[EXAMPLE FOR AN OPEN MEMORANDUM]

Memorandum of Law in Opposition to Defendant’s Motion for Summary Judgment
Legal Writing II, Spring 20XX
Loyola University Chicago School of Law
[Date]

I wrote the attached memorandum as an assignment for Legal Writing II in the Spring of 20XX. I conducted the legal research and wrote the memorandum myself. For brevity, I omitted [the statement of facts, etc.]. The facts of the case involve [a young student who incurred injuries after a parent volunteer, unsupervised by school staff, spilled hot coffee on the student in the cafeteria…]

OR

[EXAMPLE FOR A CLOSED MEMORANDUM]

Research Memorandum
Legal Writing I, Fall 20XX
Loyola University Chicago School of Law
[Date]

I wrote the attached memorandum as an assignment for Legal Writing I in the Fall of 20XX. For brevity, I omitted [the statement of facts, etc.]. The facts of the case involve [_____________]

OR

[EXAMPLE FOR WORK PRODUCT]

Memorandum in Response to Summary Judgment Motion
Condon & Cook
Summer Law Clerk
[Date]

I wrote the attached memorandum while a summer law clerk with Condon & Cook, a Chicago law firm, in 20XX. I conducted the legal research and wrote the memorandum myself. [The relevant parties have been redacted, and] for brevity, I have omitted [the statement of issues, statement of facts, etc.] The issues addressed involve [______________]. The law firm has authorized my use of this memorandum as a writing sample.