

2016

LEGAL WRITING: PRECISION AND PERSUASION



May 13, 2016
Cityplace Conference Center
Dallas, Texas

Earn up to 6.50 Hours of Credit Including 1.00 Hour of Ethics Credit
(Approved in TX, CA and OK)

2016

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FRIDAY MORNING, MAY 13, 2016

8:00 a.m. Registration Opens

Includes continental breakfast.

8:25 a.m. Welcoming Remarks

8:30 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.

Kamela Bridges, The University of Texas
School of Law, Austin, TX

9:00 a.m. .50 hr

Beyond Commas

Legal writing is professional writing. Legal writers should master not only basic writing mechanics but also advanced skills. 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.

Wayne Schiess, The University of Texas
School of Law, Austin, TX

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?

Kamela Bridges, The University of Texas
School of Law, Austin, TX
Wayne Schiess, The University of Texas
School of Law, Austin, TX

10:00 a.m. Break

10:15 a.m. .50 hr

Looks Matter

Learn to layout a legal document so it welcomes readers (even those who read it on a screen), use Microsoft Word to enhance outlining and document navigation, generate a Table of Contents in 5 seconds, and make Microsoft Word's grammar checker useful instead of laughable.

Wayne Schiess, The University of Texas
School of Law, Austin, TX

10:45 a.m. .50 hr

Too Much, Too Little, or Just Right

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

Kamela Bridges, The University of Texas
School of Law, Austin, TX

11:15 a.m. .50 hr ethics

Name That Penalty (Part I)

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.

Wayne Schiess, The University of Texas
School of Law, Austin, TX

11:45 a.m. Pick Up Lunch

Included in registration.

FRIDAY AFTERNOON

LUNCHEON PRESENTATION

12:05 p.m. .50 hr

Why Good Writing Matters: A View from the Bench

Good legal writing helps the court understand what you're asking for, and why you're asking for it. Hear straight from the bench about what happens when papers are well written, and what can happen when they are not.

Hon. H. DeWayne "Cooter" Hale, U.S. Bankruptcy
Court, Northern District of Texas, Dallas, TX

12:35 p.m. Break

12:50 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.

Kamela Bridges, The University of Texas
School of Law, Austin, TX

1:35 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. Learn sentence- and word-level writing techniques ranging from punctuation to classical rhetoric that legal writers can easily add to their tools for persuasive writing.

Wayne Schiess, The University of Texas
School of Law, Austin, TX

2:20 p.m. Break

2:30 p.m. .50 hr

You've Got Questions

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

Kamela Bridges, The University of Texas
School of Law, Austin, TX
Wayne Schiess, The University of Texas
School of Law, Austin, TX

3:00 p.m. .50 hr

Lawyers are Editors

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

Kamela Bridges, The University of Texas
School of Law, Austin, TX

3:30 p.m. .50 hr ethics

Name that Penalty (Part II)

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.

Wayne Schiess, The University of Texas
School of Law, Austin, TX

4:00 p.m. Adjourn

HOW TO REGISTER

Online:
www.utcle.org/conferences/LW16

Mail:
The University of Texas
School of Law
Attn. CLE
PO Box 7759
Austin, TX 78713-7759

Fax:
512.475.6876

Questions? 512.475.6700

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

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*.

eConference: Complimentary 180-day access to the eConference—with papers, slides, and audio—for CLE credit (TX and CA) you may have missed at the live conference. Available in *Your Briefcase* 6–8 weeks after the conference.

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Your Account: Activate *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

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Bring Legal Writing: Precision and Persuasion 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.

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REGISTRATION FORM

PLEASE PRINT CLEARLY

LW16

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Assistant's Email (optional) _____

Invoices, confirmations and receipts are emailed to these addresses.

REGISTRATION—Includes Course Materials and Luncheon Presentation

Special group registration rates available. Call 512.475.6700.

1. Individual

- Individual registration by Wednesday, May 4 \$345
 Individual registration after Wednesday, May 4. \$395

1. Young Lawyers – Licensed Less than 2 years

- Individual registration by Wednesday, May 4 \$295
 Individual registration after Wednesday, May 4. \$345

2. Select Course Materials Format

- Electronic Course Binder Download (PDF) ONLY
 Printed Course Binder ONLY (available through May 4)

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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.

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METHOD OF PAYMENT

- Check (make check payable to The University of Texas at Austin)
 VISA MasterCard American Express P.O.

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Authorized Signature _____

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DALLAS

May 13, 2016

CONFERENCE LOCATION



Cityplace Conference Center

2711 North Haskell Avenue
 Dallas, TX
 214.515.5100

Nearby Hotel Accommodations

Warwick Melrose Hotel Dallas
 3015 Oak Lawn Avenue
 Dallas, TX 75219
 214.521.5151 (reservations)

Parking:

\$4 daily self-parking

KEY DATES

May 4, 2016

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

May 6, 2016

last day for cancellation (full refund)

May 11, 2016

last day for cancellation (partial refund)
 \$50 processing fee applied

May 13, 2016, 8:25 a.m.

Conference begins

PLANNING COMMITTEE

KAMELA BRIDGES—CO-CHAIR

The University of Texas School of Law
 Austin, TX

DEBORAH SALZBERG

The University of Texas School of Law
 Austin, TX

WAYNE SCHIESS—CO-CHAIR

The University of Texas School of Law
 Austin, TX

GREGORY J. SMITH

The University of Texas School of Law
 Austin, TX

CONFERENCE FACULTY



KAMELA BRIDGES

The University of Texas School of Law
 Austin, TX



WAYNE SCHIESS

The University of Texas School of Law
 Austin, TX

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.

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This course has been approved for Minimum Continuing Legal Education credit by the State Bar of Texas Committee on MCLE in the amount of 6.50 hours, of which 1.00 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).

ABOUT THE COVER

Empire (detail), 40" x 32", mixed media collage of wood and paper, is by Philip Durst. For more information, visit davisgalleryaustin.com/artist.durst.html.