



# Basic Legal Drafting: Litigation Documents, Contracts, Legislative Documents

By Anne Rutledge

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BASIC LEGAL DRAFTING offers down-to-earth instruction on how to draft well-organized and clearly articulated legal documents. A culmination of twenty-five years of teaching in the highly regarded Legal Drafting Program at the University of Florida College of Law, the book is designed to be used as a resource for law students and practicing attorneys, as well as a textbook for drafting classes. The text is particularly strong in its discussions of how to organize a document, often the most difficult task facing a drafter and typically under-addressed in other drafting manuals. Equally useful are the very concrete recommendations on how to articulate the language of a document in order to achieve clarity and precision. The text helpfully distinguishes traditional drafting principles from common conventions and stylistic preferences. The litigation chapter addresses complaints, answers and motions. Useful examples range from a simple negligence complaint to a complex statutory-based multi-count complaint and appropriate responses. The contracts chapter includes an extensive discussion, with examples, on how to create for any contract a logical, coherent framework that underlines the drafter's (and presumably the client's) intentions. The chapter addresses in detail the articulation of particular provisions, including definitions, termination and exculpatory provisions. Its comprehensive discussion of how to recognize and avoid various types of ambiguity will prove useful beyond the contract drafting context. The legislation chapter identifies common legislative protocols and applies, within those protocols, many of the organization and articulation principles set out in the contracts chapter. While the text uses litigation documents, contracts and legislation as the bases for its discussions, Basic Legal Drafting offers practical, realistic advice and instructions that will be useful to the drafter of any type of legal document.

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#### **About the Author**

From 1986 until 2011 Professor Rutledge, B.S, M.Ed., M.C.R.P., J.D., taught Legal Drafting at the University of Florida College of Law where she became Director of the Legal Drafting Program in 1993. Throughout her years of service, Professor Rutledge, with the help of her colleagues, continued to develop and refine the materials and methods used in the Program. A graduate of Rutgers School of Law, Professor Rutledge served as judicial clerk in the Superior Court of New Jersey and practiced law in that state for several years before beginning her teaching career.

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