

**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 and Co-requisites:

Prerequisites: LGL 210 and LGL 216

Student Learning Outcomes:

Upon completing the course, the student will be able to

- a. E-file in federal court;
- b. E-file in appropriate state courts;
- c. E-file in appropriate administrative agencies; and
- d. Implement the electronic discovery process, including information management, preservation and collection, processing, review and analysis, production, and presentation.

Major Topics to Be Included:

- a. E-filing
- b. Document management
- c. Litigation hold
- d. Duty to preserve evidence
- e. Collection
- f. Review
- g. Spoliation
- h. Record retention
- i. Proportionality

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