

JUVENILE RECORD SEALING I: SYLLABUS FALL 2017

Professor Katya Dow

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TEXT/SUPPLEMENTAL MATERIALS

Textbook/Materials will be made available in class and/or via e-mail.

CLASS/ATTENDANCE

Pursuant to UH Law policy, you must attend all of the scheduled mandatory classes. Outside of the six mandatory class sessions, most of the work will be case-specific or in court. Class will be held Tuesday from 1-2 pm beginning August 22nd. In the highly unlikely event a make-up class is necessary, it will be scheduled in accordance with UHLC policy.

CLASS REQUIREMENTS/GRADING

This class is a pass/fail class. In order to pass the class students must complete sealing on the cases they are assigned by December 1st, unless a legal or client issue arises so that the case cannot be sealed or the case requires an extension of the hearing date. Requirements on all cases include:

- Emailing a written memo of the case status every Friday.
- Meeting with all assigned clients to explain process, research case and obtain paperwork.
- Drafting all necessary pleadings on cases assigned.
- CCing me on **all correspondence** (i.e., to clients, service on agencies, or any other correspondence regarding a case.)
- Sending service on all agencies of both the application and the signed Order.
- Attending the sealing hearings.
- Keeping the client notified of relevant case issues (hearing dates, etc.)
- Turning in complete digital and physical files of all cases assigned at the end of the semester.

CLASS MEETINGS

CLASS 1:

Juvenile Records Sealing Overview: Relevant Law and Process and Procedures for Meeting with the Client.

Assignment: Read p. 1-38

CLASS 2:

Drafting Application and Proposed Order for Sealing Records

CLASS 3:

Procedures for Filing and Serving the Application and Order

Assignment: Read p. 63-74; 99-104

CLASS 4:

Procedures for Attending Hearings and Serving the Order

Assignment: Read p. 75-88; 99-104

CLASS 5:

Court Arguments: Discussion and Moot Court

CLASS 6:

Procedures for closing Client Files: Digital and Physical File Checklist

Assignment: Read p. 89-98

PHYSICAL AND DIGITAL FILES DUE DECEMBER 1 FOR A PASSING GRADE

Remaining weeks will be independent work on cases, meeting with clients, filing pleadings, setting hearings and attending hearings.