**COMPLAINT GRADING SHEET**

**FIRST DRAFT - 65**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Possible Points** | **Actual Points** |
| **Format** |  | 26 total |  |
|  | Font size | 2 |  |
|  | Attorneys  | 2 |  |
|  | Line #s correct at top  | 2 |  |
|  | Court and Title, case no.  | 2 |  |
|  | Parties  | 2 |  |
|  | Does  | 2 |  |
|  | Footer  | 2 |  |
|  | Paragraphs numbered consecutively | 2 |  |
|  | Signature line and date | 2 |  |
|  | Prayer  | 2 |  |
|  | Double space  | 2 |  |
|  | Verification  | 2 |  |
|  | Attachment (if appropriate) | 2 |  |
| **Summons** | Completed correctly | 5 |  |
| **Case Cover Sheet** | And addendum | 5 |  |
| **Venue**  | Is included in allegations | 0 |  |
| **Wording appropriate** | No legalese, appropriate word choice | 5 |  |
| **Grammar** | Spelling, punctuation, sentence structure | 5 |  |
| **Causes of Action** | All necessary elements stated, all causes of action stated, organized | 10 |  |
| **Organization of entire assignment** |  | 5 |  |
| **Clio** |  | 4 |  |

**SECOND DRAFT – 60 +10**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Possible Points** | **Actual Points** |
| **Format** |  | 13 |  |
|  | Font | 1 |  |
|  | Attorneys | 1 |  |
|  | Line #s correct at top  | 1 |  |
|  | Court and Title, case no.  | 1 |  |
|  | Parties  | 1 |  |
|  | Does  | 1 |  |
|  | Footer  | 1 |  |
|  | Paragraphs numbered | 1 |  |
|  | Signature line  | 1 |  |
|  | Prayer  | 1 |  |
|  | Double space  | 1 |  |
|  | Verification  | 1 |  |
|  | Attachment (if appropriate) | 1 |  |
| **Summons** | Completed correctly | 3 |  |
| **Wording appropriate** | No legalese, appropriate word choice | 4 |  |
| **Grammar** | Spelling, punctuation, sentence structure | 5 |  |
| **Causes of Action** | All necessary elements stated, all causes of action stated, organized | 20 |  |
| **Email complaint** |  | 10 |  |
| **Clio** | Time and document put in | 5 |  |
| **Proof of Service of Summons** | Completed correctly in class | 10 |  |