



14180 Dallas Parkway  
Suite 280  
Dallas, TX 75254

Public CLE Seminars  
In House CLE Seminars  
Online Writing & Advocacy Training  
Personalized Curricula  
Document Redrafting  
Editorial Consulting  
Appellate Focus Groups  
High Stakes Briefing

9 March 2017

Justice Beth Walker  
Supreme Court of Appeals of West Virginia  
Capitol Complex  
Building One, Room E-302  
Charleston, West Virginia 25305

Dear Justice Walker:

This letter confirms that LawProse, Inc. will conduct a full-day seminar on Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia in Charleston, West Virginia on July 28, 2017.

As we discussed, the lecture fee is be \$18,500 net to LawProse (for up to 30 local participants). Additional attendees are included in the final invoice (\$1,000 for each group of 10). Expenses include airfare, hotel accommodations, other out-of-pocket travel expenses, shipping costs, and coursebooks. We'll send an expense statement shortly after the program is completed.

We ask clients to pay the fee in two installments: half the fee (a nonrefundable deposit) upon our setting the date and the other half upon completing the program. Please submit the deposit by April 9, 2017, to make your booking definite. We'll send an expense statement shortly after the program is completed.

Two other points. First, because the lecture is copyrighted material, we do not allow audiotaping or videotaping. Second, you will need to arrange for CLE credits for the lawyers who attend. We're well known to most state CLE accreditors, so our programs are routinely approved for CLE credit. But for our in-house programs, responsibility for obtaining this approval rests with the client.

We're delighted that we'll be working together.

Sincerely,  
Karolyne H. Cheng

## INVOICE

Deposit for an In-House Seminar

9 March 2016

To: Justice Beth Walker  
Supreme Court of Appeals of West  
Virginia  
Capitol Complex  
Building One, Room E-302  
Charleston, West Virginia 25305

From: LawProse, Inc.  
14180 Dallas Parkway  
Suite 280  
Dallas, TX 75254

For services rendered in preparing and conducting a full-day seminar on  
Advanced Judicial Writing for the Supreme Court of Appeals of West  
Virginia in Charleston, West Virginia on July 28, 2017.

Current Lecture Fee: \$18,500 (net)

Deposit Due by April 9, 2017: \$9,250

The remaining lecture fee and expenses to be billed afterward.

**Troy, Sue**

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**From:** Walker, Beth  
**Sent:** Friday, April 07, 2017 11:43 AM  
**To:** Troy, Sue  
**Cc:** Johnson, Gary; Loughry, Allen  
**Subject:** Check Needed  
**Attachments:** LawProse Letter and Invoice for 07.28.17.pdf; W-9 2017.pdf

Sue,

On Wednesday the Court approved my proposal for in-house seminar on judicial writing to be conducted by Bryan Garner of LawProse, Inc. on July 28, 2017.

I need a deposit check in the amount of \$9,250 to be sent to LawProse asap as explained in the attached letter. The due date is April 9 but if you tell me how much time you need to get a check out I will contact them and let them know if we need extra time. A W-9 is also attached if you need that.

I meant to send this you yesterday but I completely forgot. Thanks for your assistance.

Beth