BERGEN COMMUNITY COLLEGE
DIVISION OF BUSINESS, ARTS & SOCIAL SCIENCE
DEPARTMENT OF LEGAL STUDIES

Instructor:
Telephone:
Email:
Office Hours:
Office:

Course Title:	LGL-220 Computer Assisted Legal Research
Course Description:	LGL-220 Computer Assisted Legal Research introduces the student to modern technologies which allow efficient and accurate legal research. The course incorporates Westlaw, the Internet, CD-Rom and other Legal Research Software into the Legal Research process and requires students to complete assigned Computer Research projects.
Prerequisites:	LGL-101 Fundamentals of Law I; LGL-103 Legal Research and Writing
Credits:	3 credits (2 lab, 2 lab)
Text:	*Legal Research and Writing for Paralegals,* Debra Bouchoux, Aspen Publishers, 2014 (7th or most recent edition).
	Westlaw Next Guide for Paralegals, 2011 (or most recent edition)
	Westlaw Guide for Paralegals, 2010 (or most recent edition)
Supplemental Materials:	Professor shall provide supplemental handouts during the semester to supplement course textbooks.
Practical Assignments:	Legal Memo drafting based upon use of computer assisted legal research concepts; Preparation of specific practical assignments utilizing legal software programs (ie. HUD-1 Real Estate and Litigation Software)

Learning Objectives: 1.   To provide the student with the ability to perform computer assisted legal research projects as it relates to the Court to federal, state, municipal and administrative law practice.

Measure: Students will take submit projects during intervals during the course. These projects will relate to analysis of the New Jersey State and Federal Court Systems and the processes and procedures required by the respective components of the New Jersey Judiciary.   Students will utilize Westlaw, CD-ROM and Internet and incorporate and supplement the same with traditional legal research methods

Standard: At least 80% of all students will receive an average grade of "70" or better on the projects. Projects will be reviewed with students and concepts reinforced. Homework assignments will be required specifically addressing this course objective.

2.   To provide the student with an understanding of how to appropriately Identify which Legal Research projects which are uniquely suited for Computer Assisted Legal Research as opposed to Legal Research projects that are better suited for conventional methods of research.

Measure: Students will submit projects during intervals during the course which will require the utilization of computer assisted only and with projects that will require the integration of conventional legal research methods with computer assisted legal research skills. Projects will include legal memoranda, legal briefs, use of forms and appropriate practice aides. Students will be required to utilize their legal research and writing skills. Emphasis will also be placed on legal ethical concerns.

Standard: At least 80% of all students will receive an average grade of "70" or better on these examinations and projects. Projects will be reviewed with students and concepts reinforced. Homework assignments will be required specifically addressing this course objective.

3. To provide the student with an understanding of how Computer Assisted Legal Research applies to the New Jersey System of Legal Ethics NJ Rules of Court, the Court System and to New Jersey Legal Actions through analysis

of particular rules, advisory opinions, use of forms, hypotheticals and examination of case studies.

Measure: Students will submit projects during intervals during the course which will have required ethical considerations. The ethical considerations will relate to analysis of the New Jersey State and Federal Court Systems and the processes and procedures required by the respective components of the New Jersey Judiciary.
Standard: At least 80% of all students will receive an average grade of "70" or better on these homework assignments and projects. Projects and homework assignments will be reviewed with students and concepts reinforced.

4.   To provide the student with an understanding of how and where to access Computer Assisted Legal Research Resources and to identify what is needed for Computer Assisted Legal Research and how to use Computer Assisted Legal Research cost effectively.

Measure: Students will submit projects and homework assignments which will have components requiring the student to locate specific legal resources electronically and to utilize the resource cost effectively. This will include in school and off-site computer assisted legal research. Research consideration will relate to legal and factual issues as it pertains to our court system, system of ethics and its application to particular case studies. Proper citation and communication of legal authority is reinforced.

Standard: At least 80% of all students will receive an average grade of "70" or better on the projects. Projects and homework assignments will be reviewed with students and concepts reinforced.

COURSE CONTENT:
SESSION #

1. (4 hours)   Introduction: Overview of Computer Assisted Legal Research –
                    Legal Research Systems, Internet, CD-Rom Libraries. The
                    College Resources. Development of Manual and Computer
                    Assisted Legal Research Methods; analysis and integration, E-
                    filing and the Court System. Establishing of Email accounts.
                    Discussion of security issues and access to subscription accounts.
                    (Lecture)

2. (4 hours)   Introduction to the West/Westlaw Next Legal Research System,
                    Integrated Research, Customer Support and the Role of Westlaw.
                    Starting a Westlaw Session, Choosing a Database, Scope of a
                    Database, Using Browser Functionality to Navigate the Research
                    Session, Ending a Westlaw Session. (Westlaw/Westlaw Next for
                    Paralegals)

3. (4 hours)   Westlaw/Westlaw Next (cont'd) – Retrieving documents by
                    citation or title, on line exercises. (Westlaw/Westlaw Next for
                    Paralegals)

4. (4 hours)   Westlaw /Westlaw Next (cont'd) – Advanced research retrieval
                    and basics of Westlaw searching, Integration of computer assisted
                    research methods with manual methods. (Westlaw/Westlaw Next
                    for Paralegals)
                    Project #1

5. (4 hours)   Westlaw/Westlaw Next (cont'd) – Browsing documents, split-
                    page, full-page, hypertext links, browsing tools, images within
                    documents. (Westlaw/Westlaw Next for Paralegals)

6. (4 hours)   Westlaw/Westlaw Next (cont'd) – Delivering Westlaw results,
                    searching case law databases, searching legislative and regulatory
                    materials, citation research, searching secondary sources,
                    Westnews (Westlaw/Westlaw Next for Paralegals)

7. (4 hours)   Technology in the Law Office – Computer Hardware and Software
                    – The Internet and electronic mail - Introduction of Legal and
                    Factual Research via the Internet - Internet principles and
                    protocol, netiquette, ethics and security. Lecture and (Bouchoux
                    Ch 11)

8. (4 hours)   Legal Research on the Internet – Intellectual property and the
                    internet, legal issues, evaluating resources and information, using
                    site addresses and directories. Lecture and (Bouchoux Ch 12)
                    Project #2

9. (4 hours)   Essentials of Research on the Internet – Search Engines

Lecture, Handouts and Goldman

10. (4 hours)   Searching Legal Databases on the internet, legal resources on the internet, general internet resources and tools. Lecture, Handouts and Bouchoux Ch 11 and 12)

11. (4 hours)   Topical Internet Resources, Administrative Law, Alternative Dispute Resolution, Bankruptcy, Business, Contract, Corporate and Securities Sources, Criminal Law, Environmental and Family Law. Lecture, Handouts and Bouchoux Ch 11 and 12.

12. (4 hours)   Topical Internet Resources (cont'd) Healthcare Law, Immigration, Intellectual Property, International Law, Labor and Employment, Litigation, Personal Injury and Tort Resource, Real Estate, Tax, Probate and Trust. Lecture, Handouts and Bouchoux.

13. (4 hours)   Application of Internet Research Principles and Data Retrieval to the Law Office, Government Resources, Statutes, Ordinances, Court Dockets and E-filing. Lecture, Handouts and Bouchoux.

14. (4 hours)   Computer Assisted Legal Research Software – CD Rom, Floppy Disks – Application to Substantive Topical Areas – Real Estate, Bankruptcy, Family Law, etc. Lecture – Demonstration & Lab.

15. (4 hours)   Application and integration of Software, Internet Principles and Computer Assisted Legal Research Subscription Service (Westlaw) to case study. Lecture, Demonstration & Lab.

16. (4 hours)   Summary of Westlaw/Westlaw Next (and other subscription services), Internet, and Computer Assisted Legal Research Software
Review of Final Projects

Evaluation:		
	Project #1 – Legal Memorandum Computer Assisted Legal Research Subscriber Services - Westlaw	30%
	Project #2 – Legal Memo – Computer Assisted Legal Research via Internet	30%
	Project #3 – Law Office Systems Project Litigation and Real Estate Project	30%
	Homework – Misc. Projects submitted Electronically	<u>10%</u>
		100%

Project Submission: The three projects shall be submitted in hardcopy form in duplicate. One project shall be retained for your Legal Studies Student File, the other returned after grading.

Homework: Assignment submission will be required for course credit as assigned and required by the Professor during the semester and will be integrated into final grade pursuant to evaluation procedures listed above. **Note: All homework assignments shall be submitted electronically. No hardcopies shall be submitted as they will not be accepted.**

Attendance: Will be taken at each session and is subject to the rules of the college. Attendance at lectures is imperative to acquisition and understanding of the substantive material of the course. Habitual absence (considered more than two unexcused absences) and/or tardiness may result in loss of credit for the course. Students are instructed to notify the professor prior to absences, if known and are responsible for the materials from classes which are missed. Students are required to take all examinations on the announced date, first class returning from excused absence or otherwise scheduled at the discretion of the instructor. All projects and examinations must be completed for credit for the course. Late submissions will be penalized a quarter grade for each day project is late.

Faculty absence: A daily listing will appear in the glass case located in the front lobby of the Administration Wing of the main building which will indicate all classes which are cancelled. Another listing will appear in the glass case adjacent to the Hotel/Restaurant bulletin board in East Hall and Bergen Community College website. Students may consult these bulletin boards and website before going to class.

SUBMISSION OF LATE PROJECTS SHALL BE ASSESSED A QUARTER GRADE PENALTY FOR EACH DATE THAT THE PROJECT IS LATE (IE. B+ to B). ALL PROJECTS (INCLUDING HOMEWORK ASSIGNMENTS) MUST BE SUBMITTED BY SEMESTER'S END FOR THE STUDENT TO RECEIVE CREDIT FOR THE COURSE. IF ALL PROJECTS ARE NOT SUBMITTED BY THE FINAL ASSIGNMENT DUE DATE, STUDENT SHALL RECEIVE AN "F" GRADE FOR THAT ASSIGNMENT WHICH HAS NOT BEEN SUBMITTED.
ADDITIONAL MATERIALS: TO BE PROVIDED BY PROFESSOR IN BOOKLET AND HANDOUT FORM. EACH STUDENT SHALL BE RESPONSIBLE FOR

OBTAINING A COPY OF THESE MATERIALS AND THE COMPREHENSION OF THESE MATERIALS.

CELL PHONES and CLASS RECORDING: CELL PHONE USE IS NOT PERMITTED IN CLASS. CELL PHONES SHOULD BE OUT OF SIGHT AND EITHER TURNED OFF OR ON VIBRATE MODE. RECORDING OF CLASS LECTURE IS PROHIBITED.

LEGAL STUDIES NOTE: THIS COURSE IS CONSIDERED A LEGAL SPECIALTY COURSE. ALL LEGAL STUDIES STUDENTS MUST ATTAIN A "C" GRADE OR BETTER IN ALL LEGAL SPECIALTY COURSES AS A PREREQUISITE TO REGISTERING FOR REQUIRED COOP COURSE (LGL-462).

CLASS CONDUCT: STUDENTS ARE BOUND AND SUBJECT TO THE BCC CONDUCT RULES.