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November 2012

Announcements

➤ The library will be open from 9:00 a.m. to 1:00 p.m. on Friday, November 2, 2012, All Souls Day.



➤ The library will be **closed** on:

Monday, November 12, 2012 in commemoration of Veterans Day.

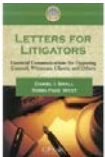
Thursday, November 22, 2012 in celebration of Thanksgiving Day.

➤ The Board of Trustees will hold a Regular Board Meeting on November 16, 2012, in the Guam Law Library conference room.

➤ We appreciate your understanding as the library's energy efficiency retrofit projects continue. We apologize for any noise and inconvenience, and greatly appreciate your understanding.

New Books -- For your practice

➤ ***Letters for Litigators: Essential Communications for Opposing Counsel, Witnesses, Clients, and Others***, by Daniel I. Small and Robin Page West (*Book and CD-ROM with form letters*)

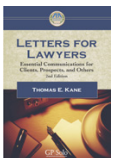


As electronic communication via quick e-mails and voice mail becomes the norm, and paper letters the exception, it becomes increasingly important not to lose sight of the importance of documenting the file and maintaining a professional tone. Don't reinvent the wheel, start with these letters instead. Samples include:

- Letters to opposing counsel regarding discovery, depositions, and settlement.
- Letters to clients and potential clients regarding retention, declination, billing, and withdrawal.

And more! Also includes a CD with form letters in Microsoft® Word and WordPerfect® format.

➤ ***Letters for Lawyers: Essential Communications for Clients, Prospects, and Others***, by Thomas E. Kane (*Book and CD-ROM with form letters*)



Frequent, effective written communication is vital to the successful practice of law. In today's legal industry, clients expect their lawyers to be responsive, efficient, and cost conscious. Communication with clients has never been more important. The new second edition of this publication will help ease the task of communicating with clients, prospects and others. Also includes a CD with form letters in Microsoft® Word and WordPerfect® format.

➤ ***Durable Power of Attorney Line by Line***, by Jason P. Walton



This book provides a detailed look at a durable power of attorney and how to draft it to meet your needs. It discusses all aspects of the durable power of attorney and explains each of its sections, providing an overview of concepts and offering practical suggestions for language inclusion. Topics include: • Fiduciary duties • The scope of legal capacity • The authority of gifting • The relationship of the agent to the principal • The consequences of agent powers.

A CD-ROM is included, which provides searchable PDF and Microsoft® Word versions of the book, along with a sample agreement.



Don't forget the CLE deadline!

Active GBA members must complete 10 CLE hours, of which 2 hours must be in legal ethics or professionalism. The CLE hours for 2012 must be completed by December 31, 2012. (See Supreme Ct. Prom. Order 11-004-01)

New CLE programs

The following CLE programs were recorded at the State Bar of California 85th Annual Meeting, held October 11-14, 2012.

➤ **Attorneys Fees: Practically, Ethically** (1.5 hours CLE in Ethics)

Practical tips and current legal developments to help attorneys avoid fee disputes with clients and ensure payment of fees. Get valuable insights into structuring fee agreements, and learn about the legal and ethical aspects of collecting attorney's fees.

➤ **The Briefcase Litigator in an Electronic World** (1.5 hours CLE in Ethics)

This program is aimed at litigators who are not computer savvy. It covers the ethical implications of dealing with electronic discovery issues, including inadvertent disclosure and the attorney's duty of competence.

➤ **The Cocktail Party Conundrum: The Accidental Client** (1 hour CLE in Ethics)

Learn to socialize after work without the stress of worrying whether or not something you say at a party might get you sued or disqualified from future representation. This program will cover the very common dilemma of toeing the line between polite and helpful conversation and giving legal advice.



➤ **Digital Evidence and Search Warrants for Electronic Evidence** (1.5 hours CLE)

This session covers what every lawyer should know about search and seizure of electronic media devices (computers, cell phones, PDAs, etc), federal privacy statutes governing digital information in possession of service providers, and how to admit electronic evidence in court.

➤ **Social Media in the Global Workplace: What Laws Employers Need to Know** (1.5 hours CLE)

A panel of experience multi-national employment attorneys will review laws in the United States and countries worldwide on what employers can and cannot do in managing social media in the workplace. Take away their 10 best practices.

From our CLE collection

➤ **Client Trust Accounts: Understanding the Ins and Outs** (1 CLE hr in Ethics)

An overview of the obligations an attorney maintains over a client's money when held in an attorney/client trust account. Topics covered include preserving the identity of funds and avoiding commingling, handling of retainers and advance fees, disbursements and record keeping. Recorded at the California State Bar 2011 Annual Meeting.

➤ **Ethical Closing Arguments** (1 hr CLE in Ethics)

Practical tips on how to give a winning closing argument while staying within the bounds of the Evidence code and the Rules of Professional Conduct. Speakers: Harry Dorfman, James P. Lambe, Jeff Ritschard. Recorded at the California State Bar 2011 Annual Meeting.

