

Addendum

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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.

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Attorney General and State Bar President Announce Winners of Alabama Legal Food Frenzy



Alabama State Bar President Lee Copeland and VLP Director Linda Lund with a check for the Montgomery Area Food Bank

Attorney General Luther Strange and Alabama State Bar President Lee Copeland announced the winners of the Alabama Food Frenzy, a competition this spring among law firms to benefit food banks throughout the state. Altogether, the equivalent of more than 140,000 pounds of food was collected for Alabama food banks.

The attorney general joined with the Alabama State Bar and the Alabama Food Bank Association to sponsor this important event. The law firm or legal organization that collected the most pounds of food per employee receives the Attorney General's Cup, with other honors awarded in categories based on the firm's size.

"Alabama law firms are founded on the desire to make a difference, and I knew they would share my desire to brighten



ASB Digital Communications Director Eric Anderson and VLP Director Linda Lund with Montgomery Area Food Bank Executive Director Parke Hinman (center)

the lives of families in need," said Attorney General Strange. "Public service is a fundamental principle of the legal profession

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ALABAMA LEGAL FOOD FRENZY

(Continued from page 1)

and I can think of no one more dedicated to helping improve the lives of Alabamians than my colleagues among the state's

law firms. Together, the law firms of Alabama have demonstrated how much they care about those most in need and acted to help stamp out hunger."

With more than 50 firms and legal organizations participating, the Alabama Legal Food Frenzy's first year exceeded the expectations of the event's coordinators and participants.

"Thanks to the efforts of lawyers, legal professionals and legal support personnel across the state, we were able to make a huge impact in the lives of citizens within in our own communities," said ASB President Lee Copeland. "This was a wonderful first year for this event and we can only hope to grow on this success."

THE WINNERS OF THE Alabama Legal Food Frenzy

Attorney General's Cup

Maynard, Cooper & Gale (Huntsville)
373.43 pounds per person for a total of 20,165 pounds
Food Bank of North Alabama

Solo Practitioners (1-2 people)

Most pounds and most pounds/person:
Annette M. Carwie, attorney at law
42 total pounds
Feeding the Gulf Coast

Small Firms (3-20 people)

Most pounds:
Prim & Mendheim LLC
4,957.50 total pounds
Wiregrass Area United Way Food Bank

Most pounds per person:
Lewis, Feldman, Lehane & Snable LLC
366.41 pounds per person for a total of 2,931 pounds
Community Food Bank of Central Alabama

Medium Firms (21-40 people)

Most pounds:
Bressler, Amery & Ross PC
6,375 total pounds
Community Food Bank of Central Alabama

Most pounds/person:
Bressler, Amery & Ross PC
159.38 pounds per person for a total of 6,375 pounds
Community Food Bank of Central Alabama

Large Firms (40+ people)

Most pounds:
Sirote & Permutt PC
24,523.75 total pounds
Multiple cities

Most pounds/person:

Maynard, Cooper & Gale (Huntsville)
373.43 pounds per person for a total of 20,165 pounds
Food Bank of North Alabama

Legal Organizations

Most pounds:
Alabama State Bar
6,510 total pounds
Montgomery Area Food Bank

Most pounds/person:
U.S. Bankruptcy Court, Northern District of Alabama,
Western Division
275.63 pounds per person for a total of 2,756 pounds
West Alabama Food Bank

Spirit of Excellence:
Hill, Hill, Carter, Franco, Cole & Black PC
190.25 pounds per person for a total of 6,659 pounds
Montgomery Area Food Bank



MEMBER BENEFITS SPOTLIGHT

Alabama State Bar Members Have Access to Life Insurance at Group Rate

Did you know that 67 percent of Americans say they need life insurance, but think it's too expensive?

Well, thanks to your Alabama State Bar membership, Insurance Specialists, Inc. has been able to use the member purchasing power of ASB members to get you a discounted rate on life insurance.

Go to <http://startprotecting.com/C4633> to apply.

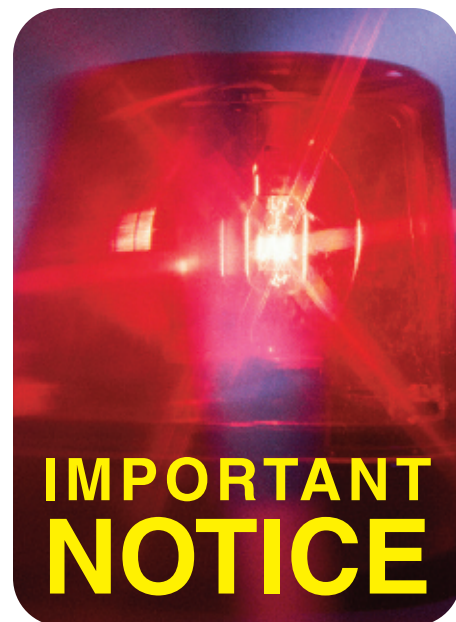


Casemaker Improves Federal Databases

Casemaker recently added the Federal Labor Relations Authority decisions to the Casemaker federal database. The federal database now includes, in addition to all U.S. Supreme Court, U.S. Circuit Court and U.S. District Court cases, the following materials: Board of Immigration Appeals, Code of Federal Regulations, Court of Appeals for the Armed Forces, Court of Appeals for Veterans' Claims, Court of International Trade, Federal Communications Commission, Federal Energy Regulatory Commission, Federal Labor Relations Authority, Federal Register, Federal Rules Decisions, Federal Sentencing Guidelines Manual, IRS Revenue Rulings, Internal Revenue Bulletin, Longshore and Harbor Workers' Compensation, National Labor Relations Board, NTSB Decisions and Patent Trial and Trademark Trial materials.

It's Never Too Soon to Plan Well for Retirement

Does your retirement plan look like all the others? Does it offer no out-of-pocket expenses, professional fiduciary services, a broad range of investment options and full-service administration? The ABA Retirement Funds Program ("the Program") has been providing affordable 401(k) plans exclusively to the legal community for more than 50 years. The Program's bundled approach allows your firm to keep its focus on the success of the practice. We provide trustee, recordkeeping, tax reporting, compliance testing, investment management and participant communication services—all from a single source—at no additional cost to law firms of all sizes, including solo practitioners. Maybe it's time to find out what many law firms like yours already know. It's good to be different. Call us at (866) 812-3580 for a free consultation or visit www.abaretirement.com for more information.



2016-17 License Fee/Special Member Dues Increase

The 2016-17 Attorney Annual Fee and Reporting Statement will be mailed in late August and will reflect an increase approved by the Board of Bar Commissioners at its May meeting. The occupational license fee will increase to \$325 and special member dues will increase to \$162.50. Additional information about the increase can be found in the "Executive Director's Report" in the July 2016 issue of *The Alabama Lawyer*. Payments may be made online at www.alabar.org beginning September 1 or can be mailed to the Alabama State Bar with your annual fee and reporting statement.

Pro Bono Attorneys Honored at Alabama Supreme Court

Each year, the Alabama State Bar takes part in a national celebration of pro bono. Alabama's Pro Bono Month (October) is filled with activities that encourage and recognize pro bono service, as well as a host of opportunities for lawyers to volunteer their time at legal clinics around the state. During the most recent Pro Bono Month last fall, the Alabama Access to Justice Commission and the Alabama Supreme Court held their first annual reception recognizing Alabama lawyers who generously devoted 50 or more hours of their time to pro bono service during the preceding year.

The event took place in the rotunda of the Alabama Supreme Court, and was attended by number of the justices, other judges from around the state, commission members and many of the honorees. Chief Justice Roy Moore welcomed the



honorees and thanked them for their service. He recognized the plight of many low-income Alabamians who struggle to navigate the justice system without help, and the ever-increasing need for Alabama attorneys to step forward to provide that help.

The 88 attorneys honored for their exemplary service to low-income people and to nonprofit organizations that

assist the poor received certificates recognizing their achievement. The Access to Justice Commission and the court believe that many more Alabama lawyers are also deserving of this recognition, and encourage any attorney who may be eligible to visit the commission's website to review the criteria and to report their 2015 pro bono hours before next year's event: <http://www.alabamajtj.org/i-can-help/recognizing-pro-bono-work/>.

Those honored at the first annual reception were:

John M. Aaron, Alabaster
Samuel Adams, Montgomery
Jennifer M. Anderson, Birmingham
Melanie M. Atha, Birmingham
Kellie S. Avery-Tubb, Hoover
April E. Bauder, Hoover
Rebecca A. Beers, Birmingham
Elizabeth L. Blair, Birmingham
Lisa W. Borden, Birmingham
Coby M. Boswell, Huntsville
Henry H. Brewster, Jr., Mobile
Robin L. Burrell, Birmingham
Dana R. Burton, Huntsville
Bruce A. Burttram, Vestavia
James A. Byram, Jr., Montgomery
Joel T. Caldwell, Montgomery
J. Craig Campbell, Mobile
Abigail H. Clarkson, Vestavia
Patricia Clotfelter, Birmingham
Lula M. Cole, Leeds
Eric D. Coleman, Bessemer
Megan B. Comer, Mobile

Maureen K. Cooper, Huntsville
Catherine P. Crowe, Birmingham
Sydney G. Dean, Huntsville
Patricia A. Doblar, Hoover
Melissa L. Doggett, Birmingham
Royal C. Dumas, Montgomery
Linda A. Fiveash, Birmingham
Honora M. Gathings, Birmingham
James B. Griffin, Birmingham
Matthew A. Griffin, Hoover
William P. Hahn, Birmingham
Linda Hall, Birmingham
Ginger W. Hamilton, Helena
Lorrie L. Hargrove, Birmingham
Felicia D. Harris-Daniels, Birmingham
S. Scott Hickman, Tuscaloosa
Joshua L. Hornady, Birmingham
Jennifer L. Howard, Birmingham
Herndon Inge, III, Mobile
Jeffrey B. Irby, Huntsville
Frank S. James, III, Birmingham
John F. Janecky, Mobile

Leon K. Johnson, Alabaster
Jamie A. Johnston, Montgomery
Andrew M. Jones, Mobile
Loring S. Jones, III, Vestavia
Priscilla L. Kelley, Hoover
Pamela L. Bowlin Kilgore, Mountain Brook
J. Flint Liddon, III, Birmingham
Charles J. Lorant, Vestavia
E. De Martenson, Birmingham
Kimberly B. Martin, Huntsville
Allen W. May, Jr., Tuscaloosa
Samuel J. McLure, Montgomery
Mitchell D. McNaylor, Harvest
Kelly F. McTear, Montgomery
T. Anderson Mears, II, Birmingham
John B.D. Milledge, Birmingham
Louis M. Montgomery, Birmingham
Carolynn H. Moore, Birmingham
Harold D. Mooty, III, Huntsville
W. Ryan Myers, Birmingham
George R. Parker, Montgomery
Ashley N. Penhale, Montgomery

Staci M. Pierce, Birmingham
Anderia B. Powers, Birmingham
Honza Jan Ferdinand Prchal, Birmingham
William F. Prosch, Jr., Birmingham
Tiffany P. Rainbolt, Birmingham
Wesley Clyde Redmond, Birmingham
Ian D. Rosenthal, Mobile
L. Thomas Ryan, Jr., Huntsville
T. Shane Smith, Vestavia
Tiffin M. Taylor, Huntsville
Renee E. Thiry, Mobile
Ida L. Tyree-Hyche, Birmingham
William K. Uemura, Huntsville
Abigail P. Van Alstyne, Birmingham
Andrew P. Walsh, Birmingham
Patrick J. R. Ward, Mobile
Reilly K. Ward, Birmingham
Martin E. Weinberg, Shannon
Amber M. Whillock, Birmingham
Richard R. Williams, Mobile
Donald F. Winningham, III, Birmingham
Ricardo A. Woods, Mobile



Judge Harold Albritton

HAROLD ALBRITTON Pro Bono Leadership Award Nominees Sought

The Harold Albritton Pro Bono Leadership Award seeks to identify and honor individual lawyers who through their leadership and commitment have enhanced the human dignity of others by improving pro bono legal services to our state's poor and disadvantaged. The award will be presented during Pro Bono Month 2016.

In order to nominate an individual for this award please submit no more than two single-spaced pages that provide specific, concrete examples of the nominee's performance of as many of the following criteria as apply:

- Demonstrated dedication to the development and delivery of legal services to persons of limited means or low-income communities through a pro bono program;
- Contributed significant work toward

developing innovative approaches to delivery of volunteer legal services;

- Participated in an activity that resulted in satisfying previously unmet needs or in extending services to underserved segments of the population; **or**
- Achieved legislation or rule changes that contributed substantially to legal services to persons of limited means or low-income communities.

To the extent appropriate, include in the award criteria narrative a description of any bar association activities applicable to the above criteria.

To be considered for the award, nominations must be submitted by **August 1, 2016**. For more information about the nomination process, contact Linda Lund at (334) 517-2246 or linda.lund@alabar.org.

Secretary of State Releases Searchable DIGITIZED ACTS OF ALABAMA



Following an idea recently made by the Executive Budget Office, Secretary of State John Merrill directed his IT staff to make searchable the Acts of Alabama on the secretary of state's website.

Currently, the acts are available digitally, but require the person to search through multiple pages to find the information needed. The new system will allow members of the general public, as well as state and local officials, to continue to review the information digitally, yet much more efficiently than before by defining the searches and requests. Additionally, this was completed at no additional cost to the state.

"As a public servant I have a duty to provide every Alabamian with the most effective and efficient resources available so that they have the tools to continue to make our state the best that it can be," said Secretary Merrill. "I thank Laneita Littleton, Doryan Carlton (chief budget analyst) and Kelly Butler (state budget officer) for introducing the idea to make the acts searchable on the secretary of state's website."

These newly digitized records are available at <http://tinyurl.com/zx382s8>.



BEYOND BABY STEPS: Technology Infrastructure (PART 2)

By Brian C. Focht

Presented at the 2016 ABA TECHSHOW by Brian Focht and Rochelle Washington and reprinted with permission

(This is part two of a three-part series. This installment will concentrate on software.)

ASKING THE RIGHT QUESTIONS

Starting a new practice requires a lot of thought, a lot of luck and, hopefully, a little bit of money to help you get by.

You've already built up enough courage to open your practice. You've decided the basics of your new law firm, you know what kind of clients you're going after and you can't wait to get started. You've got this whole self-confidence thing down, right? Of course!

Let's face it—starting a new law firm isn't exactly for the risk-averse. So you're not ashamed to admit that you have questions. You know what you need to be *able* to accomplish to be successful,

but you're not necessarily sure exactly which tools are the best ones to get you there. You need answers.

Getting answers starts with asking the right questions.

TAKING THE NEXT STEPS

Why can't we just give you the answers? Because we're lawyers—meaning the answer would always be “it depends.” Sad, but true, because there is no cookie cutter solution for technology in a small law firm. Different types of practices will have different needs. Instead, we are going to help you find the right questions.

So stick with us. The questions we give you may be something for you to ask yourself, or to ask a vendor. They might relate to your practice, your preferences or the vendor's policies. But they're all important.

Generally, technology issues relate to one or more of these three topics: hardware (equipment), software and document/case management.

Question: What kind of software should I be looking for?

Answer: The kind of software you need

Yeah, I agree, it's kind of a smarmy answer. While there are a lot of different types of tools to look at, the most important software is what you need in order to provide service to your clients. Just as with hardware, the answer relies a lot on a complete and thorough response to the first question. Go ahead and read it again, we'll wait.

Once you've identified your "mission critical tasks," ask yourself what you'll need to get them done. Generally, the critical software includes:

- A word processor and PDF generator (the complexity of both depending greatly on how they will be used);
- Productivity software for contact management, scheduling and deadlines;
- Timekeeping and billing applications; and
- Accounting software.

So what are the best options?

WORD PROCESSORS

The legal world still seems to run on Microsoft Office, and particularly Microsoft Word. It's the preferred system for sharing or collaborating on documents with others. Keep this in mind especially if you routinely appear before judges who prefer to have proposed orders emailed in Word format so they can make any necessary changes.

If you elect to go with something other than Word, make sure that, when necessary, you're able to convert whatever document you have into a .doc or .docx format.

We recommend *Microsoft Word* (\$229.99 or \$9.99/month), Office 2016, the standard; *WordPerfect* (\$249.99), yep, it's still around; *Google Docs* (free), Google's word-processing app lacks a lot of the features native to Word and WordPerfect.


Others

Pages for Mac, WPS, Office LibreOffice, Open Office

PDF GENERATORS

The "paperless" law firm relies considerably on PDF files. Documents need to be stored electronically, and PDFs do that without taking up too much hard drive space. Additionally, advanced PDF tools allow for the creation and manipulation of templates, forms, and any number of materials that you need to fill out and submit in your cases.

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TECHNOLOGY INFRASTRUCTURE

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Since creating and manipulating PDF files is essential, you'll need a way to do that. However, the extent to which you need specific PDF tools will dictate how sophisticated your PDF platform will need to be.

We recommend *Adobe Acrobat* (\$499.00 or \$24.99/month), the standard. If you're going to be creating fillable forms, *Adobe Acrobat* is the tool we'd recommend.

Other Options

Nitro PDF, Nuance Power PDF, pdfDocs

PRODUCTIVITY SOFTWARE

Your productivity tools usually include your calendar, your task management or to-do list and your contact

management (used to be your rolodex). Again, *Microsoft Outlook* is the current leader in this area, with solid calendar, reminder, contact management, and email systems. However, other high quality options are available, and some actually outperform *Outlook*.

Additionally, most of the law practice management systems have developed their own built in productivity suites, increasing your list of options.

Regardless which system you select, make sure that you address the needs of your clients and your law firm. You'll need a reliable calendar to schedule appointments and events, you'll need to be able to effectively trigger deadlines and keep your office in order, and you'll really want an effective way to keep your contact list managed. This is yet another potential ethical issue in the making if you're not prepared.

We recommend *Microsoft Outlook* (\$229.99 or \$9.99/month), *Office 2016*, the standard; *Google Apps* (free), *Google Calendar* and *Google Contacts* offer similar

functionality to *Outlook*, and for free. They lack some of *Outlook's* functionality but offer integration with other *Google apps* and access to *Google's "Smart" features; iWork–Apple Productivity Suite*—if you've chosen the *Mac OS* for your law firm, you get the *Apple productivity suite* of *Contacts, Reminders, Calendar and Mail* for free. While sufficient for your law firm early on, they lack many features of other systems, and should be replaced by more business-ready systems down the road.

TIME AND BILLING SOFTWARE

Time and billing tools directly impact the success of your law firm. Regardless of the amount of work you do and the time you put in a case, without an accurate and consistent timekeeping, billing and invoicing system, you will not be able to realize your true earnings. No one likes to work for free, and choosing to become a small firm lawyer does not mean you have agreed to do so.

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Join the conversation

Like us on FaceBook and follow us on Twitter.

Selecting the right billing and invoicing system can maintain your profitability and keep up momentum as you grow your firm. Consistent, accurate and complete invoices get you paid. Incomplete, inaccurate or nonsensical ones will get you fired.

If you have a system that is easily accessible, intuitive and accurate you are more likely to capture all of your time. Some of the top timekeeping and billing software choices for law firms include:

We recommend *Bill4Time Tabs3*, *Ebility*, *Freshbooks*, *Timesolv*, *PC Law* (local server only, no cloud-based option) and *Timeslips* (local server only, no cloud-based option).

Additionally, if you're interested in using any of the cloud-based case management systems (e.g. *Clio*, *MyCase*, *Rocket Matter*), many contain their own timekeeping and billing functions.

ACCOUNTING SOFTWARE

Of all the possible ways for lawyers to get in trouble, the most frequent reason

always has something to do with keeping the books... or not. So when you're looking for an accounting software, you obviously need to be very thorough. Oh, and you have to be even more thorough once it's in place. Always. Vigilance is the price of having an IOLTA.

Fortunately, there are some excellent software applications available to help lawyers and law firms handle their accounts. Truly, what you should be looking for is a system that 1) meets all your ethical obligations (DUH!), 2) addresses trust accounting in a manner that leaves you confident you're within ethical boundaries, 3) gets you through the accounting matters quickly and 4) lets you get back to work.

We recommend *QuickBooks Online*, *Xero*, *Wave*, *Kahuna* and *GnuCash*.

As with the billing software, many of the cloud-based case management systems offer either an integrated accounting solution or offer direct integration with certain accounting software. *Clio*, for example, integrates with both *Quickbooks* and *Xero*.

Hopefully, you find the accounting software you like, it works perfectly for you and all of your audits go without a misallocated penny!

The third and last installment will focus on document/case management. ■

Brian C. Focht is a civil litigator who practices with Stiles, Byrum & Horne LLP in Charlotte, NC. He is the author of *The Cyber Advocate*, a blog dedicated to helping lawyers and legal professionals improve their practice, provide better service to their clients and increase profits through technology. He also hosts the Legal Technology Review Podcast, which seeks to further *The Cyber Advocate's* mission through interviews and discussions about timely and important legal technology issues.



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