

From: [Lennington, Daniel P.](#)
To: [Potter, Kevin](#)
Subject: RE: Revised Checklist
Date: Friday, May 26, 2017 9:21:56 AM

No need to ever block quote a case. Just pick out the most important phrases and put it within your own text/argument.

From: Potter, Kevin
Sent: Thursday, May 25, 2017 2:38 PM
To: Lennington, Daniel P. <lenningtondp@doj.state.wi.us>
Subject: FW: Revised Checklist

From: Balistrerj, Thomas J.
Sent: Thursday, May 25, 2017 2:30 PM
To: Potter, Kevin <potterkc@doj.state.wi.us>
Subject: RE: Revised Checklist

I am confused. The guidelines say we are supposed to quote from the relevant cases. But yet we are not to use block case quotes. What if the relevant case quote is longer than 50 words? Are we to use only part of the quote to keep it under 50 words so that we do not block quote it? As an example, in the brief I am currently writing, I want to quote the following, which is more than 50 words long, but the whole thing needs to be repeated.

[REDACTED]

[REDACTED] Please advise.

From: Potter, Kevin
Sent: Thursday, May 25, 2017 1:20 PM
To: *DOJ - CAATTY <CAATTY@doj.state.wi.us>
Cc: Gibson, Charlotte J. <GibsonCJ@DOJ.STATE.WI.US>
Subject: FW: Revised Checklist

In response to ongoing feedback from the appellate AAGs, the front office is providing some additional clarification to the Model Appellate Brief Organization Checklist. These clarifications are summarized below and are reflected in the attached revised checklist.

- 1) Summary of Argument section - as you were previously notified, this is now optional, but still

recommended;

- 2) Standard of Review section - in multi-issue cases involving conflicting standards of review, you may imbed the standard of review within the argument rather than having it as a separate stand-alone section, if you feel this is helpful to overall readability, and;
- 3) Argument section - in subsection (2) of the argument portion of the checklist, where you are required to apply the law to the facts, you need only discuss those facts necessary to support your affirmative argument before addressing your opponent's claims. There is no need to wholesale repeat every single fact or cut-and-paste all facts from the Statement and place them into the argument.