

LEX 121 Legal Research and Writing II

COURSE DESCRIPTION:

Prerequisites: LEX 120 and ENG 111

Corequisites: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents as well as the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

LEARNING OUTCOMES:

Upon completion of this course, the student should be able to:

1. Prepare various types of legal correspondence
2. Distinguish between the internal and external memorandum of law
3. Prepare drafts and revisions of memoranda, briefs, and other legal documents
4. Identify the necessary components of appellate briefs
5. Conduct advanced searches on computer-assisted systems including field-restricted searches, multi-level searches and specialized citator services

OUTLINE OF INSTRUCTION:

Forms of legal writing

- I. Correspondence
 - A. Opinion letters
 - B. Collection letters
 - C. Complain letters
 - D. Letters connected with litigation
 - E. Representation and nonrepresentation letters
 - F. Settlement letters
 - G. Letters requesting medical information
- II. Memoranda
 - A. Internal memorandum of law
 - i. Objective in nature
 - ii. Organization
 - a. Heading
 - b. Statement of assignment
 - c. Facts
 - d. Issue (s)
 - e. Analysis
 - f. Conclusion
 - B. External memorandum of law
 - i. Persuasive in nature
 - ii. Organization
 - a. Points and authorities memo
 - b. Trial memo
 - C. Appellate briefs
 - i. Caption

- ii. Statement of jurisdiction
- iii. Table of contents
- iv. Table of authorities
- v.