Leg-242
Law Practice Workshop

Course Description

This course involves the application of substantive knowledge in a practical situation as a paralegal, including the drafting of legal documents.

Pre/Co-Requisites: Leg 135, Leg 201, Leg 213, Leg 214, and Leg 233.

Course Focus

The focus of this class is to prepare a portfolio of written legal documents from several areas of the law.

Text and References

No required text. The South Carolina Rules of Civil Procedure will be used extensively.

Course Objectives

Upon successful completion of this course a student will be able to:


2. Accurately apply these rules to factual situations common in real life experiences.

3. Research and apply substantive and procedural law in a family court situation.

4. Draft appropriate civil, family law, probate and real estate documents with accuracy and attention to detail.

5. Observe courtroom procedures and relate observations to civil/criminal tasks.

6. Demonstrate application of the ethical principles of confidentiality, attorney-client privilege and need for attorney supervision.
Student Contributions

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. Written assignments must be turned in when due. Exceptions will only be granted only in unusual and extreme circumstances. A complete portfolio of legal documents will be created during this class.

STATEMENT OF NON-DISCRIMINATION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGRZ 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

BROADCAST LEARNING FORMAT: This class is being taught in a broadcast learning format. Images and word of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstance.

Course Evaluation

The documents drafted throughout this course will be collected in a portfolio. This will be correlated by the instructor to a 10 point grading scale.

A = 90-100
B = 80-89
C= 70-79
D= 60-69
F- below 60.

All documents should be drafted carefully and with great attention to detail.
Course Schedule

**Week 1 - 3 Summons and Complaint**
Overview of course, Review example of the Summons and Complaint.  
1.5 hours

**Assignment 1** - Draft Summons and Complaint based on Hypothetical.  
2.5 hours

**Week 4 and 5  Answer, Affirmative Defenses and Counterclaim**
Review example and explanation provided in Example 2.  
Review rules on preparing answer, affirmative defenses, counterclaims and cross-claims.  
2.75 hours

Distribution of Summons and Complaint – 02/05

**Assignment 2** – Draft an answer and counterclaim based on the same hypothetical.  
2.25 hours

**Week 6 - 7 Interrogatories and Responses**
Review rules for Interrogatories and general rules of discovery.  
Review procedure for drafting interrogatories  
Review sample forms provided in Example 3.  
1.25 hours

**Assignment 3** - Draft a set of Interrogatories (25 including subparts) based on the hypothetical from either the plaintiff or the defendant.  
2.25 hours

**Assignment 4** – Draft responses to Interrogatories. Include objections to at least two interrogatories.  
2.5 hours

**Week 8 Notice of Deposition**
Review rules for Depositions. Introduction to Motion for Summary Judgment

**Assignment 5** - Draft notice for deposition based on hypothetical.  
2.0 hours

**Week 9 and 10 Family Court Summons and Complaint, Supporting Affidavits and Motions**
Family Law Pleading review  
Review Rules for drafting Summons and Complaint.  
Review samples provided in Example 6.  
2.25 hours
Assignment 6- Draft Summons and Complaint and Affidavit and Motion.
2.50 hours

Week 11 and 12 Wills, Trust and Declaration for Desire for a Natural Death
Review probate explanation. Review samples provided in Example 7.
2.25 hours
Draft a Will, Simple Trust and Declaration for Desire for a Natural Death Declaration for Desire for a Natural Death based on hypothetical provided in Assignment 7.

Week 13 and 14
Attend five hours of court.
2.75 hours per week

Assignment 8- Draft Affidavit describing court observations. Present oral report of court observations.
3.5 hours

Week 14 Extra Credit Assignment- HUD Statement
Complete HUD forms based on hypothetical provided.

Portfolio with all corrections due on 12/10/2019

METHOD OF INSTRUCTION
Lecture and extensive practical assignments.

PRACTICAL ASSIGNMENTS:
Draft a summons in compliance with the SC Rules of Civil Procedure.
Draft a complaint in compliance with the SC Rules of Civil Procedure.
Draft an answer in compliance with the SC Rules of Civil Procedure.
Draft a Counterclaim, Cross-claim or 3rd party claim in compliance with the SC Rules of Civil Procedure.
Draft a Set of Interrogatories in compliance with the SC Rules of Civil Procedure.
Draft Responses to Interrogatories in compliance with the SC Rules of Civil Procedure.
Draft a notice of deposition in compliance with the SC Rules of Civil Procedure.
Prepare a deposition outline for attorney review.
Draft a Family Court Summons.
Draft a Family Court Complaint based on a hypothetical.
Draft Supporting Affidavits.
Draft a Motion for Temporary Support.
Draft a will which includes a testamentary trust in compliance with the applicable SC Probate Statutes.
Draft a Declaration for Desire for a Natural Death in compliance with the applicable SC Probate Statutes.
Draft an affidavit in compliance with the SC Rules of Civil Procedure that describes courtroom observations.
SAFETY ADDENDUM

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definitions

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter
Building Evacuation
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.

2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.

3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.

4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.

5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.

2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor’s directions
8. Silence cell phones
Wait for the “All Clear” before leaving

Developed/Revised: August 2019