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| Citation |  |
| Procedural History  (Who are the parties [plaintiff, defendant? appellee, appellant?] What happened **after** the Complaint was filed – in other words, how did the case get to this appellate court)? |  |
| Facts  (What happened **before** the Complaint was filed – in other words, what happened that caused the plaintiff to file the Complaint)? |  |
| Legal Issue(s)  (what has the appellate court been asked; in other words – what error(s) did the appellant assert had been made by the lower court)? |  |
| Legal Rule(s)  Each legal issue will require its own legal rule (what is the rule the court will use to decide the issue?) |  |
| Disposition for each legal issue  (was each issue affirmed, reversed, or remanded? If the issue is related to a motion, was that motion granted or denied?) |  |
| Holding & Reasoning for each issue  (**What** was the result **AND how** did the court reach this result – in other words, how did the court apply the legal rule to the facts in the case) |  |
| Policy – if any  (remember that policy tells you WHY the rule exists – who or what was the rule intended to protect) |  |
| Dicta – if any – address for each issue  (“dicta” = information that is helpful, but not necessary, to reach the result) |  |