

**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, LGL 216 and ITE 152. Lecture 3 hours. Total 3 hours per week. 3 credits

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, LGL 216 and ITE 152

Student Learning Outcomes:

Upon completing the course, the student will be able to

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

Major Topics to Be Included:

- E-filing
- Document management
- Litigation hold
- Duty to preserve evidence
- Collection
- Review
- Spoliation
- Record retention
- Proportionality

Effective Date/Updated: December 31, 2018