Contents

Using the Examples in This Book  xxvi
Acknowledgments to the First Edition  xxv
Acknowledgments to the Second Edition  xxvii
Acknowledgments to the Third Edition  xxix
Acknowledgments to the Fourth Edition  xxxi
Acknowledgments to the Fifth Edition  xxxiii

CHAPTER ONE
INTRODUCTION  1
  1.1 Before We Begin  1
  1.2 Know Your Audience  3
  1.3 Follow an Effective Writing Process  6
  1.4 How to Use This Book  8
  1.5 Summary  11
    Chapter Review  11

CHAPTER TWO
APPELLATE JURISDICTION AND STANDARDS OF REVIEW  13
  2.1 Jurisdiction in Courts of Last Resort  14
  2.2 Jurisdiction in Intermediate Courts of Appeals  15
  2.3 Appellate Standards of Review  16
    2.3.1 Purpose and Meaning of Appellate Standards of Review  17
      a. Clearly Erroneous  18
      b. De Novo  19
      c. Abuse of Discretion  20
      d. Other Appellate Standards  21
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.2</td>
<td>Identifying the Appropriate Appellate Standard of Review</td>
<td>21</td>
</tr>
<tr>
<td>2.3.3</td>
<td>Format Considerations</td>
<td>23</td>
</tr>
<tr>
<td>2.4</td>
<td>&quot;Motion Standards&quot; or Standards of Review in Motion Briefs</td>
<td>24</td>
</tr>
<tr>
<td>2.4.1</td>
<td>Motions to Dismiss</td>
<td>25</td>
</tr>
<tr>
<td>2.4.2</td>
<td>Motions for Summary Judgment</td>
<td>27</td>
</tr>
<tr>
<td>2.4.3</td>
<td>Identifying the Appropriate Motion Standard of Review</td>
<td>28</td>
</tr>
<tr>
<td>2.4.4</td>
<td>Incorporating Motion Standards into Your Argument</td>
<td>29</td>
</tr>
<tr>
<td>2.5</td>
<td>Avoiding Confusion</td>
<td>32</td>
</tr>
<tr>
<td>2.5.1</td>
<td>Government Action Standards of Review</td>
<td>32</td>
</tr>
<tr>
<td>2.5.2</td>
<td>Multiple Standards of Review in the Same Case</td>
<td>33</td>
</tr>
<tr>
<td>2.6</td>
<td>Summary</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Chapter Review</td>
<td>35</td>
</tr>
</tbody>
</table>

### CHAPTER THREE

**BEFORE YOU WRITE** | 37

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Creating an Abstract of the Record</td>
<td>38</td>
</tr>
<tr>
<td>3.2</td>
<td>Planning Your Research</td>
<td>42</td>
</tr>
<tr>
<td>3.2.1</td>
<td>Begin at the Beginning: Decide What Questions You Need to Answer</td>
<td>42</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Broadening Your Horizons (You Can Compare Apples and Oranges)</td>
<td>46</td>
</tr>
<tr>
<td>3.2.3</td>
<td>The Abstraction Ladder</td>
<td>48</td>
</tr>
<tr>
<td>3.2.4</td>
<td>Using the Abstraction Ladder in Legal Research</td>
<td>49</td>
</tr>
<tr>
<td>3.2.5</td>
<td>Identifying a Theme for Your Argument</td>
<td>50</td>
</tr>
<tr>
<td>3.2.6</td>
<td>Identifying Relevant and Valid Authorities</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>a. Relevant Facts</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>b. Relevant Legal Issues</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>c. Relevant and Valid Sources</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>i. Legal Sources</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>ii. &quot;Extra-Legal&quot; Sources</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>iii. Internet Sources</td>
<td>58</td>
</tr>
<tr>
<td>3.3</td>
<td>Executing Your Research Plan</td>
<td>59</td>
</tr>
<tr>
<td>3.3.1</td>
<td>Researching Statutory Issues</td>
<td>60</td>
</tr>
<tr>
<td>3.3.2</td>
<td>Writing to Courts of Last Resort</td>
<td>61</td>
</tr>
<tr>
<td>3.3.3</td>
<td>Harvesting Arguments from Nonmandatory Authorities</td>
<td>63</td>
</tr>
<tr>
<td>3.4</td>
<td>The Legal Writer as Digital Reader</td>
<td>68</td>
</tr>
<tr>
<td>3.5</td>
<td>Knowing When to Stop</td>
<td>70</td>
</tr>
<tr>
<td>3.6</td>
<td>Summary</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>Chapter Review</td>
<td>72</td>
</tr>
</tbody>
</table>
CHAPTER FOUR

FACING THE BLANK PAGE

4.1 Finding Structure

4.1.1 Using Existing Rules and the “Phrase-That-Pays” to Structure Your Argument

4.1.2 Using Your Research to Help You Structure Your Argument

4.1.3 Using Policy-Based Rules in Your Argument

4.1.4 Using a Reverse Roadmap to Structure Your Argument

4.1.5 The Working Outline

4.2 Using “Private Memos” to Quiet Your Inner Demons and Prevent Writer’s Block

4.3 Facing Procrastination

4.3.1 Fear of Commitment

4.3.2 Fixed Mindset and the Fear of Failure

4.3.3 Fear of Pain

4.4 Summary

Chapter Review

CHAPTER FIVE

ONE PIECE AT A TIME: DRAFTING THE ARGUMENT

5.1 Using an Analytical Formula

5.1.1 State Your Issue as a Conclusion

5.1.2 Provide the Rule

a. Stating Established Rules

b. Using a “Rule-Choice-Rule” When the Court Must Choose Among Two or More Rules

c. Using Inductive Reasoning to Find and Articulate Legal Rules

5.1.3 Explain the Rule

a. Deciding How Much Rule Explanation Is Needed

b. Writing the “Rule Summary”

5.1.4 Apply the Rule to the Facts

a. Apply Rules, Not Cases

b. Explicitly Connect the Rule Application to the Rule Summary

c. Facts Are Relevant to Questions of Law

d. Sometimes Statutory Language Is a Fact

5.1.5 Make the Connection

5.2 When Not to Provide a CREAC Analysis

5.2.1 Ignore Issues

5.2.2 Tell Issues
7.4.1 Common Methods of Making Plain Language Arguments 167
7.4.2 Arguments Related to Sentence Structure and Word Choice 168
   a. Arguments of Grammatical Logic 169
   b. *Expressio Unius Est Exclusio Alterius* (The Specific Mention of One Thing Excludes Others) 169
   c. *Ejusdem Generis* (A Word Is Known by the Company It Keeps) 170

7.5 “Extrinsic” Arguments: Arguments Related to Sources Outside the Statute 172
7.5.1 Legislative History 172
7.5.2 Regulations 173
7.5.3 Statutes with Similar Language 175

7.6 Researching Statutory Interpretation Arguments 176
7.7 Summary 180

Chapter Review 180

CHAPTER EIGHT

PROFESSIONALISM: FOLLOWING FORMAT RULES 181

8.1 Length Requirements 183
8.2 Typefaces and Margins 184
8.3 Filing Requirements and Number of Copies 185
8.4 Document Format Requirements and Service Requirements for Appellate Briefs 186
   8.4.1 Cover Page 186
   8.4.2 Issue 187
   8.4.3 Parties to the Proceeding 187
   8.4.4 Table of Contents 188
   8.4.5 Table of Authorities 188
   8.4.6 Opinions Below 189
   8.4.7 Jurisdiction 189
   8.4.8 Relevant Enacted Law 190
   8.4.9 Standard of Review 191
   8.4.10 Statement of the Case 192
   8.4.11 Summary of the Argument 192
   8.4.12 The Argument 192
   8.4.13 The Conclusion 192
   8.4.14 Signature 193
   8.4.15 Certificate of Service 194
   8.4.16 Certificate of Compliance 195
   8.4.17 Appendix 196
8.5 Document Format Requirements and Service Requirements for Motion Briefs 196
8.5.1 Caption 197
8.5.2 Issue 197
8.5.3 Parties to the Proceeding 197
8.5.4 Table of Contents 198
8.5.5 Table of Authorities 198
8.5.6 Opinions Below 199
8.5.7 Jurisdiction 199
8.5.8 Relevant Enacted Law 200
8.5.9 Standard of Review or Pleading Standard 200
8.5.10 Statement of the Case 201
8.5.11 Summary of the Argument 201
8.5.12 The Argument 201
8.5.13 The Conclusion 202
8.5.14 Signature 202
8.5.15 Certificate of Service 203
8.5.16 Certificate of Compliance 203
8.5.17 Appendix 204

8.6 Summary 204
Chapter Review 204

CHAPTER NINE
SPECIAL TEAMS: ISSUE STATEMENTS, STATEMENT OF THE CASE, SUMMARY OF THE ARGUMENT, POINT HEADINGS 207

9.1 Writing the Issue Statement 208
9.1.1 Motion Brief Introductions 209
9.1.2 Questions Presented 210
  a. Elements to Include 210
  b. Persuasive Questions Presented 213
  c. Problems to Avoid 215
    i. Assuming Elements at Issue 215
    ii. Overlong Questions 217
  d. Summing Up 218

9.2 Statements of the Case 218
9.2.1 Formal Requirements 219
9.2.2 Organizing the Fact Statement 220
9.2.3 Making the Fact Statement Persuasive 222
  a. Positions of Emphasis 229
  b. Pointillism 229
  c. Spending the Reader’s Time, Saving the Reader’s Energy 230
9.2.4 Special Considerations for Motion Brief Fact Statements 231
9.2.5 Summing Up 233
### Chapter Nine

#### 9.3 Summary of the Argument

#### 9.4 Point Headings

- **9.4.1 Format and Function**
- **9.4.2 Drafting the Point Headings**
- **9.4.3 The Relationships Between and Among Point Headings**
- **9.4.4 The Relationship Between the Point Heading and the Paragraph Immediately Following**
- **9.4.5 Formatting Reminders for Headings**
- **9.4.6 Summing Up**

#### 9.5 Summary

### Chapter Ten

#### SIX DEGREES OF LEGAL WRITING: MAKING YOUR DOCUMENT READER-FRIENDLY AND USER-FRIENDLY

#### 10.1 Find Your “Kevin Bacon”

#### 10.2 Install a Symbolic Template to Help Your Reader and Your User

- **10.2.1 Topic Sentences**
  - **a.** Include the Phrase-That-Pays in Each Topic Sentence
  - **b.** Use Legally Significant Categories in Topic Sentences

- **10.2.2 Headings**

- **10.2.3 Providing Context with Legal Backstory and a Roadmap**
  - **a.** What’s Already Happened: The Legal Backstory
  - **b.** What’s Coming Next: The Roadmap

- **10.2.4 Explicit Connection-Conclusions**

#### 10.3 Writing for the Digital Reader

#### 10.4 Summary

### Chapter Eleven

#### EXPLOITING OPPORTUNITIES FOR PERSUASION

#### 11.1 Opportunities for Persuasion

#### 11.2 How Not to Persuade

#### 11.3 Choosing Issues Responsibly

#### 11.4 Exploiting Positions of Emphasis

- **11.4.1 Persuading with Large-Scale Organization**
- **11.4.2 Persuading Within Each Issue**
11.4.3 Persuasive Paragraph Structure
11.4.4 Persuading with Sentence Structure
   a. Subject-Verb Combinations
   i. Nominalizations
   ii. Active and Passive Voice
   b. Independent and Dependent Clauses
   c. Using Short Sentences for Emphasis
11.4.5 Effective Word Choice
11.4.6 Persuasive Punctuation
   a. The Semicolon
   b. The Dash
   c. The Colon
11.5 Avoiding Spelling, Grammatical, and Typographical Errors
11.6 Credibility Through Document Design
   11.6.1 Typeface
   11.6.2 Citations and Emphatic Text: Underlining, Italics, Boldfaced Type, and CAPITALIZATION
   11.6.3 Justification
   11.6.4 Effective Tables
11.7 Summary
Chapter Review

CHAPTER TWELVE
POLISHING
12.1 Methods to Use on the Computer
12.2 Methods to Use on the Hard Copy
12.3 Proofreading Your Revisions
12.4 The Last Thing to Do with the Document
12.5 Summary
Chapter Review

CHAPTER THIRTEEN
ORAL ARGUMENT
13.1 Purpose of Oral Argument
13.2 Format
13.3 Intellectual Preparation: What Do You Need to Know?
   13.3.1 Deciding What Points to Argue
   13.3.2 Gathering Information
13.4 Preparation of Written Materials: What Should You Bring to the Courtroom?
13.5 Presenting the Argument
   13.5.1 Introduction
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.5.2</td>
<td>The Argument Itself</td>
<td>326</td>
</tr>
<tr>
<td>13.5.3</td>
<td>The Conclusion</td>
<td>327</td>
</tr>
<tr>
<td>13.6</td>
<td>Handling Questions from the Bench</td>
<td>328</td>
</tr>
<tr>
<td>13.7</td>
<td>Rebuttal</td>
<td>331</td>
</tr>
<tr>
<td>13.8</td>
<td>Word Use</td>
<td>333</td>
</tr>
<tr>
<td>13.9</td>
<td>Public Speaking Tips</td>
<td>334</td>
</tr>
<tr>
<td>13.10</td>
<td>Summary</td>
<td>336</td>
</tr>
<tr>
<td></td>
<td>Chapter Review</td>
<td>336</td>
</tr>
</tbody>
</table>

**CHAPTER FOURTEEN**

**Moot Court Competitions**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1</td>
<td>Typical Competition Requirements</td>
<td>340</td>
</tr>
<tr>
<td>14.2</td>
<td>Differences Between Moot Court Competitions and “Real Life”</td>
<td>341</td>
</tr>
<tr>
<td>14.3</td>
<td>Choosing Which Side to Brief</td>
<td>343</td>
</tr>
<tr>
<td>14.4</td>
<td>Writing the Brief</td>
<td>343</td>
</tr>
<tr>
<td></td>
<td>14.4.1 Dividing Up the Work</td>
<td>344</td>
</tr>
<tr>
<td></td>
<td>14.4.2 Critiquing Your Teammates’ Work</td>
<td>345</td>
</tr>
<tr>
<td></td>
<td>14.4.3 Polishing the Brief</td>
<td>347</td>
</tr>
<tr>
<td>14.5</td>
<td>Practice Arguments</td>
<td>347</td>
</tr>
<tr>
<td></td>
<td>14.5.1 The Introduction</td>
<td>349</td>
</tr>
<tr>
<td></td>
<td>14.5.2 Planning for Awkward Moments</td>
<td>350</td>
</tr>
<tr>
<td></td>
<td>a. The Cold Court</td>
<td>350</td>
</tr>
<tr>
<td></td>
<td>b. Dealing with Opponents’ Misstatements of Law or Facts</td>
<td>351</td>
</tr>
<tr>
<td></td>
<td>14.5.3 The Conclusion</td>
<td>353</td>
</tr>
<tr>
<td>14.6</td>
<td>Professionalism</td>
<td>354</td>
</tr>
<tr>
<td>14.7</td>
<td>Summary</td>
<td>355</td>
</tr>
<tr>
<td></td>
<td>Chapter Review</td>
<td>355</td>
</tr>
</tbody>
</table>

**APPENDIX A**

**For Reference: Citation Form and Punctuation Information**

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Putting Citations in Their Place</td>
<td>357</td>
</tr>
<tr>
<td>A.1.1</td>
<td>When to Cite</td>
<td>357</td>
</tr>
<tr>
<td>A.1.2</td>
<td>When Not to Cite</td>
<td>358</td>
</tr>
<tr>
<td>A.2</td>
<td>Common Case Citation Formats</td>
<td>358</td>
</tr>
<tr>
<td>A.2.1</td>
<td>Long Form</td>
<td>358</td>
</tr>
<tr>
<td>A.2.2</td>
<td>Short Form</td>
<td>360</td>
</tr>
<tr>
<td>A.2.3</td>
<td>Citing to Language from Concurring, Dissenting, or Plurality Opinions</td>
<td>361</td>
</tr>
</tbody>
</table>
A.3 Changing Sentence Structure to Accommodate Citation Form 361
A.4 Statutory Citations 363
A.5 Common Punctuation Problems 364
A.5.1 Apostrophe Problems 364
a. Common Homonym Problems 365
b. Rules of Possessives 366
A.5.2 Semicolon Use 367
A.5.3 Common Comma Problems 368

APPENDIX B
FOR REFERENCE: COURT WEB SITE INFORMATION 371

APPENDIX C
SAMPLE BRIEFS 373
Petitioner: Minnesota v. Carter 375
Respondent: Minnesota v. Carter 405
Petitioner: Miller v. Albright 423
Defendant: Herman v. Sports-R-Us Publications, Inc. 445
Index 455