



CHECKLIST FOR THE CLIENT LETTER OR MEMO

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I. PURPOSE

- A. Is the document's purpose clear?
- B. Where is it stated?
- C. Is the Issue stated?
- D. Is the Answer stated?

II. CONTENT

- A. Is the law itself stated? or accurately paraphrased?
- B. Are the elements clearly delineated by the writer?
consistent with the law?
- C. Are the principles of statutory interpretation accounted for?
 - 1. Plain meaning?
 - 2. Legislative intent?
 - 3. Purpose?
 - 4. Previous interpretations?
 - 5. Policy?
- D. Are A's arguments included?
- E. B's arguments?
- F. Are arguments balanced, using principles of interpretation?
- G. Is "mini-conclusion" reached on each element?
- H. Are elements connected to each other, where appropriate?
- I. Are all conclusions synthesized in last paragraph?
- J. Is recommendation made?

III. ORGANIZATION

- A. Is organization consistent with law? (one of several "right" permutations?)
- B. Does organization lead logically to recommendation?
- C. Can any legal reader not misunderstand the scheme?
- D. Do first sentences guide reader through the document?

IV. WRITING

- A. Is tone appropriate to this audience? Are terms of address appropriate?
- B. Is sentence length varied to create readable rhythm?
- C. Is document free of legalese?
- D. Are terms of art used accurately?