

April 21, 2021

MEMO TO: Traci N.T. Fujita, Director of Council Services

F R O M: David Raatz, Supervising Legislative Attorney *DMR*

SUBJECT: **WEBINAR: “30 TIPS FOR BETTER LEGAL DRAFTING AND WRITING”**
(PAF 21-012)

On April 1, 2021, I attended the second annual “30 Tips for Better Legal Drafting and Writing,” a webinar presented by the Kimble Center on Legal Drafting at Western Michigan University. Law Professors Patrick Barry, Mark Cooney, and Joseph Kimble each presented ten tips. Some of the most pertinent advice included the following:

- Minimize the use of acronyms, abbreviations, and numbers. Maximize the use of words.
- Use short sentences and short paragraphs.
- Avoid block quotations.
- Favor simple, concise terms. For example, say that a person “sued” the defendant rather than saying they “brought a cause of action against” or “initiated a legal proceeding against” the defendant.
- Get to the point.
- Looks matter. Make documents visually appealing. For example, avoid the use of all caps.
- Avoid condescension and hyperbole. Write with restraint.
- Avoid these terms:
 - “pursuant to”
 - “subsequent to”
 - “in the event that”
 - “due to the fact that”

Please let me know if you have any questions or comments.

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cc: OCS Legislative Attorneys