# Drafting

Writing is, for better of for worse, the essential tool of the law. Rules are reduced to writing, and legal decisions are recorded by the courts in writing. The reasons for those decisions are also provided in writing or are, if given in court, subsequently transcribed.

## Firm policy

This firm's policy with respect to the written elements of law practice is to produce documents that are perfect or nearly perfect.

### Review of documents

When a document is presented to a lawyer for review, it should be as near to perfection as possible. In other words, lawyers should not have to busy themselves with the tedium of correcting formatting or grammatical errors in documents.

A lawyer presented with a document that does not conform with the drafting standards set down in this section should immediately reject the document, return it to the drafter, and require compliance with these standards.

### Templates

Templates for commonly used documents are provided in this section. They must be used.

## Standards

From:
https://wiki.apstrom.ca/ - **A.P.Strom and Associates**

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Last update: **2024/07/24 03:09**