Please note: The following syllabi for Legal Drafting, Law 6807, are for each section taught by the 5 Legal Drafting faculty: Professors Cupples, Fernandez, Knight, Menendez, and Temple-Smith. Changes to this course began in Fall 2015 and are ongoing in the current 2016-2017 academic year. We are expanding the breadth of the course to include a broader array of active client representation skills that ultimately lead to the drafting of at least 8 legal documents. We are also enhancing the experiential environment of the course to more realistically simulate a law practice via in-class activities and take-home assignments.

**FALL 2015**

“BLD” refers to Basic Legal Drafting, Anne Rutledge
“Supp” refers to the Supplement to the Textbook

**Meeting**
(1) Monday, Aug. 17: Discuss: Introduction to course; Drafting complaints
For Next Meeting:
Re-read BLD, pgs. 1-28; Supp., pgs. 2-24
Draft Carney negligence complaint

(2) Thursday, Aug. 20: Discuss: Carney complaint
For Next Meeting:
Review BLD, pgs. 1-28; Read Supp., pgs. 25-26
*Note:* Supp., pgs. 7 (Jurisdiction) and 14 (Rule 1.110(b))
Draft Gilchrist negligence complaint

(3) Monday, Aug. 24: Discuss: Gilchrist complaint; Introduction to Answers to complaints
For Next Meeting:
Read BLD, pgs. 43-58; Supp., pgs. 27-28
Re-read Supp., pgs. 14-15 (*Rule 1.110(c)*)
Draft Answer (Response portion only) to “bad” Carney complaint – see Supp., pg. 28

(4) Thursday, Aug. 27: Discuss: Final comments - Gilchrist complaint; Carney answer; Affirmative defenses; Motions
For Next Meeting:
Read BLD, pgs. 29-35; Supp., pgs. 29-34
Answer Study Guide questions (Membership Campground Act, Florida Statutes)

(5) Monday, Aug. 31: Discuss: Statute-based complaints; Membership Campground Act
For Next Meeting:
Draft Timeline of facts for Crosby complaint
(6) Thursday, Sept. 3  Discuss: Statute-based complaints; Alleging statutory violations
For Next Meeting:
Draft Crosby complaint (MCA only)

[No Class on Monday, Sept. 7 – Labor Day]

(7) Thursday, Sept. 10  Discuss: Crosby complaint (MCA)
For Next Meeting:
   Re-read BLD, pgs. 29-35
   Read BLD, Pgs. 36-42; Supp., pgs. 35-40
   Answer Study Guide questions (Deceptive and Unfair Trade Practices Act, DUTPA)

(8) Monday, Sept. 14  Discuss: Statute-based complaints; DUTPA; Multi-count complaints
For Next Meeting:
Draft Crosby 2-count complaint (revise MCA and add DUTPA)

(9) Thursday, Sept. 17  Discuss Crosby multi-count. Collect papers; mark and hand back. In class, develop list of steps for drafting any complaint.
For Next Meeting:
Read Memo for Porter contract and sample Equipment Lease Agreement

(10) Monday, Sept. 21  Intro to contract drafting. General structure of contracts: Exordium, Background, Operational sections, Liability, Contract administration.
In class, students answer Study Guide questions (re contract structure).
For Next Meeting:
Draft letter to client explaining content of sample Equipment Lease Agreement. (To teach conceptualization).

Instructions: Write a letter to our client, Alexandra Porter, explaining the content you plan to include in the contract you will draft for Porter Cinema Equipment, Inc. Use as a guide the sample Lease Agreement between Groove Equipment, Inc. and Edge Productions, Inc. Your letter should not exceed 2 pages double-spaced, using a font size of no smaller than 12. Use your judgment about (1) what sections of the contract you should mention and (2) how to succinctly summarize the sections you plan to discuss.

For Next Meeting:
In Equipment Lease Agreement in the Supplement, page 43, correctly draft the exordium and sections 4, 5, and 7 (simple promissory statements with no time statements or conditions).
(12) Monday, Sept. 28

Review assignment from Meeting 11.

Discuss: Core obligation; Simple time statements; conditions; descriptive statements.
For Next Meeting:
Draft Background section and sections 1, 2, 3, and 6.

(13) Thursday, Oct. 1

Review sections drafted from Meeting 12.
Discuss: Organization
For Next Meeting:
Prepare an outline of the equipment lease agreement

(14) Monday, Oct. 5

Review outline from Meeting 13.
Discuss types of ambiguities; time statements with floating deadlines; combining conditions and time statements.
For Next Meeting:
Organize previously drafted sections to conform with outline. Draft new sections: Extension; security deposit; contract administrative sections.

(15) Thursday, 10/8

Collect papers (revised; organized; include administrative provisions). Mark and return on Thurs., 10/15)
Discuss Conceptualization: Renewals; Extensions; Advising the Client
For Next Meeting:
Read BLD, pgs. 88 - 97 (ambiguities)

(16) Monday, 10/12

Discuss ambiguities (floating time statements; semantic ambiguities; combining statements and conditions)
For Next Meeting:
Draft Extension; Security deposit; Read Supp., pgs. 45 - 57 (UCC).

(17) Thursday, 10/15

Hand back marked papers. Review administrative sections; extension; security deposit; discuss impact of UCC on contract.
For Next Meeting:
Revise entire contract.

(18) Monday, 10/19

Collect final drafts. Finish discussion from Thursday. Discuss “real-life” fitness center contract (ambiguities and contradictions).
For Next Meeting:
Review term sheet for commercial tree services contract.
Do take-home exercises.
(19) Thursday, 10/22
Begin commercial tree services contract. (Students work in pairs to create outline. Review outline during last 15 minutes.
For Next Meeting:
Draft through exordium through payment.

(20) Monday, 10/26
Collect and mark papers. Discuss first sections drafted in commercial tree services contract.
For Next Meeting:
Draft remainder of contract (permits through cancellation) except for liability section.
Read BLD, pgs. 101 – 112. Look up definitions of Release, waiver, and indemnification. Be prepared to explain each concept in simple, layperson’s language.

(21) Thursday, 10/29
Return marked papers. Collect drafts to mark and return on Monday. Discuss exculpatory provisions. Discuss sections drafted for today and universal comments about marked sections.
For Next Meeting:

(22) Mon., 11/2
Return marked papers. Discuss drafted exculpatory provisions. Discuss universal comments (permits through cancellation).
For Next Meeting:
Revise entire contract. Review BLD, p. 112 (Articulation checklist) and BLD, p. 83 (Organization checklist).

(23) Thursday, 11/5
Collect revised contracts to mark and return. Discuss Alternative payment provisions
For Next Meeting:
Read BLD, pgs. 113 – 125 (Legislation) and pgs. 98 – 101 (Definitions). Review Supp., pgs. 30 - 34 (Membership Campground Act).

(24) Monday, 11/9
Discuss intro to drafting legislation
For Next Meeting:
Revise Membership Campground Act

(25) Thursday, 11/12
Drafting legislation
Discuss Membership Campground Act revisions

(26) Monday, 11/16
Drafting legislation (conclusion)
In-class organization exercises (as review for final project)
***HAND OUT FINAL PROJECT***
(27) Thursday, 11/19  In-class articulation exercises (as review for final project)

(28) Monday, 11/23  ***Turn in Final Project***  Last day of class!
“LD” refers to Legal Drafting, Margaret Temple-Smith and Deborah Cupples
“Supp” refers to Supplement to the Textbook

Meeting
(1) Monday, Jan. 4  Discuss:  Introduction to course; Drafting complaints
For Next Meeting:
   Re-read LD, pgs. 1-13; Supp., pgs. 1-14 (through Rule 1.130)
   and pgs. 26-27
   Read LD, Sections I-IV, pgs. 14-33
   Draft Rawson negligence complaint

(2) Thursday, Jan. 7  Discuss: Rawson complaint and Futch v. Josey
For Next Meeting:
   Re-read LD, pgs. 14-33; Supp., pgs. 1-14
   Read Supp., pgs. 18, 20, 22, and 28-30
   Revise Rawson negligence complaint
   Draft Gray breach of contract complaint

(3) Monday, Jan. 11  Discuss: Gray complaint and Baron v. Osman
For Next Meeting:
   Revise Gray breach of contract complaint

(4) Thursday, Jan. 14  Review complaint drafting process; final issues with Rawson and Gray complaints
For Next Meeting:
   Re-read Supp., pg. 13 (Rule 1.110(c))
   Read LD, pgs.43-55; 56-74
   Read Supp., pgs.14 (Rule 1.140) -17; 19; 21; 32-33
   Draft Answer (Response portion only ) to “bad” Rawson complaint – see Supp., pg. 33

Monday, Jan. 18
   NO CLASS – MARTIN LUTHER KING HOLIDAY

(5) Thursday, Jan. 21  Discuss:  Rawson answer; Affirmative defenses; Motions
For Next Meeting:
   Read LD, Section VI, pgs. 35-42; Supp., pgs. 34-47
   Answer Practitioner’s Guide questions (Motor Vehicle Repair Act)
   Draft Timeline of facts for Gray statute-based cause of action

SPRING 2016
(6) Monday, Jan. 25  
Discuss: Statute-based complaints; Motor Vehicle Repair Act
For Next Meeting: 
Draft Gray complaint (MVRA only)

(7) Thursday, Jan. 28  
Discuss: Gray complaint (MVRA only); Statute-based complaints
For Next Meeting: 
Revise Gray complaint (MVRA only)
Read LD, Section V, pgs. 33-35

(8) Monday, Feb. 1  
Discuss: Multi-count complaints
For Next Meeting: 
Draft Gray 2-count complaint (revise MVRA count and add breach of contract count)

(9) Thursday, Feb. 4  
Discuss Gray multi-count; Concluding remarks re litigation
For Next Meeting: Read LD pgs. 372-379; 387-414 (grammar, punctuation, and style)

(10) Monday, Feb. 8  
In-class writing exercises (grammar, punctuation, and style)
For Next Meeting:
Read LD pgs. 96-107 (basic articulation); 236-243 (term sheets)
Read Supp. pgs. 50-51 (commercial stables contract term sheet)

(11) Thurs., Feb. 11  
Discuss intro to contract drafting; General structure of contracts: Exordium, Background, Duration, Core Obligation, Subsidiary Obligations, Liability, Wind-up, and Dispute Resolution sections;
Sample: commercial tree-cutting stables contract; Discuss articulating obligations and rights
For Next Meeting:
Review LD, pgs. 96-107 (basic articulation)
Read LD, pgs. 108-109 (exordium); 244-257 (Headings; organization)
Draft: Exordium and 2 sections with simple obligations:
description of services; security deposit (payment sub-section only; not refund sub-section)

(12) Mon., Feb. 15  
Review sections drafted. Discuss and draft in class the core obligation section; Discuss quick overview of organization; headings and sub-headings
For Next Meeting:
Revise sections drafted
Read LD pgs. 110 (Background); 347-353 (Basic time statements; duration); 360-363 (conditional statements)
(13) Thurs., Feb. 18
Discuss simple time statements; conditions; policy statements
For Next Meeting:
  Review LD pgs. 110; 347-353
  Draft Background, Duration (initial period only), and Payment sections

(14) Mon., Feb. 22
Review new sections drafted (Background, Duration, and Payment)
Review conditional statements and discuss Automatic renewal section
For Next Meeting:
  Draft refund of security deposit sub-section; Delivery and Pick-up; Condition on Arrival; Vet Care

(15) Thurs., Feb. 25
Review time statements and conditions and combining them
For Next Meeting:
  Read LD pgs. 119-122; 140-144; 153-158; 163-167
  Draft insurance, termination, cancellation, and dispute resolution sections

SPRING BREAK – Mon., Feb. 29 through Fri., Mar. 4

(16) Mon., Mar. 7
Review sections previously drafted
For Next Meeting:
  Read LD pgs. 126-130; 136-139
  Draft exculpatory provisions

(17) Thurs., Mar. 10
Review exculpatory provisions
For Next Meeting:
  Finalize entire contract

(18) Mon., Mar. 14
Collect final drafts of commercial stables contract
Finish discussion of exculpatory provisions and conclude discussion of contract
For Next Meeting:
  Read LD, pgs. 258-265 (Refining organizational scheme);
  134-136 (UCC warranties)
  Review LD, pgs. 244-257 (Outlines and organization)
  Read Supp., pgs. 52-68 (Contract #2 and UCC excerpts)
  Draft outline of crop production and purchase contract

(19) Thurs., Mar. 17
Begin crop production and purchase contract; Discuss transaction and organization of contract; Discuss UCC impact
For Next Meeting:
  Read LD, pgs. 335-346 (Ambiguity)
  Review LD, pgs., 236-243 (Obtaining client information)
  Draft letter to client and portions of contract
(20) Mon., Mar. 21
Discuss drafted sections of crop production and purchase contract
For Next Meeting:
Read LD, pgs. 310-324 (Choosing language)
Review LD, pgs. 347-363 (Time and Conditional Statements)
Draft portions of crop contract

(21) Thurs., Mar. 24
Discuss drafted sections of contract
For Next Meeting:
Read LD, pgs. 168-175 (Court Construction)
Draft portions of contract

(22) Mon., Mar. 28
Discuss drafted sections of contract
For Next Meeting:
Draft portions of contract.

(23) Thurs., Mar. 31
Collect final drafts of contract
Discuss crop contract (conclusion)
Discuss intro to drafting legislation
For Next Meeting:
Read LD, pgs. 188-194 (Intro to Legislation); 195-211 (Drafting Legislation)
Review Supp., pgs. 36-47, Florida Motor Vehicle Repair Act
Revise portions of Florida Motor Vehicle Repair Act

(24) Mon., April 4
Discuss drafting legislation; revisions to Florida Motor Vehicle Repair Act
For Next Meeting:
Read LD, pgs. 325 – 334 (Definitions); 212-219 (Court Construction)

(25) Thurs., April 7
Drafting legislation (conclusion)
*Hand out final project materials.*
In-class exercises (review for final project)

(26) Mon., April 11
In-class exercises (review for final project)

(27) Thurs., April 14
In-class review

(28) Mon., April 18
*Turn in Final Project. Last day of class!*