

Ask and Tell: Ten Questions for Every Writing Project

1. What is the jurisdiction and what is the procedural status?
2. Should I consult other attorneys, review any specific work product, or consult an internal document bank?
3. Should I confirm the scope of the assignment in an email?
4. When should I first check in with you? After researching? After finding adverse authority or facts? After 20 hours? After a first draft?
5. About how long do you expect the final product to be?
6. About how many hours do you expect the project to require?
7. What authorities do you prefer? Print or electronic? Do you mind unpublished opinions? Do you want secondary sources?
8. Do you have formatting preferences (spacing, font, bold & italics, headings)? Any words or phrases you dislike but often see?
9. What's the deadline and is it flexible?
10. What do you intend to do with the final product?