The INTERNATIONAL LAWYER'S GUIDE

to Legal Analysis and Communication in the United States

DEBORAH B. McGREGOR • CYNTHIA M. ADAMS



ASPEN PUBLISHERS

The Intern 's Guide to Legal Ana 30807821 nunication in the United States

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Aspen Publishers Attn: Permissions Department 76 Ninth Avenue, 7th Floor New York, NY 10011-5201

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Aspen Publishers Attn: Order Department PO Box 990 Frederick, MD 21705

Printed in the United States of America.

1234567890

ISBN 978-0-7355-6477-0

Library of Congress Cataloging-in-Publication Data

McGregor, Deborah B., 1951-

The international lawyer's guide to legal analysis and communication in the United States / Deborah B. McGregor, Cynthia M. Adams.

p. cm.

Includes bibliographical references and index.

ISBN 978-0-7355-6477-0

1. Law—United States—Interpretation and construction. 2. Legal composition. 3. Law—Study and teaching—United States. I. Adams, Cynthia M. II. Title.

KF250.M38 2008 340.071'173 — dc22

2008019881

The International Lawyer's Guide to Legal Analysis and Communication in the United States

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Dedication

To my parents, William A. Matson and Mary Katharine Geimer Matson.
— CMA

To my sons, Geoff and Dan, for their love, patience, and never-ending humor.

— DBM

PREFACE

The world is, indeed, becoming smaller. With the increasing number of agreements between international and U.S. interests the need to understand one another's legal system becomes pronounced. Our goal is to help you, the international lawyer from a different legal system, to understand how the U.S. legal system works.

Many of you work in a civil or mixed legal system and are most interested in learning about the U.S. common law system. While many texts exist that include instruction on common law analysis, there is no book to date that provides the level of detail provided in this one.

We wanted to focus on the types of communications that you are most likely to read from U.S. lawyers or need to write to U.S. lawyers. Cultural differences and tradition may influence how a single document, a contract, for example, is written in any individual country. By introducing you to the techniques U.S. lawyers use when drafting communications you will have a better understanding of why something is written the way it is, and how, in turn, to most effectively communicate with U.S. lawyers. For these reasons, we have introduced techniques for drafting objective legal analyses, client letters, demand letters, and e-mail communications. In addition, a separate section, Part Five, is devoted to both substantive considerations in drafting contracts as well as to basic techniques for drafting contracts that provide a single, clear understanding of the agreement between the parties. Finally, for those of you attending a U.S. law school, we have provided in Part Three an overview of how to properly cite to legal resources and in Part Six some suggestions for taking law school examinations.

We chose not to explore research sources and techniques in the United States, knowing there are other exceptional books available that provide that guidance.

We are thankful to our assistant, Janice White, for her help throughout this process. We would also like to thank ESL Specialist M. Catherine Beck for her advice and support. Thanks, too, to Aspen's anonymous reviewers, who read our manuscript and offered valuable commentary. And a special thank you to our research assistants, including Hongbin Bao, Shishir Deshpande, Anna Dyuzheva, Kristen Davis Edmundson, Nathan Lundquist, Koichi Nishioka, James Porter, and Thomas Vandenabeele. All helped shape the final version of this text. Thanks also to our students who were assigned early drafts of this book and helped us refine both the substance and the style.

xxviii

We welcome feedback from faculty and students who use this book. You may contact Professor McGregor at dmcgreg@iupui.edu or Professor Adams at cmadams@iupui.edu.

May 2008

Deborah B. McGregor and Cynthia M. Adams

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SUMMARY OF CONTENTS

Contents Preface		xi xxvii
INT	One. RODUCTION TO THE STUDY OF THE U.S. AL SYSTEM	1
Chapter 1.	The U.S. System of Government	3
•	The Common Law in the United States	15
	The Anatomy of the Civil Litigation Process	29
Chapter 4.	The U.S. Legal Education System: Studying the Law and Briefing Cases	49
AN I	Two. INTRODUCTION TO WRITING IN THE U.S. AL SYSTEM	71
Chapter 5. Chapter 6.	The Legal Writing Process The U.S. Concept of Plagiarism and the Proper	73
1	Attribution to Authority	87
	Three. TING AN OBJECTIVE ANALYSIS	99
Chapter 7.	Writing an Objective Analysis Discussion of a Fact-Based Issue: Based on One Issue and One Case	101
Chapter 8.	Writing a Discussion for a Fact-Based Issue: Using Policy to Support a Legal Analysis	133

-	ng the Law: Using Multiple Cases in ng a Single Issue	139
Chapter 10. Taking	the Objective Analysis to a Higher Level: sizing a Single Rule from Multiple Cases	157
Chapter 11. Beyond	the Single TRAC: Structuring an Analysis tiple Fact-Based Issues	167
Chapter 12. Analyzi	ing the Law: Using Multiple Cases in ing Multiple Issues	179
	erview of Statutory Interpretation in the U.S.	193
	action to an Objective Legal Analysis of a assed Issue	209
Chapter 15. Citing	to Authority	231
Part Four.		
EXPOSITO	RY WRITING	253
Chapter 16. Writing	g Letters	255
Part Five.		
DRAFTING	CONTRACTS	277
Chapter 17. Overall	Contract Structure	279
Chapter 18. An Ove	erview of Basic Contract Provisions	299
Chapter 19. Word	Choice	313
Chapter 20. Sentene	ce Structure	333
Chapter 21. Checkl	ists and Organizational Format	343
Part Six.		
LAW SCHO	OOL EXAMINATIONS	351
Chapter 22. Exam-	Taking Techniques	353
Appendices		375
Glossary		441
Indone		450

CONTENTS

Preface		xxvii
~	One. RODUCTION TO THE STUDY FHE U.S. LEGAL SYSTEM	1
Chapter 1.	The U.S. System of Government	3
•	A. A Dual System of Government	4
	B. The Constitutionally-Created Three Branches of Government	4
	C. A Dual Court System	7
	1. The federal court system	7
	2. The state court system	11
Chapter 2.	The Common Law in the United States	15
•	A. The Common Law as Precedent	16
	B. The Judicial Self-Governing Doctrine of Stare Decisis	16
	1. Mandatory precedent	17
	2. Persuasive precedent	19
	Exercise 2-A	19
	C. The Evolving Common Law	20
	1. Creating and developing the common law	20
	Exercise 2-B	22
	2. The interaction between the common law and	
	other forms of law	23
	Exercise 2-C	24
	3. The living law	25
	Exercise 2-D	26
	Exercise 2-E	26
	Exercise 2-F	27

The Anatomy of the Civil Litigation Process	29
A. The Client Interview	30
B. Assessing the Law and a Course of Action	30
C. Alternative Dispute Resolution	31
D. Formal Litigation in the U.S. Civil Court System	32
1. Choice of forum	32
2. Choice of law	34
3. The pleading stage	35
4. The discovery stage	37
5. Resolution of the dispute prior to trial	37
6. The pretrial conference	38
7. The trial	39
8. Post-trial stage	41
9. The appeals stage	41
E. Res Judicata	42
Exercise 3-A	43
The U.S. Legal Education System: Studying the	
Law and Briefing Cases	49
A. Why We Study Cases as a Means to Learn the Law	50
B. Where the Use of Case Law Fits in the Process	51
1. Procedural consideration: when determining whether	
a legal issue will be presented to the fact-finder	52
a legal issue will be presented to the fact-finder2. Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial	52 52
2. Procedural consideration: when determining whether an	
2. Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial3. Substantive considerations: when determining other	52
2. Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial3. Substantive considerations: when determining other questions of law	52 53
2. Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial3. Substantive considerations: when determining other questions of lawa. Determining which rule of law applies	52 53 53
 Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial Substantive considerations: when determining other questions of law Determining which rule of law applies Determining how to interpret the rule of law 	52 53 53 53
 Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial Substantive considerations: when determining other questions of law Determining which rule of law applies Determining how to interpret the rule of law The Study of Appellate Court Cases 	52 53 53 53 53
 Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial Substantive considerations: when determining other questions of law Determining which rule of law applies Determining how to interpret the rule of law The Study of Appellate Court Cases Preparing a Case Brief for Class 	52 53 53 53 53 54
 Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial Substantive considerations: when determining other questions of law Determining which rule of law applies Determining how to interpret the rule of law The Study of Appellate Court Cases Preparing a Case Brief for Class Introduction 	52 53 53 53 53 54 54
 Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial Substantive considerations: when determining other questions of law Determining which rule of law applies Determining how to interpret the rule of law The Study of Appellate Court Cases Preparing a Case Brief for Class Introduction The basic sections of a case brief 	52 53 53 53 54 54 54 58
 Procedural consideration: when determining whether an issue is in dispute and the case should proceed to trial Substantive considerations: when determining other questions of law Determining which rule of law applies Determining how to interpret the rule of law The Study of Appellate Court Cases Preparing a Case Brief for Class Introduction The basic sections of a case brief Heading 	52 53 53 53 53 54 54 58 58
	 B. Assessing the Law and a Course of Action C. Alternative Dispute Resolution D. Formal Litigation in the U.S. Civil Court System 1. Choice of forum 2. Choice of law 3. The pleading stage 4. The discovery stage 5. Resolution of the dispute prior to trial 6. The pretrial conference 7. The trial 8. Post-trial stage 9. The appeals stage E. Res Judicata Exercise 3-A The U.S. Legal Education System: Studying the Law and Briefing Cases A. Why We Study Cases as a Means to Learn the Law B. Where the Use of Case Law Fits in the Process

Cor	 14

	e. Holding (H)	62
	f. Judgment (J)	62
	g. Relevant rules or legal principles applied	
	in the case	62
	h. Court's reasoning	63
	i. Concurrence and dissent	64
	j. Personal comments and reactions	64
	E. Briefing a Case with Multiple Issues	66
	F. Holding v. Dicta	66
	G. Class Participation: The Socratic Method	67
	H. Abbreviations in Note Taking	68
	I. Legal Terminology	69
	Exercise 4-A	69
Part	Two.	
AN	INTRODUCTION TO WRITING	
IN '	THE U.S. LEGAL SYSTEM	71
Chapter 5.	The Legal Writing Process	73
Chapter 3.	A. Introduction: Dispelling Some Myths	73
	1. Others may read your documents in bad faith rather	
	than in good faith	75
	2. Your readers may be impatient	76
	3. Legal writers must write about complex issues	76
	4. Your words are powerful and may have	
	far-reaching effects	76
	B. The Writing Process from Task to Deadline	77
	1. Collect the facts	78
	2. Analyze the facts	78
	3. Collect the law	79
	a. Creating an issue statement	79
	b. Researching the legal issue	81
	4. Analyze the law	81
	5. Organize the law	82
	6. Apply the law to the client's facts to analyze	
	and predict the likely outcome regarding each	92
	legal issue in dispute	82

xiii

	C. The Writing Process	83
	1. Considerations when beginning to write	83
	a. Purpose	83
	b. Tone	83
	c. Audience	83
	d. Constraints	84
	2. The creative and critical stages in the writing process	84
	a. Writer-based (creative) focus	84
	b. Reader-based (critical) focus	85
	c. Steps to move through in a task-to-deadline time line	85
Chapter 6.	The U.S. Concept of Plagiarism and the Proper Attribution to Authority	87
	A. Introduction: The U.S. View of Proper Attribution	07
	of Sources	88
	1. The importance of avoiding plagiarism	88
	2. Plagiarism defined	88
	3. An exception for information of common knowledge	89
	4. Intentional plagiarism	89
	5. Unintentional plagiarism	90
	6. Ways to avoid plagiarism	90
	a. Accurate and thorough researching	90
	b. Special consideration for information found on the Internet	91
	c. Appropriate management of time	91
	B. Giving Appropriate Attribution	92
	1. Quoting	92
	2. Summarizing	94
	3. Paraphrasing	95
	Exercise 6-A	97
	Three. TING AN OBJECTIVE ANALYSIS	
w Ki	THING AN OBJECTIVE ANALISIS	99
Chapter 7.	Writing an Objective Analysis Discussion of a Fact-Based Issue: Based on One Issue and One Case	101
	A. Step One: Collect Your Client's Facts	102
	B. Step Two: Analyzing the Facts	104

C	. Step Three: Collect the Law	104
	. Step Four: Analyze the Law	105
	. Step Five: Organize the Law	107
	. Step Six: Apply the Law to Your Client's Facts	108
	Exercise 7-A	110
G	G. Structuring an Objective Legal Analysis Based on a Single	
	Issue and a Single Case	111
	1. TRAC as a structural checklist	112
	2. T = Topic or thesis sentence introducing the issue	112
	Exercise 7-B	113
	 Identifying relevant rules, definitions, and rule explanations 	113
	a. Quoting rules and definitions	114
	b. Components of a rule explanation	115
	c. Use descriptive generic names to identify parties in a reported decision	117
	d. Bring in information as it becomes relevant	
	to the discussion	117
	Exercise 7-C	117
	4. Providing an objective analysis for a disputable fact-based issue	117
	a. Topic or thesis sentence	118
	b. Factual comparisons	118
	c. Additional facts of your client's case	120
	d. Reasonable inferences	120
	e. Internal organization of the analysis	120
	Exercise 7-D	123
	Exercise 7-E	123
	5. Writing the conclusion	123
	Exercise 7-F	124
	6. Putting it all together	124
	Review	127
	Exercise 7-G	127
	Exercise 7-H	127
Chapter 8.	Writing a Discussion of a Fact-Based Issue:	122
	Using Policy to Support a Legal Analysis	133
	A. Public Policy Generally	134
	B. Sources of Public Policy	134

	C. How Public Policy Affects Court Decisions	135
	D. How Lawyers Use Public Policy	136
	E. Note: The Differences Between Equity and Law,	
	and Equity and Public Policy	137
	Exercise 8-A	138
Chapter 9.	Analyzing the Law: Using Multiple Cases in	
	Analyzing a Single Issue	139
	A. Introduction	139
	B. Analyzing the Law	140
	C. Organizing the Law and Applying It to the Client's Case (Steps Five and Six)	142
	1. Choosing which cases provide the relevant rules at issue in the case	142
	a. Is the case binding or persuasive precedent?	142
	b. Is the case from an intermediate appeals court or from the highest court within the controlling	
	jurisdiction?	143
	c. What is the age of each case?	143
	d. Are the general explanations and definitions of the relevant rules different among the various cases?	143
	Choosing which cases are needed to explain how the relevant rules have been applied to facts in prior cases (rule explanations)	144
	a. Whether two or more cases decide the same legal issue but reach different outcomes	144
	b. Whether different cases provide different helpful information based on each case's facts	145
	c. Whether some cases provide useful public policy explanations	146
	3. Choosing which cases are most helpful in supporting each party's position when applying the law to the facts of the case in the analysis	146
	a. Prefer a case with facts similar to your client's facts over a case with facts dissimilar to your client's case	147
	b. Prefer a case where the court gave a well-reasoned basis for its decision over one where the court's reasoning is superficial or nonexistent	147
	c. Prefer cases from the highest binding court in the controlling jurisdiction	147