



Practical Skills

Administering the Basic Estate and Trust: Not So Basic Anymore



November 2011—5.75 General CLE or Practical Skills credits and 1 Ethics credit

ABE11.KCD	Audio CDs and course materials	\$195
ABE11.KDV	DVDs and course materials	\$325
ABE11.HB	Course materials	\$.65
ABE11.KDR	DVD rental and course materials (first person)	\$.195
ABE11.AVRT	DVD rental and course materials (each additional viewer)	\$.98

Administering a basic estate or trust is more challenging than the name implies. Whether you are new to estate planning or brushing up on your estate planning basics, our experts will help you understand vital aspects of estate and trust administration. Examine key trust administration issues, including fiduciary duties and determining whether probate is necessary. Learn the essence of trust repair and how to deal with virtual assets. Get practice tips for handling probate mediation and an overview of debtor-creditor issues such as processing creditors' claims in and out of probate and bankruptcy proceedings. Discover the impact of the new Oregon inheritance bill, and tackle legal ethics for estate planning lawyers. Cosponsored by the Estate Planning and Administration Section.

Advanced Editing: Strategies to Shorten Legal Documents

December 2011—3 General CLE or Practical Skills credits

SLD11.KCD	Audio CDs and course materials	\$135
SLD11.KDV	DVDs and course materials	\$195
SLD11.HB	Course materials	\$.35
SLD11.KDR	DVD rental and course materials (first person)	\$.135
SLD11.AVRT	DVD rental and course materials (each additional viewer)	\$.68

Attorneys often have constraints imposed on the length of legal documents in terms of the total number of pages, words, or characters. Drafts of legal documents can run long and be difficult to trim down to the prescribed length, especially when deadlines loom. Regardless of your writing style, this seminar provides you with an approach and the techniques to shorten text quickly. OSB member and author Sandra Oster demonstrates editing strategies on a variety of legal documents from her ABA publication *Writing Shorter Legal Documents: Strategies for Faster and Better Editing*. In the last portion of the seminar, Sandra demonstrates how text can be very quickly shortened with her methods using documents she has not seen in advance.

Deposition Techniques and Strategy with David Markowitz



June 2011—6.25 General CLE or Practical Skills credits

DEP11.KCD	Audio CDs and course materials	\$195
DEP11.KDV	DVDs and course materials	\$325
DEP11.KDR	DVD rental and course materials (first person)	\$.195
DEP11.AVRT	DVD rental and course materials (each additional viewer)	\$.98

Depositions can make or break your case, and this is your chance to learn from a master. For more than 20 years, David Markowitz has been studying deposition and trial techniques and has presented dozens of seminars to improve the skills of practicing attorneys. David shares with you important goals to accomplish, including avoiding undesired results. Learn the value of question structure and how to deal with evasive and incomplete answers. The most important questions and techniques the best lawyers use are covered, as is a key component of any deposition—knowing when to stop asking questions. Through David's keen ability to communicate and persuade, he demonstrates powerful, practical methods for getting the most out of your depositions, including the best ways to defend depositions and effectively use depositions at trial. Whether you are new to trial practice or want to refresh your deposition skills, this presentation by one of Oregon's litigation lions is an opportunity not to be missed. Highlights include deposition goals, how to ask questions effectively, dealing with the problem witness, and style and demeanor.



Fundamentals of Bankruptcy



August 2011—6.5 General CLE or Practical Skills credits

FBR11.KCD	Audio CDs and course materials	\$195
FBR11.KDV	DVDs and course materials	\$325
FBR11.HB	Course materials	\$65
FBR11.KDR	DVD rental and course materials (first person)	\$195
FBR11.AVRT	DVD rental and course materials (each additional viewer)	\$98

Some of Oregon’s most experienced practitioners and trustees guide you through the bankruptcy process. This is a great opportunity to “ask the experts” and build a solid foundation for this practice area. Your introduction to bankruptcy will include a review of bankruptcy relief basics and alternatives to bankruptcy. Learn about means testing, a crucial component of a Chapter 7 filing, as well as Chapter 7 practice and procedure. Gain an understanding of when to choose Chapter 13 over Chapter 7 and how the Chapter 13 process works. Other topics include relief from stay and proofs of claim for creditors and practical tips to steer you clear of common pitfalls and traps. Cosponsored by the Debtor-Creditor Section.

Law School to Lawyer: Starting Your Own Practice

June 2011—3 General CLE or Practical Skills credits, 1.25 Ethics credit, and .25 Personal Management credit

LSL11.KCD	Audio CDs and course materials	\$140
LSL11.KDR	DVD rental and course materials (first person)	\$140
LSL11.AVRT	DVD rental and course materials (each additional viewer)	\$70

There is nothing so complicated about practicing law that you can’t learn it on the job. Like the bar exam, practicing law is about issue-spotting. You also need to appreciate how much you don’t know. This high-energy, information-packed seminar shows you how you can develop a successful solo practice. With more than 30 years’ experience as a solo, Marc Garfinkle provides you with a blueprint for building a practice. Learn how to define your practice and what it takes to set up a “bare bones” office. Marc covers how to find clients and helps you recognize ethical issues that may arise (also known as “don’t learn these lessons the hard way”). You can make a living as a lawyer without getting a job, as long as you know your stuff, keep good counsel, and watch your depth. You can gain experience quickly, and, if done correctly, you should be able to enjoy the journey as well as the destination. Your purchase includes a copy of Marc Garfinkle’s book *Solo Contendere, How to Go Directly from Law School into the Practice of Law Without Getting a Job* (a \$59.95 value!). Presented in cooperation with the Oregon New Lawyers Division.

Legal Writing Techniques



May 2010—5.5 General CLE or Practical Skills credits

LWT10.KCD	Audio CDs and course materials	\$220
LWT10.KDR	DVD rental and course materials (first person)	\$220
LWT10.AVRT	DVD rental and course materials (each additional viewer)	\$110

Good legal writing is key to your professional success, regardless of practice area. The ability to write effectively is one of the most important skills an attorney can develop. This fast-paced, lively, and entertaining presentation offers a variety of writing techniques to make your legal writing stronger and more persuasive. Learn how to use word choice, sentence structure, and paragraph structure to present your arguments and evidence more precisely, more emphatically, and more convincingly. No matter what your current skill level, you can become an even better writer. Special guest speaker Steve Wilbers demonstrates techniques that you can use right away in your legal practice to improve your writing. Note: The University of Minnesota Style Manual referenced by the speaker may be accessed online at <http://www1.umn.edu/urelate/style/index.html>.



Powerful Motion Practice



November 2011—5.5 General CLE or Practical Skills credits and 1 Ethics credit

MP11.KCD	Audio CDs and course materials	\$195
MP11.KDV	DVDs and course materials	\$325
MP11.HB	Course materials	\$65
MP11.KDR	DVD rental and course materials (first person)	\$195
MP11.AVRT	DVD rental and course materials (each additional viewer)	\$98

Most lawsuits are not determined at trial. The effective use of motions can make or break your case. Our seasoned litigators share valuable insights and practice tips to strengthen your pre-trial motion strategies, including avoiding inadvertent waiver of defenses, obtaining a preliminary injunction, and building an adequate record during the discovery process. A discussion of summary judgment motions offers practical tips, such as remembering to tell a great story and focusing on the other party's words. The obvious but often forgotten adage that trial motions should be short is reviewed, while the post-trial motions discussion covers JNOV, dealing with findings and conclusions, and preserving the record for appeal. Ethical considerations for motion practice are also covered. Step up your skills a notch with a clearer understanding of motion practice, and you will become a better advocate for your clients.

Selecting and Influencing Your Jury with Dr. Susan Jones

December 2010—6.5 General CLE or Practical Skills credits

JURY10.KCD	Audio CDs and course materials	\$235
JURY10.KDR	DVD rental and course materials (first person)	\$235
JURY10.AVRT	DVD rental and course materials (each additional viewer)	\$118

Jurors will tell you how to win your case . . . if you learn to listen to their clues. You can use jurors' attitudes and beliefs to shape your case, your delivery, and even your courtroom demeanor, for maximum impact. Dr. Susan Jones is a visionary pioneer in jury research and persuasion. Her 20+ years of courtroom experience—including work in over 1,000 cases and careful study of over 2,000 jury deliberations—give her insights possessed by few others. Her practical advice will transform your perspective of the jury process and provide meaningful tools to help you win cases. Videos of mock jury deliberations and post-verdict interviews, coupled with Dr. Jones's practical analysis, provide you with a powerful view of how jurors' pretrial attitudes and beliefs influence their perception of your evidence during trial and deliberation. Knowing how jurors respond—what they look for, and what they ignore—allows you to concentrate on the effective methods Dr. Jones provides for shaping your case, refining your opening statement, witness preparation and presentation, and closing arguments for maximum effect in the jury room. Recognizing and tapping into the psyche of jurors translates into both settlement and courtroom success. The practical strategies offered by Dr. Jones—applied by some of this country's most successful trial lawyers—can transform your cases and your practice.

Speaking to Win: The Art of Effective Speaking for Lawyers

December 2010—6.75 General CLE or Practical Skills credits

STW10.KDR	DVD rental and course materials (first person)	\$220
STW10.AVRT	DVD rental and course materials (each additional viewer)	\$110

Spend the day with master speaker Steven Stark, and learn how to bring to the courtroom his winning strategies for captivating judge and jury. A former litigator and now a national authority on speaking and writing skills for lawyers, Mr. Stark teaches you how to capture—and keep—the attention of your clients, peers, and opponents. Learn his proven strategies for acing oral arguments, finessing your delivery, and controlling your nervous butterflies. Observe by example as he demonstrates what makes great speakers great. Take part in improvisational exercises to put his techniques to the test. Sharpen your competitive edge by improving your speaking skills, gaining confidence before an audience, and creating an exciting presentation.



The Best Technology to Get the Most Out of Your Practice

October 2011—6.5 General CLE or Practical Skills credits

TECH11.KCD	Audio CDs and course materials	\$220
TECH11.KDR	DVD rental and course materials (first person)	\$220
TECH11.AVRT	DVD rental and course materials (each additional viewer)	\$110

Let's face it. The array of technology choices is overwhelming. Simply deciding on a new computer configuration presents you with hundreds of options, most of which appear to be written in indecipherable nerd-speak. How do you make the right choices? This seminar provides a complete legal technology roadmap in plain English, covering all areas of law office technology—from printers and scanners to case management, document management, and accounting software. You'll also learn how to avoid committing malpractice with your computer and best practices for everything from electronically negotiating documents with opposing counsel to the rules for backing up and protecting your data and protecting client confidentiality.

The Cybersleuth's Guide to the Internet

September 2011—6 General CLE or Practical Skills credits

INT11.HB	<i>The Cybersleuth's Guide to the Internet</i> —Special OSB CLE rate	\$50
INT11.KDR	DVD rental and course materials (first person)	\$220
INT11.AVRT	DVD rental and course materials (each additional viewer)	\$110

Learn how the Internet is changing the way attorneys should research to competently represent their clients—and to avoid ethical or malpractice issues. Find out if failing to “Google” as part of the due diligence process can keep you from winning a case or successfully completing a transaction. Uncover the best research strategies, and learn how to master Google. Discover how attorneys are using free public record sites, websites with free “publicly available” information, and even social media sites (Twitter, Facebook, MySpace, and LinkedIn) for discovery, trial preparation, background checks, and locating missing persons. Don't be left behind in exploiting this gold mine of information that will assist you in meeting your investigative research obligations.

Working with Difficult People featuring Simon D'Arcy

December 2011—7 General CLE or Practical Skills credits

DIF11.KCD	Audio CDs and course materials	\$220
DIF11.KDR	DVD rental and course materials (first person)	\$220
DIF11.AVRT	DVD rental and course materials (each additional viewer)	\$110

The unavoidable truth: some individuals in your work environment can be hard to deal with—opposing counsel, witnesses, clients, judges, other lawyers and staff in your firm or organization—they're everywhere. When communications break down, the ability to obtain favorable results decreases while the stress increases. It is rare that one seminar can help with job and life satisfaction for the rest of your life, but this one can. The knowledge and skills you gain from this seminar will empower you to get the results you want with difficult people.