

eDiscovery for Paralegals

About This Course

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. This 7 week course covers the entire eDiscovery process, from preparation, to collection, to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and finally, the review process. The course is supplemented with a comprehensive textbook that covers most relevant eDiscovery topics.

Course Objectives:

To provide students with a fundamental understanding of discovery of electronically stored information (ESI) in United States civil litigation, and to teach best practices related to the legal, technical, and ethical considerations involved.

Expectations

This is an accelerated course. You will be expected to spend an average of at least 8 hours per week reading, taking online modules, and completing assignments. Please note that extensions will not be granted for this online course. 70% is the minimum passing score on all tests and assignments for this course.

Prerequisites

There are no prerequisites for this course.

Course Books

Required textbooks for this course:

eDiscovery Essentials Textbook

Reading Assignments and Online Coursework Requirements:

Lesson One: Introduction and Legal Framework

- Read Chapters 1 & 2 in *eDiscovery Essentials Textbook* (herein referred to as Textbook)
 - Complete Online Modules 1, 2, & 3
-

Lesson Two: Organizing

- Read Chapter 3 in Textbook
 - Complete Online Modules 4, 5, 6, & 7
-

Lesson Three: eDiscovery Case

- Read Chapters 4 & 5 in Textbook
 - Complete Online Modules 8 & 9
-

eDiscovery for Paralegals

Lesson Four: Technology & Processing

- Read Chapters 6 & 7 in Textbook
 - Complete Online Modules 10, 11, & 12
-

Lesson Five: Review

- Read Chapter 8 in Textbook
 - Complete Online Modules 13 & 14
-

Lesson Six: Production & Ethics

- Read Chapters 9, 10, 11 & 12 in Textbook
 - Complete Online Modules 15, 16, & 17
-

Writing Assignments:

For Lessons One, Two, Four, and Five, you will submit a writing assignment covering the topics in that Lesson's reading. Each assignment is worth 50 points and will consist of a variety of essay questions.

Exams:

You will complete two exams, each worth 100 points. The Midterm exam is to be submitted in Lesson Three; the Final exam is to be submitted in Lesson Six.

Quizzes:

You will complete 17 quizzes, one at the end of each online module.

Bulletin Board Assignments:

You will also post your responses to three class participation assignments. These assignments are referred to as Bulletin Board Submissions and will be submitted by either selecting Bulletin Board Submission from within the lesson material, or by selecting 'Forums' under Activities on the Right Sidebar .

All lesson objectives, assignments, and exams can be found in the Lesson Materials.

Grading

Your grade will be based on your completion of 17 quizzes, one at the end of each online modules, four writing assignments, two exams, and class participation/Bulletin Board Submissions. The quizzes will be available after completion of each online module. The writing assignments can be accessed from within the lesson material, or by selecting 'Assignments' under Activities on the Right Sidebar of your course home page. The exams can be accessed

eDiscovery for Paralegals

from within the lesson material, or by selecting “Quizzes” under Activities on the Right Sidebar. You will have the opportunity to engage in “class participation” by using the Bulletin Board tool to respond to the bulletin board assignments throughout the course. Participating in the bulletin board assignments will also enhance your understanding of the reading material.

Your final grade will be figured as follows:

- The 17 module quizzes are worth 5 points each and comprise 17% of your grade.
- The four writing assignments are worth 50 points each and comprise 40% of your grade.
- The two exams are worth 100 points each and comprise 40% of your grade.
- Your participation in class discussions/ Bulletin Board Submissions is worth 5 points for each and comprises 3% of your grade.

Withdrawal Policy

Students may drop the course with a full tuition refund, less a non-refundable \$15 administrative fee, if written notice is sent to The Center for Legal Studies by email at info@legalstudies.com by the Wednesday before class begins. Students may drop the course with a 50% tuition refund if written notice is sent to The Center for Legal Studies by email at info@legalstudies.com anytime from the Thursday before the course begins until the first Thursday of class. After the first Thursday of class, no refunds will be issued.

Please NOTE: If you registered for a CLS course directly with the college or university, you are subject to the school’s refund/drop policies.