



## *Louisiana Legal Ethics* (2019 Edition) Book Research Assignment

*Louisiana Legal Ethics: Standards and Commentary* reprints and analyzes the Louisiana Rules of Professional Conduct. Each section addresses a separate rule with relevant background and annotations examining Louisiana case law. Your task is to update the materials in the chapters assigned to you by researching and documenting any additions or modifications to the existing law.

### General Directions

*Rule Assignments.* First, you need note the rule(s) assigned to you by clicking here: <https://airtable.com/shr8FNVZm7BFREHmB/tblQctKj5BaY9XTu4>

*Rule Downloads.* Second, you need to download and print PDF hard copies of your assigned rule(s) by visiting this download folder: <https://www.dropbox.com/sh/t2kx0ap2hjtcyvu/AADoKuPeacuTNsKV50tfi0sfa?dl=0>

*Electronic Submission Form.* Finally, once you have completed your work, fill in and complete the attached checklist, and include as the first page of your scan of *each* separate rule. Submit each rule separately using this electronic submission form: <https://airtable.com/shrceeqE5c7F5QbMl>

### Editing Guidelines

Make all edits to each rule using standard editing and proofreading marks (attached) and a **black ink pen**. Then scan your mark-up using a scanner set to B&W (not color or grayscale).

1. **Read the Chapter Assigned.** Reading the rule will aid your understanding of the rule and how Louisiana courts apply the rule.
2. **Proofread the Chapter for Errors.** Make sure there are no typos, misspelled words, punctuation or formatting errors.
3. **Correct Any Citation Errors.** Make sure all citations are in strict Bluebook format with one exception—citations to Louisiana cases should *not* follow the public domain citation format. Louisiana cases must be cited using only the Southern Reporter citation. If no Southern Reporter cite is available, use a Westlaw citation. If no Westlaw citation is available, cite as a slip opinion. For

Louisiana circuit court opinions, always include the circuit. Examples are below:

- a. *State v. Roe*, 238 So. 3d 345 (La. Ct. App. 4th Cir. 2017).
  - b. *State v. Doe*, 2017 WL 83956964589 (La. Ct. App. 5th Cir. Dec. 3, 2017).
  - c. *State v. Loe*, No. 17-3984 (La. Dec. 8, 2017).
4. **Update the Rule and the ABA Comments if Necessary.** Make sure the original text of the Louisiana Rule and the comments reflect the most current versions *exactly*. The most current versions of the Rules and ABA comments can be checked on the LADB website, Westlaw, and the ABA website.
5. **Research, Update, and Shepardize the Case Law for Each Rule.** An in-depth analysis of any new cases or issues involving a Louisiana Rule is expected. Please focus your research to cases reported since **January 1, 2017**. If you find an issue not currently mentioned in the chapter, please write 1-2 sentences explaining the issue. A short sentence with a parenthetical explanation may be all that is needed.

It is possible you may not have any significant updates on the Rule assigned. In such case, please note the lack of any new updates on your scanned submission. Also, your research may lead you to cases arising before **January 1, 2017**. If so, please continue the research beyond this timeframe and document any application of the Rule that is not already included in the book.

When drafting sentences, please use the following formatting conventions:

- Do not use word “attorney,” only use the word “lawyer.”
- Always say “a lawyer”. Do not say “lawyers.”
- Do not say “he” or “she.” Always repeat, “a lawyer” or “the lawyer.”
- But, do not change any words in quotes from cases or in the ABA comments.
- To the extent you change these words, you have to be very careful to make sure the entire sentence is correct after the change. Often the verb must be changed from plural to singular. So, don’t do wholesale changes in this regard.

- Make changes sparingly. It's acceptable to leave my language in the comments most of the time. (Change case parentheticals liberally, however.)
6. **Submit.** Submit your B&W mark-up scans and copies of important cases using the Airtable form by the assigned deadline with the attached cover sheet. Please do not hesitate to contact me or the TA should you have any questions or issues.

# Standard Proofreading/Editing Marks

Mark	What It Means	Sample
≡	change to a capital letter	<u>superball</u> <u>girl</u> can bounce all the way to <u>mars</u> .
lc/	change to a lower-case letter	She bounces over <sup>lc</sup> Mountains.
Ⓢ	write correct spelling	Rubberband Boy stretches to the moone. <sup>Ⓢ</sup>
↵	delete	Their superpowers are <del>are</del> <sup>y</sup> super amazing.
⌋	delete space	Every <sup>⌋</sup> thing Eraser Kid touches turns invisible.
≡	insert space	He can <sup>#</sup> also race really fast.
⦿	insert period	Together they can save their town.⦿ They can even save the world.
¶	start new paragraph	They're great! ¶ One day they became friends.
^	insert here	Each day, they look for people <sup>to</sup> help. <sup>^</sup>
^,	insert comma	They help babies <sup>^</sup> little children <sup>^</sup> and grandmas. <sup>^</sup>
“ ”	insert quotation marks	“Help! Help!” <sup>^</sup> cries Julio. <sup>^</sup>
? <sup>^</sup>	insert question mark	Will someone come to help? <sup>?</sup> Julio needs help now. <sup>^</sup>
! <sup>^</sup>	insert exclamation point	Hip, hip, hooray! <sup>!</sup> Rubberband Boy saves the day. <sup>^</sup>
~	reverse letters or words	Thank <del>for you</del> speeding to the resc <del>e</del> <sup>u</sup> .

## Cover Page for B&W Scan of Each Rule Submitted



*Louisiana Legal Ethics* (2019)

La. Rule of Prof'l Conduct r. \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

- I have attached this as the first page of my scanned mark-up for each assigned rule.
- I have checked on Westlaw or Lexis *and* the LSBA/LADB website (<http://www.ladb.org/Publications/ropc.pdf>) to make sure that the black-letter rule of professional conduct is good law. If not, I have sent an email to Prof. Ciolino immediately ([dciolino@loyno.edu](mailto:dciolino@loyno.edu)), and I have emailed the current version to him. I have also checked the “Critical Updates” box on the electronic submission form.
- I have checked on Westlaw or Lexis to make sure that all cases, statutes and other authorities cited in the book are still good law (*i.e.*, have not been reversed, overruled, repealed or amended). I have made all corrections on the attached scan with a black pen using standard proofreading marks.
- I have carefully and thoroughly checked on Westlaw or Lexis for *new* cases and statutes decided or enacted since **January 1, 2017** that are relevant to the “Annotations.” I have uploaded PDF copies of the most important new and relevant cases to Airtable.
- I have made sure that all cases *and* statutes cited in the “Annotations” and/or “Related Authorities” are properly cited (both for form and substance). I have made all corrections using standard proofreading marks directly on the attached scan using a black pen.
- I have checked the “ABA Comments” and made sure that they are accurately quoted. (For the ABA Model Rule go to the following website: [http://www.abanet.org/cpr/mrpc/mrpc\\_toc.html](http://www.abanet.org/cpr/mrpc/mrpc_toc.html).)

- I have checked the “Background” section, and it completely and correctly discusses all differences between ABA Model Rule and Louisiana Rule. I have noted on the attached PDF any differences that were not already addressed.
- I have read all text for typos, misspellings, bad grammar, and improper punctuation. I have made all corrections directly on the attached PDF scan using standard proofreading marks and a black pen.
- I have replaced all “Lexis” and “Westlaw” cites with cites to “So. 3d” or other appropriate West reporter. I have made all corrections directly on the attached scan.
- I will submit a separate uploaded PDF mark up for each assigned rule.

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Signature