

Note: Sessions that will be beneficial to attend, but are optional because they do not occur during regular class hours, are marked with an *.

Cls #	Date	Topic	In-class exercise	Assignments
1.18	Thursdays, 3:00 – 5:45	RCP PRACTICAL LEGAL SKILLS CLASS		NOTE: Complete readings on the website each week and assignments listed here <u>before</u> attending class, unless otherwise noted.
1	1.27	Introductions Description of course Interviewing training & mock interviews	Interview two “clients” in class regarding criminal histories	
2	2.3	Conveying information to clients RCP law	Interviewing exercise; review answers in class Role-play interviews	Fill in student contact info on website in “Dropbox” Review the RCP declaration for the “client” you will be role-playing
3	2.10	Criminal histories (rap sheets)	RCP law exercise; review answers in class Using the conviction organizer	Pass interviewing quiz on website
4	2.17	Legal ethics and professionalism Giving community education presentations	Rap sheet exercise; review answers in class	Pass RCP quiz on website
5	2.24	Former clients’ presentation	Legal ethics and professionalism exercise; review answers in class Practice community education presentations	Pass rap sheet quiz on website Pass ethics and professionalism quiz on website Practice with partner presenting community education presentation

6	3.3	Conducting legal research Conducting data research QUIZ 1	Legal research treasure hunt Data research treasure hunt Quiz	Review past work in prep for quiz
7	3.10	Legal writing: declarations Using track changes	Turn “client’s” story into a legal Declaration	Pass legal research and data research treasure hunts on website
8	3.17	Legal writing: shells	Review of petitions to be heard on 3.24	Turn in petition Declaration assignment via email
9	3.24	(offsite) Attend court hearing at Terraine Courthouse 3:30 – 5:00		Turn in petition shell assignment via email
	3.31	SPRING BREAK – NO CLASS		Have fun
10	4.7	Speed Screening training		Turn in Hearing Paper based on 3.24 hearing
11	4.14	Speed Screening training and practice QUIZ 2		Review past work and prep for Quiz
12	4.21	Speed Screening		
13	4.28	Speed Screening follow-up		
*	TUESDAY 5.3	(optional) MH 523 6:00 – 7:00 Former clients speaking regarding hearing prep		
14	5.5	Legal interpreting and working with interpreters	In-class practice with interpreter/interpreting	Turn in Speed Screening client profile

	TUESDAY 5.10	(optional) (offsite) ATTEND COURT HEARING Santa Clara Courthouse Dept. 57? (upstairs) 1095 Homestead Road, Santa Clara (near intersection Lafayette)		
	5.12 8:35 a.m.	(optional) (offsite) ATTEND COURT HEARING (felonies) Hall of Justice Dept. 24 (basement) 190-200 W. Hedding San Jose (near intersection N. First St)		
15	5.12	Last day of class – course review + TBD		

[RCP Practice class schedule follows on next page]

Cls #	Date	Topic	Assignments
1.18	Grey = non-regular class session	RCP PRACTICE CLASS	Thursdays, 6:00 – 8:45
1	1.27	<p>Introductions</p> <p>Description of course</p> <p>Training / refresher on 1203.4; interviewing; ethics</p>	<p>Description of Course folder (skim for later reference except read Greensheet carefully)</p> <p>Training materials on record clearance, interviewing, ethics, community education presentations</p>
2	2.3	Meet clients for Hearing 1	Prep, including rap sheet analyses
3	2.10	Meet clients for Hearing 1 (2 nd mtg)	<p>Update petition throughout the week and finalize</p> <p>Turn in draft shell and draft declaration for each of your client's convictions</p>
4	2.17	Meet clients for Hearing 1 (3 rd mtg; sign final documents)	<p>Turn in rough draft of declaration for one conviction for each client</p> <p>In prep for next week's presentation, email me a paragraph summarizing your client's case and petition</p>
5	TUES 2.22 6:00 – 7:00	How record clearance petitions are presented – JS 170 presentation; MH 523	
5	2.24	<p>Filing docs (copy, file, serve)</p> <p>Review of incoming Hearing 2 clients + case assignments</p>	<p>Read Folder materials on how to file and process court documents</p> <p>Split up various tasks: filing, serving, copying, mailing copies to clients</p>
6	3.3	Meet clients for Hearing 2	Prep, including rap sheet analyses

7	3.10	Meet clients for Hearing 2 (2 nd mtg)	Turn in draft shell and draft declaration for each of your client's convictions
8	3.17	Meet clients for Hearing 2 (3 rd mtg; sign final documents)	
9	3.24 3:30 – 5:00	(offsite) Attend court hearing at Terraine Courthouse	
	3.24	Filing docs (copy, file, serve) Review of upcoming Speed Screening clients + preliminary Speed Screening planning	split up various tasks: filing, serving, copying, mailing copies to clients Practice with partner presenting community education presentation
	3.31	SPRING BREAK – NO CLASS	Have fun!
10	4.7	Plan Speed Screening & publicize	Practice and present community education presentations, schedule individual community education presentations during this and next week (before Speed Screening)
11	4.14	Speed Screening prep – client review, form updating, etc.	
12	4.21 Starting at 3:30	Speed Screening	
13	4.28 Starting at 3:30	Speed Screening follow-up	
	TUESDAY 5.3	(optional) MH 523 Former clients discuss hearing preparation	
14	5.5	(offsite) Moot hearing for clients	Turn in final paper according to the directions for JS 170 paper requirement (APA format, citations and page length)

	<p>TUESDAY</p> <p>5.10 5:30 – 8:00 p.m.</p>	<p>(offsite, optional) ATTEND COURT HEARING</p> <p>Santa Clara Courthouse Dept. 57? (upstairs) 1095 Homestead Road, Santa Clara (near intersection Lafayette)</p>		
	<p>5.12 8:35 a.m.</p>	<p>(offsite, optional) ATTEND COURT HEARING (felonies)</p> <p>Hall of Justice Dept. 24 (basement) 190-200 W. Hedding San Jose (near intersection N. First St)</p>		
15	5.12	Last class – finishing up and planning for next semester		Turn in paper on Record Clearance Project experience via email