

Study program: Law (240 ECTS)			
Type and level of studies: basic academic studies of the first degree			
Course title: <b>Writing legal acts</b>			
Professor: Nevenko D. Vranješ			
Course status: elective			
ECTS Points: 8			
Condition: Enrollment in the 8th semester, completed course and pre-service obligations			
<b>Objective:</b> The objective of the course is to train a student for writing documents that are mainly used in legal acts; Acquiring knowledge to analyze and cite the sources needed to provide answers to legal issues, including legal practice, statutes, administrative law, and secondary sources.			
<b>Outcome:</b> After passing the exam, the student is able to write a legal document, for example, letter to the client, legal letters, requests, lawsuits, etc., capable of analyzing legal material, such as, for example, legal cases and legal provisions / statutes, the application of the legal provision to certain facts, keeps an informative conversation with the client, can take note and establish important facts, refer to legal provisions in the appropriate legal style.			
<b>Contents of the course:</b> <b>Theoretical classes:</b> 1. Introduction to the case; 2. Overview of basic principles in writing; 3. Business letters; 4. Legal allegations; 5. Reading, analyzing and using the subject; 6. Legal letters; 7. Contract with the client; 8. Explanations (written defense); 9./12. Preparation of legal documentation (responses to complaints, appeals complaints, basic contracts, wills, etc.); 13./15. Use of sources needed to provide answers to legal issues, including case law, legal regulations, administrative law, and secondary sources. <b>Practical classes: Closer clarification of some of the topics addressed in lectures. Creation of legal documentation.</b> Analysis of key communication skills, presentation of independent and special projects. Discussion of selected topics with the active participation of students. Preparation of colloquium and exams. Evaluation of realized teaching and analysis of its results.			
<b>References:</b> <b>Basic:</b> 1. How To Write Better Law Essays: Tools and Techniques for Success in Exams and Assignments / Steve Foster, 2nd edition, ISBN 9781405873871 2. Writing for law / Dave Powell and Emma Teare, ISBN 9780230236448 3. Legal Method And Writing, Charles R. Calleros Aspen Publishers, 2006 4. Writing Law Dissertations: An Introduction and Guide to the Conduct of Legal Research / Michael Salter and Julie Mason, ISBN 9780582894358 <b>Additional:</b> 1. Clear and Effective Legal Writing. Aspen Law and Business, Veda Charrow, Myra K. Erhardt (Author), Aspen Publishers, 2007			
Active lectures			Other lectures
Lectures: 4	Exercises: 4	Other forms of teaching:	Study research:
<b>Methods of teaching</b> Lectures are auditory, and they are performed at the amphitheater with all students. Exercises are carried out by groups of students in classrooms: (1) as auditors, where further lectures are further elaborated and analyzed by characteristic cases from case-law; (2) practical work on the preparation of legal documentation, responses to complaints, appeals complaints, basic contracts, wills, etc.; and (3) as, discussing the topic of selected topics from the material that was transmitted.			
<b>Knowledge assessment (maximum number of points 100)</b>			
Pre-exam obligations	points	Final exam	points
activity during lectures	20	written exam	
colloquium-first	15	oral exam	50
colloquium-second	15	total	100