### **Contents**

	face enowledgments	xxv xxxi
	Section I Legal Research: Primary Authorities	1
	Chapter 1: Finding the Law and Introduction to Legal Research	3
Cha	apter Overview	3
A.	The Importance of Legal Research	3
В.		4
C.		4
	1. Types of Law Libraries	4
	2. Arrangement of Law Libraries	6
_	3. Other Library Services	7
D.	Sources of Law in the United States	7
	1. Cases and Our Common Law Tradition	7
	2. Constitutions	8
	3. Statutes	8 8
	4. Administrative Regulations 5. Executive Branch	9
E.	Legal Systems of Other Countries	9
F.	Legal Systems of Other Countries  Legal System of the United States	10
G.	Law Book Publishing	12
H.	Nonprint Research Media	13
I.	Change in Our Legal System	14
J.	Identifying the Holding in a Case	15
K.	How the Legal Research Process Works: A Research Scenario	16

xii	Co	ontents
L.	Case Citation Form	18
	Internet Resources	19
	Research Assignment	20
	Internet Assignment	20
	Chapter 2: The Federal and	
	State Court Systems	21
Cha	apter Overview	21
A.	Federalism	21
В.	Jurisdiction 1. Introduction	$\begin{array}{c} 22 \\ 22 \end{array}$
	2. Federal Question Jurisdiction	$\frac{22}{22}$
	3. Diversity Jurisdiction	23
	4. Concurrent Jurisdiction	24
	5. Exclusive Jurisdiction	24
C.	Ground Rules for Cases	25
D.	The Federal Court Structure 1. Introduction	25 25
	2. United States District Courts	26
	3. United States Courts of Appeals	29
	4. United States Supreme Court	31
	5. Specialized Courts	36
Ε.	State Courts	36
F.	Citation Form	39
	Internet Resources Research Assignment	40 41
	Internet Assignment	41
		40
	Chapter 3: Statutory Law	43
Cha	apter Overview	43
A.	Federal Legislation	43
	1. Enactment of Federal Statutes	43
	2. Classification of Federal Statutes 3. Publication of Federal Statutes	45
	3. Publication of Federal Statutes a. United States Statutes at Large	45 45
	b. United States Code	46
	c. Annotated Versions of the <i>United States Code</i>	47

d. Use of U.S.C., U.S.C.A., and U.S.C.S.

a. Descriptive Word Approach

The United States Constitution

b. Title or Topic Approach

c. Popular Name Approach

Research Techniques

52

53

53

54

56

56

Contents		
В.	State Legislation	58
	1. Introduction	58
	2. Publication and Codification of State Statutes	58
	3. Research Techniques	60
	4. Final Research Steps for Federal and State	
~	Statutory Research	60
C.		61
	1. Introduction	61
	<ul><li>2. Federal Rules of Procedure</li><li>3. Federal Court Rules</li></ul>	61 62
	4. State Rules of Procedure and Court Rules	63
D.	Uniform and Model Laws	63
Б. Е.	Statutory Research Overview	63
F.	Citation Form	64
	Internet Resources	65
	Research Assignment	66
	Internet Assignment	67
	Chapter 4: Case Law and Judicial Opinions	69
Cha	apter Overview	69
A.		69
	1. Standards for Publishing Cases	69
	2. The Controversy Surrounding Unpublished Opinions	70
В.	Elements of a Case	71
	1. Case Name	71
	2. Docket Number and Deciding Court	72
	3. Date of Decision	72 72
	4. Case Summary or Synopsis or Background 5. Headnotes	72
	6. Names of Counsel	76 77
	7. Opinion	77
	8. Decision	78
C.	Publication of Cases	79
0.	Official and Unofficial Publication	79
	2. Series of Case Reports	79
	3. Advance Sheets	80
D.	Publication of State Cases	80
	1. West's National Reporter System	80
	2. Citation Form	84
	3. Discontinuation of Some Official Reports	84
E.	Publication of Federal Cases	84
	1. United States Supreme Court Cases	84
	2. United States Courts of Appeals Cases	85
	3. United States District Court Cases 4. Cases Interpreting Federal Rules	85 86
	4 Cases Interpreting reperal Killes	an

xiv		Contents
F.	Star Paging	87
G.	Specialized National Reporter System Sets	89
H.	Features of West's National Reporter System	90
	1. Table of Cases Reported	90
	2. Tables of Statutes and Rules	91
	3. Table of Words and Phrases	91
	4. List of Judges	91
	5. Key Number System	91
I.	Finding Parallel Citations	92
J.	Summary of West's National Reporter System	92
K.	Briefing Cases	94
	1. Introduction and Purpose of Case Briefs	94
	2. Elements of Case Briefs	97
	se Brief Assignment	102
L.	Citation Form	103
	Internet Resources	103
	Research Assignment	104
	Internet Assignment	105
	Through Digests and Annotated Law Reports	
Cha	apter Overview	107
A.	Using Digests to Locate Cases	107
,	1. Introduction	107
	2. West's American Digest System	108
	3. Organization of the American Digest System	108
	4. Four Strategies to Find a Topic and Key Number	110
	a. Descriptive Word Approach	110
	b. Topic Approach	111
	c. Table of Cases Approach	111
	d. "Case on Point" Approach	114
	5. Using Your Topic and Key Number to Find Cases	114
	6. Other West Digests	116
	7. Common Features of West's Digests	116
	a. Uniform Classification	116
	b. Descriptive Word Indexes	117
	c. Table of Cases	117
	d. Words and Phrases Volumes	118
	e. Supplementation	118
	f. Integrated Cross-Referencing	118
	8. Other Digests	118
	9. Are the Digests Relevant Today?	119

Con		
	itents	XV
B.	American Law Reports	120
	1. Introduction	120
	2. A.L.R. Organization	121
	3. Features of A.L.R.	122
	4. Finding A.L.R. Annotations	122
	a. Index or Descriptive Word Approach	122
	b. Digest Approach	124
	c. Miscellaneous Approaches	124
	5. Updating A.L.R. Annotations	124
	a. Updating Older A.L.R. Annotations	124
a	b. Updating Newer A.L.R. Annotations	126
C.	Citation Form	126
	Internet Resources	126
	Research Assignment	128
	Internet Assignment	130
	Legal Research: Secondary Authorities and Special Research Issues 1	.31
	-	133
Cha	Chapter 6: Secondary Authorities	133
Cha A.	Chapter 6: Secondary Authorities  upter Overview	
	Chapter 6: Secondary Authorities  apter Overview	<b>133</b>
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias	133 134
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction	133 134 134
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias	133 134 134 134 134
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S.	133 134 134 134 134 134
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S. b. Am. Jur. 2d	133 134 134 134 134 134 135
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S. b. Am. Jur. 2d c. Features Common to C.J.S. and Am. Jur. 2d	133 134 134 134 134 135 135
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S. b. Am. Jur. 2d c. Features Common to C.J.S. and Am. Jur. 2d d. Research Strategies for Using National Encyclopedias	133 134 134 134 134 135 135 138
	Chapter 6: Secondary Authorities  The property of the Country of t	133 134 134 134 134 135 135 138 140
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S. b. Am. Jur. 2d c. Features Common to C.J.S. and Am. Jur. 2d d. Research Strategies for Using National Encyclopedias e. The Am. Jur. Total Client-Service Library 3. Local or State Encyclopedias	133 134 134 134 135 135 135 140 141 141
	Chapter 6: Secondary Authorities  apter Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S. b. Am. Jur. 2d c. Features Common to C.J.S. and Am. Jur. 2d d. Research Strategies for Using National Encyclopedias e. The Am. Jur. Total Client-Service Library 3. Local or State Encyclopedias a. Introduction b. Features Common to State Encyclopedias c. Research Strategies for Using State Encyclopedias	133 134 134 134 135 135 138 140 141 141 141
	Chapter 6: Secondary Authorities  Tenter Overview  Encyclopedias  1. Introduction  2. General or National Encyclopedias  a. C.J.S.  b. Am. Jur. 2d  c. Features Common to C.J.S. and Am. Jur. 2d  d. Research Strategies for Using National Encyclopedias  e. The Am. Jur. Total Client-Service Library  3. Local or State Encyclopedias  a. Introduction  b. Features Common to State Encyclopedias  c. Research Strategies for Using State Encyclopedias  4. Special Subject Encyclopedias	133 134 134 134 135 135 138 140 141 141 141 142 142
A.	Chapter 6: Secondary Authorities  Tentroper Overview  Encyclopedias  1. Introduction  2. General or National Encyclopedias  a. C.J.S.  b. Am. Jur. 2d  c. Features Common to C.J.S. and Am. Jur. 2d  d. Research Strategies for Using National Encyclopedias  e. The Am. Jur. Total Client-Service Library  3. Local or State Encyclopedias  a. Introduction  b. Features Common to State Encyclopedias  c. Research Strategies for Using State Encyclopedias  4. Special Subject Encyclopedias  5. Summary of Encyclopedias	133 134 134 134 135 135 138 140 141 141 142 142 143
	Chapter 6: Secondary Authorities  Interpreted Secondary Authorities  Introduction  Ceneral or National Encyclopedias  C.J.S.  Am. Jur. 2d  Research Strategies for Using National Encyclopedias  The Am. Jur. Total Client-Service Library  Local or State Encyclopedias  Introduction  Features Common to State Encyclopedias  Research Strategies for Using State Encyclopedias  Encyclopedias  Encyclopedias  Encyclopedias  Encyclopedias	133 134 134 134 135 135 138 140 141 141 142 142 143 143
A.	Chapter 6: Secondary Authorities  Interpolate Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S. b. Am. Jur. 2d c. Features Common to C.J.S. and Am. Jur. 2d d. Research Strategies for Using National Encyclopedias e. The Am. Jur. Total Client-Service Library 3. Local or State Encyclopedias a. Introduction b. Features Common to State Encyclopedias c. Research Strategies for Using State Encyclopedias 4. Special Subject Encyclopedias 5. Summary of Encyclopedias Legal Periodicals 1. Introduction	133 134 134 134 135 135 138 140 141 141 142 142 143 143
A.	Chapter 6: Secondary Authorities  Interpolation  Description  Description  Chapter 6: Secondary Authorities  Description	133 134 134 134 135 135 138 140 141 141 142 143 143 143
A.	Chapter 6: Secondary Authorities  Interpolate Overview Encyclopedias 1. Introduction 2. General or National Encyclopedias a. C.J.S. b. Am. Jur. 2d c. Features Common to C.J.S. and Am. Jur. 2d d. Research Strategies for Using National Encyclopedias e. The Am. Jur. Total Client-Service Library 3. Local or State Encyclopedias a. Introduction b. Features Common to State Encyclopedias c. Research Strategies for Using State Encyclopedias 4. Special Subject Encyclopedias 5. Summary of Encyclopedias Legal Periodicals 1. Introduction	133 134 134 134 135 135 138 140 141 141 142 142 143 143

ents
,

	5. Legal Newspapers and Newsletters	146
	6. How to Locate Periodical Articles	147
	a. Print Indexes	147
	b. Other Indexes	149
	c. Electronic Indexes	149
C.	Texts and Treatises	150
	1. Introduction	150
	2. Common Features of Treatises	151
D	3. Research Strategies for Using Treatises	153
D.	Restatements 1. Introduction	154 154
	_,	154
	<ol> <li>Arrangement of Restatements</li> <li>Research Strategies for Using Restatements</li> </ol>	155
	4. Effect of Restatements	155
E.	Miscellaneous Secondary Authorities	155
ш.	1. Attorneys General Opinions	157
	2. Words and Phrases	157
	3. Legal Dictionaries and Thesauri	158
	4. Legal Directories	159
	a. Introduction	159
	b. Martindale-Hubbell Law Directory and Internet	
	Directories	159
	5. Form Books	160
	6. Uniform Laws	161
	7. Looseleaf Services	163
	8. Jury Instructions	165
F.	Summary of Secondary Authorities	166
G.	Citation Form	171
	Internet Resources	172
	Research Assignment	173
	Internet Assignment	175
	Chapter 7: Special	
	Research Issues	177
Chr	apter Overview	177
Опа А.	Legislative History	177
11.	1. Introduction to Federal Legislative History Research	177
	2. Documents Used in Compiling a Federal Legislative	1
	History	178
	3. The Process of Compiling a Federal Legislative	2.0
	History: Three Approaches	179
	a. Using Conventional Print Sources to Compile a	
	Legislative History	179
	b. Using Electronic Sources and the Internet to	
	Compile a Legislative History	180
	c. Using Compiled Legislative Histories	182

Contents xvii

	4.	Alternative Methods of Obtaining Legislative History for	
		Federal Statutes	182
	5.	State Legislative Histories	183
		a. The Process of Compiling a State Legislative	
		History	183
		b. Alternative Methods of Obtaining Legislative	
		History for State Statutes	184
	6.	Tracking Pending Legislation	185
В.	$\mathbf{E}\mathbf{x}$	ecutive Materials	186
	1.	Proclamations	187
	2.	Executive Orders	187
C.	Ad	ministrative Law	187
	1.	Introduction	187
	2.	Publication of Federal Administrative Law	189
	3.	Research Techniques for Administrative Law	189
		a. C.F.R. Indexes	189
		b. Code of Federal Regulations Annotated	193
		c. Federal Register Index	193
	4.	Updating C.F.R. Regulations	193
		a. Step One: Review the List of C.F.R. Sections Affected	193
		b. Step Two: Review C.F.R. Parts Affected	195
	5.	Electronic and Online Methods of Administrative Law	
		Research	196
	6.	Agency Decisions	197
	7.	Federal Cases Reviewing Agency Decisions	198
	8.	State Administrative Law	199
D.		ernational Law	200
	1.	Introduction	200
	2.	Sources of International Law	200
	3.	Overview of International Law Research Procedure	201
	4.	Basic Texts and Sources	201
	5.	Treaties	202
		a. Introduction	202
		b. Sources for Treaties	202
		c. Determining the Current Status of Treaties	204
		d. Interpreting Treaties	204
	6.	International Tribunals	205
_	7.	8	205
E.		inicipal Law	206
	1.	Introduction and Terminology	206
	2.	Municipal Research Materials and Procedure	207
	3.	Interpretation of Municipal Ordinances	207
	4.	Municipal Research on the Internet	207
F.		ation Form	208
		ternet Resources	209
		search Assignment	210
	Int	ernet Assignment	212

xviii Contents

# Section III Legal Research: Using Electronic and Computer Resources 215

#### Chapter 8: The Digital Library: Lexis Advance, Westlaw, and Other Nonprint Research Tools 217

Cha	aptei	Overview	217
A.	Int	roduction to Computer-Assisted Legal Research	217
	1.	Lexis Advance and Westlaw	217
	2.	Getting Started Using Lexis Advance or Westlaw	219
	3.	Boolean Searching	219
	4.	Plain English Searching	221
В.	Lex	xis Advance	221
	1.	Getting Started from Your Home Screen	221
	2.	Constructing a Search and Display of Search Results	224
	3.	Specialized Searches	226
		a. Searching for Statutes and Constitutions	226
		b. Searching for Cases	226
		c. Searching for Administrative and Legislative	
		Materials	227
		d. Searching for Law Reviews and Journals	227
		e. Searching for Secondary Authorities	228
	4.	Shepardizing	228
	5.	Other Lexis Advance Features	228
	6.	Quick Review of Lexis Advance	231
C.	We	stlaw	232
	1.	Getting Started from Your Home Screen	232
	2.	Constructing a Search and Display of Search Results	235
	3.	Specialized Searches	237
		a. Searching for Statutes and Constitutions	237
		b. Searching for Cases	237
		c. Searching for Administrative and Legislative	
		Materials	238
		d. Searching for Law Reviews and Journals	238
		e. Searching for Secondary Authorities	238
	4.	KeyCiting	238
	5.	Other Westlaw Features	239
	6.	Westlaw Edge	241
	7.	Quick Review of Westlaw	241

Coı	ntents	xix
D.	Final Pointers on Computer-Assisted Legal Research	242
	1. When to Use Lexis Advance or Westlaw	242
	2. Limitations of Computer-Assisted Legal Research	243
	3. Is Using One Research Platform Sufficient?	244
E.	Other Competitors in Electronic Research	244
F.	The Use of Artificial Intelligence in Legal Research	246
G.	Nonprint Research Tools	247
	1. Microforms	248
	a. Types of Microforms	248
	b. Summary of Microforms	248
	2. Sound Recordings and Videos	248
	3. CD-ROMs, DVDs, and eBooks	249
H.	Citation Form	249
	Internet Resources	251
	Lexis Advance Assignment	252
	Westlaw Assignment	255
	Comparing Lexis Advance and Westlaw Assignment	258
	Internet Assignment	258
	Chapter 9: E-Research: Legal Research Using the Internet	261
Cha	apter Overview	261
A.	Introduction	261
В.	Conducting Legal Research Online	263
	1. Getting Started	263
	2. Using a Good Start Page	264
	3. Strategies and Tips for Internet Legal Research	266
	4. Assessing the Credibility of Websites	267
	5. Practical Concerns Regarding Use of the Internet for	
	Legal Research	269
C.	Providing Free Public Access to American Case Law	270
D.	Best Internet Legal Research Sites	272
	1. Best Sites for Locating Cases	273
	2. Best Sites for Locating Statutes	273
	<ul><li>3. Best Sites for Government Materials</li><li>4. Best Sites for Locating Forms</li></ul>	273 $274$
	<ul><li>4. Best Sites for Locating Forms</li><li>5. Best Specialty Sites</li></ul>	$\frac{274}{274}$
	6. Best Nonlegal Sites	278
	7. Tech Trends: Blogs, Apps, and More	278
E.	Cautionary Notes on Internet Legal Research	280
Е. F.	Causionary 110005 on internet Legal Descaren	400
	Citation Form	
	Citation Form Internet Assignment	282 283

**XX** Contents

## Section IV Legal Research: Citing and Validating the Authorities 285

#### Chapter 10: Legal Citation Form 287

OI.		· O	907
	_	r Overview	287
A. B.		troduction to Citation Form	287
В.		tation Manuals	288
	1.	Introduction	288
	2.	Overview of The Bluebook	288
<u> </u>	3.	Other Citation Manuals	288
C.		e Bluebook	290
	1.	Introduction	290
	2.	Typeface Conventions	290
D.		uebook Citation Rules and Examples for Primary	
		thorities	292
	1.	Cases	292
		a. Introduction	292
		b. Case Names	293
		c. Citation Form for State Court Cases	295
		d. Citation Form for Federal Cases	297
		e. Subsequent and Prior History	297
		f. Parentheticals	298
		g. Spacing in Citations	299
	2.	Statutes	299
		a. Federal Statutes	299
		b. State Statutes	300
		c. Notes on Citing Statutes	300
	3.	Court and Other Rules	301
	4.	Constitutions	301
	5.	Administrative Regulations	301
E.		uebook Citation Form for Secondary Authorities	301
	1.	A.L.R. Annotations	301
	2.	Encyclopedias	302
	3.	Periodicals	302
	4.	Texts and Treatises	302
	5.	Restatements	303
	6.	Attorneys General Opinions	303
	7.	Dictionaries	303
	8.	Uniform Laws	303
		Looseleaf Services	303

Cor	tent	os —	xxi
F.	AL	WD Citation Manual	304
	1.	Introduction	304
	2.	Differences Between The Bluebook and ALWD	305
G.	Spc	ecial Citation Issues	307
	1.	Introduction	307
	2.	Punctuation	307
	3.	Quotations	308
		a. Introduction to Pincites	308
		b. Indicating Quotations in Text	309
		c. Altering Quotations and Using Ellipses	309
	4.	Citation Signals	309
	5.	Short Form Citations	310
		a. Use of <i>Id</i> .	310
		b. Use of Supra	311
		c. Short Forms for Cases	311
		d. Short Forms for Statutes	312
	6.	Public Domain Citations	312
	7.	Capitalization Rules	313
	8.	Electronic Sources, Databases, and the Internet	314
		a. Introduction	314
		b. Citing to Lexis and Westlaw	314
		c. Citing to the Internet	314
	9.	Citing to Court and Litigation Documents	317
		Electronic Assistance for Citation Form	318
		ernet Resources	319
		ation Form Assignment	320
		morandum Assignment	321
		ernet Assignment	322
		Chapter 11: Updating and Validating Your Research	325
Cha	apter	Overview	325
A.	Us	ing Shepard's in Print Form to Shepardize Cases	325
В.	$\mathrm{El}\epsilon$	ectronic Updating of Legal Authorities	326
	1.	Introduction to Electronic Updating	326
	2.	Shepardizing Online	326
		a. How to Shepardize Cases Online Using Lexis Advance	326
		b. Features of <i>Shepard's</i> Online	328
		c. Shepardizing Statutes and Regulations Online	330
		d. Shepardizing Other Authorities	330
		e. Automatic Citation Validation for Lexis Advance	330
	3.	KeyCite	331
		a. How to KeyCite Cases Using Westlaw	331
		b. Features of KeyCite	332

xxii	Contents

	<ul> <li>c. KeyCiting Statutes and Regulations</li> <li>d. KeyCiting Other Authorities</li> <li>e. Automatic Citation Validation for Westlaw</li> <li>4. Comparing Shepardizing Online with KeyCiting</li> <li>5. Other Electronic Citator Services</li> <li>6. Summary</li> <li>Internet Resources</li> <li>Research Assignment Using Print Volumes of Shepard's</li> <li>Research Assignment Using Shepard's on Lexis Advance</li> <li>Research Assignment Using KeyCite on Westlaw</li> <li>Research Assignment Comparing Shepardizing Online with KeyCiting</li> <li>Internet Assignment</li> </ul>	335 336 337 338 339 340 341 341 343
	Section V Putting It Together: An Overview of the Research Process	347
	Chapter 12: Overview of the Research Process	349
Cha	anter Overview	240
	apter Overview How to Begin	349 349
Cha A.	How to Begin	349 349 349
	How to Begin	349
	How to Begin 1. Introduction	349 349
A. B.	How to Begin 1. Introduction 2. Thinking Things Through 3. Narrowing Down the Possibilities Tackling the Project	349 349 350
A.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities	349 349 350 351 353 357
A. B.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities  1. Note-Taking Techniques	349 349 350 351 353 357
A. B.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes	349 349 350 351 353 357 357 358
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused	349 349 350 351 353 357 357 358 359
A. B.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused  When to Stop	349 349 350 351 353 357 357 358 359 360
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities Tackling the Project Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused When to Stop  1. Practical Considerations	349 349 350 351 353 357 357 358 359 360 360
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities Tackling the Project Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused When to Stop  1. Practical Considerations  2. Complex Projects	349 349 350 351 353 357 357 358 360 360 361
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused  When to Stop  1. Practical Considerations  2. Complex Projects  3. Quick Questions	349 349 350 351 353 357 357 358 360 360 361 361
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused  When to Stop  1. Practical Considerations  2. Complex Projects  3. Quick Questions  4. Established Issues	349 349 350 351 353 357 357 358 360 360 361 361 362
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities  Tackling the Project  Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused  When to Stop  1. Practical Considerations  2. Complex Projects  3. Quick Questions  4. Established Issues  5. Newly Emerging Issues	349 349 350 351 353 357 358 359 360 361 361 362 362
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities Tackling the Project Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused When to Stop  1. Practical Considerations  2. Complex Projects  3. Quick Questions  4. Established Issues  5. Newly Emerging Issues  6. Issues of First Impression	349 349 350 351 353 357 357 358 359 360 361 361 362 362
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities Tackling the Project Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused When to Stop  1. Practical Considerations  2. Complex Projects  3. Quick Questions  4. Established Issues  5. Newly Emerging Issues  6. Issues of First Impression  7. How Many Authorities Are Enough?	349 349 350 351 353 357 358 359 360 361 361 362 362 362 363
A. B. C.	How to Begin  1. Introduction  2. Thinking Things Through  3. Narrowing Down the Possibilities Tackling the Project Working with the Authorities  1. Note-Taking Techniques  2. Contents of Notes  3. Staying Focused When to Stop  1. Practical Considerations  2. Complex Projects  3. Quick Questions  4. Established Issues  5. Newly Emerging Issues  6. Issues of First Impression	349 349 350 351 353 357 357 358 359 360 361 361 362 362

Contents		
2. The Traditional Legal Memorandum	367	
3. The Informal Legal Memorandum	368	
a. Introduction	368	
b. Components and Style of Informal Memoranda	368	
c. Cautionary Notes	369	
Internet Resources		
Research Assignment		
Assignment for Chapter 12		
Internet Assignment		
Appendix A: Using Shepard's in Print Form		
Appendix B: Sample Legal Memorandum		
Glossary		
Index		