



The American Society of Legal Writers

**2016 Houston CLE
October 28, 2016**

**Harris County 1910 Courthouse
301 Fannin, Room 245
Third Floor
First Court of Appeals Courtroom
Houston, TX 77002**

2.5 Hours MCLE Credit

- **12:30pm Registration**
- **1:15pm Welcome: Chief Justice Kem Frost & Dean Darby Dickerson**
- **1:30pm – 2:30pm Giving Clients What They Want:
Clear, Concise Communication**

Executive summaries, PowerPoint presentations, status reports, and the like often contain too much information. Unnecessary detail defeats the purpose of a summary and sometimes obscures critical data points. Reader-focused writing gives clients the crucial information clearly and concisely. Learn what lawyers can do to make this genre of legal writing more effective.

Bill Buck, *General Counsel, ExxonMobil Upstream Companies*
Chuck Boettcher, *Vice President & General Counsel, Waste Management*

- **2:40pm – 3:25pm Reader-Focused Legal Writing for Arbitration**

For lawyers making a case, audience matters. Communicating with industry experts takes a special set of skills. Whether preparing submissions or other requests for relief, writing for arbitration presents unique challenges. Learn the most effective ways to get the client's message across in arbitration.

Ann Ryan Robertson, *International Partner, Locke Lord, LL.P.*

- **3:35pm – 4:20pm Effective Motion-Drafting in Trial & Appellate Practice**

What is the best way to tell the court what you want and why you are entitled to it? Learn the secrets to effective motion-drafting from the experts as they provide practical tips for honing this important skill.

Erin Busby – Moderator
Hon. Jane Bland, *Court of Appeals for the First District of Texas*
Hon. George Hanks, *United States District Court for the Southern District of Texas*