

Self-Study Tasks

TASKS YOU MUST COMPLETE ON YOUR OWN THIS SEMESTER

There is a *lot* going on this semester. This is so because there is and always will be a *lot* going on in your career. It's the name of the game in the legal profession: lots and lots of it. Nobody will organize things for you except your secretary if you can afford to pay a top-notch one. Even then, you'll have to get it done.

I am purposefully *not* putting every last detail in a single document to give you some practice in organizing yourself. I *will* cross-reference documents for you, however, and will also post everything on TWEN for you in clearly marked rubrics. To my mind, this matches the blended goal of teaching you and helping you get ready for this summer's (and your life's) work environment. The legal profession is more demanding than thou.

You have three major training / educational tasks that you must complete on your own. They are: (1) The Bluebook Interactive Citation Workbook; (2) Vendor Research Training; and (3) the Lexis Learn® Modules. Each one is detailed below.

Bluebook Interactive Citation Workbook : ICW

You will do these units online. You will turn them in to Danny. Danny will explain the procedure in class. I *do* have a modicum of discretion with these assignments, so the following rules are unique to our section.

- **You must finish all units (chapters) with the exception of the last one**, Chapter 17, which teaches you how to cite in footnotes for law reviews. Naturally, anyone who wants to be on a journal or on law review should learn these. *For those of you planning to get on a journal or law review*, note that there are 4 or 5 different units *within* Chapter 17, so give yourself some time to do them.
- **You do not need to have a perfect score on these units (chapters)** in my LAWR section. Instead, where there are an **odd number of exercises** (7, 15), you need to get one more than half correct. Thus, you would need 4 out of 7 correct, or 8 out of 15 correct, with these examples. Where there are an even number of exercises (6, 10), it is enough to get half of them correct to pass that unit.
- As attorneys, you need to know this stuff: period. You don't need to memorize it, but you do need to be able to work with it, however – starting this very summer. If you have questions in class, I'll answer them. I will not "teach" this during class time, however. This is not intended to de-value the *Bluebook*.

There are things you can teach yourself, and other things for which you need class instruction.

SCHEDULE TO COMPLETE THE ICW

Chapter/Exercise	Date/Time Due	Explanation if necessary or relevant
1, 2, 3	Monday, Jan. 16 – by 5 p.m.	Most of this information is a review from last semester. To have a decent writing sample, you will need good citations. You need to finish these a week <i>before</i> you turn in your Trial Brief, so that your citations look professional.
5, 7, 8	Sunday, Jan. 22 By 5 p.m.	Chapter 5 teaches you how to cite state statutes. Chapter 8 (short citing statutes) is highly useful. Both chapters are highly useful for a good writing sample on your motion to dismiss since you will be citing so many New York statutes.
4, 6, 9	Sunday, Feb. 5 By 5 p.m.	
15, 16	Monday, Feb. 26 – by 5 p.m.	

You must complete the remainder of the exercises (chapters) by Sunday, March 19, at 5:00 p.m. These are:

- Chapters 10, 11, 12, 13, and 14.

I highly recommend that you finish them all as soon as you can. You've now seen how crazy things get at finals time.

Chapter 17, *Law Review Footnotes*, is not required. There is no benefit (no extra credit) to doing it for grade purposes. If you hope to join the *Law Review* or one of our many (excellent) journals, you will need to know this material.

- ✚ **Failure to comply with these rules will result in points-off to your final point number (500 for the course).** Failure to complete any assigned ICW chapter/exercise on time will result in a five-point deduction from your course points. Failure to do / complete any one of the (16 assigned) ICW units – at all - will result in a 10 point deduction from your course points. Thus, if you do not turn in Chapters 13 and 14, you will lose 20 course points.

✚ You will send your results to Danny, not to me. You will input his name (Daniel Carrascal) and use *his* e-mail as your “instructor” – dfcarrascal@gmail.com. Danny will discuss this with everyone in class. I will also show you, in class, how to sign up and get started.

✚ Information on ICW also appears on the class syllabus.

Vendor Research Training Held in the Library – ALL 1L REQUIREMENT

The following private vendors of legal research will be holding training sessions *in* the library. Neither the library itself nor the law librarians are responsible for those sessions, however. **You need to sign up and do the training yourself, and work with the representatives of the vendors to get it done.** How to do so is explained in detail on the next page. The vendors offering training are: *Lexis*, *Westlaw*, and *Bloomberg*. *Bloomberg* is **not** required. *Lexis* and *Westlaw* are required. You must attend **one** each of their sessions. Each legal writing prof will receive attendance sheets from the vendors.

Vendor	Training Weeks	Website to sign up
Lexis	Weeks of – Jan. 16 ¹ , Feb. 6	https://advance.lexis.com/
Westlaw	Weeks of – Jan. 30, Feb. 20	www.lawschool.westlaw.com

¹ Monday, Jan. 18, holiday – no training.

Legal Research Vendor Training: Required

You are required to attend *one* session with Lexis, and *one* with Westlaw. You are not required to attend five, the way it may appear.

- **Lexis LWR II training:** Week of Jan 16; Week of Feb 6
- **Westlaw LWR II training:** Mon. Jan 23; Week of Jan 30; Week of Feb 27

In order to attend, you must register for a training session **on the database's webpage**. Here are the registration instructions.

- **Westlaw:** Log-in and click the “Legal Research Training” link. Click the “In Person & Webinar” link. Click “Enroll” next to the session that you would like to attend. If you have any questions, please email our Westlaw Rep, Ms. Stefanie Efrati: stefanie.efrati@thomsonreuters.com
- **Lexis:** Log-in and click the “MY SCHOOL” link near the top of the page. Click on the name of the training that you would like to attend. Click the blue “Register for this event” button to enroll. If you have any questions, please email our Lexis Rep, Ms. Ann Stafalias: antoinette.stafalias@lexisnexis.com

Consequences for non-compliance. If you miss *one* vendor’s training session (i.e. you never go to a Lexis session), 15 points will be deducted from your final point score (there are 500 points in our course). If you miss *two* vendors’ training sessions (i.e. you never attend a Lexis or a Bloomberg session), 35 points will be deducted from your final point score. Law school is professional school. The law is about compliance. Additionally, we need to certify to the legal market place that you have at least been exposed to certain key legal research. I also try to cover free legal engines in my class ² because none of this stuff is remotely free in practice.

² Cornell Legal Information Institute last semester, FEDSys this one –coming up.

Read the following carefully.

I have provided the dates and the website addresses per what I received from the vendors. If they are incorrect, please let me know.

You are *always* welcome to ask me any “procedural” questions about the above.

What I will not excuse: You cannot attempt to enroll at the very last minute, for the very last session, and then find that the url doesn’t work, and then write me to tell me that you could not go. That would get you fired in any law firm in the country. If you try early in the game, and find it doesn’t work, let me know and I will contact the vendor and let the entire class know. Be sure to forward to me any correspondence so I can reference times and dates with the relevant vendor.

Lexis Learn ® Modules

Lexis has a series of short, self-paced tutorials on how to get the most out of Lexis Advance. They are truly excellent. They average 9 minutes of “teacher speak”, and none has more than 10.21 minutes of “teacher talk” on it. You will learn *so much* from doing these. There are 11 of them, and I am requiring 9 of them. You do **not** have to do:

- ✚ Module 8, *Researching Administrative Law Issues*
- ✚ Module 10, *Drafting Documents for Transactional Practice*

If you are taking Administrative Law this semester, you only stand to learn more (3 out of 4 lawyers make their careers in administrative law) by doing Module 8. It is impossible to overstate the importance of a module like Module 10, but I realize that first year of law school reasonably leads you to believe that all law is litigation. Nothing could be farther from the truth.

If you have to submit results, submit them to Danny. I practiced a couple of these, as if I were a student, and I didn’t have to send them anywhere. Danny has worked as the Lexis Rep for two years, which is why I am putting this on him, instead of on Jessie. As a Lexis employee, he knows people to call for computer glitches, etc.

See the next page for the schedule to complete the modules. (Why not start today and get them out of the way this weekend?)

SCHEDULE TO COMPLETE THE LEXIS LEARN ® MODULES

Module #	Date/Time Due	Explanation if necessary or relevant
1	Monday, Jan. 16–by 5 p.m.	A highly useful review.
11	Sunday, Jan. 22 By 5 p.m.	This is a fantastic module on “Briefs, Pleadings and Motions.” That’s what we lawyers write – unless we get on the bench, we just don’t write judicial decisions, much less appellate ones. Whether you work in a law firm or not, at the moment this is highly informative and useful.
2, 3, 5, 7	Sunday, Feb. 5 By 5 p.m.	These modules will help you with your Research Journals for the appellate problem. They will be due on Tuesday, Feb. 14, so you will be more prepared to do a good job. ³

The rest of the assigned modules are due before spring break. The last day to turn them in for full credit is Sunday, April 9, by 5 p.m.

The Better Way to View the Above

All three of the above training activities are designed to help you this summer, in particular, and in your legal career, more generally. The sooner you get started on all three of them, the better – *for you*. You will write better briefs and other work by improving your skills in all these areas. You can also “get them out of the way” so you can really focus on studying for spring finals and summer job / summer externship possibilities.

Last minute is ALWAYS a disaster in the law.

³ I have also invited the Lexis and Westlaw reps to give presentations tailored to the appellate problem – right in class.