

Introduction to Legal Concepts

Course Overview

This course teaches students about courts, crime, and controversy, law and crime, state courts, arrest to arraignment, trials and juries, appellate courts, and legal terminology.

<u>Course Introduction</u>	1m
Course Introduction	
<u>Lesson 01 - Legal Secretary Introduction</u>	19m
Legal Secretary Introduction	
Legal Secretary	
Potential Careers	
Legal Secretary Job Functions	
Required Traits	
Demo - Legal Secretary Resume	
Employment Outlook	
Lesson 01 Review	
<u>Lesson 02 - Courts, Crime, and Controversy</u>	1h 2m
Courts, Crime, and Controversy	
The Courts and the Criminal Justice System	
U.S. Courts	
A Typical Courthouse	
A Typical Courtroom	
The Jury Box	
U.S. Supreme Court	
U.S. Supreme Court Interior	
Trial Courts	
Appellate Courts	
U.S. Supreme Court (Cont.)	
Actors in the Courthouse	
Prosecutors	
Defense Attorneys	
Judges	
Criminal vs Civil Court Cases	
The Steps in the Criminal Judicial Process	
The Steps in a Typical Felony Prosecution	
Crime	
Arrest	
Initial Appearance	
Bail	
Grand Jury	
Demo - Sample Entry of Appearance	
Preliminary Hearing	

Arraignment
Discovery
Pretrial Motions
Plea Negotiations
Trial
Demo - Sample Plea Agreement
Sentencing
Appeal
Law on the Books and Law in Action
Law on the Books
Law in Action
The Crime Control Model and the Due Process Model
Crime Control vs. Due Process
The Crime Control Model
The Due Process Model
Lesson 02 Review

Lesson 03 - Law and Crime

55m

Law and Crime
The Basis of American Law
Common Law Heritage
The Casey Anthony Case
Common Law Heritage (Cont.)
Multiple Sources of Law
Judge-Made Law
Based on Precedent
Case Reporters
Federal Reporter Names
Sample State Reporters
Reporter Map
How to Read Legal Citations
Sample Citation
Another Example
Actual Case, 9th Circuit, 2006
Demo - Reading Legal Citations
Sources of American Law
Constitutions
Codes or Statutes
Administrative Rules and Regulations
Judge-Made Law (Cont.)
The Adversary System
Adversary System Safeguards
Levels of "Proof"
Presumptions and Inferences
Burden of Proof
Rights of the Accused
Due Process
Criminal Procedure Amendments
Bill of Rights
Types of Civil Disputes

Civil Remedy
Civil Remedies for Fighting Crime
Types of Injunctions
Criminal Law Overview
Differences Between Civil and Criminal Law
The Five Elements of a Crime
Elements Stated in Lay Terms
Criminal Defenses
Delinquency
Characteristics of the Most Common Serious Crimes
Characteristics of the Most Serious Crimes
Lesson 03 Review

Lesson 04 - State Courts

24m

State Courts
State Courts Today
History of State Courts
Four Layers of Typical State Courts
Trial Courts of Limited Jurisdiction
Lower Courts
Demo - Sample Search Warrant
Trial Courts of General Jurisdiction
Intermediate Court of Appeals
Courts of Last Resort
State Supreme Courts
Lesson 04 Review

Lesson 05 - Arrest to Arraignment

35m

Arrest to Arraignment
Crime
A Comparison of Type I and Type II UCR Offenses
Crime (Cont.)
Arrest
Clearance Rates for UCR Type I Offenses
Arrest (Cont.)
Arrest Facts
Initial Appearance
Charging
Charging Documents
Charging - Law On The Books
Charging - Law In Action
Charging Tactics
Bail
Bail - Law On The Books
Demo - Bail Bond Agreement
Bail - Law In Action
Forms of Bail
Effects Of The Bail System
Bench Warrants
Bail - Case Disposition

Preventive Detention
Bail Agents and Bounty Hunters
Preliminary Hearing
Preliminary Hearing - Law On The Books
Grand Jury
Variability in State Use of Grand Juries
Grand Jury - Law On The Books
Grand Jury - Details
Arraignment
Lesson 05 Review

Lesson 06 - Trials and Juries

48m

Trials and Juries
History of Trials by Jury
The Jury
Law on the Books: The Constitution and Trial by Jury
State Provisions on the Size of Criminal Juries
Law on the Books: The Constitution and Trial by Jury (Cont.)
Law on the Books: Selecting a Fair and Unbiased Jury
Master Jury List
Summoning the Venire
Venire Eligibility
Voir Dire - "Speak the Truth"
Demo - Voir Dire
Serving On A Jury
Law in Action: Choosing a Jury Biased in Your Favor
Presumptions and the Burden of Proof
Overview of Basic Evidence
Types of Evidence
Overview of Basic Evidence (Cont.)
Objections to the Admission of Evidence
Overview of Basic Evidence (Cont..)
Steps In The Trial Process
Opening Statements
Prosecution's Case In Chief
Defense Goals
Defense's Case in Chief
The Defense Presents Its Case
Prosecution Rebuttal
Closing Arguments
Jury Instructions
Jury Deliberations
Demo - Jury Instruction
The Verdict
Post-Verdict Motions
Lesson 06 Review

Lesson 07 - Appellate Courts

29m

Appellate Courts
Nature of the Appellate Process
Limitations on the Right to Appellate Review
Standard of Review
Appellate Court Procedures
Demo - Notice of Appeal
Demo - Sample Double Jeopardy Motion
Appellate Court Procedures (Cont.)
Criminal Appeals
Post-Conviction Review
State Supreme Courts
The U.S. Supreme Court and Criminal Justice Policy
Lesson 07 Review

Lesson 08 - Legal Terminology

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Legal Terminology
Demo - The Online Legal Dictionary
Contract Terms
Sample Contract
Covenants
Conditions
The "Reasonable Man" Doctrine
Reasonable - Courts Decide
Material
Timing - Prompt or Reasonable
Time is of the Essence
Small But Critical Words
Represent - Warrant
Demo - Sample Contract
Breach - Material Breach
Damages
Compensatory Damages
Punitive Damages
Nominal Damages
Direct - Consequential
Negligence
Subrogation
Jurisdiction - Venue
Choice of Law
Injunction
Termination Clause
Implied or Expressed Waiver
More Quick Terms
Lesson 08 Review
Course Closure

Total Duration: 5h 8m