

LITIGATION DRAFTING SKILLS

Hon. Leonard B. Austin

SYLLABUS

Class

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| 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 |