

**SOUTHERN ILLINOIS UNIVERSITY
LAW SCHOOL
CIVIL PROCEDURE I
SPRING 2020**

**Professor Angela Upchurch
Office: 246
Email: aupchurch@siu.edu
Phone: (618) 536-8314**

**Room 204
W & F 11:00-12:15am**

SYLLABUS

COURSE DESCRIPTION & LEARNING OUTCOMES:

This semester you will learn and master core concepts of civil procedure, including an understanding of the process of litigation. You will also develop competency in a fundamental legal skill: the reading and analysis of a rule. Rules are structured differently than cases. Being able to read and understand rules (beyond the Federal Rules of Civil Procedure) is essential to the practice of law.

As a student in this class, you should expect to achieve the following learning outcomes throughout the semester:

- Using a relevant fact pattern, students will be able to identify legal issues related to the pleading rules of the Federal Rules of Civil Procedure (FRCP), making critical and effective arguments regarding the application of these rules to the fact pattern and determining the proper resolution of the identified legal issues.
- Using a relevant fact pattern, students will be able to identify legal issues related to motion practice and pre-trial disposition of cases under the Federal Rules of Civil Procedure (FRCP), making critical and effective arguments regarding the application of these rules to the fact pattern and determining the proper resolution of the identified legal issues.
- Using a relevant fact pattern, students will be able to identify legal issues related to the discovery rules of the Federal Rules of Civil Procedure (FRCP), making critical and effective arguments regarding the application of these rules to the fact pattern and determining the proper resolution of the identified legal issues.
- Students will be able to draft portions of Complaints and Answers that comply with the Federal Rules of Civil Procedure (FRCP). Using sample pleadings, they will be able to evaluate whether a pleading complies with the FRCP and offer suggested revisions on drafted pleadings.
- Using a sample court filing, students will be able to apply Rule 11 to determine whether a violation has occurred and, if so, whether sanctions are warranted.
- Using a hypothetical case, students will be able to use a variety of discovery tools to construct a discovery plan.

REQUIRED TEXTS:

- ***Click & Learn: Civil Procedure (C&L:CP) by Upchurch, Gilles and Ho.*** To purchase C&L:CP at the discounted price for SIU LAW students ONLY follow the instructions below with care. Also make sure to join the correct class - see below - or you will not get class participation credit.

- Go to <https://caplaw.com/getcp> in your browser.
 - Complete the form and be sure to select "IL" for your state and "Southern Illinois Univ School of Law" for your school.
 - On the payment page, enter "SIULAW20" in to the Access Code field. Your discounted price will appear immediately.
 - Enter your credit card information below, verify the purchase, and continue on to create your **Click & Learn: Civil Procedure** account.
 - You will be able to start using CL:CP immediately.
 - **Once in, you should ENTER YOUR CLASS CODE for my classes: 120-89-8687**
- You will also need a *copy of the Federal Rules of Civil Procedure* (hereinafter *Rules*). **Here are your options:** The Rules are available free online. Some sites allow you to download or print the Rules (for example, <http://www.law.cornell.edu/rules/frcp>). There is also an “app” that has the Rules. You can also download versions of the Rules from LexisNexis or Westlaw. Or, some students prefer to have a hard copy of the Rules and you may purchase any copy you want. For instance, Carolina Academic Press offers one - Federal Rules of Civil Procedure, 2019–2020 Edition, ISBN 978-1-5310-1551-0. **NOTE: You MUST have a copy of the Rules** (either in hard copy or electronic) **at all times in the classroom** -- the “internet is down” or “I forgot my laptop” are not acceptable excuses. Make sure that whatever version of the Rules you use, that they include amendments that **went into effect on December 1, 2018**.

RECOMMENDED TEXT:

- *Inside Civil Procedure: What Matters & Why*, by Howard M. Erichson (2nd Edition, 2012 Aspen Publishers—**do not get the first edition**) ISBN: 9781454810971. This is a short summary which will assist you in seeing a big-picture view of each topic.

CLASS ATTENDANCE:

Active class participation is essential to success in this course. You should not plan on taking **any** absences in this class unless you have an unforeseen or unavoidable conflict. As such, attendance is mandatory (including any make-up classes) and you may miss no more than four (4) classes during the semester. An absence may be excused through a make-up assignment only in extraordinary situations, which will be addressed at my sole discretion on a case-by-case basis. I would advise that you not use up all of your absences early in the semester. Those exceeding the maximum number of absences will be subject to the ramifications described in the Law School’s attendance policy. *See* School of Law Rules III.5 (f)-(g).

This semester we will make up a class session which will be missed due to the midterm week. Our make-up class assignment will be distributed later this semester. Failure to complete the assignment associated with the make-up class will count as an absence.

An attendance sheet will be distributed at the beginning of each class. Please sign the attendance sheet acknowledging that you (1) are present, (2) are prepared to participate in the class discussion, and (3) have completed any assigned quiz or writing assignment. You may not sign for anyone but yourself. **If you miss more than five minutes of class for any reason, you may not sign the attendance sheet and you will be counted as absent.** Repeated tardiness will also result in being marked absent. If you must miss more than five minutes of class, you may still come to class provided that you do not cause an interruption.

COURSE WORK LOAD:

In this class you will be learning new substance and mastering new skills, such as Rule reading and analysis. Rules are structured differently than cases. Moreover, students often find reading Rules (and the Supreme Court cases which interpret them) difficult. These skills, however, are essential to the practice of law.

Because you are working on both goals—mastering the substantive knowledge of litigation AND mastering the skill of reading rules—you should expect to devote a significant amount of time to this course this semester. When you first started law school and were beginning to develop the skill of reading cases, your class preparation took you more time and attention. **The same thing will happen in this course—you are starting from the beginning again.**

- **Set aside a regular time to spend studying Civil Procedure.** Plan to dedicate the majority of your preparation time to completing the C&L:CP quizzes (and retaking quizzes) for this class. The quizzes need to be completed in advance of class so that you will be able to apply your understanding of the Rule to the class hypotheticals.
- **Come to class ready to apply the Rules assigned for the day.** C&L:CP is designed to provide you with a basic working knowledge of the assigned Rules. We will use our class time to see how the Rules operate in simulations that mimic real-world litigation.
- **Expect to work with others.** In legal practice, you will work in groups in a variety of settings. You will be working in a group in class this semester during in-class activities. Develop a relationship with the members of your class group and work with each other to prepare for class. We will be working on developing good group dynamics throughout the course.
- **Seek out help early on.** I am always available to meet with you. If you find that you are not getting the quizzes correct or that you are having difficulty reading, interpreting, or applying the rules, please come see me.

You might be interested to know that the ABA standards incorporate out of class work in the calculation of credit hours. Under the ABA standards, **you should expect to spend 150 minutes per week in class (2.5 hours), plus (a minimum of) six hours of study a week, for a total of 8.5 hours per week.**

CLASS TECHNOLOGY:

Click & Learn: Civil Procedure

As noted above, the majority of class preparation will be completed through the taking of quizzes in Click & Learn: Civil Procedure (*See Required Texts*)

TWEN

To supplement class, I will be using TWEN, a web-based platform hosted by Westlaw. This syllabus is posted on TWEN. Moreover, I will use TWEN to post other class materials. In addition to these posted materials, there is a Class Discussion page where you can post questions at any hour of the day (or night) and where others, including myself, can respond. **You must sign-up for the class TWEN page by the start of class. You are responsible for familiarizing yourself with the information posted and discussed on TWEN prior to the midterm and final examinations.**

You must register on TWEN to be able to access it, using your Westlaw password. To do so, go to: <http://lawschool.westlaw.com>. At the top of the page, there should be a blue bar, with “TWEN” as one of the options you can click on; click on TWEN. There should be further directions that can guide you through registration process. When you register, be sure to use whatever e-mail address you wish to be contacted at (you do not need to use your Southern Illinois University Law School account) because this is the address that I will use for any announcements.

ECHO 360 and Socrative: I will be creating audio recordings of class on Echo 360(unless there is a technical glitch) and the link to the audio podcast will be available on TWEN. We will also do in-class questions using “Socrative.” I will instruct you on how to sign up for this free tool in class.

PROFESOR AND STUDENT EXPECTATIONS:

As a law student, I expect that you will treat your time spent in class and preparing for class as a professional. You can expect the same from me. While the following list is not exhaustive, these guidelines will assist in the creation of a comfortable and productive learning environment throughout the semester.

You can expect me:

- To start and end class on time.
- To reply to e-mails within 24 hours on weekdays and 48 hours on weekends.
- To be available during my posted office hours (and to provide alternative office hours should any require rescheduling).
- To assign out of class work that adequately covers the material and meets the learning objectives of the course while adhering to the time expectations for a 3 credit course.
- To give exams that accurately reflect the material covered in class and assigned in our readings.

I can expect you:

- To come to every class and to be on time.
- To be attentive and engaged in class.
- To refrain from using laptops, cell phones and other electronic devices during class for anything other than class work.
- To spend an adequate amount of time on the assigned readings for each week, making an effort to understand the legal principles covered, and carefully completing class quizzes and assignments.
- To seek help when appropriate.

GRADING

The course will be graded as follows:

- 65% of your grade will be based on a **closed-book final examination**
- 20% of your grade will be based on a **closed-book midterm examination**
- 15% of your grade will be based on **quizzes and writing assignments.**

A. Examinations

1. Midterm Exam

The midterm exam is a **closed-book examination**. It will take place during Midterm Week, March 2nd – March 6th. Details regarding Midterm Week (including the exact date and time of our midterm) will be posted on the SIU Law school webpage. You will not be permitted to bring in **any material** (i.e., you will NOT be permitted to bring in a copy of the Rules to the exam).

2. Final Exam

The final exam is a **closed-book examination**. It will take place on **Monday, April 28th at 8:15am**. You will not be permitted to bring in **any material** (i.e., you will NOT be permitted to bring in a copy of the Rules to the exam). The final exam will be **comprehensive** and will include material covered before and after the midterm exam.

B. Quizzes and Writing Assignments

I will provide periodic assessment on TWEN of the submitted C&L:CP assignments and other exercises. Typically, these assessments will be posted after we have completed a topic: for example, when we finish “Pleadings: Complaints and Answers.” It is your responsibility to contact me if you believe any score is incorrect.

To earn the full class participation credit, your assignments must be submitted **on time and completed to a minimally acceptable level**.

- **On Time:** To get class participation credit you must submit any assignment before its deadline (for C&L:CP assignments the deadline is **9:00 a.m. on the day of the class**). **NOTE:** C&L:CP allows you to submit answers after this deadline, so you can benefit from re-doing questions and re-reading the explanations. As long as you **complete and submit** the assignment by the deadline, I will have a record of your timely submission. Retaking a section after the deadline to review is encouraged and will not negatively impact your grade (nor will it appear as a late submission).
- **Minimally Acceptable Level:** To get class participation credit, **every part of that day’s C&L:CP assignment** must be completed to a **minimally acceptable level - any text is read (“Complete”)** and **any section with questions scores at 50% or above** by the time it is due. C&L:CP displays your % score for each section with questions and **you can click on “Revisit” and re-take any section to improve your score**. I will count the **highest score** you obtain **at any time prior to the submission deadline**.

Note that the “50% or above” level reflects the minimal level of understanding you need to achieve to be ready for class. By the time you are preparing for exams you should be scoring in the 80-100% range.

For **written assignments** you will not receive credit if your work product that shows unprofessional preparation (e.g., the work is incomplete, shows lack of thoughtful deliberation or effort).

If you cannot complete any assignment in a timely manner due to an emergency or personal

crisis, you must let me know about it, at the latest, within the 48 hours of the deadline. I may be willing to excuse late completion, but only on a timely and valid explanation. Please email me with the subject stated as, "Explanation of late assignment." Later explanations as to why an assignment was missed or late will not be accepted.

COLLABORATION WITH OTHERS:

You may work on the C&L quizzes with **your classmates who are registered for this class this semester**, discussing the questions and the possible answers. **Ultimately, each student must decide on and submit his or her own answers to the quiz questions logged into C&L under his or her own account.** For example, it would be appropriate to discuss a question with a classmate and then subsequently change your original answer choice after consideration of your classmate's observations. Simply copying another's answers or having one person take the quiz and report the answers back to the group, is impermissible behavior and would lead to an honor code violation can lead to serious penalties, including expulsion. An Honor Code investigation must also be reported to the Bar Examiners, even if you are cleared of any violation.

For writing assignments, follow the collaboration instructions listed in the assignment.

OFFICE HOURS: Fridays from 1-2pm and by appointment

PLAGIARISM:

Plagiarizing another's work, in whole or in part, is a violation of the Honor Code and can lead to serious penalties, including expulsion. An Honor Code investigation must also be reported to the Bar Examiners, even if you are cleared of any violation. The Honor Code defines plagiarism as:

passing off another's ideas, words, or work as one's own, including written, oral, multimedia, or other work, either word for word or in substance, unless the student author credits the original author and identifies the original author's work with quotation marks, footnotes, or other appropriate designation in such a way as to make clear the true author of the work.

DISABILITY ACCOMMODATION POLICY:

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. <http://disabilityservices.siu.edu/>. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreement to the School of Law Registrar's Office to ensure the School of Law provides the proper classroom and examination accommodations.

SALUKI CARES:

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of

the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, <http://salukicare.siu.edu/index.html>. At the School of Law, Assistant Dean Judi Ray is also available to help students access university resources. Her email is judiray@siu.edu, and her phone number is 618-453-3135.

NOTICE OF RECORDING POLICIES:

For the benefit of students who are unable to attend a particular class due to an unavoidable circumstance, and for students who wish to review a particular class to better facilitate learning objectives, class sessions will be audio recorded through Echo360 by Professor Upchurch and made available through a link on the class TWEN page. The audio recorder is located at the front of the room at Professor Upchurch's podium. Because of the possibility of a technical malfunction, Professor Upchurch cannot guarantee the successful recording of every class. Students are free to record class lectures for their own purposes, but are not permitted to distribute that recording to other individuals inside or outside of class.

EMERGENCY PROCEDURES:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT's website at www.bert.siu.edu, Department of Safety's website www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

FIRST ASSIGNMENT:

The first assignment will be available on the course TWEN page. Please sign up for the TWEN page at your earliest convenience.