Have something to say?

The Section of Litigation’s Sound Advice program is comprised of a library of 8-12 minute audio files that offer listeners advice on a wide range of topics. These can be on any topic that would be helpful to other lawyers and are usually recorded on your phone.

Simple, right?

**First**

Jot down a simple outline of the points that you would like to make. This will serve to help organize your thoughts but don’t worry – no extensive written materials needed!

**From there**

Recording is best done on a phone. All iPhones and Android phones should have an app to record audio (called something like Voice Memo, Voice Recorder, etc).

**Then**

Click on the voice memo icon (you will often see a microphone) and start recording

**Almost Done**

Please start your recording by telling us the big three: *Who are you? Where do you work? What are you going to talk about today?*

Then, you can launch into your timeline

**Lastly**

Fill out **this Submittal Form** so that we have all of the important information describing your Sound Advice and can correctly post on the website

**That’s it!**

All done? Have you hit your 8 – 12 minutes?

Once you have finished, simply save the audio and then “share” it with us by emailing it to: soundadvice@americanbar.org.

After you send it to us, be on the lookout for an email with further instructions.

That’s it, you’re finished! We told you it was simple!

If you have any problems or questions, please contact Rachel Kunz at 312-988-6236 or via email at rachel.kunz@americanbar.org.