



# **Writing a Legal Memorandum**

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# [ Structure of presentation ]

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- What's legal memorandum
- Structure in general
- Writing steps
- Conclusion

# [ What's legal memorandum? ]

- A way how to communicate your ideas and opinions to senior attorney
- Internal document
- Objective analysis – neutral assesment
- Strengths and weaknesses

# [ Core elements - IRAC ]

- Find the problem
- Explain the law
- Apply to the facts
- Conclude
- **I**ssue
- **R**ule
- **A**nalysis
- **C**onclusion

# [ Focused on the structure ]

- Heading
- Introductory statement
- Statement of the facts
- Issues presented

*The issue is **whether** .....(law question) **when** ... (facts)*

- Rule
- Analysis
- Conclusion

# [ Process of writing ]

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- Understand your client's problem
- Research the law
- Organise your ideas
- Draft and revise your memorandum
- Edit and polish

# [ Remember ]

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- Start paragraph with issue or element
- Citation, Active voice
- Transparent and clear structure
- Plaintiff's side, then defendant's
- Material & procedural arguments
- Partial conclusions
- Show each step in your thinking
- Don't make unsupported statements!

**[ Questions? ]**

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