

# Addendum

**In this issue:**

- » *ASB Solo & Small Firm Section Formed—Join Now!*
- » *Foreclosure Mediation Stats*
- » *Get Ready for Golf!*
- » **PRACTICE MANAGEMENT TIPS**  
*Aim for an Empty Inbox Each Afternoon*
- » **IMPORTANT NOTICES**  
*Local Bar Award of Achievement*  
*Public Notice: Appointment to the Panel of Chapter 7 Trustees*
- » **MEMBER BENEFITS SPOTLIGHT**  
*GEICO Auto Insurance*  
*ABA Retirement Funds*
- » *Alabama Lawyers' Hall of Fame*
- » *Law Day 2015*
- » *Family Law Section's Divorce on the Beach 2015*
- » *Visited the Alabama Center for Dispute Resolution Lately?*

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](mailto:margaret.murphy@alabar.org).

*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 2015. The Alabama State Bar. All rights reserved.*

## ASB Solo & Small Firm Section Formed—Join Now!



Pictured above are Dennis Harrison, Craig Cargile, Jana Garner, Sam Irby, Audrey Strawbridge, Tut Wynne and Chris Nicholson.

The Board of Bar Commissioners at its March meeting approved the recommendation of the Solo & Small Firm Practice Task Force for the formation of a Solo & Small Firm Section of the Alabama State Bar, and the task force members held the section's organizational meeting in April.

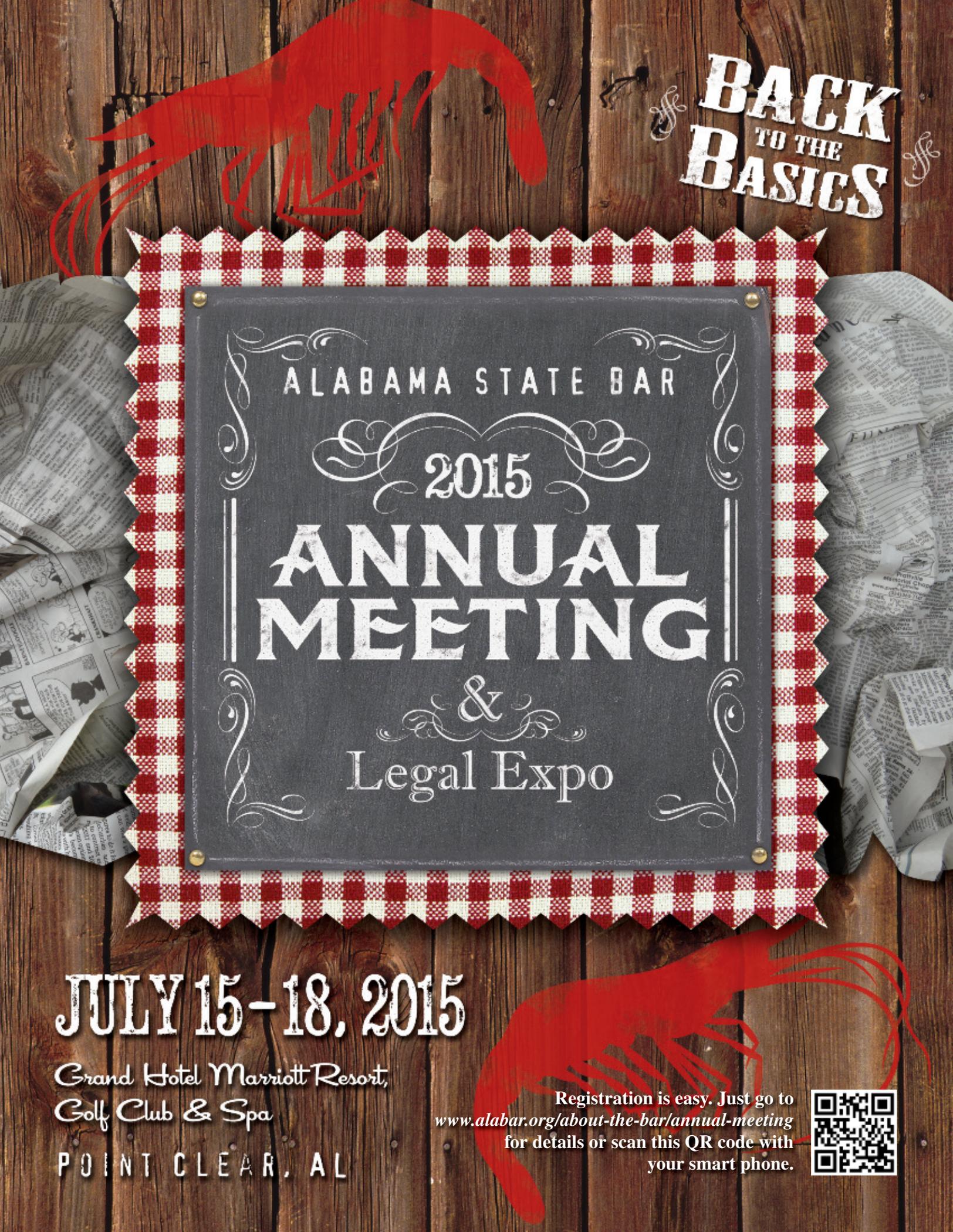
Initial section leaders are **Sam Irby**, Fairhope, chair; **Jana Garner**, Selma, vice chair; and **Steven Sasser**, Decatur, secretary-treasurer. Section council members are **Audrey Strawbridge**, **Robert Bowers** and **Tut Wynne**. The task force committees on CLE, mentoring, practice management, forms and

technology were re-appointed to serve the section, and the leadership and committee members are currently organizing offerings for section members, which are expected to include low-cost continuing legal education courses and technology training, an email discussion list and other networking opportunities and a substantive law forms bank.

Join the section now for the remainder of the 2014-2015 bar year by completing and returning the application at <http://bit.ly/1Ensl2X> and your check made payable to the Alabama State Bar.

*(Continued on page 3)*

*The* **BACK**  
*The* **TO THE**  
**BASICS**



ALABAMA STATE BAR  
2015  
**ANNUAL  
MEETING**  
&  
Legal Expo

**JULY 15-18, 2015**

Grand Hotel Marriott Resort,  
Golf Club & Spa  
POINT CLEAR, AL

Registration is easy. Just go to  
[www.alabar.org/about-the-bar/annual-meeting](http://www.alabar.org/about-the-bar/annual-meeting)  
for details or scan this QR code with  
your smart phone.



## ASB SOLO & SMALL FIRM SECTION FORMED—JOIN NOW!

(Continued from page 1)

Section dues are \$15 and may be waived upon request for those in their first year of practice as a solo practitioner or in a small firm (five lawyers or fewer). Beginning October 1, 2015, dues for this section will be collected annually on the consolidated invoice.

The mission of the section is to work to improve solo and small firm practitioners' ability to meet with distinction the demands and expectations of their clients, the courts, the legal profession and their communities. The section seeks to fulfill its mission by promoting the ethical and efficient practice of law by small law firms; providing educational and practice resources oriented toward these firms; establishing and maintaining relationships with other bar entities and other organizations; monitoring legislative, judicial and other developments of interest to small firms; and promoting and advocating the interests of this constituency within the bar.

For more information, contact Sam Irby at [samirby@irbyandheard.com](mailto:samirby@irbyandheard.com) or (251) 929-2225. ■

## FORECLOSURE MEDIATION STATS

Free foreclosure prevention/mortgage modification mediation has been available in Alabama since May 1, 2014. The Alabama Center for Dispute Resolution, Inc. will wrap up this program, established with funding from the Alabama Attorney General's office, between April 30 and May 31, 2015. The following current statistics show the breadth of the program. The center continues the program with another grant which should begin by July.

### May 1, 2014–April 21, 2015

- ◆ *Non-Court Mediations: 100 cases*  
62 mediations, 34 agreements, 15 no agreements, 4 referrals, 9 other
- ◆ *Circuit Court Mediations: 50 cases*  
37 mediations, 21 agreements, 12 no agreements, 4 other
- ◆ *Appellate Mediations: 11 cases*  
5 agreements, 4 no agreements, 2 in progress
- ◆ *Bankruptcy Mediations: 8 cases*  
1 agreement, 2 no agreements, 1 in progress, 4 others (HO not responsive, offered mod did not do paperwork, etc.)
- ◆ *211 Mediations: 21 cases*  
1 agreement, 3 no agreements, 5 referrals, 1 other, 9 closed as HO non-responsive, 2 in progress
- ◆ *Congressman Rogers Referred Mediations: 5 cases*  
2 in progress, 1 referral to LSA, 1 agreement, 1 other ■



# Get Ready for Golf!



The Mobile Bar Association Young Lawyers' Golf Tournament will be held Friday, June 5, at Timber Creek in Daphne. This year's tournament benefits Ronald McDonald House Charities of Mobile (<http://rmhcmobile.org/>).

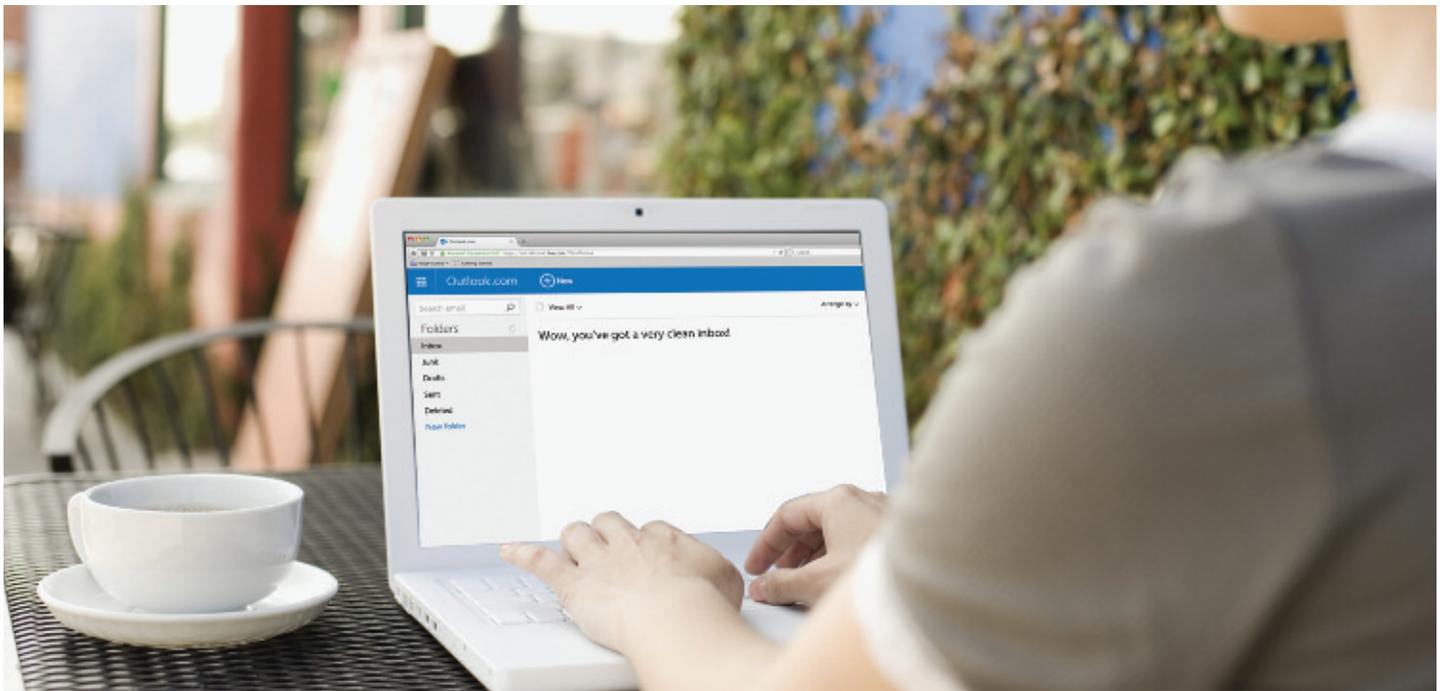
Lunch and registration begin at noon, with a shotgun start at 1:00 p.m.

This year's tournament will be held on all three courses at Timber Creek. Participants include local judges, lawyers and other members of the legal and business community.

For a sponsorship, MBA Young Lawyers' will provide a sign on the course with the company or firm's name. The golf tournament is always one of the year's largest events associated with the Mobile Bar Association

Young Lawyers' Division. A number of sponsorship opportunities are available, including hole sponsorships (\$200), longest drive/closest to the pin sponsorships (\$300) and hole-in-one sponsorships (contact Weathers Bolt at [wbolt@starneslaw.com](mailto:wbolt@starneslaw.com) for more information). The team entry fee is \$500/team or \$125/individual. In addition to 18 holes of golf, the entry fee includes lunch, dinner and door prizes. Those wishing to both sponsor a hole and put in a team will receive a \$50 discount (\$650 total). As always, judges play for free.

To register, contact Weathers Bolt ([wbolt@starneslaw.com](mailto:wbolt@starneslaw.com)), Russ Johnson ([rjohnson@asilpc.com](mailto:rjohnson@asilpc.com)) or Tim Heisterhagen ([tah@ajlaw.com](mailto:tah@ajlaw.com)). ■



# Aim for an Empty Inbox Each Afternoon

*By Laura A. Calloway, director of service programs*

The holy grail of current email management theory is the empty inbox. This is often referred to as Zero Inbox, RAFT (Refer, Act, File or Toss) or OHIO (Only Handle It Once). The idea behind all these systems is that you deal with each item in your inbox only once by doing what lawyers hate most to do: making a decision now about how to handle the message, taking the necessary action immediately and never looking back.

When an email comes in, you must decide immediately whether it is something you must do, something you can forward to someone else in the office to do, something you would like to keep for future reference but need not act on or something you will never do, no matter how much time elapses or how much the sender pleads. At this point the two-minute rule comes into play. If you can handle an item in two minutes or less, whether that means doing it yourself or

forwarding it with appropriate instructions to someone else, then you must immediately handle it. This will usually be the case with items which you refer, file or toss, whether by just deleting or sending back a quick, but polite, message denying the sender's request. (Caveat: All of these little two-minute items can add up, so be sure that you allocate an hour or so at the beginning of each day, or a half hour a couple of times throughout the day, to handle them. If you are anxious to get on to other work, there is a tendency to overlook these items for the time being, but doing so will make the system fail.)

If the item cannot be handled in two minutes or less, then it needs to be sorted into either a high-priority or a low-priority folder or immediately turned into a task or calendar item and scheduled for an appropriate block of time so that you can get it done.

There is a split of opinion as to whether or not it's a good idea to use a folder full of messages as a "to-do" list. I think it all comes down to how you best handle scheduled tasks. If your tendency is to file them away and never get around to looking in that folder again, then it's much better to drag them either to the calendar or otherwise add them to your to-do list, however you maintain it.

The Zero Inbox system is great for getting the inbox cleared out, which always makes its owner feel better and also helps you to avoid the situation where your inbox becomes so cluttered that you can't effectively tell when you have important new messages. It doesn't do much to tell you where to put the stuff that you've RAFTed out, though, so it's up to you to set up adequate systems to make sure you actually get the work done on the items which are deferred. ■

## IMPORTANT NOTICES

### 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 2015 Annual Meeting at the Grand Hotel Marriott Resort Golf Club & Spa in Point Clear.

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

The following criteria are 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 June 1, 2015.** Applications may be downloaded from [www.alabar.org](http://www.alabar.org) or obtained by contacting Christina Butler at (334) 269-1515 or [christina.butler@alabar.org](mailto:christina.butler@alabar.org).

### Public Notice: Appointment to the Panel of Chapter 7 Trustees

The Office of the U.S. Bankruptcy Administrator for the Middle District of Alabama is seeking resumes from those wishing to be considered for appointment to the panel of trustees who administer cases filed under chapter 7 of the Bankruptcy Code. The appointment is for the cases filed in the U.S. Bankruptcy Court for the Middle District of Alabama. Chapter 7 trustees receive compensation and reimbursement for expenses in each case in which they serve, pursuant to 11 U.S.C. §326 and §330.

To be eligible for appointment, an applicant must possess strong administrative, financial and interpersonal skills. Fiduciary experience and familiarity with the bankruptcy area is preferred but not mandatory. A successful applicant will be required to undergo a background check, and must qualify to be bonded.

A list of qualifications and an application may be found at [www.almba.uscourts.gov](http://www.almba.uscourts.gov).

**Completed applications must be submitted by May 29, 2015 to the Bankruptcy Administrator's Office at:**

U.S. Bankruptcy Administrator  
Middle District of Alabama  
One Church St.  
Montgomery AL 36104

## MEMBER BENEFITS SPOTLIGHT

### GEICO Auto Insurance

As an Alabama State Bar member, you know a thing or two about making smart choices. An auto policy with GEICO is one of the smartest choices you could make. And, as a member of the ASB, you could qualify for a special discount. GEICO is also able to help you find additional coverage such as homeowners, renters and even motorcycle insurance. Contact GEICO today by visiting [geico.com/bar/asb](http://geico.com/bar/asb) or calling (800) 368-2734. Don't forget to mention your Alabama State Bar membership to see how much your membership could save you.



### ABA Retirement Funds

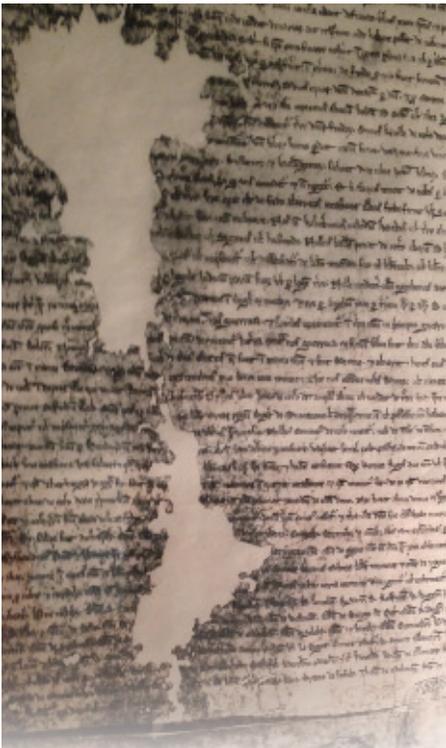
Does your retirement plan offer no out-of-pocket expenses, professional fiduciary services, a broad range of investment options and full-service administration? Ours does! The ABA Retirement Funds Program has been providing affordable 401(k) plans exclusively to the legal community for 50 years. The program's bundled approach allows your firm to keep its focus on the success of the practice. We provide you with trustee, recordkeeping, tax reporting, compliance testing, investment management and participant communication services—all from a single source—at no additional cost to your firm. Maybe it's time to find out what's inside your 401(k). Call us at (866) 812-3580 for a free consultation or visit [www.abaretirement.com](http://www.abaretirement.com) for more information and a prospectus.

## Alabama Lawyers' Hall of Fame

May is traditionally the month when new members are inducted into the Alabama Lawyers' Hall of Fame located at our state judicial building.

Inductees 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 one hundred years in order to give due recognition to historic figures as well as the more recent lawyers of the state.

More information on the Hall of Fame and how to nominate someone can be found at [www.alabar.org/membership/alabama-lawyers-hall-of-fame/](http://www.alabar.org/membership/alabama-lawyers-hall-of-fame/).



# Law Day 2015

The Alabama State Bar recently held its annual Law Day ceremony and awards presentation announcing the winners of the 2015 student competition.

More than 400 entries were received from students across Alabama in three categories: posters, essays and social media. Submissions focused on the 2015 Law Day theme of “Magna Carta: Symbol of Freedom under Law,” which was chosen by the American Bar Association to celebrate the 800<sup>th</sup> anniversary of the issuance of Magna Carta.

Student competition winners participated in a ceremony at the Alabama Supreme Court Courtroom with guest speaker Alabama Supreme Court Justice A. Kelli Wise. Each winner was presented with an engraved medal and a certificate; first-, second- and third-place winners received a monetary award.

The winners’ teachers also received \$50 for each winning entry from their classroom, and winners’ schools will be awarded certificates.

For more information and photos, be sure to check out [www.alabar.org](http://www.alabar.org) or the July issue of *The Alabama Lawyer*. ■

## FAMILY LAW SECTION’S

# Divorce on the Beach 2015



**When?** May 28-30

**Where?** Bayside Inn, Sandestin Golf and Beach Resort, Destin

**What?** “Divorce on the Beach” provides 12 hours of CLE, including your one hour of ethics CLE in one of the most beautiful settings on the Gulf coast. Relax and unwind along the beautiful beaches, swim or fish in the emerald green Gulf of Mexico waters, bring your golf clubs or tennis racquet or just bring a good book and relax by the pool.

In addition to the educational part, there will be two cocktail parties (Thursday and Friday evenings) with loads of

good food and beverages. Come to catch up with old friends or meet and make new friends.

Each year on Friday evening during the cocktail party, there is a silent auction to raise funds for scholarships at each of the state of Alabama law schools and to contribute to providers of services for abused, neglected and abandoned children. These auctions have raised thousands of dollars for charities. While the adults are eating, drinking and bidding, kids will have an hour of fun craft activities. So bring the whole family!

For more information, go to [www.alafamlaw.org](http://www.alafamlaw.org). ■



## Visited the Alabama Center for Dispute Resolution Lately?



**Did you know we’re on Facebook?** Visit us at [facebook.com/alabamaadr](https://facebook.com/alabamaadr) and like us to keep up with the latest news and happenings at the Alabama Center for Dispute Resolution!



**We’re also on Twitter!** While we don’t have a lot of “fast-breaking news,” we do have a Twitter account to keep you up on the latest. Follow us at @AlabamaADR.



**And, now we have a YouTube channel!** We are loading videos and pointing to reference videos related to our favorite topics—mediation, negotiation, arbitration, restorative justice, etc. at [www.youtube.com/channel/UCAQvqFo2zKqoRVfEBjhSKmw](http://www.youtube.com/channel/UCAQvqFo2zKqoRVfEBjhSKmw).

# facebook

[www.facebook.com/alabamastatebar](http://www.facebook.com/alabamastatebar)

# twitter

@AlabamaStateBar

## Join the conversation

Like us on FaceBook and follow us on Twitter.

# Need more clients?

Join the **ASB Lawyer Referral Service**

### WHY JOIN?

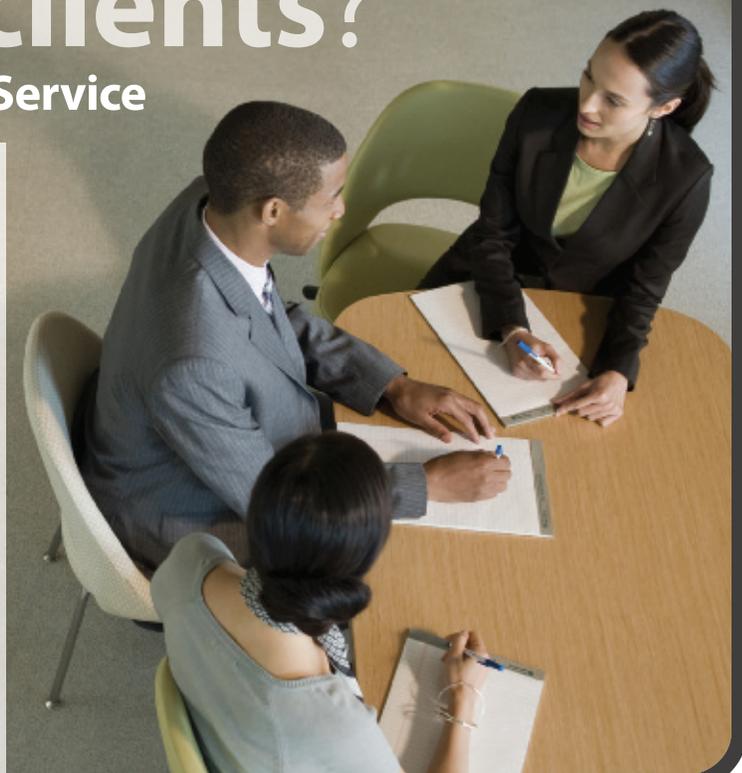
- Expand your client base
- Benefit from our marketing efforts
- Improve your bottom line

### OVERVIEW OF THE PROGRAM

- Referrals in all 67 counties
- Annual fee of \$100
- Maximum percentage fee of \$250 on fees between \$1,000 and \$5,000
- Professional liability insurance required for participation

### Sign me Up!

Download the application at [www.alabar.org/membership/lawyer-referral-service/](http://www.alabar.org/membership/lawyer-referral-service/)  
or email [LRS@alabar.org](mailto:LRS@alabar.org).



OFFERED TO ALABAMA STATE BAR MEMBERS

**THE BBA  
INTERACTIVE  
LEGAL  
FORMS  
CD**



*Produced by the Solo/Small Firm Practitioner Section of  
the Birmingham Bar Association*

**FEATURING MORE THAN 125 LEGAL FORMS**

**AREAS OF LAW INCLUDE:** Commercial/Business  
Domestic Relations  
Workers' Compensation  
Consumer Law  
Tort Law  
General Practice  
Attorney/Client Contracts

**ONLY \$55.00**

Send check to: Birmingham Bar Association  
2021 2<sup>nd</sup> Avenue North  
Birmingham, Alabama 35203  
*Please note "Solo Forms" on check;*

Questions? E-mail [info@birminghambar.org](mailto:info@birminghambar.org)