

Continuing Education

Susan Spillman, South Texas College of Law

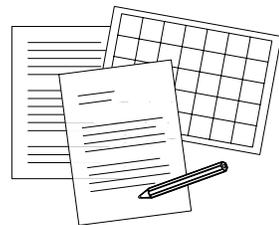
The tentative calendar of HALL programs for the year is available on the website at:

<http://www.aallnet.org/chapter/hall/schedule.htm> .

The half-day seminar, "Basic Legal Research for the Non-Law Librarian" is October 12th, in lieu of our regular meeting. Please make sure that all of your library and legal assistants get the word. Please print the flyer from the website and post or send to anyone you think might be interested. We've got some great speakers lined up:

1. Getting Started with Legal Research-Community Sources & Reference Tools
Peter Egler, Head of Reference, O'Quinn Law Library-U of Houston
2. Intro to the Texas Court System & Texas Case Law
Susan Yancey, Director of Firm Libraries, Vinson & Elkins, L.L.P.
3. Researching Texas Statutory Law
Holly Watson, Librarian, Jenkins & Gilchrist P.C.
4. Legal Resources on the Internet
Riva Laughlin, Librarian, Haynes and Boone, L.L.P.

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From the President...

Kimberly Serna, Jones Day

This month I will have the opportunity to participate in the AALL Education Summit. Members from 26 Chapters and 11 Special Interest Sections will join together to develop strategies on professional development and the role of AALL entities in providing these educational programs. In preparation for this meeting I reviewed a variety of material, as well as considered the needs of our local chapter and members.

It occurred to me then that our members have not been very vocal in this area. Hard to believe with our group, I know, but it's true. As I get ready to travel to Chicago for this event I find myself with more questions than answers. Sure, I can speak for our members in regards to budgetary constraints, technological advances, etc. But what are our current educational needs? For example, what demands and challenges are our law school librarians and staff currently facing? How about our corporate counterparts? How has their role changed post-Enron and what professional development needs do they have? Additionally, the needs of firm librarians vary; some are more "seasoned" than others, practice areas differ from firm to firm, etc.

I'm sure collectively we, HALL members, could come up with some great professional development ideas that meet most of our needs. Please consider your current career enhancement needs and share them so we can devise such programs.

Speaking of continuing education, our fall half-day seminar is quickly approaching. Susan Spillman has done a fantastic job organizing this event. Please encourage your office legal assistants, project assistants, and non-professional library staff to attend "Basic Legal Research for the Non-Law Librarian." This program will provide them with a basic understanding of legal research in Texas. A big thank you to our members who will be presenting at this seminar.

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Continuing Education . . .

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November 9th will be our next regular meeting and our topic will be Investments and Financial Planning, presented by Greg Brothers, Senior VP & Chief Financial Officer; South Texas College of Law. I'm also tentatively planning the HALL-iday luncheon for December 14th at Chesterfield's Restaurant. Watch your email for official Meeting Announcements.

Business Etiquette

I'd like to thank Blythe McCoy and Thomson for sponsoring our speaker for the September 14th meeting. Kim Bennett presented an interesting and informative program on "Business Etiquette: Enhance Your Professionalism." It was an interactive discussion of how we should interact with each other in the workplace. We came away with a folder of helpful tips. Not covered in the discussion, but included in the handouts were samples of business correspondence that you might find useful.

First Annual Professional Legal Management Week

Professional Legal Management Week (PLMW) provides a forum for recognizing those in legal management for what they do and the roles they play in the success of the organization and in its service to its clients and those who work in the organization. AALL is one of six associations co-sponsoring the event with the Association of Legal Administrators.

The objectives of PLMW are to provide awareness, understanding and education about the legal management profession; and, to increase knowledge of the diverse roles within the profession.

AALL members are encouraged to plan and promote events for the week, October 3-7, 2005. The PMLW web site (<http://www.plmw.org>) includes resources to help you set up events, including a fact sheet, suggestions for planning events, a flyer, logos and advertisements.

Please join the fun in celebrating the first annual Professional Legal Management Week.

The Executive Librarian

(Legal and Tax Library Filing and Maintenance Service)



Monika Miura

3510 Kiamesha Drive
Missouri City, Texas
77459-4413

office (281) 437-2135 mmiura@houston.rr.com pager (713) 720-8214



Member News...

Jen Van Ness, formerly Librarian with Phelps Dunbar's Houston Galleria office, has joined the law offices of Hogan & Hartson LLP in their D.C. headquarters as Practice Support Specialist in their Library. She writes, "On August 29th, 2005, I began the position of Practice Support Specialist in the IRC (Information Resource Center, a.k.a. "Library") for Hogan & Hartson, LLP's headquarters in Washington, D.C. It is a very exciting time for Hogan right now, especially with the nomination of John Roberts, one of our former partners, to be Chief Justice of the Supreme Court. Washington is an electric place and I am keeping busy unpacking in my new apartment, frequenting the Arlington County Public Library, riding the Metro to the office, and getting up to speed on my html, Dreamweaver, and FrontPage skills. Work, thus far, has been a wonderful environment in which to learn and Hogan is very pro-professional development. I will travel to Chicago in early October for a Knowledge Management conference and I am taking advanced html classes at a nearby technical school in D.C. I have joined LLSDC, The Law Librarian's Society of Washington D.C. and SLA and look forward to continuing my studies in Information and Library Science."

The *HALL Newsletter*, published 6 times a year by the HALL Publications Committee, is the official publication of the Houston Area Law Librarians. The purpose is to communicate information to its members. Send contributions, comments, news items or advertising queries to Barbara Szalkowski, Editor, The Fred Parks Law Library, South Texas College of Law, 1303 San Jacinto, Houston, Texas 77002-7000; fax: (713) 659-2217; email: szalkow@stcl.edu; or call (713) 646-1724.

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Membership dues for HALL are \$25.00 a year. For membership information, contact Susan Spillman, Computer Instructional Services Librarian, The Fred Parks Law Library, South Texas College of Law, 1303 San Jacinto, Houston, TX 77002-7000.

HALL home page: <http://www.aallnet.org/chapter/hall>

Vendor Relations Forum

Colleen Pincumbe, Thompson & Knight LLP

Please mark your calendars for an upcoming Vendor Forum on Wednesday, October 26th sponsored by LivEdgar with William Barth, Court and Agency Manager, presenting along with Bill Combest, Executive Account Manager, their "Court and Agency Services." Details are later in this issue as to the "where & when" so please plan to come to hear about this while enjoying a tasty lunch with your HALL buddies!

Notes of Thanks

A "Better-Late-Than-Never Note of Thanks"

[Editor's note: My apologies for inadvertently omitting this timely thanks from the July/August 2005 issue.]

I would like to extend a gracious thank you to Paul Quintero, On-line Legal Consultant, for giving us the opportunity to take another look at the Aspen's comprehensive on-line legal research product, LoisLaw, at the June 1st Vendor Forum. As I recall a very tasty lunch by Complete Cuisine was enjoyed by HALL Members as Paul outlined LoisLaw's new enhancements as well as the cost benefits of this product. Again, a very special thanks to you Paul for everything!

Special thanks goes out to Susan Skyzinski, our LexisNexis Senior Librarian Relations Manager, for not only treating HALL members to a fabulous lunch from Jason's Deli, but most of all for bringing this year's AALL Convention to HALL members in the "AALL in Review" Vendor Forum on August 25th. The presentation was not only informative as Susan herself along with Melissa Elliot, Courtlink Specialist, showcased the very newest and greatest LexisNexis enhancements, they both did such a fine job as well bringing a bit of AALL San Antonio 2005 to us. Thank you so much Susan and to the visiting Lexis regional managers, applications consultants and account managers for taking the time out of your busy schedules to spend it with us. It was so nice to see all of you!

Vendor Forum presentations are provided for HALL Members to review products and learn about services of legal and business publishers we interact with today. The content of these presentations may or may not be specific to the needs of all of our libraries but these presentations help you evaluate just that. This platform is a valuable service of HALL as it not only gives you the opportunity to view a product or learn about a new trend in library research or library management, but it also helps you stay on top of the nuances of the on-line products and services we already utilize. More importantly it gets you connected with a network of product representatives and marketing individuals you might deem necessary to invite to do a presentation for your users or your library administration.

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Executive Board Meeting

Houston Area Law Librarians

August 4, 2005

Jones Day

Minutes Subject to Correction and Approval

Kim Serna called the meeting to order at 12:15pm. Those in attendance were Trisha Fabugais, Caren Luckie, Susan Spillman, Michele Lucero, Peter Egler, Catherine Whitney and Laura Edstrom.

Old Business

There was discussion about the Committees and Committee Chairs. Nominations Committee Chair is vacant. Motion made by Caren, seconded by Trisha, to abolish the Solo Librarians and Public Relations Committees. Unanimous vote to abolish. Barbara and Kim will update website with this information.

Kim spoke about upcoming deadlines. Our Chapter Biography needs to be sent to AALL by August 5. Kim will handle. The Chapter visit form is due in September. Kim will email information to Susan. The Chapter Liability Insurance is due in November. Laura will need to remind Caren of the number of members as of October 1.

Kim mentioned the upcoming Education Leadership Summit and that only four law firms were listed as attending. Kim informed board that we have one free registration for AALL 2006. Paperwork will be sent in January.

Bylaws were discussed. We will continue to work on and Charles will submit to board. Caren refreshed us about current changes: need to change from Robert's Rule of Order to Sturgis. There is also a minor change with the wording. We will send to AALL before we present to membership.

Kim spoke about prior officer binders. She will ask Mark to check archives for them and if anyone knows the whereabouts to let her know.

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General Meeting Minutes

Houston Area Law Librarians

August 10, 2005

South Texas College of Law Library

Minutes Subject to Correction and Approval

Kim Serna called the meeting to order at 12:05pm. We welcomed a new member, Heather A. Phillips from University of Houston O'Quinn Law Library.

The April and May minutes were approved.

Treasurer's Report: Caren Luckie reported that we have money. Treasurer's report was distributed.

Committee Reports

Archives: Mark Lambert reported that we have archives and to email him should you have any questions about archives.

Bylaws: No report.

Continuing Education: Michele Lucero reported that she and Catherine are coordinating a library school event on September 25 at the Daily Grind. Further information will be posted to HALL-L.

Membership: No report.

Nominations: Vacant position. Let Kim know if you are interested.

Placement: Pam Jenkins reported that there is a current job opening at Jackson Walker posted on HALL-L today.

Publications: No report.

Vendor Relations: Colleen Pincumbe reported that on August 25, there will be a Lexis Recap of AALL to be held at Thompson & Knight.

Scholarships: No report.

Old Business

No old business.

New Business

The AALL Education Summit will be held this Fall. Kim Serna will be attending as one person from each chapter was invited to attend. Kim welcomes your thoughts regarding the PLL career development program for AALL. The information has been posted on HALL-L.

Kim reported that a Seminar Agenda for the upcoming Houston Bar Association and Bankruptcy Court's Bankruptcy Pro Bono Program CLE also posted on HALL-L for distribution within our organizations.

Blythe McCoy reminded members of the upcoming West AALL Recap on August 18 at the Magnolia Hotel and also the Graphical Keycite training on Webex.

Meeting was adjourned at 12:15pm.

Just a reminder!

Publication deadlines for the
HALL Newsletter are:

November/December	11/15/2005
January/February	1/15/2006
March/April	3/15/2006
May/June	5/15/2006
July/August	8/1/2006
September/October	9/15/2006

August Executive Board . . .

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Programs were discussed at length. The October seminar will be a half-day. The theme will be Legal Research for the Non-JD and we will invite those from the outside. Possibility of getting CLE credit, ideas for topics and presenters were discussed. Suggestions for the holiday party location were discussed including vendor sponsorship and maximum number of attendees.

New business

Catherine announced that on September 25 there will be a library event at 5:00pm at the Daily Grind. This event will be for current, prospective and alum students. Michele and Catherine will put together a flyer to email. It will be promoted through listservs, UNT, HPL and the school district. It was asked if there was money available or if we could get it sponsored. Caren suggested providing rulers, brochures and having a drawing for t-shirt instead.

Caren reported that there is about \$9,000 in the account. Trish mentioned an inquiry about a historical scrapbook for St. Louis.

Kim mentioned that The Houston Young Lawyers Association would like to have us promote a CLE through HALL to pass on to our firms regarding Bankruptcy. She will post to HALL-L and ask that they promote with our programs in return.

Meeting was adjourned at 1:05pm.

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General Meeting Minutes

Houston Area Law Librarians

September 14, 2005

South Texas College of Law Library

Minutes Subject to Correction and Approval

Kim Serna called the meeting to order at 12:00pm. We welcomed new members Katy Bock from Jackson Walker, and Thomas Johnson from the High School for Law Enforcement.

The August meeting minutes had not arrived when the meeting started, so their approval is postponed until November.

Treasurer's Report: Caren Luckie reported we have money, and the Treasurer's Reports were distributed.

Committee Reports

Archives: No report.

Bylaws: No report.

Continuing Education: Susan Spillman reported the HALL half-day seminar will be held next month. There is a link to the flyer on the HALL web site. She encouraged all of us to distribute the flyers in our organizations.

HBA Liaison: No report.

Membership: Laura Edstrom reminded us to get our membership info in soon, as the new Directory will be printed at the end of September.

Nominations: No report, but Kim said that Susan Yancey agreed to be the chair of this committee.

Placement: No report.

Publications: Susan Spillman reported on behalf of Barbara Szalkowski – submissions for the newsletter are due on September 15.

Vendor Relations: Colleen Pincumbe was not in attendance but Kim reported that the tentative presenter for the October meeting will be William Barth from GSI to speak about court research.

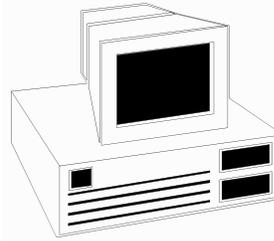
Old Business

No old business.

New Business

Kim reported she is attending the AALL education summit in Chicago along with other chapter representatives to discuss professional development and educational needs. She asked for our input and any ideas for continuing education.

Meeting was adjourned at 12:05pm.



Editor's Comments...

In addition to the mea culpa that appears in the Vendor Relations Forum column on page 2, I would also like to apologize for incorrectly using "Bracewell & Patterson" instead of "Bracewell & Giuliani" in the July/August 2005 issue of the *HALL Newsletter*. It's been one of those summers.

And, although the weather and the hurricane season still feels like summer at the time of this writing, autumn officially begins this Thursday, September 22, and our thoughts turn to cooler temperatures and perhaps a colored leaf or two.

Fall also brings our annual half-day seminar. This year, Susan Spillman has assembled an excellent groups of speakers on topics within the confines of basic legal research. I hope that all HALL members support this endeavor by getting the word out to your staffs and colleagues from outside HALL about this invaluable opportunity.

Details about the topics and speakers appear on the first page of this issue and also in the brochure posted on the HALL website <http://www.aallnet.org/chapter/hall/Meeting/fallsem05.pdf>. Proceeds from the seminar go towards the law school and library school scholarships and the AALL grants which are awarded in May at the annual business meeting.

Fall also brings our new membership directory. I hope that all members have sent in your dues and membership form to Laura Edstrom. If not, the form is available on the HALL website at <http://www.aallnet.org/chapter/hall/dues05.pdf>. As soon as the new directory is posted on the website, you will receive a notification via e-mail. The current directory is posted on the HALL website at <http://www.aallnet.org/chapter/hall/members.htm>. You will need the user name and password to access the directory. Please contact Laura Edstrom at ledstrom@stcl.edu for that information if you do not already have it.

And, finally, thanks to the few and loyal members who submitted content for this issue: Kim Serna, Susan Spillman, Jan Van Ness, Michele Lucero, Colleen Pincumbe, and Caren Luckie. Without these members, this issue would not have been possible. I encourage every member to consider sending a few paragraphs each year to the *HALL Newsletter* so that we can continue our tradition of producing a really useful and informative publication.

—Barbara Szalkowski

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HALL Treasurer's Report September 14, 2005

	<u>Income</u>	<u>Expenses</u>	
Balance forward 5/31/05			\$8,544.46**
Dues	2,375.00		
Newsletter/meeting announcements			
Newsletter ads	670.00		
Postage		4.15	
Luncheons/Meetings			
April 2005	178.50	50.25	
May 2004	406.00	521.80	
HALL/DALL/SWALL Reception '05		1,812.82	
JMP sponsorship	1,000.00		
DALL/SWALL reimb.	541.88		
Aug. 2005	644.00	588.39	
Administrative			
Office supplies		23.57	
 Balance 9/14/2005			 \$11,358.86

Caren Luckie, Treasurer
Sept. 14, 2005

** change in beginning balance due to voiding of 2004 grant check that was not cashed

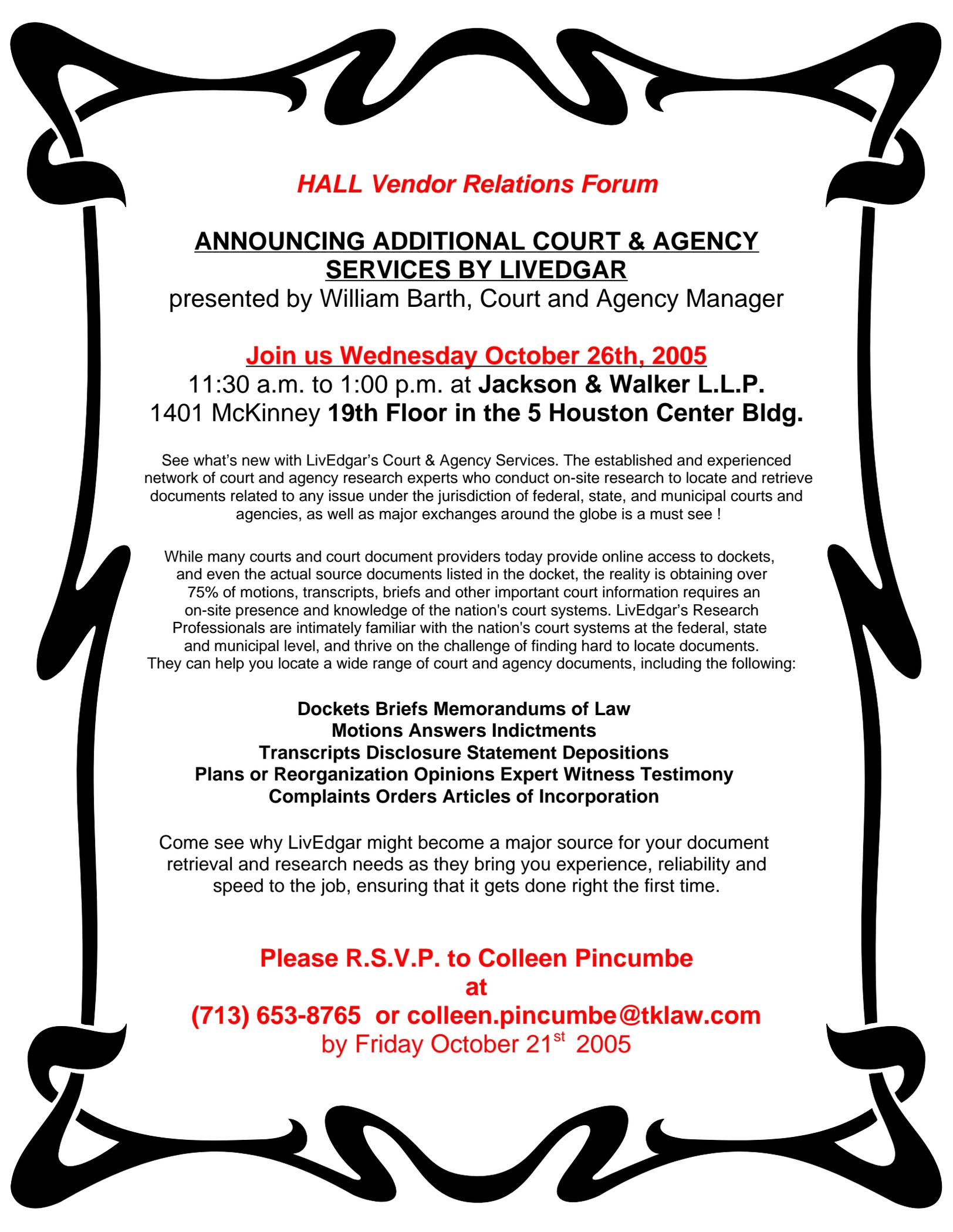
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HALL Vendor Relations Forum

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by Friday October 21st 2005**

2005-2006 HALL Officers

President

Kimberly Serna
Library Services Manager
Jones Day
717 Texas, Suite 3300
(832) 239-3609
Fax: (832) 239-3600
ktserna@jonesday.com

Treasurer

Caren Luckie
Librarian
Jackson Walker L.L.P.
1100 Louisiana, Suite 4200
Houston, TX 77002
(713) 752-4479
Fax: (713) 752-4221
cluckie@jw.com

Vice President/President-Elect

Susan Spillman
Computer Instructional Services Librarian
The Fred Parks Law Library
South Texas College of Law
1303 San Jacinto
Houston, TX 77002-7000
(713) 646-1718
Fax: (713) 659-2217
spillman@stcl.edu

Members-at-Large

Tracy Timmons (2004-2006)
Electronic Resources Librarian
Texas Southern University
Thurgood Marshall School of Law
3100 Cleburne Avenue
Houston, TX 77004
(713) 313-1108
Fax: (713) 313-4483
trtimmons@tsulaw.edu

Secretary

Michele Lucero
Legal Information Manager
Mayer, Brown, Rowe & Maw LLP
700 Louisiana St., Suite 3600
Houston, TX 77002
(713) 546-0591
Fax: (713) 632-1892
mlucero@mayerbrownrowe.com

Peter Egler (2005-2007)
Head of Reference
University of Houston
O'Quinn Law Library
12 Law Library
Houston, TX 77204-6054
(713) 743-2318
Fax: (713) 743-2299
pegler@central.uh.edu

Past President

Trisha Fabugais
Law Librarian
Gardere Wynne Sewell, L.L.P.
1000 Louisiana, Suite 3200
Houston, TX 77002
(713) 276-5736
Fax: (713) 276-6736
Tfabugais@gardere.com

2005-2006 HALL Committee Chairs

Standing Committees

Bylaws

Charles Gibson
Director of Information Services
Locke Liddell & Sapp L.L.P.
600 Travis St., Suite 3400
Houston, TX 77002
(713) 226-1442
Fax: (713) 223-3717
cgibson@lockeliddell.com

Continuing Education

Susan Spillman
Computer Instructional Services Librarian
The Fred Parks Law Library
South Texas College of Law
1303 San Jacinto
Houston, TX 77002-7000
(713) 646-1718
Fax: (713) 659-2217
spillman@stcl.edu

Membership

Laura Edstrom
Accounting Assistant
The Fred Parks Law Library
South Texas College of Law
1303 San Jacinto
Houston, TX 77002-7000
(713) 646-1716
Fax: (713) 659-2217
ledstrom@stcl.edu

Nominations

Susan Yancey
Director of Firm Libraries
Vinson & Elkins L.L.P.
1001 Fannin St.
Houston, TX 77002-6760
(713) 758-2679
Fax: (713) 615-5211
syancey@velaw.com

Placement

Pamela Jenkins
Legal Assistant
Conoco Inc.
P.O. Box 4783
Houston, TX 77210
(281) 293-3056
Fax: (281) 293-3826
pam.r.jenkins@usa.conoco.com

Publications

Barbara Szalkowski
Senior Catalog Librarian
The Fred Parks Law Library
South Texas College of Law
1303 San Jacinto
Houston, TX 77002-7000
(713) 646-1724
Fax: (713) 659-2217

Scholarships/Grants

Judith Jackson
Associate Law Librarian
Harris County Law Library
1019 Congress, 17th Floor
Houston, TX 77002
(713) 755-5649
Fax: (n/a)
ja_jackson@co.harris.tx.us

Special Committees

Archives

Mark Lambert
Special Collections & Gov. Docs. Librarian
The Fred Parks Law Library
South Texas College of Law
1303 San Jacinto
Houston, TX 77002-7000
(713) 646-1720
Fax: (713) 659-2217
mlambert@stcl.edu

Library School Liaison

Catherine S. Whitney
Assistant Librarian
Weil, Gotshal & Manges L.L.P.
700 Louisiana, Suite 1600
Houston, TX 77002
(713) 546-5125
Fax: (713) 224-9511
catherine.whitney@weil.com

Vendor Relations

Colleen Pincumbe
Technical Services/Research Librarian
Thompson & Knight L.L.P.
1200 Smith Street, Suite 3600
Houston, TX 77002
(713) 653-8765
Fax: (713) 654-1871
pincumbec@tklaw.com

Send us your news, please!

This is a reminder to all members, the HALL Newsletter needs your news. When you or your staff members have attended a seminar, published an article, received an award, been elected to an office, or done anything interesting, personally or professionally, please let us know! We also need to know any innovative programs you may have developed, special events you are working on or achievements you are proud of. Give Barbara a call at (713) 646-1724, fax her at (713) 659-2217, or email her at szalkow@stcl.edu , or just take a minute to complete this fact sheet.

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