

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: LGL 221

Credits: 3

Course Title: E-Practice

Course Description:

Prepares students to electronically file (e-file) in federal court, state court, and appropriate administrative agencies. Provides the student with the proper information on electronic discovery (e-discovery), including how data are requested, located, and searched in the course of litigation. Focuses on the proper process required to be in conformance with the appropriate laws. Prerequisites: LGL 210 and LGL 216. Lecture 3 hours per week.

General Course Purpose:

A requirement for the Litigation Specialization of the Paralegal Studies AAS degree, this course addresses the knowledge and skills students need for e-filing in federal court and appropriate state courts, as well as appropriate administrative agencies. The course will also train the student on the proper process for e-discovery.

Course Prerequisites/Corequisites

Prerequisites: LGL 210 and LGL 216

Course Objectives:

Upon completing the course, the student will be able to

1. E-file in federal court.
2. E-file in appropriate state courts.
3. E-file in appropriate administrative agencies.
4. Implement the Electronic Discovery process, including information management, preservation and collection, processing, review and analysis, production, and presentation.

Major Topics to be Included:

1. E-filing
2. Document Management
3. Litigation Hold
4. Duty to Preserve Evidence
5. Collection
6. Review
7. Spoliation
8. Record Retention
9. Proportionality

Effective Date of Course Content Summary: January 1, 2014