1.1 **Format Requirements:** With the exception of the workshop exercises and the in-class exercises, all writing assignments in Lawyering Skills courses must follow these guidelines. Failure to follow these guidelines will result in a grade penalty.

1.2 Your writing exercise must be electronically submitted and formatted for paper sized 8 ½” x 11 inches.

1.3 Your writing exercise must be typed on one side of the paper.

1.4 Your writing exercise must have a left, right, top, and bottom margin of one inch. Page numbers must appear in the bottom margin, but no other text may appear in the margins.

1.5 Your writing exercise must have all pages consecutively numbered after the cover sheet.

1.6 Your writing exercise must use characters throughout that are either 13 or 14 font, Times New Roman on Microsoft Word 2003, Word 2007, or Word 2010. This document is prepared in the required font and size.

1.7 Your writing exercise must be double-spaced, except that the headings of an objective memorandum and the point headings of a memorandum or brief in support or in opposition to a motion must be single-spaced. Do not use spacing greater or less than 2.0.

1.8 The text of your writing exercise must be left-justified, not right-justified, center-justified, or full-justified. Section titles can be centered.

1.9 The instructions for each writing exercise will set forth the maximum number of words allowed on that exercise. Unless the writing exercise specifically states otherwise, all material contained in the writing exercise, except for the cover sheet, counts toward the word limitations.

1.10 Each writing exercise must contain the required cover sheet, which includes a declaration of compliance. Failure to attach a completed cover sheet with declaration will result in a grade penalty on that exercise.
1.11 Each writing exercise must be saved in Word 2003, Word 2007, or Word 2010. Any other software causes problems with the electronic submission. Mac-users should be particularly diligent in saving their documents in Word. Do not use Works.

2.1 **Motions, Memoranda, and Briefs**: A motion requesting relief from this Court must include a separate memorandum in support/opposition or a brief in support/opposition setting forth that party’s arguments in favor of or in opposition to the motion.

2.2 Memoranda and briefs in support/opposition must include a:
   A. Caption;
   B. Title;
   C. Introduction;
   D. Question(s) Presented;
   E. Statement of Facts;
   F. Argument; and
   G. Conclusion/Prayer for Relief.

3.1 **Oral Argument**: The time for oral argument is ten minutes per each side. Time may be extended by the presiding judge to accommodate answering questions from the bench.

3.2 Movant may divide the allotted time between the original and rebuttal argument, but no more than two minutes may be reserved for rebuttal argument.

3.3 Movant must ask this Court to reserve rebuttal time at the start of the argument and must inform the court bailiff before argument commences that Movant will be requesting time from the Court.

3.4 Movant argues first, then Non-Movant argues. Movant may then argue rebuttal, if Movant has reserved time.

3.5 **Professional attire is required**. Oral argument is one of the most formal court appearances for all attorneys. Utmost care should be placed on professional attire in order not to detract from the argument. Professional attire does not include ball caps, sleeveless tops without a jacket, business casual attire, or any other attire that does not afford this Court the respect required. Professional attire includes coats and ties for men and suits (skirts or pants) for women.
3.6 **Attendance.** The only parties who may attend oral argument are the counsel, the judges, the faculty, and the bailiff.

3.7 **Argument Format — Three Participants.** When sections are paired together on a brief problem, the numbers can become uneven. When that happens, the following format will be used.

A. **Two Movants–One Non-Movant**

   (1) All three student-advocates will enter the room. Court will be called to order.
   (2) One Movant exits the room. The first Movant reserves rebuttal time and argues.
   (3) The Movants will then switch places and the second Movant will reserve rebuttal time and argue.
   (4) The first Movant will return to the room. The Non-movant will then argue.
   (5) If either Movant does not wish to hear the other’s rebuttal, they will take turns and alternate leaving the room. The second Movant will give the first rebuttal. The first Movant will give the second rebuttal. After rebuttal, both Movants will return to the room for judges’ critique and feedback.

B. **One Movant–Two Non-Movants Advocate.**

   (1) All three student-advocates will enter the room. Court will be called to order.
   (2) Movant goes first, reserves rebuttal time, and argues.
   (3) One Non-movant will then exit the room. The remaining Non-Movant will argue.
   (4) They will then switch places and the second Non-Movant will argue.
   (5) Both Non-movants return to the room for Movant’s rebuttal and judges’ critique and feedback.