



EMPLOYMENT LAW STAFF BOOT CAMP

COURSE SYLLABUS

- 1. FEDERAL AND INDIANA EMPLOYMENT LAW OVERVIEW**
- 2. EMPLOYMENT LITIGATION PROCESS OVERVIEW**
 - **ADMINISTRATIVE PROCESS**
 - **FEDERAL/INDIANA COURTS**
- 3. WHAT YOU NEED FOR THE FILE AND HOW TO GET IT**
 - **EEOC FILE**
 - **MEDICAL RECORDS AND BILLS**
 - **PERSONNEL FILES**
 - **RECORDS RELATED TO LOST WAGES**
- 4. COMMUNICATION WITH THE EEOC**
- 5. FILING THE COMPLAINT**
 - **CORRECTLY NAMING THE DEFENDANT**
 - **DOCUMENTS NEEDED FOR FILING**
 - **SERVICE OF PROCESS**
- 6. IMPORTANT LITIGATION DEADLINES**
 - **STATUTE OF LIMITATIONS**
 - **DISCOVERY DEADLINES**
 - **FAILURE TO PROSECUTE**
- 8. DISCOVERY REQUESTS AND RESPONSES**

- **NON-PARTY SUBPEONAS**
- **DEPOSITION SCHEDULING AND NOTICES**
- **OBJECTIONS**
- **REQUESTS FOR ADMISSION**
- **REQUESTS FOR PRODUCTION**
- **INTERROGATORIES**
- **WITNESS AND EXHIBIT LISTS**
- **TIMING**

9. MOTION TO DISMISS OR SUMMARY JUDGMENT RESPONSES

- **EXHIBITS**
- **REDACTING CERTAIN INFORMATION**

10. MEDIATION/SETTLEMENT

- **CONFIDENTIAL MEDIATION STATEMENTS**
- **CLIENT PREPARATION**
- **SETTLEMENT STATEMENTS**

11. TRIAL PREPARATION

- **WITNESS SUBPOENAS**
- **EXHIBITS**
- **TRIAL NOTEBOOKS**