**COURSE SYLLABUS:**

**LEGAL RESEARCH & WRITING**  
*Fall Semester 2017: Sections 1 & 2*

**Contact Information:**  
Professor Kimberly Boone  
Room 338  
kboone@law.ua.edu  
205-348-7495

**LW Class Hours:**  
Section 1: Tuesday & Thursday 1:00-1:50 p.m. (Room 283)  
Section 2: Tuesday & Thursday 9:45-10:35 a.m. (Room 283)  
Sections 1 & 2 Combined LW Classes: See Class Schedule and Assignments Chart for dates and times

**Research Hours:**  
See Research Class Schedule and Assignments

**Required Texts:**  
Coughlin et al., *A Lawyer Writes* (2d ed. 2013)  
The Bluebook: A Uniform System of Citation (20th ed. 2015)

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**Course Objectives:** By the end of this semester, you should be able to:

1. competently research cases and statutes;  
2. identify legal issues and determine legally relevant facts;  
3. present a legal analysis of a problem in a written form that adheres to the conventions of the legal profession; and  
4. revise your writing by implementing constructive criticism.

**Course Overview:** This semester will focus on predictive or objective writing. You will prepare two versions of an office memorandum for which no research is required. This is called the “closed memo.”

You will simultaneously learn how to research legal problems by completing research exercises and working in small groups with your research professors. You will then apply what you have learned by interviewing a client, performing your own research on the client’s legal problem, and preparing two versions of an office memorandum concerning the matter. This is called the “open memo.”

After the first version of each memorandum, you will conference with me to discuss your work.

You will also have a final exam. During the exam, you will be asked to read several cases that I will provide to you and prepare an objective written analysis of a legal issue on your own.
**Assignments:** Assignments due "in class" must be ready at the beginning of the indicated class. Assignments turned in after the beginning of class will be considered late. I will give you specific instructions for turning in major assignments.

**Grading:** This course is graded, adhering to the law school’s first year mean. Your grade will be based primarily on the final open memo and your final exam. I will deduct points or assess failing grades for failure to attend or participate in class; for failure to submit work on time; for submission of inferior work; for violations of the Honor Code; for violations of formatting requirements; or for failure to attend mandatory CALR, court-watching sessions, or conferences. You will be notified if you are in danger of failing the class. You will use your anonymous number instead of your name on any assignment relating to the open memo and on the final exam.

**Research Classes and Policies:** Please review the Research Class Schedule and Assignments handout for the Research class schedule, policies, and assignments. You must satisfactorily complete all Research exercises to receive credit for Legal Research and Writing.

**Professionalism:** I expect the same level of professionalism from you that I would expect from a practicing attorney. In the context of this class, professional conduct requires the following:

- **E-mail:** Attorneys must regularly monitor communications from clients, courts, and other attorneys. In this class, you must check your law school e-mail regularly for announcements, assignments, and other information relating to your research and writing classes. I frequently use email to communicate with my students.

- **Timeliness:** Attorneys must comply with strict deadlines. In this class, due dates and times for both the research and the writing assignments are strict, barring a genuine emergency such as a significant, verifiable illness or a death in the family. If there is a genuine emergency, you must request an extension as soon as you are aware of it. If no extension is granted, I may deduct points for any assignment that is late. I will not comment on or grade any assignment that is turned in more than 24 hours after the deadline.

  In the absence of a genuine emergency, you will lose 10 percent of the total possible points for the final open memo if your paper is even one minute late. The same rule applies to your final exam. If you are late with any assignment relating to the open memo, anonymity may be lost.

  Be sure to back up all your work. Do not wait until the morning an assignment is due to print it out. Computer problems of any kind will not excuse a late paper.
- **Class Attendance:** You should treat this class as you would treat a client meeting or court appearance. I expect you to be present, prepared, and on time. Please notify me if you will be unable to attend any class.

- **Technology Policy:** Because you should treat this class as you would treat a client meeting or court appearance, you must use technology appropriately. You may use a laptop computer in class for class purposes, including note-taking and referring to class materials on your computer. You may not use a computer, however, for other purposes, such as emailing or game playing. I reserve the right to curtail the use of laptops if I believe they are distracting you or others from our discussion. I also reserve the right to have "top down" classes with no laptops on any given day. Please be prepared to take notes without your computer as well. If you have a phone or other wireless communication device, please turn it off before class. You may not record or photograph any portion of the class without my prior approval.

- **Formatting Requirements:** When submitting formal documents, attorneys must comply with strict formatting requirements. In court, these standards are often set out in a judge's standing order. In this class, you must read and strictly follow the formatting requirements attached to this syllabus in my "standing order." Even an inadvertent failure to comply with these requirements may affect your grade significantly. A cover sheet is also required when submitting assignments. Your cover sheet will provide the following: assignment title, your name or your anonymous grading number, date, my name, and section (1 or 2). The cover sheet will not be counted in calculating line limitations.

**Collaboration:** You may not discuss or work together on any assignment related to the open memo unless a professor is present. You may not discuss or work together on your final exam.

You may discuss the case analysis exercise with your classmates. You will collaborate with a partner to write your closed memo. Like attorneys who collaborate, you are expected to deal with each other professionally and ethically. Other than the closed memo, your written work must always be your own. No one other than your legal writing professor may read or edit your work except during peer editing exercises.

Copying any portion of another student's work and handing it in as your own is plagiarism and is a violation of the Honor Code. If you witness these activities and do not report them, you are also violating the Honor Code.

You will be required to sign an oath for each research and writing assignment and for your final exam, confirming that you have complied with this policy.

**You should read the applicable oath before starting each research or writing assignment and ask your professor if you have any questions.**
LEXIS & Westlaw: You will learn to use on-line computer research databases (Lexis and Westlaw) this semester. You will be responsible for signing up for and attending the mandatory training sessions as instructed by the research professors. Once you complete training and receive your password, you should experiment with both services as time allows.

Conferences: You will have two mandatory conferences with me this semester. The conferences will be held in my office - Room 338. You are primarily responsible for what we will discuss in conference. You should be prepared to discuss any questions you may have, including those raised by my comments. I may also ask you to rewrite portions of your paper or to complete certain tasks prior to conference. Conferences about your work can be extremely helpful to you, but they are of little use if you do not come prepared.

Court Watching: You must observe one hour of a trial court proceeding this semester. You must submit the attached certification to me by November 30, 2017.

ADA Policy: The Law School is committed to meeting the needs of students with physical, learning, and other disabilities, and provides appropriate accommodations and services tailored to each person’s specific requirements. The Law School and the University’s Office of Disability Services work together to help individuals with disabilities achieve and maintain individual autonomy. Students with disabilities are encouraged to contact Associate Dean for Academic Affairs, Grace Lee at (205) 348-7190 or glee@law.ua.edu so that the individual’s needs for support services can be evaluated and accommodated in a timely manner.
STANDING ORDER

Following are the formatting requirements for your writing assignments:

- You must indent paragraphs at least five spaces.
- You must use Times New Roman typeface and twelve-point type.
- Your left and right margins must be at least 1.25 inches.
- Your top and bottom margins must be at least 1 inch.
- You must number each page. The page number may drop below your one-inch bottom margin, but text may not.
- You must double-space lines, except that block quotations must be single-spaced and indented from the left and right margins.
- You may choose to single-space your point and subpoint headings.
- You may not alter the standard line height.
- You may not justify your right margin.
- You must number your lines, and the total number of lines may not exceed the line limit for the assignment.
- You must include a cover sheet (described above).

If you fail to follow any of these formatting requirements for any reason — intentional or unintentional — you may lose points on the assignment. Your point deduction will depend on the egregiousness of your violation, which I will determine. In addition, if you violate the formatting requirements, you may lose your anonymity and may also be brought before the Honor Council. You are responsible for following all of these formatting requirements regardless of the type of computer software or equipment you use. Formatting requirements are imposed to achieve fairness and to prepare you for law practice.
LINE NUMBERING INSTRUCTIONS

Microsoft Word: Select Page Layout from the menu at the top of the screen. Click on Line Numbers and select Continuous in the drop-down menu that appears. To suppress the line numbers for a blank line, place the cursor in the line; if there are multiple blank lines, highlight them. In the drop-down menu for Line Numbers, you can then turn off the line numbering by checking Suppress for Current Paragraph.

Microsoft Word for Mac: If necessary, switch to page- or print-layout view by selecting View from the menu bar and Page Layout or Print Layout from the drop-down menu that appears. Next, select Format from the menu bar and then Document from the drop-down menu. Click on the Layout tab. Click on the Line Numbers box. Click the box next to Add line numbering. To keep count of the total number of lines in your paper, select the circle next to Continuous.

You may remove line numbers for any blank lines using the following steps:

Highlight the first blank line that is numbered then click the Layout tab, and then click the Line Numbers drop-down menu. Check Suppress for Current Section, and the line number will be turned off for that line. To continue numbering, follow the same instructions and uncheck Suppress for Current Section.
GRADING CRITERIA

An "A" paper will:

▶ address the professor's comments from first memos
▶ be clear, concise, and easy to read
▶ identify all significant issues
▶ have no faulty logic or irrational arguments
▶ be based on thorough research
▶ convincingly apply the applicable law to the facts
▶ make a well-reasoned prediction
▶ use an active, direct writing style
▶ follow acceptable format
▶ have exceptional Bluebooking
▶ be nearly free of errors in grammar, spelling, syntax, and typing

A "B" paper will:

▶ address the professor's comments from first memos
▶ sometimes require the reader to reread to grasp the author's point
▶ be generally well organized
▶ include necessary legal authority
▶ apply the applicable law to the facts with minor gaps in analysis
▶ make a well-reasoned prediction
▶ generally follow the acceptable format
▶ use an active, direct writing style with a few exceptions
▶ have only a few Bluebook errors
▶ contain only minor errors in grammar, spelling, syntax, and typing

A "C" paper will:

▶ address the professor's comments from first memos with only a few exceptions
▶ fail to communicate the writer's thoughts clearly and concisely
▶ contain numerous paragraphing and organizational errors
▶ lack some necessary legal authority
▶ apply the applicable law to the facts with significant gaps in analysis
▶ make a poorly reasoned prediction
▶ use a dense, passive, or verbose writing style
▶ stray from acceptable format
▶ have major Bluebook errors
contain numerous errors in grammar, spelling, syntax, and typing

A “D” paper will:

- ignore your professor’s corrections
- fail to communicate thoughts adequately
- contain numerous paragraphing and organizational errors that interfere with the reader's ability to follow the writer's thoughts
- be based on incomplete research
- fail to apply the applicable law to the facts in an understandable manner
- make a poorly reasoned prediction
- stray numerous times from acceptable format
- use a dense, passive, or verbose writing style
- consistently display major Bluebook errors
- consistently display major errors in grammar, spelling, and syntax

An “F” paper will have the same problems as a “D” paper but to a greater degree.
COURT WATCHING CERTIFICATION
TRIAL COURT PROCEEDING

To complete this course requirement, you must attend one hour of trial or motion proceedings at the federal or state court. In Tuscaloosa, both courts are downtown. You may also attend trial or motion proceedings in another location if you want to fulfill this requirement while away from Tuscaloosa. You must turn in this form by November 30, 2017.

Please answer these questions about the nature of the proceeding.

1. Was the proceeding in federal or state court?

2. Where was the court located?

3. Was the matter civil or criminal?

4. What was the judge’s name?

5. What type of proceeding did you observe? (e.g. hearing on a motion to dismiss, voir dire, sentencing, traffic court hearing re: ____, drug court hearing re: ____)

6. What surprised you about what you observed? Was everything exactly as you anticipated it would be?

Signature: __________________________

Name: ______________________________

Section: _____________________________

Date of Observation: ________________

Date Submitted: _____________________
## Fall Semester 2017
### Professor Boone -- Sections 1 & 2
### Class Schedule and Assignments

*Section 1 meets on Tuesdays and Thursdays at 1:00 pm in Room 283.*  
*Section 2 meets on Tuesdays and Thursdays at 9:45 am in Room 283.*  
*Sections 1&2 meet together for Combined LW Classes on the dates indicated below.*

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<th>Reading</th>
<th>Writing Due</th>
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| 1    | Thurs. 8/10 | 9:45 (2) | Introduction to Legal Analysis  
Reading: Introduction & Chapter 4 (pp. xxix-xx, 57-66); Skim Chapters 1 & 2 (pp. 3-31)  
Assignment: Brief *Robinson v. Lindsay* |                                   |
|      | 1:00 (1)         |          |                                                                        |                                  |
| 2    | Tue. 8/15 | 9:45 (2) | Reading for a Purpose  
Reading: Chapters 3 & 4 (pp. 33-56)                                    | Group Email & Robinson brief     |
|      | 1:00 (1)         |          |                                                                        |                                  |
| 2    | Thurs. 8/17 | 9:45 (2) | CRAC – Rules  
Reading: Chapters 6 & 7 (pp. 81-88, 97-120)  
Assignment: Case Analysis Exercise |                                   |
|      | 1:00 (1)         |          |                                                                        |                                  |
| 3    | Tues. 8/22 | 9:45 (2) | Extracting and Organizing Rules  
Reading: Chapter 8 (pp. 129-49)                                       | Case Analysis Exercise           |
|      | 1:00 (1)         |          |                                                                        |                                  |
| 3    | Thurs. 8/24 | 9:45 (2) | Synthesizing and Applying Rules from Multiple Cases and Statutes  
Reading: Chapter 7 (pp. 89-96)                                       |                                  |
|      | 1:00 (1)         |          |                                                                        |                                  |
| 4    | Tues. 8/29 | 9:45 (2) | Organizing and Outlining in CRAC  
Reading: Chapter 5 (pp. 67-79)                                        | Practice Outline Slick Issue 1   |
|      | 1:00 (1)         |          |                                                                        |                                  |
| 4    | Thurs. 8/31 |          | NO LW CLASS                                                            |                                  |
| 5    | Tues. 9/5 | 9:45 (1&2) | Applying Rules; Moving from Outline to Memo  
Reading: Chapter 8 (pp. 163-65)                                       | Outline of Closed Memo           |
| 5    | Thurs. 9/7 | 1:00 (1&2)  | **COMBINED LW CLASS**  
Common Errors on Outlines and Strategies for First Closed Memos  
Reading: Chapters 1, 8, 9 & 12 (pp. 3-13, 151-62, 167-72, 199-215)  
Assignment: Work on Closed Memo |                                  |
<p>| 6    | Tues. 9/12 |          | NO LW CLASS                                                            | First Closed Memo                |
| 6    | Thurs. 9/14 |          | NO LW CLASS                                                            |                                  |</p>
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| 7 | Thurs. 9/21 | 1:00 (1&2) **COMBINED LW CLASS**
|   |           | Common Errors on First Drafts and Strategies for Final Closed Memos
|   |           | Reading: Chapter 16 (pp. 247-68)
|   |           | Assignment: Work on Final Drafts; Prepare for and participate in conferences |
| 7/8 | Fri. & Mon. 9/22 & 9/25 | Prepare for and participate in conferences; Work on Final Draft of Closed |
| 8 | Tues. 9/26 | 9:45 (2) 1:00 (1) **Other Parts of the Office Memorandum**
|   |           | Reading: Chapters 13, 14 & 15 (pp. 217-45)
|   |           | Assignment: Continue conferencing and work on Final Closed Memo |
|   | Thurs. 9/28 | 12:30 1:50 (1&2) **COMBINED LW CLASS**
|   |           | Peer Editing Class
|   |           | Assignment: Preliminary Research and Prepare Questions for Client Interview |
| 8 | Fri. 9/30 | Practice Outline: Frye Memo |
| 9 | Tues. 10/3 | TBD (1&2) **COMBINED LW CLASS – Room TBD**
|   |           | Client Interview & Research Plan
|   |           | Assignment: Thoroughly research issue; Outline & Source List for Open Memo |
| 9 | Thurs. 10/5 | 9:45 (1&2) **RESEARCH CLASS – ALL 1Ls**
|   |           | Room 187
|   |           | Online Resources
|   |           | Robert Marshall |
| 10 | Tues. 10/10 | NO LW CLASS |
| 10 | Thurs. 10/12 | 9:45(2) 1:00 (1) **NO LW CLASS**
|   |           | CAREER SERVICES MEETINGS Room 140 |
| 11 | Tues. 10/17 | 9:45 (1&2) **COMBINED LW CLASS – Room 283**
|   |           | Common Errors and Suggestions on Outlines & Source Lists and Strategies for First Open Memos
|   |           | Assignment: Work on Open Memo |
| 11 | Thurs. 10/19 | 9:45 (2) 1:00 (1) Introduction to Citation
|   |           | *Bring Your Bluebook to Class*
|   |           | Reading: Chapter 7 (pp. 121-28)
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| 11   | Fri. 10/20| 10:45-12:15 | **IL WORKSHOP – ROOM 140**  
Grammar & Style for Effective Memos |
| 12   | Tues. 10/24 | 9:45 (2)  | More on Citation  
*Bring Your Bluebook to Class* |
|      | Wed. 10/25 |          | First Open Memo                                                                 |
| 12   | Th. 10/26- Fri. 10/27 | | **FALL BREAK** |
| 13   | Tues. 10/31 |         | NO LW CLASS                                                                       |
| 13   | Thurs. 11/2 |           | NO LW CLASS                                                                       |
| 13   | Fri. 11/3  | 10:45 (1&2) | **COMBINED LW CLASS**  
Common Errors on First Open Memos and Strategies for Final Open Memos  
Assignment: Prepare for conferences |
| 14   | Tues. 11/7 |         | NO LW CLASS – Conferences  
Assignment: Conference and work on Final Open Memo |
| 14   | Thurs. 11/9 | 9:45 (1&2) | **COMBINED LW CLASS**  
Polishing the Open Memo  
Assignment: Work on Final Open Memo; Continue conferencing |
| 15   | Tues. 11/14 |         | NO LW CLASS – Conferences  
Assignment: Work on Final Open Memo; Continue conferencing |
| 15   | Wed. 11/15 |           | Final Open Memo                                                                  |
| 15   | Thurs. 11/16 | 9:45 (1&2) | **COMBINED LW CLASS**  
Preparing for the Final Exam |
| 15   | Fri. 11/17  |           | **FINAL EXAM**                                                                   |