

# CHECK IT OUT

Lucille Stewart Beeson Law Library Newsletter  
Cumberland School of Law of Samford University



No. 567

November 2017

## Resources for Overcoming Stress and Anxiety

Leigh A. Jones,  
Evening/Weekend  
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The challenges that are associated with studying and practicing law can sometimes lead to stress and anxiety that hamper performance and negatively affect quality of life. Fortunately, however, there are many resources available that can help law students overcome stress and anxiety (in law school and beyond). The following books can be found within the collections of the Lucille Stewart Beeson Law Library:

*The Anxious Lawyer*  
(Jeena Cho & Karen Gifford)  
Call Number:  
KF298 .C47 2016  
ISBN: 9781627226240  
An introduction to mindfulness and meditation.

*If I Don't Pass the Bar, I'll Die*  
(Rosemary La Puma)  
Call Number:  
KF303 .L37 2008  
ISBN: 9780735578425  
Techniques that can be used to help manage stress and worry.

*The Lawyer's Guide to  
Balancing Life and Work*  
(George W. Kaufman)  
Call Number:

KF298 .K38 2006

ISBN: 1590316746

A guide to making healthy decisions to find happiness in the workplace and at home.

*The Lawyer's Light*  
(Kevin M. Chandler)  
Call Number:

KF298 .C44 2014

ISBN: 9781627225298

Daily meditations for those who face recovery issues.

*Lawyer, Know Thyself*  
(Susan Swaim Daicoff)  
Call Number:

KF300 .Z9 D35

ISBN: 159147096X

A guide to understanding personality traits and how they affect satisfaction with the study and practice of law.

*Lawyers: Anger and Anxiety*  
(Rebecca Nerison)  
Call Number:

KF300 .N46

ISBN: 9781604429497

An examination of the relationship between anger and anxiety and how they can be managed.

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Samford University

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**LAW LIBRARY  
SCHEDULE  
MONDAY-THURSDAY  
7:00 A.M.-12 MIDNIGHT  
FRIDAY  
7:00 A.M.-10:00 P.M.  
SATURDAY  
9:00 A.M.-10:00 P.M.  
SUNDAY  
1:00 P.M.-12 MIDNIGHT**

(See Page 6 for Thanksgiving  
and Exam hours)




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**Stress from Page 1**

*The Reflective Counselor*  
(Maureen C. Kessler and F.  
Gregory Coffey)

Call Number:

KF298 .C633

ISBN: 9781590319567

Daily meditations designed to  
assist in the recovery of  
spiritual strength.

In addition to books found in  
the Law Library, the following  
Samford University campus  
resources can be extremely  
helpful:

Counseling Services &  
Wellness Programs

<https://www.samford.edu/departments/counseling>

Office of Spiritual Life

<https://www.samford.edu/spiritual-life>

University Health Services

<https://www.samford.edu/departments/health-services>

The resources that are listed  
were part of a recent display in  
the Lucille Stewart Beeson  
Law Library. For a virtual  
presentation of that display  
(and additional resources about  
overcoming stress and anxiety),  
please visit <http://samford.libguides.com/lawlibrarybookdisplays>.

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We have received  
complaints from law  
students about excessive  
noise in the Law Library. If  
you need to work  
collaboratively, please  
consider checking out one  
of our study rooms.



Thanks for your  
consideration.

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## HeinOnline Update

Thousands of subjects are  
now browsable in  
HeinOnline. The Subjects  
tool can be found under the  
Catalog tab within any  
database. HeinOnline is a  
vital resource for legal  
research. Read more about  
the update at:  
<https://home.heinonline.org/blog/2017/09/new-catalog-feature-in-heinonline>.



This is the last  
issue of **CHECK  
IT OUT** for this  
semester. Three

issues will be published during the  
Spring Semester beginning in  
January 2018. If you have any  
ideas or suggestions as to ways  
we can improve, contact **Becky  
Hutto** at [rmhutto@samford.edu](mailto:rmhutto@samford.edu).  
We look forward to the Spring  
Semester and new issues of the  
newsletter.

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## Finding Alabama Legal Forms at Beeson Law Library

By Ed Craig,  
Reference Librarian  
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A common reference request from student and attorney patrons alike is for legal forms addressing a specific legal issue and jurisdiction. There are various resources, in print and online, that can help fill that need. When beginning to search for a form, it is important to know in what jurisdiction the form will be used and the subject matter and type of action that the form would, ideally, address. The researcher must also understand, however, that any one library will not have forms for all jurisdictions on all conceivable legal topics. Legal form finding could, perhaps, be best described as a process of looking at the various sources of forms and finding the form that comes closest to meeting a research need and then reforming it to reflect that need and the current laws of the appropriate jurisdiction.

Ideally, the researcher may be able to find an appropriate form covering the subject matter in the jurisdiction needed. There are numerous Alabama-specific form books as well as treatises that include forms which may meet a researcher's needs. As with any other legal materials, the researcher **must evaluate the publication date of the volumes used** (or the pocketpart updates) in relation to any changes in that state's law for the topic. Below is

a list of materials you may want to consider when looking for Alabama jurisdictional forms:

ALABAMA CAPITAL DEFENSE TRIAL MANUAL, FIFTH EDITION, by Equal Justice Initiative of Alabama, Montgomery, Ala., 2017. KFA565.C2 A43 2017 (Reference). Chapter 18 includes a significant number of sample motions involving the topic.

ALABAMA AND FEDERAL COMPLAINT FORMS, by Robert Sellers Smith and Joan McIntyre, Madison Publishing Company, Huntsville, Alabama (1979). KFA533.A65 S64 (2<sup>nd</sup> Floor). Though dated, this form book provides a treasure trove of examples of Alabama-specific complaints in both federal and state jurisdictions.

ALABAMA AND FEDERAL MOTION FORMS, by Robert Sellers Smith and Joan McIntyre, Madison Publishing Company, Huntsville, Alabama (1983). KFA535.A65 S4 (2<sup>nd</sup> Floor). This volume provides an extensive, though dated, collection of motion forms with an excellent index in the back of the book.

ALABAMA AND FEDERAL ORDER AND JUDGMENTS FORMS, by Robert Sellers Smith and Joan McIntyre, Madison Publishing Company, Huntsville, Alabama (1983). KFA544.A65 S4 (2<sup>nd</sup> Floor). Though dated, this Alabama-specific work is a starting point for finding order and judgment forms. A good index can be found at the end of the volume.

ALABAMA AND FEDERAL PLAINTIFF DISCOVERY FORMS, by Robert Sellers Smith, Madison Publishing Company, Huntsville, Alabama (1984). KFA537.A65 S4 (2<sup>nd</sup> Floor). This volume provides an excellent collection of Alabama-specific interrogatories, post judgment forms, request for production forms, request for admission and notice of deposition forms.

ALABAMA APPELLATE PRACTICE, by Ed R. Haden, [Birmingham, Alabama] (2017). KFA555.A15 A43 2017 (Reference). This volume provides example forms in the Appendices such as "Notice of Appeal," "Docketing Statement" and "Transcript Purchase Order of Appellant."

ALABAMA DIVORCE, ALIMONY AND CHILD CUSTODY HORNBOOK, FOURTH EDITION, by Penny A. Davis and Robert L. McCurley, Jr., Lawyers Educational Press, Inc., Tuscaloosa, Alabama (2005). KFA100.M285 2005 (2<sup>nd</sup> Floor). At the back of the volume, Part V is a large collection of forms on the topic, including annulment, legal separation, complaints of divorce, service of process, answer, judgment, income withholding, request for admissions, discovery, contempt, modification and appeal. The table of contents for chapter 42 is your best entry point for finding forms in this work.

ALABAMA PLEADING, PRACTICE AND LEGAL FORMS: RULES OF CIVIL PROCEDURE, 3<sup>RD</sup> ED., by Jack B. Hood, Benjamin A. Hardy, Jr.

and Charles H. Walker, Thomson West, 2003 (updated with 2017-18 freestanding supplement). KFA530.A65 H64 2003 (Reference). This two volume set is organized by rule number from the Alabama Rules of Civil Procedure. At the beginning of each rule's section, you will find research references from other West publications for that rule, the text of the rule and then the forms that are tailored for that rule. It is highly advisable to know the rule number with which you are dealing with before accessing this set because there is no comprehensive index for these two volumes. There is an index at the end of each volume, but its coverage is only for that *specific* volume.

ALABAMA CIVIL PRACTICE FORMS, 4th ED., by Allie Windsor Howell, Michie Law Publishers, Charlottesville, Virginia (latest update 2016). KFA530.A65 H6 2005 (Reference). This two volume set is a good resource for finding Alabama-specific general practice forms, but the researcher must remember to consult the freestanding supplement for updates. A comprehensive index, table of cases and a table of authorities cited is available at the end of the second volume.

ALABAMA CRIMINAL TRIAL PRACTICE FORMS, FOURTH EDITION, 2017 EDITION, by Jack B. Hood, Herbert H. Henry III and Lauren A. Simpson, Thomson Reuters, Eagan, Minnesota (2017). KFA575.A65 H65 2017 (Reference). An up-to-date text of over 1800 pages, with almost all of it devoted to forms

dealing with criminal trial practice.

ALABAMA DUI HANDBOOK: 2016-2017 EDITION, by Philip B. Price, Sr., George D. Flowers & Frank S. Ward, Thomson Reuters, Eagan, Minnesota (2016). KFA297.8 .P72 2016-2017 (Reference). Author provides various forms, particularly in the chapters entitled "Law Office Management and Technology," "Discovery," "Pretrial Motions" and "The Trial."

ALABAMA FAMILY LAW, SECOND EDITION, by Judith S. Crittenden & Charles P. Kindregan, Jr., Eagan, Minnesota, 2015 (latest update 2017). KFA94.C75 2015 (Reference). Volume 3 includes a significant number of forms in various chapters throughout.

ALABAMA LAW OFFICE PRACTICE DESKBOOK, ELEVENTH EDITION, by Robert L. McCurley, Jr., Lawyers Educational Press, Inc., Tuscaloosa, Alabama (2010). KFA77.M3 2010 (Reference). This book has been used heavily over the years by practitioners and students alike for finding forms and checklists involved in day-to-day practice.

ALABAMA RESIDENTIAL, COMMERCIAL & MINERAL LEASE LAW, by David C. Skinner, Lexis Law Publishing, Charlottesville, Virginia (last updated 1999). KFA117.S65 (2<sup>nd</sup> Floor). This treatise includes chapters of forms covering termination and litigation, residential lease provisions,

mineral lease provisions as well as assignments, terminations and notices. The subtopics under "forms" in the index should be a good entry point for the researcher.

ALABAMA RULES OF CRIMINAL PROCEDURE, FIFTH EDITION, by Hugh Maddox, Matthew Bender & Company, Inc., New Providence, New Jersey (last updated 2017). KFA529.A22 2011 (Reference). This two volume set includes in Appendix I the "Original Sample Forms," and "Unified Judicial System Forms" distributed by the Administrative Office of the Courts.

ALLEN'S ALABAMA LIABILITY INSURANCE HANDBOOK, SECOND EDITION, by John Johnson II and Richard E. Smith, Matthew Bender & Company, Inc., New Providence, New Jersey (last updated 2017). KFA191.A1 A95 2008 (Reference). Found in the appendix, forms include "motion to intervene," "complaint," "reservation of rights: letter from claims supervisor," "complaint for declaratory judgment," "answer" and "complaint and jury demand."

ALABAMA WORKERS' COMPENSATION LAW AND HANDBOOK, SECOND EDITION by Robert W. Lee and Steven W. Ford, Matthew Bender & Company, Inc., Newark, New Jersey (2017 update). KFA342.L35 2004. This treatise includes "Employer Forms," "Employee Forms," "Discovery Forms," "Medical Forms," "Mediation/Settlement Forms,"

“Trial Related Forms,” “Appeal Forms,” as well as tables of present values and life expectancy.

ALABAMA WORKERS’ COMPENSATION WITH FORMS, FIFTH EDITION, by Jack B. Hood, Benjamin A. Hardy, Jr., and E.J. Saad, Thomson Reuters, Eagan, Minnesota, 2010 (last update 2017). KFA342.H66 2010 (Reference). Forms can be found interspersed in the text of this treatise. Tables of present values and mortality can be found in Appendix I and II, respectively.

FAMILY LAW IN ALABAMA: PRACTICE AND PROCEDURE, 2017 EDITION, by Rick Fernambucq and Gary Pate, Matthew Bender & Co., New Providence, New Jersey. KFA94.5.A65 F35 2017 (Reference). Chapter 14 of this treatise, “Form Pleadings and Motions,” provides forms as well as preceding explanatory text for each form. Researchers should look at the subtopics under “forms” in the index for an entry point into the book.

LAW OF SHOPLIFTING: A GUIDE FOR LAWYERS AND RETAIL MERCHANTS, by T. Brad Bishop, [Samford University Press], Birmingham, Alabama [2007]. KFA568.T45 B57 2007 (2<sup>nd</sup> Floor). Author includes several forms in Part IV, “Guides to be Used in Preserving the Evidence for Trial.”

MUNICIPAL COURTS: PRACTICE AND PROCEDURE IN ALABAMA, FOURTH EDITION, by Thomas Brad

Bishop, Samford University Press, Birmingham, Alabama. KFA518.B55 2012 (Reference). The Appendix beginning at p. 561 includes a generous number of forms on the topic.

PROSECUTION AND DEFENSE OF DUI CASES: A PRACTITIONER’S HANDBOOK, by T. Brad Bishop, Samford University Press, Birmingham, Alabama (2004). KFA297.8.B56 2004 (2<sup>nd</sup> Floor). This book has numerous forms interspersed through the nine appendices dealing with the stages of handling a DUI case.

REAL ESTATE HANDBOOK: LAND LAWS OF ALABAMA, NINTH EDITION, by Robert L. McCurley, Jr., Matthew Bender & Company, Inc., New Providence, New Jersey (last updated 2016). KFA112.M33 2014 (Reference). This treatise devotes more than half its space to forms, starting at page 351. To find a particular form, look in the index under “forms.”

SOUTHEAST TRANSACTION GUIDE: FLORIDA, GEORGIA AND ALABAMA, by Byron L. Sparber, Carl H. Cofer and Thomas A. Ritchie, Matthew Bender & Company, Inc., New Providence, New Jersey (last update 2017). KFA1410.S6 (Reserve). This looseleaf multi-volume set includes forms for the three states indicated in the title for a huge variety of legal and business transactions. A definite plus is that the set is updated at least on an annual basis.

Besides these Alabama-specific materials, there are many sets of

general form books published that are not tailored to a specific jurisdiction. If you need help finding forms, see Ed Craig or Leigh Jones at Beeson Law Library for further help.

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**Director’s Briefs**  
***From Greg Laughlin***  
[glaughlin@samford.edu](mailto:glaughlin@samford.edu)

With the approach of fall finals, the Law Library will again implement restricted access for all non-Cumberland Law School patrons. Third and Second-Year law students will be familiar with this process. This will be a new experience for First-Year law students. Please understand that I instituted these procedures at the request of the Student Bar Association several years ago, and the procedures were agreed upon at that time. I am the one responsible for the procedures. If you have any problems or concerns, please direct those to me as the desk workers are simply following my instructions.

Monday, November 20, we will begin restricted access for the final exam period, with extended hours to begin on Friday, December 1, as shown below.

**The stickers needed by Cumberland students for admission to the Law Library during finals has changed to red. Please stop by the Circulation desk before November 21 to obtain one.**



### Thanksgiving Hours 2017

Wednesday, November 22:  
7:00 a m – 4:30 p m  
(TENTATIVE)

Thursday, November 23:  
CLOSED

Friday, November 24 & Saturday,  
November 25:

9:00 am – 10:00 pm

Sunday, November 26:

1:00 pm – Midnight

Exam/Extended Hours

Monday, November 27 to Friday,  
December 1:

7:00 am – Midnight

Saturday, December 2 & 9:

9:00 am – Midnight

Sunday, December 3 & 10:

1:00 pm – Midnight

Monday, December 4 to  
Thursday, December 14:

7:00 am – Midnight

Friday, December 15:

7:00 am – 4:30 pm

**All schedules are subject to change based on University decisions to close during times we currently list as open. In the past, the University has sometimes closed early on the Wednesday afternoon before Thanksgiving. If changes are made, they will be posted on the Law Library doors, on the Law Library web site, on the Law Library Facebook site, and by email to all recipients of this email.**

Restricted Access during Final Exam Period

Beginning at the opening of the Law Library on Monday, November 20 through the closing of the Law Library on Friday, December 16 the Law Library

will be closed to all but the following patrons in order to accommodate the study needs of law students during their exam period:

1. Cumberland School of Law students, faculty and staff.
2. Samford University paralegal students.
3. Samford University faculty and staff.
4. Lawyers and other professionals who are routinely given access to the Law Library for their work.

The following will be permitted access only upon prior approval following a request made to the Law Library director:

Other Samford University students who need immediate access to an information resource that is only available within the Law Library.

**IN ORDER TO ENFORCE THESE RESTRICTIONS, ALL PATRONS, INCLUDING LAW STUDENTS WISHING TO ENTER THE LAW LIBRARY, MUST PRESENT IDENTIFICATION EACH TIME BEFORE ENTERING.**

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**Best of luck  
with finals!!**

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### Virus Protection for Macs

by Grace Simms,  
Information Technology Librarian  
[glsimms@samford.edu](mailto:glsimms@samford.edu)

You may think your Mac doesn't need virus protection - but you're wrong. It's true that Macs are attacked less frequently than PCs - but there are still viruses and malware out there geared toward Macs. As Macs become more and more popular - the attacks will most likely become more frequent.

Here are some free virus protection options for Macs:

The one I recommend the most is Sophos. To download the free software, go here:

<https://home.sophos.com/mac>.

Avast is another free option for Mac users:

<https://www.avast.com/en-us/free-mac-security>.

AVG is another good free option:

<https://www.avg.com/en-us/avg-anti-virus-for-mac>.

For Malware scanning, use Malwarebytes. There is a free version that can be downloaded here: <https://www.malwarebytes.com/mwb-download>.

If you install one of the programs above and want to try another program, remove it by using AppCleaner. This is a free program that removes all of the programs far better than just dumping an app into the trash: <http://freemacsoft.net/appcleaner>.

If you need help with any of this, please contact Grace L. Simms, Information Technology Librarian, at [glsimms@samford.edu](mailto:glsimms@samford.edu).

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