

HOW TO FLESH OUT AN ASSIGNMENT:

JUST ASK

J JURISDICTION

What Materials Should You Look At:
Federal or State?
Court or Administrative Decisions?
Legislative or Regulatory Sources?
Or a combination?

U USEFUL TIPS

Are You Reinventing the Wheel? Ask If There Are:
Internal Briefs or Memos Written Already?
An Expert in the Firm?
Any Recent Articles Seen?

S SCOPE OF RESEARCH

How Deep Should You Delve?
Scour the Universe?
Scratch the Surface?

T TERMS OF ART

What Are The Buzz Words?
The Catch Phrases?
What Do They Mean?

A ACRONYMS

M.D.A.?? F.D.A.?? P.L.A.??
W.H.A.T. D.O. T.H.E.Y. M.E.A.N.??

S SOURCES

What Is The "Bible" For Your Topic?
What Is The "Definitive Work?"

K KEY COST CONSTRAINTS

How Much Can You Bill the Client?
Your Time - Hours Add Up \$\$\$
Lexis/Westlaw Costs \$\$\$
Document Retrieval Services \$\$\$
FedEx \$\$\$ Faxes \$\$\$ Messengers \$\$\$