

LAW SCHOOL 101 Outlining

SO, WHAT IS OUTLINING?

1. Outlining is the process of synthesizing rules learned into a set of rules that encompass a body of law.

2. "Outlining" can be any method you use to construct a summary of the course.

3. Process, not product.

WHY OUTLINE?

Learn. Synthesis.Early ID systemPrepare.

OUTLINING CONSIDERATIONS

- •When to start?
- Group Outlines
- Commercial Outlines
- That amazing outline you got from the law review editor/Circuit Court Clerk/journal outline bank
- How long?
- Should I outline at all?

COMMON 1L OUTLINING MISTAKES

Waiting.

- Including absolutely everything.
- Leaning too much on others' outlines.
- Believing you'll have time to look up in your outline anything you might need during the exam.
- Making the outline a thing of beauty.
- Believing that the outline is the end goal.

HOW TO START

Create a schedule.

Gather your text, syllabus, case briefs, class notes and handouts, and commercial aids or hornbooks.

Start with your syllabus or the TOC- organization of your outline is the first step in understanding the course

- Think concepts, not cases (with exceptions)
- Create a list of topics, logically organize the list, and insert the rule of law
 - Begin with the broadest rule of law and work your way down to specifics
- Include the rule of law, cases (if necessary), hypos, any quirks of your prof and policy.

Overwhelmed?

WORKING WITH RULES¹

Simple rules

- If A, then B
- Think strict liability
 - If you sell alcohol to a minor, you're guilty a crime. Doesn't matter if they presented fake ID or looked 40.

Elemental Rules (most common)

- Example: Battery
 - (1)intent, (2) touching, (3) touching must be harmful or offensive, and (4) must be done to another.
 - Make sure you know the rule for each element.
 - Elements often have sub-elements (i.e. what's harmful or offensive? Transferred intent?)

Factor Rules

- If A, B and C weighed together justify Z, then Z.
- A, B and C are factors. Unlike elements, you need not satisfy each one, but weighed together they get you to Z.
- Example: Material Breach in contract law. Consider (1) Extent to which injured party will be deprived of expectation, (2) Extent to which injured party can be adequately compensated (3) Extent to which party failing to perform will suffer forfeiture, (4) Likelihood party failing to perform will cure his failure, and (5) Extent to which behavior of party failing to perform comports with duty of good faith and fair dealing.

WORKING WITH RULES, CONT.

Rules with Exceptions

- If A, then B, unless Z.
- Look for "unless, "except," "but," and "but if."
- Example: Recovery of Property taken via fraud a person who has been induced by fraudulent misrepresentations to transfer title may recover the property UNLESS the person in possession was a bona-fide purchaser of the property. (You'll then have to go over what makes someone a BFP.)

Alternative Rules

- If A or B, then Z.
- Look for "either" and "or."
- Example: Punitive damages may be awarded if the defendant exhibits fraud or malice.

TYPES OF OUTLINES — CHOOSING YOUR FORMAT

Traditional

 Start here. You can often move from your traditional outline into other formats to increase your understanding.

START: BROAD LIST

Example: Torts

Intentional Torts and Negligence

- Intentional Torts
 - Battery
 - Assault
 - False Imprisonment
 - Intentional Infliction of Emotional Distress
 - Defenses
- Negligence
 - Duty
 - Breach
 - Cause in Fact
 - Proximate / Legal Cause
 - Damages
 - Defenses

ADD DETAIL

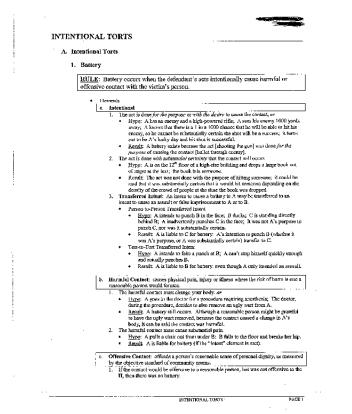
Intentional Torts

- Battery
 - Defendant's acts intentionally cause harmful or offensive contact with the victim's person.
 - <u>Harmful contact</u>: contact which causes physical pain, injury or illness where the risk of harm is one a reasonable person would foresee.
 - Offensive contact: contact which offends a person's reasonable sense of personal dignity, as measure by the objective standard of community norms.
 - <u>Person</u>: putting into motion anything that touches another person or putting into motion anything that touches something connected with or in contact with another person.
 - <u>Causation</u>: the Δ 's actions must be the direct or indirect cause of the harmful or offensive contact.
 - <u>Rationale</u>: Protection from unwanted contact is fundamental; allowing suits for trivial contact prevents self-help measures; legal redress deters wrongful conduct.

Keep adding content. Add hypos and examples. Cases if helpful. Professor's theories, ideas, etc. Policy if appropriate.

TRADITIONAL OUTLINE WITH HYPOS

Page 1 of packet



ANOTHER EXAMPLE

Example: Contracts

- Offer, Acceptance, Consideration
 - Acceptance
 - By the person intended
 - Means
 - Terms
 - Medium
 - Timing

Keep adding content. Add hypos and examples. Cases if helpful. Statute provisions.

TRADITIONAL CONTRACTS EXAMPLE

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	CONTRACTS
	 Open for reasonable (ime (≤ 3 manufas).
	(c) Reliance (RSTM §87(2))
	1. Promise to hold open
	Offerer should expect reliance of substantial character
	Officere dues rely
	 Injustice avoided only by enforcing §45 - Unilateral Contracts
	 (2) §45 - Ommerat Contracts (a) Option (and only an option) created by
	1. Beginning performance
	 Tendering performance
	Tendering a beginning of Performance
	4. PREPARATIONS TO PERFORM DON'T COUNT
	(b) Acceptance occurs after full performance
3. Wa	s there ACCEPTANCE?
	s. Person (RSTM §52)
	 Offer can only be accepted by person whom it invites
	b. Means (RSTM §50)
	 By pagming (RSTM §56)
	(a) Must complete every inquirement of K (or lic in Breach)
	 (b) Reasonable diligence to notify offeror, or (c) Offeror receive accentance seasonably
	 (c) Other receive acceptance seasonably (2) By <u>parformance</u> (RSTM §§ 53, 54, 62)
	(a) 962 · Bitaeral Contracts
	 Anceptance occurs when offeree begins performance
	I'ailure to finish = breach
	(b) If hegin, but want to reject, notice must be given.
	(3) By <u>silence</u> (RSTM §69)
	 (a) Silence or Inaction = Acceptance if
	 Takes benefit of services with reasonable opportunity to
	reject and reason to know they were offered with expectation of commensation
	 Offern stated or gave reason to know assent could be
	manifested by allence and offeree remains silont intending
	to accept
	Provious dealings make it reasonable that offered should
	rutify of linur if not intending to accept
	(b) Inconsistent act (if agreed to by efferor) = acceptance unless terms
	manifestly unreasonable
	e. Terms
	 Mirror Image Rule (RSTM §§ 58, 60, 61) (a) Any change in terms makes purported acceptance a counteroffer
1	 (a) Any change in terms makes purported acceptance a construction (b) If conditional language independent, then valid acceptance
	 (c) If conditional language dependent, then we acceptance
	(2) Standardized Forms (RSTM §211)
	(a) Party who signs thinks terms used for other transactions, then
	acceptance
	(b) Interpreted to treat all those similarly situated alike
	(c) If drafter has reason to believe offence wouldn't accept if knew
	about tara, then no acceptance (3) U.C.C. §2-207 ("Battle of the Forms")
	 (a) Second Set of Terms operates as an acceptance unless acceptance
	"expressly mude conditional" in acceptance by offerer of new
	CONTRACTS TODLBOX PAGE2
···	"expressly mude conditions" in succeptance by offerer of new

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Spatial Organization

SPATIAL ORGANIZATION EXAMPLES

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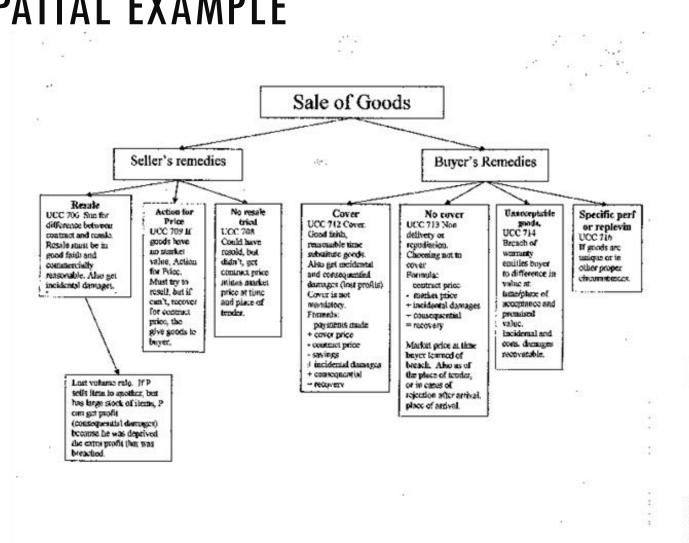
TIL COMMON LAW INTERESTS IN LAND

4. Rights in Immediate Passession, pg. 3

		OLD ESTATES	
Tennney for Years	Periodic Tenancy	Tenancy at Will	Tenancy at Sufferance
A hence that has a statch man cusation. There are fixed po- runking the beginning under lease. Noticer the landlerd ten the rust notify the other pury a termination of lice to are. For Commercial bases, Ref Upscale Appartments.	riofs continued for successive periods nu af the (typically rawth or month, or your terway), enders tractinisted at the odd of in period by notice. • Notice must be given before terministure. • Licessary is motal-te-month, notice	 A tenaricy in which the tenant holds posession with the landburd's uponent but without fixed terms. The base can be terminated by either party upon the notice. 	A tocancy adaba when a person who his here in lowerin postession of property wrongoally remains over as a holesser tenner, after his interest has expired.
EVICTIONS AND	WARRANTIES OF HABITABILITY	Lessor's Re	medies
Constructive Ryletion Terrar	to pay confinate parkati to the Landles Pacencourse. Lucula shardon the premises and withhold rear if the deale fily, docking acquired sharekeemat.	 Termin-tion of the Leose In order to terminate a base Re by "material," "substantial," or "strice 	apply of the lease. The basels must be ${\rm He}^{\rm T}$
	Alzandonment – A commercial tenan,'s curenant so pay i's performance of ocycenance dust ways a significant	 Evidential Sol Retaliatory EV 	
 RATIONALS: (1): course to forms on the coductio. 	and there to completely almoster the provides $\{2\}$ allows according to more the norm of the bargary, and $\{3\}$ more its non-	in material default on the house	lastet housing conditions ing Asidential housing ing of the code violation not being enterwore
 RATIONALS: (1): course to forms on the coalestic. 	e executed elements of the leargam, and (3) matrix is read	the objective of insuring rate and e The insulator's business being loss The transit of the input is the optimization in material deduction the heavy	based hensing constitues ing Asidental bestarg ing of the earle violation as being essences being the renear's reparting the once via above
RATION ALS: (1): course to factor on the contraction A residenticial action is concerned.	erstennel ele myrits of ihelsetzen), ach (5) mare fiz rend ie pep sont is dependent on die lessDord's compliance with lity. Implied Covenant of Quiet Enjoyment	the objective of inturing rate and The landbord's busices being less The landbord's busices being and in material default on the laster The landbord's landbord of exceeded The landbord of landbord of landbord of exceeded The landbord of landbord of exceeded of exceeded The landbord of landbord of exceeded of exc	based hensing constitues ing Asidental bestarg ing of the earle violation as being essences being the renear's reparting the once via above

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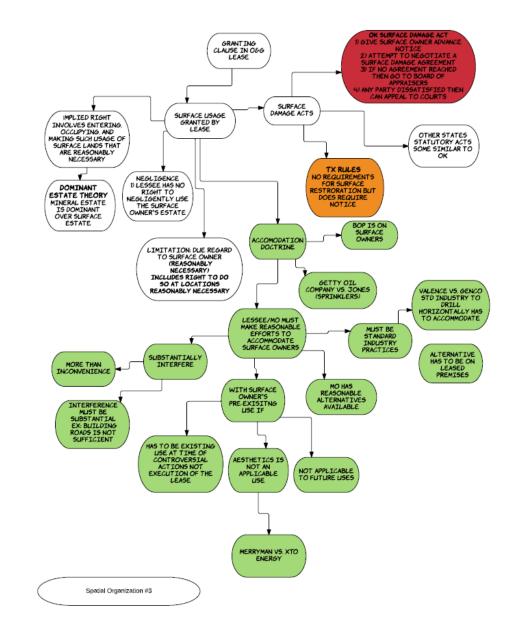
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SPATIAL EXAMPLE

SPATIAL

lucidchart.com/education



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Spatial Organization

Chart

CHARTS

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Offense	CL	MPC	TPC
Must Be Voluotary		 § 2.01(2)1 Not velociary: Reflex or convolution Radity introduction while unconscious of asteep. Acts while hypothesid Not product of effort of the actor 	 \$ 5.01(a) Volumatily Fagogas in conduct Including ect, omission, possession No definition of voluntary
Possession		 § 2 01 Knowing ly MR Frocured or received AR In time to terminate procession AC 	 § 6.0190 Knowingly MR Obtains or receives MR Thing posteneed AC OR is aware of control for a sufficient time to perceit the to tecnabate his control AC
Omission	Anterican bystander rule: Duty exists IT Special ediationship Statute Contract Volantary assumption of care Creation of peril	 § 2.01(1) Omission to perform AR Act AR Of which he is physically capable AC 	 § 6.01(c) Law provides that cruission is offense Or Provides D has a daty to act
DWI	 Štriet Llability Crime 		 § 49.04 Intexticated AC While operating AR Motor vehicle in a public place AC <u>Pounity</u> - Clats B mixdemeanut, note time for open container. §49.09 Enhanced Officeses and Penaltics
Larceny	 Trespassory AC Taking AR Asportation AR IPP of nuother AC With intert to permunently deprive MR 	 \$ 223.2 Ualaryfully AC Takes Alf Movibia property AC Of another AC With purpose to deprive him thereof MR <u>Preadity</u> - 3th degree felony if over \$500 or gon, ear, plane, motorcycle, beat, motor-vehicle, receiver to basianess of stolen property. Anything else misdemeanor. Less there \$50, petty misdemeanor. 	 \$ 34.03 Unlowfully AC -without owner's affective consent: Appropriates AR Property AC With interar to deprive owner MR Penalty - Class C nindemoster if less than \$50, or \$20 and load check, Class B if \$50-\$500, or \$20-\$500 bad check, or \$50 and provides thief, or \$20 and previous bad check. Class A if \$50-\$51502. State just felow, 1^a, 2^{ab}, 3^d degree SEE \$1ATUF. Very specific

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CHART (USING FACTOR RULES)

FACTOR	MATERIALITY MORE LIKELY	MATERIALITY LESS LIKELS
(1) Amount of benefit lost	 Breach deprives nonbreaching party of substantial party of benefit expected 	 Modest impuel on overall benefit
(2) Adequacy of compensation	 Damages cannot compensate for loss Hanages are difficult to prove Preventing loss (termination & cover) is significantly better that compensating for in later 	 Damages can comprusate for loss
(3) Amount of (net) for leiture by breaching party	 Breaching party can resale or cover – this is why is sales of goods any nonconformity is a oraterial breach 	 If breaching party has relied significantly, suspension or terminations may produce significant waste
(4) J.jkelihand of cure	 Cure is uncertain Nonbreaching party has a great need to seek, substitute performance 	Cure is likely or certain
(5) Breaching party's good faith	 Lack of good faith and fair dealing Breaching party willfully did not perform 	 Perry hreaches despile good faith efforts poses loss risk of future breaches Breach party shows to perform

DETERMINING WHEITER TIME FOR CURPIS UP (R(2D) K \$242)		
FACTOR	DISCHARGE SOONER	DISCHARGE LATIOR
(1) Amount of benefit lost	If benefit lost	
(2) Adequacy of compensation		 If compensation adoptate
(3) Amount of (not) forfeiture by breaching party		 If forfeiture great
(4) Likelihuxid of cure		Cure likely
(5) Breaching party's good faith		 Good fuilt present
(6) Amount of hann from delaying substitute arrangements	When dolay will prevent or inder efforts in make substitute arrangements (cover) Remodial subscience on minimizing course; settial lesses Finetactions in price casual be recovered	
(7) Agreement that time is of the essence	Agnit states that findly performance is important Sobstance Tencey performance is an express condition	 Only specifies when performance should occur.

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Spatial Organization

Chart

Checklist

 Almost all classes lend themselves to this method. Creating a checklist can be a fantastic way to make sure you don't miss any issues. It forces you to consider all topics when looking at a fact pattern.

CHECKLIST

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 Ask: is there an enforceable promise?
A) Assent
 Offer (24) terminated 36
□ Revocation 42, 43, 46
$\Box \text{Lapse of time } 4I$
Rojection 38 / counteroffer 39,40
\Box Death or incapacity 48
(a) Offer extend create an option
UCC 2-205 and § 87
\square 87(2) reliance exception
Unilateral contracts
(a) Tendering heginning §45
creates an option
bcginning perform in bilateral
creates contract
2) Acceptance
 Offeree must accept 52 Means
(1) Performance 53,54,62, silonco 69, promise 56
$ ightarrow \mathbf{R2d} \ 58 - \text{mirror image rule}$
\Box UCC 2-207 – battle of the
forms
 Standardized forms (adhesion §211)
Medium
1.1 E-commerce
□ Mailbox rule 62 acceptance
effective in mailbox,
revocation effective in
possession B) Exceptions to consideration
□ Past consideration 82.83
\square Moral obligation 86
 Pro-existing duty 73
Promissory estoppel 90
L1 Settlement of claims 74
□ Modification 89
C) Definiteness
$\square $ § 33, 34, 2-204 terms to be
reasonably certain, determine
existence of breach and remedy
······································
Checklist 🗰

II) Are there any defenses? Duress 175,176 □ Mistake 152,154 □ Misrepresentation 164 L1 Undue influence 177 □ Incapacity 12,13.14,15 □ Unconscionability 2-302, 208 □ Public policy 178, 179 □ Statute of frauds 2-201, 131 1) M Y L F G S (circle one) (a) Sufficient writing (b) Exceptions \square Partial / full perf 2-201(3)(c) □ Refiance 139 □ Land / Spec. Perl 129 □ Specially mfd goods 2-201(3)(b) Admit contract 2-201(3)(b) □ Acceptance, etc 2-201 \square Misunderstanding 20 11) Is it time for performance? Conditions – Event, not certain to. occur, that must occur before contract 224, 225, 329, 227 □ Waiver, revocation 84 Modification (consideration for waiver) □ Estoppel (reliance) LI Disproportionate forfeiture III) Is there any unexcused non performance Material breach 241.242, 2-601—2-508 □ Cure 242, 2-601 - 2-508 Impracticability 261, 2-615 1 Repudiation 250, 2-610, 2-611 IV) What remedy, if any?? Damages Specific performance ☐ Restitution Reliance Expectation Interpretation 201 Vagueness, ambiguous terms □ Cap-filling □ Output Commuts, etc. 2-306, best efforts 2-306(2) Illusory promises □ Parole evidence rule 213 Duty of Good Faith and Fair Dealing

- □ §205 □ 1-304
 -

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CHECKLIST (OPEN BOOK EXAM) - USED

Defendant	
Possible offenses:	True Defenses
Promission (Wert + control)	□ Necessity
D Possession	D Duress
□ Strict Liability (DWI)	D Self-defense
Property Offenses:	□ Deadly force self defense
E Larcony of Valum	ப் Mistake of Law Type II (legal inlo)
I Larceny under False Pretenses	 Defense of Others
🗇 Embezzlement	🗁 Defense of Property
C Rohbery	: Defense of Habitation
f Aggravated Robbary	⊒ Entrapment
□ Extortion	Internal Defenses (negate MR)
Crimes Against Habitation	 Misluke of fact
1.1 Burglary	Mistake of Law Type I
Arson .	
Crimes Against Persons	
 Assault and Buttery 	FI Involuntary Intextication
🗆 Kidnapping	Le Automatism / unconscious
F Sexual assault	🗆 Idida't doit.
I Rape	
 Aggrevated sexual assault 	
 Statutory rapo 	
L Intentional, 1 st degree murder	
. Depraved Heart Musider	
Felony Murder	· · ·
 J Voluntary Manslaughter 	
Involuntary Manslaughter	· · · · · · · · · · · · · · · · · · ·

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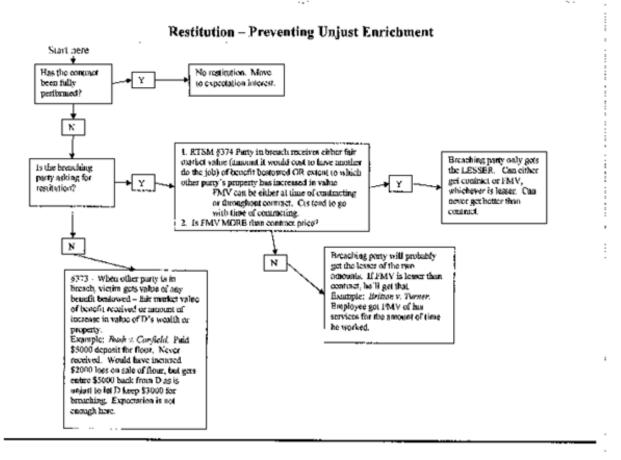
Spatial Organization

Chart

Checklist

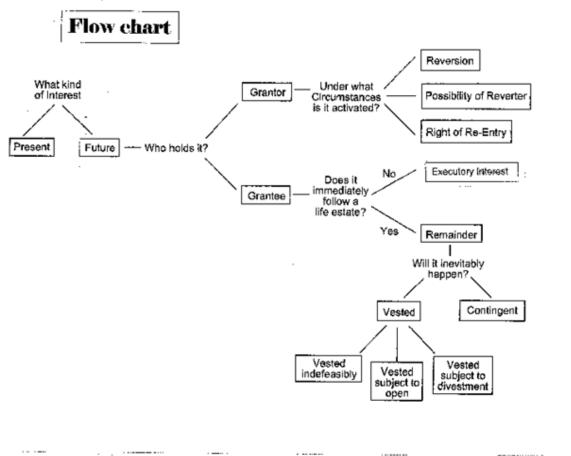
Flowchart

FLOWCHART



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WHAT AN OUTLINE SHOULD NOT BE:

What's wrong with this?

- 1. Rules are buried.
- Focus on case summary without saying why it's important or what rule it illustrates.
- It's hard to read. What's important on this page? Who knows.

- Choses in action intangible property (bank accounts, deht, patents)
- Fixture once a chattel, but now part of the land.
- II. The Importance of Possession in Establishing Rights in Property
 - A. Abandoned Lost and Mislaid Property
 - Abandoned property property that has not been recovered, and there is an intent to not recover it. Can't abandon land.
 - · Reasonable time to recover depends on the facts.
 - Giving these circumstances, could a reasonable person assume that the owner intended to recover property.
 - 3 types of property
 - abandoned
 - 2. lost true owner has no knowledge of where the property is
 - 3. mislaid voluntarily left with an intent to recover it later
 - Distinction between lost and mislaid rests on the assumption that the location can show if it was lost or mislaid.
 - Eads v, Brazelton -- Ownership of lost or abandoned property depends on an actual taking of the property with the intent to reduce it to possession.
 - Annory v. Delemirie the finder of lost property has a right to keep the property against all but the rightful owner.
 First at time, first at right.
 - c. Bridges v, Hawkesworth P found money in a shop and gave it to shop owner to return to rightful owner. When no one cleaned money, court said that the finder of the article was entitled to it as against all partics except the real owner.
 - Not found within the protection of D*s house.
 - Jo the public part of the shop.
 - d. South Staffordshire Water Co. v. Sharman No matter who finds an article on another person's land, the owner of the locus in quo has possession of that article.
 - e. McAvoy v. Medina the finder of an article intentionally placed somewhere in the shop and left has no claim to the property. The uwner of the shop should keep it until the rightful owner calls for it.
- B. Stolen Property; Unoccupied Property
 - a. O'Keelle v. Snyder O'Keelle is still the rightful owner because the statute of limitations does not begin antil discovery of the stolen property
 - or by exercise of reasonable diligence and intelligence should have discovered
 - Because of the nature of many chattels including art, the adverse possession rule is not a fair or reasonable means of resolving this kind of dispute.
 - The meaning of due diligence will vary with the facts of each case, including the nature and value of the porsonal property.
 - b. Adverse Possession
 - Purpose of Adverse Possession
 - To encourage development of land
 - o Protection of long-continued claims

OPEN BOOK V. CLOSED BOOK

Closed Book

- Still outline. Remember, it's the process.
- Focus on concepts.
- Scale it back dramatically before the exam. Read it over and over.
- Make flashcards from your outline.
- Practice exams WITHOUT your outline.

Open Book

- Create a table of contents.
- Tab it carefully.
- Do many practice exams using your outline to get familiar with it.
- You probably won't have time to look up a lot of info during the exam.

AT THE END...

Ask yourself:

- What are likely issues for the exam? Have I covered them?
- Do I understand the key problems and issues?
- Do I understand which rules apply when and the policy behind them?
- Are rules clearly stated and usable?
- Can I apply the rule of law to hypos?

Think you're done?

- Review it
- Distill it down.
- Check for accuracy (professor; study group)

Do practice exams using the outline

Remember that your outline should constantly be evolving as you learn the law.

If you have one, use your study group. Test out your rule statements on the group to check for accuracy. Suggest a study group meeting devoted to things members don't understand.

HOW SHOULD YOU OUTLINE?

Do you know how you learn best?

Go to <u>http://vark-learn.com/the-vark-questionnaire/</u> and answer the questionnaire.

 The website will tell you what kind of learner you are and offers strategies to help you study.

HELPFUL SOURCES

MICHAEL HUNTER SCHWARTZ, EXPERT LEARNING FOR LAW STUDENTS (2008).

RUTA K. STROPUS AND CHARLOTTE D. TAYLOR, BRIDGING THE GAP BETWEEN COLLEGE AND LAW SCHOOL (2012).

HERBERT N. RAMY, SUCCEEDING IN LAW SCHOOL (2010).