

Solo Practice University
Course Syllabus

Writing Killer Contracts
(for yourself and your clients)

by
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Course Description: *Creating Killer Contracts* is the essential guide to writing agreements that your clients will be happy to sign, and that their clients will be happy to sign, and that dramatically reduce the likelihood of eventual lawsuits over contract disputes. Revisit the essentials of a legally enforceable contract, and then learn the optimum structure for a well-written contract. Practice these steps in going through creation of a contract for you own legal practice, and then learn how to work with clients to draft great contracts for them.

Course format & materials: This course includes six (6) one-hour video courses, and comes with a handbook of essential guides, worksheets, and sample language and agreements.

Bonus materials:

Free trial membership on PandaDoc electronic filing platform
Free webinar recording - EZ Breezy Guide to Contracts that Keep You Outta Hot Water w/ branding expert Liz Goodgold, RedFireBranding (\$9.95 value)

Have questions? Melody A. Kramer is available for question and answer sessions through Solo Practice University. See schedule for available times.

Want more? Melody's book "Why Lawyers Suck! Hacking the Legal System, Part 1" is available in the SPU Coop with a special discounted price for SPU members. She also takes on a limited number of consulting clients for one-on-one mentoring in your law firm practice. Contact her at melody@legalgreenhouse.com to inquire about availability and pricing.

Syllabus

Session #1 – Contract Essentials

- A. Back to Basics
 - What *is* a contract? What *is not* a contract?
 - Proposals, gifts, & contracts
 - Three requirements of an enforceable contract
 - Prohibitions on contracts

- B. Writing for Real People
 - Who is going to be reading contracts?
 - Anatomy of a well-written business contract
 - Escaping legalese
 - Formal, informal, and casual contracts
 - Contracts as part of branding and marketing

Session #2 – Practicing on Your Own Legal Services Contract, Part 1

- A. “Sandwich Method” of contract drafting
 - Parties and signature blocks
 - How/where/when contract can be interpreted
 - Purpose (fka Recitals)
- B. Term and scope of obligations
 - Identifying back & forth flow of relationship
 - Formatting for ease of reading
 - Payments and other client duties

Session #3 – Practicing on Your Own Legal Services Contract, Part 2

- A. Ending the relationship
 - P.I.T.A. clauses
 - Term of agreement
 - Authority to terminate relationship
 - Procedure for termination
- B. Miscellaneous provisions
 - Statutorily required statements
 - How contract will be interpreted
 - Where and by whom any dispute will be resolved
 - Ownership of IP
- C. Definitions
 - Ensuring clarity of the entire contract
 - Common misunderstandings in this type of contract

D. Final assembly of agreement & signatures

**Session #4 – Creating Contracts for Your Business Clients,
Part 1**

A. Everyone needs contracts
Entry point for relationship with business clients
Good, bad, and ugly of template contracts

B. How to price your work
Flat fees, always
Building a continuing business relationship

C. First client meeting
Understanding the client's business
Importance of the entire business structure
Identifying other contract needs
Who is going to be reading contract?

D. Understanding your clients culture and brand
How to write in *their voice*, not a lawyer's voice

**Session #5 – Creating Contracts for Your Business Clients,
Part 2**

A. First draft
Follow anatomy of great contract
Demonstrating you understand your client's business

B. Industry-specific clauses

C. Mutual perfection of draft contract with your client

D. Going above and beyond
Setting up for ease of use of contract
How to set up electronic signature platform

**Session #6 – Using Contract Expertise to Build Your Law
Practice**

Building business clients for life

What business clients need

Litigation and avoiding litigation

Workshops, webinars, and teaching opportunities

Blogs and newsletters