

Monday, November 16, 2020 (Intro class 22 of 30!)

Today:

- FYLC Collaborative Assignment #3: "Annoying Ways People Use [Legal] Sources"!
- Intro to legal writing!

For Wed. Nov. 18 (Intro):

- Read M&M ch. 7 excerpts (legal research); email thoughtful Q/response by 10am.
- Read Demand Letter Assignment (to be posted).

Fri. Nov. 20 (Civ Pro):

- Full draft summons & verified cmplt. due by email 10am.
- Read C&W ch. 10 (Service of Papers), email thoughtful Q/response by 1pm.

Mon. Nov. 23 (Intro):

- Draft demand letter due by email 10am.
- FYLC Collaborative Assignment #3 due on OL end of day.

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?? Which of the following types of documents do paralegals prepare?

- (A) pleadings
- (B) letters (correspondence)
- (C) legal memoranda
- (D) all of the above**

?? Which of the following should a paralegal understand about a writing assignment she/he receives?

- (A) the nature of the assignment
- (B) the date the assignment must be completed
- (C) the appropriate type of writing
- (D) all of the above**

Legal memorandum =

- thoroughly researched and objectively written summary of facts, issues, and law relating to a legal claim
- audience = (usually) paralegal's supervising attorney
- a/k/a "internal legal memorandum" or "interoffice memoranda" ****Stays *IN* the office!!**

protected by **Attorney-client privilege =**

- Attorney (and staff) are prohibited from revealing certain info regarding representation of a client, *even in court!* Unless client consents.
- Includes:
 - communications between client & attorney/staff regarding legal matter in which client is involved
 - attorney's "work product" → info relating to attorney's legal strategy *including paralegal memos!*
- Lasts forever! *Unless client consents.*
 - Can cause conflicts of interest. ☹