



## THE SCHEDULE

### Writing to Win: Results-Oriented Writing for Busy Practitioners

6.0 CLE hours (incl .5 ethics)

8:00 a.m.	Registration
9:00	Program
10:00	Break
10:15	Program
12:00	Lunch (on your own)
1:15	Program
2:45	Break
3:00	Program
4:15 p.m.	Adjourn

## PROGRAM SCOPE AND PURPOSE

You know the power of clear, concise writing. You know how important it is to make your words easily understood and interesting, but you don't know the secret to guiding your readers past the legalese and to the point. Let nationally acclaimed lecturer and author Steven D. Stark fill you in. Described as the David Letterman of CLE and known for his witty and engaging style, he will share with you dozens of everyday useful hints to help you write to win. Featuring demonstrations and simulated exercises, this course will show you how to become a more effective, persuasive writer of everything from routine correspondence to appellate briefs. Past audiences have agreed that Steven Stark kept their interest for every minute of the class! Perfect your skill at:

- Writing briefs, arguments and statements of fact
- Drafting the opinion letter
- Writing better research memos and letters
- Using dictation and the word processor properly
- Applying the principles of good storytelling to your writing
- Packing power into your prose
- Oral argument from a writer's perspective

### Program Topics:

- Organizing Your Ideas: Proper Style, Paragraph Structure
- Convincing Leads and Conclusion: Avoiding Legalese
- Conveying Complex Ideas in a Simple Manner
- Drafting Legal Memoranda
- Writing for Courts
- Intra-Office Communication
- The Process of Editing (Yourself and Others)
- Special Factors in Technical and Litigation Writing
- Ethics

# State Bar of Nevada

*"Making the Law Work for Everyone"*

## S P E A K E R S

### **Featuring: Steven D. Stark**

From 1983 to 1995, Steven Stark was a lecturer at Harvard Law School where he gave several upper level courses on legal writing. A former litigator and law clerk to Judge Elbert Tuttle of the U.S. Court of Appeals for the Fifth Circuit, Mr. Stark is the author of numerous articles on legal writing.

Currently, Mr. Stark is a commentator for National Public Radio (NPR) where he talks about popular culture. A graduate of Harvard College and Yale Law School and a frequent contributor to the Atlantic Monthly, he has presented more than 100 writing courses to law firms, government agencies, CLE groups, judges and arbitrators.

### **Past Registrants Say.**

*Best CLE course I have ever taken the hours flew by.*

*A great blend of ideas and humor.*

*Real tips and practical suggestions that can be incorporated into anyone's style of writing.*

*The best CLE instructor I have seen. He knows his subject thoroughly and conveys it extremely well.*

*Fast paced, humorous and focused.*

*Right Inside Panel*

*Standard Disclaimer Panel Information*



### **72nd Annual Meeting**

Mark Hopkins Inter-continental  
San Francisco, CA  
June 21-24, 2000

## THINGS TO KNOW

### **Nevada CLE Credit**

6 hours of CLE credit (incl. .5 ethics) per person, per seminar for Nevada. Questions involving your credits should be directed to the CLE Board in Reno at 775-329-4443. The CLE Board is a separate agency from the State Bar of Nevada.

### **California MCLE Credit**

To receive this credit, just check the box on our registration form. This seminar has been approved for Minimum Continuing Legal Education credit by the State Bar of California in the amount of 6 Hours; and the State Bar of Nevada certifies that these activities conform to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

### **Refunds**

Are given for cancellations received by 5:00 p.m. the Friday prior to the seminar. All refunds are subject to a \$20 processing charge. Course handouts will be sent to registrants who are unable to attend in full consideration of tuition paid. Registration fees will be refunded when attendance capacity is reached.

### **Questions**

Regarding this seminar should be directed to our Las Vegas Office at [702] 382-2200, or to our Reno office at [775] 329-4104, ext. 13.

Lawyers in rural Nevada are encouraged to call [800] 254-2798.

## UPCOMING CLE PROGRAMS

### **Appellate Practice and The Supreme Court Settlement Program**

3 CLE hrs per program

Reno -Monday, November 18

Las Vegas - Tuesday, November 19

### **Winning Jury Trials**

Featuring Dr. Jim Rasicot

6 CLE hrs per program

Reno -Tuesday, December 1

Las Vegas -Wednesday, December 2

## Registration Form

### Writing to Win: Results-Oriented Writing for Busy Practitioners

Select Location:

- ☐ Wednesday, January 26, 2000 Las Vegas LIVE  
☐ Friday, February 11, 2000 Reno VIDEO REPLAY

Please photocopy this page before you mail it to us, and keep it for your records.

Nevada Bar Card Number \_\_\_\_\_

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

## Tuition

- Early-bird (1/21/99 or before) . . . . . ☐ \$179  
 Standard (after 1/21/99) . . . . . ☐ \$199  
 Paralegals and Legal Assistants . . . . . ☐ \$119  
 Law or Paralegal Students. . . . . ☐ \$50




## Upcoming Program Registration

(Register by the Friday before the seminar and subtract \$20.)

- Appellate Practice & Settlement Program . . . . . \$189  
 Reno -Monday, November 18 Las Vegas - Tuesday, November 19  
 Winning Jury Trials . . . . . \$199  
 Reno -Tuesday, December 1 Las Vegas -Wednesday, December 2

## Method of Payment

- ☐ Check (Make Payable to State Bar of Nevada)


Please indicate the type of card: ☐  ☐  ☐ 


Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_


Signature \_\_\_\_\_

 **Special Arrangements:** Please call the State Bar of Nevada about the special arrangements you will need to attend this seminar.

 **Other MCLE Credit:** ☐ I am also licensed in \_\_\_\_\_ and wish to be provided a certificate of attendance.

 **Confirmation:** ☐ A written confirmation of your registration will be sent when this box is "checked." (Be sure to provide a fax number or email)

 **Mail:** CLE—State Bar of Nevada, 600 E. Charleston Blvd, Las Vegas, Nevada 89104

 **Fax:** (702) 385-2045 • (888) 660-0060—toll free

 **Phone:** (702) 382-2200 • (800) 254-2797—toll free

Note: All discounts/coupons must be used at time of registration.

## For Official Use

Check # \_\_\_\_\_ Amt. \_\_\_\_\_

Received By \_\_\_\_\_ Note \_\_\_\_\_



# State Bar of Nevada

*"Making the Law Work for Everyone"*

Return Service Requested

Bulk Rate  
US Postage  
**PAID**  
Permit #1006  
Las Vegas, NV

## State Bar of Nevada

600 E. Charleston, Las Vegas, NV 89104

## State Bar of Nevada

Ann Bersi . . . . . President  
Daniel Polsenberg . . . . . President-Elect  
John Mowbray . . . . . Vice-President  
Andy Gordon . . . . . CLE Committee Chair  
Bob Spretnak . . . . . CLE Committee Vice Chair  
Wayne Blevins . . . . . Executive Director  
Christopher Boadt . . . . . CLE Director  
Gina MacLellan . . . . . Asst. CLE Director  
Gale Skala . . . . . CLE Assistant



# State Bar of Nevada

*"Making the Law Work for Everyone"*



## **Featuring: Steven D. Stark**

Commentator on NPR and former Harvard Law School Lecturer

Wednesday, January 26, 2000 – Las Vegas, NV -- LIVE

Friday, February 11, 2000 – Reno VIDEO REPLAY

6 CLE Hours (including .5 hour of ethics)

## **You Can Expect to Learn**

How to write and edit efficiently

How to construct convincing arguments

How to make your writing more forceful

How to design readable documents

How to apply the principles of good storytelling to your writing

How studying advertisements can help

6 CREDIT HOURS

# CLE