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Legal Writing (Quickstudy: Law)

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LEGAL WRITING

HOW TO WRITE A LEGAL MEMORANDUM

<p>LEGAL MEMO: FOUNDATION OF ALL LEGAL ANALYSIS</p> <p>SINGLE MOST IMPORTANT SKILL FOR LAW STUDENTS TO LEARN</p> <ol style="list-style-type: none">1. Lawyer's basic work product — it gives a legal opinion2. Combines organization, issue framing, and legal analysis in a professional format <p>EXAMPLES IN THIS CHART</p> <ol style="list-style-type: none">1. Issues in italics usually are arguments to identify what immediately follows them as a first teaching purpose2. Notes what you actually write in a memo3. Issues in bracketed are things that you would have to supply, i.e. proper citations to legal authority	<p>SAMPLE HEADING</p> <p>This sample heading follows a typical format, the "TOP" and "FROM" items identify who wrote the memo for whom; the "DATE" item gives the effective date of the legal research and analysis — a key fact on which future readers will rely; the "RE" item specifies the case name, the interest the number, and the memo's general purpose.</p> <p><i>Memorandum of Law</i></p> <p>TO: Thomas Jefferson FROM: Patrick Henry DATE: September 1, 1997 RE: State v. Kellogg, file no. 5797; Defendant's potential criminal liability for larceny under Virginia law.</p>	<p>DEFINING THE ISSUE</p> <p>SPOTTING AND DEFINING "ISSUES" IS CRUCIAL.</p> <ol style="list-style-type: none">1. The "issue" is a question about how law applies to a set of facts2. In the legal memos the issue section presents the legal question using the key facts3. To draft the issue for the memo, follow these three steps: <p>Step 1: From your initial research, identify the elements of the legal principle (if simple) <i>Larceny is (1) the taking (2) and carrying away of (3) another person's property, with (4) intent to permanently deprive that person of it.</i></p> <p>Step 2: Locate the key facts that might either prove or disprove the elements of the crime or legal theory. Before starting to write the memo, make an outline that connects the facts with the elements of the legal theory (if simple outline of elements and facts)</p> <p><i>Memorandum 1: Def. picked up purse</i> <i>Memorandum 2: Def. carried away purse</i> <i>Memorandum 3: Mrs. Harris owned purse</i> <i>Def. said he was going to turn it in</i> <i>Memorandum 4: Def. still had it 45 minutes later</i> <i>Def. did not tell police until asked</i> <i>Def. explained his plan to turn it in</i> <i>Purse was recovered, plainly visible in the car</i></p> <p>Step 3: Write the question that the memo will answer, in one concise sentence (if possible) using the key facts that apply to the elements, refer to the jurisdiction.</p> <p>SAMPLE ISSUE SECTION</p> <ol style="list-style-type: none">1. <i>Good example:</i> Did Defendant commit larceny under Virginia law when he picked up the shopper's purse, put it into his car and drove away, but explained that he was planning to turn the purse into the police the following day?2. <i>Other example:</i> Did Defendant commit larceny under Virginia law? (Missing one of the key facts — issue is too broad)3. <i>Other example:</i> Did Defendant commit a crime by taking a purse that did not belong to him? (Missing one of the jurisdiction, the actual legal theory and key facts for each element)4. <i>Other example:</i> Can a Defendant be convicted of larceny under Virginia law? (This is a different issue — the correct issue involves the particular facts of this case, not all defendants generally)
<p>ELEMENTS OF A LEGAL MEMORANDUM</p> <p>HEADING</p> <ol style="list-style-type: none">1. Standard form2. Identifies case, date, from legal issue, writer <p>ISSUE</p> <ol style="list-style-type: none">1. States the legal question which the memo answers2. Usually one sentence that also mentions the key facts that underlie the legal problem <p>CONCLUSION</p> <ol style="list-style-type: none">1. Gives the brief answer to the question stated in the issue2. 1-4 sentences that note the key facts and legal points that support the answer <p>FACTS</p> <ol style="list-style-type: none">1. Sets forth the facts which the legal analysis will use, plus enough background facts to give context2. Not a detailed restatement of all of the facts of the case <p>DISCUSSION</p> <ol style="list-style-type: none">1. Organizes and explains the analysis of the facts and law that leads to the Conclusion <p>TIP: Try writing the memo in this order:</p> <ol style="list-style-type: none">(1) Write the Heading(2) Write the first draft of the Facts section(3) Research the legal theories that apply(4) Write the Issue section(5) Write the Discussion section (legal analysis)(6) Write the Conclusion section(7) Revise and trim the Facts section to include only the relevant facts and necessary background	<p>EXPLAINING THE FACTS</p> <p>ELEMENTS</p> <ol style="list-style-type: none">1. The Facts section should contain the facts important to the legal analysis, plus background information for context2. In most memos, explain the facts in chronological order3. Use all relevant facts, whether favorable or unfavorable to the client4. Do not argue or draw conclusions, just tell the story in this section <p>SAMPLE FACTS SECTION (LARCENY PROBLEM)</p> <p>"Witnesses saw the following events at about 5:30 p.m. on July 1, 1997. Mrs. Harris's purse was on the sidewalk outside the grocery store. Defendant stood near the purse, looked around in all directions, then picked up the purse. He carried the purse to his car, put it in the back seat, and drove away."</p> <p>"At about 8:15 p.m. the same day, a policeman stopped Defendant on a tip from one witness. When the policeman came up to Defendant's car window, Defendant did not say anything about the purse until he was specifically asked. Defendant then told the policeman that "I was going to take the purse to the police station tomorrow to turn it in. I never even opened it." The policeman reported that the purse was sitting on the back seat in plain view, and was closed."</p> <p>"Once the purse was in custody, Mrs. Harris inspected it but found nothing missing from its contents. Mrs. Harris requested, however, the district attorney to charge Defendant with larceny."</p>	

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Synopsis

A "must" for getting better grades on exams. Legal writing teaches the student to think like a lawyer and write those thoughts in an orderly manner. Â

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Customer Reviews

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BETTER THAN ANY LAWYER I HAVE MET

I got this quick study to help me refresh; I had been out of the legal field the past 7 years as a legal assistant. It's been helpful though I am using other resources to better my skills.

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Grandson new student of Law School, Said they were a great tool for beginner studying Law.

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Purchased to help with the paralegal program I'm doing. A great go to for an overview. Very happy with them!

Excellent resource. Great value!

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