

SYLLABUS

October 6, 2010 v4

Course: LAW 3696 SEC 2: LEGAL DRAFTING
Semester: Fall 2010
Location: Stetson University College of Law, Gulfport,
Eleazer Hearing Room
Time: **Thursdays 5:00 pm to 6:50 pm**
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 principles and techniques for creating public and private legal documents. (The course will not deal with drafting pleadings, memoranda, or briefs, but will include drafting settlement agreements and orders.) Each student will need a computer for classroom participation and 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. (8/26/10) Some Ideas and Examples
2. (9/2/10) Chapters 1 and 2 (philosophy; contracts; in-class drafting)
3. (9/9/10) Chapters 3 and 4 (legislation; interpretation; in-class drafting)
4. (9/16/10) Chapters 5 and 6 (ethics; drafting overview; in-class drafting)
5. (9/23/10) Chapters 7 and 8 (getting started; law; in-class drafting)
6. (9/30/10) Chapters 9 and 10 (substance; concept; in-class drafting)
7. (10/7/10) Chapter 11 (organization; in-class drafting)
8. (10/14/10) Chapter 12 (ambiguities; in-class drafting)
9. (10/21/10) Chapter 13 (style and usage; in-class drafting)
10. (10/28/10) Chapter 14 (definitions; in-class drafting)
11. (11/4/10) Chapter 15 (legal consequences; in-class drafting)
12. (11/18/10) Chapter 16 (typography; in-class drafting)
13. (11/23/10) Chapter 17 (reviewing and revising; in-class drafting)

Goal: To confidently and competently draft such legal documents as letters, contracts, wills, orders, and settlement agreements.

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 Associate Dean for Academics Kristen Adams 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.