

# CONTINUING LEGAL EDUCATION

THE BARRISTERS CLUB OF SAN FRANCISCO



Presents

## Microsoft Word for Lawyers (Rebroadcast)

Best Practices for Today and Exploring the Generative AI Revolution of Tomorrow

**Monday**

**December 16, 2024**

MCLE Registration: 11:30 a.m. - 12:00 p.m.

Virtual Program: 12:00 p.m. - 1:15 p.m.

### Speakers

**Dave Mascenik**

Crowell & Moring

**Aaron Gothelf**

American Arbitration Association

### Moderator

**Jacob Canter**

Crowell & Moring

Join Jacob Canter, Dave Mascenik, and Aaron Gothelf as they explore everything you wanted to know but were too embarrassed to ask about using MS Word to draft legal documents. The program will then shift to learning about the current and future impact of using Generative AI to draft legal documents and the ethical issues that surround its use.

### Topics

- What is the most efficient way to use styles if I am writing a brief?
- How to add images, tables, and other items into documents?
- How to transfer Excel tables into Word cleanly?
- How to add footnotes and page numbers correctly?
- Quick tips on how to use the Draw, Design, Reference and Mailing tabs?
- Will Generative AI eventually draft all of our legal documents?
- Are there any ethical issues using Generative AI to draft documents?

### MCLE: 1 Hour in Technology in the Practice of Law

To receive MCLE credit, you must sign in during the designated MCLE registration period. This activity is approved for Minimum Continuing Legal Education credit by the State Bar of California.

BASF is a certified provider. Provider #103

**Pre-registration is required.**

### Cost

Free for BASF Law Students

\$60.00 BASF Members, Government &

Nonprofit Attorneys

\$80.00 All Others

### Special Requests:

People with disabilities should contact BASF regarding reasonable accommodations at [events@sfbar.org](mailto:events@sfbar.org).

Register online: [www.sfbar.org/calendar](http://www.sfbar.org/calendar)

**Event Code** B241441R