

**LEX 121**  
**LEGAL RESEARCH AND WRITING II**

**COURSE DESCRIPTION:**

Prerequisites: LEX 120

Corequisites: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents as well as the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

**COURSE OBJECTIVES:**

Upon completion of this course, the student should be able to:

- a. Prepare various types of legal correspondence
- b. Distinguish between the internal and external memorandum of law
- c. Prepare drafts and revisions of memoranda
- d. Identify the necessary components of appellate briefs
- e. Conduct advanced searches on computer-assisted systems including field-restricted searches, multi-level searches and specialized citator services

**OUTLINE OF INSTRUCTION:**

- I. Forms of legal writing
  - A. Correspondence
    - 1) Opinion letters
    - 2) Collection letters
    - 3) Complain letters
    - 4) Letters connected with litigation
    - 5) Representation and nonrepresentation letters
    - 6) Settlement letters
    - 7) Letters requesting medical information
  - B. Memoranda
    - 1) Internal memorandum of law
      - (a) Objective in nature
      - (b) Organization
        - (1) Heading
        - (2) Statement of assignment
        - (3) Facts
        - (4) Issue (s)
        - (5) Analysis
        - (6) Conclusion
    - 2) External memorandum of law
      - (a) Persuasive in nature
      - (b) Organization

- (1) Points and authorities memo
  - (2) Trial memo
- C. Appellate briefs
- 1) Caption
  - 2) Statement of jurisdiction
  - 3) Table of contents
  - 4) Table of authorities
  - 5) Questions presented
  - 6) Statement of the case
  - 7) Summary of argument
  - 8) Arguments
  - 9) Conclusion
  - 10) Appendix
- I. Further use of computer-assisted legal research
- A. Field-restricted searches
  - B. Modifying searches
    - 1) To narrow a search
      - (a) focus and locate features
    - 2) To broaden a search
  - C. Multi-level searches
  - D. Specialized citator searches
    - 1) Westlaw
      - (a) Shepard's
      - (b) Shepard's Preview
      - (c) QuickCite
      - (d) InstaCite
    - 2) Lexis
      - (a) Shepard's
      - (b) AutoCite
      - (c) Lexcite
  - E. Comparison and integration of manual and electronic research

## **REQUIRED TEXTBOOKS:**

To be determined

## **STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.