



NEWSLETTER

Spring 2011

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

NOTICE OF THE 2011 ANNUAL MEMBERSHIP MEETING MARCH 9, 2011

The Annual Meeting of the members of the Cleveland Law Library will be held on Wednesday, March 9, 2011 at 12:00 noon in the Law Library, 404 Cuyahoga County Courthouse. Agenda items will include the election of three (3) trustees to serve three (3) year terms from March 2011 to March 2014. The three (3) trustees whose terms will be expiring are:

- David Naftzinger of Thompson Hine LLP
- Ronald Stansbury of Ulmer & Berne
- Scott E. Stewart of Stewart & DeChant

Please join us for the meeting and a light luncheon immediately following.

LAW LIBRARY MEMBERSHIP MAY BE TAX DEDUCTIBLE



The Cleveland Law Library Association operates as a non-profit organization under 501(c)(3) of the tax code. We possess an educational mission designed to promote the study and science of law. As a result, some or all of your membership dues may be deductible for income tax purposes. Please consult with your tax advisor on this issue. This article is not intended to serve as tax advice.

FREE LIBRARY LUNCH & LEARN PROGRAMS

Each month this year starting in February, the Law Library will host a series of short programs to help your law practice become more effective and efficient. Bring a brown bag lunch, and



share a half hour with us on the days listed below. Pick as many programs as you would like to attend because they are all provided compliments of the Law Library. Due to the length of these programs, they will not provide CLE credit. We will start promptly at 12:00 noon each day and conclude at 12:30 p.m. Here is this year's line-up of programs:

- Thursday, 2/24/11: Finding Ohio cases for free
- Friday, 3/25/11: Shepardizing and KeyCiting Online
- Tuesday, 4/12/11: Finding cases quickly on Lexis and Westlaw
- Wednesday, 5/18/11: What You Can Find at the Ohio Supreme Court's Website
- Thursday, 6/23/11: Keyboard shortcuts
- Wednesday, 7/20/11: Quick & Easy PDF Tips
- Tuesday, 8/9/11: Skype Telephone calls over the Internet
- Friday, 9/23/11: Shrinking Long URL's/Sending Big Files
- Wednesday, 10/19/11: Westlaw Digest System and Lexis Headnote System
- Tuesday, 11/15/11: Boolean Searching
- Wednesday, 12/14/11: Create Documents for Free with Google

FAQ: FINDING FORMS

If the Cleveland Law Library had a "Top Ten" list ranking the types of questions most frequently asked of our staff, inquiries about forms would undoubtedly rank near the top of the list. Questions such as:



"I need a sample (complaint, motion, order, agreement, contract, et al) for _____." or

"Do you have a form for _____?" (fill in any number of situations)

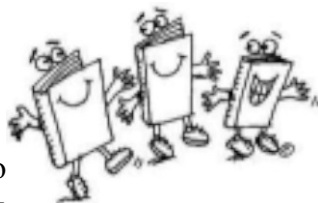
are a regular occurrence here at the Law Library. We try to consult a number of print and online sources to fill such requests. In many cases, we provide more than one example so that our members have a range of choices from which to draft their own documents. We often look at state and general form sets, subject-area treatises, journal articles and other resources in print or electronic databases (such as *Westlaw*, *Lexis* or *LoisLaw*) to find forms that might be useful.

For example, you might be looking for a basic complaint for fraud. *Anderson's Ohio Civil Practice with Forms*, which we have in print or online in our Lexis plan, has a chapter with a sample complaint for fraud. Alternatively, you might prefer the Baldwin's Ohio Handbook *Elements Of An Action*, which also has a Fraud chapter with a sample complaint and is available in print or through our *Westlaw* subscription. You can borrow the materials, make copies, download here in the library, or have forms sent to you via fax or email for \$4.00 per document.

What if you were looking for a sample Ohio LLC operating agreement? The Data Trace treatise called *Ohio Limited Liability Company Forms and Practice Manual* contains both simple and more complex operating agreements, as well as other forms to choose from. Alternatively, we could use our online *LoisLaw* Limited Liability Company e-library here to access Aspen's *Drafting Limited Liability Company Operating Agreements* and choose from a number of model agreements.

Keep us in mind if your legal research includes forms research.

**DONATE YOUR OSBA
AND CMBA CLE'S TO
THE LAW LIBRARY**



Like many lawyers who attend CLE programs, you have probably collected a lot of CLE booklets and program materials. If you were thinking of tossing or recycling these items with the new year, giving them to the Law Library would be a better alternative. We are currently running a new drive to collect and archive the last five (5) years of CLE materials from both the Cleveland Metropolitan Bar Association and the Ohio

State Bar Association. If you have any CLE materials from either of these associations for the years 2006, 2007, 2008, 2009, or 2010, we will gladly accept them. If you drop them off, we can quickly and efficiently integrate these resources into our collection of legal resources, thereby making them available to all of our members. As you attend new CLE programs this year, we would be happy to continue to accept your new materials once you have finished reviewing them.

**NEW LIGHTING FOR
A NEW YEAR**



Over the next few months, Cuyahoga County will be installing more energy efficient lights and fixtures throughout the County Courthouse. The contractor chosen to perform the work plans to start in the Law Library and work down to the basement of our building. As a result, installation will likely begin in the Law Library when this Newsletter is being published. The end result will be a brighter Library that will help you work more effectively and efficiently. The new lights will also save the County money and help both the County and the Law Library continue to foster "green" initiatives and reduce our carbon footprints. We have spoken with the contractor, and not only will disruptions be minimal, but the work should be completed in just a few weeks.



NEW MEMBERS

- | | |
|-------------------------|--------------------|
| Lawrence R. Acton | Cheryl A. Lukacs |
| Meredith O'Brien Aggers | Jim Major |
| Richard A. Ashe | Nicholas J. Marino |
| Elizabeth Donley | Mark R. Marshall |
| Richard H. Drucker | Christina Niro |
| Frederick W. Englehart | Joseph V. Pagano |
| Shelley M. Fleming | Dan Pienta |
| Steven C. Froberg | Irving Rosner |
| Lavelle Gibson | Stacy Ruthven |
| Brent Hartman | Jon Stender |
| Edward F. Herman | Jo Tatarko |
| Patrick J. Hoban | Geoff Turoff |
| Michelle Jackson | Stephen J. Tylman |
| Burkhart R. Lindahl | Patrick M. Watts |

SELECTED NEW ACQUISITIONS

- *Chapter 13 Practice and Procedure* (West, 2010)
- *Dodd-Frank Wall Street Reform and Consumer Protection Act: A Summary* (PLI, 2010)
- *Fair Credit Reporting* (NCLC, 2010)
- *Giannelli Evidence* (West, 2010)
- *Guardian Ad Litem* (OSBA, 2010)
- *Modern Constitutional Law* (West, 2010)
- *Repossessions* (NCLC, 2010)
- *Representing Plaintiffs In Title VII Actions* (Aspen, 2011)
- *[Ohio] Tort Law* (West, 2010)
- *Truth In Lending* (NCLC, 2010)



WIN A NEW KINDLE EBOOK READER

This year, the ABA has chosen to celebrate Law Day with a historical theme honoring *The Legacy of John Adams: From Boston to Guantanamo*. In honor of Law Day, we are running a Trivia Contest for a brand new Kindle ebook reader. To enter the contest, complete the form below, and send it to the Law Library by email, fax or regular mail. Library contact information can be found on the front of the Newsletter. This form will also be available at the Library and on the Library's website.*

*Only members of the Cleveland Law Library are eligible. Staff & Board members are not eligible. Entry must be fully completed, and answer must be correct to be eligible. Only 1 entry per person is permitted, and only 1 prize will be awarded. Completed entries must be received by the close of business on Monday, May 2, 2011, and the winning entry will be chosen in a random drawing on Tuesday morning, May 3, 2011. Library staff will notify the winner by phone or email.

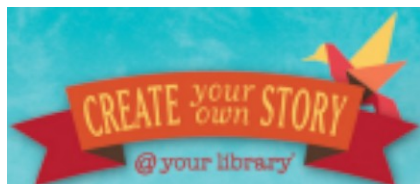
DAYS THE LIBRARY WILL BE CLOSED



The Law Library will be closed these days in 2011:

- President's Day, Monday, February 21st
- Memorial Day, Monday, May 30th
- Independence Day, Monday, July 4th
- Labor Day, Monday, September 5th
- Columbus Day, Monday, October 10th
- Veterans Day, Friday, November 11th
- Thanksgiving, Thursday and Friday, November 24th and 25th
- Christmas, Monday, December 26th
- New Year's, Monday, January 2nd, 2012

NATIONAL LIBRARY WEEK



In honor of National Library Week, we will be serving complimentary snacks and beverages from 11:00 a.m. - 1:00 p.m. on Friday, April 15, 2011. Please join us in celebrating the wealth of information and knowledge available at our Library. Upon request, we can provide a tour of our collection and facility.

Law Day 2011 Trivia Contest

Trivia Question: *As an attorney, John Adams represented a British officer and soldiers who allegedly fired into a crowd of protesters and killed five colonists involved in this 1770 event:*

Answer: _____

Name: _____

Address: _____

Telephone: _____

Email (opt.): _____

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Cuyahoga County Courthouse
1 W. Lakeside Avenue - Floor 4
Cleveland, Ohio 44113-1078

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