

**Step 1:** (1 minute) Skim Instructions

**Step 2:** (app. 4-5 mins) Carefully review the TASK MEMO

\* Ask yourself:

- What exactly is my assignment, *i.e.*, what specifically have I been asked to do?
- What skills does this MPT test?
- **How do they want me to organize the assignment?**

\* Do the following:

- Underline the part of the TASK MEMO that tells you what the senior attorney wants you to do. Itemize discreet tasks given.
- If possible, begin to outline the document you have been asked to prepare.

**Step 3:** (app. 20-25 mins) Extract the Pertinent Legal Principles from the LIBRARY

- A. What's in the library? Cases, statutes, etc.
- B. Why am I reading it?
- C. Is this case relevant or are they testing my ability to discard irrelevant material?
- D. If it is relevant, what do you need from the case?

\* elements of a claim

\* facts and holding

→ *Usually, there are no subtle issues on the MPT. Resist analyzing non-issues.*

**Step 4:** (20-25 mins) Identify the Relevant Facts in the Client FILE, Matching Each Fact to the Relevant Element

- \* The FILE is likely to contain superfluous information. Get good at sorting through it.
- \* Match your elements.
- \* Figure out what information is missing and the sources that may lead you to that information.

**Step 5:** (2-3 mins) Review the TASK Memo and make sure your document responds to it.

**Step 6:** (40-45 mins) Prepare the Document.