

How to Write a Legal Report?

Legal reports (also referred to as legal memoranda or memos) are designed to outline and explain the legal and factual issues in a case, typically to an attorney or law school professor as a class assignment. Legal memoranda can be written in purely objective style to explain legal issues and likely outcomes in a neutral format. They can also be framed as persuasion, designed to present the "best possible case" from a specific party's perspective.

Tip

Before writing a legal report or memorandum, familiarize yourself with the proper format and organizational rules to help your reader understand your arguments and reasoning.

Formatting the Memorandum

Use a traditional font, such as Arial or Times New Roman in a 12-point size. Adjust the margins to give a uniform one inch on all sides, unless your instructions state otherwise; some offices prefer a larger margin on the left side of the page. Set justification to "left" so that spacing is not distorted.

Some find it helpful to start by filling out the expected section captions as a sort of bare-bones outline before beginning the work of writing the draft:

1. Heading (or case caption)
2. Question Presented
3. Brief Answer
4. Statement of Facts
5. Discussion
6. Conclusion

Keep in mind the audience for your memorandum or report. Typically, this type of report is written for an attorney (or a law school class professor) who may have extensive knowledge of the law in the relevant area, but may not be as familiar with the facts of the specific case. The outline and customary sections are designed to help the reader focus on the most important information without being distracted by extraneous details.

As for line-spacing, typically the Question Presented and Brief Answer sections are single spaced, while the remainder of the memo is double-spaced.

School Report On A Lawyer

D Kirk

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