

Mitchell Hamline Law Review
Volume 50
2023 WRITE-ON HANDBOOK

TABLE OF CONTENTS

Orientation

Welcome.....	2
Timeline.....	3
Checklist.....	4
Eligibility.....	5
Honor Code.....	5
Honor Pledge.....	5
Grading and Anonymity.....	6
Anonymous ID.....	6
Accessibility.....	6

Tasks

<i>Bluebook</i> Quiz.....	7
Case Note.....	8
Preparing Your Case Note.....	9-10
The Method of Law Review Writing.....	10
Punctuation and Style	11
Parentheticals.....	11
Footnotes/Endnotes.....	12
Keyboard Shortcuts.....	12
Parameters.....	14
Rubric.....	15-16

Tools

<i>Bluebook</i>	17
Chicago Manual of Style	17

WELCOME

Dear Write-On Participants:

The Vol. 50 *Mitchell Hamline Law Review* Editorial Board welcomes you to the Write-On Process. The Write-On Process consists of two tasks: a *Bluebook* Quiz and a Case Note. The *Bluebook* Quiz contains twenty citations and twenty multiple-choice authority checks. You must correct each citation according to the 21st edition of the *Bluebook*, the 17th edition of the *Chicago Manual of Style*, and the provided local rules. Your Case Note must have at least eight pages of text and eight pages of endnotes, not exceeding twenty pages. You have one week to complete the *Bluebook* Quiz and two weeks to complete the Case Note.

If you are worried about the time commitment, keep in mind that many successful candidates have taken summer classes, worked full-time, and studied abroad while participating in the Write-On Process. These components are not intended to take the entire time allotted; the time frame is designed to accommodate applicants’ summer schedules so that they will not be disadvantaged.

Should you have any questions about the Write-On Process, please reach out to the Notes & Comments Editors, Taylor Blevins, Emily Egart, Stephen McPaul, Morgan Phelps, Daina Strub Kabitz, at mhsl.submissions@gmail.com. The Notes & Comments Editors can provide general guidance on procedural issues but will not answer substantive questions. You may not submit written portions of your Case Note to the Notes & Comments Editors.

The Write-On Process is competitive. Case Notes are evaluated in relation to the other submissions. Participants who receive the highest combined score for their Case Note (60% of total score) and *Bluebook* Quiz (40% of total score) are invited to join the *Mitchell Hamline Law Review*. Participants are evaluated on the quality of their Write-On materials alone. To ensure that submissions are evaluated consistently, we have established an anonymous grading system with uniform criteria. Volume 50 expects to select approximately forty Associates. Offers will be made in late June or early July.

There are many benefits associated with *Law Review* membership. As a First Year Associate, you will develop excellent legal research, writing, and editing skills. You will also write an article that will fulfill the long paper requirement and, if written during the fall semester, will be considered for publication in the Vol. 50 *Mitchell Hamline Law Review* Journal. Moreover, you will earn academic credit for your contributions to the journal. Finally, many employers consider law review experience to be an important, if not requisite, qualification in hiring.

Thank you for your interest in the *Mitchell Hamline Law Review*. We have a great year ahead, and we hope that you will join us.

Sincerely,

WRITE-ON TIMELINE

<p>Monday, May 22 8:00 a.m. CST–</p> <p>Sunday, May 28 11:59 p.m. CST</p>	<p>Bluebook Period Receive <i>Bluebook</i> materials and Honor Pledge via email Monday, May 22 at 8:00 a.m. CST.</p> <p>During this period, participants may access any/all legal research sites, including Westlaw and Lexis. The <i>Bluebook</i> Quiz and Honor Pledge are due by 11:59 p.m. CST on May 28. Late submissions will NOT be accepted.</p> <p>Write-On participants must electronically submit to mhsl.submissions@gmail.com:</p> <ol style="list-style-type: none"> 1. a copy of their completed <i>Bluebook</i> Quiz 2. a signed copy of their Honor Pledge <p>DO NOT EMAIL <i>BLUEBOOK</i> QUIZ SUBMISSIONS DIRECTLY TO ANY OF THE NOTES & COMMENTS EDITORS.</p>
<p>Monday, May 29 8:00 a.m. CST–</p> <p>Sunday, June 11 11:59 p.m. CST</p>	<p>Case Note Period Receive Case Note materials via email Monday, May 29 at 8:00 a.m. CST.</p> <p>During this period, participants are prohibited from conducting research outside the assigned Case Note Packet, including using Westlaw, Lexis, or any other source to assist in their Case Note. Participants that use outside research will be disqualified. Plagiarism will not be tolerated. Case Notes are due by 11:59 p.m. CST on June 11. Late submissions will NOT be accepted.</p> <p>Write-On participants must electronically submit to mhsl.submissions@gmail.com:</p> <ol style="list-style-type: none"> 1. a copy of their completed Case Note in <u>endnote</u> format 2. a copy of their completed Case Note in <u>footnote</u> format <p>DO NOT EMAIL CASE NOTE SUBMISSIONS DIRECTLY TO ANY OF THE NOTES & COMMENTS EDITORS.</p>
<p>Monday, June 12 8:00 a.m. CST–</p> <p>Sunday, June 18 11:59 p.m. CST</p>	<p>Voluntary Write-On Process Survey At the close of the Write-On Process, all participants will be sent a survey in which they can provide feedback about the Write-On Process.</p> <p>All responses will remain anonymous.</p>
<p>Early July</p>	<p>Associate offers will be made by the Editor-In-Chief or Associate Editor-In-Chief.</p>

Late July/Early August	Mandatory associate orientation will follow in the upcoming weeks before the school semester begins.
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WRITE-ON CHECKLIST

I have carefully reviewed the deadlines.	
I have reviewed this Write-On Handbook.	
I have communicated any questions to the Notes & Comments Editors.	
I have changed my Microsoft username to my anonymous Write-On ID.	
My anonymous Write-On ID is on each page of my <i>Bluebook</i> Quiz.	
I have turned track changes on before beginning my <i>Bluebook</i> Quiz.	
I have emailed my <i>Bluebook</i> Quiz to mhsl.submissions@gmail.com by Sunday, May 28, 2023 at 11:59 p.m. CST.	
I have signed the Honor Pledge, either by printing the Pledge and signing it or by electronically signing it and submitting it through my MHSL email by May 28, 2023 at 11:59 p.m. CST.	
I have reviewed my Case Note for compliance with the guidelines specified in this Write-On Handbook.	
I have a copy of my Case Note to submit with citations appearing as <u>footnotes</u> .	
I have a copy of my Case Note to submit with citations appearing as <u>endnotes</u> .	
My anonymous Write-On ID is on each page of my Case Note (both copies).	

I have emailed a copy of my Case Note with <u>endnotes</u> and my Case Note with <u>footnotes</u> , each as a separate Word document, to mhsl.submissions@gmail.com by Sunday, June 11, 2023 at 11:59 p.m. CST.	
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ELIGIBILITY

Students who have completed two semesters of law school and have at least two semesters remaining at MHSL are eligible to participate in the Volume 50 MHLR Write-On Process. Applicants who have been sanctioned by any law school for plagiarism are not eligible.

HONOR CODE

Write-On participants must comply with MHSL's Student Code of Conduct, available in Chapter 2 of the [Mitchell Hamline Student Handbook](#). All submissions must be the exclusive work of the Write-On participant. Write-On participants shall not receive outside writing or editorial assistance. Write-On participants must only use materials provided in the Case Note Packet during the Case Note portion. Use of any outside materials, resources, or research, including Westlaw and Lexis, during the Case Note portion, is strictly prohibited. Write-On participants cannot seek assistance, discuss their topic, or show their work to anyone, except as permitted by the Write-On Handbook. Any Write-On participant who violates the Mitchell Hamline Code of Conduct or the Write-On Handbook rules will be disqualified from the process and reported to MHSL administration. **Plagiarism will not be tolerated.**

HONOR PLEDGE

An Honor Pledge will be sent via email as a separate document. **You must sign and submit the Honor Pledge by May 28, 2023 at 11:59 PM CST.** Signing the pledge indicates that you have observed the above rules. The Case Note and the *Bluebook* Quiz are to be completed 100% on your own. ANY DIVERGENCE FROM THESE RULES WILL LEAD TO AUTOMATIC DISQUALIFICATION. You may NOT conduct or cite outside research for the Case Note part of the competition. Use of any materials outside of the Case Note Packet—including Lexis, Westlaw, or any other search engine—is strictly prohibited and will result in disqualification. Once the Case Note portion of the Write-On Process begins, you may not discuss the case, its legal issues, or legal citation with anyone, including but not limited to participants, non-participants, professors, judges, practitioners, Westlaw or Lexis representatives, law school graduates, other law students, friends, family members, or complete strangers. You may not conduct interviews or otherwise contact any other person for commentary on a case, brief, article, or any other source connected to your research or your assigned case. This prohibition includes authors of works you come across through research, attorneys, law students, and any persons related to the case. You may not show your written work to anyone, not even the

Notes & Comments Editors. Your signed honor pledge is your contract with MHLR that you have complied with the Student Code of Conduct. You also have a duty to report any known violations by any other participant. Any reports of violations will be taken seriously; however, false allegations will not be tolerated.

GRADING AND ANONYMITY

All submissions and grading are completely anonymous. Participants who receive the highest combined score for their *Bluebook* Quiz (40% of total score) and Case Note (60% of total score) are invited to join the *Mitchell Hamline Law Review*. Participants are evaluated only on the quality of their Write-On materials. To ensure that submissions are evaluated consistently, we have established an anonymous grading system with uniform criteria.

ANONYMOUS ID

Participants will be assigned an anonymous ID at the beginning of the competition to help facilitate our anonymous grading system. Participants will be required to use this anonymous ID throughout the entirety of the process to ensure fair and equitable results. Do not put your actual name anywhere on your Quiz or Case Note.

Before starting the Write-On process, you must change your Microsoft username to your anonymous ID.

How to change your Microsoft username:

1. If you're on a Mac, click on Word on the top ribbon, go to Preferences, and click User Information. Type in your anonymous ID. Make sure the box below (stating "Always use this User Name...") is checked. The updated name will save automatically.
2. If you're on a PC, follow these instructions:
<https://support.microsoft.com/en-us/office/change-your-user-name-and-initials-cdd4b8ac-fbca-438d-a5b5-a99fb1c750e3?ui=en-us&rs=en-us&ad=us>

If you have trouble with these instructions, please email mhsl.submissions@gmail.com.

ACCESSIBILITY

Students with a documented disability who would like to request accommodations should contact Allison Quinn, Assistant Director for Disability and Student Services in the Dean of Students office. Students will be asked to complete an accommodation request form, provide documentation regarding their disability, and meet with the Assistant Director for Disability and Student Services to discuss their request. We ask that accommodation requests be submitted by May 12th, 2023.

For more information please contact Allison Quinn by email at allison.quinn@mitchellhamline.edu or by phone at 651-695-7700.

BLUEBOOK QUIZ

The *Bluebook* Quiz consists of twenty citations and twenty multiple-choice authority check questions that must be corrected according to the 21st edition of the *Bluebook*. **MHLR uses the white pages, not the blue pages of the *Bluebook*.**

Sample *Bluebook* questions are available on the [MHLR website](#).

Part 1: Citations

Correct each citation using the “track changes” feature. Thus, please remember to turn on track changes before you make any changes to the document. All citations in this part are fake.

Correct all citations using the *Bluebook* white pages, Chicago Manual of Style, and the MHLR Local Rules, located here in this handbook. Some citations may have no errors; others may contain several. It is your job to determine what errors exist, and how they should be corrected. The Quiz will specify if it is an above the line or below the line (an endnote or footnote) citation.

Part 2: Authority Check

In addition to correcting *Bluebook* citations, applicants are tasked with conducting real authority checks. An “authority check” requires verifying the substance of a citation. This may include checking page numbers, quoted language, and dates, to name a few.

For the purposes of the Write-On Process, you will conduct an authority check by identifying specific citations errors in multiple-choice format. In conducting an authority check, start by finding the source in its entirety. All of these questions may be answered using Westlaw, Lexis, the provided links, or a general search engine. When answering these questions, please **highlight** the correct answer.

Submission

Submit the *Bluebook* Quiz and Honor Pledge to mhsl.submissions@gmail.com by **11:59 PM CST on Sunday, May 28, 2023**. **Late submissions will not be accepted.**

Please make sure your anonymous ID is included in the header of each page of your submission.

Note: You must submit your *Bluebook* Quiz by the above deadline in order to advance in the Write-On process and participate in the Case Note portion.

CASE NOTE

Applicants in the *Mitchell Hamline Law Review* Write-On Process must write a Case Note. Two sample student Case Notes are available on the [MHLR website](#). These authors successfully completed the Write-On process and were selected for publication.

The Case Note is a piece of writing that focuses on the significance of a single case. It is an in-depth analysis of the issues raised in the opinion. The writer should:

- dissect the case, the court's reasoning, and policy justifications;
- fit the case into the fabric of principles of law and precedent;
- consider how the court's analysis will raise issues for future cases; and
- critique the court's analysis or offer an alternative analysis.

The author's Case Note analysis may agree or disagree with the court's approach and/or holding. Portions of the Case Note will reflect on the implications of the case in a larger sense. However, the Case Note should generally remain focused on the particular case. The Case Note follows a fairly standard format:

1. Table of contents (not included in page count)
2. Introduction (included in the page count, and it should start on a new page)
3. History of the relevant law
4. Facts of the case
5. Statement of the court's analysis and holding
6. Analysis
7. Conclusion

When drafting your Case Note, there are two important considerations:

(1) The Case Note is a closed-universe research exercise. You may only use the provided sources in the Case Note Packet and in this Write-On Handbook. If discovered that an applicant has used outside sources to help prepare their draft in any way, including background reading, they will be disqualified from the Write-On Process. We do not expect you to be an expert on the issues in the case. Instead, we are testing your ability to use the provided sources to properly support a well-drafted Case Note. Therefore, to ensure all applicants are tested fairly on these skills, we prohibit the use of materials outside of the Case Note Packet and this Write-On Handbook. You may use any provided links within this Handbook during the Case Note portion. **USE OF WESTLAW, LEXIS, OR OTHER MATERIALS TO HELP PREPARE YOUR DRAFT IN ANY WAY IS STRICTLY PROHIBITED.**

(2) Plagiarism is not tolerated in law review writing. If discovered, it will result in

immediate expulsion from the *Law Review*. The *Law Review*, all of the articles that it contains, and other periodicals are copyrighted.

PREPARING YOUR CASE NOTE

Step One: Read the court's opinion and any concurring or dissenting opinions very carefully.

1. Identify the important issue or issues. Determine their significance.
2. Remember—you do not need to address every issue raised by the court.
3. Keep a narrow focus.
 - a. Does the case address a novel issue?
 - b. Does the court develop a novel theory or approach?
 - c. Does the court misapply law or apply it correctly?
 - d. Are policy rationales persuasive or unpersuasive?
 - e. Is there a procedural error?

Step Two: Form an argument.

1. Try to choose an approach early on and then selectively read the materials in the Case Note Packet. Develop a theme for your analysis. Adopt a critical or positive approach.
 - a. Try arranging precedent thematically or chronologically to analyze bigger issues.
 - b. Include relevant national and local law where applicable.
 - c. Use a diverse variety of sources provided (both primary and secondary authority).

Step Three: Write! Most successful Case Notes adhere generally to this suggested format.

1. **Title.** The title should be single-spaced. It should describe the main point of your article and then list the name of the case.
 - a. Example: Expanding the Reasonable Suspicion Standard for Investigatory Stops—*State v. Johnson*, 444 N.W.2d 824 (Minn. 1989).
2. **Introduction.** The introduction should include:
 - a. A brief statement of the relevant procedure and the holding;
 - b. A brief description of the issues raised; and
 - c. A brief statement of the analysis to follow
3. **History of the relevant law.** This should be a complete story of the issue that is the subject of the note. Set up this section so that it relates to your analysis to follow.
 - a. Identify the issue or issues you will analyze historically.
 - b. Examine the development of the law regarding these issues.
 - c. Specifically address Minnesota law, but you may address the law of other jurisdictions if it is applicable.
 - d. Discuss the historical events leading up to the main case, but do not yet discuss the main case itself.
 - e. Begin at the first recorded statement by a court or legislature, chronicle the law's evolution, and conclude with the present rule of law.
 - f. Include elements of the law, governing rules, standards, statutes, or regulations, as

- well as any specific exceptions to the law.
 - g. Move from general to specific.
- 4. Facts of the case.**
 - a. Present the major facts in the body.
 - b. Present the secondary facts in the endnotes.
 - c. State the facts succinctly, but do not omit significant facts.
- 5. Statement of the court's analysis and holding.**
 - a. State the court's holding.
 - b. State the court's reasoning.
 - c. Tie your case to the law as described in your history section.
- 6. Analysis.**
 - a. State your opinion here, and only here. Choose any argument about the case that you find interesting and can support with a thoughtful discussion. Criticize or support the holding and reasoning.
 - b. Other approaches:
 - i. good reasoning, unclear conclusion;
 - ii. bad reasoning, bad conclusion;
 - iii. good reasoning, bad conclusion;
 - iv. bad reasoning, good conclusion;
 - v. good reasoning, missed policy implication;
 - vi. bad reasoning that may lead to bad outcome.
 - c. Explain whether the decision fits with prior law or whether it departs.
 - d. Discuss policy ramifications.
- 7. Conclusion.**
 - a. Summarize the significance of the case. Reiterate your theme.
- 8. Endnotes.** The endnotes are perhaps the most important part of the Case Note. Well-written endnotes exemplify mastery of the Case Note.
 - a. Endnotes must be at least eight pages long.
 - b. Use the white pages of the *Bluebook*.
 - c. Follow the Local Rules as set out in this handout.
 - d. Demonstrate proper use of introductory signals.
 - e. Use pincites where appropriate.
 - f. Nearly every sentence should have a citation.
 - g. Avoid overusing direct quotations. Paraphrase where appropriate.
 - h. Include the following in endnotes:
 - i. Citation
 - ii. Textual support for the text and the citation
 - iii. Historical or background explanation
 - iv. Secondary information
 - v. Discussions of collateral matters

THE METHOD OF LAW REVIEW WRITING

The technique of law review writing is unique. Each sentence should be carefully written,

with attention paid to draftsmanship, research, and accuracy of expression. This is particularly true concerning statements of law, analysis, and opinion.

Statements not reflecting the author's original idea or opinion must be cited. This is necessary both to avoid plagiarism and to increase the author's credibility. Often a statement will require several footnotes within a particular sentence. Legal writing does not involve merely collecting and discussing cases or gathering quotations. It is important for the writer to set out in the text of the article the relationship between the authorities. Examination of the authorities requires that they be compared, reconciled, and analyzed.

Clarity and organization are of primary importance. Statements of fact should be brief and concise but should not leave out any significant fact. The writer should write with enough clarity that a beginning law student could understand the article, but also in an interesting and learned manner so that the most noted legal scholar would respect the work and appreciate the significance of what is said.

Text that is a close paraphrase of another source should be changed to an exact quote and properly cited. That being said, writers should avoid the common tendency to overuse quotations. Quotations are occasionally placed in the text of an article to illustrate the court's point of view; however, the desired point can usually be stated more succinctly through your own careful choice of words. When a quotation is used, it is most commonly confined to footnotes/endnotes.

When stating your own opinions, criticisms, or conclusions without support of direct authority, ensure the statement reads as such and is not misleading. Statements of opinion should be accompanied by a "see" footnote, showing cases on which the author's opinion is based and possibly giving an explanation of this opinion.

PUNCTUATION AND STYLE

Generally, most successful Case Notes use clear, declarative sentences with an active voice. A straightforward argument is preferred to an overelaborate, literary flair.

- Use active verbs
- Omit needless words
- Avoid legalese
- Use plain, familiar, concrete language
- Proofread!

PARENTHETICALS

A parenthetical is an explanatory phrase included in parentheses at the end of a legal citation. The *Bluebook* contains some valuable instructions on this issue at Rule 1.5, with which everyone should be familiar. In sum, it implies that parentheticals are not required, or even recommended, where the relevance of the cited authority is clear from the text. Thus, writing parentheticals that restate the proposition of the text is senseless.

However, parentheticals are useful in a few situations. One example would be when the

case is cited for a proposition that is not central to the holding of the case. Thus, if you were discussing appellate standards of review, and you stated that a particular court used a *de novo* standard, it might be useful to show what the substantive issue was, e.g., “(holding that bonuses for non-strikers constituted unfair labor practice).” Parentheticals are also useful when you have a string cite with many cases, each of which varies from the text’s proposition in its own way. Thus, a rule of law regarding the law of medical malpractice might list several cases with parentheticals such as “knee injury,” “shoulder injury,” etc. Yet another example is when you want to quote a short (preferably, less than one sentence), useful phrase.

Parentheticals are not intended to take the place of extended textual footnotes. The purpose of a law review article is to explain the subject to the reader in a way that is logical and understandable. An author who merely lists cases with parenthetical descriptions does not accomplish this purpose. The best way to understand how parentheticals are used is to read law review articles, taking note of the conventions used by published authors.

FOOTNOTES/ENDNOTES

Footnotes appear on the bottom of the page that contains the sentence to which it refers. Endnotes are listed at the end of the paper. Footnotes/endnotes contain any/all of the following:

- Citation and discussion of authorities supporting the statement in the text. This will always come first in a footnote containing both citations of authority and discussion of collateral matters.
- Explanation of the rationale of a statement of law contained in the text. Often this reasoning will be placed in the text, but the writer may find it more appropriate to place it in a footnote/endnote instead.
- Historical review or background of a point of law, a statement contained in the text, or other matters of law or analysis which may be useful in explaining the text material.
- Various analyses of or questions regarding the authorities, rules of law, or reasoning of the court with regard to the rule set out in the text.
- Collateral matters may be discussed with citation to sources containing a lengthy treatment of the subject. It may be desirable to present a brief discussion of these matters and then provide further citations so that someone interested in the matter can follow it.
- Remember that footnotes/endnotes are not just places to catch all extra items of information the writer may have collected. They should be useful to the article but essential to the text.

KEYBOARD SHORTCUTS

FOOTNOTE/ENDNOTE SHORTCUTS

Footnote: ALT+CTRL+F (COMMAND+OPTION+F)

Endnote: ALT+CTRL+D (COMMAND+OPTION+E)

ENDNOTE SHORTCUTS (PC)

1. Using the shortcut, “ALT+CTRL+D” instead of mouse-clicking “Insert > Footnote > Endnote” will save you a great deal of time.

2. For the Write-On process, endnotes will need to be in Arabic numerals (i.e., “1, 2, 3 ...” though the default Word format is small Roman numerals (i.e., “i, ii, iii ...”) To change the format from Roman to Arabic numerals, do the following.
 - a. Click on the “Insert” section of the ribbon
 - b. Click on the “dialog box launcher” in the Footnotes section (the dialog box launcher is
 - c. the small arrow in the bottom right corner of the Footnotes section)
 - d. Select the radio button next to “Endnotes”
 - e. Under “Number format,” select “1, 2, 3 . . .” from the drop-down menu
 - f. Click “Apply”

***From this point forward, your notes will be in Arabic format.

ENDNOTE SHORTCUTS (MAC)

1. Using the shortcut, “COMMAND+OPTION+E” instead of mouse-clicking “Insert > Footnote > Endnote > Insert” will save you a great deal of time.
2. For the Write-On process, endnotes will need to be in Arabic numerals (i.e., “1, 2, 3 ...” though the default Word format is small Roman numerals (i.e., “i, ii, iii ...”) To change the format from Roman to Arabic numerals, do the following:
 - a. Click Insert > Footnote
 - b. Select the radio button next to “Endnote”
 - c. Under “Format” select “1, 2, 3, ...” from the drop-down menu
 - d. Make sure the “Numbering” drop-down menu is set to “Continuous” and the changes apply to the whole document.
 - e. Click “Apply”

CONVERTING FOOTNOTES TO ENDNOTES

In order to convert your footnotes to endnotes (and vice versa), see

<https://support.office.com/en-us/article/Convert-footnotes-to-endnotes-ccfd96a0-e26a-4edc-b5ec-7e1a1acd739e?ui=en-US&rs=en-US&ad=US>.

CASE NOTE PARAMETERS

Submissions	<p>Do not include a cover sheet.</p> <p>Submit one copy of your Case Note in <u>endnote</u> format and one copy of your Case Note in <u>footnote</u> format. Each must be in a separate word document.</p>
Body	<ul style="list-style-type: none"> ● Twelve-point, Times New Roman font. ● Both text and footnotes/endnotes must be double-spaced. ● Indent the first line of each paragraph. ● Use only one space between sentences. ● Margins: 8 1/2 by 11 inches. One-inch margins on both sides. One-inch margins top and bottom.
Length	<ul style="list-style-type: none"> ● Text must be at least eight pages. The table of contents is not included in your page count. ● Endnotes must be at least eight pages. ● Total length may not exceed twenty pages. ● Length will be determined based on your endnote-formatted submission. Page length may vary for your footnote-formatted submission.
Title	<p>Your title must be in bold and it must be aligned on the left side of the first page. Write your Case Note title in regular caps, followed by an em dash, followed by the case citation. See the sample below.</p> <p>This Case Was Great—Doe v. Doe, 555 N.W.2d 555 (Minn. 2014)</p>
Table of Contents	<p>Your table of contents is not included in your page count. For help, see https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0.</p>
Page Numbers	<p>Must be centered in the bottom margin.</p>
Anonymous ID	<p>Insert as a header in the top right-hand corner of each page.</p>
Citations & Grammar	<p>Must conform to the 21st edition of the <i>Bluebook</i>, the 17th edition of Chicago Manual of Style, and the provided Local Rules.</p>

PAPERS NOT MEETING THESE REQUIREMENTS WILL BE PENALIZED.

CASE NOTE RUBRIC

	4	3	2	1	Points
<i>Thoroughness</i>	The Case Note uses <i>all</i> significant primary and secondary authority. <i>Many</i> sources are unique and diverse.	The Case Note uses <i>most</i> significant primary and secondary authority. <i>Some</i> sources are unique and diverse.	The Case Note uses <i>some</i> significant primary and secondary authority. <i>A few</i> sources are unique and diverse.	The Case Note uses <i>minimal</i> significant primary and secondary authority. Sources are <i>neither</i> unique <i>nor</i> diverse.	
<i>Application of Authority</i>	<i>All</i> statements are supported by appropriate authority. <i>Almost all</i> sentences include a footnote.	<i>Most</i> statements are supported by appropriate authority, but authority is <i>occasionally</i> lacking. <i>Most</i> sentences include a footnote.	<i>Some</i> statements are supported with appropriate authority, but authority is <i>often</i> inadequate. <i>Many</i> sentences include a footnote.	Authority is <i>minimal</i> and <i>usually</i> inadequate. <i>Many</i> sentences lack a footnote.	
<i>Organization</i>	The Case Note <i>follows</i> the outline provided in the guidelines or modifies the structure in an <i>appropriate</i> way. Paragraphs are structured <i>thoughtfully</i> .	The Case Note makes <i>minor, inappropriate</i> deviations from the suggested structure. There are a <i>few</i> <i>minor</i> issues with paragraph structure	The Case Note makes <i>several</i> <i>minor, inappropriate</i> deviations or one <i>major</i> deviation from the suggested structure. There are <i>several</i> <i>minor</i> issues with paragraph structure.	The Case Note bears <i>little</i> or <i>no</i> resemblance to the outline provided in the guidelines and <i>lacks</i> any coherent structure.	
<i>Clarity</i>	The Case Note is <i>very</i> reader-friendly. <i>Each</i> sentence is free from ambiguity or vagueness. <i>Each</i> sentence is written in plain, formal language and is free from legalese.	The Case Note is <i>reader-friendly</i> . <i>Most</i> sentences are free from ambiguity or vagueness. <i>Most</i> sentences are written in plain language, but some are informal or include unnecessary legalese.	The Case Note is <i>somewhat</i> reader-friendly. <i>Some</i> sentences are ambiguous or vague. <i>Several</i> sentences include informal language or include unnecessary legalese.	The Case Note is <i>not</i> reader-friendly. <i>Many</i> sentences are ambiguous or vague. <i>Many</i> sentences include informal language or include unnecessary legalese.	
<i>Footnote Quality</i>	Footnotes <i>always</i> relate to the text and are <i>always</i> informative. The footnotes go beyond mere citation of sources and include <i>ample</i> explanatory text.	Footnotes <i>usually</i> relate to the text and are <i>often</i> informative. The footnotes include <i>some</i> explanatory text.	Footnotes <i>usually</i> relate to the text and are <i>sometimes</i> informative. The footnotes include <i>minimal</i> explanatory text.	Footnotes <i>sometimes</i> relate to the text and are <i>rarely</i> informative. The footnotes include <i>no</i> explanatory text.	

	4	3	2	1	Points
<i>Overall Thesis</i>	The overall thesis is <i>thorough, sound, and unique</i> (i.e., novel and innovative). The analysis of the case is <i>persuasive and compelling</i> .	The overall thesis is <i>thorough and sound</i> but <i>lacks uniqueness</i> . The analysis of the case is <i>generally</i> persuasive but <i>some secondary arguments</i> are not convincing.	The overall thesis is <i>sound</i> but <i>lacks thoroughness and uniqueness</i> . The analysis of the case is <i>somewhat</i> persuasive but <i>some primary arguments</i> are not convincing.	The Case Note <i>lacks any original thought or overall thesis</i> . The Case Note is <i>merely a synopsis</i> of the case and relevant law.	
<i>Support of Thesis</i>	The overall thesis is <i>well-supported</i> throughout the Case Note. Each section and paragraph <i>complements</i> the author's overall thesis.	The overall thesis is <i>usually</i> well-supported. <i>Most</i> sections or paragraphs complement the overall thesis, but the writing is <i>occasionally</i> tangential or superfluous.	The overall thesis is <i>sometimes</i> well-supported. <i>Some</i> sections or paragraphs complement the author's overall thesis, but <i>several sections</i> are tangential or superfluous.	The overall thesis is <i>frequently unsupported</i> . <i>Many</i> sections and/or paragraphs have little to do with the author's overall thesis, and <i>much</i> of the writing is tangential or superfluous.	
<i>Grammar and Proofreading</i>	The Case Note has 0–4 grammar and spelling errors according to the <i>Chicago Manual of Style</i> .	The Case Note has 5–10 grammar and spelling errors according to the <i>Chicago Manual of Style</i> .	The Case Note has 11–16 grammar and spelling errors according to the <i>Chicago Manual of Style</i> .	The Case Note has 17 or more grammar and spelling errors according to the <i>Chicago Manual of Style</i> .	
<i>Citation Accuracy</i> (<i>Bluebook</i> and <i>Local Rules</i>)	0–4 Errors = 12 pts. 5–8 Errors = 11 pts. 9–12 Errors = 10 pts.	13–16 Errors = 9 pts. 17–20 Errors = 8 pts. 21–24 Errors = 7 pts.	25–28 Errors = 6 pts. 29–32 Errors = 5 pts. 33–36 Errors = 4 pts.	37–40 Errors = 3 pts. 41–44 Errors = 2 pts. 45–48 Errors = 1 pt.	

		TOTAL POINTS	
Mandatory two-point deduction:	Mandatory one-point deduction:	DEDUCTIONS:	
<ul style="list-style-type: none"> ▪ Absence of a title ▪ Incorrect font/size ▪ Page length violation ▪ Incorrect margins ▪ Not double-spaced 	<ul style="list-style-type: none"> ▪ Any other deviations from the <i>Case Note Parameters</i> outlined in the Write-On Handbook 		
		GRAND TOTAL:	

BLUEBOOK

Unless otherwise noted in this section, the *Bluebook* Quiz and Case Note use the formatting and citation rules described in *THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION* (21st ed. 2020). MHLR uses the white pages, not the blue pages of the *Bluebook*.

CHICAGO MANUAL OF STYLE

For matters not covered in the *Bluebook*, use the *CHICAGO MANUAL OF STYLE* (17th ed. 2017) (CMOS). Access CMOS through the school's subscription using the instructions below. If you run into trouble, CMOS offers a 30-day free trial and does not ask for financial information in order to sign up.

1. Use this link: <https://library.mitchellhamline.edu/record=b366912>
2. Click "view resource online"
3. If prompted, log in with your Mitchell Hamline credentials
4. Click the tab at the top titled "CMOS 17 CONTENTS"

Everything you need will be under Part II Style and Usage.

MHLR LOCAL RULES

MHLR has adopted some special citation rules in addition to those in the *Bluebook*. The Local Rules contained in this section **always** override any conflicting rules in the *Bluebook* or CMOS.

SHORT FORMS

Bluebook makes short form citations optional. MHLR uses short form wherever practical.

FEDERAL AND MINNESOTA STATUTES

Always cite to the print reporter for Federal and Minnesota Statutes. When citing a state statute other than Minnesota, cite to the statute on Westlaw.

For example: MINN. STAT. § 123.06 (2012).
WIS. STAT. ANN. § 19.43 (West, Westlaw through 1995 Act 26).