

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:

course title:

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 form a CLE code. Please enter the code in the below field. 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:

Attorney Signature:

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

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.

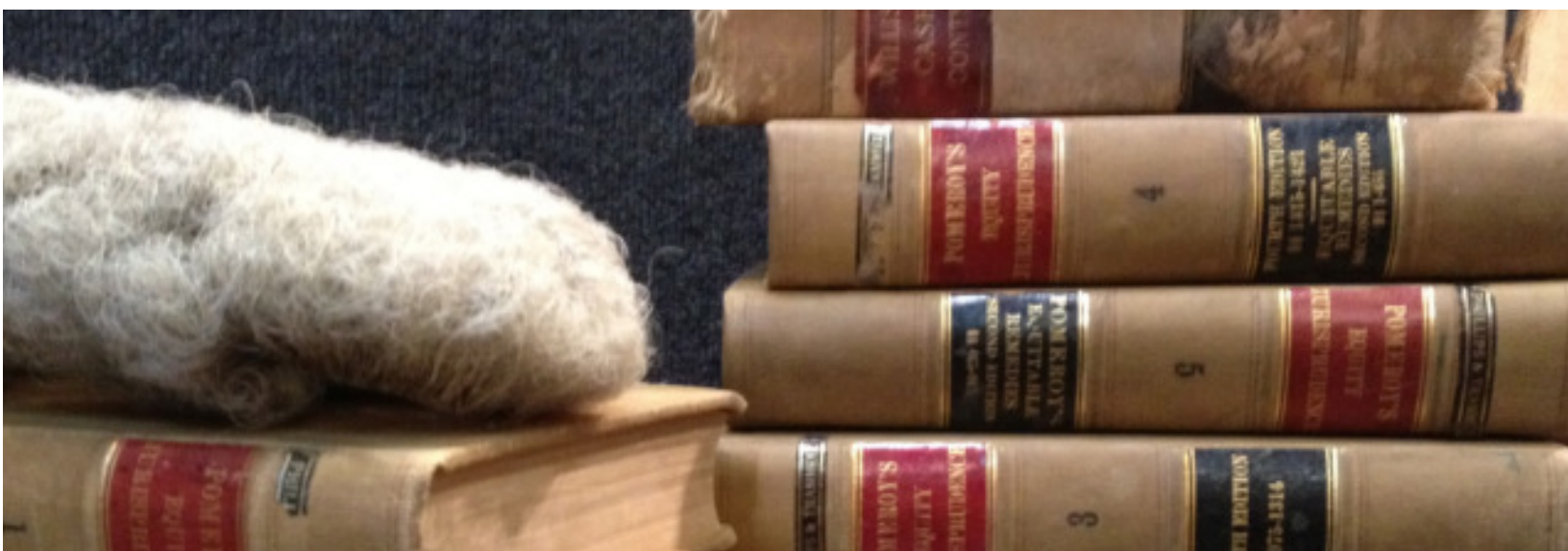


I need to cancel my registration. How can I do this?

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.

