

# — Brief-Writing Ninja —

# LEGAL STYLE GUIDE

## Formatting

- If rules allow, use Century Schoolbook, 14-point font. Align left or justify. Indent first line 0.5.
- If aligning left, reduce jagged edges using optional hyphens [Ctrl + -] so only part of the word creating the gap spills onto next line. If justifying, do the same to reduce gaps between words.
- Learn to use Styles, Modify Styles instead of modifying each heading or body text.
- If your court, local rules, and local custom allow, use true double-spacing [Paragraph + Line spacing + Exactly At: font size × 2]. If unsure, especially in a jurisdiction that uses page limits, research your judge, call the clerk's office, and consider dropping an explanatory footnote in your certificate.
- Use italics, not underlining or bold. Also emphasize with em dashes, colons, word placement.
- Use indented, MS Word single-spaced (true double-space between) numbers and bullets for lists.
- For headings, keep lines together and keep with next. Eliminate orphan headings.
- Use orphan/widow control. If possible, aim for clean page breaks, meaning a new paragraph starts at the top of each page and a full paragraph ends at the bottom of each page.
- Modify sentences to prevent "runts" or "short lines," meaning don't let a paragraph end with one or two short words that spill over onto the last line, creating too much white space.

## Style and Tone

- Value brevity, clarity, and grace, over every other element of style.
- Be the voice of reason: no hyperbole, inflammatory rhetoric, or personal attacks.
- In the facts, don't argue or editorialize. Show, don't tell.
- Whether you're discussing the facts or the law, don't overpromise and underdeliver.
- Don't personally attack the lower-court judge or opposing counsel; do show why they're wrong.
- When your first draft is complete, run BriefCatch and consider all style suggestions.
- After making style changes, run BriefCatch stats. Aim for scores of 90 and above.

## Structure

- Use shorter (ideally no more than two lines) headings for factual sections.
- Use one- to four-line complete-sentence headings for argument sections.
- Use ALL CAPS for section headings only (e.g., TABLE OF AUTHORITIES, ARGUMENT).
- Never use ALL CAPS or Initial Caps for point headings.
- Make argument point headings flow like a summary of the argument in the TOC.
- If rules allow, consider opening with a Bryan-Garner-style syllogistic deep-issue statement.
- In an Introduction, frame the issues, your best legal and equitable points, and the relief requested.
- In the facts, tell a chronological story, ideally from the client's point of view.
- Arrange legal arguments from strongest to weakest, then consider dropping the weakest.
- Make your affirmative case on each point first, then refute the other side's arguments.
- Don't throw away the conclusion. If rules and tradition allow, restate the best legal and equitable reasons why you should win and the specific relief you're requesting.

# Guide To Legal Writing Style

**Peter Butt**



## **Guide To Legal Writing Style:**

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Fundamentals of legal writing style techniques and substance commonly used in both state and federal court to produce effective and compelling legal writing A good primer for paralegals law students young attorneys as well as experienced attorneys

*Students' Guide to Legal Writing* Enid Campbell, Richard George Fox, Gretchen Kewley, 1998 This guide provides all students need to know about presentation and preparation of law papers It gives practical advice on how to prepare written work and quality research Whether writing an essay or a thesis the guide outlines matters of style referencing and citation information of library strategies skills of creative argument and further recommended reading It should be valuable for any student of law be they a first year of a postgraduate fellow

[Legal Writing and Analysis in a Nutshell](#) Lynn Bahrych, Lauren Sancken, 2025-08-05 This book provides a five step guide to clear precise and effective legal writing and analysis for law students other legal writers and experienced lawyers The guide includes keys to writing legal memoranda and briefs organizing analysis crafting clear and concise sentences using legal language accurately using grammar and punctuation properly and writing persuasively using classical rhetorical techniques The book describes a method for analyzing and improving individual writing style It also includes new material on using inclusive language and how to effectively and appropriately use the assistance of Artificial Intelligence for legal documents and new sample legal documents in the Appendix to illustrate effective writing techniques

**The (Not Too Serious) Grammar, Punctuation, and Style Guide to Legal Writing** Diana Simon, 2022-10-31

*The Lawyer's Essential Guide to Writing* Marie P. Buckley, Ilissa K. Povich, 2011 The Lawyer's Essential Guide to Writing is a readable concrete guide to contemporary legal writing Based on Marie Buckley's years of experience coaching lawyers this book provides a systematic approach to all forms of written communication from memoranda and briefs to e mail and blogs The book sets forth three principles for powerful writing and shows how to apply those principles to develop a clean and confident style

**Nlrb Style Manual** National Labor Relations Board, 2016-10-15 Legal Writing in Plain English is a manual written for legal and non legal audiences This manual provides a wealth of material useful for understanding and navigating National Labor Relations Board NLRB cases and other types of cases The NLRB Style Guide provides guidance in drafting and writing in the context of working with the NLRB

*The Art of Legal Communication: A Guide for Law Office Administrators* Sumitra Kumari, 2024-11-15 In the fast paced world of law effective communication is the cornerstone of success yet it often goes unnoticed The Art of Legal Communication A Guide for Law Office Administrators is the essential resource for law office administrators who are ready to master the nuances of professional communication that drive a law office's efficiency and reputation This guide delves into the vital role that communication plays in every aspect of legal operations from managing client relationships to coordinating with legal teams and external entities With practical strategies and actionable insights this communication law book equips administrators with the tools to navigate complex conversations handle sensitive information ethically and foster a culture of clear precise and empathetic communication in the office Whether you are establishing initial client contact managing client

expectations or leveraging technology to streamline communication this book offers clear expert advice to help you thrive in your role It explores everything from verbal and non verbal communication techniques to overcoming challenges and seizing opportunities for continuous improvement The Art of Legal Communication book is not just a manual it s an empowering guide for law office administrators who aspire to enhance their impact drive operational success and ensure the seamless functioning of their legal practice     Legal Writing from the Top Down: Better Writing for Lawyers (2nd Ed.) Timothy

Perrin,2010-04-28 Legal Writing from the Top Down is the renamed and thoroughly revised second edition of Timothy Perrin s best selling Better Writing for Lawyers The original book published by the Law Society of Upper Canada Ontario in 1990 was required reading for every new lawyer in that province It has been licensed for use in courses as far afield as Singapore Hong Kong and Australia This new edition incorporates new research on how to write effectively and new tools you can use to become a better more persuasive lawyer     The Lawyer's Guide to Writing Well Tom Goldstein,Jethro K.

Lieberman,2003-01-13 This eminently practical volume demystifies legal writing outlines the causes and consequences of bad writing and prescribes straightforward easy to apply remedies that will make your writing readable Complete with usage notes that address lawyers most common errors this well organized book is both an invaluable tool for practicing lawyers and a sensible grounding for law students This much revised second edition contains a set of editing exercises and a suggested revision key with explanations to test your skill This book is a definitive guide to becoming a better writer and a better lawyer

Elegant Legal Writing Ryan McCarl,2024-02-06 Elegant Legal Writing provides short practical tips to help attorneys make their writing as clear and readable as possible reducing the reader s cognitive burden so they can focus on your argument     **Plain Language Legal Writing** Cheryl Stephens,2008-07 A complete guide to clean precise and

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