

Tuesday, December 6, 2022 (class 26 of 30!!)

Today:

- Court observation oral presentations!
- Legal writing cont'd – Demand letter assignment!

Now: Read the sample student demand letter (handout). Mark at least one compliment and one suggestion. We'll discuss them!

For next class (Th. Dec. 8):

- *By 8am*, email me draft demand letter as attached Word document! *We'll review them in class.*
- *If not yet*, give "oral presentation" on court observation!

By Fri. Dec. 9: Complete Course Evaluation online! *See City Tech email.*

Tu. Dec. 13: Quiz #4; final exam review!

Wed. Dec. 14: Last day to withdraw from any class with "W"!

Th. Dec. 15: **FINAL EXAM!**

Tu. Dec. 20: Last class! ??

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

- to clients, witnesses, opposing counsel, courts, *and others.*
- signed by attorney OR paralegal *depending on the letter.*

Common types of legal letters!

- **Informative** letters → convey information to the recipient
- **Confirmation** letters → confirm and summarize conversations that occurred
- **Opinion** letters → **attorney's** legal opinion and advice to a client.
 - **ONLY** an attorney may sign!! *Never a paralegal, or other.*
- **Demand** letters → explain a party's legal position to an opponent, and demand certain relief
 - under threat of lawsuit, or some other action
 - usually attorney signs