
Professional Certificate in Legal Research and Writing

Drafting Legal Documents

Abstract of Title: a document that summarizes the history of ownership of a particular property, including all transactions and transfers of the property, used to verify the ownership of the property and to identify any potential defects in the title. Related terms: deed, title search, property law. In drafting legal documents, an abstract of title is often used to provide a concise summary of the property's ownership history, which can be useful in identifying potential issues with the title.

Acknowledge: to recognize or accept something, such as a fact or a document, as being true or valid. Related terms: verification, authentication, validation. In drafting legal documents, it is often necessary to acknowledge certain facts or documents, such as acknowledging the receipt of a contract or the authenticity of a signature.

Administrative Regulation: a rule or guideline issued by a government agency, used to implement or interpret a statute or law. Related terms: administrative law, regulation, rulemaking. In drafting legal documents, administrative regulations must be taken into account, as they can have a significant impact on the interpretation and application of the law.

Affidavit: a sworn statement made under oath, used to provide evidence or testimony in a legal proceeding. Related terms: declaration, testimony, evidence. In drafting legal documents, an affidavit can be used to provide sworn testimony or evidence, which can be useful in supporting a particular claim or argument.

Amendment: a change or revision made to a document, such as a contract or a statute, used to update or modify the original text. Related terms: revision, modification, update. In drafting legal documents, amendments can be used to make changes to a contract or other document, which can be useful in reflecting changes in circumstances or agreements.

Appeal: a request to a higher court to review a decision made by a lower court, used to challenge or reverse the original ruling. Related terms: appellate court, appeal process, judicial review. In drafting legal documents, an appeal can be used to challenge a decision made by a lower court, which can be useful in seeking a more favorable outcome.

Appellant: the party that files an appeal, used to challenge or reverse a decision made by a lower court. Related terms: appellee, appeal process, judicial review. In drafting legal documents, the appellant is the party that initiates the appeal process, which can be useful in seeking a more favorable outcome.

Appellee: the party that responds to an appeal, used to defend or uphold a decision made by a lower court. Related terms: appellant, appeal process, judicial review. In drafting legal documents, the appellee is the party that responds to the appeal, which can be useful in defending or upholding a decision made by a lower court.

Assignment: a transfer of rights or interests in a contract or property, used to assign or delegate

responsibilities or obligations. Related terms: delegation, transfer, assignment agreement. In drafting legal documents, an assignment can be used to transfer rights or interests in a contract or property, which can be useful in reflecting changes in circumstances or agreements.

Attachment: a document or exhibit that is attached to a contract or legal document, used to provide additional information or evidence. Related terms: exhibit, appendix, attachment agreement. In drafting legal documents, an attachment can be used to provide additional information or evidence, which can be useful in supporting a particular claim or argument.

Authenticity: the genuineness or validity of a document or signature, used to verify or authenticate the identity of a party or the accuracy of a statement. Related terms: verification, validation, authentication. In drafting legal documents, authenticity is crucial, as it can be used to verify the identity of a party or the accuracy of a statement.

Breach of Contract: a violation of the terms or conditions of a contract, used to terminate or rescind the agreement. Related terms: contract law, breach of contract, termination. In drafting legal documents, a breach of contract can be used to terminate or rescind a contract, which can be useful in reflecting changes in circumstances or agreements.

Bylaw: a rule or regulation adopted by a corporation or organization, used to govern or regulate the conduct of its members or officers. Related terms: corporate law, bylaws, governance. In drafting legal documents, bylaws can be used to govern or regulate the conduct of a corporation or organization, which can be useful in reflecting changes in circumstances or agreements.

Certificate of Incorporation: a document that certifies the formation of a corporation, used to establish the existence and identity of the corporation. Related terms: articles of incorporation, certificate of formation, corporate law. In drafting legal documents, a certificate of incorporation can be used to establish the existence and identity of a corporation, which can be useful in reflecting changes in circumstances or agreements.

Claim: a statement or allegation made by a party in a legal proceeding, used to assert or establish a right or interest. Related terms: complaint, petition, claimant. In drafting legal documents, a claim can be used to assert or establish a right or interest, which can be useful in supporting a particular argument or position.

Code of Ethics: a set of principles or rules that govern the behavior or conduct of a professional or organization, used to promote or ensure integrity and accountability. Related terms: ethics, professional conduct, code of conduct. In drafting legal documents, a code of ethics can be used to promote or ensure integrity and accountability, which can be useful in reflecting changes in circumstances or agreements.

Contract Law: the body of law that governs the formation, interpretation, and enforcement of contracts, used to regulate or resolve disputes between parties. Related terms: contract, agreement, contract law. In drafting legal documents, contract law is crucial, as it can be used to regulate or resolve disputes between parties.

Copyright: a form of intellectual property that protects original works of authorship, such as literary,

musical, or artistic works, used to prevent or restrict unauthorized use or reproduction. Related terms: intellectual property, copyright law, infringement. In drafting legal documents, copyright can be used to protect original works of authorship, which can be useful in reflecting changes in circumstances or agreements.

Corporate Law: the body of law that governs the formation, organization, and operation of corporations, used to regulate or resolve disputes between shareholders, directors, and officers. Related terms: corporation, corporate governance, corporate law. In drafting legal documents, corporate law is crucial, as it can be used to regulate or resolve disputes between shareholders, directors, and officers.

Counterclaim: a claim or counterallegation made by a defendant in a legal proceeding, used to assert or establish a right or interest against the plaintiff. Related terms: claim, complaint, counterclaim. In drafting legal documents, a counterclaim can be used to assert or establish a right or interest against the plaintiff, which can be useful in supporting a particular argument or position.

Covenant: a promise or agreement made by a party to perform or refrain from performing a specific act, used to create or establish a binding obligation. Related terms: contract, agreement, covenant. In drafting legal documents, a covenant can be used to create or establish a binding obligation, which can be useful in reflecting changes in circumstances or agreements.

Deed: a document that transfers ownership of a property from one party to another, used to convey or assign title to the property. Related terms: property law, deed, title. In drafting legal documents, a deed can be used to transfer ownership of a property, which can be useful in reflecting changes in circumstances or agreements.

Default: a failure or omission to perform or fulfill a contractual or legal obligation, used to terminate or rescind a contract or agreement. Related terms: breach, default, termination. In drafting legal documents, a default can be used to terminate or rescind a contract or agreement, which can be useful in reflecting changes in circumstances or agreements.

Disclaimer: a statement or notice that disclaims or limits the liability or responsibility of a party for a particular act or omission, used to protect or insulate the party from potential claims or liabilities. Related terms: waiver, release, disclaimer. In drafting legal documents, a disclaimer can be used to protect or insulate a party from potential claims or liabilities, which can be useful in reflecting changes in circumstances or agreements.

Discovery: the process of obtaining or exchanging information or evidence between parties in a legal proceeding, used to prepare or build a case or defense. Related terms: discovery process, evidence, testimony. In drafting legal documents, discovery can be used to obtain or exchange information or evidence, which can be useful in preparing or building a case or defense.

Due Diligence: the process of investigating or verifying the accuracy or completeness of information or representations made by a party, used to assess or evaluate the risks or benefits of a transaction or agreement. Related terms: due diligence, investigation, verification. In drafting legal documents, due diligence can be used to investigate or verify the accuracy or completeness of information or

representations, which can be useful in assessing or evaluating the risks or benefits of a transaction or agreement.

Encumbrance: a claim or lien that encumbers or burdens a property, used to secure or protect the interests of a creditor or lender. Related terms: lien, encumbrance, property law. In drafting legal documents, an encumbrance can be used to secure or protect the interests of a creditor or lender, which can be useful in reflecting changes in circumstances or agreements.

Equity: the body of law that governs the rights and interests of parties in a legal proceeding, used to provide or ensure fairness and justice. Related terms: equity, fairness, justice. In drafting legal documents, equity can be used to provide or ensure fairness and justice, which can be useful in reflecting changes in circumstances or agreements.

Evidence: information or documents that are presented or offered in a legal proceeding to prove or disprove a fact or allegation, used to support or challenge a claim or argument. Related terms: evidence, testimony, proof. In drafting legal documents, evidence can be used to support or challenge a claim or argument, which can be useful in preparing or building a case or defense.

Exhibit: a document or object that is presented or offered as evidence in a legal proceeding, used to support or illustrate a point or argument. Related terms: exhibit, evidence, testimony. In drafting legal documents, an exhibit can be used to support or illustrate a point or argument, which can be useful in preparing or building a case or defense.

Fiduciary: a person or entity that has a fiduciary duty to act in the best interests of another party, used to protect or promote the welfare or well-being of the party. Related terms: fiduciary, duty, loyalty. In drafting legal documents, a fiduciary can be used to protect or promote the welfare or well-being of a party, which can be useful in reflecting changes in circumstances or agreements.

Governing Law: the law or jurisdiction that governs or applies to a contract or agreement, used to determine or resolve disputes or issues that may arise. Related terms: governing law, jurisdiction, choice of law. In drafting legal documents, governing law can be used to determine or resolve disputes or issues, which can be useful in reflecting changes in circumstances or agreements.

Hearsay: a statement or testimony that is based on information or evidence that is not directly observed or experienced by the witness, used to challenge or discredit the reliability or credibility of the statement or testimony. Related terms: hearsay, evidence, testimony. In drafting legal documents, hearsay can be used to challenge or discredit the reliability or credibility of a statement or testimony, which can be useful in preparing or building a case or defense.

Injunction: a court order that prohibits or restrains a party from engaging in a specific act or behavior, used to protect or prevent harm or injury to a person or property. Related terms: injunction, restraining order, court order. In drafting legal documents, an injunction can be used to protect or prevent harm or injury to a person or property, which can be useful in reflecting changes in circumstances or agreements.

Intellectual Property: the body of law that protects and governs the rights of creators and owners of original

works, such as patents, copyrights, and trademarks, used to promote or encourage innovation and creativity. Related terms: intellectual property, patent, copyright, trademark. In drafting legal documents, intellectual property can be used to protect and govern the rights of creators and owners of original works, which can be useful in reflecting changes in circumstances or agreements.

Interrogatory: a question or request for information that is directed to a party in a legal proceeding, used to obtain or discover information or evidence that is relevant to the case or issue. Related terms: interrogatory, discovery, evidence. In drafting legal documents, an interrogatory can be used to obtain or discover information or evidence, which can be useful in preparing or building a case or defense.

Joint and Several Liability: a doctrine that holds multiple parties responsible for a single obligation or debt, used to ensure or guarantee that the obligation or debt is paid or satisfied. Related terms: joint and several liability, obligation, debt. In drafting legal documents, joint and several liability can be used to ensure or guarantee that an obligation or debt is paid or satisfied, which can be useful in reflecting changes in circumstances or agreements.

Judgment: a final decision or ruling made by a court in a legal proceeding, used to resolve or determine the rights and obligations of the parties involved. Related terms: judgment, decision, ruling. In drafting legal documents, a judgment can be used to resolve or determine the rights and obligations of the parties involved, which can be useful in reflecting changes in circumstances or agreements.

Jurisdiction: the authority or power of a court to hear and decide a case or issue, used to determine or resolve disputes or issues that may arise. Related terms: jurisdiction, authority, power. In drafting legal documents, jurisdiction can be used to determine or resolve disputes or issues, which can be useful in reflecting changes in circumstances or agreements.

Lien: a claim or encumbrance that is placed on a property to secure or protect the interests of a creditor or lender, used to ensure or guarantee that the obligation or debt is paid or satisfied. Related terms: lien, encumbrance, property law. In drafting legal documents, a lien can be used to secure or protect the interests of a creditor or lender, which can be useful in reflecting changes in circumstances or agreements.

Mediation: a process of dispute resolution that involves the use of a neutral third party to facilitate or assist the parties in reaching a mutually acceptable agreement or settlement. Related terms: mediation, dispute resolution, settlement. In drafting legal documents, mediation can be used to facilitate or assist the parties in reaching a mutually acceptable agreement or settlement, which can be useful in reflecting changes in circumstances or agreements.

Merger: the combination of two or more companies or entities into a single entity, used to create or form a new company or entity. Related terms: merger, acquisition, consolidation. In drafting legal documents, a merger can be used to create or form a new company or entity, which can be useful in reflecting changes in circumstances or agreements.

Notice: a statement or notification that is given or provided to a party to inform or alert them of a particular fact or circumstance, used to protect or preserve their rights or interests. Related terms: notice, notification, warning. In drafting legal documents, a notice can be used to inform or alert a party of a particular fact or

circumstance, which can be useful in reflecting changes in circumstances or agreements.

Obligation: a duty or responsibility that is imposed on a party to perform or fulfill a specific act or task, used to ensure or guarantee that the obligation or debt is paid or satisfied. Related terms: obligation, duty, responsibility. In drafting legal documents, an obligation can be used to ensure or guarantee that an obligation or debt is paid or satisfied, which can be useful in reflecting changes in circumstances or agreements.

Offer: a proposal or invitation to enter into a contract or agreement, used to create or establish a binding obligation. Related terms: offer, acceptance, contract. In drafting legal documents, an offer can be used to create or establish a binding obligation, which can be useful in reflecting changes in circumstances or agreements.

Partnership: a relationship between two or more persons who agree to share the profits and losses of a business or venture, used to create or form a new business or entity. Related terms: partnership, partner, agreement. In drafting legal documents, a partnership can be used to create or form a new business or entity, which can be useful in reflecting changes in circumstances or agreements.

Patent: a form of intellectual property that protects and governs the rights of inventors and creators of original inventions and discoveries, used to promote or encourage innovation and progress. Related terms: patent, intellectual property, invention. In drafting legal documents, a patent can be used to protect and govern the rights of inventors and creators of original inventions and discoveries, which can be useful in reflecting changes in circumstances or agreements.

Plaintiff: the party that initiates a lawsuit or legal proceeding, used to assert or establish a claim or right against another party. Related terms: plaintiff, defendant, lawsuit. In drafting legal documents, a plaintiff can be used to assert or establish a claim or right against another party, which can be useful in reflecting changes in circumstances or agreements.

Pledge: a promise or agreement to perform or fulfill a specific act or task, used to create or establish a binding obligation. Related terms: pledge, promise, agreement. In drafting legal documents, a pledge can be used to create or establish a binding obligation, which can be useful in reflecting changes in circumstances or agreements.

Power of Attorney: a document that grants or authorizes a person to act on behalf of another person or entity, used to manage or conduct the affairs of the person or entity. Related terms: power of attorney, agent, principal. In drafting legal documents, a power of attorney can be used to grant or authorize a person to act on behalf of another person or entity, which can be useful in reflecting changes in circumstances or agreements.

Privilege: a right or immunity that is granted to a person or entity to protect or exempt them from liability or responsibility for a particular act or omission, used to promote or encourage confidentiality or secrecy. Related terms: privilege, immunity, confidentiality. In drafting legal documents, a privilege can be used to protect or exempt a person or entity from liability or responsibility, which can be useful in reflecting changes in circumstances or agreements.

Property: a thing or asset that is owned or possessed by a person or entity, used to create or establish a right or interest in the thing or asset. Related terms: property, ownership, possession. In drafting legal documents, a property can be used to create or establish a right or interest in a thing or asset, which can be useful in reflecting changes in circumstances or agreements.

Receipt: a document or acknowledgment that is given or provided to a party to confirm or verify the receipt of a payment or delivery, used to create or establish a record of the transaction. Related terms: receipt, acknowledgment, confirmation. In drafting legal documents, a receipt can be used to confirm or verify the receipt of a payment or delivery, which can be useful in reflecting changes in circumstances or agreements.

Release: a document or agreement that releases or discharges a party from a liability or obligation, used to settle or resolve a dispute or claim. Related terms: release, waiver, discharge. In drafting legal documents, a release can be used to settle or resolve a dispute or claim, which can be useful in reflecting changes in circumstances or agreements.

Remedy: a solution or relief that is available to a party to address or redress a wrong or injury, used to compensate or reimburse the party for a loss or harm. Related terms: remedy, relief, compensation. In drafting legal documents, a remedy can be used to compensate or reimburse a party for a loss or harm, which can be useful in reflecting changes in circumstances or agreements.

Representation: a statement or assertion that is made by a party to describe or characterize a fact or circumstance, used to induce or persuade another party to enter into a contract or agreement. Related terms: representation, statement, assertion. In drafting legal documents, a representation can be used to describe or characterize a fact or circumstance, which can be useful in reflecting changes in circumstances or agreements.

Rescission: the act of cancelling or terminating a contract or agreement, used to release or discharge the parties from their obligations or liabilities. Related terms: rescission, cancellation, termination. In drafting legal documents, a rescission can be used to cancel or terminate a contract or agreement, which can be useful in reflecting changes in circumstances or agreements.

Restatement: a rewritten or revised version of a document or agreement, used to clarify or update the terms or conditions of the document or agreement. Related terms: restatement, revision, update. In drafting legal documents, a restatement can be used to clarify or update the terms or conditions of a document or agreement, which can be useful in reflecting changes in circumstances or agreements.

Revocation: the act of cancelling or terminating a power or authority that has been granted to a person or entity, used to release or discharge