

**San José State University**  
**College of Health and Human Sciences /Justice Studies Department**

**Justice Studies 141 – Spring 2020**  
**Record Clearance Project – Practical Legal Skills**

**Course Schedule**

This schedule is **subject to change**. Notice of changes will be emailed to students at the email address they supply and posted on the course website. Workshop sessions will be scheduled to accommodate student availability.

<b>Week #</b>	<b>Date</b>	<b>JS 140 topic</b>	<b>JS 141 / 142 topic</b>	<b>141/142 due dates</b>
		Tues & Thurs 3:00 – 4:15 Clark Building 310  <b>BOLD = JS 141 STUDENTS PLEASE ATTEND JS 140</b>	Tues & Thurs 4:30 – 5:45 MacQuarrie Hall 234	When students are asked to meet outside regular class time, it is noted with an * in the "week #" column
1	1.23	<b>Introductions</b>  <b>Description of course</b>  <b>Guest speakers: former RCP clients Why expungement matters</b>	Introductions Description of course Refresher: legal updates Case assignments Using case files on Canvas	Read text portion of “Helping Clients Clear Criminal Convictions”; skim attachments  Review redacted petitions on Canvas  Review edits on mock petition from last semester
2	1.28	Legal eligibility for expungement	Protocol of case-handling Training on case folders  Refresher prepping shells, selecting sample petition	Do RAP analysis; put on Shaun form, send to <a href="mailto:Shaun.naidu@sjsu.edu">Shaun.naidu@sjsu.edu</a>  Work on Client A shells
2	1.30	Legal eligibility for expungement	Refresher: ethics, interviewing  Prep for interview	Turn in Client A shells
*	1.30 9:00 AM	Court – expungement hearing Dept 42, Hall of Justice, 190-200 W. Hedding, SJ		

3	2.4	Reading criminal histories (RAP sheets)	<b>Client A Interview 1</b> <i>CASA Center, MH 533</i>	
3	2.6	<b>Reading criminal histories (cont'd) – using the conviction organizer</b>	Case Review Prep for Workshop 1	
3	2.6/2.7	<b>WORKSHOP 1 –</b> Legal eligibility and RAP sheet analysis	←	
4	2.11	Community education	<b>Client A Interview 2</b> <i>CASA Center, MH 533</i>	
4	2.13	<b>Community education – critique 2 groups giving comm ed presentations</b>	Debrief interviews Refresher: legal writing Prep workshop 2	
4	2.13/2.14	<b>WORKSHOP 2 –</b> Community education presentations & critique	←	
5	2.18	Guidelines for professional dress Legal ethics and professionalism	Editing demo on draft(s) submitted Work session	Send draft declaration to Peggy
5	2.20	Legal ethics and professionalism (cont'd) Legal research	How to assemble attachments, prep TOA & cheat sheets Work session	
*	Fri 2.21 2:00 – 5:30	<b>Speed Screening</b>	Maranatha Christian Center Mission Possible 1811 S. 7 <sup>th</sup> St, SJ Suite D	With Stanford Law Students
6	2.25	<b>Legal research – guide legal research by JS 140</b>	Debrief Speed Screening Case review	Prep research class to be able to help JS 140 w/ legal research

6	2.27	Review & prep for quiz	No class	Send final declaration
7	3.3	<b>QUIZ 1</b>	<b>Client A reviews, signs docs</b> CASA Center, MH 533	Assemble TOA and exhibits
7	3.5	Legal writing: shells Choosing the right sample petition Using “track changes”	Debrief Cycle A	
8	3.10	Legal writing: declarations Editing exercises: advocacy	No class	
8	3.12	Legal writing: grammar and style Editing exercises: grammar	Prep Workshop 3 Prep ASB week client shells	
8	3.12/3.13	<b>WORKSHOP 3</b> – Choosing the right sample petition	←	
9	3.17	<b>From interview to declaration – turning mock clients’ testimony to declaration form</b>	Need 5 141s to prep to role-play client in mock interviews	Turn in ASB week client shells
9	3.19	Review of Quiz 1 results	Prep Workshop 4	
9	3.19/3.20	<b>WORKSHOP 4</b> – legal writing	←	
10	3.24	<b>Guest speakers RCP mentors -- The Path to Expungement mentoring program</b>	ASB Week	

10	3.26	<b>Law school: applying to and being there</b>	ASB Week	
*	3.31 & 4.2	Spring Break		
11	4.7	Legal Interpreting	<b>Cycle B Interview 1</b> CASA Center, MH 533	Prepare for interview; send Cycle B rap analysis to Shaun & Cycle B shells to Peggy
11	4.9	Speed Screening: forms and procedures	Prep workshop 5A	
11	4.9/4.10	<b>WORKSHOP 5A</b> – using Speed Screening forms	←	
12	4.14	Speed Screening: interviewing and ethics refresher	<b>Cycle B interview 2</b> CASA Center, MH 533	
13	4.16	<b>Speed Screening: role-play clients in mock interviews</b>	Prep workshop 5B Work session	
12	4.16/4.17	<b>WORKSHOP 5B</b> – Speed Screening interviews	←	
13	4.21 3:00 – later Location TBD	<b>Speed Screening</b>	Please come early if you can help set up	Send Cycle B draft declarations
13	4.23	<b>Speed Screening debrief</b>	Work session Editing draft decls in class	

14	4.28	Interviewing: gathering information from clients & Interviewing: conveying information to clients	Work session Editing draft decls in class	Send Final Client B declaration to Peggy Assemble TOA and exhibits Review mock petitions and protocol in prep to critique in-class interviews
14	4.30	<b>Interviewing practice: Critique JS 140 in-class interview exercise</b>	Prep workshop 6	
14	4.30/5.1	<b>WORKSHOP 6</b> – legal interviewing	←	
15	5.5	Putting interviewing and writing together: draft petitions Mock interview	<b>Client B reviews &amp; signs doc</b> CASA Center, MH 533 No class if don't have Cycle B client	
15	5.7	Mock Interview	No class	
*	5.14 2:45 – 5:00 PM	(in place of final exam) <b>Speed Screening</b>	<b>Location: TBD</b>	
*	5.20 5.19			Turn in client profile Turn in research paper