

NAME _____

Levels of Quality			
	Exemplary Advanced work for first year law student in LW I at this time in the course – on a job, the work would need very little revision for a supervising attorney to use	Competent Proficient work for a first year law student in LW I at this time in the course – on a job, the work would need to be revised with input from supervising attorney	Developing Work needs additional content or skills to be competent – on a job, the work would not be helpful and supervising attorney would need to start over
SUMMARY PARAGRAPH The purpose of the summary is to let the client know the most essential points of the analysis This is what you might want the client to read as the client is waiting to meet with you	<input type="checkbox"/> Clearly communicates most important legal analysis in layperson's terms <input type="checkbox"/> Includes recommended course of action – what are the next steps? <input type="checkbox"/> Applies law to facts to show support for the recommended course of action	<input type="checkbox"/> Analysis is generally clear; may contain portions where there is too much legalese or where the language is too formal <input type="checkbox"/> Includes somewhat clear recommended course of action <input type="checkbox"/> Somewhat applies law to fact to show support for the recommended course of action but may lack clear connections	<input type="checkbox"/> Analysis is unclear because legalese or language or writing mechanics and grammar make it too difficult to follow <input type="checkbox"/> Refers to course of action but client would be confused about what she is being counseled to do <input type="checkbox"/> Minimally applies law to client fact OR relies too much on law OR relies entirely on facts to summarize the explanation
FACTS Facts should be stated specifically in letters to avoid confusion by the client Facts that are unknown, but critical to the case, are often identified	<input type="checkbox"/> Clearly states dispositive facts in an organized way, notes absence of necessary facts (if applicable) <input type="checkbox"/> Clearly states that opinion was formed based on facts in letter <input type="checkbox"/> Asks client to review closely and report any discrepancies <input type="checkbox"/> Clearly identifies additional facts that might be helpful or facts that need further development	<input type="checkbox"/> Facts are identified but may include minimal irrelevant facts or omit a couple dispositive facts <input type="checkbox"/> States that opinion was formed based on facts in letter <input type="checkbox"/> Asks client to review facts <input type="checkbox"/> Some reference to developing additional facts	<input type="checkbox"/> Facts are identified but include several irrelevant facts or omit several dispositive facts or are overly general <input type="checkbox"/> Omits that opinion was formed based on facts in letter <input type="checkbox"/> Does not ask client to review facts closely and report any discrepancies <input type="checkbox"/> Little reference to developing additional facts

UNH Law Rubric Client Letter F 09

NAME _____

<p>LEGAL ANALYSIS (EXPLANATION)</p> <p>Client letters must include the relevant legal analysis necessary to answer the client's question</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identifies all relevant steps in legal analysis in a way that the client can easily understand <input type="checkbox"/> Clearly articulates applicable rule <input type="checkbox"/> Client's facts are woven into analysis so that client can clearly understand how lawyer made prediction <input type="checkbox"/> Notes any uncertainty or unsettled aspects of the law, weaknesses, and resolves them 	<ul style="list-style-type: none"> <input type="checkbox"/> Identifies the most relevant steps in legal analysis in a way that the client can understand <input type="checkbox"/> Articulates applicable rule somewhat clearly <input type="checkbox"/> Client's facts are woven into analysis but may have one area where relationship between law and fact is unclear <input type="checkbox"/> Notes some uncertainty or unsettled aspects of the law, as well as weaknesses, but may not resolve them 	<ul style="list-style-type: none"> <input type="checkbox"/> Identifies some of the legal analysis but omits important points <input type="checkbox"/> Unclearly or inaccurately articulates rules and/or tests <input type="checkbox"/> Client's facts are woven into analysis but relationship between law and fact is unclear or clients facts not woven into analysis <input type="checkbox"/> Fails to note uncertainty or unsettled aspects of the law, as well as weaknesses or notes them but ineffectively resolves them
<p>ORGANIZATION</p> <p>Like all legal writing, client letters require organization around central points of analysis</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Large-scale organization is evident in clearly written, plain English, concise topic sentences <input type="checkbox"/> Organization within paragraphs is evident in clear, concise sentences logically ordered <input type="checkbox"/> Sentences are clear and concise <input type="checkbox"/> Headings are effective 	<ul style="list-style-type: none"> <input type="checkbox"/> Large-scale organization is somewhat evident in clearly written, plain English, concise topic sentences <input type="checkbox"/> Organization within paragraphs is mostly evident but some sentence sequences may be difficult to follow <input type="checkbox"/> Sentences are mostly clear and concise <input type="checkbox"/> Headings somewhat effective 	<ul style="list-style-type: none"> <input type="checkbox"/> Large-scale organization is hard to follow; topic sentences mostly lacking <input type="checkbox"/> Organization within paragraphs is confusing <input type="checkbox"/> Sentences are unclear and fail to communicate efficiently or logically <input type="checkbox"/> Headings mostly ineffective
<p>WRITING MECHANICS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Uses correct grammar, punctuation, and spelling 	<ul style="list-style-type: none"> <input type="checkbox"/> There are some errors to fix, but generally uses correct conventions 	<ul style="list-style-type: none"> <input type="checkbox"/> Errors distract the reader and make letter difficult to read

Overall comments: