

SAMPLE COVER MEMO FOR CLASS ASSIGNMENT

The attached writing sample is the final draft of an interoffice memo I wrote for Legal Analysis Writing and Research I during the fall semester of my first year of law school. During the drafting process I revised the memo based on comments and suggestions from my professor. However, the writing is entirely my own.

The assigned case centered on charges of criminal trespass and burglary against a pair of students who had occupied a college administration building as part of a protest against tuition increases. I was assigned to represent one of the defendants, Tom Jones, in the lawsuit. The interoffice memo analyzes the sufficiency of the complaint filed against Mr. Jones.

Additionally, the citation style is done in ALWD.

SAMPLE COVER MEMO FOR WRITING SAMPLE OMITTED SECTIONS

The attached writing sample is the final draft of an appellate brief I wrote for Legal Analysis Writing and Research II during the spring semester of my first year of law school. During the drafting process I revised the memo based on comments and suggestions from my professor. However, the writing is entirely my own. Please note that the sample has been edited down to 10 pages. To do so, I deleted my first argument and only included the second argument.

For purposes of this sample, please assume that the plaintiff, Tom Jones, is considered a “tenant” under the Ellis Act. Issue two then addresses the issue of whether the Ellis Act was violated by Lawrence Landlord.

Additionally, the citation style is done in Bluebook.

SAMPLE COVER MEMO WRITING SAMPLE FROM INTERNSHIP

Sample 1:

This writing sample is a Motion in Limine I drafted as a legal intern for the Marin County Public Defender’s Office during the fall of my second year. My supervising attorney edited it only slightly for stylistic purposes. My supervising attorney signed the motion which was granted in part, but the work that appears here was written entirely by me. I obtained permission from my supervising attorney to use this sample. Names and other identifying information have been redacted.

Sample 2:

This writing sample is a section of a Motion for Summary Judgment written by me as a Summer Associate at Big Law Firm during my 2L summer. I obtained permission from my supervising attorney to use this section as a sample. I researched for and wrote this section that the firm included in the brief with very minor edits. Names of the parties have been changed along with any other identifying information. Bluebook citation style is used.