

Holst & Associates, L.L.P.

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MEMORANDUM

To: Incoming Law Clerks

From: Kimberly Y.W. Holst, Senior Partner

Re: Welcome to the Firm and Fall 2009 “Syllabus” for learning legal research and writing

Date: August 19, 2009

Introduction

Hello and welcome to the law firm of Holst & Associates. As new law clerks, you will have the opportunity to learn about the process of legal research and writing in a series of classes designed to help you develop effective legal research and writing skills in a supportive environment. It is important to note that lawyers spend their entire professional careers communicating (with judges, juries, legislators, clients, adversaries, colleagues, supervisors) no matter what their individual career paths may be. You have been assigned to work at this firm for a year to develop practical skills in legal communication and analysis. While some of you have career goals that differ from traditional practice, the skills you will learn at this firm will transfer to any career path of your choice.

While you are at the firm, you will learn how to locate and analyze legal reference materials relevant to client problems and how to write the results of your analysis in a concise, logical manner. The skills you will develop during your clerkship deal with the process of communicating about the law. Like the courses taken in the first year of law school, you will learn to “think like a lawyer.”

It is important to note that employers place significant emphasis on research and writing skills in making hiring decisions. You are likely to use your writing from this clerkship when you apply for your next job. Diligence in this clerkship is also likely to help your performance on law school exams. Most law school exams require you to articulate issues, identify and explain legal rules, and apply those rules to a fact problem. These skills, among others, will be central to this clerkship. The goal is that at the end of this clerkship, you will be able to write and communicate effectively with clients, courts, and other audiences.

As part of your clerkship, you will be required to attend meetings twice a week with me, the senior partner. Please check the attached meeting agendas for the materials that will be covered at each meeting. Additionally, some weeks will have only one meeting or no meetings at all. As a result, it is important to consult your schedule regularly to insure that you attend the required meetings. Please prepare for the meetings by completing the required readings and assignments in advance of the meeting (you do not need to complete the exercises in the Edwards or Just Writing texts unless specifically assigned). While not all readings will be directly discussed in our meetings, you are responsible for all the materials covered in each reading. In addition, I reserve the right to modify the meeting agendas as necessary and will notify you of any changes to the agendas as far in advance as possible.

You are also required to attend a weekly Legal Research Class. You will receive a separate syllabus for this class. This class is taught by a combination of Associates and Law Librarians. You will receive copies of the meeting agendas, research syllabus, and student manual at our first meeting. These materials and all other materials relating to the course will also be posted on firm's TWEN site.

Your full participation is expected during meetings and research classes. You will be asked to participate in exercises and discussion during these meetings. Additionally, ungraded writing assignments will be assigned throughout the semester to further strengthen your analytical and writing skills.

For additional information about this clerkship, including goals and objectives, attendance policy, assignments, and grading see the Legal Research and Writing Student Manual. The Student Manual is posted on the Fall 2009 Syllabi page of the Registrar's webpage (under "Legal Research & Writing Program") and on the firm's TWEN site.

Communication

While email is the best way to get a hold of me, feel free to contact via email, telephone, or in person. My email address is kholst01@hamline.edu. You may also contact me in person at my office, which is located at East Hall 306B. My office telephone number is (651) 523-2645 and my cell number is (507) 202-0794. Additionally, my faculty mailbox is located in the faculty assistants' office located at 206W in the law school. I will have office hours by appointment, but please feel free to stop by or set up an appointment any time. After assignment submissions and during tutorials, my office hours will be more limited.

Once your clerkship begins, I will use the online TWEN (The West Education Network) site to post materials. I will also use the site to send group and individual emails and to conduct sign-ups for clerkship-related activities. Please register on the TWEN site as soon as you have received your Westlaw password (be sure to register your Westlaw password with an email address you use regularly) and remember to check the site and your email regularly so you do not miss any important information. If your email information changes, please be sure to update your registration.

Meeting Schedules

Section D

Legal Writing Meetings: Monday and Wednesday, 4:00-4:50 p.m. in MTCT

Legal Research Class: Friday, 4:00-4:50 in Rm 04. Research class will not meet the first week of classes. The Associate teaching your research class will be Samantha Harker.

Section I

Legal Writing Meetings: Monday and Wednesday, 1:00-1:50 p.m. in Rm 04

Legal Research Class: Friday, 4:00-4:50 in Rm 04. Research Class will not meet the first week of classes. The Associate teaching your research class will be Adam Abelson.

Textbooks

The following textbooks are required for the fall semester of your clerkship (including both the writing meetings and the research classes):

Linda H. Edwards, Legal Writing and Analysis (2d ed., Wolters Kluwer 2007) ("Edwards")

Anne Enquist & Laurel Curie Oates, Just Writing: Grammar, Punctuation, and Style for the Legal Writer (3d ed., Wolters Kluwer 2009) (“Just Writing”)

The Bluebook: A Uniform System of Citation (Columbia Law Review Ass’n et al. eds., 18th ed. 2005)

Christina L. Kunz, et al., The Process of Legal Research (7th ed., Wolters Kluwer 2008)

Tracy McGaugh, et al., Interactive Citation Workbook for the Bluebook: A Uniform System of Citation (LexisNexis 2008).

When you go to the bookstore, you will note lists of recommended texts. You are not required to purchase any of the recommended texts. I strongly recommend that you consider purchasing Linda J. Barris, Understanding and Mastering the Bluebook (Carolina Academic Press 2008). I do not suggest purchasing the other recommended texts automatically. You may choose to purchase one or more if you think it would be particularly helpful for you. I would be happy to consult with you about any purchases you are considering. During the course of the clerkship, I may recommend that you purchase one of the recommended texts if I think it would be helpful for you.

Graded Assignments

You will receive grades for the following assignments during the fall portion of the clerkship:

One Case Legal Analysis Exercise

Closed Office Memorandum (due Tuesday, September 29)

Research Memorandum (due Monday, November 16)

Research Skills Exam (in class on Monday, November 23)

Mandatory Tutorials

Research Class Assignments (due weekly in your research class, assignments are listed in the Legal Research Syllabus)

Additionally, you will also be awarded points for professional conduct in meetings, research classes, and other interactions throughout your clerkship. Consult the Student Manual and other syllabus materials for more detailed information about the nature of the assignments, due dates, and point values.

Take particular note of the memorandum assignments and mandatory tutorials. The Closed Office Memorandum and Research Memorandum are the two major assignments of the fall portion of the clerkship. Unlike your other assignments, you will hand in the memorandum assignments outside of class by turning in each completed assignment to the Registrar’s Office by 11:00 a.m. on the due dates listed below and electronically via the TWEN Assignment Drop Box. Please note that the Student Manual establishes particularly strict requirements for the formatting and hand-in of these assignments.

The mandatory tutorials are an office meeting(s) that you will have before the Closed Office Memorandum and the Research Memorandum. Before the Closed Office Memorandum, you will meet with me individually to discuss your progress on the client assignment. Before the Research Memorandum, you will have two meetings with me to discuss your progress with the client assignment. The first meeting will be a small group meeting with me. The first meeting will be with me and a few of your fellow law clerks to discuss your progress on research and understanding of the client assignment. The second meeting will be an individual meeting with me to review and discuss your progress on the client assignment. You must come to these tutorials prepared. As

you will learn, time with the senior partner will be most valuable to you when are fully prepared for the meeting. Additionally, it will be viewed as unprofessional behavior to attend the meetings unprepared. I will announce in our weekly meetings how and when the graded assignments will be returned to you. After you have received your graded assignment, please review the comments carefully. If you have any questions about your graded assignment, you are welcome to arrange a meeting with me to discuss your questions. However, I ask that you take a week's time to review your graded assignment before scheduling a time to meet with me.

Please note that this clerkship will be evaluated and a grade will be awarded on a curve—not a straight percentage basis. Please see the Student Manual for more details about grading. As a general matter, the following chart gives an explanation for my philosophy in assigning grades.

Grade

A/A-: Law clerks receiving grades in the “A” range will have mastered all or most of the skills assigned in this course. These law clerks will have competently and consistently demonstrated mastery throughout the semester.

B+/B/B-: Law clerks receiving grades in the “B” range will have competently performed all or most of the skills assigned in this course. A law clerk who has mastered some but not all of the skills will fall within this range; as well as a law clerk who consistently demonstrates competence short of mastery throughout the semester.

C+/C/C-: Law clerks receiving grades in the “C” range may have achieved competency in some skills assigned in this course, but not all or most. A law clerk that has demonstrated near competence in all or most of the skills assigned in this course will also fall within this range.

D+/D/D-: Law clerks receiving grades in the “D” range will have consistently performed well below the level of competence for all or most of the skills assigned in this course. Law clerks who perform some skills at or near competence, but well below competence on a significant assignment or assignments will also fall within this range.

F: If a law clerk receives a grade of “F” in this course, she or he will have demonstrated little or no ability to perform the skills assigned in this course. Successful completion of both semesters of this course is necessary for graduation.

Westlaw and LexisNexis

Please register your Westlaw and LexisNexis passwords, which you received at orientation, as soon as possible. You will need access to these databases for your research and writing assignments. On Westlaw, you must also register for this firm's TWEN (The West Education Network) course. I will use the TWEN site frequently for email communications, announcements, and posting documents for this class. Be sure to register with an email address that you will check regularly as the information passed through TWEN will be important.

TurningPoint Clickers

A TurningPoint clicker is required for this course. The clicker will be used to take attendance and to make the class discussion more interactive while increasing your substantive knowledge and retention of the material. New or used clicker may be purchased at the SBA Bookstore or online. Please register your clicker at <http://student.turningtechnologies.com/>. Attendance and other clicking will begin with the first meeting. Please be prepared.

Professionalism and Laptop Policy

You are a part of professional community and as such, you are expected to conduct yourself in a professional manner at all times. The environment for our meetings and research classes must be conducive to learning for all. Professional conduct is intended to encourage everyone to participate in, to derive benefit from, and ultimately to enjoy the clerkship. Each law clerk should have the expectation that others will conduct themselves in a professional manner and should do the same in return.

Technological devices (such as laptops and cell phones), in particular, can be distracting to your fellow classmates and to your instructors. As a result, you undermine the goals of this clerkship by failing to use these devices in a professional manner. As a courtesy, refrain from texting; instant messaging; emailing; using cell phones, pagers, or other communication devices; and refrain from displaying wallpaper, screen savers, or other materials on your laptop screens that can reasonably be expected to offend or distract your classmates.

Behavior that interferes with the learning ability of your classmates will result in a loss of points for unprofessional conduct. Additionally, all correspondence associated with this clerkship should be done in a professional manner. This includes email communication, posting on TWEN discussion boards, and voicemails.

Again, welcome to the firm. While the work you will do during this clerkship will be tough, it is my hope to make this experience and enjoyable one. Attached to this memorandum are the agendas for the firm meetings. Please review these carefully. Feel free to contact me with any questions and concerns.

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Agenda for Week 1

Week of August 17, 2009, One Legal Writing meeting this week

Discussion Topics

- Introduction to this clerkship
- Research class overview
- Closed Office Memorandum assignment overview and description of the sequence of learning for this clerkship
- Overview of course materials

Assignments

Reading:

- The syllabi and Student Manual
- Edwards: Preface, Chapters 1, 2

Writing:

- No writing assignment this week

Notes

- Legal Writing will meet on Wednesday only this week and there will be no Research Class this week.
- The Closed Memo assignment will be distributed in class. The assignment is due on Tuesday, September 29, 2009

Agenda for Week 2

Week of August 24, 2009, Two Legal Writing meetings this week

Discussion Topics

- Clerkship policies and procedures; *Legal Research and Writing Student Manual*
- Case analysis and formulating a rule from a case
- Closed Office Memorandum cases
- Introduction to the paradigm for legal analysis (CRAC)
- One Case Legal Analysis assignment (OCLA)

Assignments

Reading:

- Close Office Memorandum packet
- *Legal Research and Writing Student Manual*
- Edwards: Chapters 3, 5, 6 (For Monday Meeting); Chapters 8, 9 (For Wednesday Meeting)

Writing:

- You will want to read and brief the cases in the Closed Memorandum assignment for the Wednesday meeting. You will not be required to hand-in these case briefs.
- Work on the One Case Legal Analysis assignment due by 11:00 a.m. on Friday, September 4, 2009. This assignment should be submitted electronically through the TWEN site. The assignment will be distributed and explained at our meetings this week.

Notes

- Research class will begin this week.
- Academic Success Program (ASP) workshop on Thursday, Aug. 27 or Saturday, Aug. 29.

Agenda for Week 3

Week of August 31, 2009, Two Legal Writing meetings this week

Discussion Topics

- OCLA assignment
- Discussion and synthesis of cases for the Closed Office Memorandum cases
- Paradigm for Legal Analysis
- Parts of an office memorandum
 - Heading
 - Questions Presented
 - Brief Answers
 - Facts
 - Discussion
 - Conclusion

Assignments

Reading:

- Edwards: Chapters 4, 12, Appendix A: Sample Office Memorandum

Writing:

- The OCLA assignment is due by 11:00 a.m. on Friday, September 4, 2009. Submit the assignment electronically through the Assignment Drop Box on TWEN.

Agenda for Week 4

Week of September 7, 2009, One Legal Writing meeting this week; Mandatory LexisNexis AND Westlaw Training on Tuesday, September 8 from 11-1

Discussion Topics

- Week 3 Topics continued
- Common problems in the OCLA assignment
- Kinds and weights of legal authorities
- Audience, purpose, and tone of an office memorandum
- Legal Writing style and conventions

Assignments

Reading:

- Edwards: Chapter 11
- Just Writing: Introduction, Chapters 1, 2, 3, 4

Writing:

- Work on Closed Office Memorandum due at 11:00 a.m. on Tuesday, September 29, 2009
- Prepare for tutorial

Notes

- Mandatory Westlaw and LexisNexis Training in Rm 101 and Rm 103 on Tuesday, September 8, 2009, 11:00 a.m.-1:00 p.m.
- Monday is Labor Day
- Legal Writing will only meet on Wednesday this week
- ASP Workshop on Saturday, Sept. 12 or Thursday, Sept. 17.

Agenda for Week 5

Week of September 14, 2009, Two Legal Writing meetings this week

Discussion Topics

- Parts of an Office Memorandum
- Organization of the Discussion section using the analytical paradigm (CRAC)
- In class drafting of the Question Presented and Brief Answer sections of the Closed Office Memorandum
- Common problems in the OCLA assignment
- Common writing problems—including form and attribution of quotations
- Citation
- Review of Boundaries of collaboration and plagiarism
- Hand-in requirements and procedure for the Closed Office Memorandum

Assignments

Reading:

- Edwards: Chapter 20
- Just Writing: Chapters 5, 6

Writing:

- Work on Closed Office Memorandum due at 11:00 a.m. on Tuesday, September 29, 2009
- Prepare for tutorial

Notes

- Individual Tutorials for the Closed Office Memorandum begin this week. Please bring a draft of the Discussion section of the memorandum and questions about the assignment to the tutorial.
- Each tutorial is worth four points and is mandatory. You must come prepared to the tutorial to receive the points. Proper preparation includes a review of what you have written and questions or concerns about the assignment, the analytical paradigm, and/or your writing.
- You will have the opportunity to schedule your tutorial meeting time on TWEN. Please act professionally in scheduling your tutorial by checking your schedule before signing up for a time. Cancellations or re-scheduling may result in a loss of points, except in the case of an emergency.
- Additional office hours will be limited during tutorials.
- ASP Workshop on Saturday, Sept. 12 or Thursday, Sept. 17.

Agenda for Week 6

Week of September 21, 2009, No Legal Writing meetings this week

Discussion Topics

- N/A

Assignments

Reading:

- Edwards: Chapter 21
- Just Writing: Chapters 7, 8, 9

Writing:

- Work on Closed Office Memorandum due at 11:00 a.m. on Tuesday, September 29, 2009
- Prepare for tutorial

Notes

- Individual Tutorials for the Closed Office Memorandum will continue this week. Please bring a draft of the Discussion section of the memorandum and questions about the assignment to the tutorial.
- Each tutorial is worth four points and is mandatory. You must come prepared to the tutorial to receive the points. Proper preparation includes a review of what you have written and questions or concerns about the assignment, the analytical paradigm, and/or your writing.
- You will have the opportunity to schedule your tutorial meeting time on TWEN. Please act professionally in scheduling your tutorial by checking your schedule before signing up for a time. Cancellations or re-scheduling may result in a loss of points, except in the case of an emergency.
- Additional office hours will be limited during tutorials.

Agenda for Week 7

Week of September 28, 2009, One Legal Writing meeting this week

Discussion Topics

- Introduction to the Research Memorandum assignment and description of the learning sequence for the remainder of the semester
- Client interviewing

Assignments

Reading:

- None

Writing:

- Closed Office Memorandum assignment due at the Registrar's Office by 11:00 a.m. on Tuesday, September 29, 2009 and electronically via the Assignment Drop Box on TWEN. For the purposes of being on time, your assignment must be handed in at the Registrar's Office by 11:00 a.m. Please review the *Student Manual* for details regarding assignment formatting and procedures for handing in writing assignments to make sure you have properly complied with the assignment requirements.

Notes

- Congratulations on completing your first major Legal Writing assignment!
- Legal Writing will meet on Wednesday only this week.
- The Research Memorandum assignment will be distributed in our meeting. The Research Memorandum is due on Monday, November 16, 2009.
- Please note that I may have reduced availability for office hours while grading the Closed Office Memorandum assignments.

Agenda for Week 8

Week of October 5, 2009, Two Legal Writing meetings this week

Discussion Topics

- LexisNexis and Westlaw Training

Assignments

Reading:

- Research Memorandum Packet
- Edwards: Review Chapters 2, 3, 4 (previously assigned in Weeks 1, 2, 3)
- Kunz: Review Chapters on Secondary Authorities (assigned for Research class)

Writing:

- Work on Research Memorandum assignment due at 11:00 a.m. on Monday, November 16, 2009

Notes

- Westlaw and LexisNexis Representatives will lead the Legal Writing meetings this week.
- Bring your laptops to class this week.
- Please read the assignments this week even though we are not meeting for class. Background on the research process will help you as you begin your in-depth research for the Research Memorandum assignment.
- Read and re-read your Research Memo packet thoroughly and completely.
- Please note that I will have reduced availability for office hours while grading the Closed Office Memorandum assignments.
- ASP Workshop on Thursday, Oct. 8 or Saturday, Oct. 10.

Agenda for Week 9

Week of October 12, 2009, One Legal Writing meeting this week

Discussion Topics

- Research Memorandum assignment
- Review of the structure of the legal system and hierarchy of authority
- Legal Research Process
- Legal research strategies for the Research Memorandum
- Review of collaboration and plagiarism rules

Assignments

Reading:

- Edwards: Chapter 10

Writing:

- Work on Research Memorandum assignment due at 11:00 a.m. on Monday, November 16, 2009

Notes

- Legal Writing will only meet on Monday this week.
- Enjoy fall break on Thursday and Friday.
- Please note that I will have reduced availability for office hours while grading the Closed Office Memorandum assignments.

Agenda for Week 10

Week of October 19, 2009, One Legal Writing meeting this week

Discussion Topics

- Research Memorandum assignment
- Research Strategies
- Statutory Research and Analysis
- Parts of the Research Memorandum:
 - Heading
 - Questions Presented
 - Brief Answers
 - Facts
 - Discussion
 - Conclusion

Assignments

Reading:

- Edwards: Review Chapters 11, 12 (previously assigned in weeks 3, 4)

Writing:

- Work on Research Memorandum assignment due at 11:00 a.m. on Monday, November 16, 2009
- Prepare for tutorials

Notes

- Legal Writing will meet on Wednesday only this week.
- Please note that I will have reduced availability for office hours while grading the Closed Office Memorandum assignments.

Agenda for Week 11

Week of October 26, 2009, One Legal Writing meeting this week

Discussion Topics

- Research Memorandum assignment
- Parts of the Research Memorandum
- Peer Review of Questions Presented and Brief Answers for the Research Memorandum assignment
- Writing tips

Assignments

Reading:

- None

Writing:

- Bring a PRINT copy of your Questions Presented and Brief Answers to class on Wednesday for peer review exercise.
- Work on Research Memorandum assignment due at 11:00 a.m. on Monday, November 16, 2009
- Prepare for tutorials

Notes

- Alpha tutorials for the Research Memorandum will be held this week. These tutorials will be conducted in small groups. I will assign times and groups for these tutorials. If you are unable to attend at the scheduled time, you must notify me ASAP to make other arrangements.
- Each member of the group is expected to participate and contribute to the discussion at the tutorial.
- Please submit your Research Log (discussed in class on Weeks 9, 10) to me by 11:00 a.m. on Monday, October 26, 2009 via the Assignment Drop Box on TWEN. This must be submitted to me before you are allowed to attend your Alpha tutorial. If you do not submit this research log and as a result are unable to attend an Alpha tutorial, you will lose the points allotted for the tutorial.
- Please bring a detailed outline of your entire memorandum noting where specific authorities will be used in the Discussion section and questions that you have about the assignment, the analytical paradigm, or your writing/organization.
- Each tutorial is worth four points and is mandatory. You must come prepared to the tutorial to receive the points. Proper preparation includes a review of what you have written and questions or concerns about the assignment, the analytical paradigm, and/or your writing.
- Additional office hours will be limited during tutorials.

Agenda for Week 12

Week of November 2, 2009, No Legal Writing meetings this week

Discussion Topics

- N/A
- You will have a mandatory meeting with the Career Services Office during one of the regularly scheduled class periods this week. Date and location to be announced.

Assignments

Reading:

- None

Writing:

- Work on Research Memorandum assignment due at 11:00 a.m. on Monday, November 16, 2009
- Prepare for tutorials

Notes

- No Legal Writing meetings this week.
- Individual Beta tutorials for the Research Memorandum will be this week. Please bring a draft of the Discussion section to your tutorial and questions. You may also bring drafts of the Facts and Conclusion.
- Each tutorial is worth four points and is mandatory. You must come prepared to the tutorial to receive the points. Proper preparation includes a review of what you have written and questions or concerns about the assignment, the analytical paradigm, and/or your writing/research.
- You will have the opportunity to schedule your tutorial meeting time on TWEN. Please act professionally in scheduling your tutorial by checking your schedule before signing up for a time. Cancellations or re-scheduling may result in a loss of points, except in the case of an emergency.

Additional office hours will be limited during tutorials.

Agenda for Week 13

Week of November 9, 2009, One Legal Writing meeting this week

Discussion Topics

- Research Memorandum Assignment
- Common writing problems
- Citation, including signals and parentheticals

Assignments

Reading:

- None

Writing:

- Work on Research Memorandum assignment due at 11:00 a.m. on Monday, November 16, 2009
- Prepare for tutorials

Notes

- Legal Writing will only meet on Wednesday this week.
- Individual Beta tutorials for the Research Memorandum will be this week. Please bring a draft of the Discussion section to your tutorial and questions. You may also bring drafts of the Facts and Conclusion.
- Each tutorial is worth four points and is mandatory. You must come prepared to the tutorial to receive the points. Proper preparation includes a review of what you have written and questions or concerns about the assignment, the analytical paradigm, and/or your writing/research.
- You will have the opportunity to schedule your tutorial meeting time on TWEN. Please act professionally in scheduling your tutorial by checking your schedule before signing up for a time. Cancellations or re-scheduling may result in a loss of points, except in the case of an emergency.
- Additional office hours will be limited during tutorials.

Agenda for Week 14

Week of November 16, 2009, One two-hour Legal Writing meeting this week

Discussion Topics

- Alternative dispute resolution methods
- Simulated mediation of the Research Memorandum problem

Assignments

Reading:

- Alternative dispute resolution packet prepared by the Dispute Resolution Institute

Writing:

- Research Memorandum assignment due at the Registrar's Office by 11:00 a.m. on Monday, November 16, 2009 and electronically via the Assignment Drop Box on TWEN. For the purposes of being on time, your assignment must be handed in at the Registrar's Office by 11:00 a.m. Please review the *Student Manual* for details regarding assignment formatting and procedures for handing in writing assignments to make sure you have properly complied with the assignment requirements.

Notes

- Legal Writing will meet for a single two-hour block this week. Time, date, and location to be announced.
- Congratulations on completing your Research Memorandum!
- Please note that I will have reduced availability for office hours while grading the research memorandum assignments.

Agenda for Week 15

Week of November 23, 2009, One Legal Writing meeting this week

Discussion Topics

- You will take your Research Skills Exam during our Monday meeting time this week.

Assignments

Reading:

- Study for the research exam

Writing:

- None

Notes

- You will take your Research skills exam on Monday, November 23, 2009.
- Please note that I will have reduced availability for office hours while grading the Research Memorandum assignments.
- Enjoy Thanksgiving Break!

Agenda for Week 16

Week of November 30, 2009, One Legal Writing meeting this week

Discussion Topics

- Taking law school examinations
- Course evaluations

Assignments

Reading:

- None

Writing:

- None

Notes

- Legal Writing will meet only on Monday this week.
- Class schedule for the last week of classes is Monday classes, Thursday classes, and Friday classes.
- Please note that I will have reduced availability for office hours while grading the Research Memorandum assignments.
- You may meet with me by appointment between now and January 19, 2010. Please note that I will be traveling from January 1-11, 2010 and will not have regular access to email or telephone and will not be available for meetings during that period.
- Congratulations on completing your first semester of your Legal Writing clerkship. Thank you for your hard work. See you in January for your second semester.