

Bryan A. Garner's

Advanced Legal Writing & Editing

2022 Live Online Seminars: General info packet

General Instructions

1. Get ready for six fast-paced hours of learning in front of your computer. Make sure that you're comfortable and have a writing surface available.
2. Have your coursebook at the ready.
3. Join the WebEx Training Center classroom no later than 8:45 a.m. CT, 15 minutes before the seminar starts. Professor Garner will begin promptly at 9:00 a.m. CT.
4. Like all good seminars, this one will require attention and effort. Put your handheld devices away and focus on the training. If you'll do that, we can make a real difference for you.

Seminar Start Time

9:00 a.m. Central Time

This means:

- 10:00 a.m. Eastern Time
- 8:00 a.m. Mountain Time
- 7:00 a.m. Pacific Time

**Please check your time zone and schedule accordingly.*

WebEx Training Center Basics

1. Make sure that you are logged out of all other video conference/chat programs (such as Zoom). You may also want to exit any VPN with an institutional firewall that might prevent you from accessing the external collaborative websites. This is mainly a concern for government VPNs.
2. To join, click on the link in your email invitation. You'll receive this email around 8:00 a.m. CT to give ample time to install the WebEx desktop software.
3. You may want to use headphones for the audio, especially if ambient noise might disturb you.
4. To log in, please type your first and last name when requested. This will enable LawProse to track your attendance for CLE purposes.
5. Use the chat function to privately message any questions or technical issues. LawProse will have a lawyer on hand to relay your questions to Professor Garner or answer any other questions.

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Other questions:

Keyword search this packet

www.lawprose.org

Public seminars FAQs

Seminar Schedule

(All times are Central Time.)

8:00–9:00 a.m.	Classroom opens Check your inbox for email invitation to join classroom
9:00–9:20 a.m.	The difference between writing and good writing (with exercise)
9:20–10:00 a.m.	3 prerequisites to becoming a good writer (with exercises)
10:00–10:30 a.m.	4 fundamental tenets of good writing (with exercises)
10:30–10:45 a.m.	Break
10:45 a.m.–Noon	The key to opening memos, reports, motions, and briefs (with exercise)
Noon–12:30 p.m.	Lunch
12:30–1:45 p.m.	8 principles for maintaining a lucid train of thought (with exercises)
1:45–2:00 p.m.	Break
2:00–2:15 p.m.	Potent conclusions
2:15–2:30 p.m.	Tone and document design
2:30–3:00 p.m.	Managing your writing process (with exercise)

Policies & FAQs

Is this seminar all online?

Yes. Even though stay-at-home orders have lifted, social-distancing measures are still a great way to keep you safe. We look forward to having our live in-person seminars resume sometime in 2022 in a few cities.

Are there course materials?

Yes. The coursebook is included in the tuition. Coursebooks are mailed out at least seven business days before your scheduled seminar date via FedEx or UPS.

Can I begin studying before the seminar begins?

Sure. But there's not much you should do before the seminar. Professor Garner will lead you through the coursebook. You may want to review your copy of *The Redbook* beforehand.

Will this be a live seminar delivered online?

Yes. Professor Bryan A. Garner will be teaching the entire seminar live, so we welcome your questions and participation throughout the seminar.

Is there a self-paced version of this seminar that I can take whenever I want?

No. *Advanced Legal Writing & Editing* is not available as a self-paced seminar. We offer it only as a live online seminar, and also in-person (but not in 2021).

Are there prerequisites for this seminar?

No. We have writers at many different levels attend this seminar. Many experienced writers attend this seminar year after year. There's always something that writers can improve.



Does this seminar qualify for CLE in my state? How will I get my credit? Please review this chart and the dates to determine whether we offer CLE for your state bar. LawProse will report CLE credit according to state-bar rules for those state bar's providing credit. Many state bars require attorneys to self-report, such as California and New York. For certain states, we send out state-specific CLE certificates after you submit your attendance-verification codewords in our follow-up email.

2021 Advanced Legal Writing & Editing
CLE credits

	Arizona (5.5 hours)	California (5.5 hours)	Florida (6 hours)	Georgia (5 hours)	Illinois (5 hours)	Indiana (5 hours)	Kansas (6 hours)	Louisiana (5 hours)	Minnesota (5 hours)	Missouri (6 hours)	New York (6 hours)	Ohio (5 hours)	Oklahoma (6 hours)	Pennsylvania (5.5 hours)	Tennessee (5 hours)	Texas (6 hours + 1 ethics)	Virginia (5 hours)	Washington (5 hours)
April 8	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
April 22	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
May 6	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
September 2	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
September 9	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
September 16	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
September 23	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
September 30	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
October 7	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
October 14	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

If we don't have CLE credit available for your state, you can still apply to your Bar for credit. At the end of the seminar, you'll receive an email with:

- seminar description with time agenda;
- seminar brochure;
- Professor Bryan A. Garner's CV; and
- LawProse Certificate of Completion.

You can use these attachments to apply for credit with your state Bar.



CLE Information: the day before the seminar

You'll receive a seminar-reminder email from LawProse that includes the classroom-login information attendance-verification form. Professor Garner will present code words during the seminar. To receive attendance credit, we'll need this form filled in with the code words. There are also spaces for you to enter your State Bar(s) and State Bar Number(s).

CLE Information: on the seminar day

About an hour before the seminar begins, you'll receive another reminder email from us. This will also include the attendance-verification form.

CLE Information: immediately after the seminar

Our follow-up email includes:

1. Our MCLE packet with:

- Seminar description and timed agenda.
- LawProse Certificate of Attendance.
- Seminar brochure.
- Professor Bryan A. Garner's CV.
- MCLE reporting chart (including instructions for each state where LawProse has been approved for CLE credit).

2. Attendance-verification form and seminar-evaluation packet.

Please fill out and return the code words and the course evaluation. The code words will help us verify your attendance and then report your credits to your state bars as listed in the MCLE reporting chart.

We'll log this information and submit credit as necessary or send you the state-specific certificate.

For [New York CLE](#) credit: please submit the NY CLE Attorney-Affirmation Form (we'll send an e-version to you the day before the seminar) with your code words to receive a NY CLE Certificate.

If your state is not listed on the MCLE reporting sheet, then LawProse has not applied for credit in that jurisdiction. But not to worry! You'll simply apply to your Bar for credit. The documents in the MCLE packet will be helpful.

[Further questions?](#)

See our FAQs on our website under Live Online Seminars.

What to do with the Attendance-Verification Form

For attendance and CLE credit, please return this form to us at kcheng@lawprose.org within 20 days after the seminar. Many state bars strictly enforce reporting deadlines for course sponsors and we may not be able to report your credit more than 30 days after the seminar date. In this case, you may need to apply for seminar approval and CLE credit on your own.

Sample Attendance-Verification Form & NY CLE Attorney Affirmation

Advanced Legal Writing & Editing

Attendance-Verification Form
Seminar Date: September 30, 2021

Code Word 1:

Code Word 2:

Code Word 3:

Code Word 4:

Code Word 5:

Code Word 6:

State Bar:

State-Bar Number:

Attorney Affirmation
New York CLE Credit for Nontraditional Format Course

To obtain New York CLE credit, please complete and sign this form and then submit it to the CLE provider. Your participation must be verified by the provider.

Experienced New York attorneys (attorneys who have been admitted to the New York Bar for more than ten years) may earn CLE credit through nontraditional formats. Newly admitted attorneys (attorneys who have been admitted to the New York Bar for two years or less) should confirm that the format is permissible for the category of credit.

New York attorneys should retain a copy of this affirmation.

I, attorney name , acknowledge receipt of the course materials for:
name the Advanced Legal Writing & Editing

I certify that I have attended or viewed the above course in its entirety. Therefore, I request that I be awarded the applicable number of New York CLE credits for this course.

Format (check one)

Webconference CD Video PPT Live Broadcast

Teleconference DVD Online Audio Other (please describe)

Videoconference Audio PPT Online Video

COURSE CODE

During the course or program you will see another four (4) CLE code. Please enter the code in the boxes below. If you do not include the code, you will not be awarded New York CLE credit.

Course Code (Code word 1)

If there are multiple codes (for example, a separate code for each segment of a program) please enter here:

Code 2: Code 3: Code 4: Code 5:

Code 6: Code 7: Code 8: Code 9:

Name of CLE Provider:
LawProse, Inc.

Attorney Signature:

Date of completion of CLE course (New York attorneys earn CLE credits of this state they complete a CLE course):
September 30, 2021

You will receive these forms four times (just in case):

1. Hard copies enclosed in your coursebook.
2. Attached to LawProse's seminar reminder the day before your seminar.
3. Attached to LawProse's seminar reminder the day of the seminar.
4. Attached to LawProse's seminar follow-up email.

Do I need my state-bar information before the seminar date?

Yes. Please add it (state bar and state-bar number) into the registration form so that we'll have it on file. Please add all your bar numbers that you'd like us to have on file. If you're awaiting bar results and your bar number, you can send that to us later.

What if I'm not a lawyer? May I still take the seminar without a bar number?

Yes. We've had many nonlawyers attend our seminars through the years. Precocious high-school students, forward-thinking law students, journalists, paralegals—we're delighted to have anyone interested in advancing writing skills.

Do I need to pay my tuition before the seminar date?

Yes. Because we're sending out hard copies of the coursebooks, we need to ensure that you'll be attending the seminar.

My organization cannot pay before the seminar date. What should I do?

Please contact our general counsel, Karolyne (kcheng@lawprose.org), to discuss options.

May I record the seminar?

No. This is a proprietary seminar. We ask that you follow a basic rule at LawProse: Don't lie and don't steal.

We like two other rules for ourselves: Say please and thank you, and keep everything nice and neat.



What do I need to participate in the seminar?

- A computer with an internet connection suitable for viewing streaming video.
- Speakers so that you can hear the lecture.
- The coursebook, which you'll receive in the mail before the seminar.
- A pen or pencil.
- A writing surface.
- A notepad for your writing exercises.

Strongly Encouraged:

A couple of memos, motions, or briefs to look at when Professor Garner prompts you. You don't have any of these? What about an essay you've written? An article? Those might work as well.

LawProse Team's Suggestions:

- Drinks and snacks.
- Highlighter.
- Sticky notes and tabs.
- Your sense of humor.
- More snacks.

Should I have documents ready to work on?

Yes. Try to have a couple of memos, motions, or briefs to look at when Professor Garner prompts you.



Is this going to be any fun?

Yes! Oh, we get it. It sounds tedious—a day of legal writing. But don't be fooled by the topic. There's a reason that Professor Garner is the preeminent lecturer on legal writing. He's inspiring and practical at the same time. His tongue-in-cheek humor adds some sass to the topic, and he strongly encourages you to bring your own humor to your learning. Not only will you learn important how-tos for good writing and persuasive writing, but you'll feel more empowered to produce effective work every day.

Don't believe us? Check out what people said about their time with Professor Garner. Still not convinced? Take a peek at David Foster Wallace's write-up on Professor Garner in *Consider the Lobster*. It's a playful review of the man himself as much as his book.

What happens after the seminar?

You'll receive an email from the LawProse team with [our MCLE packet with:](#)

- Seminar description and timed agenda.
- LawProse Certificate of Attendance.
- Seminar brochure.
- Professor Bryan A. Garner's CV.
- MCLE reporting chart (including instructions for each state where LawProse has been approved for CLE credit).

If LawProse is responsible for reporting your CLE credit (according to the chart on page four) we'll let you know in the MCLE reporting chart included in the follow-up email. Otherwise, you can use the attachments in the MCLE packet to apply for credit with your State Bar.

See page 5 for more details.



When will I get my coursebook?

Two weeks before your seminar date, we will send out an address-verification email with the shipping address provided in your registration. Please send us corrections so we can ensure proper delivery since the seminar will not be useful without the coursebook.

We will ship your coursebook via FedEx 2Day Express and we'll send an email with tracking info to you when its packed and ready about 10 days before your seminar. With FedEx, we're not able to ship to P.O. Boxes.

I'll be traveling when I take the seminar, should I bring the coursebook with me?

Yes, bring it along. You'll absolutely need the coursebook to participate in the seminar.

Can I get an extra coursebook?

Unfortunately, no. We ship one coursebook per attendee.

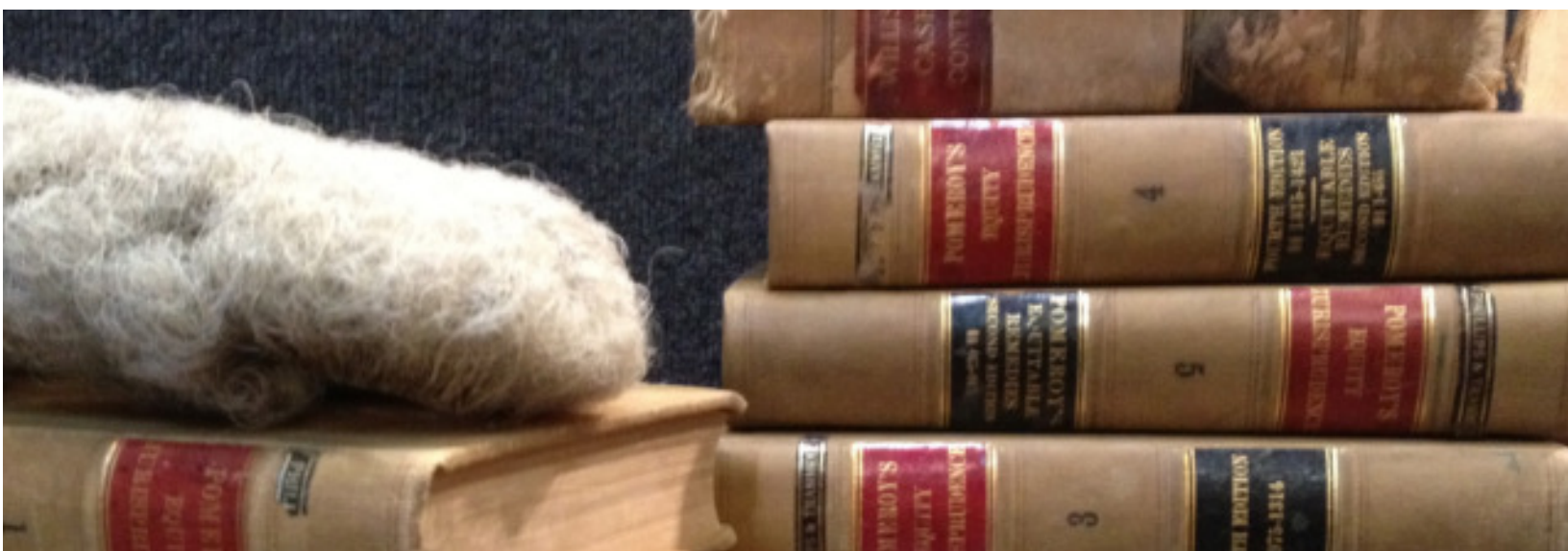


I need to cancel my registration. How can I do this?

What is your refund policy?

Please contact us directly at info@lawprose.org for a refund based on the conditions below.

Cancellations made more than 30 days before your original scheduled seminar date.	→	Tuition minus 15% of tuition (processing fee).
Transfers to self-paced seminars made more than 30 business days before your original scheduled seminar date.	→	Tuition minus \$150 processing fee. The remaining tuition is applied to your self-paced seminar selections.
Cancellations made more than 15 business days before your original scheduled seminar date.	→	Tuition minus 50% of tuition.
Transfers to self-paced seminars made more than 15 business days before your original scheduled seminar date.	→	Tuition minus 50% of tuition minus \$150 processing fee. The remaining tuition is applied to your self-paced seminar selections.
Cancellations made 7 business days before your original scheduled seminar date.	→	No refund. No transfer to self-paced seminars.



Something came up. May I transfer to another date?

Yes. We'll happily switch you from your original scheduled date to another seminar date. You'll receive one free move—but only once. Any date changes after this initial one is \$150 per change.

We'll need 24 hours' notice to make this switch for you.

I can't make my selected date. Can I move my tuition to a self-paced online seminar?

Yes. We'll be happy to help you start up your self-paced account and get you started on that path.

To calculate your available credit:

Transfers to self-paced seminars made more than 30 business days before your original scheduled seminar date.	—————>	Tuition minus \$150 processing fee. The remaining tuition is applied to your self-paced seminar selections.
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Transfers to self-paced seminars made more than 15 business days before your original scheduled seminar date.	—————>	Tuition minus 50% of tuition minus \$150 processing fee. The remaining tuition is applied to your self-paced seminar selections.
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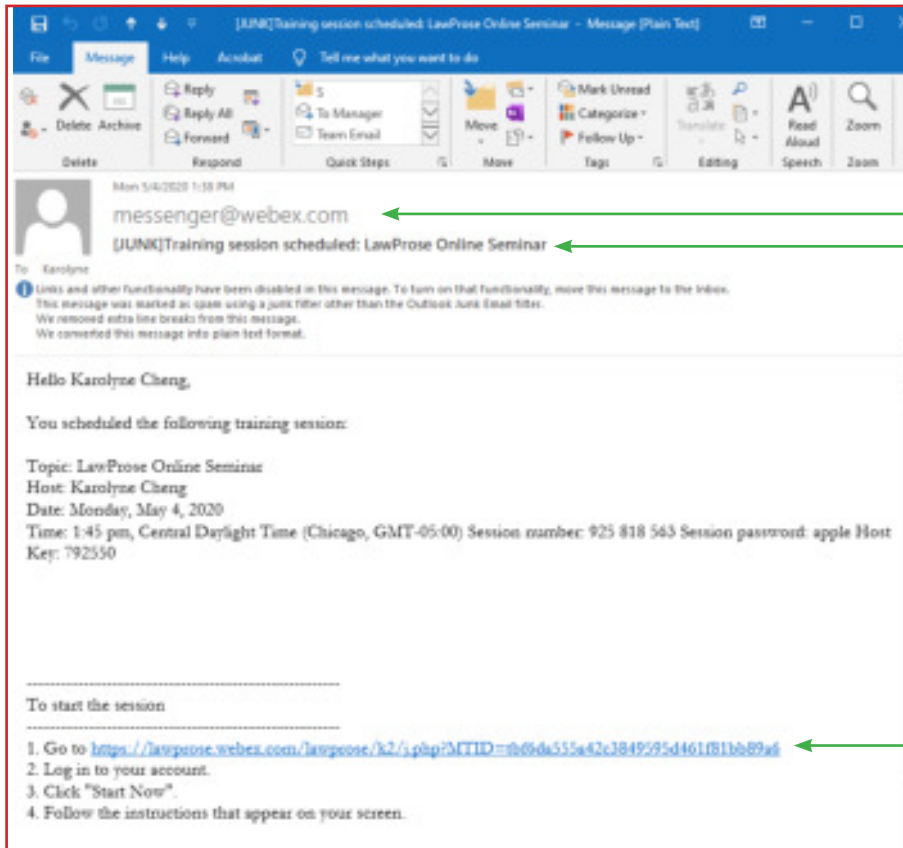
Please let us know when you'd like to start your 30-day license window for your self-paced seminars and which seminars you'd like.



Getting into the Classroom

1. You'll receive an email from messenger@webex.com with information about joining the session.

Please check your Junk Mailbox.

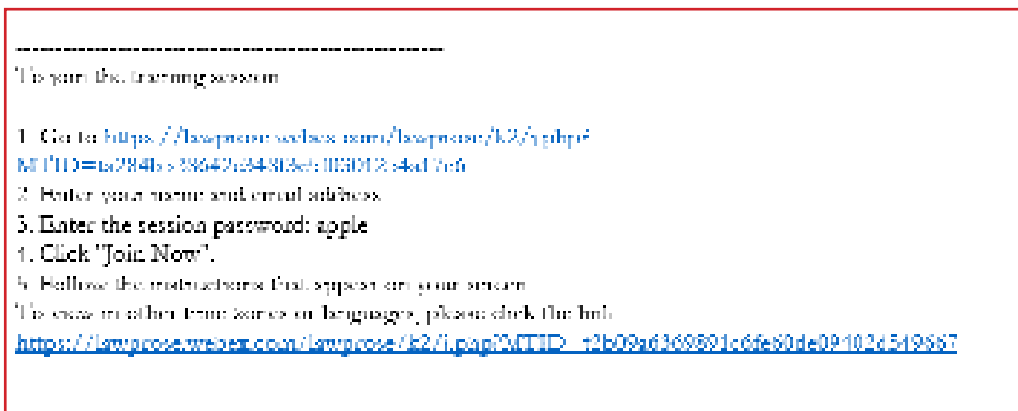


messenger@webex.com
may be sent to your
Junk Mailbox

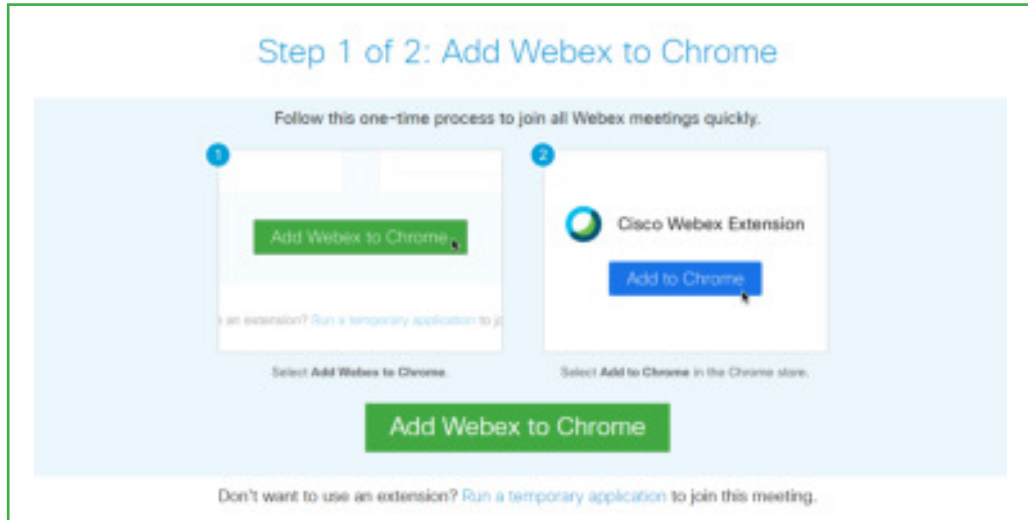
Seminar information.

2. You'll receive an invitation email from messenger@webex.com with information about joining the session. Each person will also receive an invitation email an hour before the seminar's start time to make it easier to join.

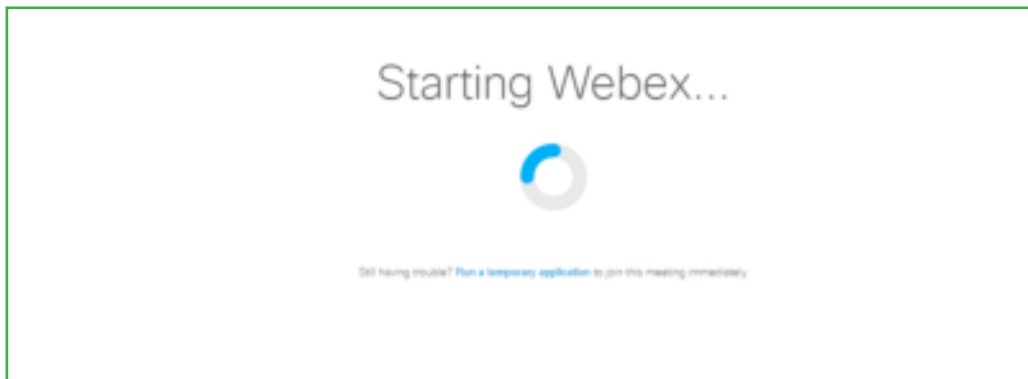
Please check your Junk Mailbox.



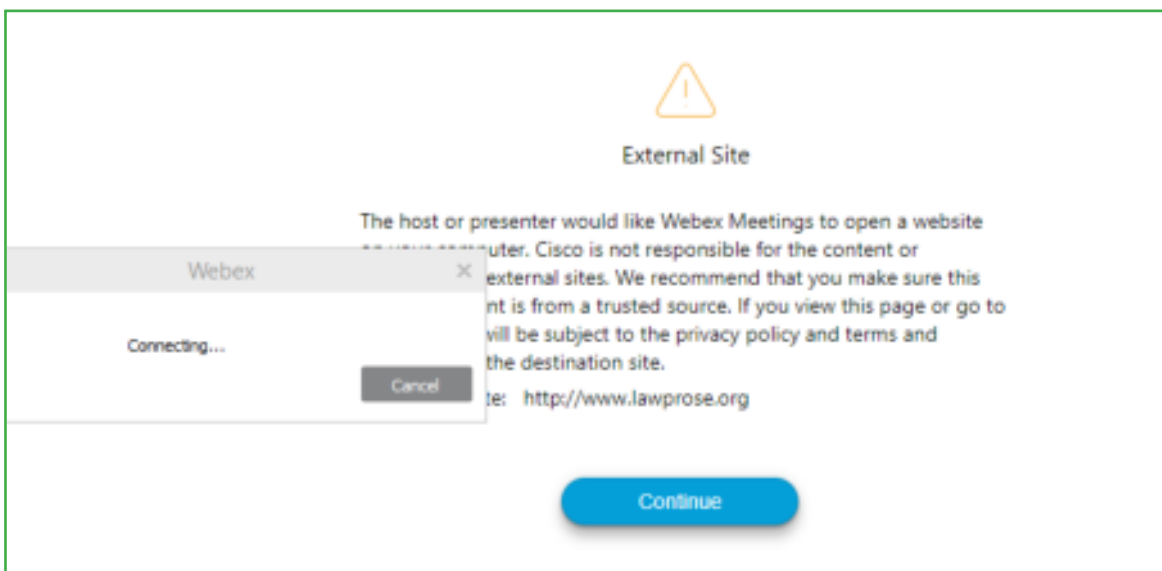
3. Choose to add the plug-in to your internet browser.



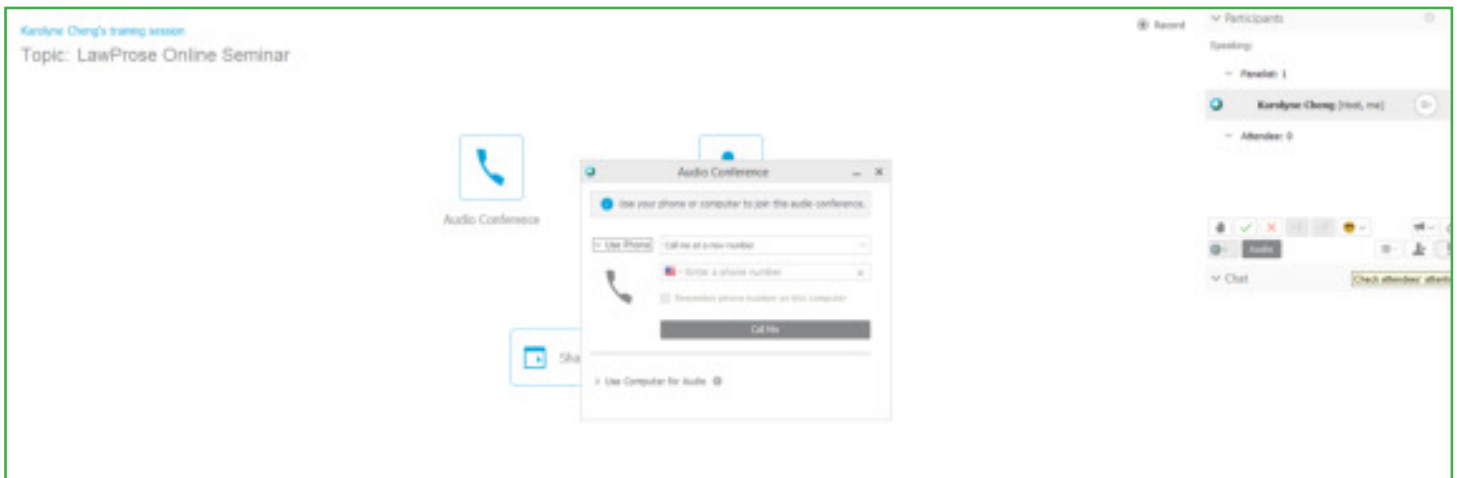
4. Your computer will start up WebEx.



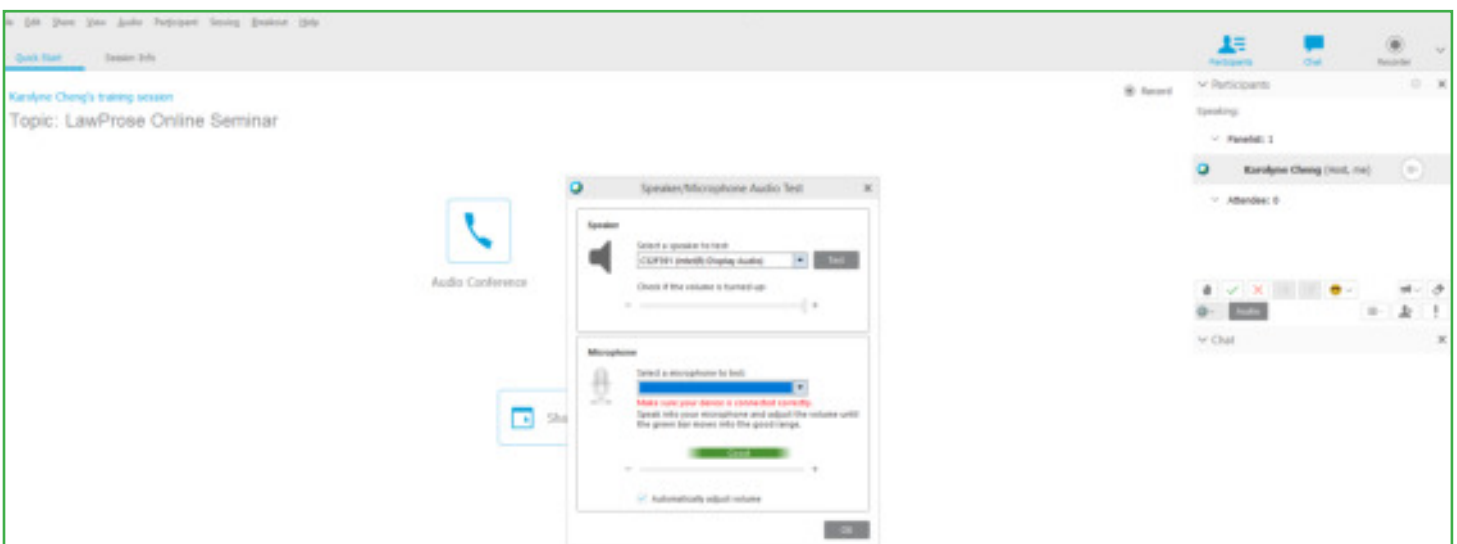
5. You may be prompted about some warnings. Please proceed to join the classroom.



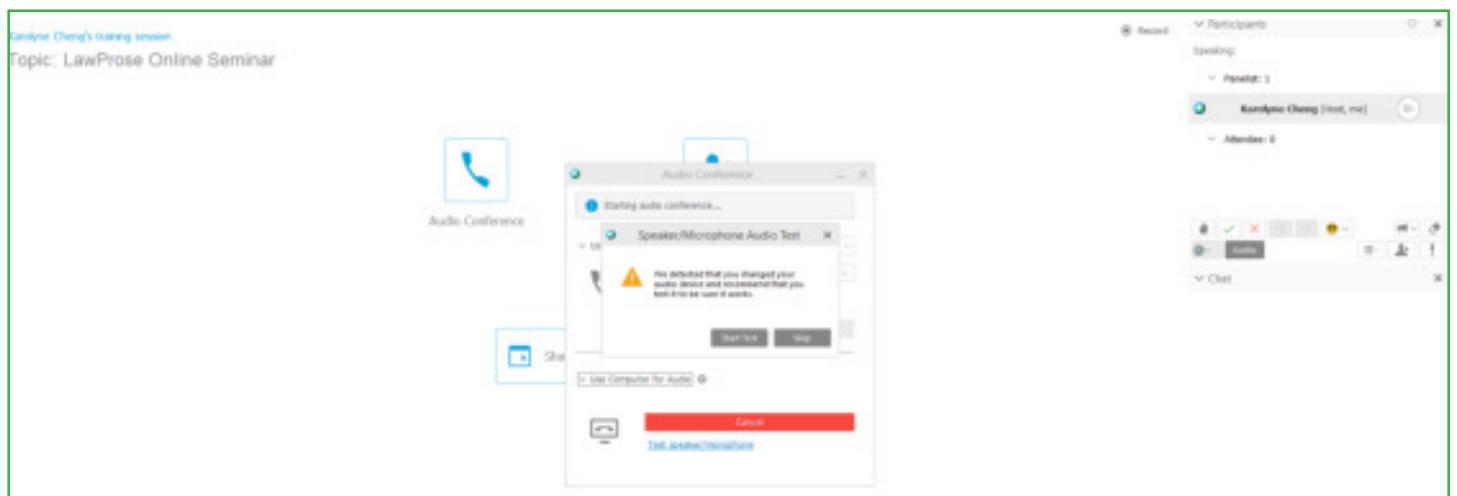
6. Choose your seminar's audio to use your computer's speakers or your phone.



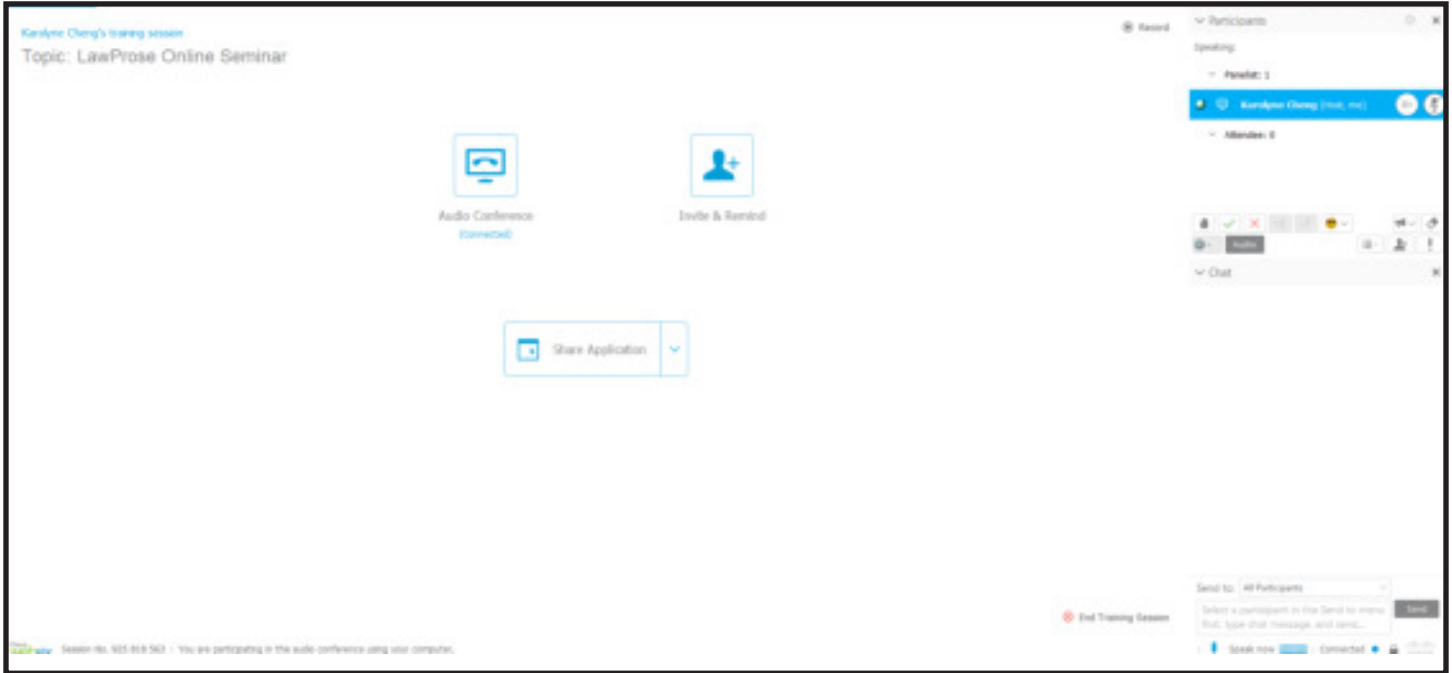
7. If you choose to use your computer's speakers and microphone, you can test it here.



8. Don't worry if this error message pops up that your microphone is not working. You will be muted during the seminar and all your questions and participation will be through the chat function you see in the bottom right corner of your screen.



9. You're ready for the seminar. Thanks for your patience.

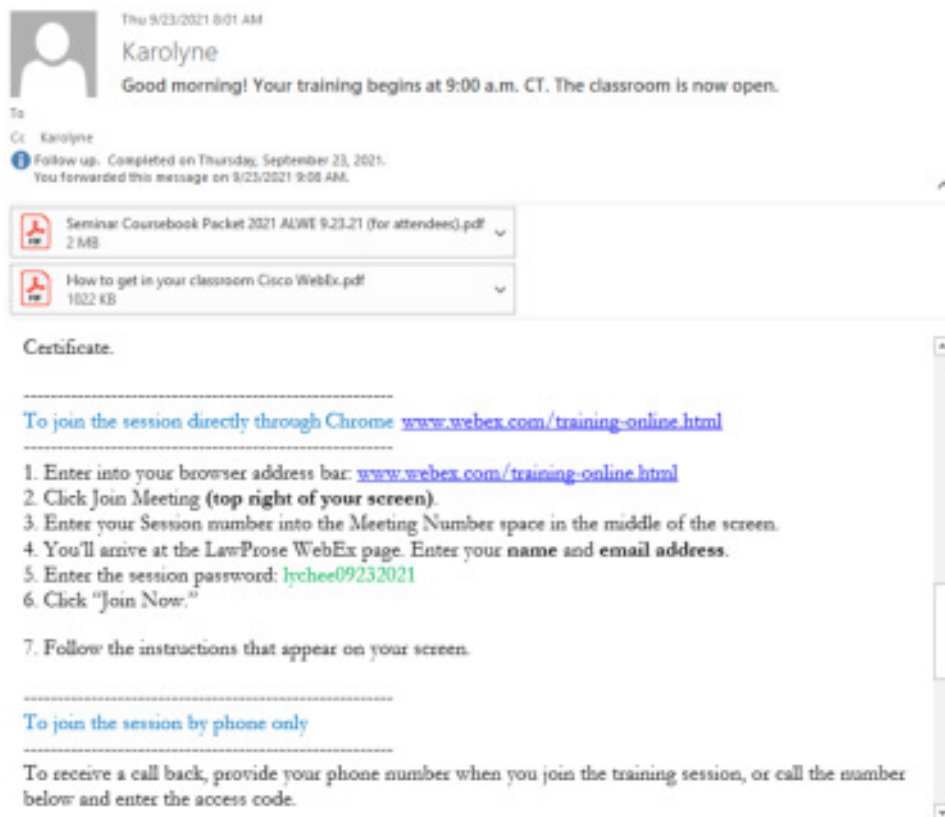


Logging in via your browser.

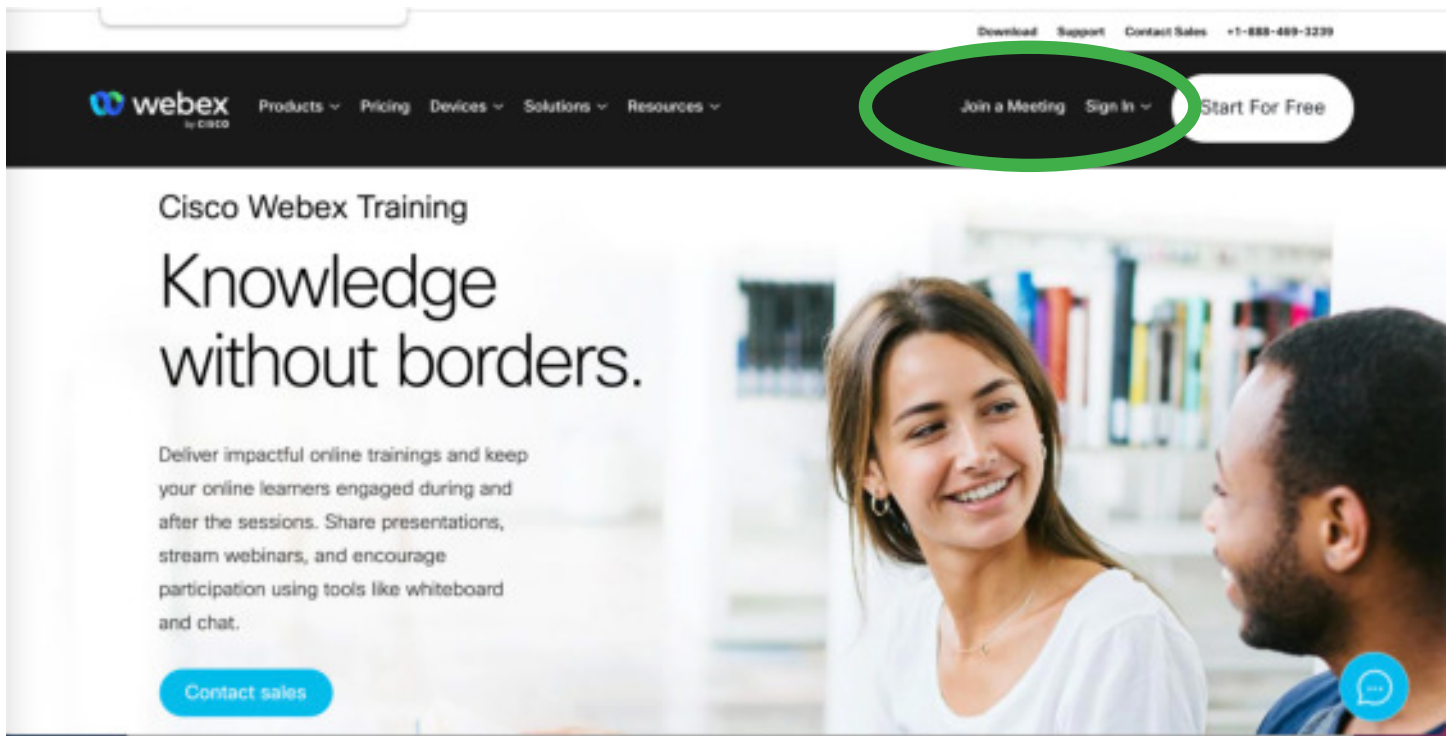
Your firewall on your work computer may prevent the Cisco WebEx extension from downloading. Not a problem! You can easily log into the classroom directly from a normal browser window. When you click on the link to join our classroom, you'll land on the Session Information page at lawprose.webex.com. After entering your credentials in the gray Join Session Now box, click on the link underneath the Join Now box: Join by Browser.

This will open a new window for your classroom. You'll have all the same functionality for the seminar as everyone else participating through the Cisco WebEx extension.

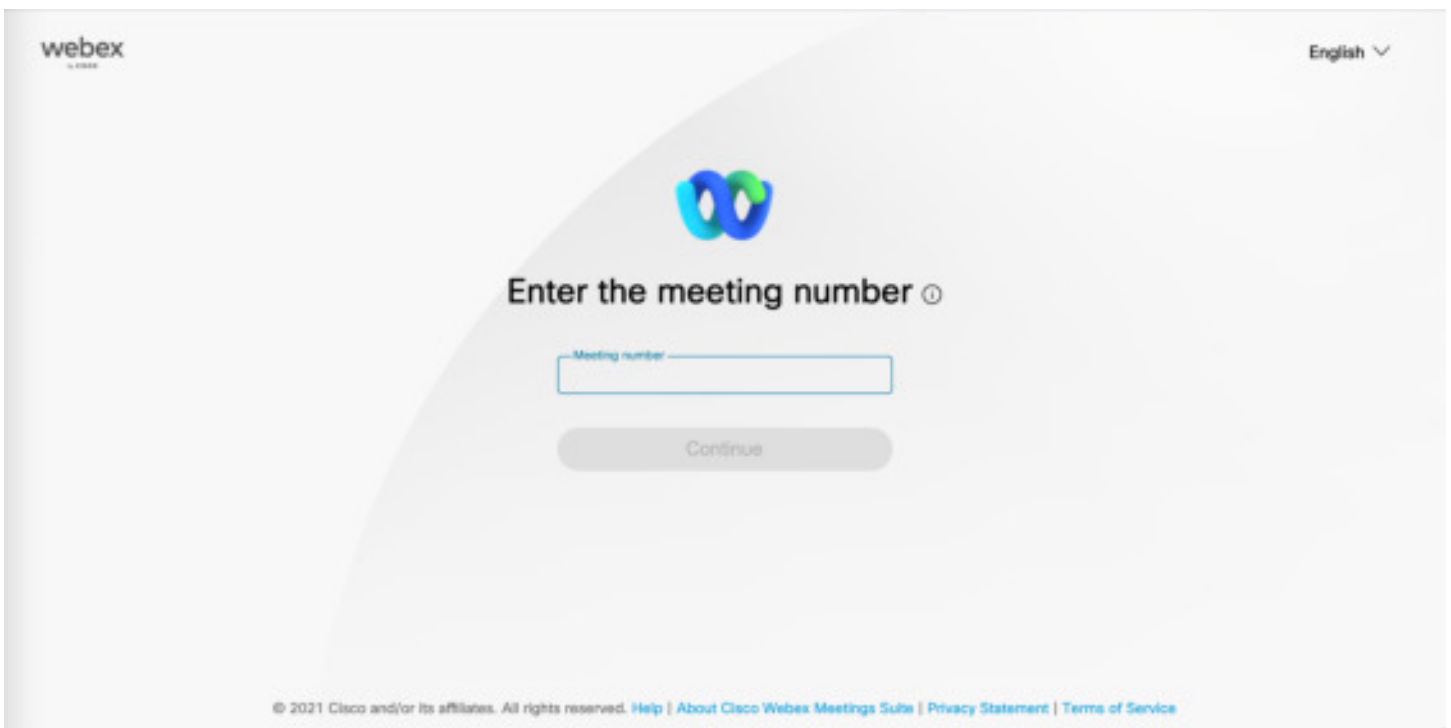
1. In the LawProse reminder email before the seminar, scroll down to the section on joining directly through Chrome.



2. Follow the instructions to click Join Meeting in the top right corner of the new page.



3. Enter the meeting number.



4. Enter your login credentials in the gray box to the right and click Join by Browser.

The screenshot shows the LawProse Webex Training interface. The main heading is "Session Information: Advanced Legal Writing and Editing (9.23.21)". The session status is "Started" on Thursday, September 23, 2021, at 9:00 am, Central Daylight Time (Chicago, GMT-05:00), with a duration of 6 hours. The presenters are Professor Bryan A. Garner, Professor Bryan A. Garner, and Karolyne. The agenda, session number, password, and audio conference details are listed as "(password protected)". The host's name, email, course material, and tests are also listed as "(password protected)".

On the right side, there is a "Join Session Now" section. It contains a form with fields for "Your name:", "Email address:", and "Session password:". Below the form are two buttons: "Join Now" and "Join by browser NEW!". The "Join by browser NEW!" button is circled in green. Below the buttons, it says "If you are the host, [start your session.](#)"

At the bottom of the page, there is a note: "By joining this session, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#)."

5. You'll be greeted by a short note.

The screenshot shows a Webex meeting interface. A "Welcome Message" dialog box is displayed in the center. The message reads:

Welcome Message

Good morning!
We're delighted to have you join us today.
Professor Garner starts promptly at 9:00 a.m. CT.

Schedule for today

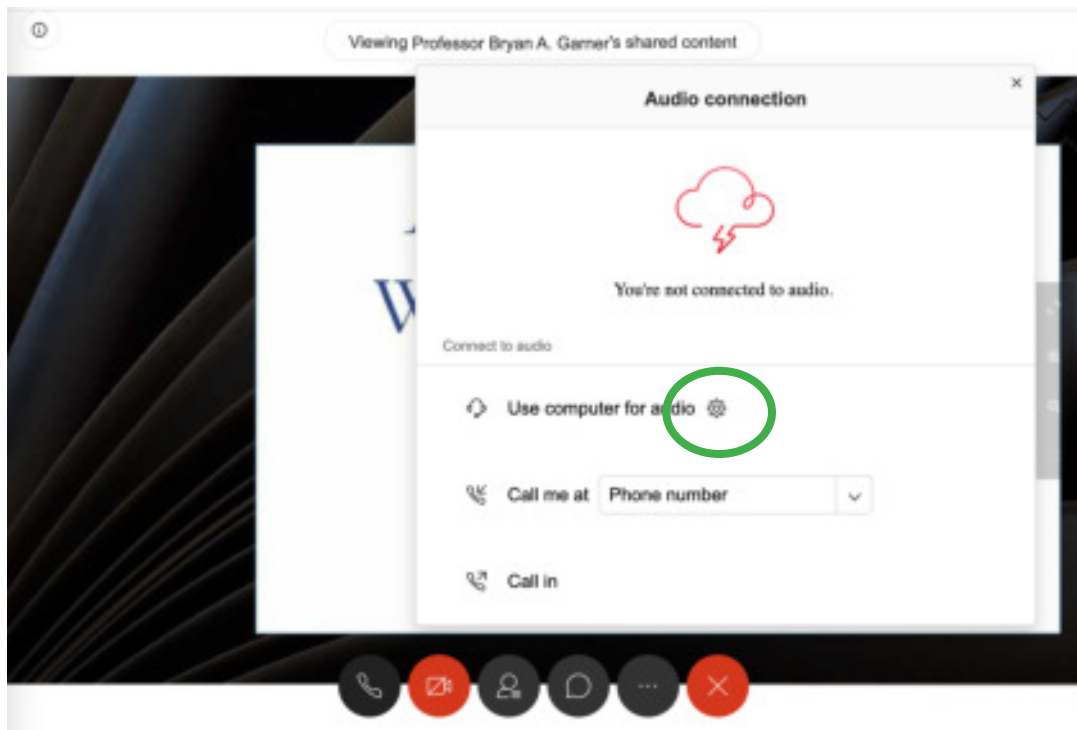
- 9:00 a.m.: Class begins
- 10:30-10:45 a.m.: Morning break
- Noon-12:30 p.m.: Lunch break
- 1:30-1:45 p.m.: Afternoon break
- 3:00 p.m.: Class finishes

We'll send a follow-up e-mail when the seminar finishes with information about CLE credits.

Sit tight and get ready for a fast-paced day.

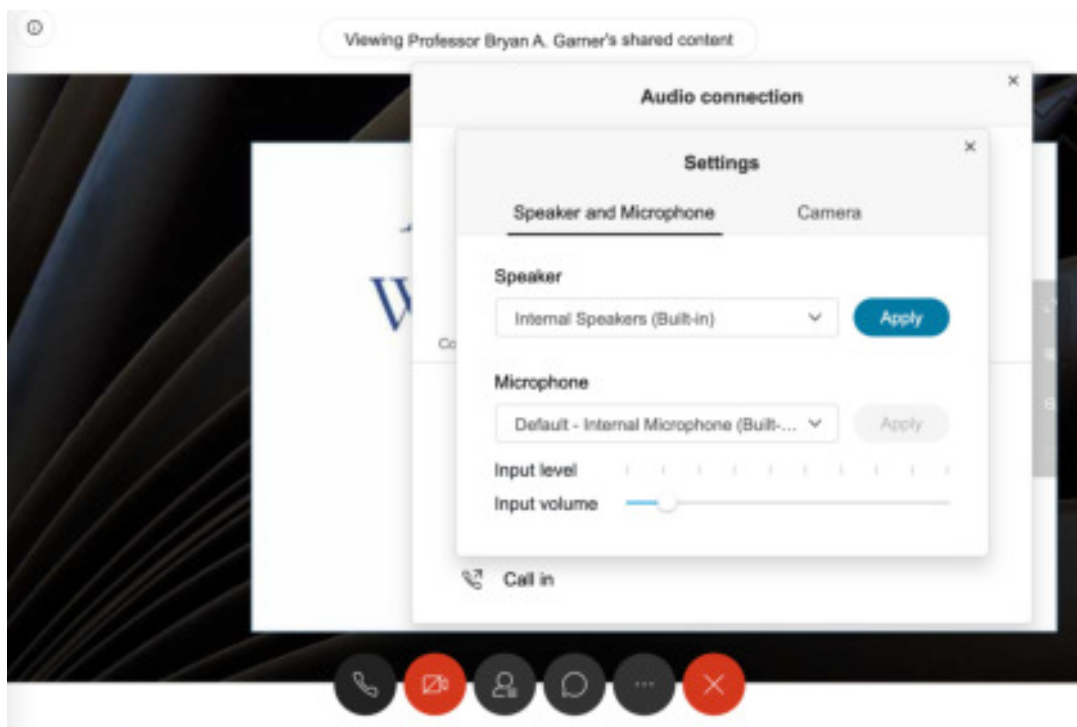
At the bottom of the dialog box is an "OK" button. The background shows a video feed of a man and a list of participants: "Professo... (host)" and "LawProse".

6. Let's work on your audio connection now. Click the little gear icon.



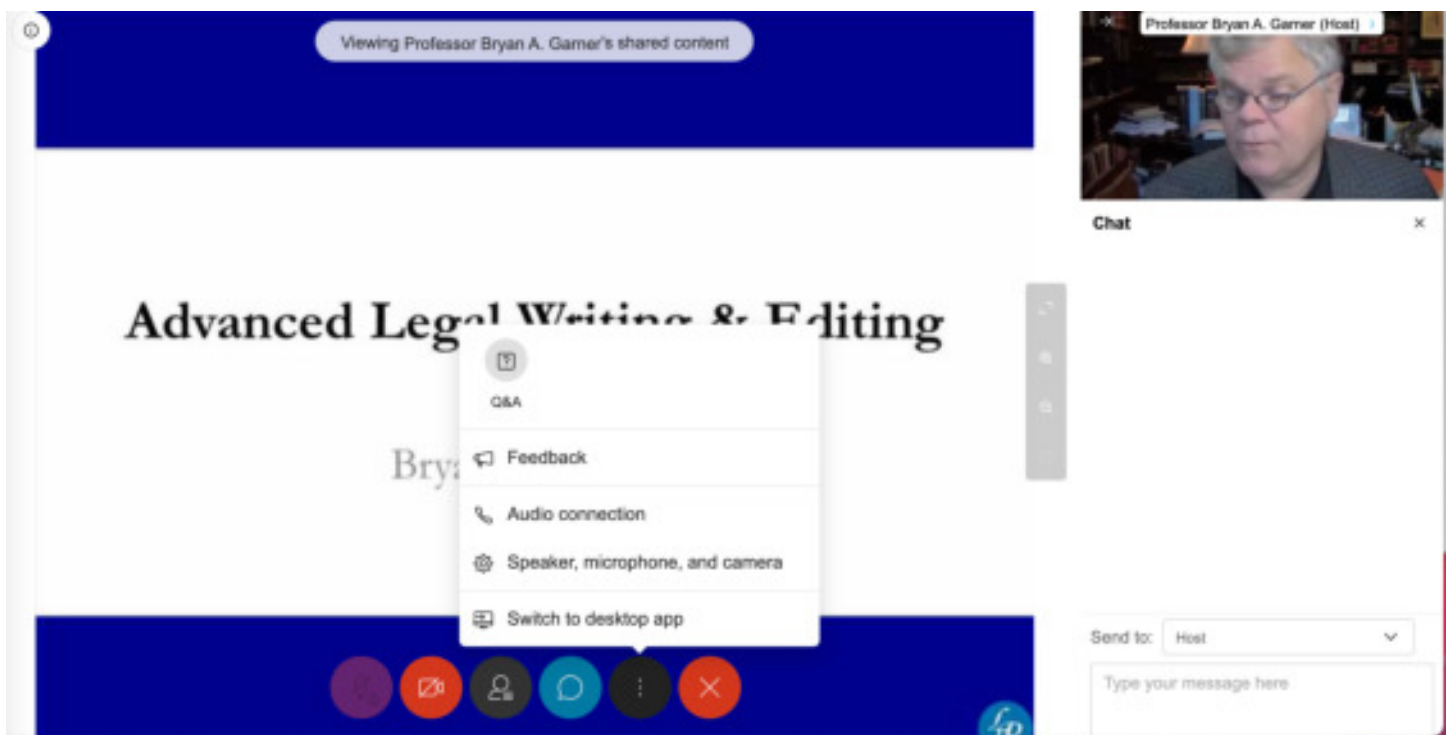
6. Let's work on your audio connection now. Click the little gear icon. Choose your speakers and click apply. You won't need your mic for this seminar.

*You may have a little notification pop up that asks for permission to access your microphone. Click Allow. Or it might be a little microphone icon with a red X through it in your browser address bar, right click on that and allow the microphone for WebEx.





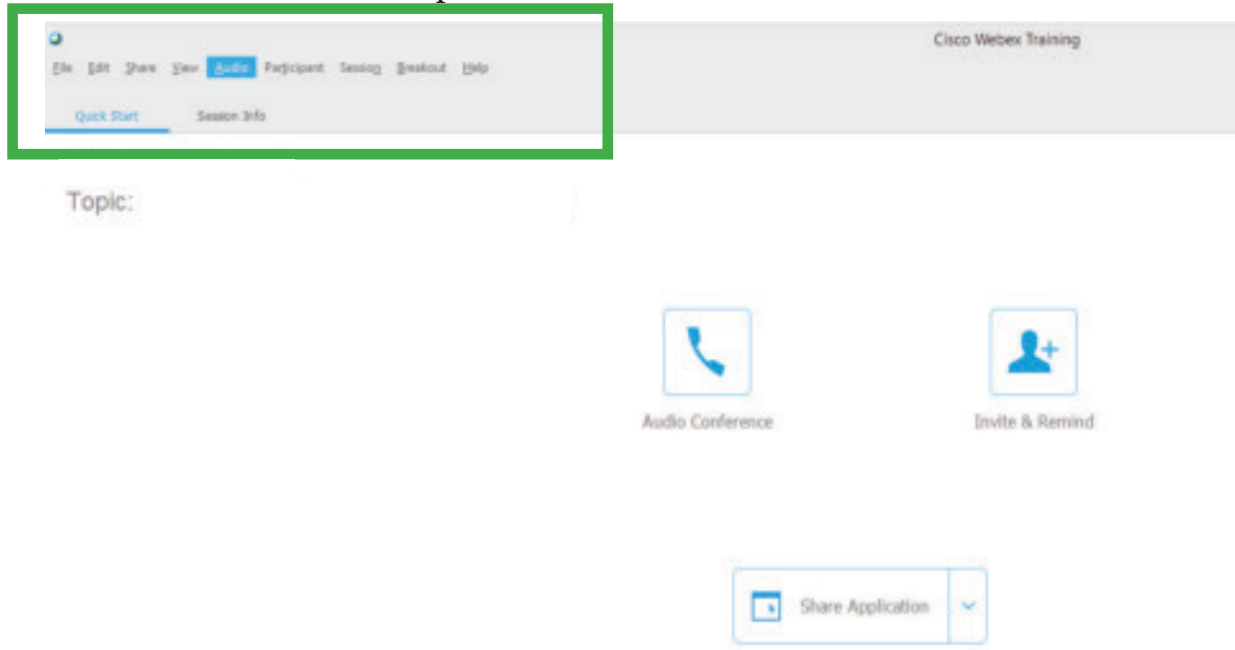
This little icon will bring up your options including getting back into your audio-connection options.



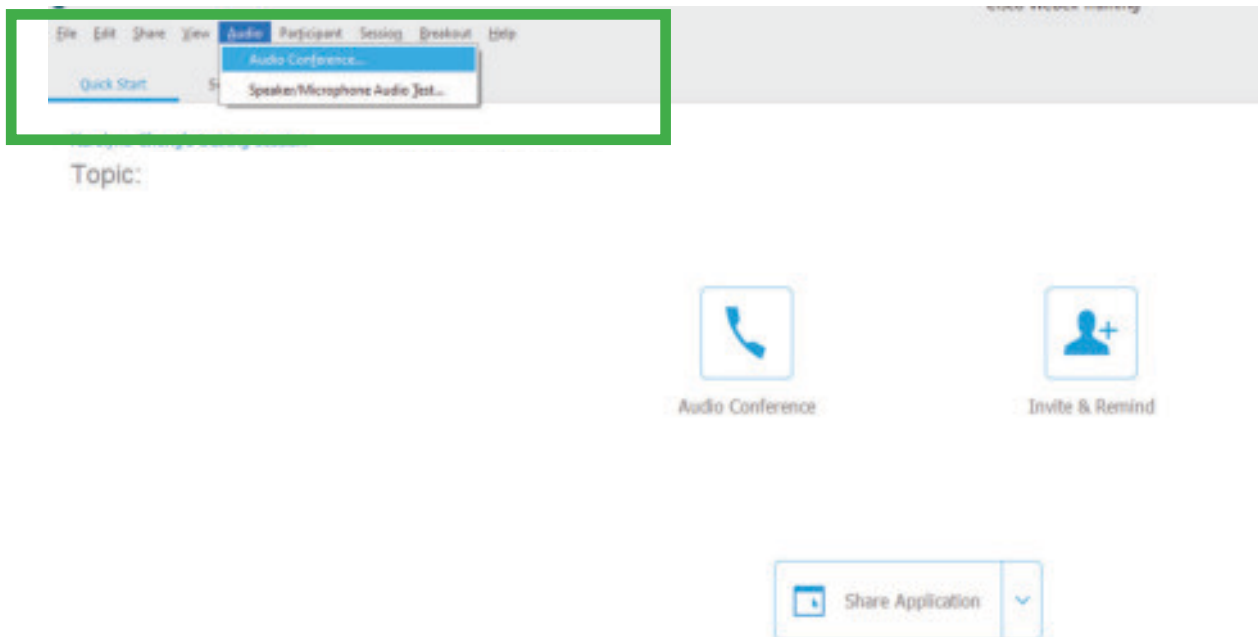
Using Your Phone to Listen to the Seminar

Yes, you can still sign into WebEx and see the seminar, but depending on your connection speed, the computer's sound may pause, skip, or even freeze. For a smoother audio experience, you can use your phone as your speaker.

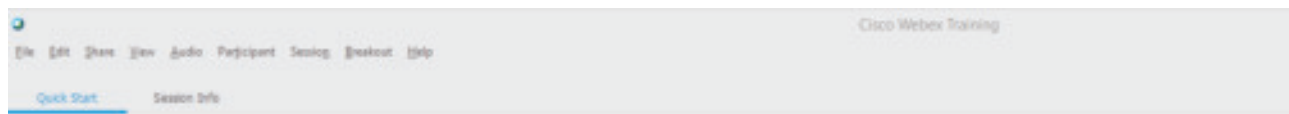
1. Please select Audio from the top menu bar.



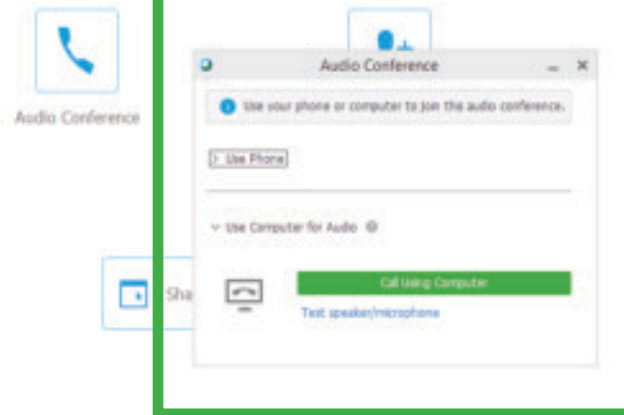
2. Click on Audio Conference.



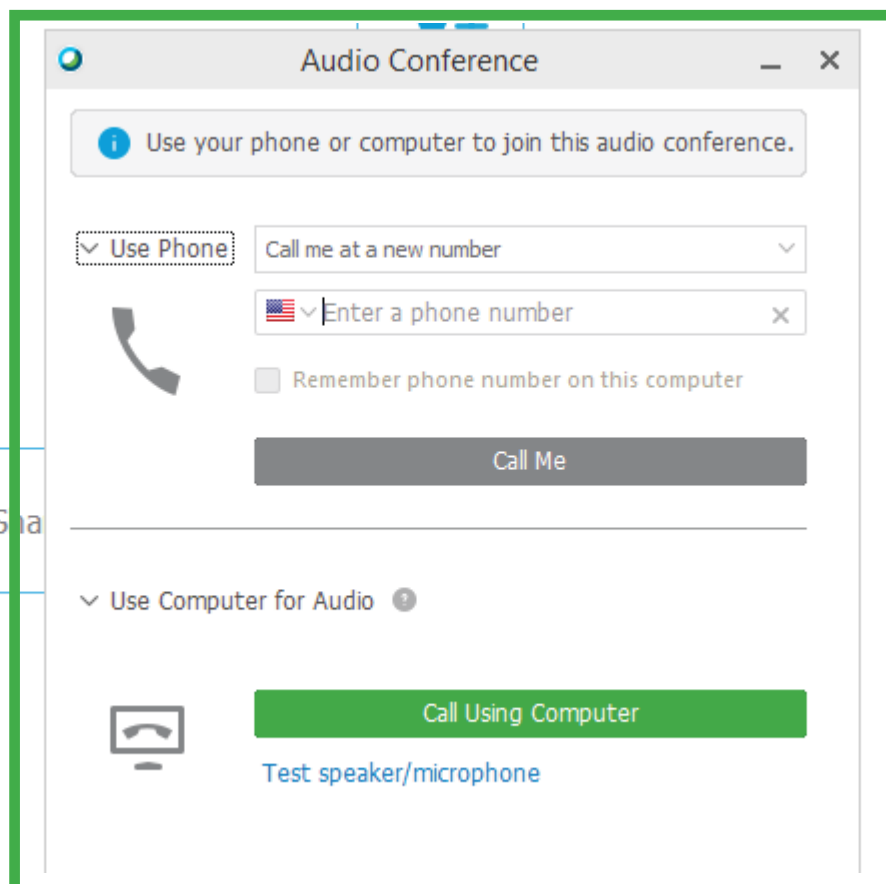
3. In the new Audio Conference dialog box, select Use Phone.



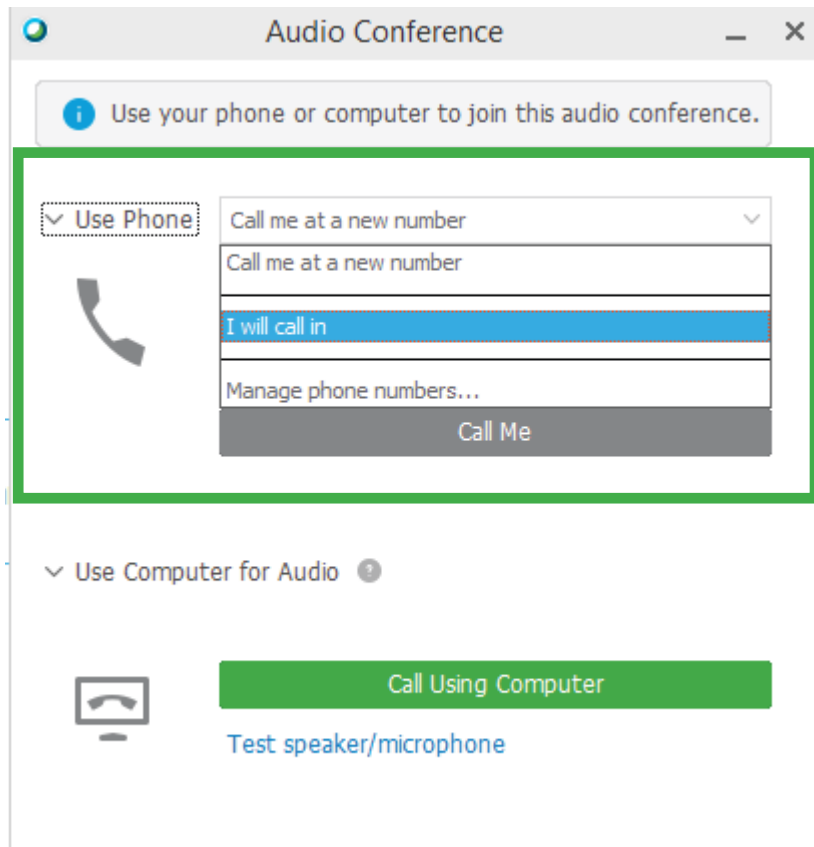
Topic:



Conference



4. In the drop-down menu, select “I will call in.”



5. If you have free long-distance calling on your phone, please dial the call-in toll number. Enter the appropriate access code and Attendee ID provided in your live session's screen.

