

MEMORANDUM
Confidential

TO: *Judge (bench memo), supervising attorney (memos written for them)*

FROM: *Your name*

RE: *Topic you are analyzing*

Date: *You fill in*

QUESTION PRESENTED

1. *Issue you are addressing. State it as a question. Number if more than one issue.*
- 2.

BRIEF ANSWERS

You fill in. Be sure your brief answers parallel and respond to the questions presented.

STATEMENT OF THE FACTS

Provide a summary of relevant facts.

APPLICABLE LAW

You fill in relevant Constitutional provision, state or case law. Include brief summary of each.

ARGUMENT

- I. *Name each of your arguments and discuss each separately*
 - 1) *discuss each premise separately and number them.*
 - 2)

3) *Etc.*

II. *Next argument.*

CONCLUSION AND RECOMMENDATION

How do you think the judge might rule? (predictive memo) How should the Judge rule? (persuasive memo) Include the policy considerations might affect this decision.