

Addendum

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Addendum, official online newsletter of the Alabama State Bar, is published six times a year (December, February, April, June, August, October) by The Alabama Lawyer Board of Editors, P.O. Box 4156, Montgomery 36101-4156. Contributions from members are welcomed and encouraged. Views expressed are those of the authors, not necessarily those of the board of editors, officers or board of bar commissioners of the ASB. Copyright 2013. The Alabama State Bar. All rights reserved.

Book Review

LinkedIn in One Hour for Lawyers, Second Edition

By Dennis Kennedy and Allison C. Shields

Reviewed by Laura A. Calloway, director, ASB Practice Management Assistance Program



If you find yourself asking why a busy lawyer should waste time on social networks like LinkedIn, you'll come away from a short 60 minutes spent with this slender volume with a much better understanding of how a small investment of time in completing your profile and mastering the site's relationship-management tools can really benefit any lawyer's client-development efforts.

As the introduction to the book points out, "Lawyers live and move in a world of interlocking, evolving networks of people. They connect on a daily basis with formal and informal networks of colleagues, clients, opposing counsel, service providers,

experts, and others who are essential to the successful practice of law." LinkedIn can serve as a fundamental tool to help you "...create, manage and care for [your] network of referrers and potential referrers of business." LinkedIn is simply a useful mechanism to help facilitate the human interactions you already engage in every day.

The book lays out the three essential building blocks of LinkedIn, profiles, connections and participation, and posits that participation is the area in which lawyers most often fall down. It then follows with 10 short "lesson" chapters that cover key subjects you'll need to understand to get you up to speed in using the program and a final chapter on topics such as legal ethics, advanced features and resources that will allow you to use LinkedIn like a pro facilitate your client development goals.

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Important Notices



Client Security Fund Annual Assessment

The Alabama State Bar is authorized to assess each lawyer \$25 who, on January 1 of each year:

- Holds a regular membership to practice law in the state of Alabama State Bar;
- Holds a special membership to the Alabama State Bar;
- Is registered as authorized house counsel or
- Is admitted pro hac vice (\$25 per application).

Next month (January 2014), bar members will receive a reminder notice by email with payment instructions. Bar members who do not have an email address will receive notice by regular mail. Payment instructions for the 2014 Client Security Fund Annual Assessment are available at www.alabar.org.

Book Review *(Continued from page 1)*

LinkedIn in One Hour for Lawyers, Second Edition

The 10 lessons, which feature step-by-step instructions and all-new illustrations to reflect the most recent revisions to the LinkedIn interface, cover setting up an account (including choosing between a free and premium account which range from \$19.95 per month to \$74.95 per month for business users and accounts targeted at job seekers and recruiters, which range from 19.95 per month to \$399.95 per month); completing your profile and making it dynamic; finding and making connections; using LinkedIn search to facilitate helpful new relationships; participating in LinkedIn Groups; benefiting from endorsements and recommendations; and monitoring your network and optimizing your settings. The lessons conclude with three action steps to develop a simple LinkedIn strategy.

The advanced topics cover ethical considerations, using LinkedIn in the hiring process, features for companies and firms, advanced search techniques, how to effectively use LinkedIn ads, and mobile apps to make use of LinkedIn quick and easy to incorporate into your routine.

Whether you're already highly invested in social media client development or you're finally ready to take the first steps in that direction, you'll find something of value in this little book that you can put to work in your practice today.

Important Notices *(Continued from page 1)*

A lawyer who **fails to pay by March 31** of a particular year the assessed annual fee pursuant to Rule VIII shall be deemed to be not in compliance with these rules. Such a lawyer **is subject to suspension** pursuant to Rule 9 of the *Alabama Rules of Disciplinary Procedure*.

Any person admitted to practice in the state of Alabama who, upon attaining the age of 65 years and has elected to retire from the practice of law, may claim exemption from any assessment under these rules by notifying the Client Security Fund Assistant of the Alabama State Bar at (334) 269-1515 or by emailing such notice to yvette.williams@alabar.org.

•**Notice of and Opportunity for Comment on Amendments to the Rules of the U.S. Court of Appeals for the Eleventh Circuit**

Pursuant to 28 U.S.C. § 2071(b), notice and opportunity for comment is hereby given of proposed amendments to the *Rules of the U.S. Court of Appeals for the Eleventh Circuit*.

A copy of the proposed amendments may be obtained on and after December 2, 2013, from the court's website at www.ca11.uscourts.gov. A copy may also be obtained without charge from the Office of the Clerk, U.S. Court of Appeals for the Eleventh Circuit, 56 Forsyth St., N.W., Atlanta, Georgia 30303 (phone: 404-335-6100). Comments on the proposed amendments may be submitted in writing to the clerk at the above address by January 3, 2014.

•**Notice of Election and Electronic Balloting**

Notice is given here pursuant to the *Alabama State Bar Rules Governing Election and Selection of President-elect and Board of Bar Commissioners*.

Bar commissioners will be elected by those lawyers with their principal offices in the following circuits:

8th Judicial Circuit
10th Judicial Circuit, Place 4
10th Judicial Circuit, Place 7
10th Judicial Circuit, Bessemer Cutoff
11th Judicial Circuit
13th Judicial Circuit, Place 1

13th Judicial Circuit, Place 5
15th Judicial Circuit, Place 5
17th Judicial Circuit
18th Judicial Circuit, Place 1
19th Judicial Circuit
21st Judicial Circuit
22nd Judicial Circuit
23rd Judicial Circuit, Place 1
28th Judicial Circuit, Place 2
30th Judicial Circuit
31st Judicial Circuit
33rd Judicial Circuit
34th Judicial Circuit
35th Judicial Circuit
36th Judicial Circuit
40th Judicial Circuit
41st Judicial Circuit

Additional commissioners will be elected for each 300 members of the state bar with principal offices therein. New commissioner positions for these and the remaining circuits will be determined by a census on March 1, 2014 and vacancies certified by the secretary no later than March 15, 2014. All terms will be for three years.

Nominations may be made by petition bearing the signatures of five members in good standing with principal offices in the circuit in which the election will be held or by the candidate's written declaration of candidacy. PDF or fax versions may be sent electronically to the secretary as follows:

Keith B. Norman, secretary, Alabama State Bar
P.O. Box 671, Montgomery, AL 36101
keith.norman@alabar.org; fax: (334) 517-2171

Either paper or electronic nomination forms must be received by the secretary no later than 5:00 p.m. on the last Friday in April (April 25, 2014).

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Important Notices *(Continued from page 2)*

As soon as practical after May 1, 2014, members will be notified by email with a link to the Alabama State Bar website that includes an electronic ballot. **Members who do not have Internet access should notify the secretary in writing on or before May 1 requesting a paper ballot.** A single written request will be sufficient for all elections, including run-offs and contested president-elect races during this election cycle. Ballots must be voted and received by the Alabama State Bar by 5:00 p.m. on the third Friday in May (May 16, 2014). Election rules and petitions are available at www.alabar.org.

At-Large Commissioners

At-large commissioners will be elected for the following place numbers: 3, 6 and 9. **Petitions for these positions which are elected by the board of bar commissioners are due by April 1, 2014.** A petition form to qualify for these positions is available at www.alabar.org.

Local Bar Award of Achievement

The Alabama State Bar Local Bar Award of Achievement recognizes local bar associations for their outstanding contributions to their communities. Awards will be presented during the Alabama State Bar's 2014 Annual Meeting at the Hilton Sandestin Beach Golf Resort & Spa.

Local bar associations compete for these awards based on their size—large, medium or small.

The following criteria will be used to judge the contestants for each category:

The degree of participation by the individual bar in advancing programs to benefit the community;

The quality and extent of the impact of the bar's participation on the citizens in that community; and

The degree of enhancements to the bar's image in the community.

To be considered for this award, local bar associations must complete and submit an award application by May 30, 2014.

Applications may be downloaded from www.alabar.org or by contacting Christina Butler at (334) 269-1515 or christina.butler@alabar.org.

Alabama Lawyers' Hall of Fame

May is traditionally the month when new members are inducted into the Alabama Lawyers' Hall of Fame located at the state judicial building. The idea for a hall of fame first appeared in 2000 when Montgomery attorney Terry Brown wrote state bar President Sam Rumore with a proposal that the former supreme court building, adjacent to the state bar building and vacant at that time, should be turned into a museum memorializing the many great lawyers in the history of the state of Alabama.

The implementation of the idea of an Alabama Lawyers' Hall of Fame originated during the term of state bar President Fred Gray. He appointed a task force to study the concept, set up guidelines and then to pro-

vide a recommendation to the board of bar commissioners. The committee report was approved in 2003 and the first induction took place for the year 2004. Since then, 40 lawyers have become members of the hall of fame. The five newest members were inducted May 3, 2013.

A 12-member selection committee (consisting of the immediate past president of the Alabama State Bar, a member appointed by the chief justice, one member appointed by each of the three presiding federal district court judges of Alabama, four members appointed by the board of bar commissioners, the director of the Alabama Department of Archives and History, the chair of the Alabama Bench and Bar Historical Society, and the executive secretary of the Alabama State Bar) meets annually to consider the nominees and make selections for induction.

Inductees to the Alabama Lawyers' Hall of Fame must have had a distinguished career in the law. This could be demonstrated through many different forms of achievement—leadership, service, mentorship, political courage, or professional success. Each inductee must have been deceased at least two years at the time of their selection. Also, for each year, at least one of the inductees must have been deceased a minimum of 100 years to give due recognition to historic figures as well as the more recent lawyers of the state.

The selection committee actively solicits suggestions from members of the bar and the general public for the nomination of inductees. Nominations of historic figures are needed for consideration, as well as present-day lawyers. Great lawyers cannot be chosen if they have not been nominated. Nominations can be made throughout the year by downloading the nomination form from the bar's website and submitting the requested information. Plaques commemorating the inductees are located in the lower rotunda of the judicial building and profiles of all inductees are found on the bar's website at <http://www.alabar.org/members/hallfame/index.cfm>.

Download an application form from http://www.alabar.org/members/hallfame/halloffame_ALH_2014.pdf and mail the completed form to:

Sam Rumore
Alabama Lawyers' Hall of Fame
P.O. Box 671
Montgomery, Alabama 36101

The deadline for submission is March 1, 2014.

Judicial Award of Merit

The Alabama State Bar Board of Bar Commissioners **will receive nominations for the state bar's Judicial Award of Merit through March 14, 2014.**

Nominations should be mailed to:

Keith B. Norman, secretary
Board of Bar Commissioners
P.O. Box 671
Montgomery, AL 36101-0671

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Join the conversations and share your opinions! "Like" us on Facebook (alabamastatebar) and follow us on Twitter (<https://twitter.com/alabamastatebar>)

Important Notices *(Continued from page 3)*

The Judicial Award of Merit was established in 1987. The award is not necessarily an annual award. It must be presented to a judge who is not retired, whether state or federal court, trial or appellate, who is determined to have contributed significantly to the administration of justice in Alabama. The recipient is presented with a crystal gavel bearing the state bar seal and the year of presentation.

Nominations are considered by a three-member committee appointed by the president of the state bar, which then makes a recommenda-

tion to the board of bar commissioners with respect to a nominee or whether the award should be presented in any given year.

Nominations should include a detailed biographical profile of the nominee and a narrative outlining the significant contribution(s) the nominee has made to the administration of justice. Nominations may be supported with letters of endorsement.



Addendum

Short articles of general interest are always welcomed from ASB members. All materials submitted for publication in the *Addendum* are subject to editing for style, space and content. Send submissions as Word documents to margaret.murphy@alabar.org. The deadline for the February issue is January 10th.

Making the Case for Casemaker



•Tip on Statutes

Need to look at an older statute? Just click "Archive" from the blue navigation bar at the top of the page, select statutes, then the state and choose the year you need. If viewing a current statute and you need to see an older version of it, just click "Archive" at the top on the gray bar and then pick the year you want to see.

•Statutes Updates

Do you know Casemaker's quick process of statutory data? Once a bill is signed into law, Casemaker's editors obtain the legislation and work it into the existing code or compilation along with notes detailing the authority for changes including links to the full text of amending,

enacting or repealing legislation. All versions of statutes are set out with clear notes as to their effective date, contingent effectiveness or conflicting provisions. Thus, Casemaker statutes are continuously updated where state legislative sites typically update their statutes once a year. Casemaker's statutes are much more current than any other publisher's database.

Sign up for an online webinar today at <http://www.casemakerlegal.com/registerWebinar.aspx>. For Casemaker research assistance, 7 a.m. to 7 p.m. Central M-F, call toll-free (877) 659-0801. You may also call the state bar for research or login assistance at (334) 269-1515.

Accolades

Adams & Reese Hosts Indian Consul General to Discuss Growing Business Relations between U.S. and India

Adams & Reese LLP hosted a reception in its Birmingham office for Indian Consul General of Atlanta Ajit Kumar. Kumar was introduced to various Alabama business leaders, elected officials and community leaders and discussed ways in which Alabama and India can expand business relations.

At the reception, Kumar invited Alabama business leaders to visit India and invest in one of “the fastest-growing countries in the world.”

Earlier that day, Kumar met with Alabama Governor Robert Bentley, who said that he will lead a delegation to India to increase bilateral trade in the fields of manufacturing, education, mining, defense, and agriculture. They also discussed ways in which Alabama and India can work together in other business industries and strengthen ties between the two governments.

“We were very honored to host Consul General Ajit Kumar in Birmingham and introduce him to our business leaders and begin networking with him as Alabama continues to be home to a rapidly-growing Indian population and business economy,” said Bob Kirpalani, an Adams & Reese attorney. Kirpalani is a native of India who has practiced India business relations law and advised entrepreneurs



Pictured above are Indian Consul General of Atlanta Ajit Kumar, businessman Anil Agarwal and Adams & Reese attorney Bob Kirpalani.

and business owners on matters relating to international business transactions and international economic development.

Kumar leads the newly-established Consulate of India in Atlanta; he arrived in Atlanta from Germany, where he served as Consul General of India in Frankfurt from 2007 to 2011. He also was ambassador of India to the Republic of Zimbabwe (2004-2007) and served as consul general of India Durban, South Africa (2000-2003).

Daily Dispatch: Tech Tips

Power User Guide: Best-Loved Keyboard Shortcuts

By Vivian Manning

This article originally appeared in the December 11, 2013 edition of attorneyatwork, <http://www.attorneyatwork.com>.



Break up with your mouse! You know that old chestnut from composer Burt Bacharach, “Make it easy on yourself, ‘cause breaking up is so very hard to do”? Well, that’s what I want you to do. I want you to break up—with your mouse. And I’m going to show you how to make it easy on yourself, by giving you a list of the most common, useful keyboard shortcuts in Microsoft Windows, Internet Explorer, Word and Outlook.

hand strays over to that tempting mouse—the happier you’ll be in the long run.

Make It Easy on Yourself

You won’t find all these shortcuts useful—just browse through the lists to see what might work best for the way you work. And know that this is just the tip-of-the-shortcut-iceberg. If you want to know more, just press that F1 key for Help and type “Keyboard Shortcuts” in the Help search box.

You’ll find a treasure trove of ways to break up with your mouse at <http://www.attorneyatwork.com/wp-content/uploads/2013/12/Power-User-Guide-to-Keyboard-Shortcuts-AttorneyatWork.pdf>.

You’re probably using a few of these shortcuts already, but a few will be new to you.

Why do I want you to break up with your mouse? I want you to work on improving your relationship with your loyal, hardworking keyboard. It can’t be clicking-and-dragging excitement all the time, you know! Sometimes that steady, faithful standby—your ever-suffering keyboard—is the best accessory for the job. Why? Because keeping your hands on your keyboard keeps you working more quickly than constantly reaching, reaching, reaching for that hard-to-get mouse. The closer you can stay to your keyboard home—and the less your

Vivian Manning is the IT Manager at Barriston Law LLP in Barrie, Bracebridge & Cookstown in Ontario. Prior to moving into IT, Manning practiced at Barriston LLP (formerly Burgar Rowe PC), primarily in the area of municipal land development, with a total of 17 years in private practice before switching to the IT side of the law office. She currently indulges her love of teaching tech through her blog, Small City Law Firm Tech. Manning writes Attorney at Work’s “Power User” column. Follow her on Twitter @vivianmanning.

Lawyers, Don't Be an April Fool for Windows XP

By Jim Calloway, director, Management Assistance Program, Oklahoma Bar Association

Here's an item for your 2014 calendar. April 1—Confirm we have no computers using Windows XP in operation at home or work. Now April Fool's Day may seem like a long time off as you read this, but running Windows XP after Microsoft ceases Windows XP support means that you are behaving like a fool. Be aware that **Windows XP's "end of life" is coming in April.** (OK, it is really April 8, but you might have trouble getting any IT help that week and isn't April 1 really easier to remember? Besides, some lawyers like to buy new computers at year's end for tax reasons.)

So for those of you who have used XP all these years, avoiding the pain of the Vista and the first release of Windows 8, why would I call you a fool for keeping on keeping on? Because the end of support means no security upgrades and many of us, **including Microsoft,** are predicting a huge malware spike in the days following April 8. It really makes sense, doesn't it? A malware designer who has developed some atrocious thing to steal credit card numbers, hijack your computer or just make it inoperable who releases it now would likely be stymied by a patch or fix released by Microsoft the very next "Patch Tuesday." But after April 8, it will be clear sailing.

Cynics may claim Microsoft is warning people about this to increase sales of new copies of Windows and new computer sales. Well, there could be something to that, but a thing can be true and still be good for sales. I have to give Microsoft credit in that they have been sup-

porting XP since its release almost 12 years ago. They have planned a couple of times previously to end XP support, but have been deterred by public reaction. Other cynics would observe that if M\$ really cared about PC sales that much, they wouldn't have released Windows 8, which combined with the growing popularity of tablets **to really crater PC sales in 2013.**

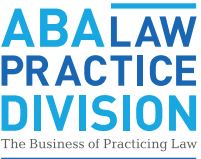
But today no law firm can afford to have its PCs gummed up by malware. Law firms run on their computer systems. Downtime is lost revenue and lost data is even more serious. Protecting the client's confidential information held on the firm's computers is extremely important, as well as is protecting the lawyer's personal credit card info. It will be quite a change to go from XP to Windows 7 or 8.1 for the user and some old "legacy" software may no longer work. But that is just how it is. I still prefer Windows 7 and note that most law offices do not have the touch screen monitors to easily make full use of Windows 8.

But this is a "drop dead" deadline. **April 1 = No XP.** If you are reading this post on an XP machine, make a note on your calendar—or just buy that new computer today.





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