

ARIZONA WESTERN COLLEGE  
SYLLABUS

LAS 109 LEGAL PROCEDURES

Credit Hours: 4 Lec 4

PREREQUISITE: LAS 101

COURSE DESCRIPTION

Application of the procedural aspects of pre-trial, discovery, trial preparation, and post-trial work as part of a litigation team.

1. COURSE GOAL

Provides an overview of procedural issues and rules in both Arizona and the federal system.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 identify the due process requirements pertaining to the commencement of proceeding and the filing of a summons and complaint.
- 2.2 draft a civil complaint.
- 2.3 draft a civil cover sheet.
- 2.4 describe appropriate motions that may be filed in response to a complaint.
- 2.5 draft an answer to a complaint.
- 2.6 identify the conditions under which amendments may be made to pleadings.
- 2.7 describe selected types of multi-party and multi-claim litigation.
- 2.8 describe actions that preclude going to trial.
- 2.9 prepare a Notice of Entry of Default.
- 2.10 draft a motion for summary judgment.
- 2.11 describe procedures for filing a motion for summary judgment.
- 2.12 describe the different procedural methods for conducting discovery.
- 2.13 locate and apply the court rules of civil procedure dealing with trial and post-trial discovery issues in both the Arizona and federal systems.
- 2.14 interview witnesses.
- 2.15 prepare commonly used discovery documents.
- 2.16 prepare transmittal memoranda.
- 2.17 summarize and index depositions.
- 2.18 organize an information retrieval system.
- 2.19 describe various legal remedies.
- 2.20 prepare selected trial materials.
- 2.21 describe basic evidentiary problems.
- 2.22 describe the various forms of post-judgment relief.
- 2.23 describe the issues regarding reviewability.
- 2.24 identify court orders that constitute final judgments.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions

4. LEARNING ACTIVITIES

- 4.1 Group Discussions
- 4.2 Oral Presentations
- 4.3 Classroom Demonstrations

5. EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.  
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
  - Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course