LSTD211

Course Summary

Course: LSTD211 **Title:** Introduction to Legal Technology
Length of Course: 8
Prerequisites: None **Credit Hours:** 3

Description

Course Description:

Technology has changed the legal field and how professionals operate within it. Law offices need to be innovative and efficient in addressing client needs. The American legal justice system requires new technical skills and expertise from those who work within it to better serve the public's need for legal and equitable justice. This course will provide students with introductory legal technology competence about how it can be used in the court system, law offices, and throughout the course of a case.

Course Scope:

This course is divided into eight weeks and is organized to provide students with the skills and knowledge necessary to understand and use technology within the practice of law. Throughout the course, students will learn about particular kinds of legal technology and the daily skills needed for implementation. By the end of the course, students will be able to identify, understand, and respond to common legal technology-related issues that they may encounter in law-related settings.

The educational materials in this course are provided to help focus your learning. You must supply the effort to maximize learning potential. If you want to use the knowledge that you gain in this course in real world situations, be sure to consult your legal counsel and advisors rather than relying solely on these educational materials. That is because this course presents information about law generally; in addition, relevant laws are constantly in flux, which could affect your unique circumstances.

Objectives

1. Identify basic legal technology terminology.
2. Apply potential legal technology solutions to practical real world-based scenarios.
3. Evaluate possible ethical considerations of using legal technology.
4. Reflect on why multiple perspectives are needed to make legal technology-related decisions.
5. Summarize how existing and emerging technology is used the legal industry.
6. Identify strategies for retaining legal data.
7. Use various kinds of legal business software programs, such as those related to general and selected specialized practice and case management, and litigation support.
8. Judge the suitability of various kinds of legal business software programs to serve the legal needs for which they were developed.
9. Examine best practices in electronic records management.
10. Differentiate how technologies are transforming the legal field.

paste course objectives here]

Outline

Week 1: Legal Technology and Legal Professionals

Learning Objectives:

1. **Describe the basic legal technology to which they are introduced in the lessons.**
2. **Apply what they have learned about legal technology to a provided fact pattern.**
3. **Explain the ethics of applying legal technology to a provided fact pattern.**
4. **Illustrate the value of receiving multiple points of view before making legal technology-related decisions.**
5. **Demonstrate basic legal reasoning skills by applying online research and fact pattern analysis.**

Reading(s)

Please see the eReserve.

Assignment(s)

1. Introduction Discussion

2. Quiz 1

3. Week 1 Substantive Discussion

Week 2: Conflict Checks, Calendaring, Case Management and Practice Management Software

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Reading(s)

Please see the eReserve.

Assignment(s)

1. Quiz 2

2. Week 2 Assignment

3. Substantive Discussion

Week 3: Federal, State, and Local eFiling and Related Court Services

Learning Objectives:

1. **Describe the basic legal technology to which they are introduced in the lessons.**
2. **Apply what they have learned about legal technology to a provided fact pattern.**
3. **Explain the ethics of applying legal technology to a provided fact pattern.**
4. **Illustrate the value of receiving multiple points of view before making legal technology-related decisions.**
5. **Demonstrate basic legal reasoning skills by applying online research and fact pattern analysis.**

Reading(s)

Please see the eReserve.

Assignment(s)

1. Quiz 3

2. Week 3 Assignment

3. Week 3 Substantive Discussion

Week 4: Legal Technology and Case Law

Learning Objectives:

1. **Describe the basic legal technology to which they are introduced in the lessons.**
2. **Apply what they have learned about legal technology to a provided fact pattern.**
3. **Explain the ethics of applying legal technology to a provided fact pattern.**
4. **Illustrate the value of receiving multiple points of view before making legal technology-related decisions.**
5. **Demonstrate basic legal reasoning skills by applying online research and fact pattern analysis.**

Reading(s)

Please see the eReserve.

Assignment(s)

1. Quiz 4
2. Week 4 Substantive Discussion

Week 5: Litigation and Trial Support Databases

Learning Objectives:

1. **Describe the basic legal technology to which they are introduced in the lessons.**
2. **Apply what they have learned about legal technology to a provided fact pattern.**
3. **Explain the ethics of applying legal technology to a provided fact pattern.**
4. **Illustrate the value of receiving multiple points of view before making legal technology-related decisions.**
5. **Demonstrate basic legal reasoning skills by applying online research and fact pattern analysis.**

Reading(s)

Please see the eReserve.

Assignment(s)

1. Quiz 5
2. Week 5 Assignment
3. Week 5 Substantive Discussion

Week 6: eDiscovery

Learning Objectives:

1. **Describe the basic legal technology to which they are introduced in the lessons.**
2. **Apply what they have learned about legal technology to a provided fact pattern.**
3. **Explain the ethics of applying legal technology to a provided fact pattern.**
4. **Illustrate the value of receiving multiple points of view before making legal technology-related decisions.**
5. **Demonstrate basic legal reasoning skills by applying online research and fact pattern analysis.**

Reading(s)

Please see the eReserve.

Assignment(s)

1. Quiz 6
2. Week 6 Assignment
3. Week 6 Substantive Discussion

Week 7: Bankruptcy Software

Learning Objectives:

1. **Describe the basic legal technology to which they are introduced in the lessons.**
2. **Apply what they have learned about legal technology to a provided fact pattern.**
3. **Explain the ethics of applying legal technology to a provided fact pattern.**
4. **Illustrate the value of receiving multiple points of view before making legal technology-related decisions.**
5. **Demonstrate basic legal reasoning skills by applying online research and fact pattern analysis.**

Reading(s)

Please see the eReserve.

Assignment(s)

1. Quiz 7
2. Week 7 Assignment
3. Week 7 Substantive Discussion

Week 8: Efficient Legal Operations

Learning Objectives:

1. **Describe the basic legal technology to which they are introduced in the lessons.**
2. **Apply what they have learned about legal technology to a provided fact pattern.**
3. **Explain the ethics of applying legal technology to a provided fact pattern.**
4. **Illustrate the value of receiving multiple points of view before making legal technology-related decisions.**
5. **Demonstrate basic legal reasoning skills by applying online research and fact pattern analysis.**

Reading(s)

Please see the eReserve.

Assignment(s)

1. Quiz 8
2. Week 8 Assignment

Evaluation

This course has seven (7) graded substantive Discussions and six (6) Assignments, as well as seven (7) ungraded quizzes. There are no exams.

Materials

The course materials are electronically provided in the classroom's eReserve.

Course Guidelines

WRITING EXPECTATIONS

The expectation is that the writing will be <u>in your words</u> after analysis of the sources. Writing must be well organized and presented in a way that clearly conveys your thoughts, using full sentences, correct spelling, and proper grammar. I prefer that you use the active voice and write in plain business-style English; avoid military jargon, abbreviations, and *text-speak*. Please check your work for possible spelling or other errors prior to submission.

All written submissions should be submitted in a font and page set-up that is readable and neat; Times New Roman, 12 point size font is ideal. Margins should be at one inch all around (top,right, bottom, and left). Specific details are provided in the assignment instructions; always check there as assignment formats may vary. Uploaded documents in the assignment section should be in Word (.doc, .docx) format.

Assignments may be submitted to Turnitin.com, which will analyze automatically a paper and report instances of potential plagiarism or overuse of quotes. Students should submit their work early so that they may use the Turnitin.com Originality Report to help guide their editing process before submitting the work for a grade.

Citation and Reference Style

The central function of legal citation is to allow the reader to efficiently locate the cited source. All courses in the Legal Studies program require that Legal Studies students follow the legal citation guidelines set forth in [The Bluebook: A Uniform System of Citation](#) for all coursework requiring citations. Non-Legal Studies students may use APA style.

Late Assignments

The amount of the penalty is at the faculty member's discretion, up to the maximum percentages outlined in the Late Assignment Policy. Faculty always have the discretion to be more flexible than the Late Assignment Policy allows, but not less flexible. Faculty should be consistent across students in their application of this policy and clearly communicate with students about penalties applied. Faculty should accept late work submitted up to the end of the class and they have the discretion to accept work submitted after the course ends as long as it does not interfere with final grade submission deadlines.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Discussion of others.

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

Charles Town Library and Inter Library Loan: The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.

Electronic Books: Youcanuse the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.

Electronic Journals: The University provides access to over 12,000 journals, which are available in electronic form and only throughlimited subscription services.

[Legal Studies Program Guide](): This should be your starting point as you explore the resources available for the Legal Studies Program.

Tutor.com: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com]() connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

University Policies

[Student Handbook]()

- [Drop/Withdrawal policy]()
- [Extension Requests]()
- [Academic Probation]()
- [Appeals]()
- [Disability Accommodations]()
- [Late Submission Policy]()

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.