

**INFO I470/INFO I590/INFO C404
Litigation Support Systems and Courtroom Presentations**

**Department of Human-Centered Computing
Indiana University School of Informatics and Computing, IUPUI
Summer 2022**

Section No: 10025, 11129 and 12368 *Credit Hours:* 3

Time: Online, asynchronous

Location: N/A



(Photo of Professor Redding)

Instructor: Bryan S, Redding, BSME, J.D.

Office Hours: Professor Redding's office hours are by appointment. Please call 317 426-1316 x 10, email at bryan@innovative-law.com or use the email feature in Canvas

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Prerequisites: None. *Credit Hours:* 3

Required course for legal informatics certificate and area of specialization. Elective for undergraduate and graduate informatics and new media degrees and for other programs, including the for-credit paralegal programs.

Course Coach



This is my virtual coach for the course. His name is "Tipster" and he will be helping you throughout the semester with tips, suggestions, and encouragement.

Course Etiquette

Please note that I do not accept LinkedIn invitations or similar social media connections from current students.

Description

I470/I590/C404 Litigation Support Systems and Courtroom Presentations will provide students with an overview of some of the specialized software that is available for organizing, managing, retrieving, and presenting documents and evidence in a legal matter. In addition to major software tools, students will learn what is effective and allowable from a technical, legal and ethical standpoint. We are in a new era of trial preparation, where the number of documents even in a small case may overwhelm the ability of the law firm to rely on paper processes. Likewise, judges and jury members accustomed to receiving information via multimedia formats will no longer be effectively educated as to the issues in a case with courtroom presentations based on text or paper flip charts. Court rules and procedures clearly dictate how much visual evidence can be used and the extent to which this evidence can be altered or enhanced as part of the trial process.

There have been many requests for a course in legal informatics that would go beyond I350/I590/C401 Foundations in Legal Informatics, particularly with respect to specialized software for litigation and how to prepare effective presentations to use in court. The beauty of delivering the course online through Canvas is that we have the flexibility to learn together and are not bound by what we can accomplish by meeting once a week for a set amount of time. Everything you need - each Module and homework assignment - is delivered via Canvas. The course is designed to be as simple as possible from a technology standpoint. However, this course does require you to have regular and reliable access to Canvas and the Internet. I am always available to meet with students in person or by telephone. This course is part of the legal informatics area of specialization and the certificate in legal informatics.

This course was originally developed by my colleague Professor Sara Hook and Professor Beth Lykins. As Professor Hook has retired and Professor Lykins has moved to beautiful New Mexico and earned her master's degree in Art Therapy, I am left to carry this course into the future. I do, however, want to be sure to acknowledge the many contributions to the course from these two wonderful Professors.

Textbook

This course does not have a required textbook. Everything will be delivered via Canvas. The course will feature readings from business, law and technology journals, PowerPoint presentations and websites as well as material from software vendors. This material will be uploaded as part of each Module in Canvas.

IUPUI has adopted the Profiles of Learning for Undergraduate Success:

<https://profiles.iupui.edu/index.html>. As stated on the website, each Profile will provide you with various opportunities to deepen disciplinary understanding, participate in engaged learning, and refine what it means to be a well-rounded, well-educated person prepared for lifelong learning and success. This course connects with the Communicator, Problem Solver and Community Contributor profiles.

Learning Outcomes

Upon completion of the course, the student will be able to:

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- Describe why the organization and presentation of a legal case is different than what it would have been 15 years ago.
- Identify the types of information - in many different formats - that need to be properly handled and processed for a typical legal case.
- Compare the functionality and features of popular litigation support software packages.
- Describe the process for documenting a crime or accident scene.
- Assess whether a legal case would benefit from litigation support software and what type of software would be most appropriate.
- Articulate and apply the ethics of working with imagery in a legal case.
- Utilize the perceptions imbedded in images, including the psychology of color, to persuade audiences.
- Apply the principles of storytelling to the presentation of a legal case.
- Prepare a comprehensive worksheet for trial, including the equipment that will be needed and the materials that will be presented.
- Propose a general strategy for developing and presenting demonstrative aids and how to determine which visual aids to use in specific situations.
- Assess limitations on the extent to which courtroom presentations and other materials are allowed in a legal case under the rules of court procedure, evidence and professional ethics.
- Apply a 9-step process for developing courtroom presentations.
- Create presentations and other materials used in legal cases with commonly recommended software packages for law firms.

Software Used

Software needed for the course will be provided by vendors at no cost to students.

Expectations/Guidelines/Policies

Assignments are due by the stated deadline, although you can certainly submit them earlier if you wish. **If you need an extension, you must have prior approval via email and I reserve the right to deduct points for lateness.** Please use the Canvas email system to communicate with me – I log into Canvas on the weekends, but not regular IU/IUPUI email, so Canvas is the fastest way to contact me. The Final Project is due on the date indicated below. Responses to the Discussion Forum questions are due on Sundays by Noon. Note the different pattern for Exam #1 versus Exam #2, because I am trying to avoid the Memorial Day weekend as much as possible.

There is no final examination for this course. Also, there is no opportunity for extra credit in this course. There is no opportunity to revise and submit assignments for a higher grade. Due to time constraints and wanting to be fair to all students, I do not review and provide feedback on assignments prior to submission. If technical difficulties with your submission mean that I cannot download or access your assignment, I will contact you and you will have one week to email the assignment to me in a file format that I can access. This will be especially important with the assignments that might require you to use software that we cover in the course.

If you believe that I have made an error in grading your assignment (points are not added correctly, etc.), you must contact me within seven calendar days. Please do not wait until the end of the semester and then

begin looking for ways to increase the number of points on assignments, exams, etc. because you are unhappy with your final course grade.

It would also be wise NOT to wait until the last minute to submit homework assignments, take exams and post your responses to the Discussion Forum questions. If you have technical difficulties or there are issues with Canvas, this will generally not be a valid excuse and will likely mean that your work is late and thus not eligible for any points.

Administrative Withdrawal

A basic requirement of this course is that you will conscientiously participate in and complete all required course activities and/or assignments. Please notify me via email if you are unable to participate or complete an assignment on time. (See the information in the previous paragraph about requests for extensions and late assignments.) If you miss more than the first 25% of the course without contacting me, you may be administratively withdrawn from the course. Since the course is online and we do not meet, I use the Discussion Forum questions to monitor course participation. If you have not participated in this activity by the stated deadlines, you may be withdrawn. An administrative withdrawal may have academic, financial and financial aid implications. The administrative withdrawal will take place after the full refund period and if you are administratively withdrawn from the course, you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point in the semester, please contact me.

Incomplete

The grade of Incomplete used on the final grade reports indicates that the work is satisfactory as of the end of the semester but has not been completed. The grade of Incomplete may be given only when the completed portion of a student's work in the course is of passing quality. Instructors may award the grade of Incomplete upon a showing of such hardship to a student as would render it unjust to hold the student to the time limits previously fixed for the completion of his/her work. See

<https://facultystaffcentral.iupui.edu/grades/submit-grades/incompletes.html> for more information.

Other Policies

Work must be your own and it must be identified as such. Work of others, such as quotes used in a paper, must be properly identified and cited. Studying together either in person or via the Internet and email is encouraged; however, sharing significant amounts of work or presenting the work of others as one's own is not allowed. Please let me know if you have questions about the proper way to use quotations and citations.

Please state the answers to assignment questions in your own words rather than cutting and pasting text from Modules, websites, databases, or other materials. I am really interested in reading what you have to say about the material we cover in the course and this also helps me to tailor the course content as we move through the semester.

I typically upload graded assignments with my feedback to Canvas. According to campus policy, I am only required to keep your assignments for one month after they are graded, and I reserve the option to dispose of them after that time.

Regulations, policies, guidelines, requirements, and updates are to be followed, including those of Indiana University, IUPUI and the School of Informatics and Computing. This includes those that are printed in the

IUPUI Summer Class Schedule, the current IUPUI Campus Bulletin, posted or referenced in the course's website on Canvas, posted in a classroom, laboratory, office or other campus building or those presented or noted by faculty and staff members. There are several campus-wide policies governing the conduct of courses at IUPUI – see the link on the left-hand side of the Canvas screen.

I reserve the right to revise the syllabus as needed during the semester.

Equipment Needed

Because this is an online course delivered through Canvas, you will need weekly access to a computer and a sufficiently stable network to handle large files. You will need to be able to listen to podcasts, view PowerPoint presentations and short videos, download and print materials and search the Internet and library databases. You may need to download and use software from various vendors. Since this is an online course, I communicate with you by email, so all students need to have a valid email address. Please use the Canvas email system to communicate with me – I log into Canvas on the weekends, but not regular IU/IUPUI email, so Canvas is the fastest way to contact me.

Course Management and Helpful Hints

There are no class meeting times per se for this course. Instead, online courses are conducted "asynchronously," which means that we will be sending and receiving email messages and sharing our thoughts in "virtual discussions" using Canvas. Please try to participate fully in the course, including submitting your responses to the Discussion Forum questions each week - not only is this 20% of your grade, but it will also be a much more rewarding course if we all share our thoughts and expertise. Points will be taken off if all questions in a Discussion Forum are not responded to or if you do not REPLY to another student per the instructions. Responses to Discussion Forum questions are due on Sundays by noon. This is a 3-credit hour course, so you can expect to be just as busy as you would be in a face-to-face format (especially since this is a summer semester course, which will go by very quickly).

The course will be divided into weekly Modules. Each Module will officially begin on Monday. Modules will officially end on Sundays, but once I have posted a Module, it will be available throughout the semester in case you want to review. Because this is a summer semester course, there will be an extensive amount of reading every week, especially in the first week or two, but I think that you will find the material interesting and practical.



For each Module, there will be a reading assignment, designated by a book icon. There is no required textbook for the course, so all of the reading assignments will be uploaded to Canvas or a URL will be provided.



For each Module, there will also be a series of online discussion questions, indicated by a computer icon. We will use the Discussion Forums in Canvas to share the responses to these questions. Responses to the weekly Discussion Forum questions are due by Sundays by noon.



For each Module, I may provide a “Fireside Chat” to remind you about deadlines, explain concepts and alert you to new issues. If there is one, you will use Canvas to access it.



Each week, I will also provide a mini-lecture or outline of the topic of the Module, designated by the microphone icon. The mini lecture, plus all of the instructions for that Module, will be the first item you see in the list of materials for each Module folder in Canvas.



For many of the Modules, there may also be a Powerpoint presentation, guest lecture or online demonstration, which will be indicated by a movie projector. You will use Canvas to access these materials.

QUESTIONS?? Finally, if you have questions, please do not hesitate to email or call me.



Tipster says, "The most important advice for the course is to stay organized."

Tipster cannot stress enough the importance of keeping up with the reading assignments and responding to the Discussion Forum questions. He has noticed a direct correlation between responding regularly to the Discussion Forum questions and doing well in the course.

Also, if this is your first online course, please understand that the burden is on you to stay organized, to know what needs to be done each week and to pay attention to the deadlines for assignments. I will use the Announcements feature in Canvas to let you know when Modules are available and to remind you when assignments are due.

Assignments and Exams

Exam #1 (Modules 1-2) - 20 points. Available from Wednesday, May 25 at 6:00 a.m. until Friday, May 27 at 11:30 p.m. Corresponds to Problem Solver and Community Contributor profiles.

Midterm Mini-Project - 30 points. Due Friday, June 3 at 5:00 p.m. Corresponds to Communicator, Problem Solver and Community Contributor profiles.

Exam #2 (Modules 3-4) – 20 points. Available from Friday, June 10 at 6:00 a.m. until Sunday, June 12 at 11:30 p.m. Corresponds to Problem Solver and Community Contributor profiles.

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Final Project - 50 points - Due Monday, June 20, 5:00 p.m. Corresponds to Communicator, Problem Solver and Community Contributor profiles.

Participation in weekly Discussion Forums – Due every Sunday by noon (30 points, 5 points per week.) Corresponds to Communicator, Problem Solver and Community Contributor profiles.

Total 150 points

Final course grades are calculated by adding up all of the points that you earned in the course and dividing by 150. This will give you a percentage. See the Grading Scale below for the minimum percentage that you need for each grade. I don't round up the grades, so if you want an A in the course, you need to achieve at least a 93%.

I use the gradebook in Canvas to post grades and I provide a considerable amount of feedback on your assignments, which I hope will be helpful for you.

Grading Information [percentages and/or points]

150 points possible

Minimum percentages for each course grade:

97% A+
93% A
90% A-
87% B+
83% B
80% B-
77% C+
73% C
70% C-
67% D+
63% D
60% D-
Below 60% F

Undergraduate Students: No credits towards major, minor or certificate requirements are granted for a course grade below a C. No credits towards general education or elective requirements are granted for a course grade below a C-.

Course Schedule Detail

Module 1. Week of 5/9

Topic: Litigation in the 21st Century

Reading Assignment: provided in Canvas

Discussion Forum: Module 1 – due Sunday, May 15 by noon

Module 2. Week of 5/16

Topic: Tools in Litigation Support and Courtroom Presentations – Part 1

Reading Assignment: provided in Canvas

Discussion Forum: Module 2 – due Sunday, May 22 by noon

Module 3. Week of 5/23

Topic: Tools in Litigation Support and Courtroom Presentations – Part 2

Reading Assignment: provided in Canvas

Exam #1 (Modules 1-2): Available from Wednesday, May 25 at 6:00 a.m. until Friday, May 27 at 11:30 p.m.

Discussion Forum: Module 3 – due Sunday, May 29 by noon

Module 4. Week of 5/30

Topic: Integrating the Tools and Preparing Your Case

Reading Assignment: provided in Canvas

Midterm Mini-Project: Due Friday, June 3 at 5:00 p.m.

Discussion Forum: Module 4 – due Sunday, June 5 by noon

Module 5. Week of 6/6

Topic: Specific Situations and Case Materials

Reading Assignment: provided in Canvas

Exam #2 (Modules 3-4): Available from Friday, June 10 at 6:00 a.m. until Sunday, June 12 at 11:30 p.m.

Discussion Forum: Module 5 – due Sunday, June 12 by noon

Module 6. Week of 6/13

Topic: The Seamless and Effective Presentation of a Case

Reading Assignment: provided in Canvas

Discussion Forum: Module 6 – due Sunday, June 19 by noon

Week of 6/20

Final Project due Monday, June 20 at 5:00 p.m.



Tipster says, "Good luck and welcome to the course!"