

Drafting Legal Documents

Law

Producing documents that do the job without ambiguity.

Practice.

Do

Use defined terms consistently

Number clauses for cross-reference

One obligation per clause

State who must do what by when

Check every cross-reference after edits

Avoid

Synonyms for a defined term

Ambiguous 'and/or' constructions

Undefined thresholds like material

Clauses that can conflict

Copying precedent without adapting

Educational reference. Cross-references break silently when clauses are inserted or deleted. Re-check them before sending.