IRAC problem question planning sheet

Use this sheet in the first 10 minutes of a problem question. Fill it in, then write your answer one issue at a time.

1. Who are you advising?

Write the party (or parties) named in the question, and what they want.

- Advising: _____
- What they want: _____

2. Timeline of the facts

List every date, message, payment and action in order. In contract questions, note how each message was sent and when it arrived.

When	What happened	Possible issue

3. Issue plan

One row per issue. Put the issues that are really in doubt first and give them the most time.

Issue	Rule and case	Key facts	Likely answer

4. Run the IRAC loop for each issue

1. Issue: one sentence, using the facts.
2. Rule: the law in your own words, with the case or statute.
3. Application: match the facts to the rule. If they could go either way, argue both.
4. Conclusion: answer the issue and say how confident you are.

5. Check before you move on

- Have I covered every party the question asks about?
- Have I used the small details: dates, methods of reply, deadlines?
- Have I kept case facts to one clause or less?
- Does every issue end with a conclusion?
- Does the answer end with overall advice to the party?
- Am I still on time for the next question?