# San José State University College of Health and Human Sciences /Justice Studies Department

# Justice Studies 141 and 142 – Spring 2019

# 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.

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| **Week #** | **Date** | **JS 140 topic** | **JS 141 / 142 topic** | **141/142 due dates** |
|  |  | Tues & Thurs 3:00 – 4:15  Sweeney Hall 242  **BOLD = JS 141/142 STUDENTS PLEASE ATTEND JS 140** | Tues & Thurs 4:30 – 5:45  Sweeney Hall 242 | When students are asked to meet outside regular class time, it is noted with an \* in the "week #" column |
| 1 | 1.24 | **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  Review redacted petitions on Canvas  Review edits on mock petition from last semester |
| 2 | 1.29 | Legal eligibility for expungement | Protocol of case-handling  Training on case folders  Refresher prepping shells, selecting sample petition | Do RAP analysis; put on Shaun form, send to Shaun.naidu@sjsu.edu  Work on Client A shells |
| 2 | 1.31 | Legal eligibility for expungement | Refresher: ethics, interviewing  Prep for interview | Send Client A shells to Peggy (141) |
| \* | Thurs  1.31  9:00 AM | Court – expungement hearing Dept 42, Hall of Justice, 190-200 W. Hedding, SJ |  |  |
| 3 | 2.5 | Reading criminal histories (RAP sheets) | **5:15 Client A Interview 1**,  CASA Center, MH 533 |  |
| 3 | 2.7 | **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 | 2.12 | Community education | **5:15 Client A Interview 2**  CASA Center , MH 533 |  |
| 4 | 2.14 | **Community education – critique 2 groups giving comm ed presentations** | Debrief Interviews  Refresher: legal writing  Prep workshop 2 |  |
| 4 | TBD | WORKSHOP 2 – Community education presentations & critique | 🡨 |  |
| 5 | 2.19 | **Guest speaker Sandra De Leon -** Professional dress  Legal ethics and professionalism | Editing demo on draft(s) submitted  Work session | Send draft declaration to Peggy (141) |
| 5 | 2.21 | Legal ethics and professionalism (cont’d)  Legal research | How to assemble attachments, prep TOA & cheat sheets  Work session |  |
| 6 | 2.26 | **Legal research – guide legal research by JS 140** | Work session | Review session to help JS 140 w/ legal research |
| 6 | 2.28 | Review & prep for quiz |  | Send final declaration to Peggy (141) |
| 7 | 3.5 | **QUIZ 1** | No class |  |
| 7 | 3.7 | **Guest speakers RCP mentors Victoria Kirschner, Laura Wright** (invited), **Christine Nguyen (student assistant), --** The Path to Expungement mentoring program | **5:15 Client A reviews, signs docs**  CASA Center, MH 533 | Assemble TOA and exhibits |
| 8 | 3.12 | Speed Screening training: forms and procedures | Debrief Cycle A |  |
| 8 | 3.14 | Speed Screening training: interviewing and ethics refresher | No class |  |
| 9 | 3.19 | **Speed Screening: role-play clients in mock interviews** | Prep Workshop 3 | Prep to role-play client in mock interviews |
| 9 | 3.21 | Legal writing: shells  Choosing the right sample petition  Using “track changes” |  |  |
| 9 | TBD | WORKSHOP 3 – Speed Screening interviews | 🡨 |  |
| 10 | 3.26 | **Speed Screening 1** | Location TBD  Please come early if you can help set up |  |
| 10 | 3.28 | **Speed Screening Debrief** | Cycle B assignments (for those who have availability) |  |
| \* | 4.2 & 4.4 | Spring Break |  |  |
| 11 | 4.9 | Legal writing: declarations  Editing exercises: advocacy | **5:15 Client B Interview 1**  CASA Center, MH 533 |  |
| 11 | 4.11 | Legal writing: grammar and style  Editing exercises: grammar | Prep workshop 4 |  |
| 11 | TBD | WORKSHOP 4 – choosing the right sample petition | 🡨 |  |
| 12 | 4.16 | **From interview to declaration – turning mock clients’ testimony to declaration form** | **5:15 Client B Interview 2**  CASA Center, MH 533 | If helping in 140, prep to role-play client for students to interview/ draft declaration |
| 13 | 4.18 | Interviewing: gathering information from clients | Prep workshop 5 |  |
| 12 | TBD | WORKSHOP 5 – legal writing | 🡨 |  |
| 13 | 4.23  3:00 - later | **Speed Screening 2** | Location TBD  Please come early if you can help set up | Send draft Client B declaration to Peggy (141) |
| 13 | 4.25 | Interviewing: conveying information to clients |  |  |
| 14 | 4.30 | **Interviewing practice:**  **Critique JS 140 in-class interview exercise** |  | Send Final Client B declaration to Peggy (141)  Assemble TOA and exhibits  Review mock petitions and protocol in prep to critique in-class interviews |
| 14 | 5.2 | Legal Interpreting | Prep workshop 6 |  |
| 14 | TBD | WORKSHOP 6 – legal interviewing | 🡨 |  |
| 15 | 5.7 | Putting interviewing and writing together: draft petitions  Mock interview |  |  |
| 15 | 5.9 | Mock Interview | **5:15 Client B reviews & signs doc**  CASA Center, MH 533 |  |
| \* | 5.21  2:45 – 5:00 PM | (in place of final exam)  Legal interpreting continued  Debrief JS 140 experience | You’re welcome to attend the JS 140 debrief & pizza |  |
| \* | 5.21  5.22 |  |  | Turn in client profile  Turn in research paper |