

## SARA T.S. WOLFF

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(207) 780-4758

### ACADEMIC APPOINTMENTS

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UNIVERSITY OF MAINE SCHOOL OF LAW, Portland, ME

*Professor* (change in title), April 2023-present

*Professor of Legal Writing*, September 2018 (early promotion)-April 2023

*Associate Professor of Legal Writing*, September 2014-August 2018

*Faculty Senate Award for Excellence in Teaching*, 2018-2019

#### Current and Previous Courses Taught:

- Legal Research, Analysis, and Communication I (formerly known as Legal Research and Writing I), *2014-present*
- Legal Research, Analysis, and Communication II (formerly known as Legal Research and Writing II), *2014-present*
- Legal Writing Teaching Assistant I, *2014-present*
- Legal Writing Teaching Assistant II, *2014-present*
- Racial Injustice in the Law II, Topics Course (team taught), *Fall 2022*
- Changing Laws, Topics Course (team taught) *January 2021*
  
- Independent Writing Project/Upper Level Writing
- Independent Study
- Pre-Law Undergraduate Scholars Program, *June 2016-June 2019*
- Ocean and Coastal Law Journal, Advisor, *2016 to 2018*

#### Additional Experience:

- Assist with the administration of the First-Year Legal Writing Program
  - Designed the curriculum for citation instruction in LRAC I and II TA classes and for weekly Spring 2023 Legal Research classes; took the lead in teaching Spring 2023 Legal Research classes
- Supervise and instruct Legal Research and Writing Teaching Assistants in the Legal Writing Teaching Assistant I and II courses

#### Service to the Law School:

- Co-Chair of the Faculty Governance and Personnel Committee, *2023 to present*
- Chair of the Admissions Committee, *2019 to present*
- Chair of the Awards Committee, *2015 to present*
- Chair of the Clerkship Committee, *2016 to Sept. 2019*

- Member of the:
  - Dean’s Advisory Committee, *Elected by faculty vote, 2019-present*
  - Maine Law Faculty Mentor Program, *2023-present*
  
  - Faculty Governance & Personnel Policies Committee, *2020 to 2023*
  - Dean Review Committee, *Spring 2023*
  - Faculty Personnel Committee: Subcommittee for Library Director Search, *Spring 2023*
  - 300 Fore Street Planning Committee, *2021 to 2023*
  - Faculty Appointments Committee: Subcommittee on Contract Faculty Review, *2022*
  - Faculty Personnel Committee: Subcommittee on Contract Faculty Review, *2021*
  - Maine Law Fall Planning/Spring Planning Committee, *2020-2022*
  - Ad hoc Committee to Welcome New Faculty, *2019-2021*
  - Pro Bono Committee, *2014 to 2020*
  - Hiring Committee for Career Services Director, *2019*
  - Hiring Committee for Associate Clinical Professor, *2018*
  - Reappointment Review Committee for Director of Legal Writing, *2017-2019*
  - Ad hoc Strategic Planning Committee, *2018*
  - Ad hoc Honors Committee, *2016-2017*
  - Clerkship Committee, *2014-2015, 2019-2020*
  
- Advise upper-class students on student independent writing projects, independent study courses, and student-written law review comments and notes
  
- Moot Court Coach, *2017 to present*
  - Coach team of 2Ls and 3Ls competing annually at the John J. Gibbons Criminal Procedure Moot Court Competition at Seton Hall Law School or at the Herbert Wechsler Criminal Moot Court competition at University of Buffalo School of Law
  
- Maine Law PreLaw Undergraduate Scholars (PLUS) Program, Summer Immersion Program *Summers 2016-2019*
  - Taught legal writing, oral advocacy, negotiation, legal reasoning, case and statute reading, and professionalism skills to undergraduate program participants
  
- Present annually at the Fall 1L Orientation Program, *2015 through 2021, 2023*
  - Present “Preparing for Class: Reading and Briefing Cases” to incoming law students
  
- Participated on faculty panels at fall 2015 and 2016 Open Houses for prospective students and at spring 2015, 2016, and 2019 Admitted Students Day.

**UNIVERSITY OF MAINE SCHOOL OF LAW, Portland, ME**  
*Adjunct Professor*

- Course Taught: Legal Writing II, *spring 2014, spring 2013*

**UNIVERSITY OF MAINE SCHOOL OF LAW, Portland, ME**

*Adjunct Professor*

- Course Taught: Advanced Legal Writing, *spring 2012*

Designed and taught an advanced-level writing course to second- and third-year students. Presented a weekly seminar, focusing on introducing students to new writing formats. Curriculum included drafting a letter of engagement to a new client, a client advice letter, professional email, a complaint and answer, a Rule 12(b)(6) motion to dismiss a complaint, statutes and ordinances, a summary judgment motion with memorandum of law and separate statement of material facts, a brief to the Law Court, and a memo drafted “under pressure.”

**OTHER PROFESSIONAL EXPERIENCE**

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**MAINE SUPREME JUDICIAL COURT, Portland, ME**

*Law Clerk* to the Honorable Donald G. Alexander, August 2008-August 2014

**MAINE SUPREME JUDICIAL COURT, Portland, ME**

*Law Clerk*, August 2006-August 2008

Law Clerk to the Honorable Ellen A. Gorman (10/2007-8/2008), the Honorable Susan Calkins (8/2007-10/2007), and the Honorable Howard H. Dana Jr. (8/2006-4/2007).

**OFFICE OF THE CHIEF COUNSEL, INTERNAL REVENUE SERVICE, Washington, DC**

*Attorney, Office of Division Counsel/Associate Chief Counsel TEGE*

July 2000-July 2006

Provided written and oral legal advice to the Internal Revenue Service on a variety of issues relating to the administration of tax laws applicable to tax-exempt organizations and government entities. Drafted or assisted in drafting taxpayer guidance including proposed Treasury regulations, revenue rulings, revenue procedures, notices, and private letter rulings. Principal author of Rev. Proc. 2003-12. Member of a litigation team in a matter involving an issue of first impression tried before the Tax Court. Drafted a legal memorandum for the appellate division of the Department of Justice for the taxpayer’s subsequent appeal to the United States Court of Appeals for the Fifth Circuit.

**VENABLE LLP, Washington, DC and Baltimore, MD**

*Associate Attorney, Employee Benefits Practice Group*, September 1997-June 2000

Provided legal advice with respect to qualified defined contribution and defined benefit plans, non-qualified plans, executive compensation arrangements, and health and welfare plans. Worked on the employee benefits aspect of corporate mergers. Drafted plan documents, summary plan descriptions, and applications for tax-exempt status.

**U.S. DISTRICT COURT FOR THE DISTRICT OF MARYLAND, Baltimore, MD**  
*Law Clerk* to the Honorable Susan K. Gauvey, United States Magistrate Judge, 1996-1997

## **EDUCATION**

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**UNIVERSITY OF VIRGINIA SCHOOL OF LAW, Charlottesville, VA**  
**J.D., 1996**

- **Senior Dillard Fellow**, 1995-1996. Head teaching assistant for first-year law students in the legal writing and research program. Oversaw 12 Dillard Fellows and worked directly with first-year students identified as needing more intensive support in legal research and writing.
- **Virginia Environmental Law Journal**, 1994-1996. Managing Board, Articles Editor (1995-1996); Editorial Board (1994-1995).
- **Dillard Fellow**, 1994-1995. Legal writing and research teaching assistant.
- **Winner of a Bracewell & Patterson Oral Advocacy Award** for best oral argument in the First-Year Moot Court Competition.

**PRINCETON UNIVERSITY, Princeton, NJ**  
**A.B., *cum laude* in History with a Certificate in American Studies, 1991**

- **Princeton Project 55 Public Service Program**, 1991-1992.  
Awarded a one-year post-graduate fellowship to work at the Jane Addams/Hull House in Chicago, IL.
- **The Nassau Herald**, 1990-1991. Editor-in-Chief of the Senior Yearbook.

## **PUBLIC SERVICE AND PROFESSIONAL MEMBERSHIPS AND ACTIVITIES**

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**MAINE JUSTICE ACTION GROUP, PRO BONO ADVISORY COMMITTEE**  
*Member*, January 2016-present

**LEGAL WRITING: THE JOURNAL OF THE LEGAL WRITING INSTITUTE**  
*Assistant Editor*, Fall 2021-present

**AMERICAN BAR ASSOCIATION**  
*MEMBER*

## **NEW ENGLAND CONSORTIUM OF LEGAL WRITING TEACHERS**

### *Member*

- Co-hosted the annual NECLWT regional conference at University of Maine School of Law, May 2019.
- Attended the regional NECLWT conferences at Boston College Law School (Oct. 2019), University of Connecticut School of Law (Oct. 2017), Boston University School of Law (Oct. 2016), Suffolk Law School (Sept. 2015), Vermont Law School (Sept. 2014), and Northeastern University School of Law (Dec. 2013).

## **LEGAL WRITING INSTITUTE**

### *Member*

Subscribe to members-only internet discussion forums and email newsletters in which legal writing scholars and professionals communicate and share ideas on the pedagogy of legal writing and other issues of interest in the legal writing field.

## **MAINE STATE BAR ASSOCIATION**

### *Member*

## **ASSOCIATION OF LEGAL WRITING DIRECTORS (ALWD)**

*Member, 2015-2016*

## **JOHN WALDO BALLOU INN OF COURT, Bangor, ME**

*Member, August 2008-August 2014*

## **PRINCETON ALUMNI SCHOOLS COMMITTEE**

*Active Member*

## **PRESENTATIONS AND OTHER SPEAKING ENGAGEMENTS**

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### **2023 NEW ENGLAND LEGAL WRITING CONFERENCE**

*Presenter, “Client Considerations: Collaborating with Clinical Faculty in the 1L Legal Writing Program to Pave the Way for Success on the NextGen Bar Exam”*

November 2, 2023

### **LEGAL WRITING INSTITUTE: ONE-DAY CONFERENCE ON TEACHING SOCIAL JUSTICE AND LEGAL CHANGE IN LEGAL WRITING**

*Co-Presenter, “Clinical Collaboration: Transferring Legal Writing Skills Into Practice”*

Legal Writing Institute Conference on Teaching Social Justice and Legal Change in Legal Writing, virtual conference hosted by Arizona State University Sandra Day O'Connor College of Law

December 1, 2022

**ACCESS TO JUSTICE RURAL PRACTICE SUMMIT**

*Speaker.* Co-presented to a broad cross-section of the Maine bench and bar on rural access to justice initiatives at the law school. Served on the JAG Pro Bono planning committee for the Summit.  
October 26, 2022

**UNIVERSITY OF MAINE SCHOOL OF LAW**

*Faculty Scholarship Workshop.* Presented work on *Uniform Maine Citations* (2021-2022 Edition) and on LRAC curriculum and opportunities for collaboration across the Maine Law curriculum.  
February 23, 2022

**JOHN WALDO BALLOU INN OF COURT, Bangor, ME**

*Presenter and Panelist,* “Exceptional Written Advocacy”  
November 17, 2021

**2019 NEW ENGLAND CONSORTIUM OF LEGAL WRITING TEACHERS ANNUAL CONFERENCE, BOSTON COLLEGE LAW SCHOOL, Newton Center, MA**

*Co-Presenter,* “Creating Additional Opportunities for Formative Assessment in the First Semester”  
October 11, 2019

**MAINE STATE BAR ASSOCIATION, Freeport, ME**

Appellate Practice CLE  
*Presenter,* “Basics and Beyond: Writing an Exceptional Brief”  
May 2, 2018

**2018 BEYOND THE FIRST YEAR CONFERENCE, Chicago, IL**

DePaul University College of Law  
*Panelist,* “Role of Legal Writing Faculty in Encouraging Doctrinal Faculty to Incorporate Legal Writing into Curricula”  
April 21, 2018

**JOHN WALDO BALLOU INN OF COURT, Bangor, ME**

*Presenter and Panelist,* “Effective Legal Research and Writing: Tips, Techniques, and Resources”  
January 10, 2018

**2016 NEW ENGLAND CONSORTIUM OF LEGAL WRITING TEACHERS ANNUAL CONFERENCE, BOSTON UNIVERSITY SCHOOL OF LAW**

*Co-Presenter,* “Teaching the Teachers”  
October 21, 2016

**2016 LEGAL WRITING INSTITUTE BIENNIAL CONFERENCE, Portland, OR**

*Co-Presenter,* “Focused Voices—Show Them You’re the Expert: Using Writing Workshops to Establish Writing Faculty as Experts on Outcomes, Learning Theories, and Pedagogy”  
July 13, 2016

**UNIVERSITY OF MAINE SCHOOL OF LAW**

*Presenter;* Presented a teaching workshop on “Teaching for Transfer: How and Why to Teach Legal Writing to Maximize the Opportunity for Transfer to Future Assignments, Classes, and Beyond”  
May 12, 2016

## **COLBY COLLEGE**

*Guest Speaker*, “Legal Writing and Legal Argument: Through and After Law School”

January 11, 2016

January 16, 2015

## **MAINE PROBATE JUDGES ASSEMBLY**

*Presenter*, “The Essentials of Writing a Judicial Opinion”

Fall meeting October 23, 2015

## **JUDICIAL CLERKSHIP PANELS AND WORKSHOPS**, University of Maine School of Law

Organized and moderated discussion of panelists consisting of federal and state court judges and justices and of judicial law clerks, fall 2016-2018, spring 2017-2018. Organized and led Clerkship Application Process Workshop, “Judicial Clerkship Q&A Impromptu,” spring 2019.

## **PUBLICATIONS**

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### **UNIFORM MAINE CITATIONS**

- Authored updates to the 2022-2024 *Fortieth Anniversary* Edition and to the 2021-2022, 2020-2021, 2019-2020, and 2018-2019 annual editions.
- Editor, 2015 Edition, the 2016-2017 Edition, and the 2017-2018 Edition

**Blog Post:** Happy Birthday, UMC! Onward!, A discussion of modern legal citation practice.

<https://mainelaw.maine.edu/faculty/happy-40th-birthday-umc-onward/>

August 11, 2022.

**“Pro Bono Services in Maine,” 35 ME. BAR J. 106 (2020)** (CO-AUTHORED WITH JULIET HOLMES-SMITH)

### **BLACK’S LAW DICTIONARY, Ninth and Tenth Editions**

*Member of the Panel of Practitioner Contributors*

## **BAR ADMISSIONS**

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Maine, 2008.

District of Columbia, 1999.

Maryland, 1996.

United States Tax Court, 2001.

United States Court of Appeals for the Fourth Circuit, 1997.

United States District Court for the District of Maryland, 1997.