

2002

Washington Practice Materials

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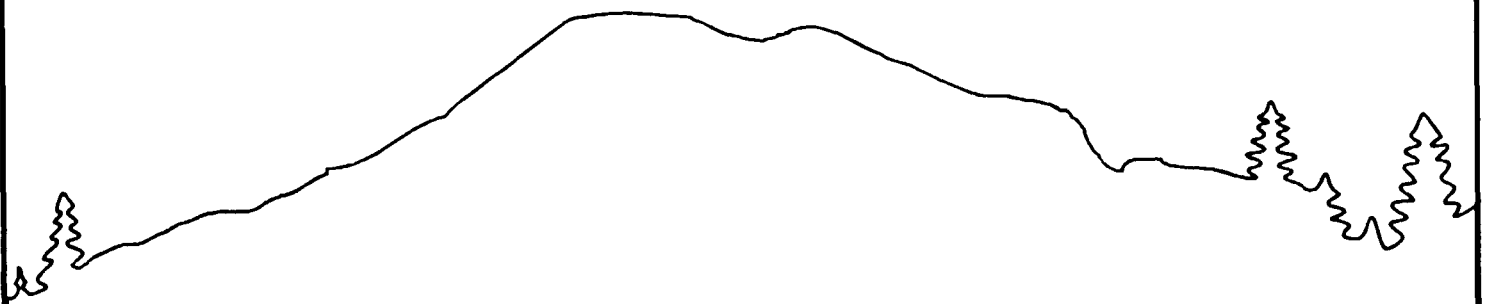
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Washington Legal Researcher's Deskbook 3d



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Introduction

The *Washington Legal Researcher's Deskbook 3d* has been written to assist lawyers, students, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of Washington State and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, Rule 1.1 of the Washington Rules of Professional Conduct (RPC) requires that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association ethics opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, *Smith v. Lewis*, 10 Cal.3d 349, 530 P.2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases

in other jurisdictions have reached a similar result. The Washington Court of Appeals has apparently applied this standard in *Halvorsen v. Ferguson*, 46 Wash. App. 708, 718, 735 P.2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

- 3.1 Knowledge of the Nature of Legal Rules and Institutions;
- 3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
- 3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design

Task Force on Law Schools and the Profession: Narrowing the Gap, *Legal Education and Professional Development—An Educational Continuum* at 138 ("The MacCrate Report") (1992).

The legal researcher of the twenty-first century cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, "Computers Are Required for the Practitioner to Avoid Malpractice," *Wash. St. B. News*, Nov. 1993, at 51; Robert C. Berring, "Technology and the Standard of Care for Legal Research," *Legal Malpractice Rep.*, 1992, at 21. You will find electronic resources noted and discussed throughout the entire *Deskbook*.

The purpose of this *Deskbook* is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, Ann Hemmens describes how to use a law library. From using law li-

baries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I review the formats of legal information and outline a strategy to help the legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. If you must research an area of law you know nothing about, the article reprinted in Appendix II will be extremely useful. If taking good notes is your downfall, be sure to read the note-taking article found in Chapter 2, Appendix III. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter 3, written by Mary Whisner, is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, administrative regulations, case law, case-finding tools, attorney general opinions, citator services, and basic citation formats. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 4, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. This chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in Chapter 5 by Cheryl Rae Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues ad-

ministrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never compiled a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter 6 on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!

Ms. Jarrett shows the novice exactly how to follow the Legislature's process and includes important tips for accomplishing this research chore efficiently and competently. Researching state initiatives can also be problematic; see the tips included by the author.

A completely new chapter on local government law has been researched and written by Mary Ann Hyatt. After an excellent background of the authority and role played by local governments, Ms. Hyatt analyzes the primary and secondary materials for cities, counties, and special districts.

Historical and archival sources of legal information are new in this edition of the *Deskbook*. In Chapter 8, Cheryl Nyberg and Ann Hemmens have tracked down nearly everything you might need from official documents in the territorial and early statehood periods in Washington.

Chapter 9 is also new to the *Deskbook*. With 36 Indian tribes in Washington State, 6 percent of the state's land held by Indians or Indian tribes, and a growth in tribal self-government, every Washington practitioner should know the basics of Indian law. The chapter reviews federal Indian policy and includes a minimal list of federal, state, and tribal resources that can be used in legal research projects.

"Nonlegal Resources" is the title of Chapter 10 written by Peggy Roebuck Jarrett. In a clear and direct style, the author covers sources that will help you find information about people and organizations, locate factual information, and improve your writing skills.

In the final chapter Jonathan Franklin compiles information about legal resources in Washington.

Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Directories of filing and library service organizations, document delivery services, legal publishers, and Washington legal periodicals complete the informative material found in this section. This chapter will be a great help to those trying to keep their law libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

The *Deskbook's* appendix presents acronyms and abbreviation used throughout this book and that frequently appear in Washington legal materials.

I am very pleased with the high quality of the material you will find within this *Deskbook*. Many thanks to the authors for their tireless work. Special thanks to the general editor, Cheryl Nyberg, who edited all the chapters, created the book's index, and provided the consistency and standard of excellence so necessary for a work like this. Theresa

Knier worked many hours to put our draft material into a final form with a professional touch—thank you! Thanks also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Readers and Washington legal researchers are invited to send comments and suggestions via email to deskbook@u.washington.edu.

Penny A. Hazelton
Seattle, Washington
January 2002

Notes on Using This Book

This section explains citations and references used throughout this book.

Books, Articles, and Legal Citations

The *Deskbook* contains many references to other publications. The authors have used several formats to distinguish categories of material.

Titles of books, periodicals, looseleaf services, CD-ROM products, and similar items generally appear in *italics*. Authors, editors, and compilers are often named and the publisher and year of publication are given. For periodicals and other publications that are issued or updated on a regular basis, the initial year of publication is followed by an open hyphen (e.g., *Washington State Environmental Reporter* (Book Publishing Co., 1974-)).

References to articles include the author(s), the title of the article in quotation marks, and the abbreviated title of the periodical in *italics*. These abbreviations are spelled out in the Appendix: Acronyms and Abbreviations. If the issues of a volume are paginated consecutively, the volume number appears before the title of the publication and the first page number follows the title, with the year of publication in parentheses (e.g., William R. Andersen, "The 1988 Washington Administrative Procedure Act: An Introduction," 64 *Wash. L. Rev.* 781 (1989)). If the issues of a volume are not paginated consecutively, the citation identifies the issue and then the beginning page number (e.g., Nancy Carol Carter, "American Indian Tribal Governments, Law, and Courts," *Legal Ref. Serv. Q.*, No. 2, 2000, at 7). For articles that are available for free on the Internet,

their citations include the Uniform Resource Locators (URLs) (e.g., Eron Berg, "Unpublished Decisions: Routine Cases or Shadow Precedents?," *Wash. St. B. News*, Dec. 2000, at 28, available at <http://www.wsba.org/barnews/2000/12/berg.htm>).

Citations to some legal sources (such as statutes and cases) follow rules set out in *The Bluebook: A Uniform System of Citation*, 17th ed. (Harvard Law Review Association, 2000), with exceptions recommended by the Washington Office of the Reporter of Decisions *Style Sheet*. *The Bluebook* and the *Style Sheet* are described in Chapter 3, Fundamentals of Legal Research in Washington, Section X, Citation Format.

Internet Websites

In less than a decade, the Internet has become a major legal research tool. Thousands of academic, commercial, governmental, organizational, and personal websites contain the text of legal materials and/or guides, indexes, and commentaries on the law. Government agencies at all levels have quickly made the Internet a primary means for communicating with the public.

Throughout this book, URLs identify websites that contain Washington State legal materials. In many cases, "deep links" to pages buried several layers beneath an agency's main homepage have been used to direct readers to the specific location of legal documents and databases. These URLs and the descriptions of website contents were accurate in fall 2001.

Website addresses and contents change frequently, however. If a website address fails and the source is part of the Washington State government, use the "State Agency Index" on Access Washington, <http://access.wa.gov/>, to locate the agency's new URL. Then look for navigation links, a site index, or a search feature to locate specific material. If the source of the website is not part of the Washington State government, pare back the URL to the first slash after the domain name (ending with .com, .edu, or .org). This shortened URL should

take you to the website homepage. For example, the URL for the Gallagher Law Library's collection of legal research guides is <http://lib.law.washington.edu/ref/guides.html>. If you eliminate "/ref/guides.html", you will go to <http://lib.law.washington.edu/>, the Law Library's homepage.

The University of Washington Gallagher Law Library maintains an Internet Legal Resources page, <http://lib.law.washington.edu/research/research.html>, that links to free websites providing Washington State primary law sources, including the constitution, bills, statutes, court opinions, court rules, regulations, administrative agency decisions, and municipal codes. Comparable links for U.S. government sources are also provided. Internet Legal Resources is updated regularly.

LexisNexis and Westlaw

Many chapters describe files and databases found on the two major commercial legal research services, LexisNexis and Westlaw. In some cases, specific libraries and file names are mentioned. For example, Chapter 5, Administrative Decisions and Materials, includes a list of LexisNexis libraries and files containing administrative agency decisions. The reference to "WASH;WAGMHB" includes the LexisNexis library name for Washington (WASH) and a specific file within that library for the decisions of the Growth Management Hearings Boards decisions (WAGMHB). The comparable database on Westlaw is called WA-GMHB.

When no library, file name, or database identifier is given, the researcher may explore several options for finding relevant material. Both services maintain extensive directories of their contents and these directories are available in print and online. The *Westlaw Database Directory* is published annually; the 2001 edition is 842 pages. The online edition is found at <http://directory.westlaw.com/>. The

LexisNexis *Directory of Online Services* is also published annually; the 2001 edition is 736 pages. The "Searchable Directory of Online Sources" is at <http://web.nexis.com/sources/>. The directories are organized by jurisdiction (Washington), type of legal material (Legislation), and subject or practice area (Environmental Law). They also include indexes by title (*Washington Administrative Code*). Users may also contact the customer service representatives to ask about the availability of particular sources and get advice on constructing effective searches. LexisNexis customers may dial (800) 543-6862. The Westlaw Reference Attorneys may be reached at (800) 733-2889.

Because of their expense and complexity, these services are most often used by members of the legal community. Few public law libraries can afford to make these services available. Faculty and students at some colleges and universities may have access to a version of LexisNexis called Lexis-Nexis Academic Universe or a version of Westlaw called Westlaw Campus. These services offer an abbreviated list of certain legal sources, including full-text federal and state cases, statutes, and law reviews. Other users may take advantage of the vendors' credit card options. LexisNexis by Credit Card, http://web.lexis.com/xchange/ccsubs/cc_prods.asp, is available on a "pay as you go" basis. A user may search legal materials (including federal and state cases, constitutions, statutes, court rules, and law reviews). Westlaw's WestDoc program, <http://www.westdoc.com>, allows users with citations to obtain documents by credit card.

Email the Authors

The authors are interested in readers' comments and suggestions. Please contact us by electronic mail at deskbook@u.washington.edu.

Author Biographies

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Washington Practice Materials

Nancy McMurrer

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I. Introduction

In its broadest sense, the term “practice materials” might include anything of potential usefulness to a legal practitioner—a telephone directory, statistics from the U.S. Census Bureau, a medical dictionary, and so on. Indeed, creativity and resourcefulness in locating information of whatever type in whatever source is often necessary for the successful study and practice of law. But generally, the materials included in this chapter are either **intended** for use in handling legal issues or are in fact used extensively in practice.

Practice materials are characterized by their “nuts and bolts” approach to legal issues. They focus on the law as it exists, with advice, warnings, and tips for handling real-life legal situations. These secondary materials often include checklists or forms to help the practitioner and may be the place to start when trying to find the most recent information in an area of state law. One must remember, of course, that secondary sources are **only** research aids; they point the way to “the law.” For more information about Washington primary law sources, refer to Chapters 3, 5, and 7.

Several different types of resources are covered in this chapter, from multi-volume works that attempt to cover the spectrum of Washington law to current awareness materials that focus on Washington. The first part of the chapter identifies the different types of materials available in Washington and presents tips for how to use them most effectively. At the end of the chapter is a list of resources arranged alphabetically by subject.

Most of the books mentioned are annotated with summaries of their contents, their update schedules (when known), and descriptions of the sorts of finding aids they include. In researching any particular issue, several kinds of sources may prove helpful. Knowing the range of options can point the researcher toward the best place to

start for the quickest, most reliable results.

II. Encyclopedic Sources

A. Washington Practice

Washington Practice (produced by West Group) is a set of forty-six volumes that is similar in scope to a Washington state legal encyclopedia. Unlike actual legal encyclopedias, such as *Corpus Juris Secundum* or *American Jurisprudence 2d*, however, *Washington Practice* has separate titles and authors within the set. At present, twenty distinct titles are included. It is kept up-to-date by new editions of volumes, pocket parts, and supplementary pamphlets. Although it is generally updated every year, some titles (or chapters) are updated infrequently. For example, *Washington Pattern Jury Instructions, Civil* was last updated in April 1997. Visit the West Group website, <http://www.westgroup.com>, to determine the latest supplements.

Washington Practice explores the law of Washington with the practicing attorney in mind. The set also includes annotated court rules, numerous forms scattered throughout its volumes, and pattern jury instructions. The text is heavily footnoted, citing to statutory and case authority, and the publisher provides references to other West publications plus tips for using Westlaw, its computer-assisted legal research system. *Washington Practice* itself may be researched on Westlaw and it is also available on CD-ROM.

Washington Practice has recently added a very welcome feature: an index to the entire set. Each title also has its own index, which in multi-volume titles is found in the last book of the title. Volumes of the set are numbered consecutively and the bindings are all the same color and use the same layout. For that reason, the different titles may be difficult to distinguish. The following table sets forth the twenty titles of *Washington Practice* and the volumes that comprise them.

Washington Practice: An Overview

Title	Volume(s)
<i>Methods of Practice</i>	1, 1A, 1B, 1C
<i>Rules Practice</i>	2, 3, 3A, 4, 4A, 4B
<i>Evidence, Law and Practice</i>	5, 5A, 5B, 5C
<i>Courtroom Handbook in Washington Evidence</i>	5D
<i>Washington Pattern Jury Instructions, Civil</i>	6, 6A
<i>Uniform Commercial Code Forms, with Practice Comments</i>	7, 8
<i>Civil Procedure Forms, with Practice Comments</i>	9, 9A, 10, 10A
<i>Washington Pattern Jury Instructions, Criminal</i>	11, 11A
<i>Criminal Practice and Procedure with Forms</i>	12, 13
<i>Criminal Law: With Sentencing Forms</i>	13A, 13B
<i>Trial Practice, Civil</i>	14, 15
<i>Handbook on Civil Procedure</i>	15A
<i>Tort Law and Practice</i>	16, 16A
<i>Real Estate: Property Law and Transactions</i>	17, 18
<i>Family and Community Property Law: With Forms</i>	19, 20, 21
<i>Family and Community Property Law Handbook</i>	22
<i>Environmental Law and Practice</i>	23, 24
<i>Contract Law and Practice</i>	25
<i>Elder Law and Practice with Forms</i>	26
<i>Creditors' Remedies – Debtors' Relief</i>	27, 28

Methods of Practice, the first title, contains brief discussions of numerous subjects. The following table sets forth the topics covered in those four volumes:

Part	Topic	Volume	Chapter
I	Civil Procedure	I	1-15
II	Domestic Relations	I	20-23
III	Probate	I	26-32
IV	Commercial Transactions	1A	35-46
V	Creditor's Remedies and Debtor's Relief	1A	50-54
VI	Special Proceedings	1A	58-60
		1B	61-62
VII	Business Organizations	1B	65-73
VIII	Real Estate	1B	77-79
		1C	80-91
IX	Law Office Management	1C	95-98

Distinct titles and certain chapters in the *Washington Practice* set are described in greater detail in Section VIII, Subject List of Practice Resources, below.

B. Washington Lawyers Practice Manual

The *Washington Lawyers Practice Manual* (King County Bar Association, 1986-) has established itself as one of the most useful, all-round assets for any Washington law library. There are eight looseleaf volumes, each of which is subdivided into chapters. The *Practice Manual* is also available on CD-ROM. The table on the next page shows the contents of each volume.

The authors are members of the practicing bar, all experts in their particular fields. Updates are issued every year, though all chapters may not be updated that frequently. There is no overall index to the set, nor do the individual parts contain indexes. However, the spine of every notebook volume lists the topics therein and each volume contains the table of contents for the entire set. Moreover, each chapter includes its own detailed table of contents. Numerous practice aids are also found in the set: forms

Washington Lawyers Practice Manual: An Overview		
Volume	Chapter	Chapter Title
1	1	Civil Trial Practice
	2	Civil Appellate Practice
	3	Damages: Measure and Proof
	4	Guide to Local Courthouses
2	5	Personal Injury
	6	Evidence
3	7	Collecting Claims and Enforcing Judgments
	8	Consumer Law
	9	Domestic Relations
4	10	Probate, Guardianship and Estate Planning
	11	General Tax Practice
	12	Alternatives to Litigation: Arbitration and Mediation
5	13	Business Law Practice
	14	Real Property Practice
6	15	Commercial Practice
	16	Internet and Technology Law
	17	Criminal Trial Practice and Techniques
7	18	Employment Discrimination
	19	Bankruptcy Practice
	20	State Administrative Law
	21	Public Entitlement Law
	22	Law Office Management
8	23	Land Use and Environmental Law

cover particular areas of Washington law. Many of these are “looseleaf” sets, books that are notebooks rather than hard-bound or paperback volumes. In a looseleaf, pages that contain outdated information may be easily removed from the book and new pages containing more current information put into the notebook. The concept is that the book itself is always “current.”

Looseleaf services, especially those with multi-state or federal coverage (for instance, the *Standard Federal Tax Reporter* produced by Commerce Clearing House (CCH) or the *United States Tax Reporter* published by the Research Institute of America (RIA)) are often described as “one-stop shopping” sources. They include statutes, regulations, case law, administrative rulings, and commentary—all in one place. They also tend to be very current;

(standard arrangement puts forms in appendices at the end of the chapter or at the end of a particular subject), checklists, and bibliographies or references.

Chapters are described in greater detail in Section VIII, Subject List of Practice Resources, below.

III. Subject-Specific Resources

A. Deskbooks, Manuals, and Treatises

In addition to the broad coverage provided by the two sources described above, a number of books

new pages may be interfiled as often as every week.

This one-stop shopping concept is not as pervasive an approach in the Washington looseleaf sets. Primary materials are referenced but are not so often reproduced. Supplementation is also different; Washington looseleafs are rarely updated more frequently than twice a year and many are not supplemented even once a year. Researchers should develop the practice of noting the publication and supplementation dates of materials they use. Some looseleaf sets date each page, enabling a user to de-

termine the most recent update by quickly flipping through the pages.

On the other hand, when looking in a library catalog, do not overlook a looseleaf or hard-bound treatise because its copyright date appears to be too old. Check the whole record to see if the copyright date is followed by a hyphen (1985-), which indicates a looseleaf service, or to see if a reference is made to the date of the latest material received. The record itself may say "looseleaf" or "updated by pocket parts." A treatise, for example, copyrighted in 1989, may have been regularly supplemented with pocket parts (which might show up in the record as "latest received, January, 2002").

Here are two other hints for recognizing practice-oriented works. First, look for terms in the title such as "deskbook," "manual," or "guide." Second, note the publisher. Often a researcher may suspect that a source is of particular interest for practitioners just by recognizing its publisher. The two publishers of the looseleaf services mentioned above (CCH and RIA), for example, are well known for producing looseleaf services in many different subject areas. Similarly, Washington practice materials are dominated by a handful of publishers. An announcement for a forthcoming book titled *Washington XXX Law Deskbook*, published by the Washington State Bar Association, for instance, should immediately suggest "new practice-oriented book" to the savvy researcher.

B. Self-Help Sources

In addition to the books and sets intended primarily for practitioners, the subject list of resources at the end of this chapter also includes books written for the lay public. In many library catalogs these books have the descriptive subject term "popular works." They explain legal questions without using legal jargon and in ways that people without law school training find more understandable; these sources are also called "self-help" books. They normally warn the reader that updating any legal research is essential and that readers should always

consider whether their particular problems have complexities that would suggest the wisdom of consulting a lawyer. Books intended for the lay public are a good source for anyone, lawyer or not, who wishes a general overview of an unknown area of the law.

C. CLE Materials

Continuing legal education (CLE) seminars include a book of materials written by the speakers. This book is given to the CLE participants and is offered for sale to others. The contents of CLE books may be similar to scholarly articles, with numerous footnotes, and may include practice aids such as checklists and forms. Since the goal of a CLE is to help practitioners stay current with developments in the law, these books are an excellent place to search for practical, "cutting-edge" information, including discussion of the legislative history behind new legislation.

Particular CLE materials may be difficult to locate; many law libraries open to the attorney or lay public collect only a few of the many CLE books published. In law firms, the attorney who attended the CLE may keep the materials as part of a personal collection rather than donating it to the law library. Moreover, CLE materials may cover several specific subjects not evident by the book's title. For instance, the *Twenty-first Annual Northwest Securities Institute*, a 2001 CLE book, includes an article on the U.S. Securities and Exchange Commission's new insider trading rules. A user would need to consult the CLE book itself to discover this article. Library catalog descriptions of CLE materials rarely includes complete lists of their contents.

For historical research, however, *CLEDEX* (CLEDEX Publications, 1988-99) indexes individual chapters inside CLE books. *CLEDEX* indexes CLE materials under forty-two topics, which are further subdivided in the detailed table of contents. Instructions on using the set are found in the front of each volume. *CLEDEX* indexed materials from numerous Washington CLE providers, including the Washing-

ton State Bar Association, Washington Trial Lawyers Association, University of Washington Continuing Legal Education Program, and others.

IV. Litigation Aids

Despite what one sees or reads in legal drama or fiction, many attorneys never enter the courtroom and there are many areas of the law (sometimes referred to as “transactional”) where litigation rarely plays a part. Nevertheless, more and more cases are filed each year and practitioners may find themselves faced with situations where knowledge of trial tactics and about alternatives to trial becomes essential.

A. Benchbooks

Benchbooks are written by judges for judges; they are guides for trial judges to use during the course of litigation. Generally, the books follow a case chronologically from when it is assigned to the judge to when the matter is completed and out of the judge’s hands. They provide references to cases, statutes, and court rules that will answer questions that typically arise during a court proceeding. Some contain forms as well.

B. Pattern Forms

The Washington Office of the Administrator for the Courts has produced sets of pattern forms for use in different kinds of litigation. Some are mandatory and some are optional. Check the Courts’ website, <http://www.courts.wa.gov/forms/home.cfm>, for a complete list. Forms are also available from the clerks’ offices and they may be available at a local county law library or a law school library. Always check the Courts’ website for the most current version. Legal websites also collect forms (both litigation and legal, for example, for a will or contract). The University of Washington Gallagher Law Library has collected a list of some websites with forms at <http://lib.law.washington.edu/ref/pro-se.htm#sample%20forms>.

C. Docket Information

Several electronic resources are useful for checking the docket of a case filed in court, and even for filing court documents electronically (for those courts that permit it). These services are available by subscription, either through a government entity or through a commercial source. Most permit searching the dockets to find cases involving particular parties or types of cases. Some of these resources also provide copies of filed documents, either by providing full-text access online or by delivering copies of documents ordered online. To keep up with electronic docketing resources, check Legal Dockets Online at <http://www.legaldockets.com/> or LLRX.com at <http://www.llrx.com/courtrules/>.

D. Jury Verdicts, Arbitration Awards, and Expert Witnesses

In any litigation in which monetary damages are involved, figuring the amount of damages may be as difficult as researching the law. Damages are particularly complicated in personal injury cases where compensation depends on so many factors, such as the type of injury and the age, status, occupation, etc., of the injured party. Moreover, the place of the trial may influence the outcome; recoveries may be higher in urban counties than in rural ones. Verdict and settlement reports, from both trial courts and arbitration and mediation proceedings, are designed as aids for determining recovery amounts.

In addition, these reports provide information about expert witnesses. Names of expert witnesses are included in the reports, and there are indexes that allow one to search the reports by the personal names or by area of expertise.

E. Judicial Biographies and Backgrounds

Even the most experienced litigator will encounter a new judge occasionally. Sometimes, the only sources of information about a judge are what can be gleaned from newspapers or from reading prior opinions rendered by that judge. The fastest

way to locate such material, of course, is to use an online service (commercial or free) that will allow one to search by the judge's name. Online sources can also be useful in searching newspapers to see if a particular judge's activities have been reported by the press.

At the present time, Washington court websites have little more than directory information about judges. However, it is possible that biographical information may be added in the future. Both Westlaw and LexisNexis have information on judges through their commercial electronic products. Their free directories (Martindale-Hubbell, <http://www.martindale.com/xp/Martindale/home.xml>, and West's Legal Directory, <http://directory.findlaw.com/>), do not include judges, but both are sources of some biographical information for attorneys. Martindale-Hubbell, however, does not include state-level government attorneys; West's Legal Directory does cover state agencies.

Practitioners can turn to several sources for biographical and other information about Washington judges. Consult Section VIII, Subject List of Practice Resources, below, under "Directories" (the *Washington State Yearbook* contains biographical sketches of Washington Supreme Court Justices, for example), "Judicial Biographies," and "Legal Newspapers" (*Washington Journal* includes regular profile articles on judges in the state). For information about federal judges, consult the *Almanac of the Federal Judiciary* (Aspen Law & Business, 2001), a looseleaf source containing biographical information, or check the Federal Judges Biographical Database at http://air.fjc.gov/history/judges_frm.html.

V. Ethics Opinions

The Washington State Bar Association (WSBA) plays a major role in setting and enforcing ethical rules of professional conduct. The Rules of Professional Conduct (RPC), as approved and adopted by the Supreme Court of Washington, codify the Bar's self-imposed standards. The WSBA assists members in interpreting their ethical obligations by issuing

opinions about specific issues. These opinions are of two types: (1) formal, issued by the RPC Committee (or one of its predecessor committees) and then formally approved and adopted by the Board of Governors; and (2) informal, which reflect only the opinion of the RPC Committee and are not individually approved by the Board.

Formal opinions are published when approved in the *Washington State Bar News*; only some informal opinions are published "for the information of the Bar."

Each year, all formal and published informal opinions still in effect are reprinted in the WSBA's *Resources*. Included there is a subject index to the opinions and a table of all formal opinions giving their status (whether retained, retained in part, or withdrawn). The WSBA website also contains the formal and published informal opinions, <http://www.wsba.org/c/RPC/fo/>. Very few unpublished informal opinions have been posted.

Government officials (judges, legislators, and public employees) are also subject to ethical rules. For information about their ethical regulations, the enforcing bodies, and copies of opinions that have been published online and in print, consult <http://lib.law.washington.edu/ref/waethics.html>.

VI. Directories

Directories often contain more information than one expects. Many general legal directories include listings for Washington State and federal courts and listings (often geographically arranged) for firms and individual attorneys. Many also include state government offices and federal government divisions in Washington. Some directories have "yellow pages" of paid advertising from various legal services such as court reporters and document retrieval companies. Local bar associations (like the King County Bar Association), legal organizations (such as the Washington State Trial Lawyers Association or Washington Women Lawyers), or practice sections (like the Corporate Law Department Section of the WSBA) also issue membership rosters.

More and more legal directory information may be found online in computer databases as well. The *Martindale-Hubbell Law Directory* is found on Lexis-Nexis and West's *Legal Directory* is a Westlaw database. A free version of *Martindale-Hubbell* is found on the Internet at <http://www.martindale.com/xp/Martindale/home.xml> and West's *Legal Directory* is available for free at <http://directory.findlaw.com/>. Organizations' websites frequently include membership directories.

VII. Current Awareness: Bar Publications and Legal Newspapers

Practitioners should take advantage of the riches contained in the bar publications received as a benefit of membership in a bar or legal association. These periodicals publish updates on changes in the law, court rules, and the requirements for practice. For instance, Washington attorneys are required to attend a number of continuing legal education courses each year. How does one find these courses? CLE providers regularly advertise upcoming programs in bar association journals. The Washington State Bar Association has a legislative representative that monitors sessions of the Washington Legislature and the WSBA both drafts proposed legislation and supports or opposes pending legislation. Legislative news is featured in the WSBA magazine, the *Washington State Bar News*.

Legal and business newspapers provide a busy practitioner with a lot of information with very little expenditure of time. These sources are especially useful for keeping up with trends in areas of the law in which one does not practice. Typically, these lo-

cal newspapers are not included in the commercial legal online services nor are they all covered by legal periodical indexes. However, for historical research into some of these publications, consult *Newdex* (Raven Research and Library Services, 1993-96), which indexed the *Washington State Bar News*, the *Bar Bulletin*, and *Washington Journal*.

In addition to the more traditional legal magazines and newspapers, bar association websites provide information about their organizations, describe how to become a member, and contain calendars of events and information about CLEs they sponsor. Some websites permit online registration. The following list provides addresses for several bar associations and CLE providers, plus the address for information about CLE courses sponsored by the University of Washington School of Law.

Organization	Internet Address
American Bar Association	http://www.abanet.org
King County Bar Association	http://www.kcba.org
Snohomish County Bar Association	http://www.snoabar.org/
Spokane County Bar Association	http://www.spokanebar.org/
Tacoma-Pierce County Bar Association	http://www.piercecounyattorneys.com/
University of Washington CLEs	http://www.uwcle.org/
Washington State Bar Association	http://wsba.org
Washington State Trial Lawyers Assoc.	http://www.wstla.org

VIII. Subject List of Practice Resources

What follows is an annotated list of Washington practice materials. Each annotation briefly describes the contents and provides examples of the information found in the resource. Consult the source itself to discover its full coverage.

Note that some of the sources below are preceded by an asterisk (*) and/or a pound symbol (#). The asterisk (*) indicates that the source contains forms and the pound symbol (#) indicates that the book is a "popular work," that is, intended for the lay public.

Most of the materials below were produced in 1996 or later or have been supplemented since 1996. A few older works have been included where they provide unique coverage or where they are still applicable. Remember, though, that whatever the

source, updating research is a must! If the publication date is followed by a hyphen (1995-), the source is a looseleaf or is supplemented in some fashion. A directory of publishers is located in Chapter 11, Managing Your Library.

Subject List of Practice Resources

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Appellate Practice	101	Insurance	120
Arbitration, Mediation & Alternative Dispute Resolution	101	Judicial Biographies	120
Bankruptcy	102	Juveniles	121
Business Organizations & Practice	102	Law Office Management	122
Civil Procedure	104	Legal Newspapers, Magazines & Bar Association Periodicals	123
Commercial Law	104	Limitation of Actions	124
Construction Law	105	Mental Health	124
Contracts	105	Motor Vehicles	124
Corporations	105	Municipal Corporations	125
Court Information		Property & Real Estate	125
Dockets & Court Documents	107	Public Entitlement Law	127
General Information	107	Taxation	127
Criminal Law & Procedure	108	Technology & Internet Law	128
Debtor & Creditor	110	Torts	128
Directories	111	Trial Practice	129
Domestic Relations	112	Verdict, Settlement & Arbitration Reports ..	131
Elder Law	115	Water Law	131
Employment Law	116	Washington State Information	131
Environmental Law	117	Wills, Probate & Estate Planning	132
Ethics	118	Workers' Compensation	133
Evidence	118		

Administrative Law

"Chapter 20, State Administrative Law," in 7 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This fifty-six-page chapter covers agency authority, rule making, adjudications, enforcement of

agency actions, and judicial review. Finding aids: detailed table of contents; checklist. The *Practice Manual* is updated annually.

Richard Heath et al., eds., *Washington Administrative Law Practice Manual* (Lexis Publishing, 1991-)

* contains forms # self-help

This looseleaf covers all aspects of administrative law practice, with additional chapters on local administrative law and federal civil rights actions. Appendices contain an annotated directory of state agencies, including responsibilities, key statutes, budgets, and summaries of website contents (though no website addresses). Finding aids: tables of cases and statutes; index. Updated annually.

Appellate Practice

* “Chapter 2, Appellate Practice,” in 1 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

Part one of this chapter is devoted to civil appeals in Washington state courts. An appeals checklist and forms for appeal are located at the end of the part. Part two covers federal appellate procedure. Case processing information for the Ninth Circuit Court of Appeals is found in the appendix to part two. The *Practice Manual* is updated annually.

* Continuing Legal Education Committee, *Washington Appellate Practice Deskbook*, 2d ed. (Washington State Bar Association, 1993-)

This three-volume looseleaf covers appeals to the Washington State Courts of Appeals and the Washington Supreme Court; it does not discuss appeals from courts of limited jurisdiction, from state agencies, or federal appeals, (except for one chapter about federal review of Washington appellate level decisions). Forms and practice guides are scattered throughout the chapters. The user guide recommends reading chapter 2 (summary of procedural rules) and chapter 5 (summary of the rules of general application) first. Finding aids: tables of cases, rules, statutes, and references; index (all in volume 3). Updated irregularly.

* Malcolm L. Edwards & Bryan P. Harnetiaux, *The Art of Appellate Brief-Writing and Oral Argument in Washington* (Washington State Bar Association, 1999-)

This looseleaf is composed of four chapters taken from the *Washington Appellate Practice Deskbook*, then revised and expanded. Two of the chapters focus on the “science” of appeals—the rules governing briefs and arguments. The others discuss the “art” of appeals—how to present an oral and written argument effectively and efficiently. Finding aids: table of rules, cases, and references; checklists; table of contents.

“Rules for Appellate Court Administration” & “Rules on Appeal,” in 2 *Washington Practice (Rules Practice*, 5th ed.) (West Publishing Co., 1997-)

Parts II and III of *Rules Practice* cover administration of the appellate courts and their rules of procedure. Each rule is set out, with commentary and citations to Washington decisions. The detailed table of contents is reprinted at the beginning of each part. Finding aid: index (for each part). Updated annually.

Arbitration, Mediation & Alternative Dispute Resolution

* “Chapter 12, Alternatives to Litigation: Arbitration and Mediation,” in 4 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This fifty-page chapter is composed of three parts: a general overview; family law mediation; and mediation of environmental and toxic tort claims. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

* Continuing Legal Education Committee, *Alternate Dispute Resolution Deskbook: Arbitration and Mediation in Washington*, 2d ed. (Washington State Bar Association, 1995-)

This looseleaf reviews the major statutes and procedures used to resolve disputes short of litigation. Chapter One contains the introduction and a guide to using the book. Appendices include selected RCW

sections, the American Arbitration Association's commercial arbitration rules, the King County mandatory arbitration rules (with a comparison to other counties' rules), and a list of references. Finding aids: tables of cases and statutes; index. Updated irregularly.

Washington Arbitration Reports (Jury Verdicts Northwest, 1993-) (formerly *Northwest Arbitration Reports* (1985-92) and *King County Arbitration Reports* (1981-84))

This series, issued monthly, is similar in layout and content to *Northwest Personal Injury Reports* (see below under **Verdict, Settlement & Arbitration Reports**). The report provides the following information: the county; names of the parties, arbitrator, and attorneys; medical and other expert witnesses; information about the circumstances of the tort and the resulting injuries; settlement demands and offers; and the award. Finding aids: monthly and cumulative semiannual indexes by type of tort, injury, attorney, arbitrator, and medical or other expert witnesses.

Bankruptcy (see also Debtor & Creditor)

* "Chapter 6, Bankruptcy," in *Washington Collection Sourcebook*, 2d ed. (Washington Law Institute, 1996-)

The chapter covers collection from a debtor in bankruptcy. It includes a quick review of bankruptcy law, types of bankruptcy, actions available to a creditor, pitfalls, claims, stays, and property exemptions. Finding aids: detailed table of contents; list of forms in the chapter.

"Chapter 9, Bankruptcy," in 28 *Washington Practice (Creditors' Remedies—Debtors' Relief)* (West Publishing Co., 1998-)

The chapter covers all aspects of bankruptcy. Finding aids: tables of statutes, rules, and cases; index. Updated annually.

* "Chapter 19, Bankruptcy Practice," in 7 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter covers all types of bankruptcy proceedings and alternatives to bankruptcy. Appendices include official bankruptcy forms, supplemental forms, and a glossary. Finding aid: table of contents. The *Practice Manual* is updated annually.

Frederick P. Corbit, ed., *Bankruptcy Case Law Digest for Washington State*, 2d ed. (Washington State Bar Association, 1996)

This book contains summaries of selected cases from the U.S. Supreme Court, courts of appeals, and districts courts, arranged by bankruptcy code sections. Most cases originated in Washington State. Finding aids: tables of code sections and authorities; brief index (following the preface). Publisher is considering a supplement.

Business Organizations & Practice (see also Corporations)

Antitrust, Consumer Protection & Unfair Business Practices Section & Continuing Legal Education, *Washington Antitrust and Consumer Protection Handbook*, 3d ed. (Washington State Bar Association, 2001-)

This treatise covers all aspects of Washington antitrust law, including acts in restraint of trade, monopolies, acquisitions and mergers, consumer protection actions (either by the state or by private individuals), criminal profiteering, intellectual property rights, and Internet trade regulation. Finding aids: tables of cases and statutes; references; index.

* "Chapter 13, Business Law Practice," in 5 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter contains eight parts, some of which pertain to types of business organizations, such as partnerships and limited liability companies.

Other parts deal with substantive issues, such as intellectual property, antitrust, and securities. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

* "Chapters 65-73, Business Organizations," in 1B *Washington Practice (Methods of Practice, 4th ed.)* (West Publishing Co., 1997-)

These nine chapters include how to choose among organizational forms, specific types of business structures, trademark rights, state excise tax, and sale of a going concern. Finding aids: tables of cases and statutes, index (all in volume 1C). Updated annually.

* Charles H. Purcell, *Washington, Oregon and Alaska Limited Liability Company: Forms and Practice Manual* (Data Trace Publishing Co., 1996-)

This two-volume looseleaf discusses limited liability company organization, operations, and miscellaneous topics such as professional limited liability companies, limited liability partnerships, reorganizations, and interstate business. Chapters treat each state separately. Finding aids: tables of statutes, regulations, and administrative decisions; subject and forms indexes. Updated annually.

Consumer Protection, Antitrust and Unfair Business Practices Section, *State of Washington Antitrust Consent Decree Index* (Washington State Bar Association, 1998-)

Prepared in cooperation with the Washington Office of Attorney General, this paperback presents a subject index of all consent decrees resulting from civil antitrust actions by the state between 1977 and 1997. It includes decrees from state courts as well as from federal courts in proceedings prosecuted by Washington in conjunction with other states. The subject index presents a short summary of each decree; longer summaries appear in the chronological list that follows the subject index. A

representative of the Section has indicated that an update will probably be issued in 2002.

International Practice Section, ed., *Doing Business in Washington State: A Guide for Foreign Business and Investment*, 3d ed. (Washington State Bar Association, 1996)

This paperback reviews the types of organizational structures and the laws governing business operations in the state. It includes an overview of Washington's geography, economy, and energy resources. Also available in Japanese.

* # J.W. Dicks, *How to Incorporate and Start a Business in Washington State* (Adams Media Corporation, 1998)

This paperback is part of a multi-state series. It reviews the decision to incorporate a business and some of the legal and practical issues that arise in conducting a business, including intellectual property, insurance, financing, and employment laws. Washington-specific law is addressed only in the last chapter. Finding aid: index.

* # Michael D. Jenkins & Ernst & Young Entrepreneurial Services Group, *Starting and Operating a Business in Washington: A Step-by-Step Guide*, 5th ed. (Oasis Press, 1997)

This paperback is one of a series of books for the various states. It covers types of business organizations and the basic financial, legal, and tax ground rules. The final chapter contains information specific to Washington State. Finding aids: list of forms (in table of contents); index.

* # W. Dean Brown, *How to Form a Corporation, LLC or Partnership in Washington* (Consumer Publishing, 1998)

This paperback is part of a series covering many states. It includes general information about forming a business, followed by Washington-specific ma-

* contains forms # self-help

terial and forms. Finding aid: index. Two similar paperbacks by the same author and publisher contain Washington information: *How to Incorporate in Any State: Everything You Need to Form a Corporation* (2000) and *Incorporating in Washington Without a Lawyer* (1998).

Civil Procedure (see also Appellate Practice, Trial Practice)

* "Chapters 1-15, Civil Procedure," in 1 *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

These chapters discuss the following topics: the Washington court system; jurisdiction and venue; commencement of an action; right to a jury trial; pleadings; motions; discovery; the conduct of the trial; judgments; and post-trial procedures (such as executions and appeals). There are also chapters dealing with special relief measures, such as injunctions and restraining orders, alternative dispute resolution, and a new chapter on appellate practice (in the supplement). Finding aids: tables of statutes, court rules, and cases; index (all in volume 1C). Updated annually.

* Continuing Legal Education Committee, *Washington Civil Procedure Deskbook* (Washington State Bar Association, 1992-)

This three-volume looseleaf set is arranged by civil rule number; some rules are not covered (CR 65.1, 77-80, and 83-86). The information provided is organized as follows: introduction; text of the rule; history; comparison to the federal rule; purpose and procedure; analysis; significant authorities; strategic and practical considerations; forms; and checklists. Updated irregularly (last in 1997).

*David E. Breskin, *Civil Procedure Forms and Commentary*, 3d ed. (*Washington Practice*, vols. 9, 9A, 10, 10A) (West Publishing Co., 2000-)

These four volumes contain Superior Court forms, arranged by civil rule. Each chapter sets forth the rule and presents the author's commentary, with citations to applicable Washington and federal decisions, an illustrative form (completed on the basis of a hypothetical fact pattern), and other sample forms. Finding aids: cross references to statutes, other rules, and forms (in each chapter's table of contents); tables of statutes, cases, and rules; index (all in volume 1C). Updated annually.

* Lewis H. Orland & Karl B. Tegland, *Rules Practice*, 4th ed. (vols. 3A, 4) & 5th ed. (vols. 2, 3, 4A, 4B) (*Washington Practice* vols. 2, 3, 3A, 4, 4A, 4B) (West Publishing Co., 1992- , 1997-).

These six volumes are divided into five parts:

- Rules of General Application (volume 2)
- Rules for Appellate Court Administration (volume 2)
- Rules on Appeal (volumes 2, 3)
- Rules for Superior Court (volumes 3, 3A, 4, 4A, 4B)
- Rules for Courts of Limited Jurisdiction (volume 4B)

The rules, which include the Rules of Professional Conduct (volume 2), are annotated with references to prior rules, the authors' comments, and citations to Washington decisions. The only forms included are those set forth in the rules themselves. Finding aids: detailed table of contents (each volume and each part); index (each part). Updated annually.

Commercial Law

* "Chapter 15, Commercial Practice," in 6 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter covers sales under Article 2 of the Uniform Commercial Code (UCC), leases under

UCC Article 2A, and secured transactions under UCC Article 9. Appendices include checklists, guidelines for preparing security agreements, and forms. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

* "Chapters 35-46, Commercial Transactions," in 1A *Washington Practice (Methods of Practice, 4th ed.)* (West Publishing Co., 1997-)

These twelve chapters provide broad coverage of the Uniform Commercial Code; see the pocket part for Article 9. The last chapter discusses consumer protection laws and includes names and addresses of state and federal agencies that deal with consumer protection. Finding aids: detailed table of contents; index (volume 1C). Updated annually.

*William L. Shattuck & Richard Cosway, *Uniform Commercial Code Forms with Practice Comments (Washington Practice, vols. 7, 8)* (West Publishing Co., 1967-)

Volume 7 covers Articles 1-7 and volume 8 covers Articles 8-9. The forms are arranged by UCC section except for Article 9, which is arranged by subject. Forms are followed by authors' comments. Finding aids: table of statutes; index (volume 8). Updated annually.

Construction Law

* "Chapter 90, Construction Law," in 1C *Washington Practice (Methods of Practice, 4th ed.)* (West Publishing Co., 1997-)

This chapter provides an overview of issues arising during the process of construction from the project design through completion, as well as remedies. Finding aid: index. Updated annually.

James E. Jordan, *ADA: Americans with Disabilities Act Architectural Barrier Removal & Compliance Manual: A Simplified Approach to Accessibility*, 3d ed. (Jordan Publishing, 1998)

This paperback is part of a multi-state series. It addresses ADA building design requirements and includes survey forms and/or diagrams for particular requirements, such as volume controls for public telephones or dimensions for public restrooms. Finding aid: index.

* James F. Nagle et al., *Washington Building Contracts and Construction Law* (Michie, 1994-)

This one-volume looseleaf covers issues arising during the contracting process from the start of bidding until the contract is completed, breached, or the performance is excused. Finding aids: tables of cases and statutes; index. Irregularly updated.

* Michael F. Keyes, *The Construction Industry Practitioner Lien and Claim Series* (Hadrian House Publishers, 1992-)

This one-volume looseleaf is composed of separate "manuals" covering construction liens, retainage liens and bond claims; Miller Act payment bonds; bankruptcy aspects of some liens; and ancillary payment protection devices. Finding aids in each manual: table of contents; table of cases (following it); forms index. Manuals are irregularly updated.

Contracts

*David K. DeWolf et al., *Contract Law and Practice (Washington Practice, vol. 25)* (West Publishing Co., 1998-)

This book covers all aspects of contract law, including formation, performance and nonperformance, parole evidence rule, and damages. It includes litigation aids such as jury instructions, forms, and pleadings. Finding aids: table of cases; index. Updated annually.

Corporations (see also Business Organizations & Practice)

* "Chapter 66, The Corporation," and "Chapter 70, The Limited Liability Company," in 1B *Washington*

Practice (Methods of Practice, 4th ed.) (West Publishing Co., 1997-)

Chapter 66 covers the law applicable primarily to domestic, for-profit, business corporations, including rules for forming a corporation, corporate organization and governance, issuance of stock, and dissolution. Chapter 70 discusses limited liability companies. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

* # Community Involvement Committee, Young Lawyers Division, *How to Form and Maintain a Non-profit Corporation in Washington State* (King County Bar Association, 2001)

The book includes establishing the corporation, obtaining its tax exempt status (under §501(c)(3) of the Internal Revenue Code), and operating the corporation, including employment and financial issues. Exhibits contain forms, checklists, and lists of IRS forms and publications. Finding aids: detailed table of contents; list of exhibits.

* David D. Hoff et al., *Washington Corporate Forms*, 2d ed. (Lexis Publishing, 1998-)

A two-volume looseleaf, this title covers the range of corporate organizations and partnerships, including federal tax and securities issues. Chapters begin with practice tips and forms include notes that describe when and how to use them. Finding aid: index (in each volume). Forms on computer disk are available for an additional price. Irregularly updated.

* # *Incorporation Forms for Washington: Complete Forms Necessary to Form Your Own Corporation* (Self-Counsel Press, 1996)

These four forms (with multiple copies) are designed for use with Victoria Van Hof's *Incorporation and Business Guide for Washington*, below. Includes an application to reserve or renew a corporate or limited partnership name, articles of incorporation,

consent to the actions of the board of directors, and bylaws.

Robert J. McGaughey, *Washington Corporate Law Handbook* (Wallingford Press, 2000)

This paperback covers corporate issues such as directors, officers and agents, shareholders, corporate liability, mergers, and securities. Finding aids: table of statutes; index.

* Stewart M. Landefeld et al., *Washington Corporation Law: Corporations and LLCs*, 2d ed. (Lexis Publishing, 2000)

This paperback book is divided into four parts: commentary analyzing corporate and financial laws; full texts of the Washington Business Corporation Act and the Limited Liability Company Act; legislative history of the Business Corporation Act; and basic forms. Finding aids: table of cases; index. Revised annually.

*# Victoria Van Hof, *Incorporation and Business Guide for Washington: How to Form Your Own Corporation*, 7th ed. (Self-Counsel Press, 1996)

This self-help paperback discusses reasons, procedures, and the tax advantages of incorporation. Aids such as checklists and sample documents are included. Four ready-to-use forms for the incorporation process are found in the companion publication, *Incorporation Forms for Washington*, above. Finding aid: detailed table of contents.

* # W. Dean Brown, *How to Form a Corporation, LLC or Partnership in Washington* (Consumer Publishing, 1998)

This paperback is part of the publisher's multi-state series. The first few chapters present general information about forming a business; Washington-specific material is found in the last chapter. Two other paperbacks by the same author and publisher contain Washington information: *How to Incorporate*

rate in Any State: Everything You Need to Form a Corporation (2000) and *Incorporating in Washington Without a Lawyer* (1998). Finding aid: index.

* *Washington State Nonprofit Corporation Deskbook and Reference Guide*, 3d ed. (Business Research Publications, 2000)

This book presents an overview of the formation of a nonprofit organization for practitioners who do not specialize in this area, including the interrelationship between state and federal law. Appendices contain the state forms necessary to establish a simple nonprofit corporation. Finding aids: table of contents; index to Internal Revenue Service forms and publications (not included).

Court Information

Dockets & Court Documents

CourtLink, <http://www.courtlink.com/> (LexisNexis Group)

CourtLink offers docket information for Washington State courts (including Washington district, municipal, and superior courts; all divisions of the Washington Court of Appeals; and the Washington Supreme Court) and certain federal courts (including the Eastern and Western District of Washington and the Court of Appeals for the Ninth Circuit). Electronic filing is offered for some courts (none in Washington as of 2001). Search by party, case number, type of case, judge, court, or attorney and automatically track newly filed cases or new filings in active cases.

JIS-Link, <http://www.courts.wa.gov/jislink/>

The Washington Courts operate the Judicial Information System (JIS), a public-access system for case information; it is available by subscription. Through it, one can access ACORDS (Appellate Court Record and Data System), DISCIS/JASS (District and Municipal Court Information System and Judicial Accounting Subsystem), and SCOMIS

(Superior Court Management System). ACORDS and SCOMIS provide docket and disposition information. DISCIS provides names of parties and participants, case types (both civil and non-civil), and status, including amount of judgment in civil cases.

Legal Dockets Online, <http://www.legaldockets.com/>

This website provides information about commercial docket services and links to free docket information on the web.

LLRX.com, <http://www.llrx.com/courtrules/>

This website links to sources for federal and state court rules, forms, and dockets.

PACER, <http://pacer.psc.uscourts.gov/>

PACER (Public Access to Court Electronic Records) provides fee-based access to docket information from federal appellate, bankruptcy, and district court cases. Users must register with the PACER Service Center to receive a login and password. Registered users can also access the PACER U.S. Party/Case Index, <http://pacer.psc.uscourts.gov/uspci.html>, to search by party name or nature of the suit across all participating federal courts. All federal courts in Washington and the U.S. Court of Appeals for the Ninth Circuit participate in this service, which charges a separate fee.

General Information

"Appendix B, King County Bench/Bar Unified Family Court Project," in *3 Washington Family Law Deskbook* (Washington State Bar Association, 2000-)

Located at the King County Regional Justice Center in Kent, the Unified Family Court combines elements of traditional juvenile and family courts. The appendix discusses the project's case management and tracking system and describes the Family Law Information Center. The project includes a drop-in child-care facility, also at the Regional Justice Center.

* "Chapter 4, Guide to the _____ County Courthouse," in 1 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter provides guides for the King, Snohomish, and Spokane County courthouses and the Clark County Clerk's office. Each guide contains general information about case processing and other matters of interest to those involved in litigation or anyone interested in obtaining court documents. Finding aid: detailed table of contents for each guide. The *Practice Manual* is updated annually.

Nicolas Wagner & Patricia H. Wagner, eds., *The Pro Se Handbook: A Guide to Representing Yourself in King County Superior Court* (King County Bar Association, 1998)

This paperback discusses the general requirements for pursuing civil cases, including the decision to represent one's self and tips for particular cases, such as probate, domestic violence, and guardianship. The book lists legal clinics, organizations that help one find a lawyer, and other "sources for useful information" in King County. The *Handbook* is also available on the Internet, <http://www.kcba.org/srvpub/prosehandbook.htm>.

Office of the Administrator for the Courts, *A Citizen's Guide to Washington Courts*, 9th ed. (Office of the Administrator for the Courts, 2001)

This book covers such topics as the trial process, types of cases, and how courts are financed. Charts and diagrams detail court organization. The book is on the Internet at <http://www.courts.wa.gov/brochure/guide/>. The Internet version provides links to definitions of terms used in the text. The collection of definitions is called *A Guide to Terms Used in Washington State Courts*, available as a separate pamphlet, <http://www.courts.wa.gov/terms/termguide.cfm>.

* *Washington State Manual for Courts of Limited Jurisdiction* (Office of the Administrator for the Courts, 1995-)

This looseleaf, sometimes called the "green book" because of its bright green binder, is a guidebook for court employees. It includes an overview section, which provides information about the state's judicial system, a section on administrative matters, such as court costs, records, dockets, and files, and a legal glossary. Finding aids: table of authorities; index.

*# Young Lawyers Division, *King County Small Claims Courts: A Guide on How to Use the Small Claims Courts and How to Collect Small Claims Judgments* (King County Bar Association, 2001)

This booklet helps nonlawyers file, prosecute, and defend small claims actions and collect small claims judgments in King County District Courts. It includes a directory of the District Courts. Finding aid: list of forms. The booklet is also available from the King County Bar Association's website, <http://www.kcba.org/YLD/smallclaims/smallclaims.html>.

Criminal Law & Procedure

* "Chapter 17, Criminal Trial Practice and Techniques," in 6 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

The five parts of this chapter cover both state and federal criminal practice. State coverage includes juveniles, misdemeanors (in courts of limited jurisdiction), and felonies (in superior courts). General federal criminal practice and that involving a U.S. Magistrate Judge conclude the chapter. Each part has its own appendices. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

* Douglas L. Cowan et al., *Defending DUIs in Washington*, 2d ed. (Lexis Publishing, 1998-)

* contains forms # self-help

After an introductory overview, this one-volume looseleaf covers driving-under-the-influence crimes chronologically from the first contact with a potential client through appeal. The book includes such practitioner aids as sample jury instructions and directions for reading breath alcohol measure tests. Appendices include forms, RCW sections, and a bibliography of articles about alcohol. Finding aids: table of contents; table of cases. Updated annually.

* Linda S. Portnoy & Eileen P. Farley, *Washington Criminal Practice in Courts of Limited Jurisdiction*, 2d ed. (Lexis Publishing, 1999-)

Volume 1 of this two-volume looseleaf is devoted to trial practice and procedure. Volume 2 focuses on specific offenses, including criminal traffic offenses, and contains forms and a list of resource organizations, like Washington Advocates for the Mentally Ill. Finding aids: tables of cases, statutes, and rules; index (all in volume 2). Updated annually.

* *Misdemeanor Judgment and Sentencing Forms* (Office of the Administrator for the Courts, 2000)

This small volume contains copies of the forms that the Office of the Administrator for the Courts posts on its website, <http://www.courts.wa.gov/forms/>. Users should always check the website to see whether any changes have been implemented that are not yet reflected in the paper copies.

Robert E. McBeth, *Search and Seizure*, rev. ed. (Office of the Administrator for the Courts, 2000-)

This three-volume looseleaf contains summaries of decisions, arranged by subject. Each topic contains a "general rule," followed by federal decisions (primarily from the U.S. Supreme Court), then state decisions. Volume 1 covers the Fourth Amendment; volume 2 explores warrantless search and seizure; and volume 3 covers search and seizure

with warrants. Finding aid: detailed table of contents.

Ronald Kessler, *Criminal Caselaw Notebook* (Office of the Administrator for the Courts, 2000-)

This notebook contains summaries of criminal law decisions from the U.S. Supreme Court, the Washington Supreme Court, and the Court of Appeals of Washington. Case coverage begins in 1980. The summaries are arranged topically; death penalty, appellate procedure, and Native American jurisdiction issues are not included. Finding aid: table of topics. Updated at least annually.

* Royce A. Ferguson, Jr., *Criminal Practice and Procedure with Forms*, 2d ed. (*Washington Practice*, vols. 12, 13) (West Publishing Co., 1997-)

The material in these two volumes is arranged roughly in a case's chronological order, except for Part II, which covers District Court felony practice. Forms, when appropriate, are included at the end of individual chapters. Finding aids: tables of statutes, court rules, and cases; index (all in volume 13). Updated annually.

* Sentencing Guidelines Commission, *Adult Sentencing Guidelines Manual* (The Commission, 2000)

This paperback provides guidance for determining the appropriate standard sentence range for an offense by combining the seriousness of the crime with the offender's criminal history. The manual contains the text of the Sentencing Reform Act, commentaries on its amendments, a digest of recent decisions (prepared by the Office of the Attorney General), scoring forms, and sentencing grids. The manual may also be found in electronic format, <http://www.sgc.wa.gov/>. Finding aids: tables of contents (at the beginning of each part); indexes (in appendices). Issued annually.

* Seth A. Fine & Douglas J. Ende, *Criminal Law: With Sentencing Forms*, 2d ed. (*Washington Practice*, vols. 13A, 13B) (West Publishing Co., 1998-)

This criminal law treatise is divided into four parts: introduction, substantive offenses, defenses, and sentencing. The chapters on offenses and defenses have a standard arrangement: definitions, statutory history, case interpretation, lesser offenses, and cross references to the criminal pattern jury instructions found in volumes 11 and 11A. The work contains sentencing scoring forms for major offenses and suggested jury instructions (if there is not a pattern jury instruction). Includes a computer disk of forms. Finding aids: tables of cases, statutes, and court rules; index (all in volume 13B). Updated annually.

Superior Court Judges Association, Benchbook Committee, *Washington State Judges' Benchbook: Criminal Procedure* (Office of the Administrator for the Courts, 1996-)

This benchbook is arranged in the order in which issues normally arise during a criminal proceeding (though pre-trial and post-trial issues are combined). References are made to state statutes, court rules, and decisions. The book includes jury instructions and a "jury trial script." Finding aids: table of authorities; index. Updated irregularly.

Washington Criminal and Traffic Law Manual (Lexis Publishing, 2001)

This paperback includes excerpts from RCW titles 9, 9A, 10, 13, 46, and 69, covering criminal law and procedure, motor vehicles, and controlled substances. A twenty-five-page commentary, written by John Stephen, co-author of the *Officer's DUI Handbook*, analyzes DUI law from a Washington-specific perspective. Italicized "tips" offer practical suggestions for police officers. Finding aid: index. Issued annually.

Washington State Judges' Benchbook, Criminal Procedure, Courts of Limited Jurisdiction (Office of the Administrator for the Courts, 2001-)

This benchbook is arranged chronologically, as issues generally arise in a district or municipal court criminal proceeding. Discussions include references to statutes, court rules, and case law. There are a number of suggested scripts for proceedings such as jury trials, arraignments, and sentencing hearings. Finding aids: table of contents; table of offenses and punishments.

* Washington Supreme Court Committee on Jury Instructions, *Washington Pattern Jury Instructions, Criminal (WPIC)*, 2d ed. (*Washington Practice*, vols. 11, 11A) (West Publishing Co., 1994-)

This title contains instructions from introductory through general verdict; most pertain to specific crimes. Appendices include the "Jurors' Handbook to Washington Courts" and illustrative sets of instructions for seven hypothetical cases. The supplement includes the instructions on computer disk. Finding aids: tables of statutes, court rules, and cases; index (both in volume 11A). Updated irregularly, whenever the committee amends the instructions.

Debtor & Creditor (see also Bankruptcy)

* "Chapter 7, Collecting Claims and Enforcing Judgments," in 3 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter covers attachment, execution, and garnishment. It includes forms, along with appendices that contain checklists, judgment interest summaries, and receivership guidelines. Finding aid: table of contents. The *Practice Manual* is updated annually.

* "Chapters 50-54, Creditor's Remedies and Debtor's Relief," in 1A *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

These chapters present an overview of garnishment, attachment, replevin, mechanics' and materialmen's liens, and bankruptcy. Some chapters contain forms; others contain checklists. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

* Marjorie Dick Rombauer, *Creditors' Remedies—Debtors' Relief* (Washington Practice, vols. 27, 28) (West Publishing Co., 1998-)

These two volumes cover debt collection and restrictions on collection, including liens, suits to collect debts, judgments, prejudgment rights in debtors' property, garnishment, and bankruptcy. Forms included in the two volumes are also contained on the companion computer disk. Finding aids: tables of statutes, rules, and cases; index (all in volume 28). Updated annually.

* Virginia Burdette et al., *Washington Collection Sourcebook*, 2d ed. (Washington Law Institute, 1996-)

This book is divided into eight chapters: overview and general procedures; demand letters; pleadings; prejudgment remedies; post-judgment remedies; bankruptcy; selected counties' local rules; and the appendix, which contains statutory provisions. Finding aid: table of contents (with each chapter). No updates as of 2001.

Directories

Attorneys ... Red Book for Washington State (A.N.P. Publishing, 1986-)

This looseleaf includes directory information for state and (local) federal government offices and courts, public port districts, local governments, court reporters, anger management and domestic violence organizations, chemical dependency and rehabilitative services, law firms, and lawyers (the latter are listed both geographically and alphabetically), and law-related professional associations.

Finding aid: table of contents. Issued annually (year appears in title).

Dispute Resolution Section, Washington State Bar Association, *ADR Practitioners Directory*, <http://www.adr-wa.com/>

This directory provides detailed biographies (including education, training, experience, nature of practice, and subject specializations) of those practitioners offering alternative dispute resolution (ADR) services in Washington. Search by location, profession, subject matter, and type of dispute resolution. Consumer information includes an overview of the types of dispute resolution and tips for choosing an ADR provider.

Scott D. Dwyer & Mary B. Dwyer, eds., *Washington State Yearbook: The Evergreen State Government Directory* (Electronic Handbook Publishers, Inc., 1983-)

This directory covers state, local, and federal (in-state) government offices, including elected officials, agency and department heads, judges, and court officials. Agency listings include brief descriptions and citations to their authorizing statutes. The book covers educational institutions, special districts (such as fire and water districts), daily and weekly newspapers, selected periodicals, television and radio stations, chambers of commerce, Washington Indian tribes, and miscellaneous organizations. One part contains historical, statistical, budgetary, and tax information. Issued annually.

Washington Court Directory (Office of the Administrator for the Courts, 1983-)

This directory covers the Washington Supreme Court, the Courts of Appeals, trial level courts (by county), Washington tribal courts, and the Office of the Administrator for the Courts. Finding aid: index of names. Issued annually. The directory is also available online, <http://www.courts.wa.gov/directory/>

[home.cfm](#); this version includes links to directories of courthouse facilitators and dispute resolution centers.

Washington State Bar Association Guide to Law-Related Associations, Service Organizations & Programs (Washington State Bar Association, 2001)

This Internet-based directory, <http://www.wsba.org/guide/>, is divided into four sections: county bar associations; specialty and minority bar associations; law-related organizations (American Civil Liberties Union, Commission on Judicial Conduct); and legal services and volunteer attorney programs. Many of the entries contain a contact name. Legal services listings include organizations that offer help to low-income individuals and contains an explanation of the Northwest Justice Project's consolidated client intake system, CLEAR, which covers all counties except King County.

Washington State Bar Association, *Resources* (The Association, 1987-)

"White pages" contain the following: an alphabetical, geographical, and bar-section roster of members; WSBA formal and informal ethics opinions; and the Rules of Professional Conduct. The alphabetical membership list includes business address, telephone number, WSBA number, and status. "Green pages" contain the WSBA bylaws, mandatory CLE requirements, a grievance process chart, and the Bench-Bar-Press Guidelines. "Blue pages" are devoted to court information, including federal and state court directories, fax filing procedures, and a directory of court certified interpreters. "Yellow pages" advertise law-related products and services. Issued annually. For the most current listing of the WSBA members, check the bar's website, <http://www.wsba.org/directory/default.htm>.

Washington State Trial Lawyers Association, *Desk Reference* (The Association, 1985-)

This paperback directory contains the following: a membership roster; an index to the articles from the most recent year of the association's monthly newspaper, *Trial News*; and subject indexes to the past year's CLEs and brief bank. Issued annually. One may search the membership roster, CLE materials from 1986, and the brief banks (briefs are available to members only) from the Association's website, <http://www.wstla.org>.

Washington State Trial Lawyers Association Expert Witness & Litigation Services Directory (Washington State Trial Lawyers Association, 1989-)

The book consists of three sections: the areas of expertise list, a directory arranged by expertise, and an alphabetical list of names. Experts are encouraged to add descriptions of particular expertise (for example, "certified with videofluoroscopy"). Issued irregularly; the most recent edition is 1999-2000.

Domestic Relations

Amy Stepson, ed., *Family Law in Washington State: Your Rights and Responsibilities*, 3d ed. (Northwest Women's Law Center, 1996)

This slim paperback includes chapters on marriage and dissolution, child support, domestic violence, community property, unmarried couples, names, and minors. It also contains a list of organizations that provide support and help; some of these organizations are no longer in operation.

* "Chapter 9, Domestic Relations Practice," in 3 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter is comprised of four parts: separation and dissolution (including custody issues); the tax aspects of divorce; adoption; and parentage. Parts one and four contain forms. Finding aid: table of contents. The *Practice Manual* is updated annually.

* “Chapter 21, Public Entitlement Law,” in 7 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

Chapter 21 provides a general overview of public assistance programs and the appeals process; many of these programs provide assistance to families and children. Part four of the chapter discusses enforcement of child support. Finding aid: table of contents. The *Practice Manual* is updated annually.

* “Chapters 20-33, Domestic Relations,” in 1 *Washington Practice (Methods of Practice, 4th ed.)* (West Publishing Co., 1997-)

These chapters contain an overview of the law governing marriage, dissolution, adoption, and change of name. Finding aids: tables of statutes, cases, and court rules; index (all in volume 1C). Updated annually.

* # Columbia Legal Services, *Getting Your Own Divorce in Washington* (Columbia Legal Services, 2001)

This paperback is composed of seven chapters: a glossary of terms; overview of the dissolution process; discussion of forms, with instructions; how to file forms; contact information for government agencies and other organizations that provide assistance; references to local county courts; and blank forms (these do not meet the margin requirements set out in General Rule 14, effective in 2001). In general, users should always check online for the most current forms, <http://www.courts.wa.gov/forms/home.cfm>.

Continuing Legal Education Committee, *Washington Community Property Deskbook* (Washington State Bar Association, 1989-)

This one-volume looseleaf includes an introduction, nature of community ownership of property, its management and voluntary disposition, transactions between spouses, creditors’ rights upon involuntary

disposition, taxation, and the movement of separate or community property in or out of the state. Finding aids: tables of statutes and cases; references; index. Updated irregularly (last in 1999).

* Continuing Legal Education Committee, *Washington Family Law Deskbook*, 2d ed. (Washington State Bar Association, 2000-)

This three-volume treatise covers the range of family law issues and related ethical issues, a description of King County’s Unified Family Court program, and a list of Internet resources. The authors emphasize practitioners’ needs with checklists and practice tips. Computer disks containing forms such as a prenuptial contract, domestic partnership agreement, and medical release forms accompany the book. Finding aids: tables of statutes and cases (on computer disk); index (in volume 3).

* Halley R. Hupp, *Washington Child Support Handbook: With a Year 2000-2001 Update* (Washington State Bar Association, 2001)

This looseleaf condenses the “RCWs, case law, and tax calculations into a single resource designed to allow an attorney to calculate child support in the office or in court” (from the preface). It includes instructions for completing the Child Support Worksheets, Financial Declaration, and Order of Child Support. It outlines methods for determining gross income and net income.

* Kenneth W. Weber, *Family and Community Property Law: With Forms* (*Washington Practice*, vols. 19, 20, 21) (West Publishing Co., 1997-)

This set provides tips on drafting documents as well as strategies for handling trials, arbitrations, mediations, or settlements. After introductory chapters about the attorney-client relationship, the volumes discuss specific areas such as marriage, divorce, possession and transfer of community property, spousal agreements, and rights and status of

children. Each chapter contains forms and a list of law review articles and other commentary. The forms are also included on an accompanying computer disk. This set is supplemented by Scott Horenstein's *Family and Community Property Law Handbook*, below. Finding aids: tables of cases, statutes, and court rules; index (all in volume 21). Updated annually.

* # Mark T. Patterson, *Divorce Guide for Washington*, 10th ed. (Self-Counsel Press, 1998)

The first half of this paperback contains a general discussion of divorce law; the second is devoted to Washington-specific information and includes a glossary of terms. A companion book from Self-Counsel Press, *Divorce Forms for Washington*, contains forms to be used in connection with obtaining a divorce. Instructions and sample completed forms are found in the *Divorce Guide*; the companion book contains **only** forms.

* # Northwest Women's Law Center, *Grandparents Raising Grandchildren: A Legal Guide for Washington State* (The Center, 1998)

According to the preface, this paperback is "a practical handbook for grandparents who are temporary caregivers for their grandchildren and who want to establish a legal relationship with the children." It is divided into three parts: options when there is no state abuse or neglect case involved; options after the state has filed a dependency action; and miscellaneous issues like the Indian Child Welfare Act. The book includes a list of legal resources across the state and a glossary.

* Scott Horenstein, *Family and Community Property Law Handbook: Rules, Statutes and Mandatory Domestic Relations Forms*, 2001 ed. (*Washington Practice*, vol. 22) (West Publishing Co., 2001)

This paperback supplements the three-volume family and community property law treatise by Ken-

neth Weber (*Washington Practice*, vols. 19, 20, 21), above. It includes all Washington and selected federal statutes applicable to family law, the court rules that typically arise in family law proceedings, Washington's Child Support Schedule, and Mandatory Domestic Relations Forms. The forms in this volume are also found on the computer disk accompanying volume 21 of *Family and Community Property Law, with Forms*. Finding aid: detailed table of contents. Issued annually.

Superior Court Judges' Association, *Washington Judges Family Law Benchbook*, 2d ed. (Office of the Administrator for the Courts, 1996-)

This benchbook is arranged by subject, such as marriage, dissolution, adoption, spousal maintenance, child support, and community property. It provides references to Washington statutes and leading court decisions. Finding aids: detailed table of contents; table of cases. Updates, according to a spokesperson for the Office of the Administrator for the Courts in summer, 2001, are pending.

Tribal Court Family Law Handbook: A Beginner's Manual (Northwest Women's Law Center, 1999)

In addition to an overview of the tribal judicial system in Washington, this paperback covers family law issues such as paternity, dissolution, child custody and support, and domestic violence. The book explains whether a state or tribal court may have jurisdiction in a particular matter and which court might be more appropriate. The last chapter includes a tribal court list, a list of tribal resources for family law matters, regional contacts for child support matters (including which tribes are under the jurisdiction of each), and a checklist of family law matters covered by particular tribal codes. Finding aid: table of contents.

Washington Family Law Reporter (Catalyst Publications, 1982-)

This periodical is issued four times a year. It contains summaries of state and federal proposed and enacted legislation, recent local cases (arranged by subject), government studies, and “news briefs” of cases and other interesting information from around the country. Finding aid: the index for each volume is found in the first issue of the next volume. The publication has its own website, <http://www.wflr.com/>, but there is as yet no online version of the *Reporter*. The website primarily provides useful links for consumers and family law practitioners.

* Washington Pattern Forms Committee, *Anti-harassment Forms (For Unlawful Civil Harassment)* (Office of the Administrator for the Courts, 2000-)

These are optional forms for use in proceedings to obtain, modify, or terminate a protection order. Instructions are included, as is a brochure that explains the difference between harassment, domestic violence, and restraining orders. The forms are also available from the Court’s website, <http://www.courts.wa.gov/forms/>. Be sure to check there for the most current version of the forms.

* Washington Pattern Forms Committee, *Domestic Relations Forms* (Office of the Administrator for the Courts, 2001-)

This collection contains the mandatory forms (with instructions) required by law to be used in dissolution, child support, third party custody, and parentage proceedings. The set includes the child support schedule and a summary of changes made to the forms since they were last issued. Finding aid: list of forms (after the summary of changes). The forms are also available from the Office of the Administrator for the Courts on computer disk and on the Courts’ website, <http://www.courts.wa.gov/forms>. Irregularly updated; check the website for the most recent modifications and additions.

* Washington Pattern Forms Committee, *Domestic Violence Pattern Forms: Mandatory Forms in Washington State Courts* (Office of the Administrator for the Courts, 2000-)

This book contains the forms mandated by RCW § 26.50.035, instructions (in several languages), a model safety plan checklist, an educational brochure about domestic violence and the types of protection orders available, and the court staff handbook (useful for domestic violence petitioners). The forms are also available at the Courts’ website, <http://www.courts.wa.gov/forms/>. Users should always check this website for the most recent modifications and additions to the forms.

Washington State Gender and Justice Commission, *Domestic Violence Manual for Judges* (Office of the Administrator for the Courts, 1997-)

This manual is a practical reference guide for judges in superior courts and courts of limited jurisdiction (these courts have concurrent jurisdiction in many areas of domestic violence law); it covers both civil and criminal issues. Two new chapters, “Domestic Violence and Rural Courts” and “Domestic Violence and Tribal Courts,” were added in 1999. Finding aid: detailed table of contents. Updated irregularly. An abridged version of the manual is available from the Commission on audiocassettes.

Elder Law

* “Chapter 21, Public Entitlement Law,” in *7 Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

Chapter 21 is comprised of four parts, most of which are concerned with challenging denials of assistance. Part two covers Social Security and includes forms and checklists. The *Practice Manual* is updated annually.

“Chapter 62, Elder Law,” in *1B Washington Practice (Methods of Practice, 4th ed.)* (West Publishing Co., 1997-)

This chapter presents an introduction to elder law. Both issues and the problem-solving process are addressed. It includes a detailed bibliography of resources, including treatises, books with forms, organizations, and a list of federal and state laws and regulations. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

* Cheryl C. Mitchell & Ferd H. Mitchell, *Elder Law and Practice with Forms* (Washington Practice, vol. 26) (West Publishing Co., 1998-)

This book covers both substantive law as well as issues involved in establishing or expanding an elder law practice and dealing with elderly clients. It includes a summary of relevant statutes and cases, practice checklists, and forms (with the authors' comments). Forms are also included on computer disk. Finding aids: tables of statutes and cases; index. Updated annually.

Employment Law

"Chapter 18, Employment Discrimination," in 7 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter covers federal, state, and local laws and is organized by type of discrimination, for example, sex, race, age, and religion. It includes a list of resources and a checklist of statutes and the types of discrimination to which they apply. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

"Chapter 21, Public Entitlement Law," in 7 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

Part three discusses unemployment and Employment Security Department appeals. The *Practice Manual* is updated annually.

* "Chapter 61, Employment Law," in 1B *Washington*

Practice (Methods of Practice, 4th ed.) (West Publishing Co., 1997-)

This short chapter provides an overview of the federal and state laws that govern employment issues. It covers hiring, wages and working conditions, safety, liability for employee acts, termination, and unemployment. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

Dorsey & Whitney LLP Labor and Employment Practice Group, *2001 Employment Law Handbook: A Practical Guide for Washington State Employers* (Dorsey & Whitney LLP, 2001)

This paperback covers employment issues such as discrimination, wages and hours, hiring and termination, employment records, alcohol and drug problems, and affirmative action. It does not cover labor relations, health and safety requirements, or the Employee Retirement Income Security Act (ERISA). Finding aids: table of authorities (after the table of contents); index.

Michael J. Killeen, *Employment in Washington: A Guide to Employment Laws, Regulations, and Practices*, 4th ed. (Lexis Publishing, 1998-)

This looseleaf covers employment issues such as hiring, working conditions, benefits, hours, wages, types of employment contracts, workers' compensation, disability, and termination. It focuses primarily on private employers. Appendices include federal and state regulations. Finding aid: index. Updated at least annually.

* Thomas A. Lemly, ed., *Washington Employment Law*, 14th ed. (Davis Wright Tremaine, 2001)

This paperback covers Washington employment issues: employee privacy, health, discrimination, immigration, wrongful discharge, union organizing, wages and hours, unemployment compensation, workers' compensation, occupational safety and health, and wage garnishments. One chapter fo-

cuses on public employers. Individual chapters contain forms or suggested policy statements. Chapter fourteen contains a chart of records and notices required by law. Finding aid: detailed table of contents. Revised and reissued annually.

Environmental Law

"Chapter 23, Land Use and Environmental Law," in 8 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter is comprised of eighteen parts. Those most closely related to environmental law cover the State Environmental Policy Act, the Shoreline Management Act, wetland and stream regulation, water and air quality, hazardous waste, and the Endangered Species Act. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

* Continuing Legal Education Committee, *Washington Real Property Deskbook*, 3d ed. (Washington State Bar Association, 1996-)

Volumes 6-8 of this nine-volume looseleaf cover land use and environmental law, including such laws as the State Environmental Policy Act, the Forest Practices Act, and the Shoreline Management Act. Volume 8 concentrates on environmental law, especially on pollution controls. It includes practitioner aids, such as checklists, comments, and practice tips. The *Deskbook* is updated annually.

Heller Ehrman White & McAuliffe, *Environmental Law and Practice* (*Washington Practice*, vols. 23, 24) (West Publishing Co., 1997-)

This set discusses areas of environmental law (such as water and air pollution) that are covered by state and federal law, and those (governed by laws such as the Forest Practices Act) subject solely to Washington law. Appendices include common environmental acronyms and reference information such as "Selected Risks to Life." Finding aids: tables

of cases, statutes, rules, and regulations; index (all in volume 24). Updated annually.

Jonathan McPhee & Ross Macfarlane, *MTCA Handbook: Key Provisions of the Washington State Superfund* (Peanut Butter Publishing, 1997)

This paperback covers provisions of the Washington Model Toxics Control Act, which governs the state's superfund program. The first nine chapters discuss provisions of the Act. The rest of the book is devoted to appendices, including copies of the statute and regulations, policy documents, guidance documents, and model documents. A cautionary note from the authors has been added to the book that warns of recent changes to the law and regulations. Finding aid: index.

Preston Gates & Ellis, *Washington Environmental Law Handbook*, 3d ed. (Government Institutes, 1997)

This paperback discusses the State Environmental Policy Act (SEPA) and how it interacts with growth management and shoreline regulation. Also covered are air and water quality, solid and hazardous waste management, and regulation of underground storage tanks. Environmental torts are covered as well as administrative procedures and judicial review. Finding aid: index.

Richard L. Settle, *The Washington State Environmental Policy Act: A Legal and Policy Analysis* (Lexis Publishing, 1987-)

This one-volume looseleaf publication covers the State Environmental Policy Act (SEPA). The preface to each update provides a quick overview of the statutory, regulatory, and judicial highlights of that year. Appendices are located in a paperback supplement. Finding aid: table of cases (after the table of contents). Updated at least annually.

* Shorelands & Environmental Assistance Program, *State Environmental Policy Act Handbook* (Washington State Department of Ecology, 1998)

This publication discusses the history and purpose of the State Environmental Policy Act (SEPA), its relationship to other environmental laws, the SEPA process, and tips for completing certain steps. A list of acronyms follows the table of contents. Appendices contain frequently asked questions, annotated case decisions (arranged by subject), a list of resources, and sample letters and forms. Finding aids: index; list of WAC sections. The book may also be found at the Department of Ecology's website, <http://www.ecy.wa.gov/biblio/98114.html>.

Ethics

NOTE: Several of the subject-specific books included in this annotated list include chapters that discuss ethical issues that arise in that area of practice.

* Business Law Section Committee on Conflicts of Interest in Business Law & Continuing Legal Education Committee, *Conflicts of Interest in Business Law: Guidelines for the Practitioner*, 2d ed. (Washington State Bar Association, 2000)

This paperback consists of seven chapters, including a general overview of the ethical and legal duties on which conflict rules are based, conflicts involving present and former clients, and those arising in multi-state practice. The appendices contain the Washington Rules of Professional Conduct, a bibliography for further research, and sample forms. Finding aid: index.

"Introduction: Some Preliminary Comments on Professional Conduct" in 1 *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

This twenty-two page introduction covers five specific professional conduct questions that illustrate the sorts of issues that are covered by binding rules and those that are left to the attorney's discre-

tion. It includes a general overview of the regulation of attorney conduct and a discussion of resources available to lawyers seeking help in resolving ethical questions. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

"Rules of Professional Conduct," in 2 *Washington Practice (Rules Practice*, 5th ed.) (West Publishing Co., 1997-)

This section sets forth each rule of professional conduct, with commentary, references to law review articles, summaries of Washington decisions, and Washington State Bar Association ethics opinions. Finding aid: index (at the end of the Rules of General Application sections). Updated annually.

Up and Running: Operating Instructions for the Small Law Office (Washington State Bar Association, 1998)

The last chapter of this book focuses on ethical considerations. It reviews the sources of ethical rules, discusses the Rules of Professional Conduct, and includes some frequently asked ethical questions with answers. Finding aid: table of contents.

Evidence

"Chapter 6, Evidence," in 2 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter covers relevancy, character evidence, privileges, discovery, impeachment, hearsay, expert testimony, authentication, and content of documents. The chapter is relatively short, 61 pages. Finding aid: table of contents. The *Practice Manual* is updated every year.

Glen Weissenberger, *Weissenberger's Washington Evidence: 1998 Courtroom Manual* (Anderson Publishing Co., 1998)

This paperback is part of a series by this author covering several states. It is a courtroom tool arranged by subject, such as judicial notice, presumptions, relevancy, expert witnesses, etc. It contains the rules, commentary (with illustrations), references to additional resources, and summaries of leading cases. Finding aids: index (on the inside of the front cover); section locator (on the back cover).

Karl B. Tegland, *Courtroom Handbook on Washington Evidence*, 2001 ed. (*Washington Practice*, vol. 5D) (West Publishing Co., 2000-)

This paperback courtroom tool is a condensation of the author's four-volume treatise, *Evidence Law and Practice* (below). It includes the Rules of Evidence, constitutional provisions, other rules of court, and statutes affecting admissibility of evidence. Brief commentary follows, emphasizing objections and counterarguments that might be made in connection with specific submissions of evidence. Chapter 7 contains checklists and other practical aids and the last chapter contains a quick-reference summary of common objections and responses. Finding aids: list of rules (inside front cover); tables of cases, statutes, and rules; index; quick index (on back cover). Issued annually.

Karl B. Tegland, *Evidence Law and Practice*, 4th ed. (*Washington Practice*, vols. 5, 5A, 5B, 5C) (West Publishing Co., 1999-)

These four volumes are arranged in order of the Rules of Evidence. Each chapter contains the following: the rule; a table of contents; commentary; summaries of all Washington cases interpreting the rule since 1979; significant older cases; and significant cases from other jurisdictions or cases that address issues not yet addressed by Washington courts. The last section in each chapter includes citations to law reviews. Drafter's comments on the rules appear in the footnotes.

Finding aids: tables of cases, court rules, and statutes; index (all in volume 5C). Updated annually.

Robert H. Aronson, *The Law of Evidence in Washington*, 3d ed. (Lexis Publishing, 1998-)

This book is organized as follows: the text of the Washington Rules of Evidence; comments of the Judicial Council Task Force on Evidence; state statutory provisions incorporated by reference; Advisory Committee notes on the Federal Rules of Evidence in instances where the state and federal rules are the same; and the author's editorial analysis, including a discussion of "those cases essential to a proper application of the rules." Finding aids: table of cases; index. Updated annually.

Stephen A. Saltzburg et al., *Washington Evidence Trial Book: Objections, Offers of Proof, Rulings on the Record, and Limiting Instructions* (Lexis Publishing, 1999)

This paperback book is for use during trial. It is arranged by issue and includes the following: the governing rules; key points that the parties need to emphasize; and suggested language for making, or ruling on, proffers of evidence. Finding aids: detailed table of contents; "quick find" index (on the back cover).

Guardianship (see also Domestic Relations, Elder Law)

* "Chapter 10, Probate, Guardianship and Estate Planning," in *4 Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

Part two of this chapter covers guardianship, including appointment procedures, responsibilities, and termination. Guardianship forms are included at the end of that part of the chapter. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

* "Chapters 26-32, Probate," in 1 *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

Chapter 26 is a general overview of guardianship law; it contains several checklists for practitioners. Chapter 32 covers powers of attorney. Both chapters contain forms. Finding aids: tables of statutes and cases; index (all in volume 1C). Updated annually.

* Gerald B. Treacy, Jr., *Washington Guardianship Law: Administration and Litigation*, 3d ed. (Lexis Publishing, 1997-)

This one-volume looseleaf is divided into four parts: commencing the guardianship, administering it, terminating it, and litigating guardianship issues. Practitioner checklists, forms, and summaries of Washington guardianship decisions from 1882-1999 follow. Finding aids: table of statutes, rules, and cases; index. Updated annually.

Washington State Supreme Court Certified Professional Guardian Board & Continuing Legal Education Committee, King County Bar Association, *Washington State Guardian Manual* (Washington State Certified Professional Guardian Board, 2001-)

This manual has been approved by the Certified Professional Guardian Board as its official training manual for certification of professional guardians under General Rule 23 (of the Washington Court Rules). It also guides court-appointed guardians of a person or an estate. It covers the responsibilities of a guardian, employment of an attorney, fees, ethical and conflict issues, government benefits, resignation or removal of the guardian, and termination of the guardianship. Appendices include a glossary of terms and reprints of pertinent statutes, regulations, and court rules. Finding aid: table of contents.

Insurance

Continuing Legal Education Committee, *Washington Motor Vehicle Accident Insurance Deskbook*, 2d ed. (Washington State Bar Association, 2001-)

This one-volume looseleaf is a companion to the *Washington Motor Vehicle Accident Deskbook* and the *Washington Motor Vehicle Accident Litigation Deskbook* (see below under **Motor Vehicles**). It covers all aspects of motor vehicle insurance coverage and exclusions as well as other topics, such as the insurer's duty to defend the insured, underinsured motorist coverage, and subrogation. Appendices include a personal auto policy, a Washington underinsured motorist endorsement, and a miscellaneous Washington endorsement. Finding aids: tables of cases, statutes, and rules; index of cited references; subject index.

* George N. Peters, Jr., *Condominiums and Title Insurance in Washington* (George N. Peters Jr., 2000)

This book was originally prepared for the Washington Land Title Association's *Examiner's Manual*. It covers all aspects of condominium issues, including home owners' associations, taxation, creation, and development rights. Throughout the book the author has included "title comments," which provide specific guidelines for title insurers. Chapter 19 discusses general title issues relating to condominiums. Finding aid: table of contents.

Thomas V. Harris, *Washington Insurance Law* (Lexis Publishing, 1995-)

This hardbound treatise is a "reference book for both insurance professionals and for non-specialists" (from the preface). All types of insurance are covered, such as title, health, and liability. Finding aids: tables of cases and statutes; index. Updated annually.

Judicial Biographies

Office of the Secretary of State, *Voters and Candidates Pamphlets* (Secretary of State)

* contains forms # self-help

These pamphlets contain biographical information. Researchers may encounter two problems: (1) locating copies of the pamphlets may not be easy and (2) finding out when a particular judge was up for election may prove tricky. Moreover, the information published in the official pamphlets is provided by the candidates themselves and may include less information than a litigator might wish, though some candidates point out their judicial or other experience and list recommendations by bar and other associations. The Secretary of State's website includes recent pamphlets, http://www.secstate.wa.gov/elections/voters_guide.asp.

Washington Judges Book (Washington Journal, 1998-); formerly, *King County Judges Book*, *Pierce County Judges Book*, *Snohomish County Judges Book* (1991-96)

The legal newspaper, *Washington Journal*, has profiled judges since its inception in 1992. This looseleaf combines those profiles with other biographical facts and information from questionnaires submitted to judges about their courtroom procedures. Not every judge is included, but more judges are added with every update. Volume I covers state appellate and King County judges. Volume II contains three sections: Snohomish County, Pierce County, and Other County Courts. Finding aids: alphabetical and jurisdictional indexes (in each volume).

Juveniles

A. Mark Vanderveen, *Juvenile Criminal Law in Washington: A Practice Guide* (Washington State Bar Association, 1999)

This book is composed of six chapters: overview; reprint of statutes; reprint of court rules; case summaries; explanation of juvenile criminal record forms; and the child hearsay rule applicable to sexual offenses. Case summaries comprise the major portion of the book. They are arranged alphabeti-

cally by subject and include references to statutory provisions. Specific offenses are covered under the subject heading "Trial." Finding aids: table of contents; alphabetical index of cases; article index.

George Cleve Haynes et al., *On Your Own* (Young Lawyers Division, King County Bar Association, 2001)

This pamphlet introduces young adults to their basic legal rights and responsibilities once they reach 18 years of age: driving, employment, landlord/tenant, money and credit, crimes, families, and general court procedure. It includes a list of telephone numbers for obtaining help in connection with the subjects covered and a short glossary of legal terms.

King County Judges' Mental Illness Committee, ed., *Mental Illness Proceedings Benchbook* (Office of the Administrator for the Courts, 2001-)

This looseleaf discusses both adult and juvenile mental illness proceedings. Chapters cover definitions, medication hearings, sexually transmitted diseases, privileges, and using interpreters. Each of these chapters cite extensively to statutes, court rules, and cases. There is also a glossary and several scripts for use by judges during various proceedings. The appendices contain reprints of RCW sections, cases, and the mental proceedings court rules. Finding aids: table of contents; an annotated, chronological list of the included cases (in the table of contents).

Office of the Attorney General, *Juvenile Law Digest*, 8th ed. (Office of the Administrator for the Courts, 1999)

This book is a compilation of "approximately 400 cases involving the practice of child abuse and neglect litigation, primarily in the areas of dependency and termination law" (from the introduc-

* contains forms # self-help

tion). There are fourteen topics: adoption, appellate issues, best interests of the child, confidentiality, court procedures, dependency, evidence, parental rights and obligations, parties, termination of parental rights, guardianship, mandatory reporting, alternate placements, and miscellaneous. The citation to each case is followed by a short abstract. The cases are current through August, 1998. Finding aids: table of contents; index of case names.

* Washington Association for Juvenile Court Administrators, *Desk Manual for Juvenile Court Administration* (The Association, 1996)

The first of this two-volume work is devoted to administrative policies and procedures. It covers subjects such as the interstate compacts on juveniles and placement of children, agency policies, the Indian Child Welfare Act, and record-keeping. It also includes many official forms involved in juvenile proceedings. The second volume contains statutes, court rules, and an index of cases taken from the 1995 *Cumulative Subject Index* distributed by the Commission on Supreme Court Reports. Finding aid: index.

* Washington Pattern Forms Committee, *Juvenile Court Forms* (Office of the Administrator for the Courts, 1998-)

These forms are arranged by the type of proceeding in which they would be used, for instance, in shelter care, dependency, or juvenile offense proceedings. Some of the forms, as noted in the Fall 2000 Summary of Changes, are mandatory; other forms are suggested. The forms are also available on computer disk. Finding aid: detailed table of contents.

Law Office Management

"Chapter 22, Law Office Management: Starting and Maintaining a Solo Law Practice or Small Law Firm," in 7 *Washington Lawyers Practice Manual*:

Manual and Forms (King County Bar Association, 1986-)

This chapter includes the following topics: determining the form of business and the nature of the practice; whether to hire employees and the nature of the employment relationship; client relations and development; and systems setup. Appendices contain a checklist of required forms and a calendar for required tax and other filings. Finding aid: table of contents. The *Practice Manual* is updated annually.

* "Chapters 95-98, Law Office Management," in 1C *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

These four chapters cover opening an office, client trust accounts, marketing, and billing. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

* King County Bar Association Committee on Sexual Minorities' Issues, *Employment Policies for King County Legal Employers* (King County Bar Association, 1997)

This pamphlet contains sample HIV/AIDS-specific policies as well as more generalized, inclusive policy language. There is also a suggested affidavit to be used in securing health benefits for domestic partners.

Philip A. Talmadge, *Attorney Fees in Washington: Annotated Statutes, Cases and Commentary* (Butterworth Legal Publishers, 1991-95)

This looseleaf is divided into seven parts, covering issues from statutory attorney fees (the major part of the book) to the calculation of reasonable fees. Finding aids: tables of statutes, cases, and rules (including ethical rules); detailed table of contents. Now out of print.

Up and Running: Operating Instructions for the Small Law Office (Washington State Bar Association, 1998)

This manual contains practical advice about designing a business plan, choosing an office, daily operations, client relations, financial matters, technology, and ethical considerations. Finding aid: table of contents.

Legal Newspapers, Magazines & Bar Association Periodicals

Bar Bulletin (King County Bar Association, 1979-)

This monthly newspaper includes these features: profiles of judges and attorneys; a calendar of events and upcoming CLE courses; advisory judicial ethics opinions and summaries of judicial disciplinary proceedings; regular columns about the King County Law Library; and articles about imminent changes in court procedural requirements or issues of law. Every four years, the Association's Judicial Evaluation Survey of King County Superior Court judges and commissioners is reported in the *Bulletin*.

De Novo: The Official Publication of the Washington State Bar Association Young Lawyers Division (Young Lawyers Division, 1988-)

This bimonthly newspaper includes articles on subjects such as animal law litigation, legislative updates, or issues involved in operating a website. It also contains lists of upcoming continuing legal education seminars sponsored by the Washington State Bar Association.

Puget Sound Business Journal (Business Journal Publications, 1980-)

Originally called the *Seattle Business Journal*, this weekly newspaper focuses on regional business and commerce. Each issue contains a table of contents and a company index. Regular articles include these features: special reports (for example, a health care quarterly report, or residential or commercial

real estate quarterly reports); special publications (for example, in-depth articles on technology or on financial "big deals" in Washington); and lists (for example the fastest growing private companies or the largest law firms in Washington). The latter are gathered each year into the *Book of Lists*.

Seattle Daily Journal of Commerce (Daily Journal of Commerce, 1895-)

This business-oriented newspaper has gone through several name changes; the current title began in 1989. It is published every day except Sunday. It is a "qualified legal publication" under chapter 65.15 of the *Revised Code of Washington* and is also the official newspaper for the city of Seattle. Thus, it contains all sorts of legal notices, including notices of bankruptcy, liens, bids wanted, and new suits filed in the King County Superior Court.

Trial News (Washington State Trial Lawyers Association, 1966-)

This monthly newspaper focuses on matters of interest to litigators, especially those representing plaintiffs in personal injury litigation. Some of its features include the following: a verdicts and settlements column that discusses trial tactics as well as specific cases; "special focus" articles on legal topics such as family law, employment, insurance, and criminal law; articles that emphasize practical tips; an appellate spotlight column; and a table of upcoming CLE programs.

Washington Journal (Daily Journal Corporation, 1992-)

As of October 22, 2001, this legal newspaper, formerly published each Monday, has moved to the Internet, <http://www.wajournal.com>. Some of its features include: opinion summaries (from the Washington appellate courts, the Court of Appeals for the Ninth Circuit, and the U.S. Supreme Court); a daily legal newswire; profiles of judges in

Washington; verdict and settlement reports; and articles written by attorneys and legal experts.

Washington Law & Politics (Law & Politics Media, Inc., 1997-)

This magazine is published every two months. It covers business, political, and legal issues and personalities. Articles feature types of practice, like appellate or ADR work. The magazine's annual survey of the top 50 law firms in the state appears in the February/March issue.

Washington State Bar News (Washington State Bar Association, 1947-)

This monthly magazine is the official publication of the Washington State Bar Association. It includes a number of articles about legal issues of interest to the bar, especially those involving new laws or court rules. Editorials, letters to the editor, columns about bar services for members, calendars of events, and disciplinary notices are regular features. The annual index is published in the January issue of the next year.

Limitation of Actions

Washington Statutory Time Limitations, 2d ed. (Michie, 1993-95)

This one-volume looseleaf is arranged in RCW order. It includes all sorts of time provisions from the RCW in addition to "typical" statute of limitation laws. For instance, under RCW § 82.18.040, refuse tax is due from the taxpayer within 25 days after it has been billed. The second part of the book contains all the time provisions from the various state court rules. Finding aid: index. This book is no longer updated, so researchers must be sure to update the statutes or court rules. Use it as an index for locating time requirement provisions.

Mental Health

G. Andrew H. Benjamin et al., *Law and Mental*

Health Professionals: Washington (American Psychological Association, 1995-)

This treatise is one of a multi-state series. The first three sections cover business aspects of mental health practice, such as licensing requirements, types of business organizations, insurance, and tax. Section four discusses the privacy of professional information. Section five addresses other areas of the law that involve mental health professionals, and the last section covers limitations on and liability for practice. Updated every three years.

King County Judges' Mental Illness Committee, ed., *Mental Illness Proceedings Benchbook* (Office of the Administrator for the Courts, 2001-)

This looseleaf covers definitions, adult and juvenile proceedings, rights of adult respondents, medication hearings, sexually transmitted diseases, privileges, and using interpreters. Each of these chapters cites extensively to statutes, court rules, and cases. There is also a glossary and several scripts for use by judges during the various proceedings. Appendices contain reprints of RCW sections, cases, and the mental proceedings court rules. Finding aids: table of contents; an annotated, chronological list of the included cases (in the table of contents).

Motor Vehicles

Continuing Legal Education Committee, *Washington Motor Vehicle Accident Deskbook*, 2d ed. (Washington State Bar Association, 2001-)

A companion volume to the *Washington Motor Vehicle Accident Insurance Deskbook* (see above under **Insurance**) and the *Washington Motor Vehicle Accident Litigation Deskbook* (below), this one-volume looseleaf covers the substantive issues arising from accidents involving motor vehicles. The book is arranged by type of accident, such as one-car accidents, accidents involving alcohol, intersection accidents, accidents involving speed, or accidents caused by signs or signals. The book provides a bal-

anced view of the defenses and liabilities of both parties. Finding aids: detailed table of contents (each chapter); tables of cases, statutes, and rules; index.

* Continuing Legal Education Committee, *Washington Motor Vehicle Accident Litigation Deskbook*, 2d ed. (Washington State Bar Association, 2001-)

This book covers accident litigation starting with the investigation to possible post-trial motions. Arbitration and mediation proceedings are also included. Plaintiff's and defendant's issues are addressed. For coverage of substantive issues, refer to the *Washington Motor Vehicle Accident Deskbook*, above, and the *Washington Motor Vehicle Accident Insurance Deskbook* (see above under **Insurance**). Finding aids: tables of cases, statutes, and rules; references (including cross references to other Washington practice materials); index.

Municipal Corporations

"Chapter 60, Municipal Law and Practice," in 1A *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

This chapter covers the law affecting counties, cities, and towns. It discusses how they are created, what their forms of government may be, what authority they have, and what sorts of actions they may take. The last part of the chapter deals with annexation. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

Jim Doherty, *Public Records Disclosure for Washington Cities and Towns* (Municipal Research & Services Center, 1996)

This paperback covers all aspects of public record keeping and disclosure: disclosure exemptions and procedures; criminal, juvenile, police, personnel, and other records; and retention and destruction rules. Appendix A includes references to articles and case citations, arranged by the RCW

sections to which they pertain. Appendix B contains sample disclosure policies and ordinances. Finding aid: index (in Appendix C).

Roy J. Koegen, *Washington Municipal Financing Deskbook* (Lawyers Cooperative Publishing Co., 1993-96)

This book is directed to local officials and general counsel who represent municipalities in developing financing programs. It covers cities and towns, counties, and a host of other local governmental units such as school, port, fire, and sewer districts. It examines the corporate structure of these public entities, details their authority to issue debt, and sets forth the types of financing available. The book includes a brief summary of the federal tax, bankruptcy, and securities laws and a glossary of municipal finance terminology. Finding aid: index.

Property & Real Estate (see also community property resources under **Domestic Relations**)

Alan Tonnon, *The Complete Guide to Washington Real Estate Practices*, 4th ed. (Washington Professional Publications, 1998)

This paperback presents an alphabetical glossary of the most frequently encountered real estate terms and practices. Where applicable, the definitions contain references to RCW or WAC sections or cross-references to other terms. Appendix A contains abbreviations; Appendix B includes the National Association of Realtors' *Code of Ethics and Standards of Practice*; and Appendix C contains excerpts from a pamphlet about one's legal rights in dealing with a real estate broker.

Carson D. Bowler, *The GMA Manual: A Guide to the Growth Management Act and the Decisions of the Growth Hearings Board* (Oversight Publications, 1996)

This paperback assists planning and litigating under the Growth Management Act (GMA). There are four chapters: definitions of the categories of

participation (large or small counties); basic principles of GMA planning; components of the GMA requirements; and "judicial" review by the Growth Management Hearings Board. Finding aid: table of contents.

* "Chapter 14, Real Property Practice," in 5 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter follows real property practice from the listing of property through foreclosure or forfeiture of the real estate contract. It covers mechanic's, materialmen's and labor liens, as well as specific Washington statutes such as the Mobile Home Landlord-Tenant Act of 1977. Finding aid: table of contents. The *Practice Manual* is updated annually.

"Chapter 23, Land Use and Environmental Law," in 8 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter is composed of eighteen parts, some of which cover real property issues, such as the Growth Management Act, zoning, affordable housing incentives, subdivision of land, forest practices, land use appeals, and eminent domain. Finding aid: detailed table of contents. The *Practice Manual* is updated annually.

* "Chapters 77-91, Real Estate," in 1B-1C *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

These chapters provide an overview of real estate law, including real estate contracts, options and earnest money agreements, deeds, mortgages, title issues, and closing. Residential and mobile home rental agreements are discussed as well as termination of tenancies and quiet title actions. Chapter 90 discusses construction law and chapter 91 covers water law. Finding aids: table of cases and statutes; index (all in volume 1C). Updated annually.

* # Charles J. Covello, *Real Estate Buying/Selling Guide for Washington*, 4th ed. (Self-Counsel Press, 1991-)

This thin paperback is a guide for both buyers and sellers. Chapters such as financing, negotiating the purchase, foreclosure, and forfeiture cover all aspects of buying a home. One chapter covers condominiums, cooperative apartments, and mobile homes. Sample documents like a deed of trust, real estate contract, and open sales listing agreement are included. It was updated in 1997 with a single page addendum.

* Continuing Legal Education Committee, *Washington Real Property Deskbook*, 3d ed. (Washington State Bar Association, 1996-)

This looseleaf consists of nine volumes. The first five volumes cover traditional real property issues: interests in real property and parties to real property transactions; landlord and tenant; conveyances; financing; taxation; construction; insurance; and litigation and its alternatives. The next three volumes cover land use and environmental law as it pertains to real property. Scattered throughout are practitioner aids like forms, practice tips, and checklists. Finding aid: index (volume nine). Updated annually.

* Fred B. Phillips, *Washington Closing Officer's Guide* (Lexis Publishing, 1983-)

This one-volume looseleaf sets forth the requirements for becoming a closing officer and describes what a certified officer may and may not do. After a general overview of land ownership concepts, the book covers all aspects of real estate transfers in which a limited practice officer might be involved. It includes a study guide for the limited practice officer's examination. Finding aids: table of contents; forms index (after the table of contents). Updated annually.

* # Sidney J. Strong, *Landlord/Tenant Rights in Washington* (Self-Counsel Press, 1999)

This small paperback deals with all parts of the landlord-tenant relationship. It explains the requirements of the Residential Landlord-Tenant Act and sets forth the duties of each party. Checklists and sample forms are included.

* William B. Stoebuck, *Real Estate: Property Law* (*Washington Practice*, vol. 17); *Real Estate: Transactions* (*Washington Practice*, vol. 18) (West Publishing Co., 1995-)

These two titles are companion volumes and are generally treated as a single book. Volume 17 covers the fundamentals of property and land-use planning. Volume 18 covers subjects associated with land development and conveyancing, including financing. The author has included few forms but he does describe the types of information needed to draft real property documents and provides checklists. Finding aids: tables of statutes, rules, and cases; index (all in volume 18). Updated annually.

Public Entitlement Law

* "Chapter 21, Public Entitlement Law," in 7 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

Chapter 21 is comprised of four parts, most of which are concerned with challenging denials of public assistance. The first part provides a general overview of public assistance programs and the appeals process; part two covers Social Security; part three concerns unemployment; and part four discusses enforcement of child support. Forms and checklists are at the end of each part. Finding aid: table of contents. The *Practice Manual* is updated annually.

Taxation (for issues involving estate taxation, see also Wills, Probate & Estate Planning)

"Chapter 11, General Tax Practice," in 4 *Washington*

Lawyers Practice Manual: Manual and Forms (King County Bar Association, 1986-)

This chapter presents a general introduction to tax issues. It covers these topics: the principles of individual, partnership, estate and gift, real estate, and corporate taxation; tax procedure and litigation; tax collection; problems related to business formation, operation, and sale or liquidation; and related state tax issues. Finding aid: table of contents. The *Practice Manual* is updated annually.

Don C. Taylor, *Tax Reference Manual: Information on State and Local Taxes in Washington State* (Washington State Department of Revenue, 1999)

This paperback presents an overview of Washington's tax system, followed by sections covering specific taxes grouped by type: sales taxes, business taxes, property taxes, excise taxes, payroll taxes, and miscellaneous taxes. Each section includes a discussion of what is taxable or exempt, the tax rate, which governmental entity levies and administers the tax, the amount of collection for the past ten years, how the funds are used, the history of the tax, and a discussion of major issues surrounding the tax. The *Tax Reference Manual* may also be found at the Department of Revenue's website under its Publications link, <http://dor.wa.gov/index.asp>.

* Judee Wells, *Real Estate Excise Tax Deskbook*, 2d ed. (Harrison Publications, 1994)

This volume discusses all aspects of the real estate excise tax and cites to statutes, court rules, cases, Attorney General opinions, and administrative decisions and guidelines such as *Washington Tax Decisions* and *Real Estate Excise Tax Bulletins*. The cited reference materials follow in tabbed sections, each with its own detailed table of contents. Finding aid: index (covers the first section). The author states that a third edition, to be published by Erickson Publishing LLC, is forthcoming.

* Martin Silver, *Washington Taxes: A Taxpayer's Manual for Practice Before the Department of Revenue* (Michie, 1992-94)

This book describes how the Washington Department of Revenue operates and suggests methods for negotiating with the agency. Basic procedures are taken from internal Department manuals, directives, and determinations; the author's suggestions are included as "practice pointers." There is an appendix of forms and illustrations. Finding aid: index. The book is no longer in print, but the general procedures it describes are still in effect.

Tax Section, *Washington State and Local Tax Deskbook* (Washington State Bar Association, 1996)

This deskbook provides a comprehensive overview of Washington state taxes and the primary taxes levied by county and city governments. It covers state taxes (such as business and occupation, sales, real estate excise, property, estate, workers' compensation, public utility, and use taxes) and specific industries and entities (such as nonprofit organizations, the fishing industry, and the broadcast media). The book discusses transactions with tax implications (for example, the purchase or sale of a business) and the procedures involved with particular types of tax (such as excise). It covers the tax systems of the three major cities in Washington (Seattle, Tacoma, and Spokane) and the tax systems of Idaho, Alaska, and Oregon. In summer, 2001, a spokesperson from the Tax Section stated that there are no plans to update this deskbook.

Technology & Internet Law

"Chapter 16, Internet and Technology Law," in 6 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

Since this area of the law changes so rapidly, the authors state that this chapter is for "general informational purposes only." It covers the following: Internet and technology law (such as intellec-

tual property, e-commerce, privacy and encryption, digital signatures, and electronic evidence); the effect of technology on the attorney-client relationship, the attorney-client privilege, and ethics; and crimes, torts, and contracts involving technology. Finding aid: table of contents. The *Practice Manual* is updated annually.

Torts

"Chapter 3, Damages: Measure and Proof," in 1 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter covers these topics: personal injury, wrongful death, and contract damages; types of damage awards; mitigation; interest on damages; and excessive or inadequate damages. Finding aid: table of contents. The *Practice Manual* is updated annually.

* "Chapter 5, Personal Injury," in 2 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

This chapter addresses personal injury actions from the plaintiff's perspective in part one and from the defendant's point of view in part two. It emphasizes the steps to be taken to prepare the case for trial rather than the trial itself. Both parts include forms. Finding aid: table of contents. The *Practice Manual* is updated annually.

* "Chapter 58, Handling a Plaintiff's Personal Injury Case," in 1A *Washington Practice (Methods of Practice, 4th ed.)* (West Publishing Co., 1997-)

This chapter provides a broad overview of the issues an attorney should consider before initiating a personal injury case. It proceeds from the first interview with the client through discovery after filing the complaint. Forms are included at the end of the chapter. Finding aids: table of cases and statutes; index (all in volume 1C). Updated annually.

*David K. DeWolf & Keller W. Allen, *Tort Law and Practice*, 2d ed. (*Washington Practice*, vols. 16, 16A) (West Publishing Co., 2000-)

The book covers such topics as negligence, strict liability, proximate cause, damages, and defenses, as well as specific causes of action such as tortious conduct in economic relations, insurance bad faith, civil RICO, wrongful discharge, and civil rights actions. Of particular interest to the practitioner is Chapter 31, which consists of sample forms, examples of jury instructions, statements, and sample complaints. Finding aids: tables of statutes, court rules, and cases; index (all in volume 16A). Update schedule not yet established.

Trial Practice (see also Civil Procedure)

* "Chapter 1, Civil Trial Practice," in 1 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

The chapter is divided into three parts: litigation in superior courts (including mandatory arbitrations); trials in district courts; and federal civil trial practice. Forms are included in the appendices at the end of the chapter. Finding aid: detailed table of contents.

Civil Benchbook: Courts of Limited Jurisdiction, rev. ed. (Office of the Administrator for the Courts, 1999)

This courtroom manual for judges in district and municipal courts discusses procedural issues as they generally arise in trial proceedings. Other chapters cover specific types of actions, for example, dishonored checks, involuntary commitment for chemical dependency, shoplifting, and lien foreclosures.

Dale M. Foreman, *Trial Handbook for Washington Lawyers* (Lexis Publishing, 1988-)

This hard-bound treatise presents an in-depth treatment of the conduct of a trial; it is designed to serve as a "mentor" for the litigator. It covers both

tactics and law, including case preparation checklists, a description of a courtroom, tips for effective opening and closing statements, evidence, motions, plea bargaining, and jury instructions. Finding aids: tables of cases, statutes, and rules; index. Updated irregularly.

Dennis J. Sweeney, *The Judges' Role in Making a Record: Exercising Judicial Discretion*, 4th ed. (Office of the Administrator for the Courts, 1999)

This book is designed as a handy reference for the trial judge faced with a discretionary decision. It is divided into three parts: civil, criminal, and evidence. The format is standardized. First, the issue to be decided, such as continuance of a trial, forum non conveniens, or the excited utterance exception to the hearsay rule, is stated. Then the case setting forth the general rule is cited. Finally, the factors on which a decision must be based are listed. Finding aid: index.

* Diane Ives & Susan Allan, *Washington State Courts Civil Litigation Handbook* (Washington Association of Legal Support Professionals, 1998-)

This book is designed for legal secretaries and paralegals. It describes the Washington court system and presents a summary of court rules and procedure for superior courts and courts of limited jurisdiction. Most of the book is devoted to forms, both generic forms for use in any county in Washington and county-specific forms. Two computer disks containing the forms accompany the book.

Karl B. Tegland & Douglas J. Ende, *Washington Handbook on Civil Procedure* (*Washington Practice*, vol. 15A) (West Publishing Co., 2001-)

This paperback focuses on pretrial civil procedure. The first chapter sets forth in alphabetical order all the time frames covered by the civil rules. The next chapter, which includes the authors' commentary, constitutes the major part of the book.

Other chapters reprint pertinent court rules and procedural statutes. Finding aids: tables of cases, statutes, and court rules; index. Issued annually.

King County Judges' Mental Illness Committee, ed., *Mental Illness Proceedings Benchbook* (Office of the Administrator for the Courts, 2001-)

This looseleaf covers definitions, adult and juvenile proceedings, rights of adult respondents, medication hearings, sexually transmitted diseases, privileges, and using interpreters. Each of these chapters cite extensively to statutes, court rules, and cases. A glossary and several scripts for use by judges during various proceedings are included. Appendices contain reprints of RCW sections, cases, and the mental proceedings court rules. Finding aids: table of contents; an annotated, chronological list of the included cases (in the table of contents).

Lewis H. Orland & Karl B. Tegland, *Trial Practice Civil*, 5th ed. (*Washington Practice*, vols. 14, 15) (West Publishing Co., 1996-)

This set begins with a discussion of jurisdictional issues and proceeds through the trial to foundations for appeal. It addresses the relationship of federal and state law and covers pertinent international conventions. Finding aids: tables of statutes, court rules, and cases; index (all in volume 15). Updated annually.

Superior Court Judges' Association, Benchbook Committee, *Washington Superior Court Judges' Civil Procedure Benchbook*, 2d ed. (Office of the Administrator for the Courts, 1995-)

This benchbook is arranged in the order that procedural issues arise during trial. It discusses statutes, cases, and court rules pertinent to each procedural issue. Finding aids: table of authorities; index. A spokesperson from the Office of the Administrator for the Courts indicated (in summer, 2001) that updates for this book are pending. The book is also available on computer disk.

Superior Court Judges Association, *Washington Judges Family Law Benchbook*, 2d ed. (Office of the Administrator for the Courts, 1996-)

This benchbook is arranged by subject, for example, marriage, dissolution, adoption, spousal maintenance, child support, and community property. The book refers to sections of the Washington statutes and leading court decisions. Finding aids: detailed table of contents; table of cases. Updates for this benchbook, according to a spokesperson for the Office of the Administrator for the Courts in summer, 2001, are pending.

* *Washington State Manual for Courts of Limited Jurisdiction* (Office of the Administrator for the Courts, 1995-)

This looseleaf is sometimes called the "green book" because of its bright green binder. It is a guidebook for court employees. There are five parts, including sections on civil, criminal, and special proceedings (such as liquor law violations and contempt). The sections on civil and criminal proceedings are similar in content to the benchbooks for judges in courts of limited jurisdiction, though the manual tends to provide more definitions and general explanations. Forms are included at the end of each part. Finding aids: table of authorities; index.

* Washington Supreme Court Committee on Jury Instructions, *Washington Pattern Jury Instructions, Civil* (WPI), 3d ed. (*Washington Practice*, vols. 6, 6A) (West Publishing Co., 1989, 1997-)

This work is composed almost exclusively of jury instruction forms, with notes on use, substantive comments, and references to Washington decisions. There are six appendices, including the *Jurors' Handbook to Washington Courts*, life expectancy and present value tables, and a list of Consumer Protection Act *per se* violations. Finding aids: tables of statutes, court rules, and cases; index. Updates are published as the Committee issues new instructions; the most recent update is the 1997 volume

* contains forms # self-help

6A. Computer disks containing the forms accompany the book.

Verdict, Settlement & Arbitration Reports

Northwest Personal Injury Litigation Reports (Jury Verdicts Northwest, 1993-); formerly, *Jury Verdicts Northwest* (1984-92) and *Jury Verdicts of Washington* (1979-83)

These reports cover civil verdicts and settlements in state and federal trial courts of Washington and Alaska and are issued every month. Each case presented includes the court, judge, the parties' attorneys, any expert witnesses, a summary of the injury, and the outcome (including the amount demanded, settlement offers, and the amount recovered, if any). There are two monthly indexes: (1) court, which includes the type of case (such as rear end collision or premises liability) and the result (monetary award or a finding for the defendant); and (2) injury (such as back, hand, discrimination, or cancer). More elaborate semiannual indexes include headings such as vehicle collisions, miscellaneous collisions, miscellaneous torts, and injuries. These categories are further subdivided by court. The semiannual index also includes indexes for attorneys, doctors and other expert witnesses, as well as indexes by field of expertise. For a fee, the publisher will perform specific searches of its case reports. Both *Northwest Personal Injury Litigation Reports* and *Washington Arbitration Reports* are also found on Westlaw in the JVN database.

Washington Arbitration Reports (Jury Verdicts Northwest, 1993-)

The information contained in, and the formatting of, this set of reports mirrors that of the *Northwest Personal Injury Litigation Reports*, above. These reports add an index of arbitrators to the others described above.

Washington District Court Reports (Jury Verdicts Northwest, 2001-)

This set of reports covers personal injury cases in the state district courts. The information provided and the indexing is the same as in the *Northwest Personal Injury Litigation Reports*, above; that set covers Washington Superior Courts and the U.S. District Courts located in Washington. These reports are issued quarterly.

Water Law

* "Chapter 91, Water Law," in 1C *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

This chapter covers the law pertaining to surface and ground water. It discusses the establishment of a right to use water, termination of the right, and the state regulatory and adjudicatory programs pertaining to water rights. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

Christine O. Gregoire et al., *An Introduction to Washington Water Law* (Washington State Office of Attorney General, 2000)

This treatise presents a summary and preliminary note, which discuss the difference between the *riparian* and *prior appropriation* doctrines that define the ownership of surface and ground water rights. The rest of the book is divided into three parts: a historical overview; the fundamentals of Washington water law; and a survey of other laws affecting water rights. Finding aids: tables of authorities (cases, federal and state statutes, federal and state regulations, and law review articles); index. The book encourages those wanting future updates to write the Washington State Office of Attorney General.

Washington State Information

League of Women Voters of Washington, *The State We're In: Washington, A Citizen's Guide to Washington State Government* (League of Women Voters of Washington, 1999)

This paperback provides an overview of the state government, including the state's constitution, the structure of the three branches of government, state services, local government, and election procedures. The book provides a lot of information that might otherwise be hard to find. For instance, the description of state agencies includes the date an agency was founded, any prior names, what programs the agency administers, how the agency heads are selected, etc. Finding aid: table of contents.

Scott D. Dwyer & Mary B. Dwyer, eds., *Washington State Yearbook: The Evergreen State Government Directory* (Electronic Handbook Publishers, Inc., 1983-)

This annual directory covers state, local, and federal (in-state) government offices, including elected officials, agency and department heads, judges, and court officials. Agency listings include brief descriptions and citations to their authorizing statutes. The book covers educational institutions, special districts (such as fire and water districts), daily and weekly newspapers, selected periodicals, television and radio stations, chambers of commerce, Washington Indian tribes, and miscellaneous organizations. One part contains historical, statistical, budgetary, and tax information.

Wills, Probate & Estate Planning

* "Chapter 10, Probate, Guardianship, and Estate Planning," in 4 *Washington Lawyers Practice Manual: Manual and Forms* (King County Bar Association, 1986-)

The four parts of this chapter cover probate, guardianship, estate planning, and online resources (includes a one-page list of websites). Forms are found at the end of each part. Finding aid: table of contents. The *Practice Manual* is updated annually.

* "Chapters 26-32, Probate," in 1 *Washington Practice (Methods of Practice, 4th ed.)* (West Publishing Co., 1997-)

These chapters present general overviews of guardianships, estate planning, will drafting, community property agreements, trusts, administration of estates, and powers of attorney. Forms are found at the end of each chapter. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

* Estate & Gift Tax Committee, Taxation Section, *Washington Life Insurance Trust Deskbook: With Model Form and Annotations* (Washington State Bar Association, 1998-)

This looseleaf revolves around two model trust agreements set forth in the second and third chapters of the book; one trust is designed for a married-couple grantor, the other for one grantor. These irrevocable or "life insurance" trust agreements are designed to satisfy Washington trust law and federal tax law requirements in light of Washington's community property status. The book includes annotations of cases and tax precedents, as well as practitioner planning techniques to aid in adapting the model trust for individual clients. Finding aids: table of authorities; bibliography; index. A computer disk accompanying the book contains the model forms.

Estate Planning Council of Seattle, *Estate Planning, A Guide*, 5th ed. (The Council, 1998)

This paperback discusses the need for estate planning and explains estate and personal planning terminology and related legal concepts. It covers planning for retirement or disability, life insurance, trusts, wills, probate, transfers to avoid probate, estate taxes, taxes on lifetime gifts, and preserving wealth. An appendix lists the members of the Estate Planning Council of Seattle. Finding aid: table of contents.

Estate Planning Council of Seattle, *Fiduciary's Handbook*, 2d ed. (The Council, 1998)

A thin paperback, this book describes the responsibilities and liabilities of one who becomes a fiduciary. It covers specific types of fiduciaries, such as a personal representative, trustee, guardian, and attorney-in-fact, and lists the duties of each.

* # Fred Hopkins, *Wills for Washington: How to Make Your Own Will*, 6th ed. (Self-Counsel Press, 1996)

This self-help guide discusses the requirements for a legal will, how to change it, when one should consult an attorney, the advantages and disadvantages of a community property agreement, how to set up trusts for a spouse or family, and living wills. Sample completed documents are included throughout the book. There is a glossary of terms and an appendix that contains special-use clauses, for instance, when a guardianship is involved.

Mark Reutlinger & William C. Oltman, *Washington Law of Wills and Intestate Succession* (Butterworth Legal Publishers, 1985-)

The authors, in their preface to the 1994 paperback supplement, explain that the law of wills changes so slowly that only the major probate reform of 1993 and 1994 necessitated an update to their work. The book covers the formation and revocation of wills, contesting and interpreting them, intestacy, and will substitutes. The final chapter dis-

cusses Indian law and property. A new update is in progress and may be published as early as the summer of 2002.

* Robert S. Mucklestone & Matthew B. McCutchen, *Washington Probate Practice, Procedure, and Tax Manual* (Book Publishing Company, 1984-)

Volume 1 of the three-volume looseleaf reprints RCW probate sections and annotations. Volumes 2 and 3 set forth step-by-step instructions for administering a typical estate in Washington and include numerous checklists and forms. Volume 3 ends with a general information chapter containing a glossary, heir charts, and addresses for obtaining vital records. Finding aids: index (for volume 1); table of forms (volume 3). Volume 1 is updated annually; volumes 2 and 3 are updated irregularly, last in 1997.

Workers' Compensation

* "Chapter 59, Workers' Compensation Practice," in 1A *Washington Practice (Methods of Practice*, 4th ed.) (West Publishing Co., 1997-)

This chapter provides a broad overview of the Industrial Insurance Act, title 51 of the *Revised Code of Washington*, focusing on those provisions most frequently litigated and contested. It covers benefits and the procedures for claiming them. Finding aids: tables of cases and statutes; index (all in volume 1C). Updated annually.

