

# Introduction to Legal Writing

A Seminar for Pre-Law Students

## COMMENTS FROM PAST PARTICIPANTS

"I highly recommend this class to all pre-law students. Having been exposed to the intensity of the Legal Writing course has given me a taste of what law school will be like."

"The Introduction to Legal Writing class has been in a word 'excellent!' I can't imagine how someone could start law school without the benefit of course like this."

## LOCATION

Southwestern Law School is located in the Wilshire Center district of Los Angeles, just two blocks east of Vermont Ave. between Wilshire Boulevard and 7th Street. In the midst of major law firms, corporate headquarters, and Superior Court facilities, it is only a short distance from state and federal court buildings, government offices, and regulatory agencies.

For directions, visit: [www.swlaw.edu/directions](http://www.swlaw.edu/directions)



# SOUTHWESTERN LAW SCHOOL

## Introduction to Legal Writing

A Seminar for Pre-Law Students

July 11 - July 22, 2011

TWO-WEEK PROGRAM

# EVENING PROGRAM

## LEGAL WRITING

Pre-law students have the opportunity to get an early start in developing one of the most important skills needed in law school: legal writing. Effective legal writing is essential for successful legal study and involves composition and reasoning skills beyond those covered in traditional undergraduate programs. Law students must learn these advanced writing techniques and use them in preparing course assignments, examinations, and seminar papers.

**Introduction to Legal Writing**, established by Southwestern Law School in 1980, provides a foundation in these specialized skills which helps students with various levels of writing experience to become proficient legal writers. This two week, non-credit seminar is designed for pre-law students who are recent graduates or currently enrolled undergraduates, as well as for professionals working in law-related fields.

Based on Southwestern's innovative Legal Analysis, Writing, and Skills Program from the law school curriculum, Introduction to Legal Writing is taught by members of Southwestern's legal writing faculty and features:

- class limited to approximately 20 students
- 30 hours of instruction
- individualized attention to each student's writing
- in-class writing practice
- extensive faculty evaluation of student compositions
- introduction to memorandum writing techniques

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*Southwestern Law School is fully approved by the American Bar Association (Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, 321 N. Clark Street, Chicago, IL 60654. Tel: 312.988.6738) and is a member of the Association of American Law Schools.*

*Since 1911, Southwestern has served the public as a nonprofit, nonsectarian educational institution. Southwestern does not discriminate on the basis of race, sex, age, religion, national or ethnic origin, sexual orientation, disability, marital status, or prior military service in connection with admission to the school, or in the administration of any of its educational, employment, financial aid, scholarship, or student activity programs. Nondiscrimination has been the policy of Southwestern since its founding.*

## COURSE INFORMATION

**Class Meetings:** July 11 - July 22, 2011  
Monday - Friday, 5:30 p.m. - 8:30 p.m.

**Course Number:** 110 A1, Non-credit  
**Course Fee:** \$925 (includes course materials)  
**Registration & Fee Due:** Friday, July 1

**For course information:** Student Affairs Office, 213.738.6716 or studentaffairs@swlaw.edu  
**Registration and Academic Records:** 213.738.6734 or registrar@swlaw.edu

## LEGAL WRITING FACULTY

### Hadley Van Vactor

*Adjunct Associate Professor of Law  
B.S., Political Science, Santa Clara University; J.D., New York University  
School of Law; Member, California State Bar*

Professor Van Vactor is Of Counsel at Solomon, Saltzman & Jamieson LLP where she handles complex legal issues related to civil litigation, administrative law, constitutional law, contracts and Indian Gaming. She is also Adjunct Professor of Legal Writing and Advocacy at University of Southern California School of Law. Prior to USC, Professor Van Vactor worked at Sidley Austin LLP and the California Women's Law Center. At Sidley Austin, she specialized in corporate reorganization and bankruptcy law, including questions of underlying substantive state law and federal procedural and evidentiary standards. She also has provided pro bono representation in several matters, including multiple phases of a death row inmate's ongoing post-conviction appeal.

Professor Van Vactor received a B.S. in political science from Santa Clara University, and a J.D. from New York University School of Law. While in school, she was an intern at the New York State Department of Insurance and The Lawyer's Committee for Civil Rights Under Law. She also served as a student advocate for the Unemployment Action Center.

## TO REGISTER

To register for [Introduction to Legal Writing](#), please complete and return the attached registration form and fee to Southwestern by Friday, July 1. Early registration is advised due to limited enrollment.

## INTRODUCTION TO LEGAL WRITING REGISTRATION FORM

Registration & Fee Due: Friday, July 1

To register, please complete the information below, and return with the fee payable to Southwestern. Registration is on a first come, first served basis. Early registration is advised due to limited enrollment. An enrollment confirmation and parking information will be mailed upon receipt of the registration form and fee.

**Wait List:** If space is not available, you will be placed on a wait list. Your check will be returned if you are not enrolled in Introduction to Legal Writing.

**Refunds:** A \$75 processing fee will be charged for any cancellation made in writing prior to the registration deadline. No refund will be given after the registration deadline.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

Social Security # \_\_\_\_\_

Law school you will be attending this Fall:  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form and the \$925 fee by Friday, July 1 to:  
Introduction to Legal Writing  
Student Affairs Office, Southwestern Law School  
3050 Wilshire Blvd., Los Angeles, CA 90010

[www.swlaw.edu](http://www.swlaw.edu)