Legal Drafting Syllabus
Fall 2013

Department Professors:
Gaylin Soponis, Director: 349 Holland Hall, 273-0955, Soponis@law.ufl.edu
Office hours: Tues. 1:30 p.m.-3:30 p.m.; Weds. 1:30 p.m.-3:00 p.m. or by appointment

Deborah Cupples: 370C Holland Hall, 273-0977, Cupples@law.ufl.edu
Office hours: Mon. & Thurs. 10:15 a.m.-11:30 a.m.; Weds. 10:00 a.m.-12:00 p.m.

Leslie Knight: 357 Holland Hall, 273-0938, KnightL@law.ufl.edu
Office hours: Mon. & Thurs. 10:00 a.m.-noon; Weds. 9:30 a.m.-noon.

Silvia Menendez: 351 Holland Hall, 273-0740, Menendezs@law.ufl.edu
Office hours: Tues. 11:00 a.m.-1:00 p.m.; Weds. 10:00 a.m.-noon; Thurs. 1:30 p.m.-3:00 p.m. or by appointment

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Office hours: Mon., Wed., & Thurs. 10:00 a.m.-noon

Required Textbooks/Course materials:
Basic Legal Drafting and Legal Drafting Supplement are required course texts and are sold at Target Copy on University Avenue.

Course Objectives:
To teach students the principles and practices involved in drafting legal documents, including litigation documents, contracts, and legislative documents.

Course Outline:
A. Drafting complaints:
   1. Simple negligence complaint
   2. Complex negligence complaint
   3. Complex multi-count statutory complaint
B. Drafting answer to complaint
C. Drafting contracts (2)
D. Drafting litigation Document
Grading Policy

A. **Final Examination**
   Your grade is based primarily on a final examination document which gives you the opportunity to show you have mastered the drafting principles addressed during the semester. Past examination documents have included partnership agreements, publishing contracts, marital settlement agreements, and corporate by-laws. The final examination document is due at the beginning of the last class meeting. If, without authorization, you do not turn in the final examination on time, your final grade in the course will automatically drop one full letter grade, for example, “A” to “B” or “B+” to “C+.” Your grade may continue to drop at the rate of one full letter grade per each 24-hour period the final exam remains untendered.

B. **Daily Assignments**
   Your grade in Legal Drafting is also based on timely and otherwise satisfactory completion throughout the semester of the daily assignments. Any late, missing, or incomplete assignment may affect your grade. If you fail to turn in, on time, a satisfactorily completed assignment, your final grade in the course may drop one level, for example, from “A” to “A-,” “B+” to “B,” or from “C-” to “D+.” For each additional missing, late, or otherwise unsatisfactory assignment, your grade may drop one more level. If you fail to turn in, on time, three assignments, you may be dropped from the class roll and become ineligible to take the examination.

C. **Attendance and Participation**
   Your grade in Legal Drafting also is affected by attendance and participation. If you are absent from more than four class meetings, you may be dropped from the class roll and become ineligible to take the examination. See the College of Law “2011-2012 Calendar & Guide to UF Law” for the full text of the attendance policy.

D. **University Policy on Grade Points**
   Information on the law school policy as to assigning grade points is available at: [http://www.law.ufl.edu/students/policies.shtml#9](http://www.law.ufl.edu/students/policies.shtml#9)

E. **Accommodations for students with disabilities**
   Students requesting classroom accommodation must first register with the Office of Disability Resources. The UF Office of Disability Resources will provide documentation to the student who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.