

# LITIGATION DRAFTING SKILLS

Hon. Leonard B. Austin

## SYLLABUS

### *Class*

- 1 Introduction; Court Structure; Venue and Jurisdiction
- 2 Retainer Agreements; Client Intake; Sanctions; Form of Papers; Service of Process
- 3 Summons and Complaint
- 4 Answer
- 5 Counterclaims and affirmative defenses
- 6 Federal pleadings; Procedural distinctions between State and Federal Practice
- 7 Bill of Particulars; Discovery
- 8 Motion Practice - Part 1
- 9 Motion Practice - Part 2
- 10 Order to Show Cause
- 11 Motion Practice - Part 3
- 12 Summary Judgment in Lieu of Complaint
- 13 Judgments and Orders; Oral Argument
- 14 Oral Argument on Final Assignment