

# Seminar in Courts and Legal System

## Court Systems and Practices

- 1 Courtroom proceedings.** 1031.1
    - 1 Explain the structure of the American court system. 1031.1.1
    - 2 Define the roles of the judiciary. 1031.1.2
    - 3 Identify the different types of attorneys. 1031.1.3
    - 4 Demonstrate knowledge of adjudication procedures from arrest to arraignment. 1031.1.4
    - 5 Describe the various court systems for the federal government, states, and sovereign partners. 1031.1.5
    - 6 Explain why federal criminal and civil cases are adjudicated in the different courts. 1031.1.6
    - 7 Explain the jurisdictions of the following: military courts, federal courts, state courts, military tribunals, justice, municipal and county courts. 1031.1.7
    - 8 Describe the process of how a criminal case is adjudicated from the first appearance to the appeals process. 1031.1.8
    - 9 Describe the functions of various participants in the courtroom including the judge, prosecutor, court clerk, court reporter, bailiff, defense attorneys, witnesses, and victims. 1031.1.9
    - 10 Describe the types and roles of juries. 1031.1.10
    - 11 Explain the appeal process. 1031.1.11
    - 12 Identify and explain types of evidence. 1031.1.12
    - 13 Identify and explain the rules of evidence. 1031.1.13
    - 14 Demonstrate an understanding of and explain arrest and custody. 1031.1.14
    - 15 Examine pretrial proceedings including motions, hearings, plea negotiations and pre-trial release. 1031.1.15
    - 16 Explain jurisdictional determination of cases. 1031.1.16
    - 17 Differentiate substantive and procedural law. 1031.1.17
    - 18 Discuss and review criminal and civil litigation process. 1031.1.18
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## Legal Case Management

### 2 Managing legal cases. 1031.2

- 1 Identify and explain the importance of good interviewing techniques to focus, test, and expand on initial information. 1031.2.1
  - 2 Demonstrate the ability to apply rules of English grammar to legal writing. 1031.2.2
  - 3 Explain proper citation formatting. 1031.2.3
  - 4 Discuss formatting differences with regulations, agency material, and arbitration decisions. 1031.2.4
  - 5 Examine the structure of opinions and properly research and analyze cases. 1031.2.5
  - 6 Analyze the process and procedures of a lawsuit, including pleading, discovery, and litigation processes. 1031.2.6
  - 7 Investigate specialized legal office software for case management. 1031.2.7
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## Legal Office Management

### 3 Legal office procedures. 1031.3

- 1 Explain the types of law offices and their services to clients. 1031.3.1
  - 2 Explain and review components of law office procedures manuals. 1031.3.2
  - 3 Discuss ethical considerations or concerns in relation to the legal team, client relations, and billing/fees. 1031.3.3
  - 4 Investigate specialized legal office software for practice management including timekeeping, billing, calendaring, etc. 1031.3.4
  - 5 Examine procedures for file and library management. 1031.3.5
  - 6 Investigate legal marketing plans. 1031.3.6
  - 7 Analyze different management styles. 1031.3.7
  - 8 Examine methods for giving and receiving supervision. 1031.3.8
  - 9 Demonstrate knowledge and understanding of office rules for professional behavior. 1031.3.9
  - 10 Follow all policies and procedures for practice management. 1031.3.10
  - 11 Demonstrate ability to maintain documents and file systems. 1031.3.11
  - 12 Demonstrate the ability to access and utilize law libraries and reference materials. 1031.3.12
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