

Contents

<i>Preface</i>	<i>xxxi</i>
<i>Acknowledgments</i>	<i>xxxv</i>

Section I Legal Research: Primary Authorities 1

Chapter 1 Finding the Law 3

A.	The Paralegal's Role in Legal Research and Writing	3
1.	Legal Research and Writing as Core Competencies	3
2.	Ethical Duty to Research Accurately	4
B.	Law Libraries	5
1.	Types of Law Libraries	5
2.	Arrangement of Law Libraries	7
3.	Law Library Staff	8
4.	Law Library Courtesy	9
5.	Other Library Services	9
C.	Sources of Law in the United States	10
1.	Cases and Our Common Law Tradition	10
2.	Constitutions	11
3.	Statutes	12
4.	Administrative Regulations	12
5.	The Executive Branch	13
D.	Legal Systems of Other Countries	13
E.	Legal System of the United States	14
F.	Law Book Publishing	16

G. Nonprint Research Media	20
H. Change in Our Legal System	21
I. Identifying the Holding in a Case	24
J. How the Legal Research Process Works: A Research Scenario	25
K. Case Citation Form	26
CyberSites	27
Writing Strategies	29
Assignment for Chapter 1	30
Internet Assignment for Chapter 1	30

Chapter 2 The Federal and State Court Systems

31

A. Federalism	32
B. Establishment of Federal Court Structure	33
C. Jurisdiction	33
1. Federal Question Jurisdiction	34
2. Diversity Jurisdiction	34
3. Concurrent Jurisdiction	36
4. Exclusive Jurisdiction	36
D. Ground Rules for Cases	37
E. The Federal Court Structure	38
1. District Courts	38
2. United States Courts of Appeal	39
3. United States Supreme Court	42
4. Specialized Courts	52
F. State Court Organization	53
G. Citation Form	56
1. Federal Cases	56
2. State Cases	57
CyberSites	59
Writing Strategies	61
Assignment for Chapter 2	62
Internet Assignment for Chapter 2	62

Chapter 3 Statutory Law

65

A. Federal Legislation	65
1. Enactment of Federal Statutes	65
2. Classification of Federal Statutes	69
3. Publication of Federal Statutes	72
a. <i>United States Statutes at Large</i>	72
b. <i>United States Code</i>	75
c. Annotated Versions of the <i>United States Code</i>	77

d.	Use of U.S.C., U.S.C.A., and U.S.C.S.	91
e.	Research Techniques	93
f.	Final Research Steps	97
g.	United States Constitution	99
B.	State Legislation	100
1.	Enactment of State Statutes	100
2.	Publication and Codification of State Statutes	100
3.	Research Techniques	102
a.	Descriptive Word Approach	102
b.	Title/Topic Approach	102
c.	Popular Name Approach	103
4.	Uniform and Model Laws and Court Rules	104
C.	Statutory Research Overview	104
D.	Citation Form	105
1.	Federal Statutes	105
2.	State Statutes	105
	CyberSites	106
	Writing Strategies	107
	Assignment for Chapter 3	108
	Internet Assignment for Chapter 3	109

Chapter 4 Case Law and Judicial Opinions

111

A.	Selective Publication	112
1.	Standards for Publishing Cases	112
2.	The Controversy Surrounding Unpublished Opinions	113
B.	Elements of a Case	115
1.	Case Name	115
2.	Docket Number and Deciding Court	120
3.	Date of Decision	120
4.	Case Synopsis or Summary	120
5.	Headnotes	120
6.	Names of Counsel	122
7.	Opinion	122
8.	Decision	125
C.	Publication of Cases	126
1.	Official and Unofficial Publication	126
2.	Series of Cases	127
3.	Advance Sheets	128
D.	Publication of State Cases	128
1.	West's <i>National Reporter System</i>	128
2.	Citation Form	132
3.	Discontinuation of Some Official Reports	132
E.	Publication of Federal Cases	134
1.	United States Supreme Court Cases	134
a.	Publication	134
b.	Rapid Access to United States Supreme Court Cases	135

2.	United States Courts of Appeal Cases	137
3.	United States District Court Cases	137
4.	Cases Interpreting Federal Rules	138
F.	Star Paging	140
G.	Specialized <i>National Reporter System</i> Sets	142
1.	West's <i>Military Justice Reporter</i>	142
2.	West's <i>Veterans Appeals Reporter</i>	142
3.	West's <i>Bankruptcy Reporter</i>	142
4.	West's <i>Federal Claims Reporter</i>	142
5.	West's <i>Federal Cases</i>	143
H.	Features of West's <i>National Reporter System</i>	143
1.	Tables of Cases Reported	144
2.	Tables of Statutes and Rules	144
3.	Table of Words and Phrases	144
4.	List of Judges	145
5.	Key Number System	145
I.	Finding Parallel Cites	145
1.	Cross-References	145
2.	<i>National Reporter Blue Book</i> and State Blue and White Books	146
3.	<i>Shepard's Citations</i> and KeyCite	146
4.	State Digests	147
J.	Summary of West's <i>National Reporter System</i>	147
K.	Briefing Cases	148
L.	Citation Form	158
1.	Federal Cases	158
2.	State Cases	158
	CyberSites	159
	Writing Strategies	160
	Assignment for Chapter 4	161
	Internet Assignment for Chapter 4	162

Chapter 5 The Use of Digests, Annotated Law Reports, and *Words and Phrases*

165

A.	Using Digests to Locate Cases	166
1.	Introduction	166
2.	The <i>American Digest System</i>	167
3.	Organization of the <i>American Digest System</i>	167
4.	West's Digest Topics	170
5.	Locating a Topic and Key Number	173
a.	Descriptive Word Approach	173
b.	Topic Approach	174
c.	Table of Cases Approach	176
d.	"Case on Point" Approach	176

6. Using Digests	179
7. Other West Digests	181
a. <i>United States Supreme Court Digest</i>	181
b. Federal Practice Digests	181
c. Regional Digests	182
d. State Digests	182
e. Specialized Digests	183
8. Common Features of West's Digests	183
a. Uniform Classification	183
b. Descriptive Word Indexes	183
c. Table of Cases	184
d. Table of Words and Phrases	184
e. Supplementation	184
f. Cross-Referencing	184
9. Other Digests	185
B. <i>American Law Reports</i>	186
1. Introduction	186
2. A.L.R. Organization	187
3. Features of A.L.R.	187
4. Finding A.L.R. Annotations	192
a. Index or Descriptive Word Approach	192
b. Digest Approach	192
c. Miscellaneous Approaches	192
5. Updating A.L.R. Annotations	193
C. <i>Words and Phrases</i>	195
D. Citation Form	199
CyberSites	199
Writing Strategies	200
Assignment for Chapter 5	201
Internet Assignment for Chapter 5	203

Section II Legal Research: Secondary Authorities and Other Research Aids 205

Chapter 6 Encyclopedias, Periodicals, Treatises, and Restatements 207

A. Encyclopedias	208
1. Introduction	208

2.	General or National Encyclopedias	209
a.	C.J.S.	209
b.	Am. Jur. 2d	211
c.	Features Common to C.J.S. and Am. Jur. 2d	212
d.	Total Client-Service Library	215
e.	Research Strategies for Using General Encyclopedias	217
3.	Local or State Encyclopedias	221
a.	Introduction	221
b.	Features Common to State Encyclopedias	222
c.	Research Strategies for Using State Encyclopedias	223
4.	Special Subject Encyclopedias	224
5.	Summary of Encyclopedias	224
B.	Legal Periodicals	225
1.	Introduction	225
2.	Law School Publications	226
3.	Bar Association and Paralegal Association Publications	229
4.	Specialized Publications	231
5.	Legal Newspapers and Newsletters	232
6.	How to Locate Periodical Articles	233
a.	<i>Index to Legal Periodicals & Books</i>	233
b.	<i>Current Law Index, Legal Resources Index,</i> <i>and LegalTrac</i>	234
c.	Other Indexes	237
d.	Special Subject Indexes	238
e.	Other Finding Techniques	238
7.	Summary of Legal Periodicals	239
C.	Texts and Treatises	240
1.	Introduction	240
2.	Common Features of Treatises	243
3.	Use of Treatises	244
4.	Research Strategies for Using Treatises	245
D.	Restatements	246
1.	Introduction	246
2.	Arrangement of Restatements	248
3.	Research Strategies	248
4.	Effect of Restatements	250
E.	Citation Form	251
	CyberSites	252
	Writing Strategies	254
	Assignment for Chapter 6	255
	Internet Assignment for Chapter 6	256

Chapter 7 Miscellaneous Secondary Authorities

259

A.	Attorneys General Opinions	260
1.	Introduction	260
2.	Research Strategies	260

B.	Legal Dictionaries and Thesauri	261
C.	Directories	264
	1. Introduction	264
	2. <i>Martindale-Hubbell Law Directory</i>	264
	a. Overview of <i>Martindale-Hubbell</i>	264
	b. <i>Martindale-Hubbell's</i> Law Digests	267
	3. Local Directories	268
	4. Specialized Directories	268
	5. Internet Directories	268
D.	Form Books	269
	1. Introduction	269
	2. Well-Known Form Books	269
	3. Locating Form Books	273
	4. Research Strategies	274
	5. Summary	274
E.	Uniform Laws	275
	1. Introduction	275
	2. Research Strategies	276
	3. Use of Uniform Laws	277
F.	Looseleaf Services	280
	1. Introduction	280
	2. Arrangement of Looseleaf Services	281
	3. Research Strategies	281
G.	Jury Instructions	282
	1. Introduction	282
	2. Research Strategies	284
H.	Summary	286
I.	Citation Form	287
	CyberSites	294
	Writing Strategies	296
	Assignment for Chapter 7	297
	Internet Assignment for Chapter 7	298

Chapter 8 Legal Citation Form 299

A.	Introduction to Citation Form	300
B.	Citation Manuals	301
	1. Introduction	301
	2. Overview of <i>The Bluebook</i>	301
	3. Overview of <i>ALWD</i>	303
	4. Other Citation Manuals	303
C.	<i>The Bluebook</i>	305
	1. Organization of <i>The Bluebook</i>	305
	2. Typeface Conventions	305
	3. Revisions to the 19th Edition of <i>The Bluebook</i>	307
D.	<i>Bluebook</i> Citation Rules and Examples for Primary Authorities	308

1.	Cases	308
	a. Introduction	308
	b. Case Names	309
	c. Parallel Citations	313
	d. Recent Cases	319
	e. Abbreviations in Case Citations	320
	f. Spacing	320
	g. Federal Cases	322
	h. Subsequent History	327
	i. Prior History	327
	j. Parenthetical Information	328
	k. Different Case Name on Appeal	328
	l. Order of Preference for Citations	329
2.	Statutes	329
	a. State Statutes	329
	b. Federal Statutes	330
	c. Miscellaneous Rules Regarding Citation of Statutes	331
3.	Rules	333
4.	Constitutions	333
	a. State Constitutions	333
	b. United States Constitutions	333
E.	<i>Bluebook</i> Citation Rules and Examples for Secondary Authorities	334
	1. Annotations	334
	2. Encyclopedias	334
	3. Periodical Materials	335
	4. Books, Texts, and Treatises	335
	5. Restatements	336
	6. Uniform Laws	336
	7. Dictionaries	336
	8. Attorneys General Opinions	337
	9. Looseleaf Services	337
F.	<i>ALWD</i> Citation Manual	337
	1. Introduction	337
	2. Revisions to the 4th Edition of <i>ALWD</i>	338
	3. <i>ALWD</i> Citation Rules and Examples for Primary Authorities	338
	a. Citation of Cases	338
	b. Citation of Statutes	341
	4. <i>ALWD</i> Citation Rules and Examples for Secondary Authorities	341
	a. Annotations	341
	b. Encyclopedias	341
	c. Periodical Materials	341
	d. Books, Texts, and Treatises	342
	e. Restatements	342

G.	Special Citation Issues (<i>Bluebook</i> and <i>ALWD</i>)	342
1.	Introduction	342
2.	Punctuation	342
a.	Citation “Sentences”	343
b.	Citation “Clauses”	343
3.	String Citing	344
a.	Introduction	344
b.	Order of Citations in String Cites	345
4.	Quotations	346
a.	Introduction	346
b.	Indicating Quotations in Text	348
c.	Alterations of Quotes	350
d.	Adding Emphasis	350
e.	Omitting Citations	351
f.	Use of Ellipses	351
g.	Omissions from the Middle of a Quote	351
h.	Omissions from the End of a Quote	352
i.	Using Quoted Language as a Phrase	352
j.	Paragraph Structure	352
5.	Citation Signals	353
6.	Short Form Citations	356
a.	Cases	356
b.	Statutes	357
c.	Constitutions	357
d.	Books and Periodical Materials	357
7.	Use of <i>Id.</i> , <i>Supra</i> , <i>Infra</i> , and Hereinafter	357
a.	<i>Id.</i>	357
b.	<i>Supra</i>	360
c.	<i>Infra</i>	362
d.	Use of “Hereinafter”	362
8.	Capitalization in Court Documents and Other Legal Memoranda	363
9.	Electronic Sources, Databases, and the Internet	364
a.	Statutes and Constitutions	365
b.	Books, Journals, and Magazines	365
10.	Citing to Court Documents	366
H.	Tips for Effective Cite Checking	367
I.	Quick Reference for Citations (<i>Bluebook</i> and <i>ALWD</i> Form)	373
1.	Cases	373
2.	Statutes	374
3.	Constitutions	374
4.	Encyclopedias	374
5.	Law Review Articles	375
6.	Texts and Treatises	375
7.	Restatements	375
8.	Dictionaries	375
9.	Attorneys General Opinions	375
10.	Summary of Special Citation Issues	375
11.	Internet Citation Form	376

CyberSites	376
Writing Strategies	379
Assignments for Chapter 8	380
Internet Assignment for Chapter 8	382

Chapter 9 Updating and Validating Your Research

385

A. Using <i>Shepard's</i> in Print Form to Shepardize Cases	385
1. Introduction	385
2. Locating <i>Shepard's</i> References to Your Case	386
3. Analysis of <i>Shepard's</i> References	388
a. Abbreviations	388
b. History References	388
c. Treatment References	389
4. Arrangement of Later Case References	390
5. References to Headnotes	391
6. References to Sources Other Than Cases	391
7. FAQs: Using <i>Shepard's</i> and Analyzing Negative Letters	393
B. Using <i>Shepard's</i> in Print Form to Shepardize Other Authorities	395
1. Shepardizing Statutes, Constitutions, and Administrative Regulations	395
2. Shepardizing Other Authorities	396
C. Electronic Updating of Legal Authorities	397
1. Introduction to Electronic Updating	397
2. Shepardizing Online	397
a. How to Shepardize Cases Online Using Lexis	397
b. Features of <i>Shepard's</i> Online	399
c. Shepardizing Statutes and Regulations Online	399
d. Other <i>Shepard's</i> Products	400
3. KeyCite	401
a. How to KeyCite Cases Using Westlaw	401
b. Features of KeyCite	402
c. KeyCiting Statutes and Regulations	403
d. Other West Products	405
4. Comparing Shepardizing Online with KeyCiting	406
5. Other Electronic Citator Services	407
6. Summary	408
CyberSites	408
Writing Strategies	410
Assignments for Chapter 9	411
Research Assignment Using Print Volumes of <i>Shepard's</i>	411
Research Assignment Using <i>Shepard's</i> on Lexis	411
Research Assignment Using KeyCite on Westlaw	412
Internet Assignment for Chapter 9	413

Chapter 10 Special Research Issues 415

A.	Legislative History	416
	1. Introduction to Federal Legislative History Research	416
	2. Documents Composing Federal Legislative History	417
	a. Versions of a Bill	417
	b. Transcripts of Committee Hearings	417
	c. Committee Reports and Prints	418
	d. Debates	418
	3. The Process of Compiling a Legislative History	419
	a. Step One: Getting a Public Law Number	419
	b. Step Two: Using a Public Law Number to Obtain Legislative Documents	420
	4. Using Electronic Sources and the Internet to Compile a Legislative History	422
	a. Lexis	423
	b. Westlaw	423
	c. THOMAS	423
	d. GPO Access and Federal Digital System	424
	5. Alternative Methods of Obtaining Legislative History for Federal Statutes	427
	a. Compiled Legislative Histories	427
	b. Legislative History Worksheets	428
	c. Commercial Services	428
	d. Reference Assistance	428
	e. Congressional Assistance	429
	f. Law Reviews and Annotations	430
	g. Web-based Tutorials	430
	h. Westlaw's Graphical Statutes	431
	6. Introduction to State Legislative History	431
	7. Documents Composing State Legislative History	431
	8. The Process of Compiling a State Legislative History	432
	9. Alternative Methods of Obtaining Legislative History for State Statutes	432
	10. Tracking Pending Legislation	434
	11. Summary of Legislative History Research	435
B.	Executive Materials	437
	1. Introduction	437
	2. Proclamations	437
	3. Executive Orders	439
	4. <i>Daily Compilation of Presidential Documents</i>	439
C.	Administrative Law	441
	1. Introduction to Federal Administrative Law	441
	2. Publication of Federal Administrative Law	442
	3. Research Techniques for Administrative Law	446
	a. C.F.R.	446
	b. <i>The Federal Register</i>	446

4.	Updating C.F.R. Regulations	448
a.	<i>List of C.F.R. Sections Affected</i>	448
b.	C.F.R. Parts Affected	448
5.	Electronic and Online Methods of Administrative Law Research	449
6.	Decisions	450
7.	Review of Agency Decisions	452
8.	Locating Federal Cases Reviewing Agency Decisions	452
9.	<i>The United States Government Manual</i>	453
10.	State Administrative Law	454
D.	International Law	455
1.	Introduction	455
2.	Sources of International Law	456
3.	Overview of International Law Research Procedure	456
4.	Basic Texts and Sources	457
5.	Treaties	458
6.	Sources for Treaties	458
a.	Pre-Ratification	458
b.	Post-Ratification	459
7.	Determining the Current Status of Treaties	460
8.	Interpreting Treaties	460
9.	Citation Form	461
10.	International Tribunals	462
11.	International Organizations	463
E.	Municipal Research	463
1.	Introduction	463
2.	Terminology	464
3.	Municipal Research Materials	464
4.	Municipal Research Procedure	465
5.	Interpretations of Municipal Ordinances	465
F.	Rules of Procedure and Court Rules	466
1.	Introduction	466
2.	Federal Rules of Procedure	467
3.	Federal Rules of Court	468
4.	State Rules of Procedure and Court Rules	469
G.	Citation Form	470
	CyberSites	471
	Writing Strategies	474
	Assignment for Chapter 10	475
	Internet Assignment for Chapter 10	477

Chapter 11 The Digital Library: Lexis, Westlaw, and Nonprint Research Sources

479

A.	Introduction to Computer-Assisted Legal Research	480
1.	Lexis and Westlaw	480

2.	Getting Started Using Lexis or Westlaw	481
3.	Boolean Searching	481
4.	Plain English Searching	482
B.	Lexis	482
1.	Getting Started	482
2.	Constructing a Search	484
a.	Boolean Searching	484
b.	Plain English Searching	486
c.	Easy Search	486
d.	Display of Search Results	487
3.	Specialized Searches	488
a.	Searching for Statutes and Constitutions	488
b.	Searching for Cases	488
c.	Searching for Administrative and Legislative Materials	489
d.	Searching for Law Reviews and Journals	489
e.	Searching for Secondary Authorities	490
4.	Shepardizing	490
5.	Other Lexis Features	490
6.	Quick Review of Lexis	491
C.	Westlaw	492
1.	Getting Started	492
2.	Constructing a Search	493
a.	Boolean Searching	494
b.	Plain English Searching	495
c.	Database Wizard	495
d.	Display of Search Results	495
3.	Specialized Searches	496
a.	Searching for Statutes and Constitutions	496
b.	Searching for Cases	497
c.	Searching for Administrative and Legislative Materials	497
d.	Searching for Law Reviews and Journals	498
e.	Searching for Secondary Authorities	498
4.	KeyCiting	498
5.	Other Westlaw Features	498
6.	WestlawNext	500
7.	Quick Review of Westlaw	501
D.	Final Pointers on Computer-Assisted Legal Research	502
1.	When to Use Lexis or Westlaw	502
2.	New Developments in Lexis and Westlaw	503
3.	Limitations of Computer-Assisted Legal Research	503
4.	The Future of Print Publishing	503
E.	Other Competitors in Commercial Electronic Research	504
F.	Nonprint Research Tools	506
1.	Microforms	506
a.	Types of Microforms	506
b.	Summary of Microforms	506
2.	Sound Recordings and Videocassettes	507

3. CD-ROMs	507
G. Citation Form	508
CyberSites	510
Writing Strategies	511
Assignment for Lexis for Chapter 11	512
Assignment for Westlaw for Chapter 11	513
Internet Assignment for Chapter 11	516

Chapter 12 E-Research: Legal Research Using the Internet

519

A. Introduction	520
B. Glossary of Terms	522
C. Conducting Legal Research Online	525
1. Getting Started	525
2. Using a Good Start Page	527
3. Assessing the Credibility of Websites	529
D. Strategies and Tips for Internet Legal Research	531
E. Ethical Concerns Regarding Use of the Internet	533
F. Surf's Up: The Best Internet Legal Research Sites	535
1. Best Legal Start Sites	535
2. Best Sites for Locating Cases	536
3. Best Sites for Locating Statutes	536
4. Best Sites for Government Materials	536
5. Best Sites for Locating Forms	537
6. Paralegal Sites	537
7. Best Specialty Sites	538
8. Best Non-Legal Sites	540
9. Where to Start When All Else Fails	541
10. Listservs, Newsgroups, Blawgs, and Apps	541
G. Cautionary Notes on Internet Legal Research	542
H. Citation Form	544
Net Tips	544
Writing Strategies	546
Assignment for Chapter 12	547

Chapter 13 Overview of the Research Process

549

A. How to Begin	549
1. Introduction	549
2. Thinking Things Through	550

3.	Tackling the Project	553
a.	Familiarization	553
b.	Consult Primary Sources	555
c.	Consult Secondary Sources	556
d.	Miscellaneous Research Guides	557
e.	Strategies for Effective Research	559
B.	Working with the Authorities	561
1.	Note-Taking	561
a.	Organizing Your Notes	562
b.	Contents of Notes	564
c.	Complete Notes	565
2.	Staying Focused	566
C.	When to Stop	567
1.	Practical Considerations	567
2.	Complex Projects	568
3.	Quick Questions	570
4.	Established Issues and Newly Emerging Issues	570
5.	Issues of First Impression	571
6.	How Many Authorities Are Enough?	571
	CyberSites	573
	Writing Strategies	575
	Assignment for Chapter 13	576
	Internet Assignment for Chapter 13	577

Section III Legal Writing 579

Chapter 14 Back to Basics 581

A.	The Mechanics of Writing	581
B.	Grammar, Spelling, and Punctuation	583
1.	Grammar Do's and Don'ts	583
a.	Subject-Verb Agreement	583
b.	Sentence Fragments	586
c.	Run-on Sentences	586
d.	Modifiers	586
e.	Split Infinitives	587
f.	Dangling Participles	588
g.	Pronouns	588
2.	Spelling	593
3.	Punctuation	596
a.	Introduction	596
b.	Commas	596

c. Apostrophes	598
d. Colons	600
e. Semicolons	601
f. Quotation Marks	601
g. Parentheses	602
h. Dashes	602
i. Exclamation Marks	602
j. Hyphens	602
k. Slashes or Virgules	603
CyberSites	605
Assignment for Chapter 14	606
Internet Assignment for Chapter 14	607

Chapter 15 Strategies for Effective Writing 609

A. Introduction	609
B. The Plain English Movement	610
C. Prewriting	611
1. Purpose	611
2. Audience	612
D. Precision	613
1. Word Choice	614
2. Vague Words	618
3. Word Connotation	618
E. Clarity	619
1. Elegant Variation	619
2. Negatives	619
3. Word Order	620
F. Readability	621
1. Prefer the Active Voice	621
2. Use Lists	622
3. Avoid Nominalizations	623
4. Avoid Legal Jargon	624
5. Keep Subjects and Verbs in Proximity	625
6. Use Forceful Words	626
7. Repeat Strong Words and Phrases	627
8. Vary the Length of Sentences	628
G. Brevity	629
1. Omit Needless Words	629
2. Avoid “Throat-Clearing” Introductions	630
3. Avoid Redundancy	631
4. Avoid Repetition	631
H. Order	632
1. Outlines	632

2.	Internal Organization	633
a.	Use Headings	633
b.	Use Effective Paragraphs	634
c.	Use Effective Transitions	634
d.	Use Position and Voice for Emphasis	635
I.	Drafting Techniques	637
1.	Getting Started	637
2.	Finishing on Time	637
3.	Methods of Writing	638
a.	Writing by Hand	638
b.	Dictating	638
c.	Using a Word Processor	639
J.	Electronic Communications	639
1.	Phones and Voice Mail	639
2.	Communication by Facsimile	640
3.	E-mail	640
4.	Text Messaging	641
	CyberSites	642
	Assignment for Chapter 15	643
	Internet Assignment for Chapter 15	645

Chapter 16 Legal Correspondence

647

A.	Letterwriting	647
1.	Introduction	647
a.	Who Will Be Reading This Letter?	648
b.	What Will This Letter Say?	648
2.	The Elements of Letters	649
a.	Letterhead	649
b.	Date	649
c.	Special Mailing Notations	649
d.	Inside Address	650
e.	Reference or Subject Notation	650
f.	Salutation	651
g.	Body	651
h.	Closing and Signature	652
i.	Reference Initials, Enclosures, and Copies	653
j.	Format Considerations	654
3.	Types of Letters	654
a.	General Correspondence	654
b.	Demand Letters	655
c.	Opinion Letters	664
B.	Conclusion	667
	CyberSites	668
	Assignment for Chapter 16	669
	Internet Assignment for Chapter 16	669

Chapter 17 Legal Memoranda 671

A.	Introduction	672
	1. Be Objective	672
	2. Be Specific	673
	3. Be Complete	673
B.	Format of Memoranda	673
	1. Heading	673
	2. Issue(s) or Question(s) Presented	675
	3. Brief Answer(s)	676
	4. Statement of Facts	677
	5. Applicable Statutes	678
	6. Analysis or Discussion	678
	7. Conclusion	682
C.	A Blueprint for Preparing a Memorandum	683
	CyberSites	686
	Legal Memorandum Assignment for Chapter 17	687
	Internet Assignment for Chapter 17	687

Chapter 18 Legal Briefs 689

A.	Introduction	689
B.	Tips on Writing Briefs	690
	1. Be Persuasive	690
	2. Be Honest	692
	3. Know the Rules	692
C.	Trial Court Briefs	693
	1. Introduction	693
	2. Elements of a Trial Brief	693
	a. Caption	694
	b. Introductory Statement	694
	c. Statement of Facts	694
	d. Argument	695
	e. Conclusion	697
	f. Signature and Date	697
	g. Certificates of Service and Compliance	697
	h. Exhibits	698
D.	Appellate Briefs	699
	1. Introduction	699
	2. Steps in the Appeal Process	699
	3. Standards of Appellate Review	700
	4. Amicus Curiae Briefs	701
	5. Elements of an Appellate Brief	701
	a. Cover Sheet	701
	b. Identification of Parties	702
	c. Table of Contents	703

d.	Table of Authorities	703
e.	Jurisdictional Statement	704
f.	Constitutional and Statutory Provisions	704
g.	Questions Presented	705
h.	Statement of the Case	705
i.	Summary of the Argument	706
j.	Argument	706
k.	Conclusion	708
l.	Signature	708
m.	Certificates of Service and Compliance	708
n.	Appendix	708
E.	Ten Pointers for Effective Brief Writing	709
	CyberSites	710
	Court Brief Exercise for Chapter 18	711
	Assignment for Chapter 18	712
	Internet Assignment for Chapter 18	713

Chapter 19 Postwriting Steps 715

A.	Reviewing and Revising: Stage One	716
B.	Reviewing and Revising: Stage Two	717
1.	Sentence Length	717
2.	Needless Words and Phrases	717
3.	Legalese	718
4.	Passive Voice	718
C.	Proofreading	718
D.	Proofreading Projects by Others	720
E.	Proofreaders' Marks	721
F.	Polishing Your Writing	721
1.	Paper	723
2.	Typeface	723
3.	Type Size	724
4.	Length of Document	724
5.	Headings	726
6.	Quotations and Lists	727
G.	The Final Review	727
H.	Conclusion	728
	CyberSites	729
	Assignment for Chapter 19	730
	Internet Assignment for Chapter 19	730

Appendices

Appendix A	Sample Legal Memorandum	733
Appendix B	Sample Brief for Court	739
Appendix C	Sample Appellate Brief	747
Appendix D	Sample Table of Authorities	761
<i>Glossary</i>		765
<i>Index</i>		781