process.

**Y228 Family Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course examines legal rules and procedures concerning domestic relations. Topics covered include separation and divorce, adoption, child custody and support, and other areas of domestic relations in Indiana.

**Y229 Estate Law for Paralegal Studies (3 cr.)** P: Y211 and Y221. This course reviews legal rules and procedures concerning the transfer of property upon the owner's demise. Provides a practical approach to the language, procedures, forms, interpretation, and administration of wills and trusts. Emphasis on current trends in Indiana and federal law.