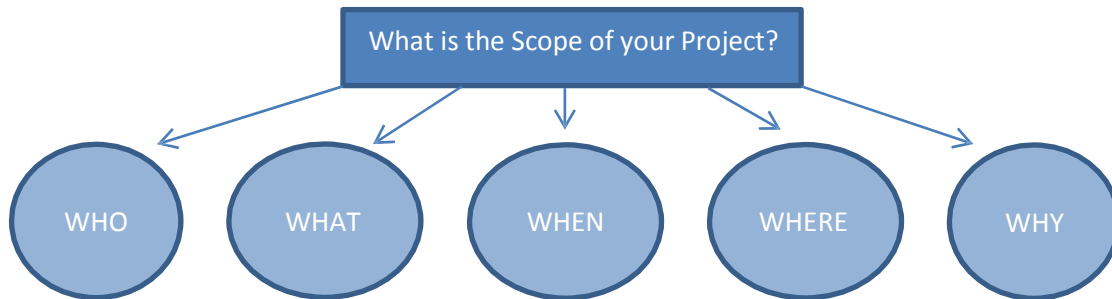


## RULES FOR RESEARCH ASSISTANTS

### **RULE #1:**

Treat your assignment as if your Professor were either a Managing Partner in your firm or a Client. ALWAYS be professional!



### **RULE #2:**

What are your professor's expectations? (Make sure that they are clear to both of you—repeat or paraphrase your assignment until you get it right!)

What are my deadlines? How often should we meet?



How much time and effort should I be putting into this project?

How should my research be memorialized?



What is my professor's preferred method and frequency of communication?

### **RULE #3:**

Articulate the legal question... it can change as your research progresses. Always be aware of:

Jurisdiction  
Personal/Geographic/  
Subject Matter

Civil or Criminal  
Public or Private  
Substantive or  
Procedural Law?

Who are the Parties?  
(type of entity)

### **RULE #4:**

Develop a Research Plan; *e.g.*,

- ❖ Do you need statutes, case law, regulations, or administrative decisions?
- ❖ Do you need secondary materials, such as law review articles, other journal articles, encyclopedias, hornbooks, treatises, overviews, summaries, etc.?
- ❖ Did you ask your professor to recommend a resource or a starting point?
- ❖ Have you talked with a librarian?

**REMEMBER:** Keep track of all that you do: Search terms; books used; Web sites visited; dates of visiting sites. This will save you time and effort later when you have to update your research.