

[supervisor] and Associates

To: [student name]

Fr: [supervisor]

Da: September 2, 2011

Re: Memo in opposition to motion and argument

Bri, this one goes to students representing Harris and Williams.

The attached is an excerpt from a deposition taken in the [character representing] matter. I understand that [opposing counsel] will file a motion to exclude this evidence and a memo in support of the motion. Their motion and memorandum will be filed by noon on Sunday September 4. Prepare and file a memorandum in opposition to their motion (by email to me) by 8:30 am on September 5. Be sure to serve a copy on opposing counsel contemporaneously and send a copy to [KleinertB@wlu.edu](mailto:KleinertB@wlu.edu).

A motion hearing has already been scheduled in this matter for [time and place of motion hearing]. The rules of this court allow 10 minutes of argument per side. Because they are the moving party, they may reserve a minute or two of that ten for rebuttal.

I have also attached a research packet. Time is short and research on a similar issue was recently done by another associate in a similar matter. Do not spend time researching further.

The motion hearing will be recorded. Following the hearing session, watch your performance and submit to me a brief self-assessment. Include at least three things you think you did well and three things on which you think you need improvement.



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