

Thursday, December 1, 2022 (class 25 of 30!!)

Today:

- *Finish* legal research & analysis!
- *Intro to* legal writing!

By end of today: Post Law in Culture review on OL!

Now: Read handout (letter). What type of letter is it: **informative?** **confirmation?** **opinion?** **demand?!**

For Tu. Dec. 6:

- *If not yet*, observe a court proceeding & post response on OL! *By end of day.*
- Read Demand Letter Assignment! *To be posted.*

By Th. Dec. 8: *If not yet*, give "oral presentation" on court observation in class!

By Fri. Dec. 9: Complete Course Evaluation online! *Check City Tech email → from "NYC College of Technology Course Evaluations," SPSSurveys@scantron.com.*

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Finishing legal research & analysis!

citation = provides information indicating where a case, statute, constitution, or other law may be found.

Citation of a court decision (case) includes:

- name of the case (caption/parties' names)
- volume number of the reporter in which it is located
- abbreviated name of the reporter in which it is located
- the year it was decided

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Intro to legal writing!

When a paralegal receives a writing assignment, she/he must be sure to understand:

- (A) the deadline for the assignment
- (B) the appropriate type of writing
- (C) the intended reader of what the paralegal will write
- (D) all of these**

Which of the following types of documents do paralegals prepare?

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

To avoid liability for unauthorized practice of law, a paralegal who drafts an opinion letter at the request of an attorney:

(A) should not sign his own name to the letter

(B) may sign her own name, so long as she indicates that she is a paralegal

(C) may sign his own name, so long as the attorney permits him to do so

(D) none of these choices are correct.

Forms of legal writing commonly drafted by paralegals!

Pleadings = documents filed with a court by the parties to a case

- include plaintiff's complaint, defendant's answer
- state the parties' claims and defenses

Legal memoranda = thoroughly researched and objectively written summary of facts, issues, and law relating to a legal claim

- written for a paralegal's supervising attorney
- a/k/a "internal legal memorandum" or "interoffice memorandum" **Stays within the office!! *Privileged work product.*

Legal correspondence = letters! *on issues that arise in legal practice.*

- to clients, witnesses, opposing counsel, courts, and others.
- Sent outside the office! *Not privileged, unless to clients.*

Common types of legal letters!

- **Informative** letters → convey information to the recipient
- **Confirmation** letters → confirm and summarize conversations that occurred
- **Opinion** letters → provide attorney's legal opinion and advice to a client
- **Demand** letters → explain a party's legal position to an opponent, and demand certain relief (or they may sue)