



MPT One-Sheet

Tip: Always pay attention to the task memo when writing your answer to an MPT. These are just general formats!

Persuasive Brief

Tip: Remember to use persuasive arguments. For most briefs, you will *only* be asked to include the legal argument section. Occasionally, you will be asked to include a caption, statement of facts, etc. Pay close attention to the task memo!

STATE OF [insert]
[insert] COURT FOR THE CITY OF [insert]

[insert] PLAINTIFF

v.

[insert] DEFENDANT

(Note: only insert caption if asked to.)

Brief in Support of [insert]

I. Statement of the Case

(If asked to include one, identify the parties, the nature of the case, the issues, the stage of the case, and the requested relief.)

II. Statement of the Facts

(If asked to include one, summarize the facts in 6-7 sentences.)

III. Legal Argument

Heading 1: (Headings should be complete sentences with strong conclusions. Follow each heading with a rule, analysis, and conclusion.)

Heading 2:

IV. Conclusion

Demand Letter

Tip: Generally, you will be writing a persuasive argument and making a specific demand for relief.

Date

Name of law firm that is writing letter
Law firm address

Recipient name
Recipient address

Re: [insert]

Dear [insert],

I. Introduction paragraph

(Explain the purpose of the letter.)

II. Body paragraphs

Heading 1: (Use bolded headings. You do not need complete sentences. Follow each heading with a rule, analysis, and conclusion.)

Heading 2:

III. Conclusion paragraph

Respectfully yours,
Examinee

Objective Memorandum

Tip: The goal is to provide a reader with a comprehensive explanation of the issues rather than to persuade the reader. Discuss both sides.

To: [Recipient]
From: Examinee
Re: [insert]
Date:

I. Introduction:

(Explain the purpose of the memo and conclude the issue.)

II. Discussion:

Heading 1: (Use bolded headings that describe the issues. State the rule, analysis, and conclusion after each heading.)

Heading 2:

III. Conclusion

(Summarize discussion and findings.)

Note: You may be asked to write a **persuasive memo**. If so, follow the objective memorandum format but use persuasive headings in your discussion section.

Wildcard Task

Tip: Take a deep breath and follow the instructions carefully! Examples of wildcard tasks include bench memos, closing arguments, and complaint provisions.

Opinion Letter

Tip: Tailor your letter to your client's level of sophistication. Generally, an opinion letter is objective and provides advice.

Date

Name of law firm that is writing letter
Law firm address

Recipient name
Recipient address

Re: [insert]

Dear [insert],

I. Introduction paragraph

(Explain the purpose of the letter.)

II. Body paragraphs

Heading 1: (Use bolded headings. You do not need complete sentences. Follow each heading with a rule, analysis, and conclusion.)

Heading 2:

III. Conclusion paragraph

Respectfully yours,
Examinee