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.