Ackn	owledgm	ents	xxix
I			
INT	RODU	CTION TO LAW AND ITS STUDY	1
	1.	An Introduction to American Law	3
§1.1	The Ori	gin of Common Law	3
§1.2	How An	nerican Courts Are Organized	6
	§1.2.1	State Courts	6
	§1.2.2	Federal Courts	7
§1.3	An Ove	rview of the Litigation Process	8
	§1.3.1	Phase 1: Pleadings and Service of Process	8
	§1.3.2	Phase 2: Between Pleadings and Trial	10
		Phase 3: Trial	10
	§1.3.4	Phase 4: Post-Trial Motions	11
	§1.3.5	Phase 5: Appeal	12
	§1.3.6	Phase 6: Post-Appeal Proceedings	12
		Criminal Cases	13
§1.4	The Imp	portance of Understanding Procedure	13
-	-	versary System	14

XV

2.	Rule-Based Reasoning	15
§2.1 The I	nner Structure of a Rule	15
	izing the Application of a Rule	22
	Things to Be Careful About with Rules	24
	es of Action and Affirmative Defenses	25
	e Rules Come From (Sources of Law)	27
	The Uniform Commercial Code and	
	Unconscionability	28
Exercise II.	The Freedom of Information Act and the Federal	
	Register	28
Exercise III.	The Federal Rules of Civil Procedure and	
	Motions to Compel	28
3.	An Introduction to Judicial Decisions	
	and Statutes	29
§3.1 The A	natomy of a Judicial Decision	29
Exercise I.		
	Rochester Folding Box Co.	30
83.2 The I	nterdependence Among Facts, Issues, and Rules	36
	Analyzing the Meaning of Roberson v.	
MAZROZ OZOO ZZO	Rochester Folding Box Co.	40
83.3 The A	natomy of a Statute	40
	Analyzing the Meaning of §§ 50 and 51 of the	10
LAZNOR CROC REE.	New York Civil Rights Law	41
	THOU TOTAL CAVIDAGING DAW	
1	Briefing Cases	12
	Differing Cases	43
§4.1 Introd	luction	12
~	luction to Brief a Case	43
		40
Exercise.	Briefing Costanza v. Seinfeld	49
INTROD	UCTION TO LEGAL WRITING	51
5.	The Art of Legal Writing	53
	anguage as a Professional Tool	53
§5.2 Your	Writing and Your Career	55
xvi		

	Predictive Writing and Persuasive Writing The Art Forms of Legal Writing	56 57
	6. The Process of Writing	59
§6.1	Writing in Four Stages	59
	Analyzing	60
§6.3	Organizing	62
§6.4	The First Draft	63
§6.5	Overcoming Writer's Block	63
§6.6	Rewriting	65
~	Plagiarism	66
§6.8	Some General Advice about Writing	67
3		
		*
OFF	ICE MEMORANDA	71
	7 000 1	72
	7. Office Memoranda	13
§7.1	Office Memorandum Format	73
§7.2	Writing an Office Memorandum	78
	8. Initially Obtaining the Facts:	
	Client Interviewing	79
	Cheff Hitelviewing	
§8.1	Introduction	79
	Lawyers and Clients	80
	How to Interview	81
	§8.3.1 How to Begin	81
	§8.3.2 How to Learn What the Client Knows	82
	§8.3.3 How to Conclude	83
	9. Predictive Writing	85
§ 9.1	How to Predict	85
120	How to Test Your Writing for Predictiveness	90
	ise I. Nansen and Byrd	92
	ise II. The Hartleys and Debenture	94

IV			
ORC	ANIZI	NG PROOF OF A CONCLUSION	
OF I	LAW		97
	10	A Paradigm for Organizing Proof	
		of a Conclusion of Law	90
		Of a Collection of Barv	
	•	e Need to Organize Proof of a Conclusion of Law	99
		igm for Structuring Proof	100
		aders Prefer This Type of Organization	103
\$10.4	• 0	the Paradigm Formula to Suit Your Needs	104
		Varying the Sequence Varying the Depth	104 104
		Combining Separately Structured Analyses	104
Exerci		anging Planes in Little Rock	105
		hat You See or What U See	107
		Varying the Depth of Rule Proof and	
		Rule Application	111
811 1	Introduc	etion	111
		ory Explanations	112
		tiating Explanations	113
§11.4	Compre	hensive Explanations	113
§11.5	Cryptic	Explanations	116
Exerci	se. Puni	itive Damages and Bedbugs	116
+	12.	Combining Proofs of Separate	
		Conclusions of Law	121
§12.1	Introduc	etion	121
§12.2	How to	Organize Where More Than One Element	
	Is at Iss	ue	121
§12.3		Organize Where More Than One	
010 4		r Defense Is at Issue	124
312.4		Organize Alternative Ways of Proving a	125
812 5	0	Conclusion Organize Where There Are Other	123
314.0		e but Related Issues	125
§12.6		Start Working with Multi-Issue Situations	126
		r the Night in the Bar	127

13. Working with the Paradigm	133
§13.1 Using the Paradigm to Outline and to Begin Your First Draft	133
§13.2 Rewriting: How to Test Your Writing for Effective Organization	135
Exercise I. Griggs and the Anti-Bandit (Checking	100
Organization During Rewriting) Exercise II. Teddy Washburn's Gun (Analyzing and Organizing)	138 140
Exercise II. I eday washbuili s oull (Malyzing and Organizing)	LTU
GENERAL ANALYTICAL SKILLS	145
14. Selecting Authority	147
§14.1 Introduction	147
§14.1 Introduction §14.2 The Hierarchy of Authority	148
§14.2 How Courts Use Dicta	151
§14.4 How Courts React to Foreign Precedent	152
§14.5 How to Use Foreign Precedent and Other	
Nonmandatory Authority to Fill a Gap in Local Law	154
§14.5.1 Laying the Foundation	154
§14.5.2 Filling the Gap	156
§14.6 How to Select Nonmandatory Precedent	157
§14.7 How to Work Effectively in the Library	158
Exercise. The Hierarchy of Authority	161
15. Working with Precedent	163
§15.1 Eight Skills for Working with Precedent	163
§15.2 Formulating a Variety of Rules from the Same Precedent	164
§15.3 Analogizing and Distinguishing	165
§15.4 Eliciting Policy from Precedent	166
§15.5 Synthesis and Reconciliation	167
§15.6 Testing for Realism and Marketability	169
Exercise I. Emil Risberg's Diary (A "Confidential or	
Fiduciary Relation"?)	169
Exercise II. Qkast	
(The Partial Breach Issue)	177

and Descriptive Paragraphs)

Coherence, and Length)

Sentences, Paragraph Coherence)

Escape from Prison (Paragraph Unity,

Maldonado's Citrus Croissants (Thesis and Topic

224

225

225

Exercise II.

Exercise III.

19.	Effective Style	227
James	P. Degnan, The Ph.D. Illiterate	227
§19.1 Clarity	and Vividness	228
§19.2 Concis	eness	229
§19.3 Forcefu	ılness	232
§19.4 Punctu	ation and Other Rules of Grammar	236
§19.5 How to	Test Your Writing for Effective Style	237
Exercise I. F	(Clarity and Conciseness)	248
Exercise II.	Smolensky at the Plate (Clarity and Forcefulness)	249
20.	Citations and Quotations	251
§20.1 Why L	egal Citation Is Complicated	251
§20.2 Touring	g the ALWD Citation Manual and the Bluebook	252
§20.2.1	The ALWD Citation Manual	253
§20.2.2	The Bluebook	253
§20.3 Citation	n to Specific Types of Authority	254
§20.3.1	Citation to Cases	254
§20.3.2	Citation to Statutes	258
§20.4 Rules (Governing All Citations	260
§20.5 Quotat	ions	267
§20.6 How to	Test Your Writing for Effective	
Use of	Quotations	270
Exercise I.	The First Amendment (Quotations)	273
Exercise II.	Suing Presidents (Citations and Quotations)	274
Exercise III.	Disqualifying Judges (Citations and Quotations)	275
LETTERS	AND EXAM ANSWERS	277
21.	Client Advice Letters	279
8211 Tho I o	etters Lawyers Write	279
	Advice Letters	280

	26.	Handling the Procedural Posture	339
§26.1	Why Pr	ocedural Postures Matter	339
_	•	of Procedural Postures	339
		Motions Challenging the Quality of a	
		Party's Allegations	340
	§26.2.2	Motions Challenging Other Aspects of the	
·		Way in Which the Litigation Began	341
	§26.2.3	Motions Challenging the Quality of a Party's	2.40
	52621	Evidence Missellenceure Casa Management Matiens	342
		Miscellaneous Case Management Motions	346 347
826 3		Appeal in a Procedural Posture	347
	_	hing to Account for Your Case's Procedural Posture	349
		lty's Facts at Various Procedural Postures	351
	77	Motion Memoranda	252
		Modon Memoranda	353
§27.1	Motion	Memorandum Format	353
§27.2	Writing	a Motion Memorandum	356
	28.	Point Headings and Sub-Headings	359
§28.1	How Po	ints and Headings Work	359
		Evaluate Your Headings and	
		adings for Effectiveness	362
Exerci		nt Headings and Sub-Headings	368
	29.	Statements of the Case	369
§29.1	How a S	Statement of the Case Works	369
§29.2	How to	Tell Your Client's Story Persuasively	372
§29.3	Fact Etl	nics	378
§29.4	The Rec	cord	379
Exerci	se I.	What Is a Fact? (Reprise)	380
Exerci		Story-Telling	380
Exerci		Topical Organization v. Chronological	
		Organization	380
Exerci		Escape from Prison? (Rewriting Statements	200
Deros:		of the Case)	380
Exerci	SEV.	Drafting Statements of the Case	381

X INT(THE COURTROOM	425
	34. Oral Argument	427
§34.2 §34.3 §34.4 §34.5 §34.6	34.1 Your Three Goals at Oral Argument 34.2 The Structure of an Oral Argument 34.3 Questions from the Bench 34.4 Delivery, Affect, and Style 34.5 Formalities and Customs of the Courtroom 34.6 Preparation for Oral Argument 34.7 State v. Dobbs and Zachrisson: An Oral Argument Dissected	
APP	ENDICES	449
	A. Basic Legal Usage	451
	B. 24 Rules of Punctuation	457
	C. Sample Office Memorandum	471
	D. Sample Client Advice Letter	477
	E. Sample Demand Letter	481
	F. Sample Motion Memorandum	485
	G. Sample Appellant's Brief	495
	H. Sample Appellee's Brief	519
Index		537