

v1 8/10/12

## SYLLABUS FOR LEGAL DRAFTING

LAW 3696-01

Fall 2012

Stetson University College of Law, Gulfport, Florida

Student Center 201

Thursday 6:00 pm to 7:50 pm

**Adjunct Professor:** James W. Martin, Esq., St. Petersburg, Florida

Email: [jwmartin@law.stetson.edu](mailto:jwmartin@law.stetson.edu)

Website: [www.jamesmartinpa.com](http://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 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 a computer for classroom participation and weekly assignments.

### **Goal:**

To confidently and competently draft the typical legal documents found in the practice of law.

### **Course Material Required:**

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

### **Course Material Recommended:**

Kuney, *The Elements of Contract Drafting with Questions and Clauses for Consideration*, 3rd Edition, 2011, Thomson West

Garner, *Elements of Legal Style*, 2002, Oxford University Press

### **Classes:**

1. 8/23/12 Some Ideas and Examples
2. 8/30/12 Chapters 1 and 2 (philosophy; contracts)
3. 9/6/12 Chapters 3 and 4 (legislation; interpretation)
4. 9/13/12 Chapters 5 and 6 (ethics; drafting overview)
5. 9/20/12 Chapters 7 and 8 (getting started; law)
6. 9/27/12 Chapters 9 and 10 (substance; concept)
7. 10/4/12 Chapter 11 (organization)
8. 10/11/12 Chapter 12 (ambiguities)
9. 10/18/12 Chapter 13 (style and usage)
10. 10/25/12 Chapter 14 (definitions)
11. 11/1/12 Chapters 15 and 16 (legal consequences and typography)
12. 11/8/12 Chapter 17 (reviewing and revising documents)
13. 11/15/12 Looking Back and Looking Forward

### **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 scale, not the 4.0 scale.