

WRITING SAMPLE: FICTITIOUS MATTER. Prepared by Dwight Bernard as a writing sample.
All names, entities, and facts are invented; no client, case, or court filing is involved.

MEMORANDUM

Intake screening: prepared for the supervising attorney's review

To: [Supervising Attorney], [Firm]
From: Dwight Bernard
Date: April 16, 2026
Re: Jordan Ellison / Kestrel Point Freight Services, Inc.: intake packet received April 15, 2026

1. What this memo is

This memo organizes the facts and documents in the intake packet, lists what is missing, and sets out the questions for your decision. It does not assess claims, deadlines, or agency procedure. Each fact is tagged with its source: a document in the packet (by ELLISON number), or the client's own account from the April 15 intake interview notes ("Interview"). The Ellison packet (ELLISON 0001–0013) is a fictional source packet written for this sample. It stands in for the documents a client would send; no real document is reproduced.

2. The facts, by date

Date	What happened	Source
Mar 4, 2024	Hired as Dispatch Coordinator.	Interview. No offer letter in packet.
Jan 6, 2025	Promoted to Senior Dispatcher.	Interview; title confirmed by ELLISON 0001.
Dec 12, 2025	Performance review rates her "Exceeds Expectations." Her only review as Senior Dispatcher.	ELLISON 0001–0003, at 0001.
Feb 10, 2026	Tells her supervisor, Operations Manager Kevin Marsh, that she is pregnant.	Interview (oral; no document).
Feb 17, 2026	Emails Human Resources Manager Dana Whitcomb a note from her obstetrician: no lifting over 20 pounds, sitting at the dispatch console, two added ten-minute breaks per shift.	ELLISON 0004 (email); 0005 (note).
Feb 19, 2026	Marsh, in the dispatch office with a coworker present: "Dispatch isn't a desk job for someone who's expecting. Maybe you should think about whether this is the right place for you right now."	Interview (oral; quoted from her notes app entry the same day, not yet in packet).
Feb 20, 2026	Whitcomb replies by email: "the only available accommodation is unpaid leave."	ELLISON 0006.
Feb 24, 2026	Emails Whitcomb that the comment and the denial were pregnancy discrimination; renews the three requests.	ELLISON 0007.
After Feb 24	No reply to that email.	Interview.
Mar 2, 2026	Prenatal appointment, requested through the company leave system.	ELLISON 0008 (screenshot, status "Approved").

Date	What happened	Source
Mar 6, 2026	First written warning, signed by Marsh, for “attendance”; the only absence cited is March 2.	ELLISON 0009.
Mar 20, 2026	Whitcomb and Marsh end her employment; they say the position was eliminated in a “restructuring.”	Interview. No termination letter in packet.
Apr 13, 2026	Company careers page posts a “Senior Dispatcher” opening at Long Island City; she saves a copy that day.	ELLISON 0010–0011.

3. Documents received

ELLISON	Document	What it shows, and what it does not
0001–0003	Performance review, Dec 12, 2025	Rating and title. Does not show the hire or promotion dates.
0004	Email, Ellison to Whitcomb, Feb 17, 2026	Sent date and recipient; refers to an attached doctor’s note.
0005	Obstetrician’s note	The three restrictions. The copy is undated and separate from the email, so it does not itself show that it is the Feb 17 attachment.
0006	Email, Whitcomb to Ellison, Feb 20, 2026	The unpaid-leave reply, in full. No other option is offered in it.
0007	Email, Ellison to Whitcomb, Feb 24, 2026	The written complaint and renewed request.
0008	Leave-system screenshot	A March 2 request marked “Approved.” The screenshot carries no capture date, so it does not show the status on March 6.
0009	Written warning, Mar 6, 2026	Signed by Marsh; cites March 2 as the absence.
0010–0011	Careers-page posting, saved Apr 13, 2026	Title, location and duties. Lists no lifting.
0012–0013	Company website pages captured by the firm, Apr 16, 2026	The “about” page: “over 250 team members across three New York locations.” The careers page: the Senior Dispatcher duties.

4. Gaps

- **Termination.** No letter, email or separation notice for March 20. The “restructuring” reason is her account only.
- **The February 19 remark.** No document. She names no coworker yet; the notes app entry she describes is not in the packet.
- **The doctor’s note.** The original Feb 17 email with its attachment, to tie 0005 to 0004.
- **The leave approval.** A dated record of the March 2 approval (approval email, or the leave-system history), since 0008 is undated.
- **Employment records.** Offer letter, promotion notice, pay records, and the benefits notice sent after March 20.
- **Company policy.** Any handbook or accommodation policy she received.

5. Questions for your decision

1. Whether the matter is taken on, after the conflicts check on Kestrel Point Freight Services, Inc., Kevin Marsh and Dana Whitcomb.

2. Whether, where and when anything is filed. The event dates are in section 2; I have not assessed any time limit.
3. Which of the gaps in section 4 to request from the client before any drafting, and in what order.
4. Whether to ask her to identify the coworker present on February 19, and whether anyone contacts that person.
5. Whether the website captures at 0012–0013 should be repeated before any filing, since company pages can change.

Prepared for the supervising attorney's review. Every decision above is the attorney's.