West Virginia CTE

Seminar in Courts and Legal System

Court Systems and Practices

1 **Courtroom proceedings.** 1031.1

1 Explain the structure of the American court system. 1031.1.1

2 Define the roles of the judiciary. 1031.1.2

3 Identify the different types of attorneys. 1031.1.3

4 Demonstrate knowledge of adjudication procedures from arrest to arraignment. 1031.1.4

5 Describe the various court systems for the federal government, states, and sovereign partners. 1031.1.5

6 Explain why federal criminal and civil cases are adjudicated in the different courts. 1031.1.6

7 Explain the jurisdictions of the following: military courts, federal courts, state courts, military tribunals, justice, municipal and county courts. 1031.1.7

8 Describe the process of how a criminal case is adjudicated from the first appearance to the appeals process. 1031.1.8

9 Describe the functions of various participants in the courtroom including the judge, prosecutor, court clerk, court reporter, bailiff, defense attorneys, witnesses, and victims. 1031.1.9

10 Describe the types and roles of juries. 1031.1.10

11 Explain the appeal process. 1031.1.11

12 Identify and explain types of evidence. 1031.1.12

13 Identify and explain the rules of evidence. 1031.1.13

14 Demonstrate an understanding of and explain arrest and custody. 1031.1.14

15 Examine pretrial proceedings including motions, hearings, plea negotiations and pre-trial release. 1031.1.15

16 Explain jurisdictional determination of cases. 1031.1.16

17 Differentiate substantive and procedural law. 1031.1.17

18 Discuss and review criminal and civil litigation process. 1031.1.18

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1 Identify and explain the importance of good interviewing techniques to focus, test, and expand on initial information. 1031.2.1

2 Demonstrate the ability to apply rules of English grammar to legal writing. 1031.2.2

3 Explain proper citation formatting. 1031.2.3

4 Discuss formatting differences with regulations, agency material, and arbitration decisions. 1031.2.4

5 Examine the structure of opinions and properly research and analyze cases. 1031.2.5

6 Analyze the process and procedures of a lawsuit, including pleading, discovery, and litigation processes. 1031.2.6

7 Investigate specialized legal office software for case management. 1031.2.7

Legal Office Management

3 **Legal office procedures.** 1031.3

1 Explain the types of law offices and their services to clients. 1031.3.1

2 Explain and review components of law office procedures manuals. 1031.3.2

3 Discuss ethical considerations or concerns in relation to the legal team, client relations, and billing/fees. 1031.3.3

4 Investigate specialized legal office software for practice management including timekeeping, billing, calendaring, etc. 1031.3.4

5 Examine procedures for file and library management. 1031.3.5

6 Investigate legal marketing plans. 1031.3.6

7 Analyze different management styles. 1031.3.7

8 Examine methods for giving and receiving supervision. 1031.3.8

9 Demonstrate knowledge and understanding of office rules for professional behavior. 1031.3.9

10 Follow all policies and procedures for practice management. 1031.3.10

11 Demonstrate ability to maintain documents and file systems. 1031.3.11

12 Demonstrate the ability to access and utilize law libraries and reference materials. 1031.3.12
