

Always refer to the Task Memo for specific formatting instructions. These are general formatting instructions!

OBJECTIVE MEMORANDUM

An objective memorandum is a legal document that presents the law in an objective manner. The goal is to provide legal information, usually to a senior or supervising attorney.

TO: [Recipient]
 FROM: Examinee
 DATE:
 RE: [MPT name]

I. Introduction

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

II. Discussion

Heading 1: (Use objective **bolded** or underlined headings that address the issues. Use IRAC: Issue, Rule, Analysis, Conclusion.)

Heading 2:

III. Conclusion

(Restate the conclusion from the Introduction.)

PERSUASIVE BRIEF

A persuasive brief is a legal document written in a persuasive manner, usually for a judge to review. The goal is to convince the judge to decide in the writer's favor.

**Optional*

*STATE OF [insert]

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

[insert name] PLAINTIFF

v.

[insert name] DEFENDANT

Brief in Support of [insert]

I. Statement of the Case*

(Usually omitted. If required, identify the parties, the nature of the case, the issues, the stage of the case, and the requested relief.)

II. Statement of the Facts*

(Usually omitted. If required, summarize the facts in six to seven sentences.)

III. Legal Argument

Heading 1: (Use *persuasive bolded* or underlined headings that include **law + facts + requested relief**. Use IRAC: Issue, Rule, Analysis, Conclusion.)

Heading 2:

IV. Conclusion

(Summarize the legal arguments and restate the requested relief.)

DEMAND LETTER

A demand letter is a letter written in a persuasive manner, typically to an opposing party. The goal is to encourage the opposing party to take action that will benefit the writer's client.

Date

[Name of law firm writing letter]
 [Law firm address]

[Name of recipient]
 [Recipient's address]

Re: [Issue]

Dear [Recipient],

I. Introduction Paragraph

(Explain the purpose of the letter and state the overall conclusions.)

II. Body Paragraphs

Heading 1: (Use *persuasive bolded* or underlined headings. Use language appropriate to the recipient. Use IRAC: Issue, Rule, Analysis, Conclusion.)

Heading 2:

III. Conclusion Paragraph

(Summarize the legal arguments and restate what you want the recipient to do.)

IV. Closing

Respectfully yours,
 Examinee

OPINION LETTER

An opinion letter is a letter written in an objective manner to a client seeking advice or an opinion. The goal is to advise the client or provide an opinion on a legal issue.

Date

[Name of law firm writing letter]
 [Law firm address]

[Name of recipient]
 [Recipient's address]

Re: [Issue]

Dear [Recipient],

I. Introduction Paragraph

(Explain the purpose of the letter and the overall conclusions.)

II. Body Paragraphs

Heading 1: (Use *objective bolded* or underlined headings. Use lay person language. Use IRAC: Issue, Rule, Analysis, Conclusion.)

Heading 2:

III. Conclusion Paragraph

(Summarize the advice or opinion provided in the body.)

IV. Closing

Respectfully yours,
 Examinee

WILDCARD TASK

Take a deep breath and follow the instructions in the Task Memo and the guidelines memorandum (if present).