

THE JOHN MARSHALL LAW SCHOOL

Registration Materials — Fall 2009

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Registration Instructions for the Legalease.

Reviewing, adding and dropping courses...

Click the "**Student Tab**" The Student Screen will appear. The **Course Schedules** portlet is located in the last column, to your right, under the All My Courses portlet. Look at the portlet closely. Please notice the **Alert, Current Term, and Holds** parameters. The Alert and Holds parameter contains information that pertain to the Current Term showing. To change the Current Term, click the Add/Drop Courses tab.

The **Course Schedules Add/Drop Courses** screen now appears. Notice the Term box. To change the Term, click the down arrow and choose the desired term. Notice the Division box. To change the Division, click the down arrow next to the Division. After selecting desired Term and Division, click the Course Search tab. The Course Schedules-Course Search screen will appear.

The **Course Search** screen now appears. Review the screen. Fill in the appropriate fields for the courses that you desire to add. Click the search tab when complete. The desired course will appear. Choose the desired course and add it. You can click the **My Account Info** tab at the bottom of the screen to display *account balances and the course and fee statement*.

😊 "**Look**" 😊 *to your left. The quick tabs to your left allows you to quickly get Handouts for this course, read Announcements from the professor, email your Cousesmates(Collaboration) and more.*

Quick tabs to the **Course Information Page, Financial Aid, and the Student Accounts Page** is also available. **On your left, at the bottom left-hand corner of your student page are global quick links to FASFA, Google, JMLS Email, JMLS Events, JMLS Homepage, LexisNexis, and Yahoo. These quick links are accessible throughout the *LegalEase site*.**

To get back to the Student Page, click the Student tab at the top.

THE JOHN MARSHALL LAW SCHOOL
FALL 2009 REGISTRATION DATES & TIMES

To Access the Campus Web System go to www.jmls.edu and click on Legalease!

- Registration for the following class designations begins on the dates listed in the grid.
- Registration will begin at 7:30 a.m. on your initial day of registration.
- After the first day you may register on any day and at any time until registration ends for the semester.

<i>Class Designation</i>	<i>Registration begins on...</i>
JA10E	April 13 th
JA10D	April 14 th
MA10E	April 15 th
JA11E	April 16 th
MA10D	April 17 th
MA11E	April 20 th
JA12E	April 21 st
JA11D	April 22 nd
MA12E	April 23 rd
MA11D	April 24 th
JA13E	April 27 th
JA12D	April 28 th
ALL LLM STUDENTS	April 13 th
UNCLASS	April 29 th
Open Registration	April 30 th

- Regular registration ends Sunday, August 23, 2009
- Late registration begins Monday, August 24, 2009
- Due to limited enrollment in certain courses, it is in your own best interest to register on your designated date.
- Last day to add individual courses is Monday, August 31, 2009 by 5:00pm.
- Last day to drop an individual course is Monday, September 7, 2009 by 5:00pm.

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SEMESTER CALENDAR FOR J.D. STUDENTS

FALL 2009

Accelerated Trial Advocacy	August 4-13
Orientation for new JD	August 17-20
Orientation for new LLM & MS	August 18
First day of regular classes	Monday, August 24
Labor Day (no classes)	Monday, September 7
Last day to drop individual courses with tuition refund	Friday, September 4
Last Day to withdraw pass from a course (no tuition refund)	Friday, October 2
Thanksgiving recess (no classes)	November 25-28
Last day of regular class	Saturday, December 5
Reading Period	December 6-7
Final Exams	December 8-22
Make-up exam day	Tuesday, Dec. 22
Commencement	January 17, 2010

Tuition Payment & Late Registration:

- Full payment of all tuition and registration fees is due on or before the first day of classes.
- Anyone registering on or after Monday, August 24, 2009 will be charged the late registration penalty of \$25.

Message from the Controller's Office:

- ✚ If you have not paid or made arrangements to pay your Fall 2009 tuition by Tuesday, August 25, 2009 a fine of \$3.00 per day will be charged to your account.

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Fall 2009 REFUND POLICY

WITHDRAWAL FROM INDIVIDUAL COURSES:

After Monday, September 7, 2009 there will be no refunds on withdrawals from individual courses.

COMPLETE WITHDRAWAL FROM THE LAW SCHOOL:

For students who withdraw COMPLETELY from the Fall semester, the Law School retains the following tuition:

During the first two weeks of class 10% of tuition

After the end of two weeks of class,
but before the end of the fourth week 20% of tuition

After the end of four weeks of class,
but before the end of the fifth week..... 30% of tuition

After the end of five weeks of class,
but before the end of the seventh week..... 40% of tuition

After the end of seven weeks of class,
but before the end of the eighth week..... 50% of tuition

After the end of eight weeks of class,
but before the end of the ninth week..... 60% of tuition

After the end of nine weeks of class 100% of tuition

Note: The 400.00 deposit for entering students is non-refundable.
The Registration fee for all students is non-refundable.

*The JMLS REFUND POLICY set forth above applies to the Spring and Fall semesters.

Questions concerning any of the financial policies should be directed to the Controller's office. Students who feel that individual circumstances warrant exception from the published policy may file a written appeal with the office of the Associate Dean for Admission and Financial aid or by the Assistant Dean for Academic Services.

GRADUATION/REGISTRATION REQUIRED COURSE CHECK LIST

COURSE NAME	COMPLETED	TO BE TAKEN
CONTRACTS I		
CONTRACTS II		
TORTS		
PROPERTY		
CRIMINAL LAW		
CIVIL PROCEDURE I		
CIVIL PROCEDURE II		
CONST. LAW I		
CONST. LAW II		
PROF. RESPONSIBILITY		
EVIDENCE		
TRIAL ADVOCACY		
L.S. I		
L.S. II		
L.S. III-Herzog Competition		
L.S. IV-DRAFTING		



Additional required courses for students that fell in the bottom 20% after their first year.

PAYMENT SYSTEM LAW		
ESTATES & TRUST I		
REMEDIES		
CORPORATIONS		
WRITING FOR THE PRACTICE OF LAW (only required if you are in the bottom 1/3 of your class after 2 nd semester.)		

Hours completed _____

You must successfully complete 90 semester hours for the Juris Doctor Degree.

Classes that satisfy the LS Drafting Requirements.

Civil Litigation Drafting / Law 152: This is an intensive writing course that focuses on the specialized drafting skills needed for successful litigation practice. Students will learn these skills in the context of assignments including, but not limited to, client fee agreements, motions, pleadings, discovery documents, mediation statements and settlement agreements. The course is designed for students who have a serious interest in civil litigation. Prerequisites: Civil Procedure I and II; Evidence
Note: This course is offered every Spring, Summer, and Fall.

Employee Benefits Drafting / Law 155: This drafting course focuses on the skills needed to create effective documents in the area of employee benefits law. Students will have five assignments and several class lectures to introduce them both to general drafting principles and the advanced techniques needed to work in this field. There will also be several individual meetings with the professor to talk about assignments. Prerequisite: Law 216 Employee Benefits. **Note: This course will only be offered in the Spring semester.**

General Practice Drafting / Law 156: General Practice Drafting is an introduction to the skills needed to draft a broad range of documents. Assignments include a contract, a complaint, an estate plan, and a legislative provision. The assignments will be rigorous and will involve documents similar to those lawyers in a general practice work produce on a daily basis. Prerequisite: Property; Recommended: Estates & Trusts I **Note: This course is offered every Spring, Summer, and Fall.**

International Practice Drafting / Law 160: Drafting for International Practice is a two-hour course, meeting once each week. The course has two goals: first, to give students practical experience in drafting complex documents related to international transactions, negotiations, and arbitrations; and second, to provide students with the knowledge and perspective they will need in an international or transnational practice. Prerequisites: International Business Transactions or International Trade or an equivalent course, subject to approval. Completion of Corporations is strongly recommended. **Note: This course will only be offered in the Spring semester.**

Information Technology Drafting / Law 161: This is a drafting course designed for students interested in information technology law, privacy law, or the representation of clients who use sophisticated and innovative technologies in their business. It will also be helpful for students who plan to make extensive use of technology in their own practices. This is a two-hour course that meets once each week. This course satisfies the drafting requirement for the Lawyering Skills program. Prerequisite or Co-requisite: Law 281 Introduction to Information Technology Law Completion of the following courses is also highly recommended: Constitutional Law II, Corporations and Trademark & Copyright. **Note: This course is offered in Spring semester.**

Real Estate Drafting / Law 162: This course introduces students to fundamental drafting concepts in the context of a real estate practice. Assignments will be typical of the documents lawyers in a real estate practice produce on a daily basis, and may include client letters and agreements, contracts for purchase, leases, title documents, and drafts of municipal or state ordinances affecting real estate. The course will also touch on ethical matters that confront commercial real estate attorneys. Prerequisites: Property; Law 243 Real Estate Transactions. **Note: This course will only be offered in the Fall semester.**

Last updated 9/1/2009

Drafting & Negotiation Skills Workshop (2) RE 608:

This course will focus on developing skills in drafting and negotiation, utilizing a basic, but usually highly negotiated, real estate document (such as a joint venture agreement, loan modification agreement or an office lease) to be negotiated for a hypothetical deal. **Note: This course is only open to JD Joint Real Estate students and LLM Real Estate Students.**

Legal Writing for Intellectual Property Practice / Law 428: The course will concentrate on the drafting process in a broad intellectual property practice. Drafting discussions will focus on writing for different audiences, fact gathering, organization, and editing. Assignment topics include trademark (clearance letters and responses to office actions), copyright (motions and copyright preemption), patent (cease and desist letters), and licenses in all fields of intellectual property law. There will also be several guest lecturers who will focus on both substantive and procedural issues in intellectual property law. **Note: This course will only be offered in the Fall semester.**

Business Planning and Drafting Seminar / Law 205: This course is taught through the use of problems that frequently arise in business. Assignments will focus on various aspects of business planning, including fee agreements, non-disclosure agreements, memoranda of understanding, letters of intent, articles and other documents needed to establish corporate entities, and a variety of contracts common to a business law practice. Prerequisite: Corporations. Completion of Income Taxation is also recommended.

Patent Law Planning and Drafting / Law 290: This course teaches planning for efficient economic use and protection of intellectual property. Topics include obtaining patent disclosures from inventors, patent search initiation and opinion analysis, and preparation of patent applications, including claim drafting criteria. Additional patent topics will include analysis of a Patent Examiner's action and preparation of a response. There will also be discussion of trademark search criteria, analysis and opinion preparation, preparation of trademark and copyright applications, patent infringement analysis, and effective use of intellectual property licenses. Prerequisite: Patent and Trade Secret Law **Note: This course will only be offered in the Spring and Fall semesters.**

Family Law Drafting / Law 163: This is a rigorous, advanced drafting course designed to give students experience in drafting various documents commonly used in family law practice. The course will follow one set of facts through most of the semester. Assignments include pre-marital agreements, separation documents, the initial client interview, and divorce and post judgment motions involving custody and financial issues. The course will also touch on ethical matters that confront family law attorneys. Prerequisites: Civil Procedure I and II; Family Law **Note: This course will be only offered in the Fall semester.**

Trademark and Copyright Law Planning and Practice Law 127: The planning and practice of establishing, commercializing, and protecting intellectual property assets under U.S. copyright and trademark laws. Students will examine the intricacies of trademark and copyright clearance, selection, registration, and protection, including the preparation of opinion letters, applications, office action responses, and infringement analysis; licensing, securitization, development, and merchandizing deals; due diligence exercises for software acquisitions; advertising review, customs recordation and seizure practice, Internet publishing and service provider agreements, and trademark litigation survey preparation. Prerequisite: Trademark and Copyright Law

THE JOHN MARSHALL LAW SCHOOL

Joint J.D./LL.M. Degree

Joint Degrees offered in:

Employee Benefits
Information Technology and Privacy Law
Intellectual Property Law
International Business and Trade Law
Real Estate Law
Tax Law

Joint degree students are permitted to apply the first ten credit hours satisfactorily completed in the LL.M. program toward the 90 credits required for the J.D. degree. Thus, joint degree students, in most circumstances, will be able to complete the requirements of both programs with 104 credit hours (80 J.D. + 24 LL.M.).

A J.D. student must have at least a 2.5 grade point average and must have completed 30 credit hours to be considered for admission to the joint degree program. Each of the joint J.D./ LL.M. programs has different qualifications beyond these minimum requirements. With quality counseling and careful planning, J.D. students can complete coursework that enables them to participate in LL.M. courses on a par with the lawyer students. The completion of a joint J.D./LL.M. degree program will not only provide an in-depth educational experience in a particular area of the law, but will allow law students to distinguish themselves from other recent graduates in order to compete successfully for jobs.

For additional information contact:

**Sylvia Rodriguez, Assistant Director Graduate Admission & International
Education Services
Office – 16th Floor of the CBA Bldg., Room 1603
312.360.2658
E-mail : srodrigu@jmls.edu**

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J.D. Students:

Don't sell yourselves short!

J.D. students who are not part of a joint degree program are eligible to take a total of 6 LL.M. credit hours to count toward the J.D. degree.

Check out the following LL.M. schedules!

Any J.D. student interested in taking an LL.M. course (course numbers 300, 400, 500, 600, 700, 800) must register with the LL.M. Center Director personally.

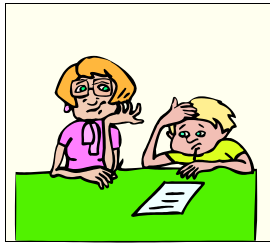
Please Note: You may not register through the Web for any LL.M. course(s).

Don't let time sneak up on you



Hey January 2010 Grads

Start early on your bar application for the February 2010 bar exam.



Log on to
www.ibaby.org.

Remember, even if you filled out the character & fitness portion in your first year, you still need to file the final application.



Avoid extra fees — apply by
September 1st.

Evacuation Guide

PURPOSE

The purpose of this document is to describe the procedure for the safe evacuation of The John Marshall Law School (JMLS) facility in the case of an emergency. This is accomplished by everyone learning how to exit the building quickly and calmly, ensuring unobstructed exit paths, appropriate emergency lighting, prompt evacuation, allowing immediate access for emergency response personnel and identifying designated personnel to assist in the evacuation.

BACKGROUND

It is the policy of JMLS to take reasonable steps to protect the safety and health of every student, faculty, staff, contractor, guest, and visitor. Evacuation of the building may be required for a number of reasons including fire or smoke, utility failure, chemical spill, explosion, bomb threat or gas leak. This plan describes the evacuation procedures for the JMLS buildings and the responsibilities of all personnel involved in the evacuation.

INFORMATION

JMLS has a Fire Safety Plan, a Building Evacuation Team (Floor Wardens, Sweepers, and Elevator Monitors), smoke detectors, fire extinguishers, alarm pull stations and evacuation routes. Scheduled building evacuation drills will be held twice per year.

In case of fire on campus, dial 9-911, then security at ext. 507.
Stay calm, keep others calm

1. Learn the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them. Fire extinguishers are usually near the elevators or stairwells.
2. If a minor fire appears controllable **IMMEDIATELY** contact the fire department (9-911) and security (507). Then pull the fire extinguisher from the wall and promptly direct its discharge at the base of the flame, sweeping back and forth. Begin at a safe distance (6-8 feet), and never let a fire get between you and your exit. Even if you are able to completely extinguish a fire, the fire department still needs to be notified for an inspection.
3. If an emergency exists, activate the building alarm.
4. For large fires that do not appear controllable, **IMMEDIATELY** notify the fire department by calling 9-911. Give the address, floor, and nature of the emergency. Do not enter a room with fire; close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS**. Pull the fire alarm if
5. The alarm is not already going off.

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6. If you hear the building alarm, or are instructed to evacuate, walk quickly to the nearest marked exit and alert others to do the same.

In-class Faculty members are responsible for directing students to the nearest exit and confirming that all students have exited. If you are not in a classroom when an alarm sounds, evacuate the building via the nearest interior staircase. An open staircase is a better choice than a closed staircase. Fire drills will be conducted semiannually; to help building occupants learn their escape routes. Evacuation maps are posted near the elevator lobbies on each floor.

7. **ONLY USE THE EXTERIOR FIRE ESCAPE IF ALL INTERIOR ESCAPE ROUTES ARE BLOCKED BY SMOKE OR FLAME.**
8. Remember that elevators are reserved for disabled persons. **DO NOT USE AN ELEVATOR IN CASE OF FIRE. STAY CALM. KEEP OTHERS CALM.** Many building occupants do not recognize their own need for assistance. Encourage your friends and colleagues to identify themselves, if you think they may need specific assistance during an emergency. Let people know that while self-identification is voluntary, you can ask that the information be kept confidential and that it only be shared with those who have responsibilities for emergency response.
9. Once outside, move to the designated meeting area, which is in the alley between the park and the parking garage. If the gate is unlocked, proceed into the field area.
10. Follow the directions of faculty and Building Evacuation Team members until you are outside and at the meeting point. **Building Evacuation Team Members can be identified by a neon-orange arm band labeled "Evacuation Team."**
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized school official.

Note: *If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.*

Utility Failure

1. In the event of any building-wide loss of power or water, ***all students, faculty and staff are to evacuate the law school immediately and efficiently.***
2. Use the interior stairs to evacuate the building. If you hear someone trapped in an elevator, please inform security as soon as possible. Ask persons who are disabled how you can best assist them in the evacuation.
3. In the event of a power loss, emergency lighting will provide sufficient illumination in corridors and stairs for safe exiting for a short time, though elevators will not function. ***Everyone must evacuate the Law School if a power loss occurs.***
4. Once outside, move south to the alley area between the parking garage and the park (the “designated area”). Keep the walkways, fire lanes and hydrants clear for emergency crews.
5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized school official. Information about the evacuation and possibility of reentering the building will be announced in the designated area.