

CLE materials for

Court Web: Writing Strong, Confident Sentences

The Federal Judicial Center has provided the attached materials to assist courts in program planning and in applying for continuing legal education (CLE) credit for the webcast *Court Web: Writing Strong, Confident Sentences*. The materials include faculty biography, a continuing legal education application form, and a certificate of attendance (**fillable and not fillable forms**) for the webcast.

The Center is unable to process individual applications for CLE credit, and therefore there is no preapproval, but these materials will help you facilitate the process in your court. **Each individual attorney is responsible for submitting an application for CLE and for making any payments that are required.** The Center does not have course numbers for the jurisdictions; you will have to acquire that information once you apply for CLE credit in the jurisdiction for which you desire credit. **With regard to the Court Training Specialist signature that is required on the Certificate of Attendance, you can have your court's Training Coordinator/Training Specialist or Human Resources Specialist/Human Resources Manager sign the certificate. (*The FJC does not sign this document.*)** After it is signed, please submit the form to the CLE Commission or State Bar for which you seek credit. We strongly recommend that you contact your state's CLE board for information about CLE requirements, which vary from state to state.

If you have any questions about the CLE application process, please contact Rhonda Starks at 202-502-4059 or rstarks@fjc.gov. If you have any questions about the program in general, please contact Brenda Baldwin-White at 202-502-4112 or Bbaldwin-white@fjc.gov.

Program Description

Court Web: Writing Strong, Confident Sentences

November 15, 2023 – 1:00 p.m. – 2:30 p.m. ET

Host Brenda Baldwin-White, Senior Judicial Education Attorney, talks with Timothy P. Terrell, Professor Emeritus at Emory University School of Law, about writing strong, confident sentences. Writing and editing a document's sentences is challenging because at this level of detail it seems as though hundreds of small pieces of advice all apply simultaneously: "Write short sentences; avoid passive voice;" and so on. In fact, however, nearly all useful guidance for sentence drafting can be summarized using two fundamental principles: "chunks" and "cores." The purpose of this program is to demonstrate the power of these concepts, using numerous examples.

Faculty: Timothy P. Terrell, Professor Emeritus, Emory University School of Law, Atlanta, Georgia.

Faculty Biographical Information

Timothy P. Terrell has three distinct areas of teaching and scholarly reputation: legal writing, legal ethics, and legal theory. He has published extensively on all these topics, and frequently conducts continuing legal education programs on them as well. Concerning legal writing in particular, he is, among law faculty nationwide, the leading presenter of programs for practicing lawyers and judges, not just in the United States, but around the world. He has consulted often for law firms on issues of legal ethics and has served on numerous occasions as an expert witness in litigation involving issues such as conflicts of interest, confidentiality, and lawyer malpractice.

Terrell joined the Emory faculty in 1976. His undergraduate degree is from the University of Maryland (1971); his law degree is from Yale Law School (1974); and he has a post-graduate diploma in law from Oxford University, England (1980).

After graduation from Yale, Terrell was an associate in the Atlanta law firm of Kilpatrick Stockton (now Kilpatrick Townsend & Stockton). Since joining the faculty at Emory he has been awarded two Fulbright grants, one to attend Oxford University to study political philosophy, and another to teach legal theory at the University of Newcastle-upon-Tyne in England. Terrell developed, and then served briefly in, the position of director of professional development at King & Spalding in Atlanta.

At Emory, Terrell teaches the first-year course in property, and upper level courses in legal ethics, jurisprudence, and advanced legal writing. His publications, most often involving the intersection of legal theory and legal doctrine, have appeared in law journals at the law schools at Georgetown, Duke, Northwestern, California, and Emory, among others. He has organized conferences at Emory on topics such as “Rethinking Liberalism,” “Human Rights and Human Wrongs: Investigating the Jurisprudential Foundations for a Right to Violence,” and “The Role of General Counsel.”

Regarding legal writing, Terrell has for more than a decade conducted the writing and editing portion of the training program for new appellate judges at NYU Law School’s Institute of Judicial Administration. In addition to presenting programs around the country to law firms and bar associations, he is the primary consultant on legal writing to the international association of law firms called Lex Mundi and has conducted programs at its member firms around the world. He is the coauthor of a popular text on legal writing, entitled *Thinking Like a Writer: A Lawyer’s Guide to Effective Writing and Editing* (3d ed., 2008, Practising Law Institute).

In the legal ethics area, Terrell has developed three videotape-based instructional programs—one involving the criminal justice area, another for lawyers in the health care industry—and an extensive program for law office staff personnel. He has also published several articles on the values that constitute lawyer professionalism, and frequently makes presentations on that topic to law firms and bar organizations. He was the primary consultant for the Lex Mundi association

as it developed its “Statement of Shared Professional Values,” which can be examined at that organization’s website, www.lexmundi.com »

Education: Diploma in Law, Oxford University, 1980; JD, Yale University, 1974; BA, University of Maryland, 1971

UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION

To the state of:

1. Sponsoring Organization

Name: Federal Judicial Center
Address: Education Division
One Columbus Circle, NE
Washington, DC 20002-8003
Telephone: 202-502-4059
Email: rstarks@fjc.gov

2. Title of education activity: Court Web: Writing Strong, Confident Sentences

3. Date(s) and Location(s):

Dates: 11/15/2023 - 11/15/2023
Location: Being recorded for later viewing

4. Registration fee: 0

5. Writing surface available? Yes

6. Delivery Method(s):

- faculty in room with participants; telephone to broadcast site; interactive video;
webinar; audiotape presentation; streaming video;
interactive computer/Internet; discussion leader present

7. Type of Law Code(s): 1. JUD 2. (Optional) 3. (Optional)

Difficult Level Beginner; Intermediate; Advanced

8. Advertised to: Lawyers; Clients; Other (Specify) Federal Judges and Attorneys

9. List any admission restrictions: Federal Court Employees Only

10. "In-house activity" requirement (see local rules to determine applicability):

- open/publicized to outside lawyers; outside lawyers are % of faculty;
clients are 100% of audience

11. Method of evaluation:

- participant critique; independent evaluator; None; Other

STATE ACCREDITATION OFFICE
NOTICE OF ACTION
Course No.
(To be completed by the state accreditation office and returned to the applicant)
The following action has been taken on the application:
RETURNED for more information. Please complete each item on the form indicated by the number(s) circled below: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
APPROVED for CLE credits, including Ethics credits
DENIED Reference
SEE ATTACHED MATERIALES.

12. Description of materials to be distributed: **total pages ; loose-leaf**

before program; at program; other: **Online**

13. REQUIRED ATTACHMENTS to this application:

- a. time schedule (brochure, course outline, course description)
- b. table of contents or equivalent
- c. faculty name(s) and credentials (if not in brochure or description)
- d. complete set of materials (only in states where required)
- e. fees (only in states where required):

14. Total minutes of instruction, not including breaks, meals or introductions:

General (non-ethics): **90**

Ethics (minutes):

Substance Abuse:

Total: **90**

Other:

15. Approval by other states: Granted by: California; Denied by:

16. Submitted by: employee of sponsor/provider; individual lawyer

Name of person applying (type or print)

Address (if different than above)

Phone and Fax (if different than above)

10/17/2023

Signature.

Date

Email (if different than above)

Court Web: Writing Strong, Confident Sentences

webcast presentation from the Federal Judicial Center

ATTENDANCE CERTIFICATE

This certificate should be filed with the appropriate MCLE Board or Commission within 30 days of this activity.

(keep a copy for your records)

Date you participated in the program: _____

Registrant signature

Registrant name

Address

City, state, zip code

Attorney No. (if applicable) for _____
State

I attended a total of _____ hours at the viewing site in _____
(Please note that different jurisdictions approve varying numbers of credit. The total hours above is the actual number of 60-minute hours attended.)

Affirmation/Verification/Attendance Code: Please enter the Affirmation Code that was displayed on the screen during the webcast.

TRAINING COORDINATOR CERTIFICATION

This will certify that the above-named person attended the *Court Web: Writing Strong, Confident Sentences* webcast.

Training Coordinator/Human Resources Specialist/Human Resources Manager signature

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