

THE DAVIES LAW FIRM, LLP

MEMORANDUM

To: My favorite brilliant associate
From: Ross Davies
Topic: qualification for take-home administration of the April 19 writing assignment
Date: April 10, 2018

Good morning!

Next week we are going to administer the final “in-class writing assignment” on a take-home basis for qualified students. There will be no classroom lecture after the assignment, so students who can and do complete the assignment as a take-home will not need to be in the law school building for Civil Procedure on April 19.

Here is what you must do to qualify to take the final “in-class writing assignment” on a take-home basis:

- (1) Go to www.rossdavies.org.
 - (2) Download the document at the “take-home qualification” link.
 - (3) Write your name neatly between the lines under the words “write your name” on that document.
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- (4) Email the completed document to exams@gmu.edu.
- (5) When you receive a confirmation email from exams@gmu.edu, forward it to me at rdavies@gmu.edu.

All students who successfully complete this process before the end of our Civil Procedure class on Thursday, April 12, 2018 will be qualified to take the final “in-class writing assignment” on a take-home basis. Students who are not qualified will have to come to the law school to complete the assignment.