

LAWYERING PROCESS II

Professor Kelsaw

Spring 2018

COURSE GUIDELINES AND SYLLABUS

Tuesdays & Thursdays

LP Section 2 @ 10 am

LP Section 3 @ 1 pm

“The oral argument is the tip of the iceberg — the most visible part of the process — but the briefs are more important.”

–Supreme Court Chief Justice John Roberts

“If you see somebody who has written a sloppy brief, I’m inclined to think this person is a sloppy thinker. It is rare that a person thinks clearly, precisely, carefully and does not write that way. And contrariwise, it’s rare that someone who is careful and precise in his thought is sloppy in his writing.”

–Supreme Court Justice Antonin Scalia (dec.)

To read these quotations in context and learn more about the Supreme Court Justices’ thoughts on writing, please see this link: <http://legaltimes.typepad.com/files/garner-transcripts-1.pdf>

LAWYERING PROCESS II

COURSE GUIDELINES AND ADMINISTRATIVE INFORMATION

Welcome back! I look forward to working with you again this semester.

I. Primary Course Goal: Learning the “Tools of the Trade”

As you know, the primary goal of this course is to teach you a set of basic lawyering skills that are critical to legal practice. We will build on the concepts and skills that you learned and practiced during the fall semester and will continue to hone your legal analysis skills. In addition, you will learn how to advocate for one side in a dispute, where your purpose is to persuade the court to decide the case for your client. In general, we will focus on the following skills:

1. Critical Reading and Thinking. Students will be able to:
 - a. Read, understand, and evaluate cases by:
 - i. Identifying the elements of a reported opinion: procedural facts, legally relevant facts, issue(s), holding(s), reasons and policies, legal rules, and disposition;
 - ii. Synthesizing a line of related opinions;
 - b. Read, understand, and evaluate statutes and regulations.
2. Legal Problem Solving. Students will be able to:
 - a. Identify legal issues in simple and complex fact situations;
 - b. Identify the relevant controlling and advisory legal authority and policy;
 - c. Use understanding of relevant legal authority to predict answers to the legal issues or questions presented;
 - d. Identify potential alternatives to achieve the client’s goal;
 - e. Identify unresolved legal and factual issues.
3. Legal Argument. Students will be able to make effective legal arguments by:
 - a. Identifying the legal issues;
 - b. Identifying the relevant facts, authority (cases, statutes, and/or regulations), and policy;
 - c. Developing, elaborating, and evaluating legal theories relevant to the client’s situation;
 - d. Accurately formulating and applying authority and rules (or principles of law) to the client’s situation;

- e. Supporting the client's position by analogizing to favorable facts, authority, and policy;
 - f. Distinguishing unfavorable facts, authority, and policy from the client's position;
 - g. Articulating clear inferences for factual support;
 - h. Identifying elements of statutory analysis (legislative history and canons of interpretation) relevant to the client's position.
4. Legal Drafting. Students will be able to:
- a. Identify the need and purpose of legal documents, assess the perspective of the recipient of the communication, and use reliable communication practices and principles;
 - b. Communicate and explain their analysis and position effectively in writing to colleagues, supervisors, clients, or judges by:
 - i. Organizing and expressing ideas with precision, clarity, logic, and economy;
 - ii. Using proper grammar, syntax, and punctuation;
 - c. Draft the following legal documents that communicate clearly and comply with applicable rules and formatting requirements:
 - i. Predictive memorandum;
 - ii. Client letter;
 - iii. Persuasive memorandum (trial motion brief).
5. Recognizing and Resolving Ethical Dilemmas and Professionalism.
- a. Students will be able to:
 - i. Employ strategies for working cooperatively and collaboratively with others;
 - ii. Employ strategies for allocating time, effort, and resources efficiently, completing tasks within time constraints, and meeting deadlines;
 - b. Students will be introduced to certain rules of professional responsibility and the nature and sources of these ethical standards and will begin to appreciate the mandate for professional and competent representation.
6. Legal Research and Citation. Students will be able to:
- a. Identify the need for legal research;

- b. Articulate and implement a research plan that explores and examines relevant sources;
- c. Memorialize research results in an appropriate format;
- d. Monitor law changes affecting completed research;
- e. Use book and electronic research tools;
- f. Use proper legal citation format in accordance with the Bluebook or the Texas Rules of Form (Greenbook), whichever is applicable.

II. Course Methodology: Learning by Doing

As with the fall semester, the methodology of this course is to learn by practicing each skill. To the extent possible, participating in the course will be similar to working in a law practice.

III. General Information

A. Contact Information

Office: Rm. 221A
 Office Phone: (713) 313-1143
 Email: ekelsaw@tmslaw.tsu.edu

Office Hours: TTH 11 am to 1 pm & 1 to 2 pm, and by appointment

B. Textbooks

The required textbooks for this course are:

An Advocate Persuades, Rocklin, Rocklin, Coughlin & Patrick, published 2016
 Lawyering Process II Course Reader (photocopied materials)
Texas Rules of Form, 13th Edition (Texas Law Review)

You still need the following textbooks for this course (from the fall semester):

A Lawyer Writes, 2nd Edition
The Bluebook, A Uniform System of Citation, 20th Edition

The Reader can be purchased from Texas Southern University's Copy Center in the Student Life Center, Room 231 (2nd floor).

C. Class Meeting Times

LP Section 2 meets on Tuesday and Thursday from 10 to 11 am in Room 211. LP Section 3 meets on Tuesday and Thursday from 1 to 2 pm in Room 212.

IV. Assignments

The reading assignments and discussion exercises are listed in the course syllabus under the day of the class for which they should be prepared. Any written assignments are listed under the day they are assigned and a separate due date will be listed, sometimes repeatedly as a reminder. Other assignments (see Section VI.A.2) are listed under the date they are due. The syllabus also provides the relevant time that the other assignments are due and the manner in which they should be submitted. For certain exercises, this information will be provided in the instruction sheet for the particular assignment.

V. Format Requirements

The following format requirements apply only to the draft and final briefs; these requirements are strictly enforced. Please follow these, unless your professor instructs otherwise.

- Papers should be typed using Microsoft Word in 12-point Times New Roman font and submitted on plain white, 8-1/2 x 11 inch paper (using one side only). Footnotes (if any) may be no smaller than 10 point font.
- Margins should be one inch on both sides and at the top and bottom, and no page may include more than 25 lines per page (including footnotes).
- Text should be double spaced. Footnotes should be single spaced.
- You may choose to place either one or two spaces between sentences, but please be consistent. Tabs, such as those used to begin a new paragraph, must be at least one half inch in length on your Word ruler.
- Each assignment should be consecutively paginated with a centered number at the bottom of each page. Footnotes should be in Times New Roman font; please note that the Word default is Courier font, so you will need to adjust your page numbers to Times New Roman font.
- Please consider printing a hard copy of your assignment before turning it in, so you can confirm that you have followed these requirements.
- All pages of each assignment should be stapled together in the upper left-hand corner. All hard copy submissions should be printed on one side of the page and with good ink quality.

VI. Grading Policies and Procedures

A. General Grading Information

1. Course Format: Lawyering Process II is a two-credit course
2. Final Grade: Your final grade will be based on the following:

- Writing Assignment #1 15%
- Writing Assignment #2 10%
- Writing Assignment #2 Final 40%

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| • Statutory Final Examination | 15% |
| • Other Assignments | 10% |
| • Oral Argument | 5% |
| • Participation, Professionalism, and Attentiveness | 5% |
| | _____ |
| | TOTAL: 100% |

“Other Assignments” may include citation assignments, quizzes, and others. This class is subject to TMSL’s mandatory curve for Lawyering Process, as reflected in the current Student Rules and Regulations.

- A: 10-13%
- B: 25-34%
- C: 35-45%
- D/F: 0-08%

3. Exam Numbers: Please use an exam number to submit assignments unless otherwise instructed; please use a fresh number for each major writing assignment. If you use your own name anywhere on the assignment (such as in the name of your Word document), you waive your anonymity and may lose points.

B. Late or Over-Length Assignments

1. Late Submission of Assignments: Please turn in assignments on time or early to avoid serious grade consequences. Students who leave matters to the last minute are at risk of encountering problems that prevent them from turning in assignments on time, which in turn can result in a significantly lower grade.

i. Assignments Submitted Using Westlaw’s TWEN: Assignments due on TWEN are due on the date and at the time indicated on the assignment, in the syllabus, or by me. Please see the additional guidelines below for writing assignments and other assignments. Late assignments lose 10% of the points if submitted within one hour of the appointed time, and then a further 20% of the points for each day or part of a day after that. I will grade your final assignment submitted, meaning that if you submit one assignment before the deadline and one after, the late assignment is the one that I will grade and the assignment is late.

2. Submission of Over-Length Writing Assignments: For each page or portion thereof that exceeds the page limit for that assignment, your grade will be reduced by 10% before any other deduction. I will not review any pages that exceed the page limit. If your paper exceeds the mandatory number of lines per page or does not comply with the margin requirement, I will consider it to have exceeded the page limit and will adjust the score for the assignment accordingly.

C. Attendance: Class attendance is mandatory. Attendance will be taken at the beginning of each class. Per Article III, Section 9 of the Student Rules and Regulations, for this two-hour course, you will be permitted three (3) absences before your grade may be lowered. **Missing even one class, however, will cause you to lose access to important information.** Dismissal from class for misconduct or lack of proper preparation will result in an absence. Please see the Student Rules and

Regulations for information on grade reduction and further details on absences.

D. Laptop Misuse: Laptop computers are not allowed in class. There may, however, be certain days that I instruct beforehand, that you may use your laptops in class. On these days, you are not allowed to access the internet. Cell phones, blackberries, and similar devices must be turned off. Violation of this policy will result in a deduction of PPA points.

E. Accommodations: Please contact Dean Mouton (Student Affairs) right away if you require any special accommodations regarding any of the assignments. You must contact Dean Mouton before the related assignment is due.

VII. Writing Advisors and Writing Center

This semester, you will continue to work with your assigned WA. The WA is available to assist you with mastering the lawyering skills learned in this class, particularly the skills of legal analysis and writing. Your WA will provide you with general feedback on certain assignments, namely the short writing exercises.

The WAs also staff the Lawyering Process Writing Center, which is located on the first floor of the library. If you have a question about an assignment, you may visit the Writing Center. You should ask the writing advisors discrete questions about legal analysis and writing. You cannot ask a WA to approve or sign off on any piece of writing, as your WA does not grade your paper. After an assignment has been graded, your WA may review the entire document with you if you have any questions. Notwithstanding your WA's assistance or any feedback that you receive from the Writing Center, you are ultimately responsible for your final work product. Please follow what is said in class over the advice of any WA.

VIII. Discussions of Assignments

I encourage you to discuss all of your assignments with your colleagues in this Lawyering Process II section; you should not discuss the assignments with anyone else. Certain classes will be devoted to open discussion of the writing assignments. Remember, however, that your written product on all of the assignments must be your own. You may discuss your ideas about a given assignment and test them on your colleagues (as you would in your practice), but you will learn nothing from simply parroting the work of another. Of course, if your work is sheer imitation, it will be plagiarism, which is strictly prohibited.

IX. Plagiarism

Plagiarism in *any* form is strictly prohibited. You may not plagiarize any other written work, including, but not limited to, another student's memorandum, a prior exemplar or sample memorandum, an internal legal memorandum, or any memorandum of points and authorities filed with any court. Any form of plagiarism can result in a grade of F and referral to the Dean for appropriate action. If you have any doubts about the definition of plagiarism, please ask me.

LAWYERING PROCESS II

WEEK 1

WEEK 2

WEEK 3

TUESDAY, JANUARY 23, 2018

Introduction to new semester; Writing Assignment #3 review

Client Advice Letters

** Writing Assignment #1 Assigned

(Due Friday, February 9, 2018)

THURSDAY, JANUARY 25, 2018

Read: Coughlin (*A Lawyer Writes*) Client Letters, pp. 273-291

WEEK 4

TUESDAY, JANUARY 30, 2018

Read: Lawyering Process II Course Reader (“Reader”):
Advisory Writing: Advice Letter, pp. 1-6
Sample Advice Letters, pp. 7-10
Persuasive Writing: Demand Letter, pp. 11-15
How to Write Letters Non-lawyers Will Read, pp. 16-24
How to Lose a Client in Ten Steps, pp. 25-27

Read: Coughlin, Professional e-mails, pp. 295-304

THURSDAY, FEBRUARY 1, 2018

Class Reading Quiz #1 (Client Letters)

Writing Assignment #1 Open Discussion

WEEK 5

TUESDAY, FEBRUARY 6, 2018

Writing Assignment #1 Open Discussion

THURSDAY, FEBRUARY 8, 2018

Persuasive Writing Assignments TBA

FRIDAY, FEBRUARY 9, 2018: Client letter due per assignment instructions.