

SYLLABUS

Course: Legal Writing & Research (L100), Summer 2011
Time: Mondays, 6-9 p.m.
Professor: Tina Wallis (707) 523-1181
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DESCRIPTION

This is an introductory legal writing and research class. You will learn the basics of good legal writing, legal research, the court systems, legal precedent and how to use it, how to frame issues and draft legal memos.

MATERIALS

All materials are required.

Jessen, Edward W., *California Style Manual*, ISBN 031423379

Garner, Bryan A., *Legal Writing in Plain English*, SBN 0226284174

Hegland, Kenny F., *Introduction to the Study and Practice of Law in a Nutshell*, ISBN 978031419152

Neuman, Richard K., *Legal Reasoning and Legal Writing*, ISBN 978073557667

Legal Writing & Research Materials (This is a PDF document that will be emailed to you before the first class. You may print it or work off of the electronic version, as you prefer, but you will use it during class.)

CLASS POLICIES

Class participation and attendance are mandatory; cell phones and electronic communications are prohibited during class time. Your class participation score will reflect the quality and quantity of your contributions to classroom activities and discussions and how prepared you are for class. If you miss or are unprepared for three (3) classes or fail to turn in any one assignment, you will receive a no pass grade and must repeat the class in order to graduate from law school. Every two times that you are late for class count as one absence. All assignments must be typed, spell checked, proof read, stapled, have page numbers and are due by 6:15 p.m. Where I give a prescribed format for an assignment, you must use that format. All citations to authority must comport with the *California Style Manual* or you will fail the assignment. Cell phones are prohibited in class.

Electronic research of every kind is prohibited in this class. Any student who uses any form of electronic, internet, or non-hard copy research will fail the class and will be reported to the Dean's Office for academic dishonesty.

Please note that you will turn in a draft of a memo that you are writing for this class. Even though this is a draft, it must be fully researched and complete in order for your classmates and I to provide meaningful and productive comments. If your draft is incomplete, I will not read it. An incomplete draft is the same as not submitting anything and will count as being unprepared for class.

GRADING

This class is mandatory; if you fail it, you must repeat it. Although this class is graded on a pass/fail basis, I will grade each of your assignments on a high pass, pass, low pass, no pass basis. Your grades will be based on quality of writing and research, clarity of thought, and overall product. Spelling, grammar, punctuation and proof reading are an essential part of your grade.

Percent	Assignment
25%	Class Participation
20%	Memo #1
35%	Memo #2
20%	Final Examination

<u>Date</u>	<u>Homework</u>	<u>Class Work</u>
	<u>***Must be Completed BEFORE Class***</u>	
Week 1: June 13, 2011	<i>Introduction to the Study and Practice of Law</i> , pp. 1-160 <i>Legal Reasoning & Writing</i> pp. 1-53 <i>The Lawyer's Craft</i> (LWR Materials) <i>Ebbetts Pass v. Department of Forestry</i> (LWR Materials) Courts Map (LWR Materials)	* What is good legal writing? * Writing to an audience * What is a case? * Briefing & Sample Briefs * What is a statute? * Legal Authority & Precedent * Court Systems

Week 2: June 20, 2011	<i>Legal Writing in Plain English</i> , pp. 1-52 <i>Legal Reasoning & Legal Writing</i> , pp. 137-238	* Case Citations (bring the <i>Style Manual</i> to class) * In-Class Citations Exercise * Library Scavenger Hunt
Week 3: June 23, 2011 Makeup 4:00 to 7:00 p.m.	<i>Citators</i> Handout (LWR Materials) <i>Legal Reasoning & Legal Writing</i> , pp. 89-125	* Review Citations * Updating Cases & Statutes (Shephardizing) * Handout Memo #1 Assignment
Week 4: June 27, 2011	<i>Legal Reasoning & Writing</i> , pp. 63-77, 216-239, 451-456, and 485-495 Article: <i>Research Sources & Strategies</i> (LWR Materials)	* How to Write a Research Memo * Nonlinear Writing Exercise (p. 10 of <i>Legal Writing in Plain English</i>)
Week 5: July 11, 2011	Handout: <i>Skimming the Fat Off Your Writing</i> (LWR Materials) <i>Legal Writing in Plain English</i> , pp. 140-143 & Appendix A	* Handout Memo #2 Assignment
Week 6: July 18, 2011	Turn in 3 Copies of Memo #1 <i>Legal Writing in Plain English</i> , pp. 135-138	In-class Editing Assignment
Week 7: July 25, 2011	Transactional Writing – to be Determined	Transactional Writing to be Determined
Week 8: August 1, 2011	Final of Memo #1	* Grammar, Punctuation Review Legal Research for Memo #2

Week 9: August 8, 2011	Final of Memo #2 <i>Legal Reasoning & Legal Writing</i> , pp. 279-288 <i>Introduction to the Study and Practice of Law</i> , 161-205	* Legal Writing Development Plan * How to continue improving your legal writing for the rest of your career * Law School Exam Writing
Week 10: August 15, 2011 (Final Examination)		Final Examination