

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

X Transfer Course X A.A. Degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** PLS 155/LS 155 Legal Writing

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 16

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** PLS/LS 150 Legal Research and ENG 100 English Composition

**COREQUISITE:**

**RECOMMENDED PREPARATION:**

**SCOPE OF COURSE:**

The techniques of legal writing and analysis as applied to the drafting of a legal memorandum, case briefing, and law office correspondence. Using legal research skills developed in PLS/LS 150 to formulate written answers, in proper legal format, to legal issues and questions presented.

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. possess an introductory understanding of legal analysis and the role of court opinions;
2. gain an ability to dissect an opinion into component parts through briefing;
3. utilize an ability to apply the holding of an opinion to a new set of facts, e.g., in an interoffice memorandum of law;
4. identify some of the major pitfalls in writing a memorandum of law;
5. utilize an ability to apply basic rules of grammar and composition in order to write clearly.

## **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. Introduction to Legal Writing
- II. How to Brief an Opinion
  1. Introduction to Court Opinions and the Legal System
  2. Introduction to Case Briefing
  3. Identifying components of a Case Brief.
  4. Proper Legal Citation
- III. The Application of Court Opinions and Statutes
  1. Application of Case Law
  2. Primary and Secondary Authority: Their use and abuse in legal writing.
  3. Legislative histories in legal writing.
- IV. Writing the Memorandum of Law

## **REQUIRED READING:**

Statsky, W and Wernet, R. Case Analysis and Fundamentals of Legal Writing. 4<sup>th</sup> edition. West, 1995.

Jessen, Edward. California Style Manual – A Handbook of Legal Style for California Courts and Lawyers. 4<sup>th</sup> edition. West, 2000.

## **SUGGESTED READING:**

Dworsky, Alan. The Little Book on Legal Writing. 2<sup>nd</sup> edition. Rothman & Co., 1994.

## **REQUIRED WRITING:**

Case briefs.

Law office correspondence.

8 – 10 page Objective Interoffice Memorandum of Law.

## **OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.**

Students can expect to spend a minimum of 3-4 hours in a law library completing the work required for the legal memorandum in addition to class lecture times. The class lectures will be used to cover the material illustrated in the text, as well as discuss the process of researching and writing a memorandum of law.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply:**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

The 8-10 page legal memorandum will account for 50% of the course grade, while the weekly writing assignments and one exam will account for 25% each. All assignments are to be completed in a neat and professional manner.

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Angelo Corpora, ext. 2501

SIGNATURES ON FILE