

October 29, 2009 Revision #5

SYLLABUS

Course: LAW 3696 SEC 3: LEGAL DRAFTING
Semester: Fall 2009
Location: Stetson University College of Law, Gulfport,
Seminar Room 202 (Tower) through 10/1/09, then Eleazer Hearing Room
Time: **Thursdays 5:00 pm to 6:55pm**
Adjunct Professor: James W. Martin, Esq., St. Petersburg, Florida
Email: jwmartin@law.stetson.edu
Firm Website: www.jamesmartinpa.com
Office hours: By appointment

Course Catalog Description: This course will give the student an opportunity to analyze and practice the principles and techniques that should be used in creating public and private legal documents. The course will not deal with drafting pleadings, memoranda, or briefs. Each student will need access to a typewriter or word processor for the preparation of weekly assignments.

Course Material Required: Haggard & Kuney, *Legal Drafting: Process, Techniques and Exercises*, 2nd Edition, 2007, Thomson West

Course Materials Recommended: Strunk & White, *The Elements of Style*

Classes:

1. (8/27/09) Some Ideas and Examples
2. (9/3/09) Chapters 1 and 17 (Philosophy; Reviewing)
3. (9/10/09) Chapters 2 and 16 (Contracts; Typography)
4. (9/17/09) Chapters 3 and 15 (Legislative; Terms)
5. (9/24/09) Chapters 4 and 14 (Interpretation; Definitions)
6. (10/1/09) Chapters 5 and 13 (Ethics; Style)
7. (10/8/09) Chapters 6 and 12 (Overview; Ambiguities)
8. (10/15/09) Chapters 7 and 11 (Getting Started; Organization)
9. (10/22/09) Chapters 8 and 10 (Law; Concept)
10. (10/29/09) Chapter 9 (Substance)
11. (11/5/09) Drafting in class
12. (11/12/09) Drafting in class
13. (11/19/09) Drafting in class

Goal: To Confidently and Competently Draft Legal Documents, such as

Letters: demand, opinion, cover, email

Estate planning: will, trust, power of attorney

Business: bill of sale, employment, sale of business, sale of goods

Real property: sale, lease, mortgage, construction

Litigation: stipulation, settlement, release

Stetson Attendance Policy: Attendance will be taken at each class. Students are required to attend 80% of scheduled classes. Maximum allowable absences cannot exceed 5 hours of the 26 classroom hours. Students with excessive absences will be given a grade of "X" and excluded from receiving credit for the class. Please see Dean Bauer for special requests.

Grading Policy: Grading is based on assignments and class participation. There is no final exam. Grading is on a pass/fail basis, not the standard grading system.