Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW

CONTACT NAME: Laurie Beth Harow
PHONE: x4457

DEPARTMENT/DIVISION: School of Law
DATE PREPARED: 1/14/16

PROPOSED SEMESTER OF IMPLEMENTATION: fall
YEAR: 2016

TYPE OF ACTION: add (new)
LEVEL OF ACTION: graduate

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

COURSE ACTIONS

Original Subject Code/Course Number: LAW 910
Original Course Title: Working through a Family Law Case - Start to Finish

PROGRAM ACTIONS

Original Program Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
10. Program Requirements
11a. Undergraduate Specialization (Fewer than 24 credits)
11b. Master's Specialization (Fewer than 12 credits)
11c. Doctoral Specialization (Fewer than 18 credits)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (24 or more credits)
18b. Master's Concentration (12 or more credits)
18c. Doctoral Concentration (18 or more credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

summary proposal (O) course definition document (P) full five-page MHEC proposal (Q)
financial tables (MHEC) (R) other documents as may be required by MHEC/USM (S) other (T)

Summer 2010
**IMPACT REVIEW (review the list of necessary signatures):**

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- no impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- impact statement attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPROVAL SEQUENCE (review the list of necessary signatures):**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| C. Final Faculty Review Body Within Each School (Chair)      | Michelle LeMenn
|                                                            | 2-3-16                     |
| D. Dean                                                      | Andy                        | 2-2-16|
| E. University Faculty Senate (Chair)                         | Michelle LeMenn
|                                                            | 2-3-16                     |
| F. University Council (Chair)                                |                           |       |
| G. Provost and Senior Vice President for Academic Affairs    | Pat Lee
|                                                            | 2-3-16                     |
| H. President                                                 | Kent Schmoke
|                                                            | 2-3-16                     |
| I. Board of Regents (notification only)                      |                            |       |
| J. Board of Regents (approval)                               |                            |       |
| K. MHEC (notification only)                                  |                            |       |
| L. MHEC (approval)                                           |                            |       |
| M. Middle States Association notification                    | Required only if the University's mission is changed by the action |       |

1 University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
**Document O: Course and Program Development: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

**SCHOOL:**  
- LAW  
- MSB  
- CAS  
- CPA

**CONTACT NAME:** Laurie Beth Harow  
**PHONE:** x4457

**DEPARTMENT/DIVISION:** School of Law  
**DATE PREPARED:** 1/14/16

**PROPOSED SEMESTER OF IMPLEMENTATION:**  
- fall  
- spring  
**YEAR:** 2016

**ACTION BEING REQUESTED** (select one category, either Course Actions or Program Actions):

- **COURSE ACTIONS**
  - Original Subject Code/Course Number: LAWF 910
  - Original Course Title: Working through a Family Law Case - Start to Finish

- **PROGRAM ACTIONS**
  - Original Program Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>11a. Undergraduate Specialization (Fewer than 24 credits)</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>11b. Master's Specialization (Fewer than 12 credits)</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>11c. Doctoral Specialization (Fewer than 18 credits)</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>12. Minor (add or delete)</td>
</tr>
<tr>
<td>6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>7. Course Description</td>
<td>14. Program Suspension</td>
</tr>
<tr>
<td>✓ 8. New Course</td>
<td>15. Program Reactivation</td>
</tr>
<tr>
<td>9. Deactivate Course</td>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
</tr>
<tr>
<td>22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
</tbody>
</table>

**For changes to existing courses:**

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>NEW TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Working through a Family Law Case - Start to Finish</td>
<td>LAWF 910</td>
<td>4</td>
</tr>
</tbody>
</table>
New course part of the new post-JD certificate program in Family Law.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

New course part of the new post-JD certificate program in Family Law. See full proposal for outline of new program.
PROPOSAL FOR NEW COURSE TITLED “WORKING THROUGH A FAMILY LAW CASE—START TO FINISH”
Post-JD Certificate in Family Law

Course Title: Working through a Family Law Case—Start to Finish
Credit Hours: 4
Course Prerequisites: None
Type of Course: Seminar
Open Enrollment: Yes
Suggested Class Size: 12–15

Catalog Description:
Working through a Family Law Case—Start to Finish
This course is designed to provide students with a detailed roadmap of the progression of a family law case. It will help family law practitioners to deepen their understanding of the important intersections that they and their client must cross at each phase of the case. The course will cover the progress of a family law case from first client contact, to key decision points, to preparing the case for settlement or trial. This hands-on, real-world course will give students a wide range of opportunities to learn and practice strategies for effectively managing the process. The heart of the course will be a semester-long, creative simulation of a family law case, which offers a real-world experience of the challenges and key intersections of a family law case.

Content Outline
1. Introduction to the key aspects of a family law case
   a. Pertinent Maryland Code and Rules
   b. Lawyer’s role during the process, including which clients to take and which to decline
   c. Interviewing skills, strategies for gathering essential information at the first meeting, information that should be shared with the client at the first meeting
   d. Process options
   e. Retainers

2. First meeting with a client (case simulation launch)
   Class begins with a simulation of the first meeting with a client. Topics to be covered include:
   a. Custody (legal and physical)
   b. Advocate Waiver
   c. Best interests attorney
   d. Parenting coordination
   e. Custody evaluation
   f. Child support: financial statement
   g. Determining applicable law
   h. Reading Family Law Article
   i. Review case planning and possible approaches

3. Getting a case started: custody/visitation/financial issues (case simulation cont’d)
   Class begins with continuation of the case simulation. Topics to be covered include:
a. Initial pleadings  
   i. Complaint and answer  
   ii. Complaint for custody  
   iii. Complaint for alimony  
   iv. Complaint for emergency custody  
b. Protective order  
c. Process options—mediation, collaborative law, arbitration, lawyer-to-lawyer negotiations, and litigation  
d. Pendente lite hearing  
e. Cost/benefit analysis and exceptions process  

4. Disposition with alimony (case simulation cont’d)  

Class begins with continuation of the case simulation, with disposition with alimony as the issue. Topics to be covered include:  
   a. Protective order hearing or emergency custody hearing  
   b. Courts where a litigant doesn’t work or live, different case manager in each jurisdiction  
   c. Depositions (when to depose and when not to), admission of facts, financial statement  
   d. Document production  

5. Deposition with alimony/using experts (case simulation cont’d)  

Class begins with a simulation of a deposition with alimony as the issue. Topics to be covered include:  
   a. Using experts in divorce, including those involved with individual financial evaluation, vocational rehabilitation, and business evaluation  

6. Financial experts (case simulation cont’d)  

Class begins with a simulation of a meeting with a financial expert (not a lawyer). Topics to be covered include:  
   a. Mediation settlement and individual cost-benefit analyses  

7. Preparing client for trial (case simulation cont’d)  

Class begins with a simulation of preparing a client for trial. Topics to be covered include:  
   a. Trial preparation and organization  
   b. Pretrial memos (where allowed)  
   c. Trial notebooks (including witnesses and their contact information, subpoenas and use of exhibits)  
   d. Filing of joint financial statements  
   e. Summary rule of notice  
   f. Business records notification  
   g. Preparing witnesses  
   h. Use of exhibits  
   i. Documents—number of copies  

8. Trial overview  

New Course Proposal – Psychology, Child Development and Mental Health in Family Law Matters | Page 2
a. Preliminary motion  
b. Opening statement  
c. Presenting the case  
d. Witness - direct and cross examination  
e. Knowing your judge  
f. Closing statement

9. Opening and closing statements – (case simulation cont’d)

Class begins with simulations of opening and closing statements. The class will be divided into two rooms, opening statements in one room and closing statements in another room. The students will switch rooms in the middle of class so that each student completes an opening and a closing statement, critiqued by fellow students, the professor, and a visiting volunteer lawyer.

10. Post-trial procedures

a. Retirement orders  
b. Checklist before closing the file  
c. Advise client of appeal and its procedure  
d. Drafting judgment/order for the court

**Student Learning Outcomes**

Student learning outcomes include:

- Preparing for each stage of a family law case
- Interpreting legal strategy for clients
- Identifying potential challenges in a family law case
- Implementing logistical strategies to resolve a case

**Assessment Strategies**

Simulations, assignments.

**Course Materials**

Materials will be gathered by the instructor.

**Individuals Qualified and Interested in Teaching the Course**

Professor Barbara Babb, University of Baltimore School of Law (full-time faculty)