

# **RECORDS SEALING & EXPUNCTION I**

## **FALL 2018**

Tuesdays 1:00 – 2:00 PM

Professor Katya Dow

Ingrid Norbergs

### **Professor Katya Dow**

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### **TEXT/SUPPLEMENTAL MATERIALS**

Materials will be made available in class and/or via e-mail. Students will be invited to a Dropbox folder entitled “JCAP Students,” in which digital materials can be found.

### **CLASS/ATTENDANCE**

Prior to the beginning of the semester, a regularly occurring class meeting time will be mutually agreed upon between the instructors and the students, in light of students’ potential internship or work obligations over the summer. Pursuant to UHLC policy, you must attend all of the scheduled mandatory classes. Outside of the mandatory class sessions, most of the work will be case-specific or in court. Any missed classes must be made up within one week.

### **CLASS REQUIREMENTS/GRADING**

This class is graded PASS/FAIL. In order to pass the class, students must complete and close out each of their case files by **FRI AUG 17**, unless a legal or client issue arises such that the case cannot be completed in that time. To receive a passing grade, you must meet each of the following requirements for each case assigned:

- **Emailing to Prof. Dow and Ingrid a case memo for each client every Friday**
- Meeting with all assigned clients to explain sealing or expunction process and obtain necessary paperwork.
- Drafting all necessary pleadings on cases assigned.
- **CC Prof. Dow and Ingrid on all correspondence** (e.g., emails to clients, service on

- agencies, or any other correspondence regarding a case)
- Keeping clients updated on all relevant case issues by following and meeting all client communication procedures and deadlines
- If applicable, completing service on all relevant agencies of the application/petition and final order
- Attending each of your clients' sealing hearings
  - **Juvenile Records Sealing Hearings:** 2 hearings, TBD
  - **Nondisclosure Hearings:** 1 hearing, TBD
- Turning in completed digital and physical files for each of your assigned cases by the end of the semester

### **CAPS NOTICE**

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS ([www.uh.edu/caps](http://www.uh.edu/caps)) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the "Let's Talk" program, a drop-in consultation service at convenient locations and hours around campus. [http://www.uh.edu/caps/outreach/lets\\_talk.html](http://www.uh.edu/caps/outreach/lets_talk.html)

### **CLASS MEETINGS & ASSIGNMENTS**

#### **CLASS 1**

- Syllabus and introduction
- Juvenile records sealing overview; relevant law and procedures for client meeting

#### **CLASS 1 ASSIGNMENTS DUE**

- Begin contacting juvenile records sealing clients to schedule meetings

#### **CLASS 2**

- Adult expunctions overview; relevant law and procedures for client meeting
- Drafting pleadings for adult expunctions and e-filing overview

#### **CLASS 2 ASSIGNMENTS DUE**

- Juvenile records sealing client meetings should be in progress
- Contact expunction client to schedule meeting

#### **CLASS 3**

- Drafting pleadings for juvenile records sealing cases; procedures for filing and serving notice of hearing
- Scheduling group trip to juvenile court to file and schedule records sealing cases

### **CLASS 3 ASSIGNMENTS DUE**

- Juvenile records sealing client meetings must be completed and pleading drafts must be emailed to Ingrid for review
- Expunction client meeting must be completed and pleading drafts must be emailed to Ingrid for review

### **CLASS 4**

- Adult nondisclosures overview; relevant law and procedures for client meeting
- Either during our agreed class time or a separately arranged time, there will be a group trip to the courthouse to file juvenile sealing applications & schedule hearings. If you do not go with the group at this time, you will be responsible for going on your own.

### **CLASS 4 ASSIGNMENTS DUE**

- Juvenile records sealing cases must be filed and scheduled for hearing dates in mid-to-late July and client informed of hearing date
- Expunction petition must be e-filed; it is recommend to attempt to e-file before the deadline, in case you have issues and need to meet with Ingrid for one-on-one assistance
- Contact nondisclosure client to schedule meeting

### **CLASS 5**

- Drafting pleadings for nondisclosures and filing procedures

### **CLASS 5 ASSIGNMENTS DUE**

- Service of notice of hearing must be completed for each juvenile sealing case; remember to cc Prof. Dow and Ingrid on all service emails
- Email Ingrid to confirm the date(s) you have completed service for each case
- Nondisclosure client meeting must be completed and pleading drafts emailed to Ingrid for review

### **CLASS 6**

- Procedures for attending juvenile records sealing hearings
- Workshop for juvenile records sealing arguments

### **CLASS 6 ASSIGNMENTS DUE**

- Nondisclosure petition must be e-filed and informed your client of the hearing date

### **CLASS 7**

- Workshop for nondisclosure arguments
- Service of final juvenile records sealing orders and client communication re: closing case

### **CLASS 8**

- Procedures for closing client files; digital and physical file checklists

### **ALL COMPLETED AND CLOSED PHYSICAL & DIGITAL CASE FILES DUE FRI AUG 17**

*Note on expunction assignments post-filing:* Because each civil court operates differently, timelines will vary for how your expunction cases will proceed. Next steps and assignments will be relayed to you on a one-on-one basis depending on the progress of your case.

*Note on completing service for juvenile sealing final orders:* You must have completed service of your juvenile sealing orders, including final client communications, **no later than one week** after the date the orders became available.