



# NEWSLETTER

## Fall 2009

Web Site: [clevelandlawlibrary.org](http://clevelandlawlibrary.org) • Email: [lawlib@clelaw.lib.oh.us](mailto:lawlib@clelaw.lib.oh.us) • Phone: (216) 861-5070 • Fax: (216) 861-1606

### **LAW LIBRARY REORGANIZATION**

As you are aware, the Cleveland Law Library is facing some changes next year with the passage of HB 420. For more details on the impact of this Bill, please read the article on the front page of our Spring 2009 Newsletter. Although we are not sure exactly what those changes will be yet, we know that the County is planning to charge almost \$336,000.00 in rent for the space the law library currently occupies on the 4th floor of the Cuyahoga County Courthouse. Since the law library never historically paid rent, and such a large sum constitutes 64% of our current public revenue, we are taking proactive steps to reorganize and condense our collection into a smaller space that includes our lobby, the Arthur Fiske Reading Room, and our staff offices. By doing so, we hope to be able to save money on rent that we can spend to maintain our collection and retain staff to assist you with your legal reference and research needs. Although this is a large-scale effort, we are doing everything we can to minimize the disruption to you. Please go to our web page if you are interested in seeing a diagram of our proposed new floor plan, which is color-coded to show the proposed new areas in green and the areas the law library plans to abandon in red. Our current library map can also be located on our website.

### **ONLINE TUTORIAL AVAILABLE FOR OUR CATALOG**

As you know, the Law Library's catalog is available on the Internet. If you want to learn more about how the catalog works, including some of the nuances of searching different ways, we have created an online tutorial that guides you step-by-step. Funding for the software to create this tutorial was provided by a grant from the local U.S. District Court's Attorney Outreach Grant Program.



### **ETHICS, PROFESSIONALISM AND SUBSTANCE ABUSE**

**CLE on December 1, 2009, 1:00 - 3:45 pm**  
**(2.5 hours of CLE will be sought)**  
*See insert for details*



**SURVIVING A CIVIL TRIAL: FROM  
VOIR DIRE TO JURY INSTRUCTIONS**  
**CLE on December 4, 2009, 1:00 - 4:15 pm**  
**(3.0 hours of CLE will be sought)**  
*See insert for details*



**PROBATING AN AVERAGE  
ESTATE FROM A TO Z**  
**CLE on December 10, 2009, 1:00 - 4:15 pm**  
**(3.0 hours of CLE will be sought)**  
*See insert for details*





**LAW LIBRARY GREEN CERTIFIED  
BY CLEVELAND METROPOLITAN  
BAR ASSOCIATION**

We are happy to report that the Law Library has joined an elite group of local law firms, agencies and businesses that have been “Green Certified” for 2009-2010 by the Cleveland Metropolitan Bar Association. We thought you might like to know some of the efforts that earned us this accolade that also helps our environment. We have implemented many programs that save energy and resources, and we are constantly challenging ourselves to add new environmentally-responsible programs and initiatives. We have not only reduced our per capita paper use substantially, but we are committed to recycling many types of office wastes and e-wastes. Because we are located in a County facility that provides limited copy paper and book recycling for our Library, we have become very creative in finding greener ways to work. Finally, although we have already implemented programs to save electricity, we pledge to try to find newer ways to reduce our energy consumption. Although all of our initiatives are voluntary, our staff members have demonstrated their commitment to the tripartite model of reducing, reusing and recycling.

*Examples of Paper Recycling and Savings at the Library:*

- we re-use non-confidential copy paper for patron request forms, statistics sheets, sign-in sheets, forms, and scrap paper;
- we recycle all possible non-confidential copy paper in blue recycling bins provided by Cuyahoga County;
- the County collects our old phone books for recycling;
- beginning with the first newsletter we issued in the Spring of 2003, we have gradually converted all but about 115 of our 2,300 plus members to receiving our newsletters, postcards, and other communications by email;
- when the Library created a new logo in 2003, we initiated desktop publishing that has enabled us to print letters and business cards on demand, i.e., only when they are needed;
- in February of 2006, we converted the Library to online banking and investing and elected not to receive any more canceled checks;
- we predominantly communicate with Library Board members by email;

- we send all traditional employee memoranda and communications by email, or post the information to our intranet;
- we give our superceded books to the County for recycling, instead of disposing of them in the trash;
- we encourage printing all non-essential documents in “draft” mode;
- we are converting our patrons’ overdue notices from print to email;
- our new fax machine prints on both sides of the paper;
- we scan most of the attachments we email without copying them first;
- our Director takes all the paper recycling that the County does not accept to the bins at her children’s schools; and
- coinciding with Earth Day in 2009, we redesigned our daily time and statistics sheets to save a lot of paper.

*Examples of Non-Paper Recycling Efforts at the Library:*

- we recycle our pop cans and take them home; and
- we encourage all employees to take their own plastic and glass bottles home to recycle.

*Examples of E-Waste Recycling Efforts at the Library:*

- for at least ten (10) years, we have participated in Hewlett Packard’s Cartridge Recycle Program for our networked printer;
- we properly recycle our computer equipment, including old CPU’s, servers, monitors, keyboards and printers; and
- we recycle the cartridges for our new fax machine.

*Examples of Energy Conservation and Savings at the Library:*

- for over eleven (11) years, the Library has participated in RTA’s employer subsidy program for several of our staff members;
- for at least the last ten (10) years, we have also been turning off all of our office lights, copiers and computer terminals at the end of each day;
- we now buy only Energy Star machines;
- we have programmed our new fax machine to power-down to sleep mode when not in use; and
- we unplug everything we can at night, including our letter folder, postal meter, postal scale, coffee machine, automatic stapler, electric pencil

sharpener, shredder, adding machine, fan, space heaters, microwave, clock radio, and TV.

Although we have made great strides to reduce the Library's carbon footprint, there is always room for improvement. In addition to other efforts, the Library plans to reduce office energy use by ten percent (10%). Specifically, as our Library's future commitments to the CMBA's Green Initiative, we will:

- consider purchasing recycled paper;
- turn off the lights in our Audio-Visual room at night;
- research the energy consumption of other pieces of equipment to identify other items that Library staff members can unplug at the end of each day;
- ask the County to turn off all non-essential lights throughout the Library before and after business hours;
- recycle bottles and cans from refreshments we serve at future library functions; and
- conduct periodic "green" audits to determine where else we might be able to conserve and save.

### ***SELECTED NEW ACQUISITIONS***

- *Lawyer's Guide To Governing Your Firm* (ABA, 2009)
- *FINRA Manual* (Wolters Kluwer, 2009)
- *Complete QDRO Handbook* (ABA, 2009)
- *HIPPA For The General Practitioner* (ABA, 2009)
- *Overview Of The Ohio Workers' Compensation System* (OSBA, 2009)
- *Records And Information Management For Public & Private Offices* (OSBA, 2009)
- *Introduction To E-Discovery: New Cases, Ideas, And Techniques* (ABA, 2009)
- *Trusts For Senior Citizens* (ALI-ABA, 2009)
- *How To Survive The Crash* (OSBA, 2009)
- *Consumer Protection Law Developments* (ABA, 2009)
- *Planning And Defending Asset-Protection Trusts* (ALI-ABA, 2009)
- *Estate, Tax & Benefits Planning For Unmarried Couples* (ALI-ABA, 2009)
- *Commercial Real Estate Law Practice Manual With Forms* (ABA, 2009)
- *Credit Discrimination* (NCLC, 2009)

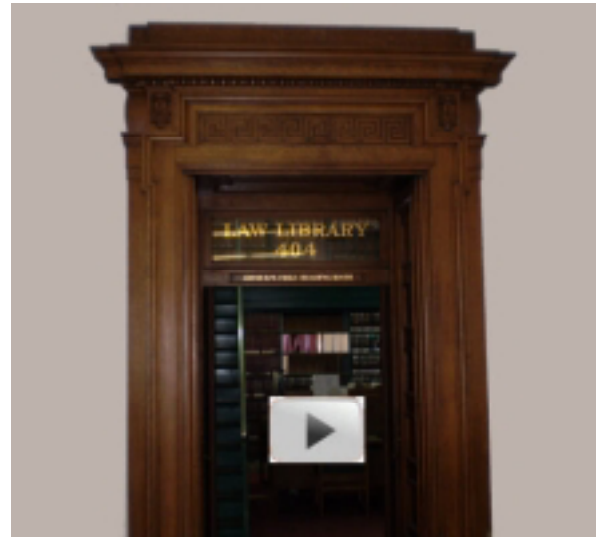


### **NEW MEMBERS**

Michael Adamson  
J. Scott Broome  
Krista Bruckman  
Mark A. DeFranco  
Maureen A. Gravens  
Alicia A. Guardia  
Cassandra Haddock  
Rhonda Hansal  
Donald H. Holt  
Christopher T. Julian  
Fred J. Lance

Mary Lombardi  
Tania Nemer  
Alexander Pal  
Matthew E. Parkins  
Holly R. Pepi  
Michael J. Shapiro  
Sunny M. Simon  
Steven B. VanSlyck  
Michael J. Warrell  
Tiffany R. Wright

### ***WATCH OUR NEW VIDEO-WALKTHROUGH***



As part of our latest round of innovations, we have created and launched a video tour of the Law Library. It has the look and feel of a home-made YouTube video and provides a guided tour that begins in our library, travels through our state collections and main room, and concludes in our conference room. Thanks go to Eric Hess, our Network Services Librarian, for taping the video, and Sharla Johnston, our Circulation Services Librarian, for narrating the tour.

### ***LAW LIBRARY BLOG***

Keep up with the latest in local, legal information by subscribing to our blog at:



[http://suealtemeyer.typepad.com/cleveland\\_law\\_library\\_web/](http://suealtemeyer.typepad.com/cleveland_law_library_web/)



# ***ETHICS, PROFESSIONALISM AND SUBSTANCE ABUSE***

*(2.50 hours of CLE Applied for, with 1.00 of Ethics,  
1.00 of Professionalism and 0.50 of Substance Abuse Instruction)*

Date: Tuesday, December 1, 2009  
Location: Cleveland Law Library, 1 West Lakeside Avenue, 4<sup>th</sup> Floor  
Cleveland, OH 44113-1078 (216) 861-5070  
Time: Registration: 12:30 p.m.; Program 1:00 p.m. - 3:45 p.m.  
Cost: \$60.00 members, \$75.00 non-members (Registration must be pre-paid by cash, check, or credit card)  
Contact: Director, Kathleen M. Sasala, 216-861-5070, [ksasala@clelaw.lib.oh.us](mailto:ksasala@clelaw.lib.oh.us)

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## **PROGRAM**

12:30 p.m. Registration

1:00-1:30 p.m. ***Substance Abuse, Chemical Dependency And Mental Health Concerns In The Legal Profession***  
Speaker: Paul A. Caimi, JD, LCDC-III, ICADC - Associate Director, Ohio Lawyers Assistance Program

1:30-2:30 p.m. ***T-Etiquette And Protocol: Professionalism In A High-Tech World***  
Speaker: Kathleen M. Sasala, Esq., Director, Cleveland Law Library Association

2:30-2:45 p.m. Break (Light Refreshments Provided)

2:45-3:45 p.m. ***The Ethics Of Digging For And Protecting Information In Investigations***  
Speaker: Joseph N. Gross, JD., Partner, Benesch, Friedlander, Coplan & Aronoff LLP

3:45 p.m. Program Conclusion

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Registration Form:

Name (please print) \_\_\_\_\_ Atty. Regis. #. \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Make checks payable to the Cleveland Law Library. Mail or fax reservation form.  
Cancellations must be received in writing 1 business day prior to the program, and refunds will be charged a \$15.00 administrative fee.  
PERSONS WITH DISABILITIES needing special arrangements to attend this program are asked to contact the Director of the Cleveland Law Library at (216) 861-5070, (fax 216-861-1606) or [ksasala@clelaw.lib.oh.us](mailto:ksasala@clelaw.lib.oh.us) at least 1 week prior to the program.



# **PROBATING AN AVERAGE ESTATE FROM A TO Z**

*(3.0 hours of CLE Applied for)*

Date: Thursday, December 10, 2009  
Location: Cleveland Law Library, 1 West Lakeside Avenue, 4<sup>th</sup> Floor  
Cleveland, OH 44113-1078 (216) 861-5070  
Time: Registration: 12:30 p.m.; Program 1:00 p.m. - 4:15 p.m.  
Cost: \$60.00 members, \$75.00 non-members (Registration must be pre-paid by cash, check, or credit card)  
Contact: Director, Kathleen M. Sasala, 216-861-5070, [ksasala@clelaw.lib.oh.us](mailto:ksasala@clelaw.lib.oh.us)

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## **PROGRAM**

12:30 p.m. Registration

1:00-1:45 p.m. ***Estate Administration***  
Speaker: Magistrate John Polito, Court Administrator, Cuyahoga County Probate Court

1:45-2:30 p.m. ***Inventories And Accounts***  
Speaker: Magistrate Charles T. Brown, Cuyahoga County Probate Court

2:30-2:45 p.m. Break (Light refreshments provided)

2:45-3:30 p.m. ***Estate Tax Basics***  
Speakers: William A. Duncan, Esq. and Kent Hedman, Esq., Kadish, Hinkel & Weibel

3:30-4:15 p.m. ***Resolving Creditors' Claims Filed Against An Estate***  
Speaker: Julie A. DiBaggio, Esq., Weltman, Weinberg & Reis Co., LPA

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Registration Form:

Name (please print) \_\_\_\_\_ Atty. Regis. #. \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

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# ***SURVIVING A CIVIL TRIAL: FROM VOIR DIRE TO JURY INSTRUCTIONS***

*(3.0 Hours of CLE applied for)*

Date: Friday, December 4, 2009  
Location: Cleveland Law Library, 1 West Lakeside Avenue, 4<sup>th</sup> Floor  
Cleveland, OH 44113-1078 (216) 861-5070  
Time: Registration: 12:30 p.m.; Program 1:00 p.m. - 4:15 p.m.  
Cost: \$60.00 members, \$75.00 non-members (Registration must be pre-paid by cash, check, or credit card)  
Contact: Director, Kathleen M. Sasala, 216-861-5070, [ksasala@clelaw.lib.oh.us](mailto:ksasala@clelaw.lib.oh.us)

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## **PROGRAM**

12:30 p.m. Registration

1:00-1:30 p.m. ***Voir Dire and Jury Selection***  
Speaker: Neal Shapero, Esq., Shapero & Roloff Co., LPA

1:30-2:00 p.m. ***Opening and Closing Statements***  
Speaker: Roger Synenberg, Esq., Synenberg & Associates, LLC

2:00-2:30 p.m. ***Trial Notebooks, Evidence & Exhibits***  
Speaker: The Hon. Leo Spellacy, Visiting Judge, Cuyahoga County Common Pleas Court

2:30-2:45 p.m. Break (Light refreshments provided)

2:45-3:15 p.m. ***Direct and Cross Examination***  
Speaker: The Hon. Harry A. Hanna, Visiting Judge, Cuyahoga County Common Pleas Court

3:15-3:45 p.m. ***Motion Practice***  
Speaker: Charles M. Young, Esq., Sindell, Young, Guidubaldi

3:45-4:15 p.m. ***Jury Instructions***  
Speaker: The Hon. John P. O'Donnell, Cuyahoga County Common Pleas Court

4:15 p.m. Program Conclusion

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Registration Form:

Name (please print) \_\_\_\_\_ Atty. Regis. #. \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Cash \_\_\_\_\_ Check \_\_\_\_\_ Mastercard \_\_\_\_\_ Visa \_\_\_\_\_  
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
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