



Drafting Applications Workshop

Desk Reference Manual

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Introduction

In developing this course and the design of this desk reference manual, we wanted to give junior associates and support staff an opportunity to learn about and to work on the various chamber applications forms.

Learning Objectives

After attending “*Drafting Applications Workshop 101*”, you will be able to correctly:

review a file and draft a Notice of Application and/or Response to Application, including the facts and legal basis, in order for it to be ready for filing with minimal review by the supervising lawyer,

state their objectives and organize their thoughts in a logical and efficient manner when producing a well-written Affidavit,

write in the opening sentence of their affidavit if they had direct knowledge of the facts,

write in the opening sentence of their affidavit if they do not have direct knowledge of the facts,

word their preamble of an Order Made After Application, and

execute the Order when there are multiple parties and some have not attended the hearing and some have not consented to the Order.

This page is for your notes.

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