



Memorandum

Date: January 16, 1998

To: [Seminar Students]

From: John-Mark Stensvaag *Jms*

Re: *Rules for Submitting Documents and for Keeping Track of Billable Hours*

The purpose of this memo is two-fold. First, the memo lays out the technical requirements for the submission of your documents. Second, the memo lists the categories to use when keeping track of your billable hours.

Requirements for Documents

Adhere to the following requirements when submitting all documents (including drafts and memos, as well as final court documents):

1. Follow **all** applicable rules of the appropriate court (which, of course, have nothing to say about interoffice memos), with the following exception:
 - a. **Single**-space **all** submissions, except for headings and the like, which may be highlighted by preceding and succeeding them with double spaces. (The purpose of this modification is to make it easier to read documents on the computer screen and to save on paper and copying resources to the extent that it will become necessary to print various documents.)
2. Try to make the labels on your document captions thoroughly descriptive. Thus, rather than "Motion," a document might be captioned "Plaintiff's Motion for Summary Judgment."
3. Name your computer files with the conventions that have been used in the distributed case materials. Thus, for example, the documents in the HALCO case have been given the file names (and the running footers, when printed) HALCO98A, HALCO98B, and so forth. Ideally, each week's submission should be in a single computer file, with individual sub-documents (such as notices, motions, and so forth) being separated by a "Page Break" character in your word processing software. If you must submit materials in more than one document (for example, if you have an appendix of spreadsheet numbers), please denote the separate documents and their correct sequence in the file names. Thus, three files submitted in a single week might be denoted HALCO98D.001, HALCO98D.002, and HALCO98D.003.

4. Your first document identification codes—for the draft plaintiffs' strategy memos—will be as follows:

HALCO98D
ILCO98G
RPI98B
ICWD98H

If you have any question about the proper naming of documents later in the course, just ask me, and I will let you know.

Requirements for the Electronic Submission of Documents

The following rules apply to the submission of documents:

1. The due dates for all documents are set forth on the seminar master calendar. All documents are due on a Wednesday.
2. Each document must be submitted in approved word processing format by electronic mail to the appropriate recipients no later than 11:00 p.m. on the due date. This generous deadline offers you the maximum time to prepare your submissions, while forcing me to turn around your papers within 36 hours. Do not miss the deadline, or your paper will be given no credit. Do not count on dialing in at 10:55 p.m. and uploading your files; you may have difficulty connecting.
 - a. "Approved word processing format" means a computer file readable by Word Perfect or by MicroSoft Word. If problems arise in connection with the compatibility of version numbers, we will work on solving it.
 - b. "Submitted by electronic mail" means that the document must be sent by electronic mail no later than the deadline. The transmitted E-mail message should be automatically stamped with the time and date of submission. If you have never submitted files by electronic mail before, practice with several files sent to and from your teammate long before the deadline, so that you will not be late! If you wish to practice by sending file to me, by all means do so.
 - c. Submitted "to the appropriate recipients" means submitted to my E-mail address and to all other members of the class, subject to E-mail limitations discussed below.
 - d. The following documents are not submitted to the members of other "teams":
 - i. Draft documents, plainly identified as such on the master calendar;
 - ii. Strategy memos, also identified as such on the master calendar.
 - e. "My E-mail address" means: J-Stensvaag@uiowa.edu
 - f. The E-mail addresses of the class members (as I can find them so far) are:
[Student e-mail addresses]

Those of you without accounts must activate them immediately by speaking to Lorie Hines or Jim Glasgow.

Categories for Keeping Track of Billable Hours

To allow eventual comparisons between teams, please keep billable hours and other expenses in the following categories (numbers in brackets are references to the written products required by the Seminar Calendar):

Plaintiffs

Strategy Memo & Pre-Suit Documents [1]

Complaint [2]

Counter-Strategy and Opposition to Defendant's Motions [5]

Summary Judgment [6 & 7]

Attorney Fees [8]

Miscellaneous

Defendants

Strategy Memo [3]

Answer & Defense Motions [4]

Summary Judgment [6 & 7]

Attorney Fees [8]

Miscellaneous

JMS:me