

Run By Shorthand Dictation Legal Matters

Since 2005

(Sir Isaac Pitman's Shorthand)

Krishna Shorthand Institute

कृष्णा आशुलिपिक संस्थान

(English Only) By. A.V. Kushwaha

(For Govt. Jobs, SSC (Group D & C), Supreme Court, High Court, District Courts, ASRB, CRPF, Railway, CBSC & all other departments requiring "English Stenographer/Personal Assistant/Private Secretary")

(87, Sulem Sarai, Prayagraj, Uttar Pradesh)

(Contact No. 7355504435)

Note:

- 1. For convenience, we have divided dictations in two passages containing approximately 500/600 words.**
- 2. First, we have provided passage,**
- 3. Then important outlines**
- 4. Important vocabulary and accuracy builders.**

Accuracy Builder Mantra:

Reasons for providing words and their vocabulary everyday in our class:

Dear Students,

Understanding the significance of learning new words is crucial, particularly when aiming for accuracy in transcription, a skill vital for securing government jobs. A rich vocabulary not only enhances comprehension but also allows for precise and efficient transcription of dictated passages. Government job exams often include dictation tests where accuracy and speed are paramount.

By expanding your vocabulary, you equip yourself with the tools needed to decipher a wide range of terms and phrases quickly. This skill is invaluable in transcription tasks, ensuring that you can accurately and swiftly convert spoken words into written form. Achieving proficiency in transcription is a key component

for success in government job exams, where such skills are highly sought after.

In essence, the journey of learning new words is a direct investment in your ability to excel in transcription tasks, leading to increased efficiency and accuracy. Ultimately, this proficiency becomes a stepping stone towards securing a government job promptly. So, embrace the process of vocabulary building; it's not just about words, but about opening doors to a successful and rewarding career.

Best of luck on your journey!

Sincerely,



[AV Kushwaha,
Krishna Shorthand Institute,
Shorthand Dictation Legal Matters, YouTube
Via Telegram Class through Mobile No.
7355504435]

Court Dictation: It covers all skill tests conducted by any Court (Supreme Court, High Court, District Courts, Tribunals, Law Firms) including SSC etc.

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NOTE: Very important latest created passage for Supreme Court/High Court/District Court/Tribunal etc. related skill tests apart from speed building.

Topic: Mercy Petition in Death Penalty Case

Volume 1, Dictation No. 3

Note: Outlines of all highlighted words/phrases are given at the end of the passage. Adopt all better outlines than yours.

This writ petition has been filed under Article 32 of the Constitution of India by the petitioner, who stands convicted under serious charges and is presently a death-row convict. The grievance of the petitioner is against the rejection of his mercy petition by the President of India. The petitioner prays that his sentence of death be commuted to life imprisonment on several grounds such as non-consideration of relevant documents, violation of constitutional safeguards, illegal solitary confinement, mental health issues and alleged bias in the process.

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The facts of the case may be stated at some length. The incident which forms the basis of this case occurred in the national capital on the night of 16th and 17th December 2012. The crime was shocking, brutal and attracted widespread public concern. The petitioner along with his co-accused was tried by the Sessions Court for offences of rape, murder, conspiracy and allied crimes under various provisions of the Indian Penal Code. By judgment dated 10 September 2013, the Sessions Court convicted all the accused including the petitioner and imposed the death penalty. The trial court after considering the circumstances held that the offence was of exceptional depravity and fell within the category of rarest of rare cases which justified the extreme penalty of death.

The petitioner appealed to the High Court of Delhi which by judgment dated 13 March 2014 confirmed the conviction and sentence. Thereafter, the matter was carried to the Supreme Court of India, which after examining the evidence and circumstances, upheld the conviction and death sentence by its judgment dated 5 May 2017. The Supreme Court reasoned that there were no mitigating factors strong enough to commute the punishment, and the brutality of the crime required

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the severest penalty known to law. The petitioner then pursued his remedies in review and curative jurisdiction. The review petition was heard in open court and was dismissed on 9 July 2018. The curative petition was also considered and dismissed on 14 January 2020. With the dismissal of the curative petition, the judicial remedies available to the petitioner stood exhausted. Thereafter, the petitioner submitted a mercy petition to the President of India on 29 January 2020. The mercy petition was considered at various levels of the executive including the Government of the National Capital Territory of Delhi, the Ministry of Home Affairs and finally the office of the President. On 1 February 2020, the President of India rejected the mercy petition and the rejection was communicated to the petitioner in prison.

It is this rejection which is now under challenge before this Court. The petitioner has raised multiple grounds. The first ground is that he was denied access to relevant records and that the file placed before the President did not contain all necessary documents. According to him, copies of medical records, social investigation reports and nominal rolls were not supplied to his counsel, and hence the right to make an effective representation was

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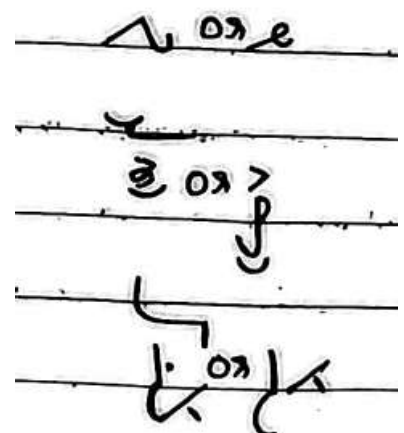
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denied. It was argued that without access to such records, the petitioner could not defend his case properly in the mercy proceedings which violates Article 21 of the Constitution. The second ground raised is that the petitioner was subjected to illegal solitary confinement even while his mercy petition was pending. Counsel argued that a convict under sentence of death can be placed in solitary confinement only after the rejection of mercy petition, and not before. According to the petitioner, this caused severe mental stress and violates established principles laid down in earlier decisions of the Court. The third ground is based on medical condition. The petitioner has alleged that he suffered torture in prison, both physical and psychological.

Total Words: 608

Outlines of all highlighted words and phrases.
Note: Adopt only those outlines which are better than yours.

writ petition
under Article
of the Constitution of India
convicted
death-row



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convict

grievance

rejection

mercy petition

President of India

commuted

sentence

death

imprisonment

non-consideration

violation

relevant

constitutional

safeguards

solitary

confinement

mental

bias

process.

occurred

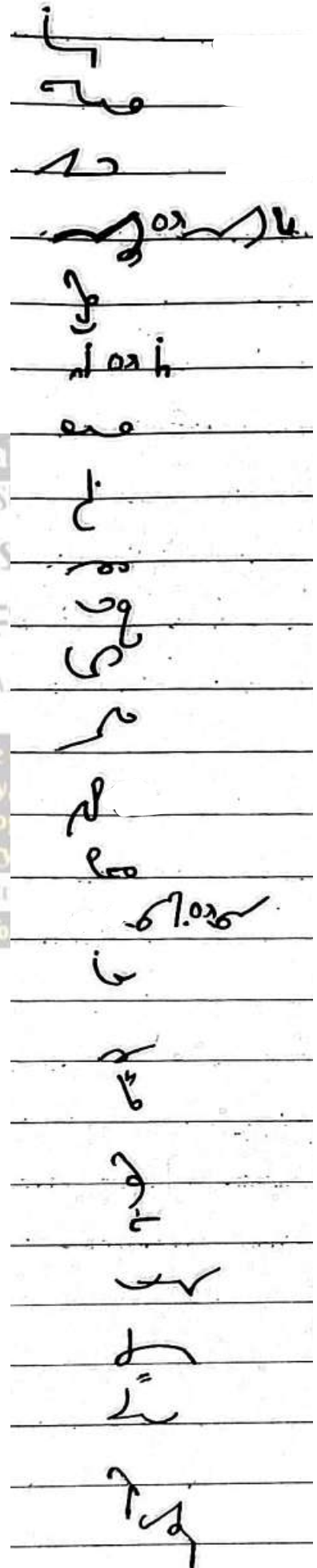
national capital

December

shocking

brutal

widespread



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Sessions Court

offences

rape

murder

conspiracy

allied

provisions

Indian Penal Code

judgment dated

September

imposed

penalty

trial court

held that the

exceptional

depravity

within the

category

rarest of rare

extreme

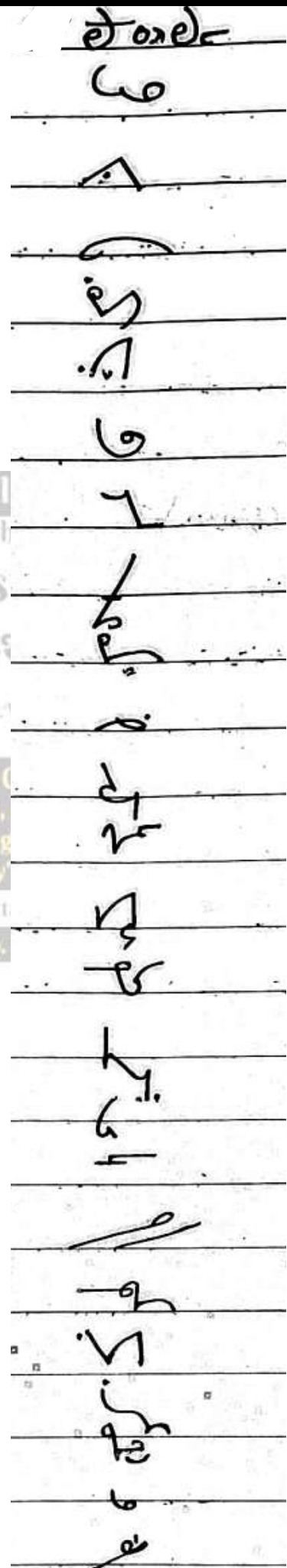
appealed

confirmed

Supreme Court of India

evidence

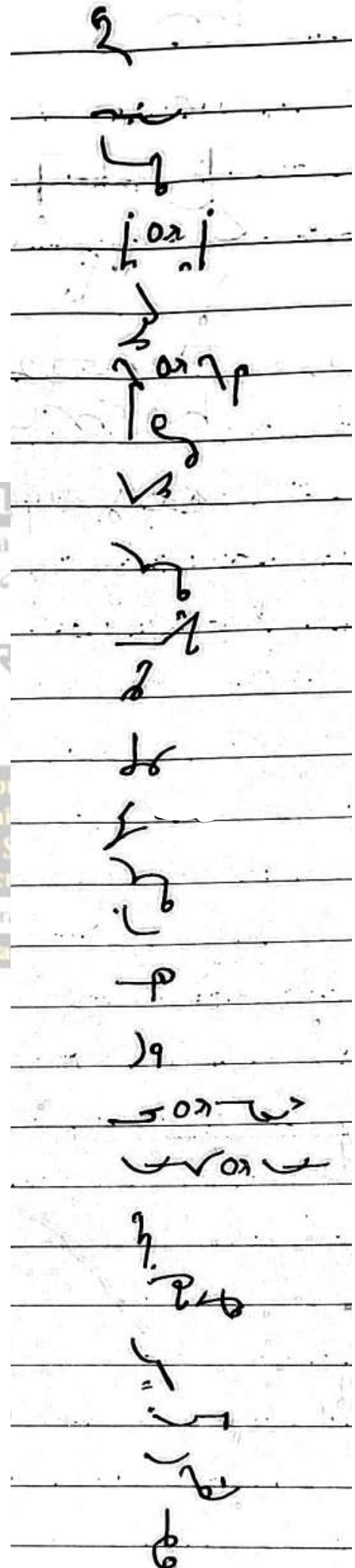
reasoned



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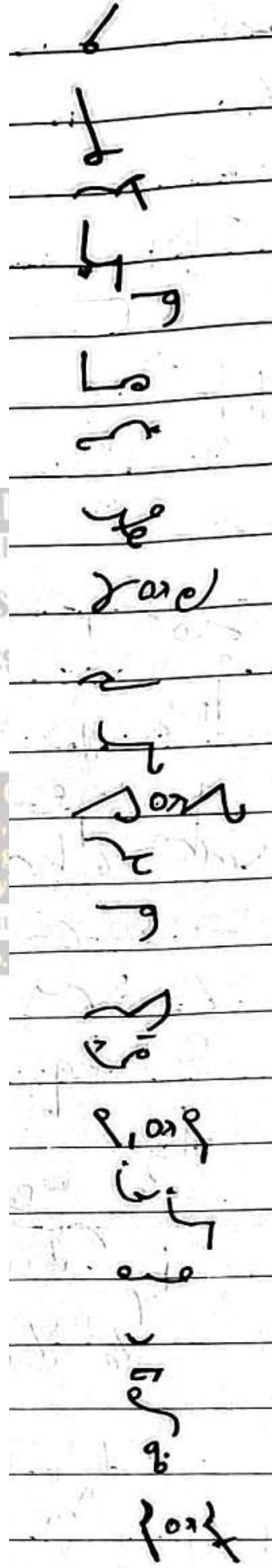
that there were
mitigating
factors
commute
punishment
brutality
severest
pursued
remedies
curative
jurisdiction.
dismissal
judicial
remedies
available
exhausted
was considered
Government of the
National Capital
Territory
Ministry of Home Affairs
February
communicated
in prison
It is this



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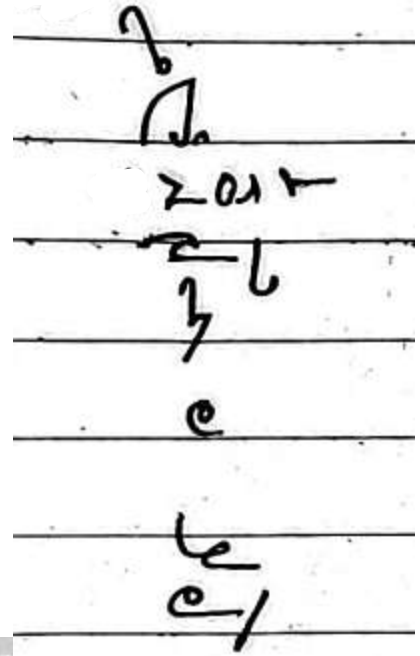
which is
before this Court
multiple
denied
access
documents
According to him
investigation reports
social
medical
effective
representation
argued that
access
mercy proceedings
violates
subjected
confinement
convict
sentence
under
According to the
severe
stress
established



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principles
laid down
of the Court
medical condition
torture
suffered
physical
psychological.



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NOTE: Very important latest created passage for Supreme Court/High Court/District Court/Tribunal etc. related skill tests apart from speed building.

Topic: Mercy Petition

Volume 1, Dictation No. 3

Note: Outlines of all highlighted words/phrases are given at the end of the passage. Adopt all better outlines than yours.

The petitioner was repeatedly referred for medical treatment and psychological therapy. It is claimed that he was diagnosed with adjustment disorder, that he had decreased sleep and appetite, and that he had attempted self-harm. Counsel urged that under international standards and human rights obligations, a person suffering from such mental illness cannot be executed and hence the death penalty should be commuted. The fourth ground is that the decision of the President was biased because of public pressure and statements made by officials. It was argued that the authorities had pre-decided the matter and that the constitutional discretion was not exercised fairly.

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On the other hand, the learned Solicitor General, appearing for the Union of India, opposed the petition and submitted that there was no infirmity in the process. He pointed out that all relevant documents were placed before the President, including the judgments of the trial court, High Court, and Supreme Court, the nominal roll of the prisoner, the latest medical reports, the social investigation report and the details of the mercy petition. It was submitted that the President considered the matter on the aid and advice of the Council of Ministers and rejected the mercy petition after full application of mind. Regarding the medical condition, it was submitted that the petitioner was regularly examined by medical officers. The latest report dated 30 January 2020 certified that the petitioner was psychologically well adjusted, receiving regular therapy sessions and that his general condition was stable. Thus, the contention that the petitioner was unfit for execution due to mental illness is without basis. As to the allegation of solitary confinement, the prison authorities filed an affidavit explaining that the petitioner was never placed in absolute solitary confinement. Such protective custody was for security reasons and cannot be equated with solitary confinement. On the

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allegation of bias, it was argued that public statements of ministers or public pressure cannot be a ground to vitiate the constitutional process.

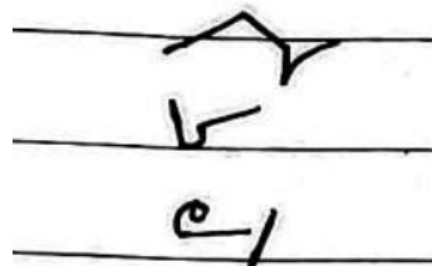
Having considered the rival submissions, we proceed to examine the legal position. Article 72 of the Constitution of India vests in the President the power to grant pardons, reprieves, respites or remissions of punishment or to suspend, remit or commute the sentence of any person convicted of an offence. This power includes the power to commute death sentences. The power is to be exercised on the aid and advice of the Council of Ministers

Total Words: 1007

Outlines of all highlighted words and phrases.

Adopt only those outlines which are better than yours.

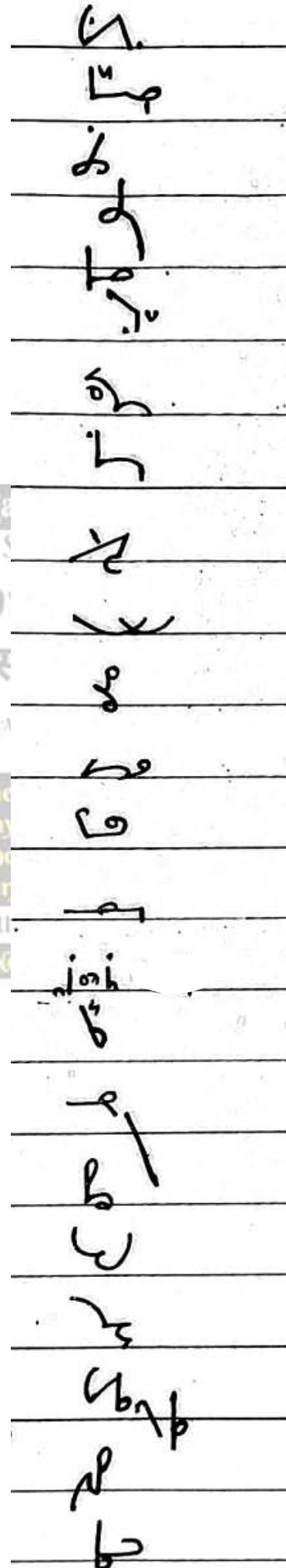
repeatedly
petitioner
psychological



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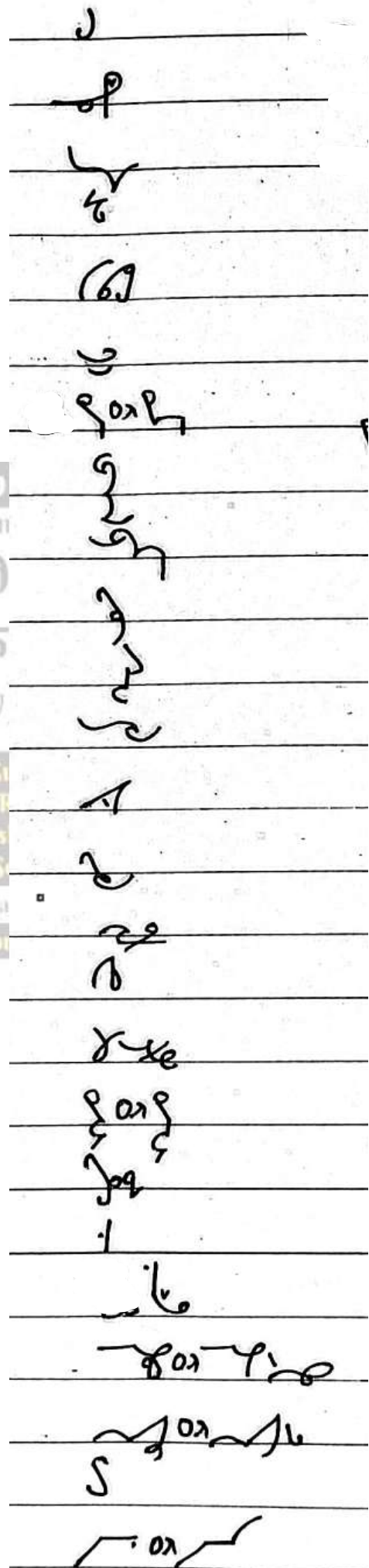
therapy
diagnosed
adjustment
disorder
decreased
appetite
self-harm
attempted
urged that
international
standards
human rights
obligations,
executed
commuted
biased
because of
public
statements
officials.
argued that the
authorities
pre-decided
constitutional
discretion



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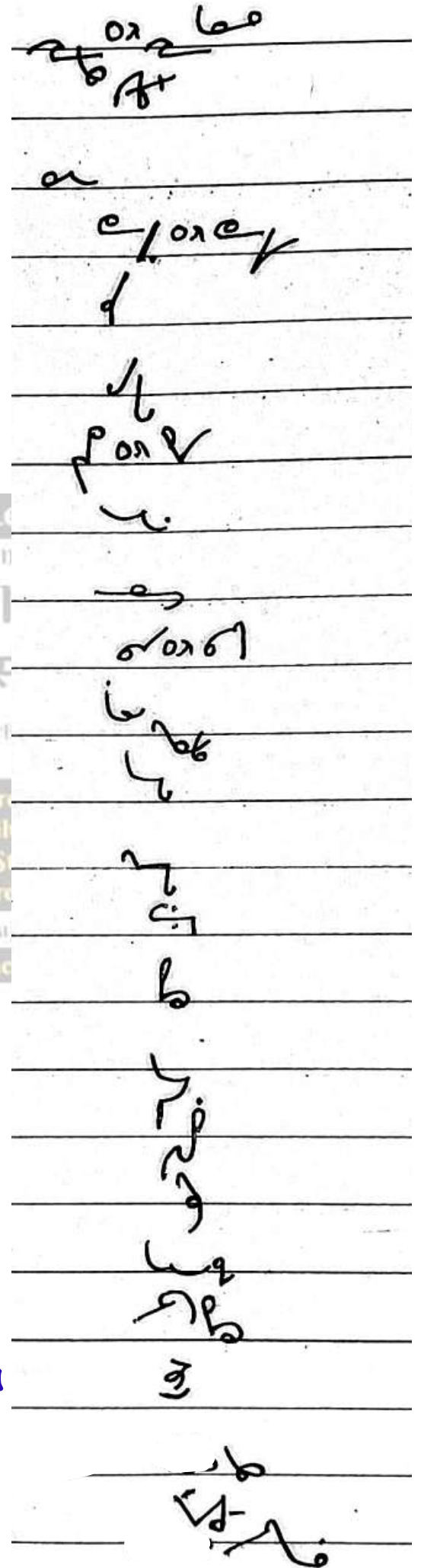
was not
exercised
fairly.
On the other hand
learned Solicitor General
Union of India
submitted
that there was no
infirmity
process.
pointed out that
nominal
roll
prisoner
medical reports
latest
social investigation report
submitted that the
President considered the
aid
advice
Council of Ministers
mercy petition
application
regularly



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medical officers
latest report dated
certified
psychologically
adjusted,
general condition
stable
unfit
execution
solitary
confinement,
prison authorities
affidavit
protective
equated
statements
vitate
constitutional
process
Having considered the
rival submissions
of the Constitution of India
vests
pardons
reprieves



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respites

remissions

suspend

remit

commute

is to be

exercised

Council of Ministers

settled that the

scope of

judicial

review

interference

may be considered

narrow

such as

mala fide

irrelevant considerations

non-application

arbitrary

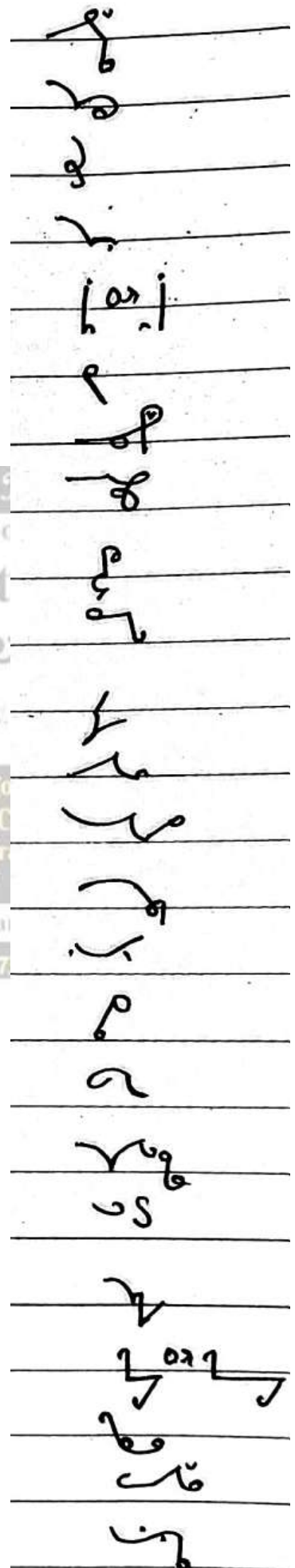
Director General

Prisons

clarifies

interaction

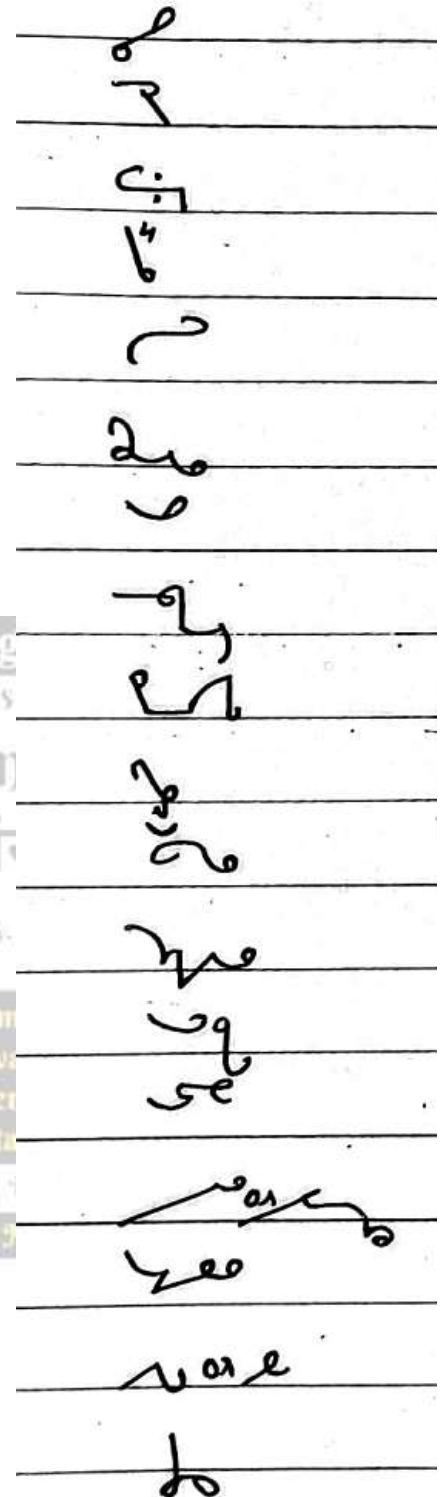
inmates



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housed
cannot be
equated
bias
allegation
there is no evidence
influenced
extraneous
speculative
President of India
mala fides
arbitrariness
non-consideration
in accordance with
requirements.
For the reasons
writ petition
dismissed



(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building)

1. **Writ petition:** (noun) a formal written application filed in a Court on which an order is issued by a court रिट याचिका

2. **under Article:** (preposition + noun) according to or governed by a specific constitutional provision अनुच्छेद के तहत

Accuracy Mantra: Write it in capital letter as this word is used for Constitutional provisions or statutory clauses. It is always followed by a number. Example: Fundamental Rights are guaranteed under Article 14 of the Constitution.

👉 **One-Liner Rule: Rem**

- **Legal / Constitution = Article (A)**
- **Essay / Item / Grammember it. mar = article (a)**

3. **Convicted:** (verb) (past participle) found guilty of a crime दोषी ठहराया गया

4. **Death-row convict:** (noun) a person sentenced to death penalty मृत्युदंड प्राप्त अपराधी

5. **Mercy petition:** (noun) an appeal for clemency or forgiveness दया याचिका

6. **Commuted:** (verb) (past participle) reduced or changed to a lesser punishment कम किया गया
7. **Imprisonment:** (noun) the state of being confined in prison कारावास
8. **Relevant:** (adjective) closely connected or appropriate to the matter संबंधित/प्रासंगिक
9. **Safeguards:** (noun) measures designed to protect something सुरक्षा उपाय
10. **Solitary confinement:** (noun) isolation of a prisoner in a closed cell एकांत कारावास
11. **Bias:** (noun) prejudice or unfair inclination पूर्वाग्रह/पक्षपात
12. **Occurred:** (verb) (past tense) happened or took place घटित हुआ
13. **National capital:** (noun) the main city of a country राष्ट्रीय राजधानी
14. **Shocking:** (adjective) causing surprise and distress आघातकारी/चौंकाने वाला
15. **Brutal:** (adjective) extremely violent or cruel क्रूर/बर्बर
16. **Widespread:** (adjective) found or distributed over a large area व्यापक
17. **Conspiracy:** (noun) a secret plan to commit a crime षड्यंत्र
18. **Allied provisions:** (noun) related or connected legal clauses संबद्ध प्रावधान

19. **Imposed penalty:** (noun) punishment given by authority
लगाई गई सजा
20. **Exceptional:** (adjective) unusual or extraordinary
असाधारण
21. **Depravity:** (noun) moral corruption or wickedness नैतिक
भ्रष्टता
22. **Category:** (noun) a class or division of things श्रेणी
23. **Rarest of rare:** (phrase) (adjective) most uncommon
cases दुर्लभतम मामले
24. **Extreme:** (adjective) very severe or serious अत्यधिक/चरम
25. **Reasoned:** (verb) (past tense) thought logically or gave
reasons तर्क दिया
26. **Mitigating factors:** (noun) circumstances that reduce
severity कम करने वाले कारक
27. **Commute punishment:** (verb) to reduce the severity of
punishment सजा कम करना
28. **Brutality:** (noun) savage cruelty or violence क्रूरता
29. **Severest:** (adjective) (superlative) most harsh or strict
सबसे कठोर
30. **Pursued:** (verb) (past tense) followed or continued with
उपयोग किया/अपनाया
31. **Remedies:** (noun) legal solutions or means of redress
उपचार/निदान

32. **Curative:** (adjective) intended to cure or remedy
उपचारात्मक

33. **Jurisdiction:** (noun) official power to make legal decisions
न्यायाधिकार

34. **Exhausted:** (verb) (past participle) completely used up
समाप्त हो गए

35. **Territory:** (noun) an area of land under jurisdiction क्षेत्र

36. **Communicated:** (verb) (past participle) conveyed or made known सूचित किया गया

37. **In prison:** (prepositional phrase) confined in jail जेल में

38. **Multiple:** (adjective) many or several अनेक/कई

39. **Denied access:** (verb phrase) (past participle) refused permission पहुंच से वंचित

40. **Access:** (noun) the right or opportunity to use पहुंच

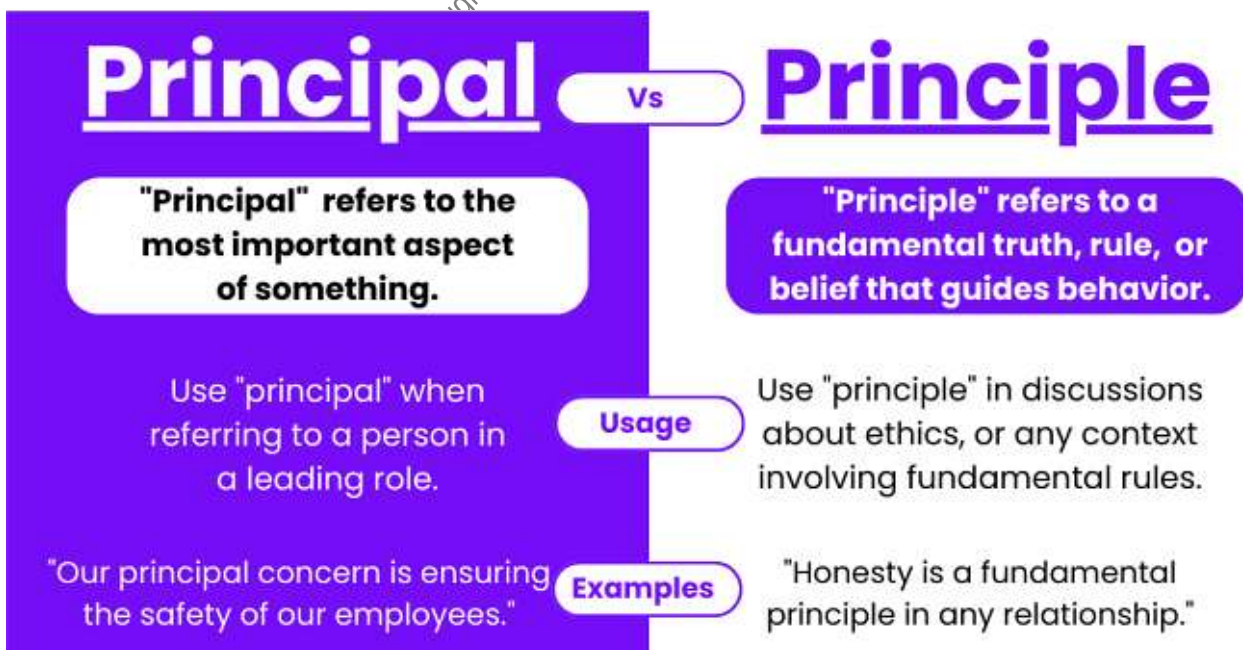
Accuracy Mantra: Don't confuse with word excess (Noun/ Adjective) which means 'more than needed, surplus, too much'. Remember: Access = Admission (it start with A) → Access means entry or admission while Excess = Extreme (it start with Ex) → Excess means extreme or too much.

👉 Rule stays same:

- Access → प्रवेश / पहुँच
- Excess → अधिकता / अति

41. **Mercy proceedings:** (noun) legal process for clemency दया कार्यवाही
42. **Violates:** (verb) (present tense) breaks or infringes उल्लंघन करता है
43. **Subjected:** (verb) (past participle) caused to undergo अधीन किया गया
44. **Confinement:** (noun) the state of being restricted कैद/बंदी
45. **Convict:** (noun) a person found guilty of crime दोषी व्यक्ति
46. **Sentence:** (noun) punishment given by court सजा
47. **Severe:** (adjective) very serious or harsh गंभीर/कठोर
48. **Stress:** (noun) mental or emotional strain तनाव
49. **Principles:** (noun) fundamental rules or beliefs सिद्धांत

Accuracy Mantra: Don't transcribe this words as principal.



50. **Torture:** (noun) infliction of severe pain यातना

51. **Physical:** (adjective) relating to the body शारीरिक

52. **Psychological:** (adjective) relating to the mind मानसिक

Accuracy Builder: following words occurred in the dictation is to be capitalized;

Proper Nouns - Names of Specific Institutions/Bodies:

1. **Article** - Part of the formal title "Article 32" (specific constitutional provision)
2. **Constitution** - Formal title of the foundational legal document "Constitution of India"
3. **India** - Proper noun; name of a country
4. **President** - Official title when referring to a specific office holder "President of India"
5. **Sessions Court** - Proper noun; name of a specific type of court
6. **Indian Penal Code** - Formal title of a specific legal statute
7. **High Court** - Proper noun; formal name of a judicial institution "High Court of Delhi"
8. **Delhi** - Proper noun; name of a city/state
9. **Supreme Court** - Proper noun; formal name of the highest judicial body "Supreme Court of India"

10. **Government** - When referring to a specific governmental body "Government of the National Capital Territory of Delhi"

11. **National Capital Territory** - Proper noun; official administrative designation

12. **Ministry** - Part of formal institutional name "Ministry of Home Affairs"

13. **Home Affairs** - Part of formal ministry title

14. **Court** - When referring to a specific court in context "this Court" (the Supreme Court hearing the case)

Month Names Rule: Names of months are always capitalized as they are proper nouns

16. **December** - Proper noun; name of a specific month

17. **September** - Proper noun; name of a specific month

18. **March** - Proper noun; name of a specific month

19. **May** - Proper noun; name of a specific month

20. **July** - Proper noun; name of a specific month

21. **January** - Proper noun; name of a specific month (appears multiple times)

22. **February** - Proper noun; name of a specific month

By Sir AV Kushwaha,

Principal,

Krishna Shorthand Institute,

via online Telegram Class through 7355504435

(Increase your vocabulary:

Learn New and Important Words of the
Matter)

Keep revising all new words learned.

Legal/General Matter

1. **Psychological therapy:** (noun phrase) Treatment for mental health conditions using talking and behavioural techniques मनोवैज्ञानिक चिकित्सा
2. **Diagnosed:** (verb) (past tense) To identify a disease or condition through examination निदान करना/पहचान करना
3. **Adjustment:** (noun) The process of adapting to new conditions समायोजन
4. **Disorder:** (noun) A disruption of normal physical or mental functions विकार/रोग
5. **Decreased:** (verb) (past tense) To become smaller or less in amount कम हो गया
6. **Appetite:** (noun) Desire for food भूख
7. **Self-harm:** (noun) Deliberately hurting oneself आत्म-हानि
8. **Urged that:** (verb phrase) Strongly requested or argued that आग्रह किया कि
9. **Obligations:** (noun) (plural) Legal or moral duties दायित्व/कर्तव्य
10. **Executed:** (verb) (past participle) Put to death as punishment फांसी देना

11. **Commuted:** (verb) (past participle) Changed a punishment to a less severe one कम करना/बदलना
12. **Biased:** (adjective) Unfairly prejudiced पक्षपाती
13. **Discretion:** (noun) Freedom to make decisions विवेकाधिकार
14. **Exercised:** (verb) (past tense) Used or applied प्रयोग किया
15. **Fairly:** (adverb) In a just and reasonable manner निष्पक्ष रूप से
16. **On the other hand:** (phrase) Used to present a contrasting view दूसरी ओर
17. **Solicitor General:** (noun phrase) A high-ranking government law officer महान्यायवादी
18. **Infirmity:** (noun) Weakness or fault कमी/दोष
19. **Pointed out that:** (verb phrase) Drew attention to the fact that इस बात पर ध्यान दिलाया कि
20. **Nominal roll:** (noun phrase) An official list of names नामावली
Accuracy Mantra: Always be cautious to use the word roll.

Try to understand difference: Roll vs. Role (noun vs. noun)

1. **Roll = list / register (सूची)**

- Example: The teacher checked the attendance roll.

2. **Role = function / part (भूमिका)**

- Example: The judge played an important role in the case.

Memory Shortcut: Roll = Register vs. Role = Responsibility

21. **Prisoner:** (noun) A person held in custody कैदी
22. **Aid:** (noun) Help or assistance सहायता
23. **Advice:** (noun) Guidance or recommendations सलाह
24. **Council vs. counsel:** (noun vs. noun) Council = group of advisors (परिषद्), Counsel = lawyer/advice (वकील/सलाह)
25. **Mercy petition:** (noun phrase) Appeal for clemency दया याचिका
26. **Certified:** (verb) (past tense) Officially confirmed प्रमाणित किया
27. **Psychologically:** (adverb) In terms of mental state मानसिक रूप से
28. **Stable:** (adjective) Steady and not changing स्थिर
29. **Unfit:** (adjective) Not suitable or capable अयोग्य
30. **Execution:** (noun) Carrying out of a death sentence फांसी/मृत्युदंड
31. **Solitary confinement:** (noun phrase) Isolation of a prisoner एकांत कारावास
32. **Prison:** (noun) Place where criminals are held कारागार/जेल
33. **Affidavit:** (noun) Written statement confirmed by oath शपथ पत्र
34. **Protective:** (adjective) Providing protection सुरक्षात्मक
35. **Equated:** (verb) (past tense) Considered as equal समान माना
36. **Vitiate:** (verb) To impair or make defective दूषित करना

37. **Rival submissions:** (noun phrase) Opposing legal arguments विरोधी तर्क
38. **Vests:** (verb) (present tense) Grants or gives power प्रदान करता है
39. **Pardons:** (noun) (plural) Official forgiveness for crimes माफी/क्षमा
40. **Reprieves:** (noun) (plural) Temporary postponement of punishment स्थगन
41. **Respites:** (noun) (plural) Temporary relief or delay राहत
42. **Remissions:** (noun) (plural) Reduction of punishment कमी
43. **Remit:** (verb) To cancel or reduce माफ करना
44. **To commute:** (infinitive verb) To change to a less severe punishment कम करना
45. **Scope of:** (noun phrase) Range or extent of क्षेत्र/सीमा
46. **Judicial review:** (noun phrase) Court's power to examine government actions न्यायिक समीक्षा
47. **Mala fide: (adjective phrase) (Two words) Done in bad faith** दूर्भावनापूर्ण
Accuracy Mantra: mala fide is used as malafide in legal matters. Both styles are correct.
48. **Irrelevant considerations:** (noun phrase) Factors not related to the matter अप्रासंगिक विचार
49. **Arbitrary:** (adjective) Based on random choice, unreasonable मनमाना
50. **Prisons:** (noun) (plural) Places of confinement कारागार
51. **Interaction:** (noun) Communication or contact बातचीत
52. **Inmates:** (noun) (plural) Prisoners कैदी

53. **Housed:** (verb) (past tense) Accommodated रखा गया
54. **Equated:** (verb) (past tense) Treated as the same समान माना
55. **Bias:** (noun) Prejudice पक्षपात
56. **Influenced:** (verb) (past tense) Affected by प्रभावित
57. **Extraneous:** (adjective) Irrelevant or unrelated बाहरी/अप्रासंगिक
58. **Speculative:** (adjective) Based on guesswork अनुमान पर आधारित
59. **Arbitrariness:** (noun) Quality of being unreasonable मनमानापन
60. **Non-consideration:** (noun) Failure to consider विचार न करना
61. **In accordance with:** (phrase) In agreement with के अनुसार

Accuracy Builder: Capitalization

Following words to be written in capital letters;

OFFICIAL TITLES AND POSITIONS

1. **Solicitor General** - High-ranking government law officer

2. President - The office of the President (appears multiple times)

3. Director General of Prisons - Official prison system title

PROPER NAMES OF GOVERNMENTAL ENTITIES

4. Union of India - Official legal name of the country

5. Council of Ministers - Official governmental body (appears multiple times)

NAMES OF SPECIFIC COURTS AND INSTITUTIONS

6. High Court - Specific judicial institution

7. Supreme Court - Highest judicial institution

8. Court - When referring to the Supreme Court in context

IMPORTANT LEGAL DOCUMENTS

9. Constitution of India - The country's supreme law document

REFERENCES TO SPECIFIC LEGAL PROVISIONS

10. Article - When referring to specific constitutional articles (e.g., Article 72)

NAMES OF MONTHS

11. **January** - Name of the month

COUNTRY NAMES

12. **India** - Country name (appears in "Union of India," "Constitution of India," "President of India")

Accuracy Note: The word "President" appears multiple times throughout the 5th passage, always capitalized because it refers to the specific constitutional office of the President of India, not just any president in general.

Accuracy Builder: Comma

1. SERIES/LIST COMMAS (Oxford/Serial Commas)

- "diagnosed with adjustment disorder, that he had decreased sleep and appetite, and that he had attempted self-harm"
- "the judgments of the trial court, High Court, and Supreme Court, the nominal roll of the prisoner, the latest medical reports"
- "grant pardons, reprieves, respites or remissions of punishment"

Rule: Use commas to separate three or more items in a series. The comma before "and" (Oxford comma) is optional but recommended for clarity.

2. INTRODUCTORY PHRASE/CLAUSE COMMAS

- "On the other hand, the learned Solicitor General..."
- "Regarding the medical condition, it was submitted that..."
- "Having considered the rival submissions, we proceed to examine..."
- "As to the allegation of bias, it was argued that..."

Rule: Use a comma after introductory words, phrases, or dependent clauses that come before the main clause.

3. PARENTHETICAL/NONRESTRICTIVE ELEMENT COMMAS

Examples from text:

- "such as, when the decision is mala fide, based on wholly irrelevant considerations"
- "appearing for the Union of India, opposed the petition"

Rule: Use commas to set off non-essential information (parenthetical elements) that could be removed without changing the sentence's basic meaning.

Note: Legal writing often uses longer, more complex sentences than everyday writing, which is why these comma patterns appear frequently to help organize and clarify the relationships between different parts of the sentence.

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