MAKE YOUR SUMMER EXPERIENCE A SUCCESS

GETTING IT RIGHT: COMMUNICATING WITH YOUR SUPERVISOR

UNIVERSITY OF DENVER
STURM COLLEGE OF LAW

Ann Vessels
Lecturer/Director of Externships
MAKE YOUR SUMMER EXPERIENCE A SUCCESS

COLORADO PRACTICE MATERIALS

UNIVERSITY OF DENVER
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Brittany Cronin
Law Librarian Fellow
General Practice Resources

- Colorado Law Annotated
  - Call Number: KFC1880.P75
  - Analyzes Colorado case and statutory law in regard to selected topics.

- Colorado Law Finder
  - Call Number: KFC1861.W472
  - Reference guide to Colorado, federal, and general West publications.

- Colorado Ethics Handbook
  - Call Number: KFC1876.5.A2 C6
  - Contains the current Colorado Rules of Professional Conduct, formal and informal opinions, and the Code of Professional Responsibility.

- Annual Survey of Colorado Law
  - Call Number: KFC1870.A55
  - Updated annually and covers selected topics in Colorado law.
Colorado Causes of Action: Elements, Defenses, Remedies

- Call Number: KFC2333.M33 Covers various causes of action and defenses available under Colorado law

Colorado Practice Series

Subject Specific Materials

- Litigation
  - Court Rules
    - West’s Colorado Court Rules
      - JState-KFC1830.5.W4 A7
      - Federal-KFC1830.5.W4 A7
    - CRS Lexis- Ct. Rules in last two volumes
    - CRS West- Civ Pro Volume 4-6
  - Court Resources
    - Colorado State Judicial Branch [http://www.courts.state.co.us/](http://www.courts.state.co.us/)
    - CoCourts [https://www.cocourts.com/](https://www.cocourts.com/)
Jury Instructions

Civil

- **Colorado Jury Instructions: Civil**
  - Call Number: KFC2342.C635
  - Provides the elements of particular causes of action and citations to related statutes and cases.

- **Colorado Jury Instructions for Civil Trials**
  - Call Number: KFC2342.6.A65 C65
  - Contains the complete and official text of Colorado Civil Jury Instructions.

- **CRS: Colorado Court Rules**
  - Call Number: KFC1830 1997.A2
  - Contains the Colorado Rules of Civil Procedure.

- **Colorado Courtroom Handbook for Civil Trials**
  - Call Number: KFC2338.A1 C653
  - Provides advice on motions, jury selection, expert witnesses, opening statements, evidence, discovery, closing arguments, and more.
Subject Specific Materials Cont.

- Jury Instructions
  - Criminal
    - Colorado Jury Instructions: Criminal
      - Call Number: KFC2383.A56 C6
      - Includes the Colorado jury instructions for criminal matters.
    - CRS: Court Rules Book 2
      - Call Number: KFC1830 1997.A2
      - Contains the Colorado Rules of Criminal Procedure.
Civil Practice

Civil Trial Practice
- Call Number: KFC1880.C6535 Information regarding Colorado civil trial practice.

Colorado Handbook on Civil Litigation
- Call Number: KFC1880.C654 Information on civil litigation in Colorado.

Civil Procedure Forms and Commentary
- Call Number: KFC1880.C656 Contains Colorado civil procedure forms and commentary.
Criminal Practice

West’s Colorado Revised Statutes Annotated
- Call Number: KFC1830 1989.A2
- Chapter 29 contains the Colorado Rules of Criminal Procedure.

Criminal Practice and Procedure
- Call Number: KFC1880.C657
- Information on Colorado criminal practice and procedure.
Subject Specific Materials Cont.

- Evidence
  - Colorado Rules of Evidence Annotated
    - Call Number: KFC2340.J33
    - Contains the Colorado Rules of Evidence and related annotations.
  - Colorado Handbook on Evidence
    - Call Number: KFC1880.C664
    - Provides information regarding evidence practice in Colorado.
  - Colorado Handbook on Evidence
    - Call Number: KFC2340.S92
    - Discusses the general rules and their applicability.
Professional Resources

- **Associations**
  - Colorado Bar Association: [http://www.cobar.org/](http://www.cobar.org/)

- **Publications**
  - Law Week Colorado: [http://www.lawweekonline.com](http://www.lawweekonline.com)
  - Colorado Lawyer: [http://www.cobar.org/page.cfm/ID/20017](http://www.cobar.org/page.cfm/ID/20017)
Colorado State Government Resources

- **General State Resources**
  - Colorado General Assembly: [http://www.leg.state.co.us/](http://www.leg.state.co.us/)
  - Colorado State Archives:

- **Administrative Resources**
  - Colorado Agencies
  - Code of Colorado Regulations: [http://www.sos.state.co.us/CCR/Welcome.do](http://www.sos.state.co.us/CCR/Welcome.do)
    - Official online
  - Colorado Register: [http://www.sos.state.co.us/CCR/RegisterHome.do](http://www.sos.state.co.us/CCR/RegisterHome.do)
Legal Research Resources

- **Primary Law**
  - Michie Legal Resources
  - FindLaw

- **Libraries**
  - DU Westminster Law Library: [http://law.du.edu/library](http://law.du.edu/library)
    - Research guides and Libguides
  - CU William A. Wise Law Library: [http://www.colorado.edu/law/lawlib/research_resources.html](http://www.colorado.edu/law/lawlib/research_resources.html)
    - Research Guides, Links to legal information on the Web
    - “Lecture and course materials”
If you have any questions come up over the summer do not hesitate to contact us:

- **Reference Desk:**
  - Tel. 303-871-6206
  - Email: refdesk@law.du.edu

- **Brittany Cronin**
  - Bcronin@law.du.edu
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LEGAL FORMS & DOCUMENTS

UNIVERSITY OF DENVER
STURM COLLEGE OF LAW

Jennifer Chang
Law Librarian Fellow
Legal Forms & Documents

- Why do attorneys use forms?
  - Saves time
  - Courts and other government agencies often require documents to be in a particular format
  - Can’t know all of the nuances of every legal issue or legal document
What Kinds of Forms Are Available?

- Forms for litigation
  - AKA practice and pleading forms

- Transactional forms
  - i.e. real estate, estate planning, corporate, tax, etc.
Where To Find Form Documents

- In Print
- Online
- Within your organization
Print Resources

- **Form Books**
  - Tip: Search the Westminster Law Library Catalog

- **Examples:**
  - American Jurisprudence (AmJur) Legal Forms, 2nd ed.
    - Transaction Legal Forms
    - Law Library 3rd Floor – Call No. KF 170 .A542
  - AmJur Pleading & Practice Forms
    - Litigation Forms
    - Law Library 3rd Floor – Call No. KF 8836 .A45
Print Resources (cont.)

- **Examples (cont.):**
  - **West’s Legal Forms**
    - Forms for major legal topics
    - Law Library 3rd Floor – Call No. KF170 .W442
Print Resources (cont.)

- Look within other practice materials, statutes, regulatory materials and treatises (legal books)
  - Tip: don’t forget to look in the index!

- Examples:
    - Law Library 3rd Floor – Call No. KFC1940 .C632
  - Colorado Court Rules
    - Law Library 3rd Floor – Call No. KFC 1830.5 .W4 A7
  - Colorado Real Estate Practice (CLE Materials)
    - KFC1926.Z9 C3
Online Resources

- **Databases**
  - Gale LegalForms – Colorado-specific and general forms
  - Checkpoint – Tax Forms
  - LexisONE – free and fee-based forms
Online Resources (cont.)

□ Databases (cont.)

 LexisNexis

■ To access the forms database:


■ At the “Search” tab select “by Source”
■ Select the “Legal” tab
■ Select “Secondary Legal”
■ Select “Forms & Agreements”
Online Resources (cont.)

- **Databases (cont.)**
  - **Westlaw**
    - To access the Westlaw Form databases:
    - Select “Directory” at the top of the main page
    - Select “Forms”
Online Resources (cont.)

- **Free Online Sources**
  - Government and court websites
  
  - **Examples:**
    - Colorado Judicial Branch Forms
      - [http://www.courts.state.co.us/Forms/Index.cfm](http://www.courts.state.co.us/Forms/Index.cfm)
    - Colorado Secretary of State Business Forms
      - [http://www.sos.state.co.us/pubs/business/forms_main.htm](http://www.sos.state.co.us/pubs/business/forms_main.htm)
    - EDGAR Forms
  
  - Tip: All material contracts are filed under Exhibit 10
Online Resources (cont.)

- **Fee-based Online Resources**
  - Bradford Legal Forms
    - Great for Colorado legal forms
  - LexisONE
    - Described in previous slide
  - Casemaker
    - Forms are from USLegal Forms, but at a discount for Casemaker users
In-house Resources

- Always start looking within the organization

  - When you get your assignment ask if there is a particular form you should use. Often they have one in mind or can find something they like.

  - Search the document management system (if applicable).
Links To More Resources

- Westminster Law Library’s Legal Forms LibGuide
  - http://libguides.law.du.edu/forms

- For a complete list of Westminster Law Library databases:
Contract Drafting Resources

- **CALI Lessons:**
  - Drafting a Contract: The Sale of Goods
    - [http://www.cali.org.lesson/400](http://www.cali.org.lesson/400)
  - Drafting Contracts Using ‘Shall’, ‘May’ and ‘Must’
  - Drafting with ‘And’ and ‘Or’
    - [http://www.cali.org.lesson/564](http://www.cali.org.lesson/564)

- **Library Resource:**
  - A Manual of Style for Contract Drafting
    - Located on the 3rd Floor Reserve – Call No. KF 807.A33
Questions?

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  - Reference Desk:
    - Tel. 303-871-6206
    - Email: refdesk@law.du.edu

  - Jen Chang:
    - jchang2@du.edu
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BACKPACK TO BRIEFCASE – CAREER ADVICE

UNIVERSITY OF DENVER
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Career Development Center
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SECONDARY SOURCES

UNIVERSITY OF DENVER
STURM COLLEGE OF LAW

Kathryn Croco Michaels
Law Librarian Fellow
What are secondary sources?

- Basics

- Best uses for secondary sources:
  - Unfamiliar areas of law.
  - Looking for primary persuasive authority and you aren’t sure which jurisdictions to search.
  - Questions of first impression.
  - Initial search of primary law is ineffective (too much or too little).
When NOT to use secondary sources

- Typically not appropriate to cite in legal briefs or memoranda of law (though, there are exceptions).
- Ensure analyses of primary law are accurate.
What authority do secondary sources have?

<table>
<thead>
<tr>
<th>Types of Authority</th>
<th>MANDATORY (BINDING)</th>
<th>PERSUASIVE (NON-BINDING)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>Primary law is always mandatory/binding in the jurisdiction in which it is in force.</td>
<td>Decisions from courts within one jurisdiction are persuasive authority for courts within another jurisdiction.</td>
</tr>
<tr>
<td></td>
<td>In the same jurisdiction, decisions from higher courts are mandatory on lower courts.</td>
<td>In the same jurisdiction, lower court decisions are persuasive on higher courts.</td>
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<td>SECONDARY</td>
<td>NEVER mandatory.</td>
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</table>
Legal Encyclopedias

- Very Broad.
- General background knowledge/citations to primary sources.
- No commentary.
In-depth treatment of single subjects.

Some commentary.

ALR/ALR Federal

- In-depth treatment of a narrow topic.
- Provides cases on both sides of a legal issue.
- Useful to find persuasive or mandatory authority.
- Cite: ALWD rule 24 and Bluebook Rule 16.5.5.
Legal Periodicals/Law journal articles

- In-depth treatment of fairly narrow topics.
- Extensive footnotes.
- Print: Westminster Law Library: *Index to Legal Periodicals*.
- Electronic: Westlaw, LexisNexis, HeinOnline, LegalTrac, Google Scholar, and many other databases.
- Cite: Rule 23 in the ALWD Manual and B9 and Rule 16 in the Bluebook.
Contains a variety of types of information concerning specific areas of law

Very desirable because of their currency.

Contains both primary and secondary law: be sure not to confuse these types of authority.
Restatements

- In-depth, analytical treatment of broad areas of law.
- Restatements “restate” CL rules of subjects.
- Highly regarded as persuasive authority.
- Cite: Rule 27 in the ALWD Manual and Rule 12.8 in the Bluebook.
Uniform Laws and Model Acts

- Proposed model statutes that can be adopted by legislatures.
- Exist in areas of law governed by statutes.
- Do not take on the force of law unless a legislature adopts them.
- Cite: ALWD Rule 27 and Bluebook 12.8.
Internet Sources

- Google Scholar: www.googlescholar.com
- Cali Lessons: www.cali.org
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  - Reference Desk:
    - Tel. 303-871-6206
    - Email: refdesk@law.du.edu
  
  - Kathryn Croco Michaels
    - kmicha24@du.edu
Works Cited


2. *Id.*
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ALTERNATIVES TO WESTLAW AND LEXISNEXIS

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Stacey Bowers
Outreach & Instructional Services Coordinator
Where do I find law journal articles?

- HeinOnline
- LegalTrac
- Index to Legal Periodicals
- LexisNexis Academic – Legal Tab
Where do I find interdisciplinary articles?

- Academic Search Elite
- Business Source Elite
- JSTOR
Where can I find current information?

- Bureau of National Affairs (BNA)
Where can I find newspaper articles?

- ProQuest
- LexisNexis Academic – News Tab
- Access World News
What are some free state resources?

- Colorado Secretary of State
  (http://www.sos.state.co.us/)

- Colorado Department of Labor & Employment
  (http://www.colorado.gov/cs/Satellite/CDLE-Main/CDLE/1240336821467)
What are some free state resources?

- Colorado Judicial Branch
  (http://www.courts.state.co.us/)

- Colorado General Assembly
  (http://www.leg.state.co.us/)
What are some free state resources?

- Colorado Bar Association  
  (http://www.cobar.org)

- Full-Text State Statutes & Legislation on the Internet  
  (http://www.whpgs.org/f.htm)

- Municipal Code Corporation  
  (http://www.municode.com/)
What are some free federal resources?

- U.S. Courts
  (http://www.uscourts.gov/)

- Supreme Court of the United States
  (http://www.supremecourtus.gov/)
What are some free federal resources?

- GPO Access
  (http://www.gpoaccess.gov)

- THOMAS
  (http://thomas.loc.gov/)

- Law Library of Congress
  (http://www.loc.gov/law/)
What are some free federal resources?

- U.S. Securities & Exchange Commission
  (http://www.sec.gov/)

- Internal Revenue Service
  (http://www.irs.gov/)

- U. S. Copyright Office
  (http://www.copyright.gov/)
Where can I find Native American resources?

- National Indian Law Library  
  (http://www.narf.org/nill/)

- Tribal Court Clearinghouse  
  (http://www.tribal-institute.org/)
What are some other good free resources?

- The Public Library of Law
  (http://www.plol.org/Pages/Search.aspx)

- Megalaw
  (http://www.megalaw.com/)
What are some other good free resources?

- Cornell University Law School – Legal Information Institute (http://www.law.cornell.edu/)

- FedLaw (http://www.thecre.com/fedlaw/default.htm)
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