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INSIDE THIS ISSUE:

New Books	2
10 Common Time Management Mistakes	3
Pacific Islands resources	4
Beyond the Stacks	4

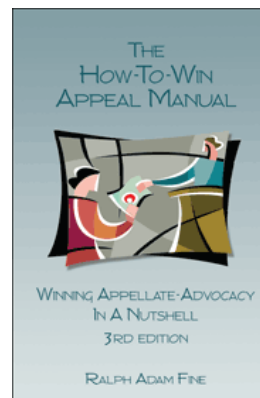
The Guam Law Library has resources to help you present a strong oral argument and file a persuasive appellate brief. Check out these books from our collection:

The How-to -Win Appeal Manual: Winning Appellate Advocacy in a Nutshell (3rd edition).

► Author Ralph Adam Fine, a Judge on the Wisconsin Court of Appeals since 1988, reveals how appellate judges, all over the country in state and federal courts, really decide cases, and how you can use that knowledge to win your appeal.

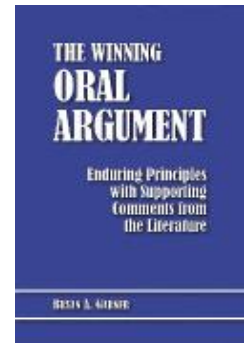
In this lucid, step-by-step manual, he explains and demonstrates how to write effective and persuasive briefs that will

get the appellate judges to want you to win. This book will give you a judge's-eye-view of the appellate process: what works and why, what destroys effective advocacy, and how you can better represent your clients on appeal.



*Wish all of my lawyers
got a chance to study it.*

--Hon. Alex Kozinski
on the *How-to-Win
Appeal Manual*



The Winning Oral Argument by Bryan Garner

► Bryan Garner, noted grammarian and author of books and articles on writing, gives real world advice for lawyers who wish to make their best case during appellate argument. Browsing through this book reveals basic but important tips, including these topics: Presenting Your Argument: The Basics, Addressing the Bench, Responding to the Bench, and Rebutting.

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

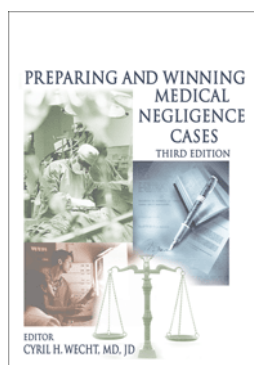
➤ **Parking for active library patrons.** The library has only five parking slots (including one disabled slot). To ensure these slots are available for patrons actively using the library, please park in the Judiciary lot if you have court business.

► **Pacific Judicial Council Biennial Conference.** Members of the Guam Bar Association are invited to register for the PJC Biennial Conference, scheduled for Sept. 23-25, 2013 (Monday to Wednesday) at the Hyatt Regency Guam. CLE credits are available.

For more information and the registration form, click [here](#) or visit the [GBA website](#).



New Books



Preparing and Winning Medical Negligence Cases - 3rd ed.

Edited by Cyril H. Wecht, MD, JD

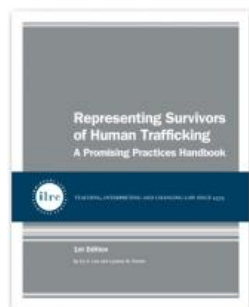
This book has been prepared by prominent, experienced medical specialists, all of whom have had much professional involvement and interest in legal medicine for many years, many of whom have JD as well as MD degrees. Therefore, while the chapters present a wealth of solid information for a variety of medical specialists, they are primarily designed to address important issues that are

undoubtedly of great value to both plaintiff and defense trial attorneys, as well as health care professionals, and hospital administrative personnel regarding medical malpractice cases.

Preparing and Winning Medical Negligence Cases provides extensive information for lawyers regarding medical malpractice suits from both a legal and medical perspectives. It makes complex topics such as anatomy, physiology and

pathology of various organ systems and the clinical diagnoses rendered by medical specialists accessible to lawyers bringing or defending medical malpractice cases. The knowledge and experience contained in this work will provide invaluable information for attorneys in both the pretrial preparation and actual trial of medical negligence cases.

--Book description from publisher's website



Representing Survivors of Human Trafficking

By Ivy C. Lee and Lynette M. Parker

This handbook contains lessons learned and promising practice tips in the context of a team-based approach to serving human trafficking survivors. These lessons and tips focus on the experiences of the San Francisco Bay region, but may have applicability to other regions of the United States. The objective of this handbook is to assist

advocates for survivors of human trafficking, attorneys and non-attorneys, who are critical to the successful stabilization of those who have been victimized by human trafficking.

Written primarily for immigration legal service providers and the private bar, the comprehensive analysis of how to approach a trafficking case will also be valuable to case managers, health care

providers, and law enforcement agencies.

The objective of this handbook is to provide a roadmap based on real cases, including the mistakes and lessons learned and promising practices, that will hopefully save other advocates time and energy as you continue to build more effective capacity for assisting trafficked persons.

--Book description from publisher's website

More from ILRC – Immigrant Legal Resource Center

► Families and Immigration: A Practical Guide, 3rd ed.

This manual provides a comprehensive overview of family immigration law with clearly worded explanations about each topic, including: sample

application, declaration, waiver and charts. It reaches all aspects of family-sponsored immigration and provides an understanding of qualifications for who can file and how to submit a family-based

visa petition. It offers practical advice on how to engage your client to bring forth necessary information to allow you to more effectively assist them through the petition process.



10 Common Time Management Mistakes (Part 2)

By Mindtools.com

This is the second part in a series of articles. The first part covered: [Mistake #1-Failing to Keep a To-Do List](#), and [Mistake#2-Not Setting Personal Goals](#).

Mistake #3. Not Prioritizing

Your assistant has just walked in with a crisis that she needs you to deal with right now, but you're in the middle of brainstorming ideas for a new client. You're sure that you've almost come up with a brilliant idea for their marketing campaign, but now you risk losing the thread of your thinking because of this "emergency."

Sometimes, it's hard to know how to [prioritize](#), especially when you're facing a flood of seemingly-urgent tasks. However, it's essential to learn how to prioritize tasks effectively if you want to manage your time better.

One tool that will help you prioritize effectively is the [Urgent/Important Matrix](#). This helps you understand the difference between urgent activities, and important activities. You'll also learn how to overcome the tendency to focus on the urgent.

The [Action Priority Matrix](#) is another useful tool, which will help you determine if a task is high-yield and high-priority, or low-value, "fill in" work. You'll manage your time much better during the day if you know the difference.

You might also want to go through our Bite-Sized Training Class, [How to Prioritize](#), to further enhance your skills.

Mistake #4. Failing to Manage Distractions

Do you know that some of us can lose as much as two hours a day to distractions? Think how much you could get done if you had that time back!

Whether they come from emails, IM chats, colleagues in a crisis, or phone calls from clients, distractions prevent us from achieving [flow](#), which is the satisfying and seemingly effortless work that we do when we're 100 percent engaged in a task.

If you want to gain control of your day and do your best work, it's vital to know how to [minimize distractions](#) and [manage interruptions](#) effectively. For instance, turn off your IM chat when you need to focus,

and let people know if they're distracting you too often. You should also learn how to [improve your concentration](#), even when you're faced with distractions.

Additionally, our article on [managing email effectively](#) teaches you how to gain control of your email, so that it doesn't eat up your entire day.

Mistake #5. Procrastination

Procrastination occurs when you put off tasks that you should be focusing on right now. When you procrastinate, you feel guilty that you haven't started; you come to dread doing the task; and, eventually, everything catches up with you when you fail to complete the work on time.

Start by taking our [Procrastination Quiz](#) to find out if procrastination is a problem in your life. If it is, then learn the strategies you need to [beat procrastination](#).



For instance, one useful strategy is to tell yourself that you're only going to start on a project for ten minutes. Often, procrastinators feel that they have to complete a task from start to finish, and this high expectation makes them feel overwhelmed and anxious. Instead, focus on devoting a small amount of time to starting. That's all!

You might also find it helpful to use [Action Plans](#). These help you break large projects down into manageable steps, so that it's easy to see everything that you need to get done, and so that you can complete small chunks at a time. Doing this can stop you from feeling overwhelmed at the start of a new project.

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Visit MindTools.com to learn more about tools and resources for a happy and successful career.

Read more next month, or view the entire article, [here](#).

Procrastination is the thief of time.

--Edward Young



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From knowledge, justice.

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Pacific Islands resources – free and online!

The Guam Law Library has a number of Pacific Islands legal resources available off the shelf, but when you need immediate access, visit the Pacific Islands Legal Information Institute (PacLII) [website](http://www.pacii.org/).

PacLII provides free online access to material from 20 Pacific Islands jurisdictions, including primary legal sources (legislation and court or tribunal decisions), and in some cases, court rules and information about the government and bar association.

These materials may be searched from the PacLII databases, allowing for easy and convenient access.

PacLII is an initiative of the University of South Pacific School of Law and is based at the Emalus Campus in Port Vila, Vanuatu.

PacLII's work ensures that there is free access to these legal materials, which may

Pacific Islands Legal Information Institute

A facility of the University of the South Pacific Faculty of Law

Search

Tip: To search individual PacLII databases go to
[\[Full Search Form\]](#) [\[LawCite\]](#) [\[Search Help\]](#)

To use the PacLII website, visit <http://www.pacii.org/>.

be difficult to find. PacLII has also been critical to preserving the legal resources of these jurisdictions. PacLII is now working with the High Court of Fiji to provide digitized copies of judgments of the Fiji Supreme Court, Court of Appeal and High Court, as the electronic versions in the Fiji courts are in an older electronic format.

To learn more about the work of PacLII and to find out the new materials uploaded on the website, sign up for the free monthly email newsletter on the PacLII [website](http://www.pacii.org/).

The 20 PacLII jurisdictions include:

- American Samoa
- Cook Islands
- Commonwealth of the Northern Mariana Islands
- Federated States of Micronesia
- Fiji Islands
- Guam
- Kiribati
- Marshall Islands
- Nauru
- Niue
- Nouvelle-Calédonie (New Caledonia)
- Palau
- Papua New Guinea
- Pitcairn Islands
- Samoa
- Solomon Islands
- Tokelau
- Tonga
- Tuvalu
- Vanuatu

Beyond the Stacks



Dusk

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