

360480: Litigation and Trial Presentation Technology

LAW-X 413

Spring 2018 Sections 1 3 Credits 04/26/2018 to 06/28/2018 Modified 04/10/2018

Description

The goal of this course is to provide students with an overview of various litigation and trial presentation technologies used in today's courtroom. Students learn how to use the tools and best practices of trial presentation, and will review various examples of how these tools are used in the real world.

Objectives

The class objectives are so that students can learn the basic skills and techniques necessary to conduct or manage the technical aspects of evidence presentation. Trial Presentation is much more than simply putting exhibits on the screen but really is about building an effective base upon which all parties in the legal system can rely upon to aid in the swift administration of justice and high quality work product.

Outcomes

At the end of the course I hope that students will be able to evaluate the technical needs of their case and courtroom, apply the correct technology solution(s) and be able to present electronic evidence thru a trial presentation program at entry level.

Materials

Please see the week 1 posting regarding free and trial version of applications to download for use during the class.

Evaluation

Criteria

Type	Weight	Topic	Notes
Exam, Assignments and Participation	100%	Grading	Students will be graded on weekly participation and completion of assignments. There is a weekly assignment in addition to participating in the discussion area - sometimes there is a question posed. I'm mainly looking for an understanding of the issues and topics discussed. The last assignment will be a basic presentation which includes an opening in PowerPoint and exhibit presentation online using Trial Director. Point values are given next to each assignment.

Breakdown

A+	100 %	to 97.0%
A	< 97.0 %	to 94.0%
A-	< 94.0 %	to 90.0%

B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
F	< 70.0 %	to 0.0%

* Course Policies

Assignments need to be completed on a timely basis but i'm flexible with students who provide notice in advance and work with me on getting assignments in. Happy to provide one on one instruction via skype or telephone.

Never give up! Never surrender! Call me before becoming overwhelmed.

Institutional Policies

Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at:

<https://www.uclaextension.edu/pages/str/studentConduct.jsp> (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Service for Students with Disabilities Office at (310) 825-7851 or by email at access@uclaextension.edu. For complete information see:

<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>
(<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>)

Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see:

<https://www.uclaextension.edu/pages/str/grading.jsp> (<https://www.uclaextension.edu/pages/str/grading.jsp>)

All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade

except Incomplete may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, Suite 113, 10995 Le Conte Ave., Westwood; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at <http://policy.ucop.edu/doc/4000385/SHSV> (<http://policy.ucop.edu/doc/4000385/SHSV>).

Additional Items

About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
 - What are the basic computer specifications for Canvas? <https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas> (<https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas>)
 - Which browsers does Canvas support? <https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support> (<https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support>)
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as access to the online environment of a specific course is limited to 30 days after the final course date, as listed in the course catalog.

If you need assistance downloading student materials from your course, please contact Canvas Support or the UCLA Extension Learning Support Team.

UCLA Extension Canvas and Learning Support

For immediate 24/7 Canvas technical support, including holidays, click on Help (located on the menu to the left) where you can call or chat live with a Canvas Support representative.

UCLA Extension Instructional Design and Learning Support

The UCLA Extension Learning Support staff assists both students and instructors with Canvas-related technical support, as well as general and administrative questions.

Learning Support staff is available Monday through Friday, from 8 AM to 5 PM (Pacific Time), except holidays:

- Email: support@unexonline.zendesk.com
- Website: <http://support.uclaextension.edu> (<http://support.uclaextension.edu/>)

Schedule

When	Module Title	Notes
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Class Week 1 Online	Introductions and getting started	<ol style="list-style-type: none"> 1. Introductions <ol style="list-style-type: none"> 1. Class Overview 2. Trial Presentation Points of View (Judge, Jury, Attorney, Staff, Tech) 3. The EDRM or Electronic Data Reference Model 4. The importance of redundancy and quality control 5. What makes a good trial tech? 6. Software used 7. Horror Stories 8. The competing values of customer service and honesty
Class Week 2 Online	Exhibit Considerations	<ol style="list-style-type: none"> 1. Exhibit Considerations <ol style="list-style-type: none"> 1. The Trial Management Order 2. Format (PDF, TIFF or Multipage TIFF)? 3. The importance of redundancy and quality control 4. Document authenticity 5. Unitization 6. Branding/Naming Conventions 7. Creating a workflow for the legal team 8. Trial Exhibit Database 9. Exchanging exhibits/Cooperation with opposing counsel in setup and exchange
Class Week 3 Online	Courtroom Setup	<ol style="list-style-type: none"> 1. Courtroom Setup <ol style="list-style-type: none"> 1. Creating a courtroom plan 2. Equipment commonly used by trial techs 3. The importance of redundancy and quality control 4. Basic IT skills 5. Troubleshooting 6. The importance of being "local" 7. Working with court staff and security
Class Week 4 Online	Using PowerPoint at trial	<ol style="list-style-type: none"> 1. Using PowerPoint at Trial <ol style="list-style-type: none"> 1. Inserting documents and callouts 2. Highlighting documents using SnagIt or Snipping tool 3. The importance of redundancy and quality control 4. Font size considerations 5. Why don't we PowerPoint everything?
Class Week 5 Online	Trial Director setup and first data import	<ol style="list-style-type: none"> 1. Trial Director Setup and Installation <ol style="list-style-type: none"> 1. Trial software is "different" 2. You're only as good as your equipment 3. The importance of redundancy and quality control 4. Loading exhibits 5. Organizing data on your hard drive
Class Week 6 Online	Trial Director Part 2: Video	<ol style="list-style-type: none"> 1. Trial Director Part 2: Video Editing and Presentation <ol style="list-style-type: none"> 1. Naming and Loading Video 2. Editing video 3. The importance of redundancy and quality control 4. Removing colloquy 5. Video on the "fly" 6. Clip it elsewhere!
Class Week 7 Online	Transcript Management	<ol style="list-style-type: none"> 1. Transcript Management for trial <ol style="list-style-type: none"> 1. Designating transcripts for trial 2. The importance of accurate issue coding 3. The importance of redundancy and quality control 4. All the pretty colors 5. Counter-designations 6. Reporting

When	Module Title	Notes
Class Week 8 Online	Legal team communication	1. Legal Team Communication <ol style="list-style-type: none"> 1. The worlds <i>best</i> trial outline 2. Industry terminology 3. The importance of redundancy and quality control 4. Where things go wrong 5. Style points 6. Practice makes perfect 7. Formal/Informal between attorney and tech 8. Shout out problems
Final Week 9 Online	Final	Final presentation of electronic evidence.