



## LEGAL WRITING §Y

FALL 2025

2 Credits

Tues / Thurs  
3:00 p.m. to 3:55 p.m.  
in Holland Hall 283

with  
**Prof. Stacy Biggart**  
stacybiggart@ufl.edu  
Office: HH 312-N  
(850) 459-2226

### OFFICE HOURS

Mondays: 2:30 p.m. to 5:30 p.m.  
Tuesdays: 4:00 p.m. to 5:00 p.m.  
Wednesdays: 10:30 a.m. to 12:00 p.m. and 2:30 p.m. to 5:30 p.m.  
Thursdays: 4:00 p.m. to 5:00 p.m.

I love office hours and hold lots of them! I also hold extended office hours during the weeks before assignments are due. Please come to office hours! I look forward to meeting you.

Note: Avoid procrastination! Office hours and other conferences will not be held (with me or your TA) within the 24 hours prior to an assignment due date.

### REQUIRED MATERIALS

Rocklin, Rocklin, Coughlin, and Patrick, *A Lawyer Writes* (4th ed.) (2024)

The Bluebook: *A Uniform System of Citation* (22nd ed.)

Lexis/Nexis Interactive Citation Workshop

Supplemental materials and case files posted on the course Canvas website.

### **TEACHING ASSISTANTS**

Students will be divided into groups for some activities including case discussions, peer reviews, research assignments, and oral arguments. Each group will have an assigned TA who will assist students with in-class exercises and out-of-class assignments. TAs are 2Ls who did particularly well in their first-year legal writing courses. They are a tremendous resource to you, and I encourage you to speak with your assigned TA regularly. The class TAs will be:

Rayna Gordon rayna.gordon@ufl.edu  
Lily Kino lilykino@ufl.edu  
Grace Kessinger ckessinger@ufl.edu  
Ethan Ghozali ethanghozali@ufl.edu

### **COURSE OBJECTIVE AND GOALS**

Our goal for this course is for you to learn how to construct a thorough legal analysis and express it effectively in writing.

Upon completion of this course, you should be able to:

- Demonstrate an understanding of the U.S. legal system and how lawyers use law to advise clients and resolve legal problems;
- Apply ethical and professional obligations in crafting your written work;
- Identify legal issues affecting a client's situation;
- Review facts and evaluate their relevance to a client's legal situation;
- Analyze, interpret, and use statutes and case law to construct legal arguments;
- Apply legal rules to relevant client facts, analogizing and distinguishing precedent;
- Write an analysis of a legal issue predicting its outcome;
- Use effective organizational techniques;
- Write effective topic sentences, transitions, and paragraphs;
- Write precisely, clearly, and concisely;
- Use good grammar, syntax, punctuation, and document format;
- Use legal citations correctly;
- Revise, edit, and proofread your legal writing; and
- Use AI-generated first drafts where appropriate to increase efficiency, while critically analyzing, fact-checking, and editing the same to ensure high-quality end products.

### **ASSIGNMENT SUBMISSION DEADLINES AND LATE POLICY**

Lawyers must be organized. Failing to meet a deadline can have disastrous results for your client. If you turn in an assignment late, your grade will be lowered by one grade increment per day. An assignment that is over three days late will not be accepted. If you have extraordinary circumstances outside of your control, please contact me in advance of the deadline or, if the emergency prevents you from doing so, as soon as possible thereafter. Contacting me does not guarantee a particular result.

#### **KEY DEADLINES**

Core-Grammar Pre-Test:	Wednesday, August 20, at 11:59 p.m.
WA #1: Discussion Section of Memo:	Saturday, September 20, at 11:59 p.m.
Core-Grammar Post-Test:	Sunday, September 28, at 11:59 p.m.
WA #2: Full Memo:	Saturday, October 25, at 11:59 p.m.
In-Class Final Project:	Friday, November 14 (afternoon)

### **PROFESSIONALISM**

As a future lawyer, you must be able to engage in rigorous discourse and critical evaluation while also demonstrating civility and respect for others. I encourage you to speak thoughtfully, listen carefully, and commit to examining your own values and assumptions. All students have the right to be treated with respect by their instructors and classmates.

### **CLASS ATTENDANCE POLICY**

I use sign-in sheets to keep roll. You are permitted to miss two class periods without penalty. **Missing more than two class periods may result in a reduction of your final grade. Missing more than six classes will result in a failing grade in the course.**

If you have a religious holiday that falls on a class date or assignment due date, or if you are ill or have other extenuating circumstances that prevent you from attending class, please contact me in advance of the holiday or absence to arrange an accommodation or excused absence.

The law school's policy on attendance can be found [here](#).

## GRADING

Throughout the semester, you will turn in three major writing assignments in addition to minor assignments and possible quizzes.

20%	WA#1 Discussion section of a memo on Hypo #1
35%	WA#2 Full legal memorandum based on Hypo #2
35%	Final Project (Full memorandum of law)
10%	Participation
1 point:	Case Illustration
1 point:	Core Grammar Pre-Test
1 point:	Core Grammar Post-Test
2 points:	ICWs (must complete all assigned ICWS to get the points)
5 points:	Attendance (No more than 2 unexcused absences. I will deduct a point for each additional unexcused absence.)

You must satisfactorily complete the *Core Grammar* pre-test and every module for which you do not “test out” in the pre-test. Please note that *Core Grammar* also has a post-test; you must complete that post-test with a minimum score of 85.

Information on Accessing *Core Grammar*:

1. Go to <https://coregrammarforlawyers.com/> in your browser.
2. Complete the form and be sure to select “FL” for your state and “University of Florida – F.G. Levin College of Law” for your school.
3. On the payment page, enter “UFLL2025” in the Access Code field. Your discounted price will appear immediately. You need to purchase a one-year subscription.
4. Enter our credit card information below, verify the purchase, and continue on to create your Core Grammar for Lawyers account.
5. To activate your subscription, enter this exact Class Code: **325-072-1913**.
6. You will be able to start using CGL immediately. However, before we meet for Week 1 of classes, you should take the Pre-Test (available on a link from the home page or “Bookshelf”). The deadline for the Pre-Test is Wednesday, August 20.
7. The deadline for the Post-Test is Sunday, September 28, with a minimum score of 85.

### **ACADEMIC HONESTY & UNAUTHORIZED COLLABORATION WITH PEOPLE OR AI**

All work you submit in this class must be your own independent work, unless I have specified that an assignment is “collaborative.” If an assignment is “collaborative,” please closely follow my directions about how and with whom you may collaborate.

For all other work, you may discuss cases and ideas with your classmates; doing so is often helpful in refining and testing your interpretation and analysis. However, the UF Law Honor Code requires that your assignments represent your own work. Written work must be done independently. Your written work may be shown only to me and to your TA, unless I expressly authorized otherwise. Unauthorized collaboration on writing assignments (with anyone—UF Law affiliated or not) is a UF Law Honor Code violation. In addition, giving your work to another student violates the collaboration policy as much as taking work from another student does.

Unless I instruct otherwise you MAY NOT use large language models or generative AI (for example, Chat GPT, Claude, and Omni) to assist you with any of our assignments. This includes the generative text feature of Grammarly. However, you may use both Word and Grammarly for non-generative features such as grammar, spelling, syntax, and punctuation support. While I encourage you to use these features of Word and Grammarly, you are solely responsible for all choices you make in your document. The UF Law Honor Code also prohibits students from using AI unless it is authorized by the professor for the particular assignment.

Students should be sure that they understand the UF Law Honor Code located [here](#). If you violate these instructions, you may fail this course and may be prohibited from sitting for the bar. Academic honesty and integrity are fundamental values of the University community.

### **PLAGIARISM**

Plagiarism is an Honor Code violation. Sources must be acknowledged, not only when you quote their text, but also when you paraphrase.

Direct quotes must be indicated by quotation marks, and the source should be cited immediately after the quoted passage or at the conclusion of the sentence in which the quoted passage appears. What is within the quotation marks should correspond exactly with the original; any changes should be indicated by square brackets ([ ]), and any omissions should be indicated by an ellipsis ( . . . ). Be sure you specifically double-check the accuracy of all quotations against the source.

When you cite to a case you are representing that the court opinion supports the proposition you have asserted. The headnotes and syllabus of a case are not part of the court opinion, and if you cite to or quote from them, you betray a fundamental ignorance of what constitutes case law precedent. Never cite to or quote from the headnotes or syllabus of a case.

### **ABA OUT-OF-CLASS HOURS REQUIREMENTS**

It is anticipated that you will spend approximately 2 hours of class reading and preparing for class assignments for every 1 hour of class.

Also, we are required to have 26 classes to satisfy ABA requirements. If we have to cancel a class (for example, if I am sick or if a hurricane is heading our way), I am required to make up the class. I will always do my best to schedule make-up classes at a convenient time, record a lecture, or assign an asynchronous assignment.

### **UF LEVIN COLLEGE OF LAW STANDARD SYLLABUS POLICIES**

Other information about UF Levin College of Law policies, including compliance with the UF Honor Code, Grading, Accommodations, Class Recordings, and Course Evaluations can be found at [this link](#).

COURSE SCHEDULE		
Week 1 Class 1	August 19	<b>Intro to Class, How Attorneys Communicate</b> Read: ALW Ch. 1 (pp. 3-14) and the Zippy Memo (on Canvas)
<b>CORE GRAMMAR PRE-TEST DUE</b>	<b>August 20</b>	<b>Core Grammar Pre-Test due Wednesday, August 20, by 11:59 p.m.</b>
Week 1 Class 2	August 21	<b>Sources and Systems of Law Organizing Legal Authority</b> Read: ALW Ch. 2 (pp. 15-31) Homework: Read the case file for WA#1, including the three cases in your universe.
Week 2 Class 3	August 26	<b>Comprehending Cases and Statutes Cannons of Construction</b> Read: ALW Ch. 3.1 (pp. 35-43) & 3.2.11 (pp. 55-59) & 11 (pp. 221-227)
Week 2 Class 4	August 28	<b>The Governing Rule and Rule Synthesis</b> Read: ALW Ch. 4 (pp. 65-78) & 7.1 (pp. 107-118)
Week 3 Class 5	September 2	<b>Rule Synthesis and Case Illustrations</b>
Week 3 Class 6	September 4	<b>Legal Analysis and Case Illustrations</b> Read: ALW Ch. 6 (pp. 99-103) & 7.2 (pp. 119-140) Homework: Draft a case illustration for the <u>Welch</u> case, due Saturday, September 6 at 11:59 p.m.
Week 4 Class 7	September 9	<b>Applying the Law</b> Read: ALW Ch. 8.1 (pp. 157-161), 8.2 (pp. 163-176, 8.3 (pp. 177-179) & 8.5 (pp. 197-199)
Week 4 Class 8	September 11	<b>Applying the Law, Continued</b>
Week 5 Class 9	September 16	<b>Conclusions, Roadmaps, and Point Headings</b>

		Read: ALW Ch. 9 (pp. 201-205) & 12 (pp. 233-249)
Week 5	September 17	<b>Writing Workshop</b>
Week 5 Class 10	September 18	<b>Q &amp; A Review</b>
<b>WA #1 DUE</b>	<b>September 20</b>	<b>Memo Discussion Section due on Saturday, September 20, at 11:59 p.m.</b>
Week 6 Class 11	September 23	<b>Intro to Citations</b> Read: Bluebook pgs. 1-27 Fla. R. App. P. 9.800 Homework: ICWs 1, 2, and 3 due Friday, September 26 at 11:59 p.m.
Week 6 Class 12	September 25	<b>ASYNCH CLASS</b>
<b>CORE GRAMMAR POST-TEST DUE</b>	<b>September 28</b>	<b>Core Grammar Modules and Post-Test completed (with a min. score of 85) due on Sunday, September 28, by 11:59 p.m.</b>
Week 7 Class 13	September 30	<b>Introduction to Issues for WA #2</b> <b>Getting Organized</b> Read: Case File for WA #2
Week 7 Class 14	October 2	<b>Outlining Arguments &amp; Counter-Analyses</b> Read: ALW Ch. 8.4 (pp. 181-195)
Week 8 Class 15	October 7	<b>Outlining Arguments &amp; Counter-Analyses Cont'd</b>
Week 8 Class 16	October 9	<b>Statement of Facts</b> Read: ALW Ch. 14 (pp. 269-279)
Week 9 Class 17	October 14	<b>Statement of Facts, Continued</b>
Week 9	October 15	<b>Writing Workshop</b>
Week 9 Class 18	October 16	<b>Brief Answer &amp; Question Presented</b> Read: ALW Ch. 13 (pp. 251-268)
Week 10 Class 19	October 21	<b>Conclusion &amp; Loose Ends</b>



		Read: ALW Ch. 15 (pp. 281-283)
Week 10	October 22	<b>Writing Workshop</b>
Week 10 Class 20	October 23	<b>Editing &amp; Polishing</b> Read: ALW Ch. 16 (pp. 285-309)
<b>WA #2 DUE</b>	<b>October 25</b>	<b>Full Memo due on Saturday, October 25, by 11:59 p.m.</b>
Week 11 Class 21	October 28	<b>ASYNCH CLASS - Writing for a Different Audience: The Client Letter</b> Read: ALW Ch. 17 (pp. 311-331)
Week 11 Class 22	October 30	<b>TBD</b>
Week 12 Class 23	November 4	<b>NO CLASS</b> Attend individual conference with Prof. Biggart to review WA #2.
Week 12 Class 24	November 6	<b>NO CLASS</b> Attend individual conference with Prof. Biggart to review WA #2.
Week 13 Class 25	November 11	<b>Professional Emails</b> Read: ALW Ch. 18 (pp. 333-353)
Week 13 Class 26	November 13	<b>Evaluations</b> <b>Q &amp; A Review for Final Project</b>
<b>FINAL PROJECT</b>	<b>November 14</b>	<b>In-Class Final Project in the afternoon of Friday, November 14</b>