

Paralegal  Course Outlines

TITLE: Advanced Legal Research and Writing
(PARA 425)

- OBJECTIVES:**
1. To supplement and build on the skills acquired in Legal Research and Writing I and II (PARA 250 and 251).
 2. To learn to write complex legal memoranda and briefs.
 3. To effectively use electronic legal research, including WestLaw, CD-ROM, and Internet sources.
 4. To learn effective writing in legal correspondence and intra-office memos.

CREDITS: 3 semester credit hours

INSTRUCTION: Lecture; group work; substantial writing and research assignments

EVALUATION: Tests; major writing assignments

OUTLINE:

<u>Week:</u>	<u>Time</u>
1: Course introduction Legal writing	2.5 hours
2: Correspondence and internal memos Exercises: letters with information, advice/opinion, demands, reminders	2.5 hours
3: Correspondence and internal memos	2.5 hours
4: Legal analysis Exercises in legal analysis: briefing and application	2.5 hours
5: Research strategy The legal memorandum	2.5 hours
6: Questions presented and conclusions Fact statements Memo assignments	2.5 hours

7:	Synthesizing cases and authorities The IRAC method	2.5 hours
8:	Outlining and organizing a memo Computerized legal research	2.5 hours
9:	Final drafts of memos due Drafting briefs	2.5 hours
10:	Elements of a brief The argument	2.5 hours
11:	Propositions/Point headings Statement of facts Assign legal briefs	2.5 hours
12:	Work on sections of brief in class	2.5 hours
13:	Rough drafts of briefs due WestLaw certification	2.5 hours
14:	Discussion of briefs	2.5 hours
15:	Briefs to an appellate court Work on briefs	2.5 hours
16:	Final drafts of briefs due Discussion of writing projects and organization of a portfolio	2.5 hours