

LAW 7051 - ADVANCED LEGAL WRITING
Spring 2010

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Office hours - Friday before and after class; please email me to schedule

I. Course Objective:

Welcome to Advanced Legal Writing! The focus of this course is on drafting various types of legal documents, including client letters, demand letters, contracts, pleadings, memos and briefs. We will also discuss various practical skills throughout the class. The ultimate goal of the course is to get you ready to undertake the writing tasks demanded of lawyers.

II. Course Materials:

A. Textbook:

Ray & Cox, Beyond the Basics: A Text for Advanced Legal Writing, (2d ed. 2003) (“BB”)

The Bluebook: A Uniform System of Citation, (18th ed.)

B. Additional Materials:

In addition to the required text, I will work with supplemental materials provided in class for in and out-of-class reading, discussion and assignments.

III. Course Method:

Assignments for this class will include out-of-class and in-class drafting assignments. Class time will be spent writing, editing, and discussing writing and editing concerns and techniques. Students will self edit and participate in peer editing. Students will learn from reading and editing other students’ writing, as well as their own.

IV. Course Grade:

A. Final Grade: The Course grade is based on:

Client Letter (only rewrite graded)	10%
Demand Letter	10%
Employment Agreement	20%
Memo	20%
Motion	20%
In-Class Exercises	10%
Class Participation	10%

B. Attendance

Classroom participation, including in-class exercises, is an essential part of this class. Students are expected to attend each class. A student who misses more than three classes will receive an automatic 55 in this course. If you miss a class, you may make up the in-class exercise you missed. The missed in-class exercise must be submitted at the beginning of the next class. If you do not make up the missed in-class exercises by the next class period, you will receive a 0 for the exercise.

V. Format

1. All writing assignments are to be typed and on plain 8 ½ x 11 white paper, one sided only.
2. All writing assignments are to be **double-spaced**, except where you are otherwise instructed.
3. There can be **no more than** 24 double-spaced lines per page. Margins are to be at least one inch on all four sides. Use 12 point font.
4. Writing assignments are to be stapled in the upper left-hand corner only. Do not staple down the left-hand side of the page. Do not use paper clips, folders, binders, etc.
5. Written works should conform to the format discussed in class for that particular type of document.
6. Citations should be correct.
7. Unless instructed otherwise, bring two hard copies of each writing assignment to class on the due date, one to turn in and the other to keep and have available during class discussion. The Motion should be submitted electronically only via LexisNexis Webcourses.

VI. Timely Submission of Assignments

You must submit assignments on time. All assignments are due at the beginning of class. To emphasize the importance of timeliness in law practice, I will impose penalties for lateness. Late papers will receive a deduction of 5 points for that assignment for each day the paper is late.

SYLLABUS

Class	Topic	<u>Beyond the Basics</u>	Assignment Given	Assignment Due
Jan. 15	Correspondence Client Interviews	Chapters 14 & 15	Client Letter	
Jan. 22	Correspondence	Chapter 1	Demand Letter	Client Letter
Jan. 29	Contracts -In-class contract review	Chapter 5	Employment Agreement	
Feb. 5	Contracts	Chapter 5		Demand Letter
Feb. 12	Contracts Mock Contract Negotiation	Chapter 5		
Feb. 19	Motions -In-class exercise	Chapter 2 & 12	Memo	Employment Agreement
Feb. 26	-Process -Statements of Fact	Chapter 7 & 8, including Exercise 1, p. 164 and Exercise 1, p. 187		Revised Client Letter
Mar. 5	Discussion Section of Research Memo -In-class exercise	Chapter 9		
Mar. 12	Spring Break			
Mar. 19	Argument Sections -In-class exercise	Chapter 10, including Exercise 1, p. 241		
Mar. 26	Argument Sections Pleadings -In-class exercise	Chapter 11	Motion*	Memo

Apr. 2	Discovery	Chapter 13		
Apr. 9	Discovery - In-class exercise	Chapter 13		
Apr. 16	Student Conferences			
Apr. 23	Issue Spotting Motion Q&A/ Peer Edit	<u>State v Steed</u>		

*Final Motion is due before end of Spring Exam period.