

**Justice Studies 140 – Spring 2023**  
**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>Topic</b>	<b>In-class exercise</b>	<b>Homework assignments – to be completed <u>before</u> class</b>
		<b>Tues &amp; Thurs 1:30 – 2:45 p.m. Sweeney Hall 311</b>	<b>Thursday workshop will be ? Friday workshop will be ?</b>	When students are asked to meet outside regular class time, it is noted with an * in the "week #" column
1	1.26	Introductions Description of course  Legal eligibility for expungement		Read syllabus and schedule
1*	1.27 10 AM	Court Hearing		ONLINE LINK: Courtroom 62: <a href="#">Open MS Teams Hearing</a>  Conference Call: 669-245-6247 Access Code: 306 778 446#
2	1.31	Guest speakers: former RCP clients: Why expungement matters		Read text portion of “Helping Clients Clear Criminal Convictions”; skim attachments  Read legal eligibility module
2	2.2	Legal eligibility for expungement		
3	2.7	Reading criminal histories (“RAP sheets”)	Reading RAP sheets <i>in-class exercise</i>	Read “Reading RAP sheets” module and related section of “Helping Clients” manual
3	2.9	Reading criminal histories (cont’d) – using the conviction organizer	Reading RAP sheets <i>in-class exercise</i>	
3*	2.9 / 2.10	<b>WORKSHOP 1</b> Legal eligibility and reading RAP sheets		

4	2.14	RAP sheet review		<p><b>By 2.14:</b> In response to course Announcement re “Nutshell presentation choices,” list your top three preferences for community ed presentations</p> <p>Submit Workshop 1 report</p>
4	2.16	Community education		<p>Watch community ed Zoom talk</p> <p>Read community education module materials</p> <p>Read “Clearing Criminal Records in a Nutshell” presentation in detail</p>
4*	2.16 / 2.17	<b>WORKSHOP 2</b> – Community education & critique		Practice with partners presenting community education presentation
5	2.21	Legal ethics and professionalism		<p>Read ethics &amp; professionalism module</p> <p>Submit Workshop 2 report</p>
5	2.23	Legal research	Legal research treasure hunt – in-class exercise	<p>Watch legal research Zoom talk</p> <p>Read legal research module</p>
*	Fri. 2.24 10 AM	Court Hearing @ 10 AM		<p>ONLINE LINK: Courtroom 62: <a href="#">Open MS Teams Hearing</a></p> <p>Conference Call: 669-245-6247 Access Code: 306 778 446#</p>
6	2.28	Quiz 1 Prep		<p>Complete “legal research treasure hunt” <a href="#">homework exercise on-line</a></p> <p>Submit Workshop 2 report</p>
6*	3.1 – 3.2	<b>Quiz 1</b>		<p>Take in one sitting; open book but must be your own work</p> <p>Online Quiz 1 will be open Wed 3.1 9:00 AM – 3.2 11:59 PM</p>
6	3.2	Speed Screening training: forms and procedures		Read Speed Screening module

6*	3.2 / 3.3	<b>WORKSHOP 3A</b> – Speed Screening forms		Use Adobe to fill out forms; free through SJSU. See “downloading Adobe” announcement for further instructions.
7	3.7	Speed Screening training: interviewing and ethics		
7	3.9	Speed Screening: mock interviews	Speed Screening mock interviews <b>in-class exercise</b>	<b>3.9: Get Speed Screening assignments</b> <b>During the next week:</b> Do RAP analyses Submit to supervising attorney Prepare client checklists Submit to supervising attorney Prepare for interviews
7*	3.11 Time TBD	Speed Screening work session (optional)		Email Kanita for more information @ <a href="mailto:kanita.ilic@sjsu.edu">kanita.ilic@sjsu.edu</a>
8	3.14	Review Quiz 1		<b>Submit Workshop 3 report (3A and 3B should be one report)</b>
8	3.16	ACES & Trauma-informed interviewing		
8*	3.16/ 3.17	<b>WORKSHOP 3B</b> – Speed Screening interviews		
9	3.21	<b>Speed Screening 1</b>  *Do not meet as a class		Review forms and resources in Speed Screening module  Make sure attorney and staff sign off on your client(s)
9	3.23	Guest speakers: RCP Mentors + clients		
*	Fri. 3.24  10 AM	Court Hearing (tentative)		ONLINE LINK: Courtroom 62: <a href="#">Open MS Teams Hearing</a>  Conference Call: 669-245-6247 Access Code: 306 778 446#
*	3.27 & 3.31	<b>Spring Break</b>		Enjoy!

10	4.4	Legal interviewing for representation: discussion and demonstration		<p>Submit Speed Screening Profile (see syllabus for assignment)</p> <p>Watch Legal Interviewing and Counseling videos on Canvas</p> <p>Read interviewing module</p>
10	4.6	Interviewing cont'd		
10*	4.6 / 4.7	<b>WORKSHOP 4</b> – Legal interviewing		
11	4.11	Interviewing practice and critiques	Critiqued individual role-play interviews (switch client / interviewer roles) <b>in-class exercise</b>	<p>Review the RCP declaration and materials for the “client” you will be role playing</p> <p><b>Submit Workshop 4 report</b></p> <p><b>4.11: Get Speed Screening assignments</b></p> <p><b>During the next week:</b></p> <ul style="list-style-type: none"> <li>Do RAP analyses</li> <li>Submit to supervising attorney</li> <li>Prepare client checklists</li> <li>Submit to supervising attorney</li> <li>Prepare for interviews</li> </ul>
11	4.13	Using sample petitions		
11*	4.13 / 4.14	<b>WORKSHOP 5</b> – choosing the right sample petition Using “track changes”		<p>Make sure you have Microsoft Word set up on your computer. This cannot be done on Google Docs. All students get Microsoft for free through SJSU.</p>
11*	4.14 1:00 – 4:30	Training session on Speed Screening at Stanford Law School & Speed Screening work session (tentative)		
12	4.18	Writing legal declarations		<b>Submit Workshop 5 report</b>

12	4.20	From interview to declaration – turning mock clients’ testimony to declaration form	In-class exercise	Complete interviewing <a href="#">homework exercise on-line</a> Read legal writing module
12*	4.20	<b>Quiz 2</b>		Online Quiz 2 will be open 4.21 9:00 AM to 4.22 11:59 PM
13	4.25	Review Quiz 2 Prep for Speed Screening		
13	4.27	<b>Speed Screening 2</b> *Do not meet as a class		Review Speed Screening materials, especially the Interview Record and Client follow-up checklist  Review available resource info for clients  Make sure attorney and staff sign off on your client(s)
*	Fri. 4.28  10 AM	Court Hearing (tentative)		ONLINE LINK: Courtroom 62: <a href="#">Open MS Teams Hearing</a>  <u>Conference Call</u> : 669-245-6247 <u>Access Code</u> : 306 778 446#
14	5.2	Editing exercises and advocacy		
14	5.4	Mock Interview 1		
14*	5.4 / 5.5	<b>WORKSHOP 6</b> – legal writing		
15	5.9	Mock Interview 2		<b>Submit Workshop 6 report</b>
15	5.11	Legal interpreting (last day of class)		Read legal interpreting module
*	5.17  12:15- 2:30	(in lieu of final exam)  <b>Debrief JS 140</b>		<b>May 19: Turn in mock petition in Word format by email to Peggy &amp; Sam</b>