



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Formatting Appellate Briefs & Microsoft Word Master Class

**June 28, 2023
1:00 p.m. – 3:05 p.m.**

WEBINAR

Program Summary

Formatting a complex brief in Microsoft Word that has a title page, table of contents, table of authorities, multi-level paragraph numbering, and page numbering that starts over in the middle of the document and switches formats (for example, Romanettes to Arabic) is one of the most difficult technical tasks to undertake. It takes eight hours to learn how to build such a document from scratch, but only an hour to learn how to use a pre-built, customizable template. In this seminar, students will be able to download a customizable 3rd Circuit Court of Appeals template and follow along on their computers as the presenter demonstrates how to use the built-in formatting tools. He will also show students how to easily customize the template for any font, point size or paragraph alignment. The heavy lifting is already done, and if this template is used as the starting point for an attorney's next brief, many hours will be shaved off of the process because the formatting will work smoothly.

Eligibility

This program is open to attorneys in the Department of Law and Public Safety and county prosecutors' offices.

Faculty

Barron Henley is an attorney, legal technology consultant and a founding partner of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He specializes in automating complex documents and teaches continuing legal education classes on technology, ethics and law practice management. He is a primary software trainer for Affinity and also conducts technology audits. Mr. Henley is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, and a member of the ABA

Law Practice Management and Real Property Trust and Estate Law Sections. He holds a B.S./B.A. in Marketing and Economics from the Ohio State University and a J.D. from the Ohio State University Moritz College of Law.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.5 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

Registration

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.