



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.

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.

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.

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.

WILDCARD TASK

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