

CAROL ANN WILSON, CLS

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Retired, freelance writer specializing in plain language; presently working on three major writing projects. Editor and feature writer for *Legal Secretaries International Inc. In Brief* quarterly journal; editor for monthly journal of Military Officers Association of America, Houston Area chapter.

Prior employment. Corporate officer for a publicly traded company with four subsidiaries; responsible for writing press releases, brochures and marketing materials, training materials, and plain language editing and assistance with SEC filings; responsible for corporate minutes, drafting legal documents and other work for general counsel, and other writing assignments. Wrote *Guide to Research on the Internet* (© 2000) for the company as a marketing tool. Freelance work for attorneys and judges in Houston.

Prior Texas employment: Houston law firm of O'Quinn Laminack & Pirtle as secretary and personal assistant to John M. O'Quinn from 1995 to 1999 (personal injury/plaintiff). Secretary, paralegal, and personal assistant to Joe H. Reynolds (business litigation) at Reynolds, Allen & Cook and various other firms (including Andrews & Kurth) from June 1980 to September 1995 and from 2000 through 2009.

Other past legal experience: Dearborn & Ewing, Nashville TN (business litigation)1979; Hullverson Law Firm, St. Louis MO (PI/plaintiff) 1972-79(assisted with research and writing of Missouri's rules for use of video taped testimony); Diamond & Holt, Jackson TN, 1968-80.

INSTRUCTOR:

Concise Legal Writing; Legal Drafting; Legal Research; Internet Research; Secretarial Skills and Procedures; Review Courses for certification of both legal secretaries and legal assistants; Plain Language; Accounting, Civil Litigation, Criminal Law & Procedure, Interviewing Techniques, Legal Terminology & Techniques, Judgment and Analytical Ability; review courses for certification examinations; in-house law firm training; Seminars presented for secretaries in St. Petersburg, Russia, and Buenos Aires, Argentina; Intermediate Bridge at community colleges and private groups; frequent seminar/meeting speaker.

PUBLISHED AUTHOR:

Books: *Touched by Grace* by Joe H. Reynolds (as told to) (Outskirts Press 2010)
Guide to Research on the Internet (©2000)
Plain Language Pleadings (Prentice Hall 1996; ISBN 0-13-199639-8)
Plain Bridge (self-published 1979; now in fourth edition)

Awards: *Writers Digest* 1999 Writing Competition, Honorable Mention, Personal Essay
(reprinted by State Bar of Michigan)
World's Fastest Typist Contest Winner from Houston, 1981

Some of her articles in national journals:

Legal Secretaries International Inc. in Brief:
"Six Rules for Clear Verbal Communication"
"Plain Language Principles to Ponder"
"Write for Your Reader"
"The Legal Secretary as Corporate Secretary"
"Proud to be a Legal Secretary"
"Differences Between a Secretary and a Legal Secretary"
"How to Obtain a Copyright"
"Analysis of a Pleading"
"Why Become Certified?"
Legal Assistant Today: "Preparing for Trial: The Last 100 Days"

Other national and state publications:

- “Critical Phases of Criminal Pretrial Proceedings”
- “What You Should Know About Summary Judgments”
- “Preparing for Trial—When You Haven't Worked on the Case”
- “Appellate Pointers”
- “Service of Process”
- “Jury Comprehension in Complex Cases”
- “Work Backward from the Jury Questions”
- “The Work Product Privilege”
- “Carpal Tunnel Syndrome”
- “Susie’s Story: An Alternative Breast Cancer Treatment”

CONTRIBUTING AUTHOR:

The Litigation Paralegal, West Publishing Co.
Publications Guidelines Handbook, NALS

EDUCATION: Our Lady of the Lake University, BA Liberal Arts, 1994

Arkansas State University, 1959-63, music major
Memphis State University, European Tour 1962
Guidance & Counseling Courses 1965
Jackson State Community College, Accounting
North Harris College, Real Estate Courses, Theater Courses
5-8 legal seminars per year since 1980

CERTIFICATIONS:

Professional Legal Secretary (PLS), 1981	Certified Legal Secretary Specialist-Civil Trial (CL§), 1997
Certified Legal Assistant (CLA), 1983	ACBL Certified Bridge Teacher 2011
CLA Civil Litigation Specialist, 1984	ACBL Certified Bridge Director 2011
Texas Real Estate Salesman's License, 1985	
CLA Criminal Law & Procedure Specialist, 1986 (first in the U.S. to become certified in two specialty areas)	

PROFESSIONAL ASSOCIATIONS:

Legal Secretaries International Inc.

Founder and President, 1995-97; Director of Communications & Publications; Director of Certification ; Director of Outside Program Development; Director of Education

Legal Secretaries of Greater Houston Inc.

Founder and President 1995-97; VP, Secretary, editor.

Member of other legal secretarial associations:

Legal Secretaries of Texas Inc.; Legal Secretaries of Louisville; Legal Secretaries of Kentucky; Legal Secretaries of Delaware Inc.; Legal Secretaries of Indiana

American Mensa Ltd., and Gulf Coast Mensa

Clarity, worldwide movement to simplify legal language

Plain Language Association International (PLAIN)

State Bar of Texas: Plain Language Committee, 1995-96; District 4B Grievance Committee, 1984-85; Member, Legal Assistants Division, 1984-86.

National Association of Legal Secretaries:

Corresponding Secretary 1989-91; Legal Training Course Chairman 1987-89; Chairman of Publications Guidelines Task Force 1987-89; active member 1979-95.

Texas Association of Legal Secretaries:

Editor, 1984-87; Roster Chairman, 1987-88; "Officer of the Year" 1984-85.

Greater Houston Legal Secretaries Association

Charter member, served in all offices; honored as its first "Legal Secretary of the Year"

Seminars & Workshops for professional organizations

Seminars preparing for CLA exam
Seminars preparing for PLS exam
Seminars for Legal Secretaries International Inc. meetings
Three seminars presented for St. Petersburg Secretaries in St. Petersburg, Russia
One seminar presented to secretaries in Buenos Aires, Argentina

Other professional association memberships and service:

Harris County Grand Jury, 1994.
American Bar Association, 1994 to 1997.
National Association of Legal Assistants, 1986-94.
Southeast Texas Association of Legal Assistants, 1984-85.
Advisory Board, Houston Lighthouse for the Blind, Legal Transcription Program, 1984-85.
Legal Assisting Advisory Committee, North Harris College, 1984 to present.
Southeast Texas Writers League, 1994-99