

CLE materials for

Every Judge Would Edit Shakespeare for Law Clerk Orientation

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 eLearning program *Every Judge Would Edit Shakespeare for Law Clerk Orientation*. The materials include a program description, faculty biography, a continuing legal education application form, and a certificate of attendance for the program.

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. 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 Jody George at 202-502-4260 or jgeorge@fjc.gov.

Every Judge Would Edit Shakespeare for Law Clerk Orientation

In this program, Chief Judge Karon Bowdre (N.D. Ala.) gives law clerks pointers on how to approach their jobs as "professional ghost writers" for the judges they work for.

Part 1: Introduction

Judge Bowdre welcomes law clerks to the program and sets out the topics she will discuss.
(1:15)

Part 2: Preliminary Matters

Judge Bowdre explains the law clerks' role as professional ghost writers.
(:59)

Part 3: Three Key Rules

Judge Bowdre discusses three key rules for law clerks to keep in mind in their roles as professional ghost writers.
(8:54)

Part 4: Basics of Effective Legal Writing

Judge Bowdre provides a refresher on the building blocks of effective writing: accuracy, brevity and clarity.
(7:00)

Part 5: Suggestions for Opinion Writing

Judge Bowdre provides several suggestions for how to approach opinion writing, including the importance of context and narrative.
(6:05)

(TRT – 23:24)

Faculty Biographical Information

The Honorable Karon Owen Bowdre

United States District Court for the Northern District of Alabama

Judge Bowdre received her bachelor's degree, *cum laude*, from Samford University and her law degree, *cum laude*, from Cumberland School of Law. She taught at Cumberland School of Law from 1990 until she took office in November 2001. Judge Bowdre was director of the legal research and writing program at the school and taught courses in insurance law, torts, professional responsibility, and appellate advocacy. Prior to joining the law faculty, Judge Bowdre practiced law with the Birmingham law firm of Rives & Peterson, handling numerous trial and appellate matters in state and federal court.

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: **Every Judge Would Edit Shakespeare for Law Clerk Orientation**

3. Date(s) and location(s): **varies**

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 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 0% 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:
- time schedule (brochure, course outline, course description)
 - table of contents or equivalent
 - faculty name(s) and credentials (if not in brochure or description)
 - complete set of materials (only in states where required)
 - fees (only in states where required)

14. Total minutes of instruction, not including breaks, meals or introductions:
 General (non-ethics): **23**
 Ethics (minutes): **0** Substance Abuse: **0**
 Total: **23**
 Other: **0**

15. Approval by other states: Granted by:
 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): _____

Every Judge Would Edit Shakespeare for Law Clerk Orientation
a streaming video program 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.)

COURT TRAINING SPECIALIST CERTIFICATION

This will certify that the above-named person attended the *Every Judge Would Edit Shakespeare for Law Clerk Orientation streaming video* on the date indicated above.

Court Training Specialist/Court Training Coordinator/Human Resources
Specialist/Human Resources Manager signature