

MEMORANDUM

CONFIDENTIAL

Attorney Work Product

TO: Judicial Affairs Committee
FROM: *Your Name*
RE: *Describe the subject of the memo, e.g. "Lucinda, Plagiarism investigation"*
DATE: *Date*

FACTS

Fill in the facts. Do not make assumptions about other facts.

QUESTION PRESENTED

BRIEF ANSWER

DISCUSSION

Include the policy, (rule, regulation, statute, or cases) in this section. List the elements of the rule (or cases etc.) and discuss each in a separate section. Number and label each of these sections.

CONCLUSION