

CLE materials for

## ***Court Web: Advanced Legal Writing: The Essential Qualities of Effective Editing***

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: Advanced Legal Writing: The Essential Qualities of Effective Editing*. 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](mailto: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](mailto:Bbaldwin-white@fjc.gov).

## ***Court Web: Advanced Legal Writing: The Essential Qualities of Effective Editing***

**October 20, 2021 – 1:00 p.m. to 4:20 p.m. EST**

Host Brenda Baldwin-White, Senior Judicial Education Attorney, talks with Professor Timothy Terrell, Emory University School of Law, who will present three one-hour sessions on the fundamentals of advanced legal writing and editing. This program is unusual. It is not concerned with details of grammar or isolated "tips" that might improve a document. It is instead much more ambitious. The program identifies and develops the fundamental writing principles (as opposed to rules) that define effective writing, and hence also demonstrates how to give efficient feedback to others. The program emphasizes the distinction between, on the one hand, a document's logic and, on the other, its coherence to a reader.

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

### **Agenda:**

#### **Part I:**

1:00 p.m. to 2:00 p.m. EST

Part I sets the foundation for all that follows by focusing on the basic strategy for effective editing—from macro structural issues down to micro detail issues.

#### **Part II:**

2:10 p.m. to 3:10 p.m. EST

Part II demonstrates that the key to a good document is not its "information," but its "meta-information," illustrating this point by focusing on a document's introduction.

#### **Part III:**

3:20 p.m. to 4:20 p.m. EST

Part III briefly develops the issue of effective organization of legal and factual presentations, noting the dangers inherent in traditional approaches that seem natural to the writer but are ineffective for a reader.

## *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.”

**UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION**

To the state of:

1. Sponsoring organization:  
 Name: **Federal Judicial Center**  
 Address: **Education Division (ED)**  
           **One Columbus Circle, NE**  
           **Washington, DC 20002-8003**  
 Telephone: **202-502-4059 x4059**      Fax: **202-502-4299**  
 Email: **rstarks@fjc.gov**
2. Title of educational activity: **Court Web: Advanced Legal Writing: The Essential Qualities of Effective Editing**

3. Date(s) and location(s): **October 20, 2021 (Being recorded for future viewing)**

4. Registration fee: **- 0 -**

5. Writing surface available?  **Yes**  **No**

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. ; 2. (Optional) ; 3. (Optional)  
 Difficulty Level:  **Beginner;**  **Intermediate;**  **Advanced**

8. Advertised to:  **Lawyers;**  **Clients;**  **Others (specify): Federal Judges and Attorneys**

9. List any admission restrictions:

10. "In-house activity" requirement (see local rules to determine applicability):  
 **open/publicized to outside lawyers**  **outside lawyers are 0% of faculty**  **clients are 100% of audience**

11. Method of evaluation:  **participant critique;**  **independent evaluator;**  **none;**  
 **other:**

12. Description of materials to be distributed: **total pages ;**  **loose-leaf**  **bound**  
 Distributed:  **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): **180**  
 Ethics (minutes): **0**      Substance Abuse: **0**  
 Total: **180**  
 Other: **0**

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

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

STATE ACCREDITATION OFFICE  
 NOTICE OF DECISION  
 Course No. \_\_\_\_\_

(To be completed by the state accreditation office and returned to applicant)

**The following action has been taken on this 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 MATERIALS.

\_\_\_\_\_  
 Name of person applying (type or print)

\_\_\_\_\_  
 Address (if different than above)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone and Fax (if different than above)

E-mail address (if different than above): \_\_\_\_\_

***Court Web: Advanced Legal Writing: The Essential Qualities of Effective Editing***

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

\_\_\_\_\_ for \_\_\_\_\_  
Attorney No. (if applicable) 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: Advanced Legal Writing: The Essential Qualities of Effective Editing* webcast

\_\_\_\_\_  
Training Coordinator/Human Resources Specialist/Human Resources Manager signature

***Court Web: Advanced Legal Writing: The Essential Qualities of Effective Editing***

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: Advanced Legal Writing: The Essential Qualities of Effective Editing* webcast

\_\_\_\_\_  
Training Coordinator/Human Resources Specialist/Human Resources Manager signature