

Earn up to 7 Hours  
MCLE Credit Including  
One Hour of Ethics



2nd Annual Seminar!

# Effective Legal Writing

An Interactive Workshop to Improve Your Writing Skills

January 24, 2005 • Adam's Mark Hotel • Downtown Denver

## Who Should Attend

- Partners
- Associates
- Judges
- Paralegals and Legal Assistants
- Legislators
- Lobbyists
- Contract Lawyers

...anyone who wants to  
improve their legal writing  
skills!

## Workshop Materials

To obtain maximum benefit from the Seminar, each registrant should bring a letter, memo, motion, brief or other work in progress to edit during the workshop.



Visit our website at [cle.com](http://cle.com) for a complete listing of MCLE requirements in all states. You will also find a schedule of our upcoming conferences and a listing of available homestudy courses.

Dear Colleagues,

I'm pleased to be chairing a hands-on workshop that will help strengthen your legal writing, a skill that is vital to a lawyer's success. No matter how complex the practice of law becomes, strong writing skills are fundamental to our effectiveness as counselors, commentators, negotiators and advocates.



Marian L. Carlson, Esq.

Whether you are a newly admitted lawyer or an experienced practitioner, this program will help you eliminate clutter from your writing, communicate more effectively, and achieve your objectives with your target audience.

In addition to providing tools and techniques, this Seminar will include interactive exercises to hone your editing skills, a workshop session at which you can develop a work in progress, and a lively panel discussion on how to deal with abusive writing by other lawyers. All in all, this Seminar promises to be both stimulating and practical.

I look forward to seeing you there.

Marian L. Carlson, Esq., Program Chair, President  
Carlson Performance Strategies, Denver

Register Online at [www.cle.com](http://www.cle.com) or Call (303) 377-6600  
Seminar Schedule and Speaker Biographies Inside 

**Morning 8:30 a.m. – 12:00 p.m.**

**Afternoon 1:15 p.m. – 5:00 p.m.**

- 8:30 Registration
- 9:00 **Introduction and Welcome**  
**Marian L. Carlson, Esq., Program Chair**  
*Carlson Performance Strategies, Denver*
- 9:10 **Writing for the Non-Lawyer Audience**  
Effective Written Communications with Clients, Media and Unrepresented Parties  
**David W. Stark, Esq.**  
*Faegre & Benson, Denver*
- 10:00 Morning Break
- 10:15 **Writing for the Appellate Court**  
Structure of Briefs; Framing the Issues; Objectivity and Candor; Use of Legal Authority  
**Dean Neuwirth, Esq.**  
*Burke & Neuwirth, Denver*
- 11:05 **Writing for the Trial Court: A Judge's Perspective**  
How to Achieve Credibility; How to Advance Your Cause; How to Thwart Your Cause  
**Honorable Robert L. McGahey, Jr.**  
*Denver District Court*
- 11:55 Q&A Panel  
*Members of the Faculty*
- 12:00 Lunch Break



- 1:15 **Tips and Techniques for Better Writing**  
Stronger Sentences; Paragraph Construction and Organization; Exercises  
**Marian L. Carlson, Esq., Program Chair**
- 2:05 **Legal Writing Workshop**  
Guided Review of Work in Progress; Cleanup and Re-write Exercise  
**C. Todd Drake, Esq.**  
*Tiemeier & Hensen, Denver*  
**Marian L. Carlson, Esq., Program Chair**  
*Note: Bring a work in progress for this session. Redact from the work as necessary to protect attorney-client privilege.*
- 2:55 Afternoon Break
- 3:10 **Workshop Continued: Group and Individual Feedback Sessions**  
During this session, attendees will break up into small groups and discuss edits to a short memo (to be provided) and share feedback.
- 4:00 **Abusive Writing: An Ethics Panel Discussion**  
Letter Wars; Personal Attacks in Pleadings; How to Avoid Getting Caught in the Fray  
**Marian L. Carlson, Esq., Program Chair**  
**Honorable Robert L. McGahey, Jr.**  
**C. Todd Drake, Esq.**  
**Dean Neuwirth, Esq.**  
**David W. Stark, Esq.**
- 5:00 Adjourn

## Upcoming

Real Estate Finance  
January 24-25, Denver

NEPA  
February 3-4, Denver

Class Actions  
February 24-25, Los Angeles

Commercial Real Estate Leases  
February 25, Denver

Fiction Writing  
for Lawyers  
February 28, Dallas

Colorado Water Law  
March 7-8, Denver

Property Tax Protests  
March 11, Denver

Construction Law  
March 17-18, Denver

Recreation and Adventure  
Program Law & Liability  
April 28-29, Denver

For more information about these and other programs, visit our website at [www.cle.com](http://www.cle.com)

# meet your **instructors**

## Program Chair

**Marian L. Carlson** is the President of Carlson Performance Strategies, Inc., a consulting firm specializing in attorney training and professional development. Through her firm, she presents training programs on legal writing, client service, staff relations, business development, leadership and attorney management to attorneys at all levels of experience. Before becoming a consultant, she practiced law for 15 years, successfully representing clients in civil and complex commercial litigation in state and federal courts. Having practiced in a wide variety of environments including a solo practice, a litigation boutique, a medium-sized firm and two national firms, Ms. Carlson has extensive experience in litigation practice and in the processes that affects the professional development of lawyers. She has served on the Colorado Bar Association's Ethics Committee and its Board of Governors, and was named "Outstanding Young Lawyer" by the Denver Bar Association in 1996.

**CLE International**  
Managing Program Attorney:  
Heidi A. Ray, [heidi@cle.com](mailto:heidi@cle.com)

**C. Todd Drake** is a shareholder in the firm of Tiemeier & Hensen, where his practice focuses on the representation of physicians and hospitals in malpractice actions, employment defense and appellate practice. He is a member of the Colorado and Denver Bar Associations and the Colorado Defense Lawyers Association.

**Honorable Robert L. McGahey, Jr.**, has been a Denver District Court Judge since January, 2000. Before his appointment to the bench, he practiced as a trial lawyer for more than 25 years, during which he represented clients in more than 100 jury trials. His practice focused on insurance defense litigation, coverage disputes and workers' compensation. He has served numerous times as an instructor for the National Institute for Trial Advocacy at the Rocky Mountain and Southern Deposition Programs, the Rocky Mountain Regional Trial Program, the Rocky Mountain Children's Advocacy Program and the U.S. Tax Court Program. He is an adjunct professor teaching Trial Tactics at the University of Denver College of Law, and has also taught at the University of Colorado School of Law.

**Dean Neuwirth** is a Shareholder and Director of Burke & Neuwirth, where his practice focuses on civil and criminal appeals. He began practicing as a litigator in 1987. In the early years of his practice, he focused on civil litigation, representing clients through trial on a wide variety of matters. His focus then shifted to criminal defense work, also at the trial court level, before moving to his current emphasis on appellate work. He was a member of the defense team in a recent high-profile Colorado death penalty case, which achieved a successful result on appeal. He is a member of the Colorado Criminal Defense Bar and the National Association of Criminal Defense Lawyers.

**David W. Stark** is a partner in the firm of Faegre & Benson. He has over 30 years of experience as a trial lawyer and currently practices complex litigation with an emphasis in securities fraud, intellectual property, banking, professional liability, probate and trust and energy. An expert in legal ethics, Mr. Stark served as chair of the Colorado Supreme Court Attorney Regulation Committee from 1999 to 2001 and currently chairs the Colorado Supreme Court Advisory Committee on Attorney Regulation.

# seminar **information**

## Continuing Education Credit

**MCLE:** This course has been accredited by the Colorado Board of Continuing Legal and Judicial Education for a maximum of 7 hours of credit, including one hour of legal ethics.

## Registration

Advance registration is recommended, and you are encouraged to mail in your registration early. Or simply call in your registration or homestudy order to (800) 873-7130, fax the Registration/Order Form to (303) 321-6320, register online at [www.cle.com](http://www.cle.com), or e-mail your registration to [registrar@cle.com](mailto:registrar@cle.com). Full payment is due at the time of registration. Walk-in registrations will be subject to space availability. Please call **CLE INTERNATIONAL** at (303) 377-6600 if you require any special accommodations.

## About CLE International

**CLE INTERNATIONAL**, a leading provider of continuing professional education, has been presenting high-quality programs nationwide since 1983. **CLE INTERNATIONAL** is a recognized sponsor by the State of Colorado Supreme Court Board of Continuing Legal and Judicial Education, and in every state with mandatory CLE requirements.

## Seminar Location and Accommodations

The Seminar will be held at the Adam's Mark Hotel, located at 1550 Court Place, Denver, Colorado 80202.

For room reservations and special rates, please contact Community World Travel at (303) 316-4833, (888) 724-0500 outside Denver, or visit [www.communityworldtravel.com](http://www.communityworldtravel.com).

## Tuition

The tuition fee of \$395 per person includes attendance at all sessions, course materials, continental breakfast, and coffee breaks.

**CLE INTERNATIONAL** offers special rates for 501(c)(3) organizations, full-time judges and law students.

## Save When Two or More Register

Save \$90 or more with our multiple registrant discount! The tuition fee is only \$350 per person for two or more registering from the same firm.

## Sponsorship Information

Sponsorship and exhibition opportunities are still available. For more information, please contact Sarah Neenan, Marketing Coordinator, at (303) 377-6600 or [sarah@cle.com](mailto:sarah@cle.com).

## Course Materials

Each registrant will receive a set of course materials, prepared by the speakers especially for this Seminar, which will be a valuable future reference. The course materials alone are available for \$95 plus \$10 shipping and handling.

## Workshop Materials

To obtain maximum benefit from the Seminar, each registrant should bring a letter, memo, motion, brief or other work in progress to edit during the workshop. Redact the work as necessary for attorney-client privilege.

## Homestudy Package

If you cannot attend, **CLE INTERNATIONAL** also offers a complete audio transcript of the Conference (including all course materials) for \$395 plus \$10 shipping and handling. This package qualifies for self-study credit.

## Cancellation

Full tuition refunds (less a \$50 administrative charge) will be given only if notice of cancellation is received by 5:00 p.m. MST on the Monday prior to the Seminar. Substitutions may be made at any time.

**5**  
EASY WAYS TO  
REGISTER

MAIL

PHONE

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CLE INTERNATIONAL  
1620 Gaylord Street  
Denver, CO 80206

(303) 377-6600 or  
(800) 873-7130  
(outside Denver)

registrar@cle.com

(303) 321-6320

www.cle.com

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# Effective Legal Writing

Make a New Year's Resolution to Improve Your Writing Skills

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**Register Today!**

**Learn Skills You'll Carry with You for the Rest of Your Career!**

**An Interactive Workshop to Improve a Work in Progress**

**A Judge's Perspective on Writing for the Trial Court**

**Writing for the Appellate Court**

**Practical Tips and Techniques for Better Writing**

**Avoiding Wordiness, Vagueness and Disorganization**

**Letter Wars: How to Avoid Getting Caught in the Fray**



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**YES!** Please register the following:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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Check here if you do not want email notification of future programs.

**I cannot attend. Please send me:**

Course Materials Only

Audio Homestudy Course (Audio Transcript and Materials)

Email Notification of Future Conferences

Save when two or more register!

Payment of \$ \_\_\_\_\_ Enclosed or Charge my:

VISA  MASTERCARD  AMEX Expiration Date: \_\_\_\_\_

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**This form is not for online registration. Please print out this form and fax to 303-321-6320. Or click back to the Conference homepage and click the "Register Now!" button.**