

San José State University
College of Applied Sciences and Arts/Justice Studies Department

Justice Studies 141 – Fall 2017
Record Clearance Project – Practical Legal Skills

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.

| Week # | Date | JS 140 Topic | JS 141 Topic | Homework assignments – to be completed <u>before</u> class |
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| | | JS 140: Tues / Thurs 3:00-4:15pm, Sweeney 312 BOLD = JS 141 STUDENTS PLEASE ATTEND JS 140 | JS 141: Tues / Thurs 4:30-5:45 Sweeney 312 | |
| 1 | 8.24 | Introductions Description of course Guest speakers: former RCP clients Why expungement matters | Introductions Description of course Refresher: legal updates Case assignments Using the “cloud” | 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 | Protocol of case-handling Training on case folders Refresher prepping shells, selecting sample petition | Work on client shells |

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| * | 8.31 9:00-10:30 AM | Court Hearing 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 | Refresher: ethics, on interviewing Prep for interview | |
| 3 | 9.5 | Reading criminal histories (rap sheets) | 5:15 Client A Interview 1 , CASA Center, MH 533 | |
| 3 | 9.7 | Reading criminal histories (cont'd) – using the conviction organizer | Case review Prep for workshop 1 | |
| 3 | TBD | WORKSHOP 1 – Legal eligibility and rap sheet analysis | <--- | |
| 4 | 9.12 | Giving community education presentations | 5:15 Client A Interview 2 CASA Center , MH 533 | |
| 4 | 9.14 | Community education presentations (cont'd) | Refresher: legal writing Editing exercises Prep workshop 2 | |
| 4 | TBD | WORKSHOP 2 – Community education presentations & critique | <--- | Turn in draft declaration by Fri, 9.15 at 11:59 PM |
| 5 | 9.19 | Legal ethics and professionalism | Editing demo on draft(s) submitted Work session | |

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| 5 | 9.21 | <p>Guest speaker Sandra Deleon - Professional dress</p> <p>Legal ethics and professionalism (cont'd)</p> <p>Legal research (cont'd)</p> | <p>How to assemble attachments, prep TOA & cheat sheets</p> <p>Work session</p> | |
| 6 | 9.26 | Legal research | Work session | |
| * | 9.27 12:45 - 4 PM | Elmwood Jail | | Need to submit clearance forms one week in advance |
| 6 | 9.28 | Review & prep for quiz | 5:15 Client A reviews, signs docs CASA Center, MH 533 | Assemble attachments and prep TOA & cheat sheets |
| 7 | 10.3 | QUIZ 1 | No class | |
| 7 | 10.5 | <p>Guest Speakers: RCP mentors</p> <p>The Path to Expungement program: mentoring from custody to expungement</p> | | <p>Review Speed Screening materials, especially the Interview Record and Client follow-up checklist</p> <p>Review Resource info for clients (to be familiar with what resources exist; you don't need to know the content)</p> |
| * | 10.6 12:45- 4 PM | Elmwood Jail | | Need to submit clearance forms one week in advance |

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| 8 | 10.10 | Speed Screening training: forms and procedures | Client B case assignments Prep Client B Shells | |
| 8 | 10.12 | Speed Screening prep | Work session | |
| * | 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 | 5:15 Client B Interview 1 CASA Center, MH 533 | |
| * | 10.18 12:45-4PM | Elmwood Jail | | Need to submit clearance forms one week in advance |
| 9 | 10.19 | Speed Screening: Mock interviews | Work session Prep workshop 3 | |
| 9 | TBD | WORKSHOP 3 – Speed Screening interviews | <--- | |
| 10 | 10.24 | Mock interview Note-taking in legal interviewing | 5:15 Client B Interview 2 CASA Center, MH 533 | |
| 10 2:45 – 6:30 PM | 10.26 | Speed Screening 1 | Maranatha Christian Center (1811 S. 7 th Street) | |
| 11 | 10.31 | Speed Screening debrief | | Consider what went well & why; what could be improved |

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| * | 11.1 12:45 – 4 PM | Elmwood Jail (tentative) | | Need to submit clearance forms one week in advance |
| 11 | 11.2 | Legal writing: shells Choosing the right sample petition Using “track changes” | Prep workshop 4 | Turn in draft declarations by 11.2 at 11:59 p.m. |
| 11 | TBD | WORKSHOP 4 – How to use sample petitions | <--- | |
| 12 | 11.7 | Legal writing: grammar and style Editing exercises: grammar | No class | |
| 12 | 11.9 | Legal writing: declarations Editing exercises: advocacy | Prep workshop 5 | |
| 12 | TBD | WORKSHOP 5 – Legal writing | <--- | |
| 13 | 11.14 | Interviewing demo Interviewing: gathering information from clients | Finalize last edits on declaration, prep TOA | |
| 13 | 11.16 | From interview to petition Class interview mock client + critique | 5:15 Client B reviews & signs doc CASA Center, MH 533 | Assemble attachments and prep TOA & cheat sheets |

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| 14 | 11.21 | Interviewing: conveying information to clients | No class | |
| 14 | 11.23 | No Class - Thanksgiving Break | No class | |
| 15 2:45 - 6:30 PM | 11.28 | 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) Prep workshop 6 | |
| * | TBD | WORKSHOP 6 – legal interviewing | <--- | |
| 16 | 12.5 | Putting interviewing and writing together: draft petitions Mock interview | | |
| 16 | 12.7 | Catch-up session Debrief JS 140 experience | Debrief JS 141 experience | |
| * | 12.13 - 12.15 | Quiz 2 on-line in “quizzes” folder | | |

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| * | 12.14 2:45 - 5PM | Legal interpreting (in place of final exam) | Feel free to attend Legal Interpreting session | |
| * | 12.18 | | | Turn in research paper & client profile via email |