

§ 9.12

Remote Working

Getting Feedback

ON THE RIGHT TRACK?

When working in a law office it is a simple matter to pop into the attorney's office to show him or her a work in progress. When working remotely, however, it is not quite so simple. Here are a few suggestions:

Use examples and forms from the attorney, especially if this is the first time you are creating a specific type of document (such as a Motion to Expand, or a Motion to Exclude). This will act as feedback as you compare your new document to the example.

Get feedback along the way. After drafting part of the assignment, ask your attorney if he or she will check it to make sure you are on the right track.

Use a video conference to request feedback, if possible. This way you can provide more information about where you are on the project as well as answering any questions the attorney might have.

Start early. Plan to finish the project ahead of schedule. This way you can get feedback, long before the due date, for a partially completed document, and you can get the finished product to the attorney early. This will also help if there end up being needed revisions.

Learn from your mistakes. If the attorney points out errors, or even just things that he or she prefers to be done differently, make a note of them and do your best to remember those suggestions in future assignments.

CHAPTER 9

Wrap-Up

WHAT YOU SHOULD KNOW

After reading this chapter you should know the following:

- A general familiarity with various motions
- The function of a *Motion*
- The function of a *Notice*
- The function of a *Brief*
- The structure of a combined *Motion, Notice, and Brief*
- The structure of separate *Motions, Notices, and Briefs*
- The structure and purpose of a *Table of Authorities*

ASSIGNMENTS

- Assignment § 9.9** Due Date: / /
Using the results of your research on behalf of your client, prepare a Motion for Summary Judgment, Notice, and Trial Brief.

Remember to keep track of your billable hours as you work on these projects. Turn in your time sheet with your finished assignments.

Unless you are instructed otherwise, turn the above assignment in as part of your Client File Folder, including all previous documents and indexes.