

## **LEGAL WRITING I**

LAW 5792, Section 3, § W (2 credits)  
Fall 2024

**Professor Kristen Hardy** | [k.hardy@law.ufl.edu](mailto:k.hardy@law.ufl.edu)

Office Location: HOL 375 (3rd Floor)

Office Hours (beginning Sept. 10):   Tuesdays 11 a.m.-12 p.m. (virtual)  
  Thursdays 11 a.m.-12 p.m. (in-person)  
  And by Appointment in Person or Online

This class will meet on Tuesdays and Thursdays from 1:45 p.m. - 2:40 p.m. in HOL 382.

### **Teaching Assistants**

Your amazing Legal Writing TAs for this semester are:

1. David Isleib ([johnisleib@ufl.edu](mailto:johnisleib@ufl.edu))
2. Ryan McKeever ([rmckeever@ufl.edu](mailto:rmckeever@ufl.edu))
3. Kyla Luis ([kyla.luis@ufl.edu](mailto:kyla.luis@ufl.edu))
4. LeAnn Campbell ([leann.campbell@ufl.edu](mailto:leann.campbell@ufl.edu))

They are all 2L students who did well in their first-year writing courses and are committed to helping you succeed! You can always feel free to contact me with any course concerns or questions, but they are your **best** first line resource.

## **COURSE OVERVIEW, SYLLABUS & POLICIES**

Welcome to *Legal Writing I!* This document provides an overview of the course and its learning objectives (Section I), university policies (Section II), and a topical course outline with assignments (Section III).

### **I.**

#### **Course Description and Learning Objectives**

I am excited to partner with you as you begin your law school career. You may, or may not, consider yourself to be a “great writer.” However, what you need to know before we embark on this journey is that learning how to write like a lawyer is like learning another *writing language*. There are rules, structures, customs, and expectations.

This course is designed to introduce you to the form and content of accepted legal analysis and writing. This class is the first half of a two-part introductory legal writing program. Both sections are required for graduation. This course emphasizes written legal structure and analysis, although

you will present orally once this semester. This course lays the foundation and offers preparation for the second half of the program, which will focus on predictive legal writing.

By the end of this course, you should be able to:

1. Understand the framework of the U.S. legal system and how lawyers use law to resolve legal problems;
2. Identify the legal issues that affect a client's situation;
3. Properly evaluate the relevance of related facts to a client's legal situation;
4. Appropriately analogizing and distinguishing precedent from relevant case facts;
5. Analyze, interpret, and use statutes and case law to construct cogent legal arguments;
6. Write a clear and organized analysis of a legal issue to predict its outcome;
7. Use effective topic sentences, transitions, and organization;
8. Use accepted grammar, syntax, punctuation, and legal citation formats;
9. Effectively revise, edit, and proofread your legal writing;

And, at all times:

10. Apply ethical and professional standards in crafting your work product.

#### **Required Texts/Platforms**

1. COUGHLIN, ROCKLIN, AND PATRICK, A LAWYER WRITES: A PRACTICAL GUIDE TO LEGAL ANALYSIS (3rd ed. 2018)
2. THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (Columbia L. Rev. Ass'n et al. eds., 21st ed. 2020)
3. MCKINNEY AND ROSE, CORE GRAMMAR FOR LAWYERS (Online)
  - a. Go to Core Grammar for Lawyers (Online).
  - b. 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.
  - c. On the payment page, enter "**UFLL202**" into the access code field. Your discounted price will appear immediately. Purchase a one-year subscription.
  - d. Enter your credit card information below, verify the purchase, and then create your Core Grammar for Lawyers (CGL) account.
  - e. To activate your subscription, enter this exact Class Code (which is unique for our section):                     .
  - f. You will be able to start using CGL immediately.
  - g. The CGL Pre-Test (available on a link from the home page or "Bookshelf") is due on **Wednesday, August 21, 2024, by 11:59 p.m.** Please allow two hours to complete this pre-test, though it may take you less time.
  - h. All modules must be completed and the post-test must be completed (with a minimum score of 85%) by **Saturday, September 21, 2024, at 11:59 p.m.**

4. Lexis/Nexis Interactive Citation Workstation.
  - a. This is a free online platform that tests Bluebook citation proficiency.
  - b. You will be assigned ICW problems to complete throughout the semester.
  - c. ICW exercises are tracked online and must be completed no later than the deadlines specified below. For each exercise, you must achieve a minimum score of 70% to receive credit. For each exercise, if you submit your exercise on time and achieve 70% or better, you will receive full credit for that exercise.
  - d. Prior to beginning the exercises, select me as your instructor to ensure I have access to your certificates of completion. I will also appoint one TA to be the ICW tracker. You will need to add that TA to your account prior to turning in the first ICW.
  - e. You will have five attempts to answer each question correctly and should strive for 100%. Becoming familiar with the nuances of the Bluebook is critical to becoming a strong legal writer. Be sure you understand why each correct answer is correct. I will re-set each ICW for you only one time. **Please request re-sets during business hours and at least 24 hours prior to the due date.**
5. Any additional material I post to our Canvas course page.

#### Course Website

You may access the course website at: <http://elearning.ufl.edu/>. All course business will be conducted through the website. I will post all reading assignments, supplemental readings, and course announcements there; you will turn in all your written work there; you will receive feedback from your TAs and me there; and you can sign up for office hour appointment slots there.

#### Office Hours

I will hold office hours., beginning the week of September 10, 2024. My office is located in Holland Hall 375.

I will hold a Zoom office hour on **Tuesdays between 11:00 a.m.-12:00 p.m.** My Zoom office "door" will remain open during that time and students may meet with me with or without an appointment. My Zoom office hour link can be found on the course website.

I will hold an in-person office hour on **Thursdays between 11:00 a.m.-12:00 p.m.** You can drop by or schedule an appointment.

I am also happy to meet with you at other times. I will try to accommodate any student who needs to meet with me, even if it is outside of the listed hours. These meetings may be conducted in person or via Zoom. Please contact me, should the need arise, and we will find a time that works.

Also, if you are sick, or have been exposed to someone who is, I am happy to meet with you via Zoom.

**Note: Office hours and other conferences will not be held (with me or with your TA) within the 24 hours prior to graded-assignment due dates. In addition, once you receive your final project materials, you will not be able to meet with me or with your TA until you have submitted your final project.**

I reserve the right to amend this guidance as the semester progresses.

## II.

### Communication

Changes in class meeting times or assignments may be necessary during the semester, and you will be notified of the changes as early as possible. You are responsible for checking your e-mail and the course website daily for changes in meeting times or assignments. Further, you are responsible for complying with announcements regarding revisions to the content of this course.

### Attendance

This is a skills-based course, which means that your attendance is essential to achieving the course objectives. Your active and consistent participation in the class discussions and exercises is expected and required. Put another way, class attendance is mandatory.

Missing Class. Despite our best efforts, unplanned circumstances sometime arise. Therefore, you may miss two (2) classes without penalty. If you miss more than two (2) classes, I may reduce your final grade. **If you miss more than six (6) classes, you will fail the course.**

Any days missed to observe a holy day of your faith will not be counted against you for attendance purposes if you notify me of the absence in advance.

Excessive tardiness will also result in a grade penalty.

### Submission of Assignments

You must turn in your written assignments via the course website **by 11:59 p.m. on the due date**, unless I give different instructions for a particular assignment. *Computer problems, including e-mail or Canvas problems, should be foreseen and are not grounds for an extension.* Plan your time accordingly. Late assignments **will result** in your grade being lowered by one grade increment per day. An assignment will not be accepted if it is more than three days late.

Extensions. Extensions will be granted only for serious matters beyond the student's control. If you find yourself in an emergency situation, contact me. Exceptions may be made for legitimate emergencies. If possible, request an extension before the assignment's due date.

### Computer Policy

Electronic devices (laptops, tablets, cell phones) should remain stowed away during class time. Please plan to take notes with paper and pen or pencil. However, we will be using electronic devices in class frequently, so do plan to have them accessible.

**Course Workload, Class Preparation, and Professional Behavior During Class**

Students should expect to spend at least two hours outside of class reading and preparing for every hour of class.

Please do not arrive late to class or leave early absent extenuating circumstances. Please turn off cell phones during class. I reserve the right to lower your final grade if you engage in behavior that disrupts the learning environment.

You are expected to come to class prepared and ready to fully participate in class activities and assignments.

**Grading and Evaluation**

In this course, a student’s grade will be based on the following:  
("WA" = Writing Assignment)

20%	5%	WA#1	Case Illustration (Case File #1)	<b>Due: September 6, 2024</b>
	5%	WA#3	Client Letter (Case File #1)	<b>Due: October 4, 2024</b>
	5%	WA#5	Emails/Texting (separate assignment)	<b>Due: November 1, 2024</b>
	5%	Participation	(including your completion of homework, ICW, and Core Grammar)	
10%		WA#2	Discussion section of a legal memorandum (Case File #1)	<b>Due: September 21, 2024</b>
20%		WA#4	Full legal memorandum (Case File #2)	<b>Due: October 25, 2024</b>
50%		Final Exam	Full legal memorandum (Case File #3)	<b>Due: November 15, 2024</b>
<b>100%</b>		<b>TOTAL</b>		

**Final Grade Grading Scale.**

Like all required courses, this course adheres to the law school’s curve, including both a mean and mandatory grade distribution. More information can be found [here](#) under “grade distribution for required courses.”

Grades are recorded permanently by the Office of the University Registrar. The grade point average (GPA) is determined by computing the ratio of grade points of semester hours of work attempted in courses in which letter grades are assigned. Students receive grade points according to the following scale:

Grade	Points
A (Excellent)	4.0
A-	3.67
B+	3.33

B (Good)	3.0
B-	2.67
C +	2.33
C (Satisfactory)	2.0
C-	1.67
D+	1.33
D (Poor)	1.0
D-	0.67
E (Failure)	0.0

**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: <https://ufl.instructure.com/courses/427635/files/74674656?wrap=1>.

**Policies to Prevent the Spread of COVID-19 and Other Viruses**

Faculty, staff, and students are all expected to follow the policies and requirements set forth by the University of Florida with respect to preventing the spread of COVID-19 and other viruses. These policies are subject to change from time to time. Please refer to <https://coronavirus.ufl.edu/university-updates> for the latest guidelines. Thank you, in advance, for your community mindedness and for your efforts to help keep our law school community healthy.

If you are feeling sick in any way during the semester, please stay home and contact me and the Office of Student Affairs at [student.svc@law.ufl.edu](mailto:student.svc@law.ufl.edu).

**Please do not come to class** if you test positive for COVID-19 through a PCR, rapid antigen or any at-home test.

**Zoom Policy**

On occasion, we may need to use Zoom to facilitate a class discussion. Please comply with the following during Zoom sessions:

- Cameras are required to remain ON during the entire session.
- Use the “Raised Hand” button under the Chat icon to ask questions during a session.
- Please dress appropriately—as you would during an in-person class—during Zoom sessions.

**Student Support**

Any student who has difficulty accessing sufficient food, lacks a safe place to live, or who is experiencing any other personal hardship, is encouraged to contact the Office of Student Affairs

at the phone number or email address that appears below. If you are comfortable doing so, you may also notify me so that I can direct you to further resources.

### **Counseling and Psychological Services**

Many students at University of Florida Levin College of Law face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional health. The law school and Gainesville community offer a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. Some of the entities equipped to help in such circumstances include:

UF Counseling & Wellness Center/Gator-2-Gator  
401 Peabody Hall  
Gainesville, FL  
Phone: 352-392-1575  
Website: <https://counseling.ufl.edu/services/crisis/>

UF Crisis Hotline (24 hours/7 days/week)  
Phone: 352-392-1575

Alachua County Crisis Center  
Phone: 352-264-6789  
Website: <https://www.alachuacounty.us/Depts/CSS/CrisisCenter/Pages/CrisisCenter.aspx>

University of Florida Levin College of Law  
The Office of Student Affairs  
Phone: 352-273-0620  
Email: [student.svc@law.ufl.edu](mailto:student.svc@law.ufl.edu)

University of Florida  
"U Matter, We Care"  
Phone: 352-294-CARE (2273)  
Email: [umatter@ufl.edu](mailto:umatter@ufl.edu)  
Website: <https://umatter.ufl.edu>

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III.



**Course Outline**

	Class	Class Subject	Assigned Reading/Homework (Due Before Class)
Orientation Bootcamp	class 1		<input type="checkbox"/> Complete the Robinson v. Lindsay exercise and case brief and bring it to Bootcamp <input type="checkbox"/> Read: How to Read a Legal Op. by Orin Kerr
Week 1	8.20 class 2	Overview of the Course; Introduction to How Attorneys Communicate	<input type="checkbox"/> HW <sup>1</sup> : Upload <i>Two Truths and a Lie</i> Video by 8.23 <input type="checkbox"/> Review Syllabus and Canvas Course <input type="checkbox"/> Read: ALW, Chapter 1
	<b>CGL Pre-Test: Complete in CGL (nothing to upload to Canvas) by Wed, 8.21, 11:59 p.m.</b>		
	8.22 class 3	Sources and the Systems of Law; Reading a Case for Comprehension	<input type="checkbox"/> Read: ALW, Chapters 2 and 3.2 <input type="checkbox"/> Read: How to Read a Legal Opinion by Orin Kerr (re-read)
	8.23	<b>Client File #1 is Available</b>	
Week 2	8.27 class 4	Case Illustrations; Intro to Client File #1; Intro to Writing Assignment #1	<input type="checkbox"/> Read: ALW, Chapter 7.2 <input type="checkbox"/> Read: Client File #1 <input type="checkbox"/> Read: <u>McBoyle v. United States</u> (posted to Canvas) <input type="checkbox"/> Read: <u>Duran v. Crab Shack</u> (contained in Client File #1)
	8.29 class 5	Case Illustrations cont. TA Workshop	<input type="checkbox"/> HW <sup>2</sup> : Submit draft of <u>Duran</u> case illustration to Canvas by 8/29 at 10 am. <b>Bring a copy to class.</b>
Week 3	9.3 class 6	Statutory Analysis	<input type="checkbox"/> Read: ALW, Chapters 3.1 and 11 <input type="checkbox"/> Read: Client File #1 (focus on assigning memo and statute)



	Class	Class Subject	Assigned Reading/Homework (Due Before Class)
	9.5 <b>class 7</b>	Structure of Legal Memorandum; Organizing Legal Authority; Finding Your Argument	<input type="checkbox"/> <b>Read:</b> ALW, Chapters 4 and 5
<b>Complete ICW #1 and #2, by 9.6 at 11:59 p.m.</b>			
<b>WA #1 Case Illustration (Welch): Due 9.6 by 11:59 p.m.</b>			
Week 4	9.10 <b>class 8</b>	One Legal Argument; Building Your Argument; Formulating Your Rules/Explaining the Law; Intro to Writing Assignment #2	<input type="checkbox"/> <b>Read:</b> ALW, Chapters 6 and 7.1 <input type="checkbox"/> <b>Read:</b> Memo Template (download from Canvas)
	9.12 <b>class 9</b>	One Legal Argument  Applying the Law; Effective Conclusions; Putting It All Together  <b>TA Workshop</b>	<input type="checkbox"/> <b>Read:</b> ALW, Chapters 8 and 9 <input type="checkbox"/> <b>HW<sup>3</sup>:</b> Submit outline (or draft, if you are that far along) of Discussion Section to Canvas by 8/29 at 10 am. <b>Bring a copy to class.</b>
Week 5	9.17 <b>class 10</b>	Discussion Section of a Memorandum	<input type="checkbox"/> <b>Read:</b> ALW, Chapter 12
	9.19 <b>class 11</b>	Writing Lab  <b>TA Workshop</b>	<input type="checkbox"/> <b>Read:</b> No Additional Reading
<b>All CGL Modules &amp; Post-Test (w/ min. score of 85%) (complete in CGL; no Canvas upload) - Due 9.21 by 11:59 p.m.</b>			
<b>WA#2 Memo Discussion Section ONLY: Due 9.21 by 11:59 p.m.</b>			
Week 6	9.24 <b>class 12</b>	Professional Communications: E-mails to Supervising Attorneys and Client Letters	<input type="checkbox"/> <b>Read:</b> ALW, Chapters 17 and 18 and supplemental information about appropriateness
	9.26 <b>class 13</b>	Introduction to Citations; Citations Workshop	<input type="checkbox"/> <b>Read:</b> ALW, Chapter 7.3 <input type="checkbox"/> <b>Read:</b> Bluebook (Bluepages, pp. 3-60)

	Class	Class Subject	Assigned Reading/Homework (Due Before Class)
			<input type="checkbox"/> <b>Read:</b> Florida Rule of Appellate Procedure 9.800 <input type="checkbox"/> <b>Watch:</b> citations video. The video will count as <b>class 14</b>
<b>Complete ICW #3 and #4, by 9.27 at 11:59 p.m.</b>			
	9.29	<b>Client File #2 is Available</b>	
<b>Week 7</b>	10.1 <b>class 15</b>	Client File #2 Writing Assignment #4	<input type="checkbox"/> <b>Read:</b> Client File #2 <input type="checkbox"/> <b>Read:</b> Writing Assignment #4 prompt
		<b>Moot Court Final Four Competition (attendance in person or viewing competition remotely is required). See Canvas for further directions. Viewing the competition and completing the related assignment will count as class 16.</b>	
	10.3 <b>class 17</b>	Organizing the Memo  <b>TA Workshop</b>	<input type="checkbox"/> <b>Read:</b> "Getting Organized" (supplemental material available on Canvas) <input type="checkbox"/> <b>Watch:</b> video about charting cases. This video will count as <b>class 18</b> <input type="checkbox"/> Work within your TA group to draft a case chart for the WA#4 cases. Upload to Canvas by 10/8 at 10 am.
	10.4	<b>WA#3, Client Letter: Due 10.4 by 11:59 p.m.</b>	
<b>Week 8</b>	10.8 <b>class 19</b>	Outlining Your Argument	<input type="checkbox"/> <b>HW<sup>4</sup>:</b> Upload case chart to Canvas by 8/29 at 10 am <input type="checkbox"/> <b>Read:</b> Outlining Argument (re-read Chapter 5) <input type="checkbox"/> <b>Read:</b> supplemental material available on Canvas
	10.10 <b>class 20</b>	Perfect Point Headings	<input type="checkbox"/> <b>Read:</b> Perfect Point Headings (re-read pps 220-226) <input type="checkbox"/> <b>Read:</b> supplemental material available on Canvas
<b>Week 9</b>	10.15 <b>class 21</b>	Questions Presented and Brief Answers)	<input type="checkbox"/> <b>Read:</b> ALW, Chapter 13
	10.17 <b>class 22</b>	Statement of Facts; Conclusion of the Memorandum	<input type="checkbox"/> <b>Read:</b> ALW, Chapters 14 and 15 <input type="checkbox"/> <b>HW<sup>5</sup>:</b> Submit draft of Statement of Facts to Canvas by 10.17 at 10 am. <b>Bring a copy to class.</b>
<b>Complete ICW #5 and #6, by 10.18 at 11:59 p.m.</b>			

	Class	Class Subject	Assigned Reading/Homework (Due Before Class)	
Week 10	10.22 <b>class 23</b>	Editing and Polishing	<input type="checkbox"/> <b>Read:</b> ALW, Chapter 16 <input type="checkbox"/> Bring draft of WA#4 to class.	
	10.24 <b>class 24</b>	Email and Texting	<input type="checkbox"/> <b>Read:</b> ALW, Chapter 18 <input type="checkbox"/> <b>Read:</b> Supplemental material available on Canvas	
	10.25	<b>WA#4, Full Memo: Due 10.25 by 11:59 p.m.</b>		
		<b>Email/Texting Assignment is Available</b>		
Week 11	10.29 <b>class 25</b>	Review Final Project Tips Course Evaluations	<input type="checkbox"/> <b>Read:</b> No Additional Reading	
	10.31	<b>No Class Today</b>		
	11.1	<b>WA#5, Email Assignment: Due 11.1 by 11:59 p.m.</b>		
Week 12 & Week 13  <b>class 26*</b>	11.5	 <b>ELECTION DAY!</b> No Class or Individual Conferences. 		
	11.7	No Class. Individual Conferences ( <b>required</b> ). (Sign up instructions posted to Canvas).		
	<b>Complete ICW #9, by 11.8 at 11:59 p.m.</b>			
	11.12	No Class. Individual Conferences ( <b>required</b> ). (Sign up instructions posted to Canvas).		
	11.13	No Class. Individual Conferences ( <b>required</b> ). (Sign up instructions posted to Canvas).		
	11.14	No Class. Individual Conferences ( <b>required</b> ). (Sign up instructions posted to Canvas).		
	11.15	<b>Final Exam</b>		