

Jacob M. Carpenter

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PROFESSIONAL EXPERIENCE

MARQUETTE UNIVERSITY LAW SCHOOL, MILWAUKEE, WI

Assistant Professor of Legal Writing	2012 – 2014
Associate Professor of Legal Writing	2014 – 2022
Professor of Legal Writing	2022 – Present

- ❑ *Legal Analysis, Writing, and Research I*: Teach two sections of 20-25 students the fundamentals of legal analysis, research, and predictive legal writing in an office memorandum format
- ❑ *Legal Analysis, Writing & Research II*: Teach two sections of 20-25 students the process and techniques for researching and writing persuasive briefs at the trial court level
- ❑ *Contract Drafting Workshop*: Teach upper-level students the fundamentals of structuring and drafting various contracts
- ❑ *Writing and Editing for Lawyers Workshop*: Work with upper-level students to continue building on the fundamentals of legal writing

DEPAUL UNIVERSITY COLLEGE OF LAW, CHICAGO, IL

2006 – 2012

Instructor of Legal Analysis, Research and Communication

- ❑ *Legal Analysis, Research and Communication I*: Taught two sections of 15-20 students the fundamentals of legal analysis, research, and predictive legal writing in an office memorandum format
- ❑ *Legal Analysis, Research and Communication II*: Taught two sections of 15-20 students the fundamentals of legal analysis, research, and effective persuasive legal writing in the format of memorandums of law in support of trial motions
- ❑ *Transactional Drafting*: Designed course and taught upper-level students the fundamentals of structuring and drafting documents used in business transactions

WILLIAMS & MCCARTHY, ROCKFORD, IL

2002 – 2006

Associate Attorney

- ❑ *Litigation*: Represented clients in all stages of litigation; drafted pleadings, motions, and memorandums of law; conducted discovery; negotiated settlements; handled contested hearings, oral arguments, trials, arbitrations, and appeals

- ❑ *Transactions*: Drafted various real estate documents; handled closings; drafted wills, trusts, and powers of attorney; prepared estate plans and advised clients; handled guardianship proceedings; worked with banks during estate administration process

ILLINOIS SEVENTEENTH JUDICIAL CIRCUIT

2005 – 2006

- ❑ Arbitrator: Served as Certified Arbitrator for Illinois' Seventeenth Judicial Circuit
- ❑ Mediator: Served as Certified Mediator for the Illinois' Seventeenth Judicial Circuit's small claims mediation program

EDUCATION

MERCER UNIVERSITY, WALTER F. GEORGE SCHOOL OF LAW, MACON, GEORGIA

Juris Doctor, *cum laude*, 2002; Top 10%

- ❑ Law Review member; Case Note published at 52 MERCER L. REV. 74 (2001)
- ❑ Woodruff Scholarship (school's top scholarship; merit based, full tuition plus stipend)
- ❑ Brainerd Curie Honor Society (for outstanding scholarship and law school contributions)

DEPAUW UNIVERSITY, GREENCASTLE, INDIANA

Bachelor of Arts, *cum laude*, 1999

Major: English Writing; Minor: Economics

- ❑ Science Research Fellow; Rector Scholar Award; Holmberg Scholarship
- ❑ Track & Cross Country: All-American (1999); All-Region (1997, 1998); MVP; Captain; Conference record holder; School record holder (1996 – present)

LAW SCHOOL FACULTY SERVICE

Faculty Activities at Marquette University Law School

- ❑ Marquette University Committee on Teaching (2013 – Present) (*Chair*: 2015-16; Spring 2020)
- ❑ Marquette University Law School Judicial Committee (2012 – Present) (*Chair*: 2014 – Present)
- ❑ Marquette University Law School Admissions and Recruitment Committee (2014 – Present)
- ❑ Marquette University Law Review Student Comment Evaluator (2015 – Present)
- ❑ Marquette University Law School Moot Court Faculty Advisor (2013 – Present)

- ❑ Marquette University Benefits & Social Welfare Law Review Comment Evaluator (2022 – Present)
- ❑ Marquette Sports Law Review Advisory Board (2022 – Present)
- ❑ Marquette University Law School Ad Hoc Committee on Law School Digital Accessibility (2017)
- ❑ Marquette University Master Plan Working Group on Teaching (2015 – 2016)
- ❑ Marquette University Law School Academic Regulations Committee (2012 – 2014)
- ❑ Marquette University Law School Ad Hoc Committee on Skills-Curriculum Inventory (2012)

Faculty Activities at DePaul University College of Law

- ❑ Admissions & Student Recruitment: Assisted Admissions Office by contacting admitted students, teaching mock classes to prospective students, and speaking to admitted students about DePaul’s legal writing program (2008 – 2012)
- ❑ Legal Writing, Advanced Drafting Courses Committee: Interviewed candidates who applied to teach Legal Writing III and legal drafting courses; created a “class in a box” for adjunct professors teaching transactional drafting; mentored new adjunct professors teaching transactional drafting courses (2008 – 2010)
- ❑ DePaul University College of Law Moot Court Program Coach (2010)
- ❑ Sports Law Journal Committee (2006 – 2012)
- ❑ Career Services Committee (2008 – 2012)
- ❑ New Faculty Mentor: Served as mentor for two legal writing instructors during their first years teaching legal writing full-time at DePaul University College of Law (2007 - 2010)

Student Mentoring

- ❑ Marquette University Law School Moot Court Faculty Advisor (2013 – Present)
- ❑ Phi Delta Phi Honor Society Faculty Advisor (2007 – 2012)
- ❑ Student Externship Program Faculty Sponsor (2008 – 2012)
- ❑ DePaul University College of Law Moot Court Coach (2010)
- ❑ Created and moderated a Brown Bag Lunch Series presentation for students, “Successful Summer Clerkships: What to Expect and How to Succeed,” sponsored by the DePaul Legal Writing Department (April 2009)

- ❑ Moderated a Brown Bag Lunch Series presentation for students, “Legal Writing in the Real World,” sponsored by the DePaul Legal Writing Department (March 2009)
- ❑ Moderated a Brown Bag Lunch Series presentation for students, “Writing Samples for Job Interviews,” sponsored by the DePaul Legal Writing Department (Feb. 2009)

PUBLICATIONS

- ❑ *Citation Made Simple: An Easy, Effective Guide for Learning Legal Citation* (Armour Academic Press, July 2024)
- ❑ *Citation Made Simple Practice Book: Exercises, Answers, and Explanations for Learning Legal Citation Efficiently and Effectively* (Armour Academic Press, July 2024)
- ❑ *The Problems, and Positives, of Passives: Exploring Why Controlling Passive Voice and Nominalizations is About More than Preference and Style*, 19 Legal Comm. & Rhetoric 95 (2022)
- ❑ *Identifying Inefficiencies: Exploring Ways to Write Briefs More Quickly Within the Time Demands of Legal Practice*, 18 Wyo. L. Rev. 409 (2018)
- ❑ *Persuading with Precedent: Understanding and Improving Analogies in Legal Argument*, 44 Cap. U. L. Rev. 461 (2016) (lead article) (selected in 2018 for inclusion in Volume VII of the Legal Writing Institute’s Monograph Series on legal writing)
- ❑ *Unique Problems and Creative Solutions for Assessing Learning Outcomes in Transactional Drafting Courses: Overcoming the “Form Book Problem”*, 38 U. Dayton L. Rev. 195 (2012) (awarded a \$5,000 Scholarship Grant by the Legal Writing Institute and the Association of Legal Writing Directors for my work on this article)
- ❑ *Illinois Citation to Cases and Statutes* (wrote a chapter for LexisNexis’ online version of the Interactive Citation Workbook, a book published by LexisNexis to aid students in learning proper Bluebook citation and state-specific citation rules—online chapter published in 2015 and updated in 2022)
- ❑ *Techniques to Assess Learning Outcomes in Contract Drafting Courses* (published by the Legal Writing Institute at Volume 24, No. 3, of The Second Draft (Fall 2010))
- ❑ *Supreme and Appellate Court Review – Civil*, The Lawyer, January 2006 - May 2006 (Co-authored bi-monthly update on important Illinois civil cases)
- ❑ *Dale v. Boy Scouts of America: Whether the Application of New Jersey’s Public Accommodations Law, Forcing the Boy Scouts to Include an Avowed Homosexual, Violates the Scout’s First Amendment Freedom of Expressive Association*, 52 Mercer L. Rev. 74 (2001)

PRESENTATIONS

- ❑ *Improving Your Legal Writing Style* (CLE presented to 30 attorneys at the Madison Club, Madison, WI (July 26, 2023))
- ❑ *LWI and ALWD Publications* (panelist for presentation at the Legal Writing Institute's Biennial Conference, hosted by Georgetown University Law Center, in Washington, D.C. (July 20-23, 2022))
- ❑ *Little Adjustments for Big Improvements: Concrete Techniques to Improve the Focus, Cohesion, Concision, and Flow in Your Legal Writing* (created and presented a 4 hour CLE, sponsored by Legal Aid Society of Milwaukee, Inc., and attended by 65 attorneys (Dec. 11, 2020)).
- ❑ *Writing Persuasive Briefs* (co-instructor for a two-day National Institute for Trial Advocacy (NITA) course on the following dates):
 - Washington, D.C., on March 9-10, 2020
 - Los Angeles, California, on October 10-11, 2019
 - Chicago, Illinois, on May 24-25, 2019
 - Washington, D.C., on March 11-12, 2019
 - Los Angeles, California, on October 11-12, 2018
 - Chicago, Illinois, on May 17-18, 2018
 - Washington, D.C., on March 15-16, 2018
 - Chicago, Illinois, on October 20-21, 2017
 - Washington, D.C., on March 16-17, 2017
 - Los Angeles, California, on October 6-7, 2016
 - Chicago, Illinois, on July 14-15, 2016
 - Washington, D.C., on March 10-11, 2016
 - Los Angeles, California, on October 20-21, 2015
 - Chicago, Illinois, on May 21-22, 2015
 - Washington, D.C., on March 12-13, 2015
 - Chicago, Illinois, on May 15-16, 2014

- Washington, D.C., on March 20-21, 2014
- Chicago, Illinois, on May 16-17, 2013
- Chicago, Illinois, on May 17-18, 2012
- Chicago, Illinois, on May 19-20, 2011
- *New Members Speed Mentoring* (panelist for presentation sponsored by the Legal Writing Institute's New Member Outreach Committee at the Legal Writing Institute's Biennial Conference, hosted by Marquette University in Milwaukee, WI (July 11-14, 2018))
- *Sculpting a Contract* (presented at the Central States Legal Writing Conference, hosted by the Indiana University Robert H. McKinney School of Law in Indianapolis, IN (Sept. 16, 2017))
- *Persuasive Legal Writing for Public Interest Lawyers* (created and presented a 3 hour CLE for public interest law groups in Wisconsin (July 23, 2015))
- *March Madness in the Legal Writing Classroom* (poster presentation at the Legal Writing Institute's Biennial Conference in Philadelphia, PA (June 30, 2014))
- *Connecting Students With Lawyers: Three Ways to Connect Students to Practicing Attorneys to Get Students "Practice-Ready"* (presented at the Legal Writing Institute One-Day Workshop, hosted by Marquette University Law School (Dec. 6, 2013))
- *Directorless But Not Without Direction: The Workings of Marquette Law School's Director- and Coordinator-Free Legal Writing Program* (presented as part of panel at the Association of Legal Writing Directors' 2013 Biennial Conference, hosted by Marquette University Law School (June 26-28, 2013))
- *Engaging Burnt Out Students Late in the School Year* (presented at the Southeast Regional Legal Writing Conference, hosted by the Savannah Law School on April 27, 2013)
- *Podcasts, Videos, and Buzzer Beaters: Beating Bluebook Boredom* (presented at the Rocky Mountain Legal Writing Conference at the University of Colorado Law School on March 22, 2013)
- *"It Just Sounds Better": Small-Scale Tips and Techniques to Improve Your Legal Writing Style* (CLE presented to 63 attorneys at Marquette University Law School on Jan. 31, 2013)
- *Micro-Level Editing of Legal Documents* (2 hour CLE presented to 55 supervising attorneys at the Illinois Attorney General's Springfield office on May 24, 2012)
- *Teaching Legal Writing – Creating Legal Writing Problems, Grading, Selecting Materials, Conducting Paper Conferences, and Including Other Assignments as Part of the Research and Writing Course* (panel presentation at the Legal Writing Institute's One-Day Workshop for legal writing professors, Chicago, IL, on Dec. 2, 2011)

- ❑ *Rethinking Assignment Design in Contract Drafting Courses* (presented at the Central States Regional Legal Writing Conference, Chicago, IL, on Sept. 17, 2011)
- ❑ *Editing for the Big Picture* (2 hour CLE presented to 34 supervising attorneys at the Illinois Attorney General's Office in Springfield, IL, on April 27, 2011)
- ❑ *Best Practices for Large-Scale Editing* (2 hour CLE presented to 52 supervising attorneys at the Illinois Attorney General's Office in Chicago, IL, on Feb. 10, 2011)
- ❑ *Deploying an Effective Progression of Assignments to Effectively Teach Transactional Drafting* (presented at the Legal Writing Institute's Rocky Mountain Regional Conference, University of Arizona School of Law, on March 20, 2010)
- ❑ *Understanding Learning Disabilities and Implementing Effective Teaching Methods to Assist Law Students Affected by Learning Disabilities* (presented at the Institute for Law Teaching & Learning Conference, Gonzaga University School of Law, on June 24, 2009)
- ❑ *Writing Composition Refresher* (seminar presented to the faculty of St. James School in Arlington Heights, IL, on November 2, 2007)
- ❑ *Understanding Estate Planning Documents and Considerations* (seminar presented in March, 2005)

PROFESSIONAL AFFILIATIONS AND ACTIVITIES

- ❑ Bar Admission: Illinois State Supreme Court (2002 – present)
- ❑ Bar Admission: United States District Court, Northern District of Illinois (2002 – present)
- ❑ Legal Writing Institute 2022 Biennial Conference Co-Chair (held at Georgetown University Law Center in Washington, D.C., from July 20-23, 2022).
- ❑ Legal Writing Institute's *Monograph Series*
 - Editor-in-Chief, volumes 12 & 13 (2022 – present)
 - Managing Editor, volumes 10 & 11 (2020 – 2022)
 - Editorial Board, volumes 8 & 9 (2018 – 2020)
- ❑ Outreach Committee, Association of American Law Schools' (AALS) Section of Legal Writing, Reasoning & Research
 - Chair: 2021 & 2022
 - Committee member: 2016 – 2018; 2020 – 2022
- ❑ Assistant Editor, *Legal Writing: The Journal of the Legal Writing Institute* (2010; 2014; 2020 – present)

- ❑ Marquette FELOS (Faculty Exploring Leadership Opportunities) Program, 2020 – 2021 cohort
- ❑ Legal Writing Institute Pro Bono Committee (Chair: 2018 – 2020)
- ❑ Peer-Reviewer: Served as peer-reviewer for Cognella Publishing of a contract drafting textbook (June 2019)
- ❑ Legal Writing Institute Biennial Conference Site Committee: Served as host school point person for poster presentation session and for vendors and sponsors (2018)
- ❑ Legal Writing Institute New Member Outreach Committee
 - Chair: 2014 – 2016
 - Committee member: 2012 – 2014 (Coordinated a welcoming event for new LWI members at the Southeastern Legal Writing Conference in Savannah, GA; Served as Group Leader for Mentoring Group Program)
- ❑ Peer-Reviewer: Served as peer-reviewer for Aspen Publishers of a legal writing textbook (Dec. 2013)
- ❑ Legal Writing Institute One-Day Workshop Co-Organizer: Organized One-Day Workshop conference hosted by Marquette University Law School (held Dec. 6, 2013)
- ❑ Southeastern Legal Writing Conference Scholar's Forum and Workshop Organizer: Organized Forum and Workshop; drafted and submitted the application for an ALWD grant to fund a Scholar's Forum and Workshop as part of the Conference (held April 26, 2013)
- ❑ Legal Writing Institute One-Day Workshop Committee: CLE Subcommittee (Fall 2011)
- ❑ Welcoming Committee, Association of American Law School's Section on Legal Writing, Reasoning & Research (2010 – 2011)

COMMUNITY SERVICE

- ❑ North Shore United Field Maintenance Crew (2019 – present)
- ❑ Cedarburg Basketball Club Coach (2017 – 2020)
- ❑ Fields Project: Community Arts Legacy Committee, Treasurer (2008 – 2017)
- ❑ City of Cedarburg Youth Baseball and Basketball Coach (2013 – 2016)
- ❑ Oregon High School Boys Basketball Assistant Varsity Coach (2008 – 2012)
- ❑ Oregon Community School Foundation Board, Member (2008 – 2012)
- ❑ Habitat for Humanity of Ogle County Board, Officer (2003 – 2007)
- ❑ Klehm Arboretum Board, Member (2004 – 2007)