

## Legal Research Worksheet

**Client & Case Number:**

**Date Received:**

**Assigned By:**

**Date Due:**

**Time & Cost Restraints:**

**End Product:**         *Opinion Letter*     *Memo*     *Brief*     *Other*

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**Background Facts:** *What are the legally significant facts?*

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**Issue Statement:** *What are you trying to find? What is the legal issue? What are the general rules of law you need to find and the basic concepts that define the issue?*

[Legal issue should be only 1 or 2 sentences.]

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**Jurisdiction (State, Federal, etc.):**

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**Key Terms:** *Terms that are most related to your issue. Exclude terms that are so common that they would return results not related to the issue. Consider synonyms and antonyms for your terms. Also consider broader or narrower related terms.*

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**Source Selection:** At this point, one should decide what sources to consult. Secondary sources are a great place to start if one is unfamiliar with a particular area of law or if one does not have any citations to primary sources. On the other hand, primary sources may be a good place to start if one already has a citation. Shepardizing/Key Citing a case or using an annotated code can provide one with more sources on a topic.

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**Secondary Sources:** Treatises, Legal Encyclopedias, ALR, Law Reviews and Journals

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**Creating Terms & Connectors Search Form:**

<p><b><u>Variations in Key Terms:</u></b> ! (obey! = obey, obeys, obeyed, obeying)  * (r*n = run, ran)</p>	<p><b><u>Use Connectors to specify relationship between terms:</u></b> w/s (same sentence)                      and w/p (same paragraph)                      or w/# (within # words)</p>
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Terms:  and, w/p, w/s, w/\_\_\_  and, w/p, w/s, w/\_\_\_   
 and, w/p, w/s, w/\_\_\_  and, w/p, w/s, w/\_\_\_   
 and, w/p, w/s, w/\_\_\_  and, w/p, w/s, w/\_\_\_

Database(s):

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**Relevant Cases, Statutes, Regulations, Topics & Key Numbers:**