

2013

LEGAL WRITING: PRECISION AND PERSUASION



November 15, 2013
AT&T Conference Center ▪ Austin, Texas

Earn up to 6.00 Hours of Credit Including 1.00 Hour of Ethics Credit

2013

LEGAL WRITING: PRECISION AND PERSUASION

November 15, 2013 • AT&T Conference Center • Austin, Texas

Earn up to 6.00 Hours of Credit Including 1.00 Hour of Ethics Credit

INSTRUCTORS

Kamela Bridges teaches legal writing at The University of Texas School of Law. A member of the faculty since 2000, she teaches Legal Research and Writing, Brief Writing and Oral Advocacy, and Advanced Legal Writing: Litigation. She is the co-author, with Wayne Schiess, of *Writing for Litigation*. Prior to joining the faculty, Bridges was a partner at the firm now known as Locke Lord, where she handled civil matters at the trial level and on appeal.

Wayne Schiess teaches legal writing at The University of Texas School of Law and directs the David J. Beck Center for Legal Research, Writing, and Appellate Advocacy. After practicing law at Baker Botts LLP, he joined the faculty at UT Law in 1992. He is the author of four books on legal writing, including *Writing for the Legal Audience* (2d ed. 2013) and the co-author, with Kamela Bridges, of *Writing for Litigation*. He writes a monthly column on legal writing for *Austin Lawyer* magazine.

FRIDAY MORNING, NOV. 15, 2013

8:00 a.m. Registration Opens
Includes continental breakfast.

8:25 a.m. Welcoming Remarks

8:30 a.m. .50 hr

Beyond Commas

Legal writing is professional writing. Legal writers should master not only basic writing mechanics but also advanced skills. In this session, learn the fine points of grammar that will add credibility and precision to everything you write. In addition, get to know the most reliable sources to consult when you need to answer a question that goes beyond commas—and when you need advice on commas, too.

9:00 a.m. .50 hr

Looks Matter

In this session, learn to:

- Layout a legal document so it welcomes readers—even those who read it on a screen
- Use Word to enhance outlining and document navigation
- Generate a Table of Contents in 5 seconds
- Make Word's grammar checker useful instead of laughable

M
C
L
E

This course has been approved for Minimum Continuing Legal Education credit by the State Bar of Texas Committee on MCLE in the amount of 6.00 hours, of which 1 credit hour will apply to legal ethics/professional responsibility credit. The University of Texas School of Law is a State Bar of California approved MCLE provider (#1944), and an Oklahoma Bar Association MCLE presumptively-approved provider (#169).

9:30 a.m. .50 hr

Point/Counterpoint

Enjoy an enthusiastic and informative debate on three writing topics:

- *Practical*: How detailed should your pleading be—general or specific?
- *Persnickety*: Can we and should we avoid the default male pronoun (he, him, his) in legal writing? Are we sexist if we don't? And can we use the singular they?
- *Passionate*: Legal citations for practitioner documents—in footnotes or in text?

10:00 a.m. Break

10:15 a.m. .50 hr

Too Little, Too Much, or Just Right?

You found some relevant cases and you plan to rely on them, so shouldn't you tell the reader about them? On the other hand, no one wants to read a series of lengthy case summaries. In this session, learn techniques for presenting legal authority concisely and efficiently, including selective use and placement of explanatory parentheticals.

10:45 a.m. .50 hr

Pleasing the Court

Judges have opinions about legal writing too. Hear the best advice collected from a variety of judicial sources about what judges do and don't like in legal writing.

11:15 a.m. .50 hr ethics

Name that Penalty, Part 1

Guess the consequences for lawyers who misquote, exceed the page limit, attack the judge, and just plain write poorly in this entertaining and informative multiple-choice quiz.

11:45 a.m. Lunch on Your Own

FRIDAY AFTERNOON

1:00 p.m. .75 hr

Organization: Giving the Reader a Roadmap

Sensibly ordering your writing is important, but not as important as ensuring that your reader knows the order you've chosen. Convey that order by using up-front conclusions and summaries, headings (both topical and explanatory), bullets, transitions, and connectors.

1:45 p.m. .75 hr

Persuading with Style

In legal writing, exaggeration, hyperbole, and sarcasm don't persuade, and neither do **bold italics**, ALL CAPS, or exclamation marks!!! Legal writers have more-effective tools, and this session covers sentence- and word-level writing techniques ranging from punctuation to classical rhetoric that legal writers can easily add to their tools for persuasive writing.

2:30 p.m. Break

2:45 p.m. .50 hr

You've Got Questions

Attendees anonymously submit a question related to writing, and the presenters answer them.

3:15 p.m. .50 hr

Lawyers Are Editors

Bad writing becomes good and good writing becomes great only through editing. In this session, the presenters offer advice for improving your editing techniques, creating and using an effective editing checklist, implementing a thorough editing process, and editing in a time crunch.

3:45 p.m. .50 hr ethics

Name that Penalty, Part 2

More consequences for lawyers who fail to cite, omit binding law, blather on for pages, and just plain write poorly in this entertaining and informative multiple-choice quiz.

4:15 p.m. Adjourn

REGISTRATION BENEFITS

Before the Conference: Access course materials—downloadable PDFs of papers and slides—and speaker and attendee roster in *Your Briefcase* 48 hours before the conference.

After the Conference: Unlimited access to final, complete course materials—downloadable PDFs of papers and slides—in *Your Briefcase*.

Bonus eCourses: Complimentary 180-day access to Bonus eCourses—with papers, slides, and audio—for CLE credit you may have missed at the conference. Available in *Your Briefcase* 6-8 weeks after the conference.

TX MCLE Credit Reporting: UT Law CLE can report credit on your behalf directly to the State Bar of Texas. Track your Texas MCLE credit claimed and reported through UT Law CLE in *Your Account*.

Your Account: Create *Your Account* online at www.utcle.org. Your UT Law CLE Account is created for you as a first-time conference registrant (mail and fax registrations) with the email address you provide.

IN-HOUSE AND CONFERENCECOMPLETE MATERIALS

In-House
Bring the conference in-house. Audio presentations and written materials for learning with your colleagues—for Texas MCLE credit. We manage the accreditation process from approval to reporting. Custom packages available.

ConferenceComplete Materials
ConferenceComplete. Comprehensive Audio and Binders from live conferences—for research and self-study. Available for download and shipping.

REGISTRATION FORM

LW13

Mail this registration form to:
The University of Texas School of Law, Attn. Registration
P.O. Box 7759, Austin, TX 78713-7759
or fax a copy to: 512.475.6876 or register online: www.utcle.org
Questions? Call us at 512.475.6700

PLEASE PRINT CLEARLY

Bar Card# _____ TX Other State: _____ N/A

Name [Mr. / Ms.] _____

Firm _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Registrant's Email (required) _____

Assistant's Email (optional) _____

Invoices, confirmations and receipts are emailed to these addresses.

REGISTRATION—Includes Course Materials

For Group registration, call 512.475.6700.

1. Select Registration Type

- Registration by Wednesday, November 6, 2013 \$250
- Registration after Wednesday, November 6, 2013..... \$300

2. Select Course Materials Format

- Electronic Materials on USB Key ONLY
- Printed Course Binder ONLY

IN-HOUSE—For Texas MCLE Credit

ConferenceComplete package includes Audio CD Set plus a Printed Binder and MCLE Reporting Form for each participant. Available for delivery 3–5 weeks after conference date. Shipping included.

- In-House CLE for 2 \$550
- _____ Additional participant(s) for \$175 each \$ _____

CONFERENCECOMPLETE MATERIALS[†]—For Research and Self-Study

Comprehensive Binder and Audio products from the live conference. Available for delivery 3–5 weeks after conference date. Shipping included.

- eBinder Download (PDF) \$125
- Printed Binder \$175
- Audio Download (MP3) \$75
- Audio CD Set..... \$125

[†]Texas customers—add 8.25% sales tax, or include an Exemption Certificate \$ _____

Sales tax will be invoiced separately on taxable orders for which payment does not include tax.

TOTAL \$ _____

METHOD OF PAYMENT

- Check (make check payable to The University of Texas at Austin)
- VISA MasterCard AMEX

Card number _____

X _____

Authorized Signature

____/____/____

Exp. Date (mm/yy)

Visit
www.utcle.org
Email
service@utcle.org
Call
512.475.6700
for more information

AUSTIN

November 15, 2013

CONFERENCE LOCATION



AT&T Conference Center
1900 University Avenue
Austin, TX
512.404.3600

Parking:

Free daily self-parking at UT garages. Separate fees apply for valet and overnight parking. (subject to availability)

KEY DATES

November 6, 2013

last day for early registration
Add \$50 for registrations received after this time

November 8, 2013

last day for full refund

November 11, 2013

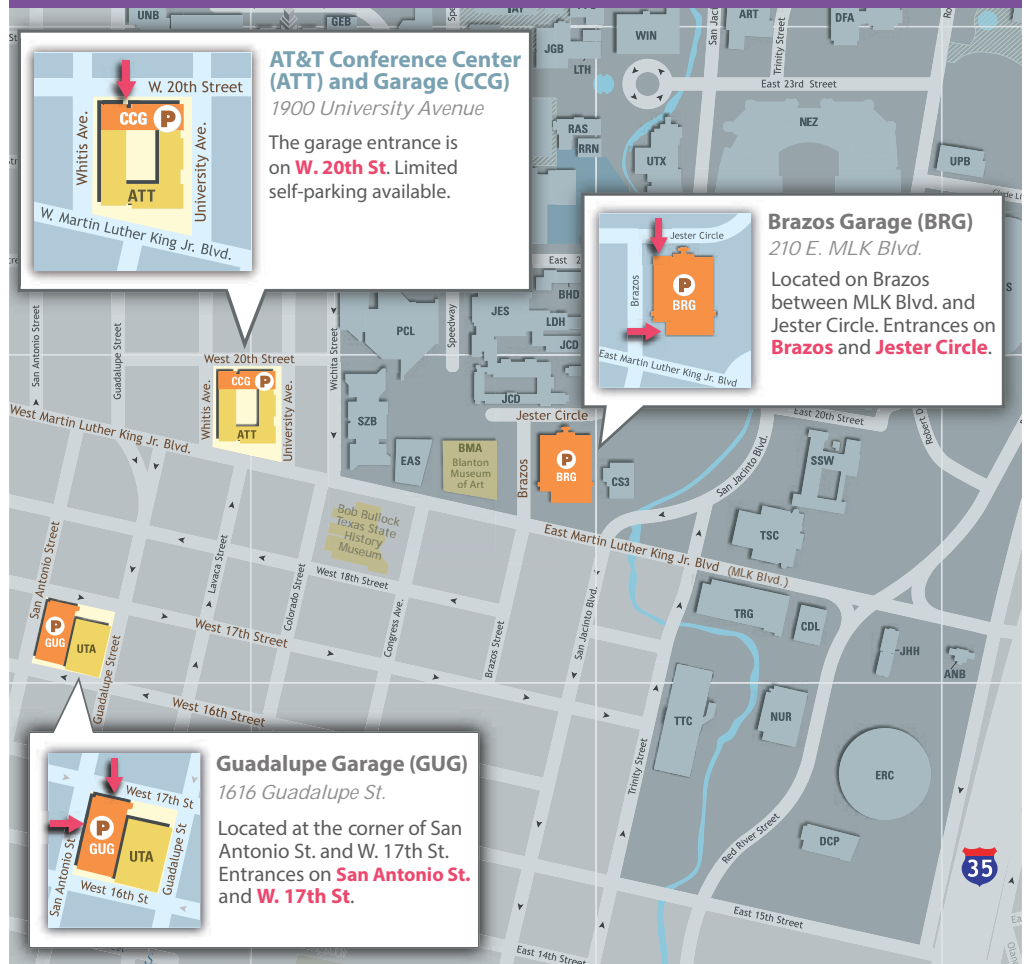
last day for partial refunds
\$50 processing fee applied

November 15, 2013, 8:25 a.m.

Seminar begins

Dietary requirements or Accessibility needs?
Call 512.475.6700 or email service@utcle.org

AT&T CONFERENCE CENTER AND UT PARKING GARAGES



SEMINAR INSTRUCTORS



KAMELA BRIDGES
The University of Texas School of Law
Austin, TX



WAYNE SCHIESS
The University of Texas School of Law
Austin, TX