

Thursday, May 11, 2023 (class 27 of 30!!)

Today:

- Final exam study suggestions!
- Court observation reflections?
- Finish legal writing!

Now: Read the four letters in the handout. Mark each one as: **informative** letter; *OR* **confirmation** letter; *OR* **opinion** letter; *OR* **demand** letter!

By end of today – *if you didn't already*, please post on OL:

- court observation summary!
- "Law in Culture" review!

Next class (Tu May 16):

- Study for quiz #4 (legal research & analysis, legal writing—chs. 7 & 9)
- Review for final exam! *Come to class to win prizes!*
- **LAST DAY** to withdraw from any course! *for "W" grade*

Th May 18: FINAL EXAM!

Tu May 23: Last class! *Thoughts?!*

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! (and emails) *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 correspondence! (letters and emails)

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