

COURSE OUTLINE			
TERM: Fall 2025		COURSE NO: LGST 108	
INSTRUCTOR:		COURSE TITLE: Family Law Litigation Procedures	
OFFICE: LOCAL:		SECTION NO(S):	CREDITS: 1.5
E-MAIL: @capilanou.ca			
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT

This course will be offered in a synchronous or asynchronous online format or a synchronous in-person format, with ninety minutes of class time, plus an additional thirty minutes delivered through online or other activities, for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

This course introduces students to family law in British Columbia, including court procedures, rules, and legislation. Students will learn the principles of family law litigation practice in British Columbia and be able to complete a simple uncontested divorce application.

REQUIRED TEXTS AND/OR RESOURCES

Instructors' supplemental materials and resources posted on eLearn

Optional: CLE BC Family Law Deskbook

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Recognize key topics in family law, including:
 - i. The primary relief available under the *Divorce Act* and the *Family Law Act*, and the appropriate court for seeking that relief;
 - ii. Relevant legal traditions;
 - iii. Family violence;

- iv. The definitions of “child” and “spouse” under the *Divorce Act* and the *Family Law Act*;
 - v. Financial disclosure requirements;
 - vi. The division of family property under the *Family Law Act*;
2. Locate relevant legal information on the British Columbia Supreme Court website;
 3. Calculate child support pursuant to the Federal Child Support Guidelines;
 4. Prepare and complete BC Supreme Court family forms, including those for uncontested divorce and financial disclosure;
 5. Describe the flow of a family law case in the BC Supreme Court from the filing of a pleading through to trial;
 6. Transfer skills and knowledge of software and Microsoft Office technologies for the production of court and other family law documents; and
 7. Demonstrate ethical and professional conduct, including maintaining privacy, confidentiality and professional behavior as a legal administrative assistant working in family law.

COURSE CONTENT

Week	Content
1	Course Overview Introduction to Family Law
2	BC Supreme Court Website Family Violence Screening
3	Jurisdiction of Supreme Court and Provincial Court Legal Traditions
4	Starting an Action (BCSC) Notice of Family Claim
5	Pleadings to Judicial Case Conference Service Gathering Information Managing Documents Disclosure
6	MID TERM EXAM
7	Financial Statements
8	Discovery and Chambers Applications
9	Chambers Applications (continued) Trial Procedures
10	Division of Property What about pets?
11	Court Orders Desk Order Divorce
12	Children and Child Support
13	Who is Spouse? Spousal Support
14 - 15	Final Exam Period

EVALUATION PROFILE

Participation & Professionalism	5%
Assignments*	50% total
Midterm Exam	20%
Final Exam	<u>25%</u>
TOTAL	100%

Assignments

This course will include two to three assignments related to the preparation of family law court forms.

* No one assignment will be assessed at more than 35% of the total course evaluation.

Participation & Professionalism

Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Faculty of Business & Professional Studies. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

Midterm and Final Exams

There will be a midterm exam covering the course materials prior to the exam and a final exam covering the materials between the midterm and the final. The format of the exams will be determined by the instructor and may include a combination of true/false, multiple choice, matching, short answer, and essay questions. The final exam will be scheduled at a date to be determined by the Registrar's Office.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" will not be assigned in this course.

Late Assignments

Late assignments will not be accepted unless arrangements have been made in advance with the instructor. A late submission mark deduction may be made.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor. Accommodations can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities. If a student is unable to attend a class, it is expected that they will email their instructors in advance of the class to advise them.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for notetaking only. The use of electronic tools such as calculators and cell phones, or other resources such as written materials, will not be permitted during quizzes and exams, unless expressly authorized by the instructor.

On-line Communication

Outside of the classroom, instructors will communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.