Assignment Checklist

A. Email	
1. Attachments (documents): **<Your Name> <Assignment Number> <date>.docx** or .doc	
2. Emails should **never be blank** with an attachment. *You should always write something.*	
3. Email on revisions: state in the email **what you have revised**. *(Make sure you see 33 and 34)*	
4. Always send the email to **legalresearch@pipeline.com**	
B. Memos: Format	
5. The beginning:	<Your Name> <Your Assignment> (e.g., A4)
6. Your Assignment **word-for-word**	
7. **State the first question**	
8. **Answer the first question**	
9. State the **second question**	
10. Answer the **second question**	
11. **Continue** until you are done answering the questions	
12. Then provide a **Research Trail**	
C. Use of Words and Law	
13. Use **complete sentences**, especially with elements (if you use bullet points)	
14. **No Quotes**	
15. **No copy and paste** jobs *(this is a quote without the quotation marks)*	
16. **Clean up** *(use words that make sense [e.g., subdivision one of section 120.00 of the Penal Law should be* Penal Law § 120.00 (1*)]).*	
17. When ever possible, use **appellate authority** *(use Digests to get appellate cases)*	
18. Use **at least two cases per assignment**	
19. Use **recent cases** *(use Digests and KeyCite to get more recent cases)*	
20. Your read the **case** you are using and **says what you wrote it says**	
21. **KeyCite** every case	
D. Citations: General Rules	
22. After every **legal statement** there is a **cite** that the legal statement is based on	
23. Use a **shortened cite** for the second time you cite the same thing (e.g., *id.*).	
24. Do **not** cite **secondary sources of law** *(only primary can be used)*	
25. I understand the **exception** *(i.e. a case citing secondary source)*	

E. Citations: Statutes
26. **Follow Building Block B** and the **Tanbook** (especially **Appendix 4**)
F. Citations: Cases
27. Only **official cites** used (NY, NY2d, NY3d, AD, AD32d, AD3d, Misc, Misc 2d, Misc 3d)
28. **(1) Proper title** using http://www.nycourts.gov/reporter/Citator_Menu.htm
29. **(2) Proper cite**: <Volume> <Reporter> <Page>

Reporters	NY	NY2d	NY3d
	AD	AD2d	AD3d
	Misc	Misc 3d	Misc 3d

30. **NO periods** in reporters (e.g. I should never see Misc.3d) and **Appropriate spacing** (e.g., Misc 3d)
31. **(3) Proper identifier**

	Formula	**Example**
Court of Appeals:	<year>	(1980)
Appellate Division:	<1st, 2d, 3d or 4th> Dept <year>	(2d Dept 2005)
Appellate Term:	App Term, <1st or 2d> Dept <year>	(App Term, 1st Dept 1995)
Supreme Court:	Sup Ct, <county name> County <year>	(Sup Ct, Kings County 2009)
Family Court:	Fam Ct, <county name> County <year>	(Fam Ct, Queens County 2010)
Surrogates Court:	Surr Ct, <county name> County <year>	(Surr Ct, Bronx County 2000)
NYC Civil Court:	Civ Ct, <county name> County <year>	(Civ Ct, Richmond County 2009)
NYC Crim Court:	Crim Ct, <county name> County <year>	(Crim Ct, Queens County 2009)

G. Before You Send a Draft
32. **I looked over this checklist to make sure that I followed these instructions**
33. I have addressed every comment in the previous draft and have **NOT** eliminated the comments
34. If this is my second draft, I have used BRIAN COMMENTS to make edits and am sending it back (with the edits, of course)