

[Legal Memorandum Template]

MEMORANDUM

To: [Attorney]

From: [My Name]

Re: [Client's case/legal question – eg, Smith v. Jones – Duty owed to Plaintiff]

Date: [Date of memorandum]

Facts

A brief summary of the relevant facts about the case.

Issue/Question Presented

States the issue(s) in question format. For example: Is Jones liable to Smith for damages to Smith's car if a tree branch from a tree on Jones property falls on Smith's car causing damage?

Law

Constitution, statute, rule, code, court case.

Brief Answer

Gives a very brief answer that answers the legal issue. Citations are included here only if necessary to give context to the brief answer. For example: Yes, California Civil Code, Section 9876(b)(3) states that a property owner is liable for damages which are caused by trees and other shrubbery which is planted on the property owner's property.

Analysis/Reasoning

The body of your memorandum. Apply the law to the facts of the client's case and explain the legal reasoning. Remember to include a legal analysis of the applicable law, court cases, statutes, or other authority in your discussion. Apply the law to the facts and reach a conclusion supported by the law.

Conclusion

A summary of your analysis and outcome.