UNH Law Rubric Client Letter F 09

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	☐ **Clearly communicates** most important legal analysis in layperson's terms ☐ Includes recommended course of action – what are the next steps? ☐ Applies law to facts to show support for the recommended course of action	☐ Analysis is generally clear; may contain portions where there is too much legalese or where the language is too formal ☐ Includes somewhat clear recommended course of action ☐ Somewhat applies law to fact to show support for the recommended course of action but may lack clear connections	☐ Analysis is unclear because legalese or language or writing mechanics and grammar make it too difficult to follow ☐ Refers to course of action but client would be confused about what she is being counseled to do ☐ 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	☐ **Clearly states** dispositive facts in an organized way, notes absence of necessary facts (if applicable) ☐ Clearly states that opinion was formed based on facts in letter ☐ Asks client to review closely and report any discrepancies ☐ Clearly identifies additional facts that might be helpful or facts that need further development	☐ **Facts** are identified but may include minimal irrelevant facts or omit a couple dispositive facts ☐ States that opinion was formed based on facts in letter ☐ Asks client to review facts ☐ Some reference to developing additional facts	☐ **Facts** are identified but include several irrelevant facts or omit several dispositive facts or are overly general ☐ Omits that opinion was formed based on facts in letter ☐ Does not ask client to review facts closely and report any discrepancies ☐ Little reference to developing additional facts

NAME_____

LEGAL ANALYSIS (EXPLANATION) Client letters must include the relevant legal analysis necessary to answer the client's question	□ **Identifies** all relevant steps in legal analysis in a way that the client can easily understand □ Clearly articulates applicable rule □ Client's facts are woven into analysis so that client can clearly understand how lawyer made prediction □ Notes any uncertainty or unsettled aspects of the law, weaknesses, and resolves them	□ **Identifies** the most relevant steps in legal analysis in a way that the client can understand □ Articulates applicable rule somewhat clearly □ Client's facts are woven into analysis but may have one area where relationship between law and fact is unclear □ Notes some uncertainty or unsettled aspects of the law, as well as weaknesses, but may not resolve them	□ **Identifies** some of the legal analysis but omits important points □ Unclearly or inaccurately articulates rules and/or tests □ Client's facts are woven into analysis but relationship between law and fact is unclear or clients facts not woven into analysis □ Fails to note uncertainty or unsettled aspects of the law, as well as weaknesses or notes them but ineffectively resolves them
ORGANIZATION Like all legal writing, client letters require organization around central points of analysis	□ **Large-scale** organization is evident in clearly written, plain English, concise topic sentences □ **Organization** within paragraphs is evident in clear, concise sentences logically ordered □ **Sentences** are clear and concise □ **Headings** are effective	□ **Large-scale** organization is somewhat evident in clearly written, plain English, concise topic sentences □ **Organization** within paragraphs is mostly evident but some sentence sequences may be difficult to follow □ **Sentences** are mostly clear and concise □ **Headings** somewhat effective	□ **Large-scale** organization is hard to follow; topic sentences mostly lacking □ **Organization** within paragraphs is confusing □ **Sentences** are unclear and fail to communicate efficiently or logically □ **Headings** mostly ineffective
WRITING MECHANICS	□ Uses correct grammar, punctuation, and spelling	□ There are some errors to fix, but generally uses correct conventions	□ Errors distract the reader and make letter difficult to read

Overall comments: