

Chapter Two



# **TYPES OF LEGAL DOCUMENTS**

# Cont'd

- Letters (Correspondence)
  - Correspondence is essential in virtually every legal matter; letters to the client, to opposing parties, to the court, to witnesses, to government agencies
- Internal (An interoffice) memorandum
  - an objective writing that relates both good news and bad about the law as it applies to the client's case
  - It can be used as a basis for strategy
    - as basic research for a brief
    - as background when drafting pleadings or other documents
- Operative Documents
  - These are documents having legal effects beyond the mere transmission of information
  - They define property rights and performance obligations
    - Ex: contracts, leases, wills, and deeds

# Cont'd

- Pleadings

- Formal documents filed with the court that establish the claims and defenses of the parties to the law suit
- They are important:
  - To identify the issues undisputed
  - For the plaintiff to prepare for the trial
  - For the defendant to prepare his defense
  - For the court to evaluate the competing positions

- Briefs

- A trial or an appellate brief is filed is a formal written argument presented to the court