

# Steps, research tools and artifacts

Law



**STEPS, RESEARCH TOOLS & ARTIFACTS** Steps of writing the memo The memo to be developed will be used to solve the problem as presented to the paralegal by the attorney by giving a feedback to the attorney on the gaming matter. The memo will follow the following steps in its preparation:- analysis of the audience, this is looked at in terms of the priorities and concerns including how important this memo will be to the audience. Secondly, the heading of the memo is written down showing who has written the memo, date and the subject matter addressed. Thirdly, the opening segment of the memo is stated divided clearly in three part; the context of problem, assignment and purpose (Geist, 2010). Then a summary segment of the memo is written suggesting brief statements of the important suggestions. Fifth, expansion into the discussion segment with all the details that support the ideas and recommendations geared towards solving the problem and future forecasts. Sixth is the closing segment, which has friendly actions that are expected of the reader to take. This part gives the ways the the reader should expect to benefit from the information provided and how the changes are likely to be advantageous to them. Seventh, close to a call in action that stipulates what the reader is expected to do within a give deadline. Lastly, a thorough review of the spelling, grammar and content errors is mandatory of the dates or numbers and being consistent with the language used. It is wise to note that as much information as necessary should be provided which is concise and convincing to the existence of the issue and need to address it (Geist, 2010). Research tools employed Apart from observation and interviews as tools to gather information, others are - Google scholar, this is quite important for a lawyer requiring a service for the sake of their law practice (Geist, 2010). Most

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attorneys do not recommend reports whose source is Google Scholar though they are currently used by lawyers as free legal research database. The next tool is the Legal Research System Reviews and it enhances the legal research system since it facilitates the best practicing of law. LexisNexis is the other with the other being the Westlaw, as they will provide the paralegal with vast material. Next is the case maker, which is part of the state bar association membership. The attorney will prefer this as they themselves normally prefer the case maker as their exclusive sources of their legal research. In addition, there is the Fastcase as the other tool and this is by fact the smarter choice for any legal research as they offer their services at highly competitive prices while their products remain best. The paralegal can at the same time use Loislaw as a research tool since on its own it is able to provide the researcher with inexpensive plans of Westlaw and Lexis of which in such a case they will provide James Legaleagle with relevant information to the attorney. Lastly, James Legaleagle can employ the VersusLaw, which is one of the cheapest research tools in the market to find the information needed to write the memo Trial of a low impact auto case. (2011). Once such tools are used, the data collected will be analyzed and given to the attorney for use in interpreting the case before them. Legal artifacts for the memo James will use artifact as sources of information for the memo as follows; books and pamphlets, which include the published memoirs and document, autobiographies with contents of the case they need to, solve. Secondly, they will source for information from Serials (newspapers, periodicals, magazines) that are serial publications on law and law reports with publications as ongoing installments and can provide the information as both primary and secondary sources. Thirdly, government

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documents on legal practice are another important source as they are the direct evidence of the activities, functions, and policies (Geist, 2010). In addition, government sources are a rich source as they will provide vital primary information of the hearings and other legislative debates s official texts of law, regulations and treaties on the same issue. The other artifact is Manuscript and archival material which are unique and can majorly only be found in very special libraries hence they provide very discrete and vital information. Manuscript and archival material are distinct from other sources of library material in the manner in which they are described, handled, and assessed (Reavey, 2011). With the steps, research tools and legal artifacts above used well Legaleagle will be in the position of completing his memo within the deadline with all the other considerations to ensure accuracy. Therefore, he will be in the position of providing Attorney John Forceful with the information to explain to him if the charity raffle ran afoul the laws that prohibit the gaming act. References Geist, A. (2010). Using citation analysis techniques for computer-assisted legal research in continental jurisdictions. Oslo: Norwegian Research Center for Computers and Law. Reavey, P. (2011). Visual methods in psychology: using and interpreting images in qualitative research. Hove: Psychology Press. Trial of a low impact auto case. (2011). Mechanicsburg, Pa.: Pennsylvania Bar Institute.