

Justice Studies 140 – Fall 2017
Record Clearance Project – Practical Legal Skills
Tues & Thurs 3:00 – 4:15 Sweeney Hall 312

Course Schedule

This schedule is **subject to change**. Notice of changes will be emailed to students at the email address they supply and posted on the course website. Workshop sessions will be scheduled to accommodate student availability. When students are asked to meet outside regular class time, it is noted with an * in the "week #" column.

Week #	Date	Topic	In-class exercise	Homework assignments – to be completed <u>before</u> class
1	8.24	Introductions Description of course Guest speakers: former RCP clients Why expungement matters		Read text portion of “Helping Clients Clear Criminal Convictions”; skim attachments
*	8.25 9:00 – 10:30 AM	Court hearing (1 client) Dept (=courtroom) 44 2 nd floor Hall of Justice 190-200 W. Hedding, SJ		Review redacted petitions posted on Canvas
2	8.29	Legal eligibility for expungement		Read legal eligibility module Review legal eligibility sections of “Helping Clients Clear Criminal Convictions” Read Rap Sheet attachments to “Helping Clients”

*	8.31 9:00-10:30 AM	Court hearing (4 clients) Dept (=courtroom) 42 1 st floor Hall of Justice 190-200 W. Hedding, SJ		Review redacted petitions posted on Canvas
2	8.31	Legal eligibility for expungement		
3	9.5	Reading criminal histories (rap sheets)		Read “reading rap sheets” module and related section of “Helping Clients” manual
3	9.7	Reading criminal histories (cont’d) – using the conviction organizer	Rap sheet & review of answers in-class exercise	
3	TBD	WORKSHOP 1 – Legal eligibility and rap sheet analysis		
4	9.12	Giving community education presentations		Read community education module materials Read “Clearing Criminal Records in a Nutshell” presentation in detail Submit Workshop 1 report
4	9.14	Community education presentations (cont’d)	Give community education presentations -- in-class exercise (1) (No need to prepare Employment Rights section of presentation – though you are welcome to do so)	Practice with partners presenting community education presentation

4	TBD	WORKSHOP 2 – Community education presentations & critique		
5	9.19	Legal ethics and professionalism		Read ethics & professionalism module Submit Workshop 2 report
5	9.21	Guest speaker Sandra Deleon - Professional dress Legal ethics and professionalism (cont'd) Legal research		
6	9.26	Legal research (cont'd)	Legal research treasure hunt – bring laptop if you have one -- in-class exercise (2)	Read legal research module Complete ethics and professionalism homework exercise on-line (1)
*	9.27 12:45 – 4 PM	Elmwood Jail		
6	9.28	Review & prep for quiz		
7	10.3	QUIZ 1		Complete legal research treasure hunt homework exercise on-line (2)
7	10.5	Guest Speakers: RCP mentors The Path to Expungement program: mentoring from custody to expungement		

*	10.6 12:45- 4 PM	Elmwood Jail		
8	10.10	Speed Screening training: forms and procedures		Read Speed Screening module
8	10.12	Speed Screening prep		
*	10.12 6 – 7:30 PM (tent)	Salvation Army presentation	702 W. Taylor, Adult Rehab Bldg (brick building next to store), SJ	
9	10.17	Speed Screening training: interviewing and ethics refresher		
*	10.18 12:45- 4 PM	Elmwood Jail		
9	10.19	Speed Screening: mock interviews	Speed Screening mock interviews -- in-class exercise (3)	
9	TBD	WORKSHOP 3 – Speed Screening interviews		
10	10.24	Mock interview Note-taking in legal interviewing		Complete Speed Screening homework exercise (3) Submit Workshop 3 report
10 2:45 – 6:30 PM	10.26	Speed Screening 1	Marantha Christian Center (1811 S. 7 th Street)	

11	10.31	Speed Screening debrief		Consider what went well & why; what could be improved
*	11.1 12:45 – 4 PM	Elmwood Jail (tentative)		
11	11.2	Legal writing: shells Choosing the right sample petition Using “track changes”	Bring laptop if you have one for practice using “track changes” function	Read legal writing module Review sample petitions module
11	TBD	WORKSHOP 4 – How to use sample petitions		
12	11.7	Legal writing: grammar and style Editing exercises: grammar		Submit Workshop 4 report
12	11.9	Legal writing: declarations Editing exercises: advocacy		
12	TBD	WORKSHOP 5 – Legal writing	Bring laptop if you have one for practice using “track changes” function	
13	11.14	Interviewing demo Interviewing: gathering information from clients		Complete legal writing homework exercise (4) Submit Workshop 5 report

13	11.16	From interview to petition Class interview mock client + critique		
14	11.21	Interviewing: conveying information to clients		
14	11.23	No Class - Thanksgiving Break		
15	11.28 2:45-6:30 PM	Speed Screening 2	Hank Lopez Community Center (1694 Adrian Way)	
15	11.30	Interviewing practice	Critiqued individual role-play interviews (switch client / interviewer roles) in-class exercise (4)	Review the RCP declaration and materials for the “client” you will be role-playing Complete interviewing homework exercise (5)
*	TBD	WORKSHOP 6 – legal interviewing		
16	12.5	Putting interviewing and writing together: draft petitions Mock interview	Turn “client’s” story into a mock record clearance petition	Submit Workshop 6 report
16	12.7	Catch-up session Debrief JS 140 experience		

*	12.13 12.15	Quiz 2 on-line in "quizzes" folder		Take Quiz 2 in one sitting, between 12.13 and 12.15. Allow at least 2 hours. Open book, no consultations w/others.
*	12.14 2:45 – 5 PM	Legal interpreting (in place of final exam)		Read Legal interpreting module Turn in mock petition
*	12.18			Turn in Speed Screening profile