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ARTI I TË SHKRUARIT SHKURTËR NË PROCEDURAT GJYQËSORE

УМЕТНОСТА НА КРАТКО ПИШУВАЊЕ ВО СУДСКИТЕ ПОСТАПКИ

THE ART OF BRIEF WRITING FOR LITIGATION

Non fucata, sed est simplex oratio veri.
(Truthful speech is not magniloquent but plain.)

ABSTRACT:

Brief writing is one of the biggest problems law graduates encounter at the start of their professional careers, when there's a need to put the acquired knowledge into practice. Very little attention is being paid to this, even though it's the art that must be mastered. Knowing the word of law is not enough by itself. A quality brief requires the combination of the art of writing and legal knowledge. It is not sufficient for a brief to be appropriate, since it also has to be linguistically and logically correct. When it comes to a brief writing style, it is here that young lawyers face difficulties the most. Namely, they learn the rules on the content of a brief prescribed by law; nevertheless, a writing style is not something that can be crammed. Legal or, so called, legalistic writing style and legal language are to be held distinct from the literary

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ones. In this paper, we strive to also put emphasis on some basic rules on writing legal documents, language, style and technical instructions.

We have focused our attention, above all, on composing briefs. Nonetheless, it goes without saying that these rules should be followed for other legal documents as well.

Keywords: brief, art of brief writing, brief writing style, brief writing language.

INTRODUCTION

One of the biggest problems law graduates face at the start of their professional careers, when there's a need to put the acquired knowledge into practice, is certainly writing legal documents. Very little attention is being paid to this, even though it's the art one has to master. A great deal of legal documents, along with their practical applications, are to be found in various collections and they're available online. Although this may be useful, every civil relation, every criminal situation is specific, and forms of the most significant civil law and criminal law documents – contracts, judgements, lawsuits and appeals – are impossible to draft. This is a problem mostly lawyers who practice law, not in a law office or in court, but in some corporation, come across since they don't encounter these types of documents. In order to pass a written portion of judicial examination, one is actually required to possess sufficient skills for their drafting. Although it is possible to draft a contract using a template and knowing the rules of the law of obligations; although it is possible to draft various records and orders since there are forms for these legal documents on the computers of every police department; the composition of lawsuits, appeals and judgements, certainly cannot be done this way. It is not enough for a brief to be legally appropriate, since it also has to be linguistically and grammatically correct, easily readable and comprehensible. A quality brief requires a combination of the art of writing and legal knowledge. Every single judge and prosecutor have their own writing style, and these styles they pass on to new, younger generations spending internships under their mentorship. Providing that their style is good and the templates of the briefs drafted by young interns are of good quality, this will be the case with their legal documents as well, once they start working on their own. However, apprentices and, later, clerks, must maintain independence and certain criticism of

their mentors' legal documents. Once they start writing legal documents on their own, lawyers have to make an effort to develop their own style deprived of irregularities and errors that slipped by their mentors as well as stay open for constant self-criticism and improvement.

THE NOTION OF A BRIEF

A brief is an act in a written form used by parties to address public authorities (courts, other state authorities, i.e. public service organizations). These contain certain procedural actions undertaken on the commencement of proceedings or in the course thereof.[3] Briefs are paperwork used by parties and other participants in the proceedings for their procedural actions. This also goes for the acts furnished to court via telegraph and treated as briefs.[4]

The Civil Procedure Act[5] in itself does not define the exact notion of a brief but prescribes, in a written form, the exact procedural actions to be undertaken by parties along with their mandatory content. Lawsuits, counterclaims, responses to lawsuits and appeals are to be submitted in a written form. Written form also applies to the briefs furnished to court via telegraph and e-mail, according to the separate law (Article 98, paragraphs 1, 2 of the Civil Procedure Act). A lawsuit, a counterclaim, a response to a lawsuit, legal remedies and all the other statements, proposals and extraordinary communiqués are to be submitted in a written form or via e-mail.[6]

Briefs can be preparatory, final and regular. This is a purely theoretical classification but it can also have practical significance.

The preparatory briefs serve parties to prepare for oral argument and it is through them that a court and the opposing party are being informed about all the facts and circumstances they intend to introduce and suggest at oral argument, so they would be able to inform themselves and prepare in advance. These are being furnished to the opposing party which facilitates the faster preparation of oral argument and, later

[3]Petrušić, N., „ Sastavljanje podnesaka“, *Priručnik za rad studenata,Pravna klinika za zaštitu prava žena*, Niš, 2011.

[4] Prof.dr. Brestovci, F „ Građansko procesno pravo I ” , Priština, 2006, str.124.

[5] „Službeni glasnik RS“, br. 72/2011, 49/2013-odluka US, 74/2013-odluka US i 55/2014.

[6] Zakon o parničkom postupku „Službeni vesnik R.M “ čl. 98. St. 1. Broj 79/05/2010.

on, its more efficient conduct. Some of these are: a lawsuit, a response to a lawsuit, etc.[7]

The final briefs contain everything necessary to decide on them without oral argument. They hold all the facts, procedural actions and a formulated requests for judgement. An example of the final brief is a mandatory claim.

The regular briefs contain various communiqués the parties issue to one another. For example, a notice of the change of address, a notice of the appointment of assistant, etc.

THE CONTENT OF A BRIEF

The content of a brief depends on the respective litigation activities. There are legal requirements to the mandatory minimum content of a brief. The third and fourth paragraph of Article 98 of the Civil Procedure Act provides that briefs must be comprehensible, that they must contain everything that is necessary to act on thereof, and, in particular: the title of a court, the first name and the last name, the business name of a company or other legal entity, domicile or residence, i.e., parties' headquarters, their legal representatives and attorneys, if any, a subject of dispute, the content of a statement and a signature of a submitter. If a statement contains a request, the party is obliged to state the facts the request is based on, as well as the evidence, if necessary. In Macedonia, the legislators of the local Civil Procedure Act have taken the same position on this matter.

The law prescribes that every brief must contain three mandatory elements: a header, a statement of facts and the signature of a submitter. While the law doesn't explicitly provide this, a brief should also state the nature of the respective undertaken action. For instance, a lawsuit, a response to a lawsuit or an appeal.

The header contains the following designations of:

· the actually and locally competent court a brief is being submitted to;

· the parties (the first and the last name, i.e., the business name, as well as the domicile or residence, i.e., headquarters of the parties);

· legal representatives and attorneys, if any;

[7] Stanković, G., *Građansko procesno pravo*, Pravni fakultet u Nišu, 2004, str. 260.

· a legal or colloquial term for procedural actions undertaken with the respective brief;

· a subject of dispute;

· the value of a subject of dispute, if necessary, for the determination of court jurisdiction, filing a request for a review, or otherwise, realization of some right in the proceedings;

· the number of copies filed with a brief;

· the number of attachments filed with a brief;

· if a brief is submitted in the course of proceedings, in the upper right hand corner, a reference number is to be indicated, consisting of a register code, a file number and the year of filing. For example: P. 257/2015.

The statement of facts is a statement addressed to court or the opposing party. The statement should be clear, precise and specific. The facts must be presented in a transparent and chronological manner. Objects and persons may turn up as means of proof through which a court gathers information which may convince the court of the existence of a certain fact or a lack thereof. The Civil Procedure Act cites the following means of proof: an investigation, a document, a witness, an expert and an inter partes hearing. *An inquiry* is to be suggested in a brief if the determination of facts and clarification of certain circumstances necessitates direct sensory perception by a court to determine characteristics or conditions of persons or objects. For example, it is necessary to determine, through the auditory perception, that noise coming from the adjacent room interferes with a plaintiff's normal use of real estate for housing; or it is necessary to ascertain, through the olfactory perception, that smells from a nearby restaurant interfere with a plaintiff's normal use of real estate for housing. The Civil Procedure Act defines only the notion of a public document: "A document issued, in a proper form, by a competent state authority or other thereof, within its capacity, as well as a document in such form issued by another organization or person (public document) in an official capacity, verifying the accuracy of its content". (Article 238, paragraphs 1 of the Civil Procedure Act) It is allowed to prove the faultiness of a public document or the lack of veracity of information contained within. It is possible to submit a foreign public document as a means of proof, providing that it's properly certified and on condition of reciprocity. It is necessary to accompany a foreign public document with an appropriate and likewise certified translation. Parties are also allowed to

submit nonpublic documents, i.e., the documents the legal definition of a public document is not applicable to. The presumption of veracity does not apply to their content so, instead, their probative value is to be assessed in accordance with judicial discretion and with regard to other evidence. For instance, an acknowledgement receipt for borrowed money suggested by a plaintiff as a means of proof in a legal action for debt recovery. *Witnesses* are persons capable of giving information on facts to be established by proof. For example, in a legal action for debt recovery, a third party, present when a plaintiff lended money to a defendant, was cited as a witness. *An expert witness* is a person of professional knowledge in a particular field. A court educes expert evidence if the professional knowledge, beyond the court's experience, is necessary for determination or clarification of a fact. If a party is to adduce expert evidence he/she is obliged to specify the subject of the expert testimony and he/she may also cite a particular person as an expert witness. A party may as well submit the findings and opinion of an expert in a particular field. For example, in an action for damages, a plaintiff may submit findings and opinion of an expert in a particular field, given shortly following the infliction of damage. *An inter partes hearing* is a means of proof provided exclusively for litigation. In contrast to others, this means of proof is of a subsidiary character, i.e., it is used as a means of proof when there are no others or when, despite the existence of thereof, a court decides an inter partes hearing to also be necessary for establishing facts. It is common practice in court for parties to propose the use of this means of proof, despite the availability of other means of proof. For instance, in nuisance legal actions as well as legal actions for debt recovery, damages, etc.

A signature of a submitter stands for a submitting party's own handwritten signature. When it's a party's attorney who composes and submits a brief, a party's personal name is only printed, while an attorney stamps the margin at a header of a brief and signs it with his own handwritten signature.

BRIEF COPIES AND ATTACHMENTS THEREOF

A sufficient number of brief copies along with attachments to the brief for an opposing party are to be submitted to a court and the opposing party. If insufficient number of brief copies or attachments to the brief has been submitted, a court shall make additional brief copies

or attachments to the brief at the expense of the party who failed to fulfill its obligation. Attachments to a brief are documents proving veracity of claims contained within a brief. A document is a physical object that features a written expression of a thought. A document may be public as well as non-public. A public document is the one issued by a state authority, within its capacity, in a proper form, as a document issued as such by an organization or a community in its public capacity, conferred upon by law or a decision by a municipal parliament. Attachments may be submitted as originals, certified copies or plain copies, which is to be indicated in a brief header. A court keeps the document submitted as original in a case file and the opposing party has a right to examine it and familiarize oneself with its contents or make a handwritten copy of it. Once the opposing side has no further need for an original document, it is to be returned to its submitter at his request (for instance, litigation is over or a court decides not to use it as a means of proof). A document submitted as a copy or a manuscript must be attached to every brief.[8] However, if documents in question are of a considerable volume, it's only necessary to accurately cite them in a brief and note that they are to be made available at the request of the court or the opposing side.

LANGUAGE OF A BRIEF

Parties, as well as other participants in the proceedings, submit their lawsuits, appeals and other briefs in an official language of a court. The Civil Procedure Act prescribes Serbian language as the official language and the Cyrillic alphabet as the official script of civil proceedings. In courts with minorities within their judicial domains, minority languages and scripts are in official use. Within the domain of a local self-government unit, traditionally inhabited by the members of ethnic minorities, their language and script may be in equal official use. A local self-government unit shall introduce by its statute a minority language and script in equal official use if the minority share of the total population of the country, according to the most recent current population survey data, amounts to 15% (Article 11, paragraphs 1 and 2 of the Official Use of Languages and Scripts Act[9]). The official use of

[8] V. Rajović, Građansko procesno pravo, Projuris, 2009, str. 19.

[9] „Sl. glasnik RS“, br. 91, 53/93, 76/93, 48/94, 101/05 i 30/10.

language is considered to be, among other things, the use of language in the proceedings and the use of one's own language and script in briefs (Articles 12 and 5 of the Official Use of Languages and Scripts Act).

The Constitution of the Republic of Macedonia, as the supreme legal act of a country superimposed on all the laws and bylaws, prescribes the following in the Article 7, paragraph 1: "In the territory of the Republic of Macedonia and in its international relations, the official language is Macedonian and the Cyrillic script." While the Article 7, paragraph 2, the Constitution prescribes: "Another language spoken by at least 20% of the citizens, is also an official language and in its own script, in accordance with law." (The Ohrid Agreement, signed in the aftermath of 2001 conflict, was the first treaty regulating the use and application of a minority language as an official language of Macedonia at the national and the local levels.

Parties and other participants in the proceedings submit lawsuits, appeals and other briefs in Macedonian and in cyrillic script. While parties and all the participants in the proceedings, the citizens of the Republic of Macedonia who speak the official language other than Macedonian, may submit appeals and other requests to a court in their own language and script. A court Shall translate such briefs into Macedonian and in Cyrillic script and forward them to other parties and participants in the proceedings. (Article 95, paragraphs 1 and 2 of the Civil Procedure Act)[10]

In the government institutions of the Republic of Macedonia, the use of an official language other than Macedonian, spoken by at least 20% of the citizens of Macedonia, is allowed in the local self-government units, in accordance with the Official Use of Languages and Scripts Act (Articles 1 and 2). Subpoenas, decisions and all other court documents shall be furnished to parties and all the participants in the proceedings in Macedonian and in Cyrillic script. Furthermore, to the parties and other participants in the proceedings, the citizens of the Republic of Macedonia whose official language is other than Macedonian, subpoenas, decisions and court documents shall be furnished in the official language thereof.[11] All translation costs are to be covered by the Government.

[10] „Službeni vesnik RM„ br. 79/05/10.

[11] Zakon o upotrebi jezika koji govore najmanje 20% građana u R. Makedoniji, u jedinici lokalne samoprave, član 11. Broj 101/08.

THE STYLE OF A BRIEF

When it comes to the style of a brief, it is here that young lawyers face difficulties the most. Namely, during studies they learn the rules of the content of a brief prescribed by law and revise them for judicial examination; nevertheless, a writing style is not something that can be be crammed. It is an art that must be mastered. Most of the seasoned lawyers will say this is the trade that takes years to learn through professional experience. This is indeed true but with a correction. We hold the view that brief writing is an art that can be learned during studies and perfected in practice.

TECHNICAL INSTRUCTIONS FOR BRIEF COMPOSITION

· The most commonly used font in court practice is Times New Roman of 12-point size.

· A statement of facts should be divided into sections. Large blocks of endless text are unfathomable and a reader may lose focus and train of thought.

· Each paragraph should start with new line, and each new line should start with an indent.

· Certain authors hold the view that each paragraph should be marked with a Roman numeral.[12] We do not subscribe to this point of view since we are of opinion that this would undermine the notion of a logical whole. The numeration would make paragraphs more independent than they're supposed to be.

· A statement of facts should be clearly separate from the evidence with a new line.

FOLLOWING THE GRAMMAR RULES

Aside from their legal knowledge, lawyers must possess numerous others as well. By all means, the most relevant is the knowledge of the rules of the language they're composing a brief in. Every lawyer must hold a grammar book in his library. Lawyers must have a good commanding of the use of uppercase and lowercase letters, of the words

[12] Petrušić, N., „Sastavljanje podnesaka“, *Priručnik za rad studenata,Pravna klinika za zaštitu prava žena*, Niš, 2011.

written together and apart, of the declination and other grammatical and orthographic rules.

When writing dates, a leading zero is not to be written before single figures. (for example, 8th January 2016) Abbreviations are not to be used, except for some commonly known ones. (such as: dr, sim., etc.) Names of the months of the year are to be written in letters. Numbers up to ten are to be written in single figures. (for instance, "we waited for two hours", " 15 days following the purchase the malfunction occurred")

THE IMPERATIVE OF CLARITY AND SIMPLICITY OF LANGUAGE

Legal, or so called legalistic writing style, and legal language are to be held distinct from the literary ones. Most students who have demonstrated extraordinary prowess in literary writing during the course of their schooling, fail in writing legal briefs. The primary goal of legal writing, i.e., the composition of any kind of legal acts, is: to inform the addressee about certain facts in a clear, precise and concise manner. Your goal is not to impress with your legal knowledge, luxurious vocabulary, i.e., the knowledge of legal terminology. Especially if addressees are legally uneducated persons, legal terminology is to be avoided, except when actually necessary. Words are to be used in accordance with their usual meaning. Foreign words are to be used only if there's no appropriate translation for them.

Statement of facts and requests are to be formulated in precise, clear and concise style, ridden of superfluous words and in a manner that excludes any ambiguities. In a brief, uniform terminology is to be employed. There should be no use of different terms for the same concept. A term once used in a particular sense, must be used in the same sense throughout the entire text.

A bad example: The plaintiff concluded a life care contract with the respondent so that the former would get to reach a peaceful old age and have someone to take care of her and provide food and medication. Yet, right from the beginning, the respondent has been faking and slacking in the fulfillment of agreed duties. She didn't provide cooked food but her own stale leftovers, instead. She didn't go shopping for essential groceries on a daily basis but when it would cross her mind or when it suited her, in passing. She didn't visit on a daily basis to help

her with bathing, washing and cleaning. She didn't even take the plaintiff to the doctor's office, even though this was her primary obligation of contracts...

A good example: The plaintiff concluded a life care contract with the respondent; the former being an elderly person, with an intent to be provided with food and material care on a daily basis, as well as constant watch and care from the respondent. Yet, right from the beginning, the plaintiff has noticed that the respondent hasn't acted honestly, responsibly and fairly with regard to her as well as the assumed obligations. Instead of daily cooked meals and fresh groceries, the respondent brought stale meals and groceries. The respondent failed to provide her with clothes, footwear and means for personal hygiene, even though she was obliged to do so according to the contract. As far as managing personal hygiene is concerned, the plaintiff was left to her own devices. Although of poor health, elderly and feeble, she was forced to wash, clean, iron and cook on her own. In addition, the respondent failed to assist her in even with providing medical care. She was forced to go to the doctor's office and buy medications, on her own...

USING APPROPRIATE TONE

Aside from simplicity, conciseness and clarity, it is also necessary to achieve the appropriate tone; the tone of an attorney, i.e. a lawyer. Nonetheless, one should take care not to switch this formal attorney tone for an arrogant one. The tone needs to be solemn, as well. In legal briefs there's no place for humor and wittiness. The legal writing style is a formal style. Colloquial expressions, lingo and faddy slang are to be avoided, except when necessary for citing other people's statements.

A bad example: Following a divorce, the respondent started hanging out with all kinds of shady characters and spending dough on booze and women and didn't give a dime to the plaintiff, as he promised he would, even though she honestly tries her best to support their mutual minor child.

A good example: The former spouses have been on bad terms following the divorce, and so the respondent failed to uphold his verbal agreement to provide adequate and proportional assistance to their mutual minor son. Upon being contacted and asked by the plaintiff to help her out in the support of their son, he responded: "I'm gonna waste everything on bars and women."

USING SHORT SENTENCES

One of the principal rules is restricting every sentence to a single thought. A sentence is to be well planned out before being put down on paper. After a few weeks of intensive research and the pursuit of a solution for a legal issue, it often happens that there's too much to say in a brief. In particular, inexperienced young lawyers seek to demonstrate that they're acquainted with a legal issue, that they have invested a lot of time in finding a solution and, thus, impress and demonstrate their worthiness of the legal profession. This results in long, oververbose sentences more resembling an incomprehensive tangle of words.[13] In order to avoid this, it is necessary to use clear, short sentences. Words are to be chosen to inform, not impress.

A bad example: During the course of their marriage, due to the differences in personal character and lifeviews, there have been misunderstandings between the parties and conflicts over resolving fundamental issues regarding their personal relations, family support, child upbringing, etc., which came down to the fact that their life together has became unbearable, the purpose of marriage has ceased to exist and, ultimately, it lead to the dissolution of the communion so that the parties could now live separately.

A good example: During the course of their marriage, due to the differences in personal character and lifeviews, there have been misunderstandings between the parties, and conflicts over resolving fundamental regarding their personal relations, family support, child upbringing, etc. Hence, their life together has become unbearable and the purpose of marriage has ceased to exist. This ultimately resulted in the dissolution of the communion so that, ever since, the parties could live separately.

AVOIDING PERSONALIZATION

It may be difficult to resist the temptation of expressing one's own views in a brief, nevertheless, it's advisable to avoid phrases such as "it is my belief that", "we are of the opinion that", "we argue that" are to be avoided. These may only undermine one's position since a judge won't be interested in one's personal opinion and assumptions but in the

[13] N. Schultz, l. Sirico, *Legal Writing and other lawyering skills*, Matthew Bender, 1998, str. 132.

power of one's argumentation.[14] The thing that will bolster one's position is presenting facts publicly and bringing them into connection with legal rules. A judge is interested, in accordance with his role, is the appropriate qualification of a factual state of affairs and the application of legal norms for the purpose of making the right decision.

LOGICAL SEQUENCE

A factual state of affairs presented in a brief needs to be divided into paragraphs. These paragraphs need to consist of a single or multiple sentences constituting a logical whole. Large blocks of endless text are unfathomable and a reader may lose focus so it's necessary to apply "the rule of five lines", that is, to avoid endless text of more than five lines, unless necessary.[15] The confusion often occurs when there're too many ideas to express and too few words. Sometimes a thought makes perfect sense inside the head but turns out confusing on paper. It's possible to avoid this problem through planning out sentences carefully and through critical revision after their subsequent placement within a brief. However, after they have been put on paper, sentences often gain independence and it becomes impossible for an author to approach them objectively. It's best to let text "rest" and, thus, after a while, get down to its revision more objectively. One of the most difficult tasks for writers is to willingly and readily perform basic proofreading of their own words in writing.

GETTING TO THE POINT QUICKLY

If one fails to get to the point quickly, it's likely he will loose a reader's attention. Often, these are busy persons who have no time nor patience to look for the point. Thus, providing that it's in accordance with logical sequence, conclusions are to be cited first. Also, the best arguments are to be cited at the beginning. When reading a document, usually, we mostly pay attention at the beginning. After a while, the attention wavers.

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[14] N. Schultz, l. Sirico, *Legal Writing and other lawyering skills*, Matthew Bender, 1998, str. 140.

[15] Petrušić, N.," Sastavljanje podnesaka", *Priručnik za rad studenata,Pravna klinika za zaštitu prava žena*, Niš, 2011.

PRECISION AND DEFINITENESS

Given facts must be precise and definite. It's not sufficient to universalize, generalize or speculate. Whenever possible, dates are to be cited. Whenever possible, one should avoid putting events within timeframes.

A bad example: In recent years, the respondent hasn't been paying child support for his minor child.

A good example: The respondent hasn't been paying child support for his minor child since 2012.

If a brief happens to be incomprehensive or incomplete, the court shall return such brief for correction to the party without an attorney. If corrected and furnished to a court within a prescribed time limit, it shall be deemed to had been submitted to the court on the very day it was initially submitted. A brief shall be deemed withdrawn if not returned to the court within a certain time limit and, if returned without being supplemented, it shall be discarded. If a brief, submitted on behalf of a party by its attorney, i.e., a public attorney or a public prosecutor, happens to be incomprehensive or incomplete, a court shall discard it. From this unquestionably follows that lawyers, public attorneys and public prosecutors have no right to make mistakes and have to master the art of legal writing impeccably.

While composing briefs one should take care of the general rules of brief content as well as special rules, prescribed by law, for specific briefs containing certain litigation activities such as, for instance: a lawsuit, a response to a lawsuit or an appeal.

CONCLUSION

Traditional way of studying at our law schools, upon the completion of their schooling, provides students only with a diploma, which makes them not experts, but fruitless lawyers, incompetent of applying their acquired knowledge to concrete cases. Within a few years they will eventually acquire their practical knowledge but only by learning from their own mistakes, which are inevitable for everyone who plunge into resolving concrete life issues armed with nothing but theoretical knowledge. There's a great deal of risk that, during the course of this long process of acquiring practical skills, they might lose credibility. Insufficient attention is being paid to the study of practical skills, which are necessary for a lawyer to perform his calling professionally and

independently. One of the most significant practical skills is the art of writing legal documents. This is something young lawyers encounter as soon as they start doing their work. Writing legal documents causes the most difficulties for young lawyers since they haven't been encountering them during studies. They have mastered theoretical postulates, learned the basic elements every legal document must be comprised of but this is not enough. It is not enough for a brief to be legally appropriate, since it also has to be linguistically and grammatically correct, easily readable and comprehensible. A quality brief requires the combination of the art of writing and legal knowledge. Legalistic writing style is to be held distinct from the literary one. The primary goal of legal writing, i.e., the composition of any kind of legal acts, is to inform the addressee about certain facts in a clear, precise and concise manner. Their goal is not to impress the addressee with legal knowledge, luxurious vocabulary, i.e., the knowledge of legal terminology. A brief first must fulfil a form prescribed by law and contain minimum elements necessary in order to be complete. However, it is equally important to follow linguistic and grammar rules: a language must be clear and simple, the rules of grammar and logic must be followed, in a concise manner, by using short sentences, following logical sequence and getting to the point quickly.

This way, lawyers earn their reputation and, what's the most important, enable and facilitate the fulfillment as well as protection of their clients' rights and interests.

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