



From knowledge, justice.

Law Library News

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INSIDE THIS ISSUE:

| | |
|------------------------------------|---|
| New Books | 2 |
| Billing to Avoid Ethics Complaints | 3 |
| Books for Sale | 4 |
| Beyond the Stacks | 4 |

Learn more about . . . *AmJur Proof of Facts*

One of the little-known secrets in the Guam Law Library is the multi-volume *American Jurisprudence Proof of Facts* encyclopedia.

"The fundamental purpose" of *American Jurisprudence Proof of Facts* is "to explain and illustrate how to prove important questions of fact . . . Many of the articles will deal with difficult factual issues that an attorney may need to prove in a personal injury or wrongful death action, or in connection with a claim for workers' compensation." *Preface to the Third Series.*

Each article consists of:

A Topic Statement that states the factual issue covered.

An Article Outline that gives a broad overview of the contents of the article.

Background Text that explains the factual and legal background.

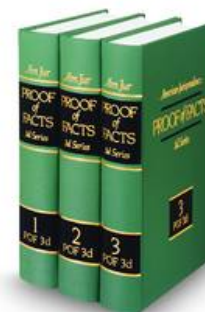
Elements of Damages listed in a checklist format.

Elements of Proof in a checklist; a comprehensive outline of the facts and circumstances to be established.

Model Interrogatories for discovery.

Illustrative Proofs in a question-and-answer format.

Bibliography for additional resources.



Features

- Checklists included with elements of damages and elements of proof
- Sample pleadings, discovery, motions, and other documents are included in each article
- Sample proofs in detailed question-and-answer format show you how to prove particular facts
- The five-volume Proof of Facts General Index provides rapid access to all three series
- Each article begins with a scope note and has a detailed table of contents and index

Library Hours

Weekdays
8:00 a.m. – 6:00 p.m.

Saturdays
9:00 a.m. – 1:00 p.m.

Sundays
Closed

Holidays
Closed, except All Souls Day and Our Lady of Camarin Day

News & Announcements

➤ **Law Fair.** On Sat., May 4, from 10:00 a.m. to 3:00 p.m., library staff will be at the annual Law Fair at the Micronesia Mall center court. Watch students perform mock trial plays and K9 drug dog demonstrations, and more!

➤ **Duct cleaning.** The library will be **closed** on Saturday, May 4, 2013, for a work crew to clean the library's a/c ducts. We appreciate your understanding.

➤ **Early closure.** The library will close to the general public at 5:00 p.m. on Tuesday, May

28, 2013 for a staff meeting. Eligible patrons wishing to use the library may obtain an access card. Please inquire at the service desk.

➤ **Memorial Day.** The library will be **closed** on Monday, May 27, 2013 in observance of Memorial Day.

New Books

Twitter in One Hour FOR LAWYERS

JARED CORREIA



Twitter . . . in One Hour for Lawyers

By Jared Correia

More lawyers than ever before are using Twitter to network with colleagues, attract clients, market their law firms, and even read the news. But to the uninitiated, Twitter's short messages, or tweets, can seem like they are written in a foreign language. This book will demystify one of the most important social-media platforms of our time and teach you to tweet like an expert.

In just one hour, you will learn to:

- Create a Twitter account and set up your profile
- Read tweets and understand Twitter jargon
- Write tweets--and send them at the appropriate time
- Gain an audience--follow and be followed

• Engage with other Twitter users

• Integrate Twitter into your firm's marketing plan

• Cross-post your tweets with other social media platforms like Facebook and LinkedIn

• Understand the relevant ethics, privacy, and security concerns

-- Book description from
ABA Web Store

Android Apps in One Hour FOR LAWYERS

DANIEL J. SIEGEL



By Daniel J. Siegel

Lawyers are already using Android devices to make phone calls, check e-mail, and send text messages. After the addition of several key apps, Android smartphones or tablets can also help run a law practice. From the more than 800,000 apps currently available, this book highlights the "best of the best" apps that will allow you to practice law from your mobile device. In just one hour, this book will describe how to buy,

install, and update Android apps, and help you:

- Store documents and files in the cloud
- Use security apps to safeguard client data on your phone
- Be organized and productive with apps for to-do lists, calendar, and contacts
- Communicate effectively with calling, text, and e-mail apps

• Create, edit, and organize your documents

• Learn on the go with news, reading, and reference apps

• Download utilities to keep your device running smoothly

• Hit the road with apps for travel

• Have fun with games and social media apps.

-- Book description from
ABA Web Store

New treatises on evidence, bankruptcy



Collier 27-volume set

- McCormick on Evidence, 7th ed. (Practitioner Treatise Series)
 - Recognized as the foremost authority on evidence law today, *McCormick on Evidence* offers comprehensive and authoritative analysis of the rules and theory of evidence.
 - Two-volume hardcover set.
- Collier on Bankruptcy, 16th ed.
 - Written and edited by leading scholars and practitioners, *Collier on Bankruptcy* is the benchmark resource in the bankruptcy field. Long recognized as the most authoritative and comprehensive single source of bankruptcy law information, Collier is indispensable for any firm with a bankruptcy practice.
 - 27-volume loose-leaf set.

Billing to Avoid Ethics Complaints

By Megan Zavieh

With permission from Lawyerist.com

When it comes to ethics complaints, nothing stirs the pot with a disgruntled client like a bill they believe is too high — and if they're already unhappy, they are bound to think your bill is unreasonable. The trouble is compounded when ethics prosecutors get involved. To respondents in ethics investigations, it seems that regulators view billing for our time to make a living practicing our profession as disdainful conduct.

The best defense when questioned about your billing is solid documentation. It may even prevent charges against you.

In a current case in Georgia, former Congresswoman Denise Meжете is facing an ethics inquiry regarding billing practices. A Special Master's report takes her to task for recreating her time entries from "memory and notes" because she failed to keep detailed time records. Of course, we typically enter our time from our memory and notes, though hopefully that is done right away and not weeks or months later. Still, her case would be helped by having contemporaneous documentation of the exact time spent and on what tasks.

In a recent matter in California, an attorney avoided charges for the reasonableness of his fees by having solid time records which were reviewed in camera by the trial court. The court declined to rule that the fees were unreasonable following this review and the State Bar has not pursued charges related to the amount of the fees. Less detailed records would not have stood up nearly as well.

So how do you consistently keep records that will stand up to scrutiny, yet not spend more effort tracking your time than doing the actual work?

► **First, keep your audience in mind.**

If you are billing for court approval, such as in a probate case, the level of detail necessary may be different than billing an individual who wants to know how every single second is spent. Check your

state's rules to see if a certain level of specificity is required. If not, establish a practice of time entries that is sufficiently detailed for a reasonable client and make adjustments as needed if dealing with a less-reasonable audience.

► **Second, record time in a consistent manner every single day.**

Whether this means keeping notes on a paper that is given to a secretary at the end of the day or using electronic software throughout the day, do it the same way every day. Make it a habit. This consistency serves specific purposes. It will become second nature and won't feel burdensome. Also, when questioned, you will be able to pull the records easily and have the legitimate defense that billing is consistent for every client.

► **Third, keep in mind that whatever your hourly rate or the total fees in any particular matter, someone out there will think the number sounds high.**

Whether it's \$500 per hour or \$50, someone will think it is too much. Some folks will be shocked that fees amounted to \$300,000, while others will be offended by a number closer to \$3,000. You will not always be able to reason with your client, a prosecutor or the court of public opinion, so keep comprehensive documentation to back up the numbers.

► **Finally, feel no shame for your billing, so long as it's honest.**

When an ethics inquiry crops up, there is always an overtone of guilt, that somehow you were not worth the fee or you should feel shame for the cost. Remember that the client hired you for a purpose and agreed to a rate, work for every dollar can be documented, and your expertise added value. Stand behind that well-documented bill with your chin up.

Institute practices to prevent having to dig through notes and memory to create time records, and then stand behind your honest bills knowing they are fully defensible.

This article was abridged for space, but you can read the entire blog post on Lawyerist.com [here](#).

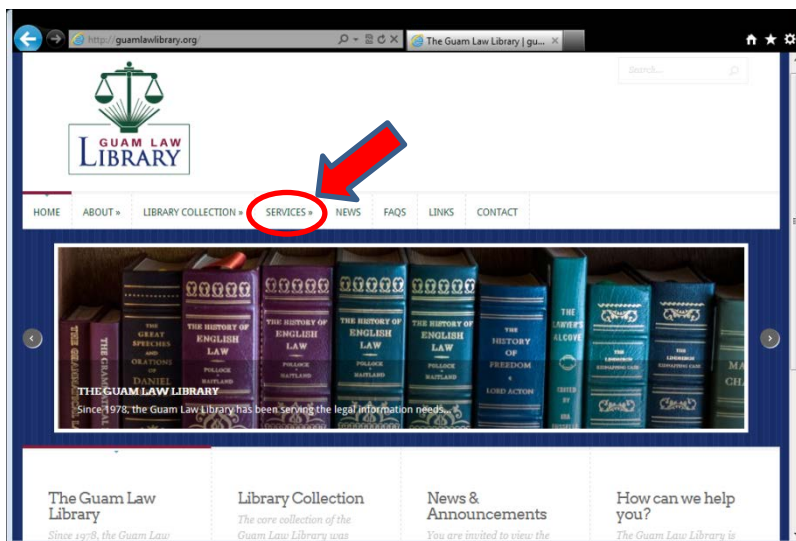


Megan Zavieh is a state bar defense attorney and general ethics counselor admitted to practice in California, New York and New Jersey (Georgia license pending).

"The best defense when questioned about your billing is solid documentation."



Even more books for sale!



Visit us on the Web!

www.guamlawlibrary.org

As the library continually updates its collection, older version of certain resources are placed on sale at bargain prices.

To see our Book Sale list, visit our website and click on the Services tab. You'll see a link to our Book Sale list.

The most recent offerings include:

- BAJI: California Jury Instructions, Civil, Spring 2011 Edition \$2.00
- BAJI: California Jury Instructions, Civil, Fall 2011 Edition \$2.00
- Pattern Jury Instructions, Sixth Circuit, Criminal, 2009 Edition \$2.00
- Collier on Bankruptcy, 15th Edition (Last update: June 2004), vols. 1-15, vols. A-G \$300.00
- Immigration Law Library: Labor Certification Handbook, 2009-2010 Edition \$50.00
- Immigration Law Library: U.S. Citizenship and Naturalization Handbook, 2008-2009 Edition \$49.00
- Moore's Federal Practice: Judicial Code Title 28 U.S.C., 2011 \$2.00
- Uniform Commercial Code, vol. 1, Chapters 1-12, Appendix-Tables Index, Fifth Edition, ©2006 (Last Update: 2010) \$16.00
- Uniform Commercial Code, vol. 2, Chapters 13-21, Appendix-Tables Index, Fifth Edition, ©2008 (Last Update: 2012) \$2.00



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Beyond the Stacks



*Umatac Bay
Submitted by
Margaret Tarnate*

Want to share your photo?
Email gll@guamlawlibrary.org,
subject line: Beyond the Stacks.
You'll get bragging rights, and
that's about all.