

For the Love of Christ Jesus, the Beginning and the End.

ETHICS DRAFTS VITE

Kindly confirm for errors. However, you may adapt to the exam scenario.

Specimen Letter

ITUEEKE AND CO LEGAL PRACTITIONER

NO. 34 IKIDUMA DRIVE, IKOYI LAGOS

08112934432 [itueekelp@gmail.com](mailto:itueekelp@gmail.com)

OUR REF:

DATE:

WITHOUT PREJUDICE

The Managing Director,

Alpanipine Grapes Limited.

No. 17 Coiwen Drive, Ikoyi Lagos.

Dear Sir,

Attention Mr; Jim Odum.

PURCHASE OF 2000 BAGS OF GRAPES. DEMAND FOR BALANCE OF N 1,000,000.

We write to you as solicitors (and on behalf) of Inneson Grapes Limited of No. 32 Grapeville Estate, Lounging Street, Ikota Lagos hereinafter referred to as "our clients".

On the 14<sup>th</sup> Day of January 2015, your company purchased 2000 bags of Grapes from our client at the cost of N1000 per bag totalling 2,000,000 two million naira only.

Your company made a deposit of N1,000,000 and took delivery of bags of grapes. Your company is therefore indebted to our client in the sum of N 1,000,000 being balance for the purchase price of the bags of grapes delivered to you.

On behalf of our client, we hereby demand for the balance to be paid within 2 weeks from the date of receipt of this letter into account No. 338832344 United Bank for Africa failing which we would be compelled to commence legal action pursuant to the mandate of our client.

We count on your co-operation.

Yours faithfully

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Adeleke Tobi Esq<sup>1</sup>

For: Itueke and Co Chambers

Address.

ViteSolutions

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<sup>1</sup> Esq is only for male and should not be used where there is already a Mr, or Dr or the like.

Letter of confirmation of instruction.

(LETTER HEAD)

OUR REF:

DATE:

The Executive Director

Diamond Bank Plc.

No. 45 Admiralty Way, Lekki

Lagos.

Dear Sir,

CONFIRMATION OF INSTRUCTION TO RECOVER DEBT OF N 100,000,000 FROM JUMBO PAKO INDUSTRIES LIMITED.

The above subject matter refers.

We appreciate the confidence reposed by your bank in our firm to recover the loan of 100,000,000 granted to Jumbo Pako Industries Limited whose registered office is at No.14 Ibeju Road, Lekki Lagos.

Our charges for the endeavour shall be N 7,000,000 Seven Million Naira only fixed after due considerations and interplay of various factors paramount of which is the dedication and expertise employed in the pursuit of which 2 of our Senior Advocates shall oversee. Note however that the fee stated above does not include any appeal from the Judgment of the High Court.

As confirmation and agreement to our terms, kindly endorse the duplicate copy of this letter and return it to our firm with the cheque for fifty percent of our fees for this work.

Yours Sincerely,

Babalola Eleko SAN

Managing Partner

For: Tryximex LP.

Specimen Status Letter.

(LETTER HEAD)

OUR REF:

DATE:

The Executive Director,

Diamond Bank Plc,

No 22 Admiralty Way, Lekki.

Lagos Nigeria.

Dear Sir,

STATUS REPORT ON RECOVERY OF DEBT OF 100,000,000 FROM BLAQSHIP PLC

The above subject matter refers.

Our firm made a formal written demand to Blaqship Plc on the 5<sup>th</sup> Day of January, 2016 asking that the debt be paid within 30 days failing which legal action would be instituted.

Having got no response from Blaqship Plc, we instituted an action to recover the debt at the Lagos State High Court on the 6<sup>th</sup> day of February, 2016. That is; Suit No. LD/CM124/2016. Between Diamond Bank Nigeria Plc and Blaqship Nigeria Plc.

Hearing commenced on 16<sup>th</sup> March, 2016 wherein we were able to call three witnesses who are officers of your bank. The case was adjourned till 17<sup>th</sup> April, 2016 for continuation of Trial. On the said adjourned date, the defendant was able to cross-examine our witnesses and the case was adjourned till 4<sup>th</sup> of May, 2016 for continuation of trial.

We hope that the defendant would conclude its case on the next adjourned date after which we will address the court.

We will continue to keep you abreast of the progress of the recovery suit.

Yours Sincerely.

Talabi Shola Esq SAN

Senior Partner

Twycolls Chambers.

Specimen Legal Opinion.

Snap page 244 of the Ethics Book but get another opinion.

Specimen Office Memorandum.

(Office Letter Head)

MEMORANDUM.

30<sup>th</sup> July, 2017

FROM: The Head of Department, Information Technology Control.

TO: All Staff of the Information Technology Control Department.

SUBJECT: Handling and Use of Electronic Appliances in the Computer Laboratory.

1. Only the Flash Drives provided by the Management should be utilised by the Staff on any computer in the laboratory.
2. All staff are prohibited from using unauthorised/personal storage devices on any computer in the Laboratory.
3. At the close of work, all staff shall ensure that the appliances in the Computer Laboratory are switched off.
4. Every Staff is to sign the attendance register every morning and at the close of work.

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Tanko Ituen

Director

Distribution List:

1. Director of Computer/ICT Laboratory.

2. Maintenance Section, ICT.

CC.

1. Deputy Director ICT

Above is for your information please.

SAMPLE MINUTES OF MEETING.

MINUTES OF MEETING OF COLLEGE AND CO LEGAL PRACTITIONERS.

Held: 5<sup>th</sup> Day of July, 2017.

At: the Office Conference Room at No. 21 Yugioh Street, Ikoyi Lagos

Commenced: 3:00pm with an opening prayer by Mr Aburime John.

a. Members Present at the Meeting Include:

b. Members Absent include:

c. Opening Remark was given by:

d. The agenda for the meeting are; Attendance of workers of the Chambers to office; Acquisition of a bigger office Accommodation.

f. Adoption of Minutes of the Last Meeting: the minutes of the last meeting which was held on 12<sup>th</sup> June, 2015 were read and adopted by the members....

g. Matters arising from the last minutes are:

h. Discussion of Issues in the Agenda

i. Resolutions:

(I)

(II)

j. Reports:

k. Any other Business (A.O.B): Mr Adah complained of the difficulty in getting to the office floor whenever the lift was unavailable. Mr Gozie Tayo raised the issue of transportation for workers of the firm.

L. Closing Prayer/remarks. The head of chambers, Chief Odun Ibum rendered the closing prayer. The meeting came to an end at about 5.30pm.

Specimen Bill of Charges.

To: Dr Timaya Ukwu.

Wuse Zone 4 Abuja.

1. Nature of Professional Service: Litigation

2. Particulars of the Case: Dr Timaya Ukwu v Chris Brown Suit No. HC/LD/342/2016.

3. Details of work done:

- Drafting and Filing of Writ of Summons- N 10,000
- Drafting and Filing Statement of Claim- N 10,000
- Drafting and Filing Motion on Notice - N 10,000
- conducting hearing of the case till judgment- N 150,000
- Transport Cost for 10 appearances – N 10,000.
- Total- N 190,000.

Dated this 30<sup>th</sup> Day of February, 2017.

\_\_\_\_\_  
Signed: Arthur Philips Ibe Esq.

Specimen Cash Book.

For cash book, all expenditure would be posted to the Credit Side.

Tayo's Cash Book (Prior to Commencing Practice)

Date	Particulars	Dr	Cr
05-04-16	Capital	10,000,000	
15-04-16	Rent		300,000
18-04-16	Computer		120,000
18-04-16	Honda Civic Car		3,000,000
18-04-16	Furniture		300,000
18-04-16	Law Books		500,000
18-04-16	Generating Set		300,000

18-04-16	Savings Account		3,000,000
19-04-16	Balance c/d		2,480,000
19-04-16	Balance b/d	10,000,000	

Tayo's Ledger Accounts.

#### CAPITAL ACCOUNT

DATE	PARTICULARS	DR	CR
05-04-16	Cash		10,000,000

#### RENT ACCOUNT

DATE	PARTICULARS	DR	CR
05-04-16	Cash	300,000	

#### COMPUTER ACCOUNT

DATE	PARTICULARS	DR	CR
18-04-16	Cash	120,000	

#### VEHICLE ACCOUNT

DATE	PARTICULARS	DR	CR
18-04-16	Cash	3,000,000	

#### FURNITURE ACCOUNT

DATE	PARTICULARS	DR	CR
18-04-16	Cash	300,000	

#### LAW BOOKS ACCOUNT

DATE	PARTICULARS	DR	CR
18-04-16	Cash	500,000	

#### GENERATOR ACCOUNT

DATE	PARTICULARS	DR	CR



18-04-16	Cash	500,000	
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## BANK SAVINGS ACCOUNT

DATE	PARTICULARS	DR	CR
18-04-16	Cash	3,000,000	

Tayo's Cash Book from commencement of practice (put start date and present date).

DATE	PARTICULARS	DR	CR
20-04-16	Balance b/d	2,480,000	
21-04-16	Fee Income	500,000	
21-04-16	Fee Income	200,000	
22-04-16	Telephone Set		100,000
23-04-16	Microwave		10,000
24-04-16	Refrigerator		50,000
24-04-16	Balance C/d		3,020,000
24-04-16	Balance b/d	3,180,000	3,180,000

Tayo's Ledger (from-to)

## FEE INCOME ACCOUNT

DATE	PARTICULARS	DR	CR
20-04-16	Balance b/d		2,480,000
21-04-16	Cash		500,000
21-04-16	Cash		500,000

## TELEPHONE SET ACCOUNT

DATE	PARTICULARS	DR	CR
22-04-16	Cash	100,000	

## MICROWAVE ACCOUNT

DATE	PARTICULARS	DR	CR
23-04-16	Cash	10,000	

Refrigerator Account

DATE	PARTICULARS	DR	CR
24-04-16	Cash	50,000	

DATE	PARTICULARS	DR	CR

DATE	PARTICULARS	DR	CR

If a partnership account.

TOBI AND TITI CASH BOOK

DATE	PARTICULARS	DR	CR
10-06-17	Tobi (Capital)	500,000	
10-06-17	Titi (Capital)	500,000	
15-06-17	Law Books		400,000
16-06-17	Photocopier		20,000
18-06-17	Office Furniture		200,000
20-06-17	Balance c/d		380,000
20-06-17	Balance b/d	1,000,000	1,000,000

Then Ledger Account would be:

CAPITAL ACCOUNT (TAYO)

DATE	PARTICULARS	DR	CR
10-06-17	Cash		500,000

CAPITAL ACCOUNT (TITI)

DATE	PARTICULARS	DR	CR
10-06-17	Cash		500,000

LAW BOOKS ACCOUNT

DATE	PARTICULARS	DR	CR
15-06-17	Cash	400,000	

## PHOTOCOPIER ACCOUNT

DATE	PARTICULARS	DR	CR
16-06-17	Cash	20,000	

## OFFICE FURNITURE ACCOUNT

DATE	PARTICULARS	DR	CR
18-06-17	Cash	200,000	

If Tayo and Titi would be taking N50,000 monthly (each) as salary and interest on their capital should be 10 percent per annum. To draw up the ledger for the month above, it would be:

## TAYO'S CURRENT ACCOUNT

DATE	PARTICULARS	DR	CR
31-06-2017	Salary		50,000
31-06-2017	Interest on Capital <sup>2</sup>		4,167
31-06-2017	Balance c/d		54,167

## TITI'S CURRENT ACCOUNT.

DATE	PARTICULARS	DR	CR
31-06-2017	Salary		50,000
31-06-2017	Interest on Capital		4,167
31-06-2017	Balance c/d		54,167

## SAMPLE CLIENT'S ACCOUNT (CHIEF TAIWO)

DATE	PARTICULARS	DR	CR
04-10-17	Rent	2,000,000	
04-10-17	Judgment Debt	500,000	
06-10-17	Compensation	8,000,000	
10-10-17	Gate Repair		10,000

<sup>2</sup> i.e. 500,000 times 10/100 divided by 12 (i.e. 12 months)

13-10-17	Generator Repair		30,000
16-10-17	Roof Repair		20,000
31-10-17	Balance c/d		10,440,000
31-10-17	Balance b/d	10,500,000	10,000,000

## CHIEF DIKE'S LEDGER ACCOUNT

DATE	PARTICULARS	DR	CR
04-10-17	Cash		2,000,000
04-10-17	Cash		500,000
06-10-17	Cash		8,000,000
10-10-17	Gate Repair	10,000	
13-10-17	Generator Repair	30,000	
16-10-17	Roof Repair	20,000	
31-10-17	Balance c/d	10,440,000	
31-10-17	Balance b/d	10,500,000	10,500,000

## Trust Account

## ABIOLA OJO'S TRUST ACCOUNT (CASH BOOK)

DATE	PARTICULARS	DR	CR
10-06-17	Cash	10,000,000	
18-06-17	Fees: Adamu		250,000
18-06-17	Fees: Chukwudi		350,000
18-06-17	Fees: Falana		200,000
30-06-17	Balance c/d		9,200,000
30-06-17	Balance b/d	10,000,000	10,000,000

## ABIOLA OJO'S TRUST ACCOUNT (LEDGER)

DATE	PARTICULARS	DR	CR
10-06-17	Cash		10,000,000
18-06-17	Fees: Adamu	250,000	
18-06-17	Fees: Chukwudi	350,000	
18-06-17	Fees: Falana	200,000	
30-06-17	Balance c/d	9,200,000	
30-06-17	Balance b/d	10,000,000	10,000,000

## CURRICULUM VITAE

### 1. PERSONAL DATA.

- a. Surname:
- b. Other Names:
- c. Date of Birth
- d. Place of Birth:
- e. State of Origin:
- f. Local Government Area:
- g. Home Town
- h. Sex
- i. Marital Status.
- j. Contact Address:
- k. email address and Phone:

### 2. ACADEMIC QUALIFICATION.

### 3. CERTIFICATES OBTAINED.

### 4. EXPERIENCE ACQUIRED.

### 5. HOBBIES.

### 6. REFEREES.

### 7. SIGNATURE AND DATE.

:: DRAFT A SIMPLE LEGISLATION

The whole legislation usually composes of three segments viz **preliminary provisions** (contains long title, preamble, enacting clause, short title, etc) **principal provisions** (contains the substantive and administrative provisions) and **final provisions** (contain saving, transitional provisions, repeals, consequential amendments and schedule). It is usually in this form: (and should be arranged in this sequence in exam).

:: ARRANGEMENT OF SECTIONS.

:: LONG TITLE: A BILL FOR AN ACT TO XYZ AND ESTABLISH XYZ.

:: PREAMBLE:

:: COMMENCEMENT: THIS ACT SHALL COME INTO FORCE ON XYZ

:: ENACTING FORMULA: THE NATIONAL ASSEMBLY OF THE FEDERAL REPUBLIC OF NIGERIA ENACTS AS FOLLOWS.

:: ESTABLISHMENT: THERE IS HEREBY ESTABLISHED A BODY TO BE KNOWN AS

:: SHORT TITLE: THIS ACT MAY BE CITED AS THE

:: REAL LAW

:: INTERPRETATION/DEFINITION:

:: SCHEDULE:

:: DRAFT A LETTER TO A CLIENT CLOSING A FILE.

FASTTRACK LEGAL PRACTITIONERS.  
BARRISTERS AND SOLICITORS OF THE SUPREME COURT OF NIGERIA.  
Plot 43, Road 14, Admiralty Way, Lekki Phase 1. Lagos.  
Phone Number: 082362386235 email: fasttracklp@gmail.com  
Our Ref: AA/22/11. Your Ref: .....

Date: 31st March, 2017.

To: Adamu Victoria.  
Plot 55 Road, 43. Agaba Way.  
Ikoyi Lagos.  
Dear Ma.

NOTIFICATION OF FILE CLOSURE: FILENAME AP/17 SUIT NO; 2010ENUYY.

We write to you with respect to the above case which was concluded in 2010. It has been over 6 years and the case is statute barred as no appeal can likely arise therefrom.

In line with our procedure, we wish to close the file and hand over same to you.

You are kindly obliged to come over to our office and pick up your file within 6 months from receiving this letter. Alternatively, you could write to us giving reasons why you would not want the file to be closed and proffering alternative preservation modulations.

Please note that your response is vital as non-response would imply consent and after 6 months, the file would be closed.

Thank you for your usual cooperation.

Yours faithfully,

Chukwuma Obi  
For: Fasttrack Legal Practitioners.