**MEMORANDUM**

**THOMAS, THOMAS, AND THOMAS, PLLP**

FROM: [Associate name]

TO: [Client name]

CC: [Senior partner name]

DATE: [Submission date]

**RE: [Insert here]**

[*Instructions to T-Cubed “Associates”:* You must use this template, and you must retain the headings provided in the order given. You can, however, add subheadings. The bracketed text provides guidance in preparing the memo. For presentation, you should remove the bracketed text from your final draft before submitting it. You can find additional project guidance on the project page. Regarding memo length, there is no minimum or maximum length. However, it is likely impossible to do a good job in less than four or five pages, not counting the certification form and appendix. If you go over seven or eight pages, you are likely devoting too much space on things of little-to-no relevance to the project.]

**INTRODUCTION**

[*Purpose:* You should *briefly* explain your task and what you are recommending to your client. This is the first place your client will look, so include a brief summary of what you state below, along with your most important recommendations.]

**FORM(S) CHOSEN**

[*Forms:* Explain *why* you chose the form (TX, VA, SE, PA, SR, etc.) that you chose. In so explaining, use the facts and tie them into the law (whether found in statutes, regulations, cases, instructions on forms, information from Circulars or the Compendium, or on Copyright site. In the unlikely scenario that you want to fill out additional forms (such as a Continuation form), explain what they are and why they are necessary.]

**FILLING OUT OF FORM(S) CHOSEN**

[*Your paper form:* Space-by-space, explain *why* you filled out each space on the form the way you did. Organize this section of the memo by the numbers/labels of each part of the form, using headings corresponding to the form (ex., Space 1, Space 2a, etc.). If you think any of your form-filling choices are *debatable*, then present the alternatives as well as why you chose one alternative over another. Be sure to use the facts and tie them into Copyright law.]

[*Other forms:* it is doubtful that you will have to use more than one form. But if you believe it is necessary to include additional forms, provide them, explain why you have included them, and explain how and why you filled them out the way you did.]

[*Exhibits found in the appendix:* Many items you discuss in the memo should be attached to the memo as exhibits. Any exhibits that you discussed should be cited using labels such as “Exhibit A,” “Exhibit B,” etc.]

**DEPOSITS AND FEES**

[*Deposits:* For this project, you need only provide one (1) deposit copy. But in your memo, explain *what* the deposit should be and how many copies are *actually* required by the Copyright Office. Provide citations to Copyright law, etc. where you obtained this information.]

[*Fees:* Indicate what the fee will be for registration of your client’s work. Again, provide citations.]

**CONTRACTS**

[*Contracts:* Discuss and justify the contract(s) you drafted. Include no more than two (2) contracts as attachments. If you only need *one* contract, explain why. If you need *more* than two (2) contracts, explain what they would be and why you need them. Do not draft more than two (2) contracts as you will not receive extra credit for them, and you may in fact lose points for ignoring instructions. Remember that in the appendix, you must attach *copies* of any templates or contracts that you relied upon, in part or in whole, in drafting your contract(s).]

**OTHER COMMENTS & INFORMATION**

[*Optional:* This section is optional. If there are other issues you deem worthy of discussion, include it here]

**CERTIFICATION OF ORIGINALITY,  
ATTRIBUTION, and DISCLOSURE**

*[Instructions: fill this out completely and truthfully. Err on the side of disclosure. Add lines as needed.]*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name printed or typed] certify the following

Subject to the information in the disclosures below, my submission for this project is *original* to me. I have also fully complied with any restrictions or prohibitions contained in the assignment instructions.

*Copies of templates*. I have included copies of any and all materials I relied upon in the Project, such as copyright/trademark registrations, complaints, memos, or contracts. Those materials are **[add lines as needed]**:

1. [Fill out, even if N/A]
2. [Fill out, even if N/A]
3. [Fill out, even if N/A]

*No outside assistance.* I have not obtained any assistance with this Project from anyone who is not a currently enrolled member of this class from this semester.

*Inside assistance.* I disclose and certify that I received or provided assistance to or from the persons named below **[add lines as needed]**.

|  |  |
| --- | --- |
| Persons providing  **assistance to me**: | Nature of assistance, listed in detail |
| [Fill out, even if N/A] | [Fill out, even if N/A] |
| [Fill out, even if N/A] | [Fill out, even if N/A] |

|  |  |
| --- | --- |
| I provided **assistance to**: | Nature of assistance, listed in detail |
| [Fill out, even if N/A] | [Fill out, even if N/A] |
| [Fill out, even if N/A] | [Fill out, even if N/A] |

I have not omitted from this certification any source, person, or any type of assistance, whether given or received. Nor have I changed any of the language from the certification as provided to me from the Professor.

I recognize that this certification is to be interpreted broadly and includes without limitation: forms and preexisting materials used, reading drafts, suggesting edits, discussing issues, sharing sources, and getting tips. I recognize that violation of this certification may lead to a reduced score, a lowered grade, and referral to the academic integrity committee.

Handwritten signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX: LISTING OF DRAFT CONTRACTS,  
TEMPLATES, AND OTHER EXHIBITS**

[*Appendix:* This goes after the certification. Starting on a new page, provide a lettered listing (A, B, C, D, etc.) of all exhibits, namely, your draft contracts, contract templates you used, factual research, copies of registrations you used to help you, and any other materials that you used or which should otherwise be included in support of your memo or this project.]

[*Not needed in appendix:* If you cite to any law or Copyright Office materials in your memo, citations will be sufficient, so you need not include them as exhibits in the appendix.]

**[EXHIBITS IN THE APPENDIX START HERE, with tabs or labels: A, B, C, etc.]**

[*Exhibits:* Attach any exhibits to the end of the document, after the listing of exhibits. This should include photocopies from the work that justify the assertions in your memo, any factual research that supports your memo, as well as any templates for your contracts.]