

LAWYERING I: LEGAL RESEARCH AND WRITING

Professor Nancy Oliver

Fall Semester 2007 - Sections 5 and 6

I. INTRODUCTION

This course is designed to introduce you to many lawyering skills. Most importantly, you will begin the study of the written communication skills you will need both in law school and in your practice as a lawyer. You will learn how to research, evaluate, analyze, and apply legal materials and how to write a predictive memorandum to effectively communicate your analysis and conclusions. In addition, you will be introduced to the skill of interviewing a client.

II. TEXTS

Required Texts:

Linda H. Edwards, *Legal Writing and Analysis* (2d ed., Aspen Publishers 2007);

Amy E. Sloan, *Basic Legal Research: Tools and Strategies* (3d ed., Aspen Publishers 2006); and

ALWD & Darby Dickerson, *ALWD Citation Manual* (3d ed., Aspen Publishers 2006).

Please bring your textbooks to class if you had a reading assignment in them.

Recommended Text: Anne Enquist and Laurel C. Oates, *Just Writing: Grammar, Punctuation, and Style for the Legal Writer* (2d ed., Aspen Publishers 2005).

III. CLASS EXPECTATIONS AND GRADING

The skills you will learn in this class are very important to your development as a lawyer. You will need to know the material from this class to be able to take upper-level classes and to progress in your professional development. Your Professor will be your partner in helping you develop these skills. In order to develop a strong foundation in lawyering skills, you are expected to attend and participate in class. You will receive a tentative schedule showing class dates, topics, readings, and due dates of your assignments. If you must miss a class, please obtain notes and handouts from a colleague.

You will have two major assignments this semester. These will both require you to write a predictive memorandum in which you will analyze a legal situation and predict the legal consequences of this situation. The first assignment is worth 30% of your grade for this course. The second assignment is worth 60% of your grade.

The first predictive memo assignment will be assessed on a modified pass/fail basis, which I will explain to you in class. You will be required to rewrite parts of this assignment after I comment on them. The second predictive memo assignment will be assessed based on grading criteria you

will receive prior to completing the assignment. This assignment will be graded anonymously. You will receive a unique identifying code before the due date. Use that code on the second predictive memo assignment instead of your name.

You will also complete additional research, writing, skills, workshop, and citation exercises. These additional exercises, along with class attendance and class participation, will be worth 10% of your grade. These exercises will be assigned in class along with relevant due dates. In order to receive the full credit, you must complete each exercise in a timely manner and you must demonstrate that you made a good faith effort to complete the exercise. Identify these exercises with your name.

IV. OFFICE INFORMATION AND COMMUNICATION

My office is Room 419, and my office phone number is 556-4361. My e-mail address is Olivern@uc.edu. Unless otherwise specified in class, I will not be available to answer e-mail messages or phone calls after I leave the College of Law building in the evening.

You are welcome to stop by my office or schedule appointments. Office hours will be posted near due dates for the major predictive memo assignments.

I will communicate with you by e-mail to convey schedule and assignment changes and to provide other information of general interest to the class. Therefore, you must register for my TWEN website so that you will receive all pertinent information. All information communicated via e-mail is considered to be available to all students, just as if it had been communicated in class. It is your responsibility to check your e-mail regularly.

V. COURSE POLICIES

Important policies about this course are located on the TWEN website. You are responsible for complying with the course policies.

VI. ASSIGNMENT FOR THE FIRST CLASS

August 22: Activate your Westlaw password. On Westlaw, sign up for the TWEN website for this course following the instructions you were given during the Introduction to Law week. You do not need a password for this specific TWEN course other than your Westlaw password. Prepare a writing self-assessment and turn it in during our first class. Download the instructions for this assignment from the Course Materials link on the TWEN website.