

Index

ABUSIVE LITIGATION

Attorneys' fees awards, § 3:27

ACCEPTANCE DOCTRINE

Premises liability, § 31:3

ACCIDENT

RECONSTRUCTION

Experts, application of Daubert standards, § 26:16

Specialized Collision Reconstruction Team (SCRT), §§ 5:17, 5:31

ACCOUNTANT-CLIENT PRIVILEGE

Generally, § 24:7

ADMISSIONS

Requests for admissions, § 21:8

Trial notebook, § 10:4

Withdrawal or amendment, § 21:8

ADVERTISING

Ethics and professionalism, § 4:9

AGGRAVATION OF PREEXISTING CONDITION

Damages, § 7:4

AGREEMENTS

ERISA, reimbursement agreement, §§ 9:6, 9:7

Joint prosecution agreement, form, § 33:39

Representation agreements.
Attorneys' Fees and Representation Agreements, this index

AIDS

Privacy rights of AIDS patients, § 24:10

ALCOHOLIC BEVERAGES

Intoxicating Liquors, this index

ALIMONY

Personal jurisdiction, alimony proceedings, § 14:13

ALTERNATIVE DISPUTE RESOLUTION

Generally, §§ 28:1 to 28:7

Arbitration

Fee disputes, § 3:20

Mandatory non-binding arbitration, advocacy in, § 28:6

Types, § 28:5

Voluntary binding arbitration, advocacy in, § 28:7

Court-annexed programs, § 28:5

Federal rules, § 28:1

Fee disputes, § 3:20

History, § 28:1

Mediation

Advocacy, § 28:4

Conditions, § 28:3

Insurer's customary approach to mediation, § 28:3

Structure, § 28:2

Training and certification of mediators, § 28:1

Policy, § 28:1

Rules, § 28:1

AMENDMENTS

Admissions, withdrawal or amendment, § 21:8

AMENDMENTS—Cont’d

- Federal court practice, amendment to complaint, § 16:16
- Pleadings, motion to amend after entry of pretrial order, § 27:9

AMICUS CURIAE

- Briefs, § 30:9

ANSWER

- Reviewing, § 19:6

APPEAL OR REVIEW

- Generally, §§ 30:1 to 30:27
- Amicus briefs, § 30:9
- Appeal of interlocutory orders, § 30:5
- Brief formatting, content, and length limitations, § 30:11
- Briefing schedule, § 30:8
- Certiorari to Georgia Supreme Court, petition for, § 30:7
- Depositions pending appeal, § 22:15
- Direct appeals, §§ 30:3, 30:4
- Directed verdict, § 30:20
- Discretionary appeals, §§ 30:3, 30:6
- Electronic filing, § 30:12
- Federal appeals, § 30:13
- Fees, § 30:12
- Final judgments and orders, §§ 30:3, 30:4
- Georgia appeal checklist, § 30:27
- Interlocutory orders, §§ 30:3, 30:5
- Judgment notwithstanding the verdict, § 30:20
- Jurisdiction, the Appellate Jurisdiction Reform Act, § 30:24
- Jury charges, preservation of error, § 30:21
- Motions for reconsideration, § 30:10
- Motions in limine, preservation of error, § 30:16
- Notice, form, § 33:40

APPEAL OR REVIEW—Cont’d

- Notice of appeal, § 30:4
 - Oral argument, §§ 30:8, 30:18
 - Plan trial with appeal in mind, § 29:2
 - Post-trial considerations, § 30:23
 - Precedential effect of Georgia Court of Appeals decisions, § 30:25
 - Preservation of error
 - Generally, §§ 30:14 to 30:21
 - Directed verdict, § 30:20
 - Evidence and testimony, § 30:19
 - Judgment notwithstanding the verdict, § 30:20
 - Jury charges, § 30:21
 - Motions in limine, § 30:16
 - Opening statement and closing argument, § 30:18
 - Pre-trial proceedings, § 30:15
 - Verdict form, § 30:22
 - Voir dire, § 30:17
 - Pre-trial proceedings, preservation of error, § 30:15
 - Proper procedure, determining, § 30:3
 - Reform, the Appellate Jurisdiction Reform Act, § 30:24
 - Secondary Payer Manual and website, review of, § 9:24
 - Statutes and rules governing appeals, § 30:2
 - Supersedeas, § 30:26
 - Verdict form, preservation of error, § 30:22
 - Voir dire, preservation of error, § 30:17
- APPORTIONMENT OF FAULT**
- Damages, § 7:14
 - Premises liability, § 31:13
 - Tort reform legislation, § 18:5
- ARBITRATION**
- Alternative Dispute Resolution, this index

INDEX

ARGUMENTS OF COUNSEL

- Closing Argument, this index
- Opening Statement, this index

ARMED FORCES

- Military Personnel, this index

ATTORNEY INDEMNITY CLAUSES

- Settlement agreements, § 4:22

ATTORNEY-CLIENT PRIVILEGE

- Privileges, this index

ATTORNEYS' FEES AND REPRESENTATION AGREEMENTS

- Generally, §§ 3:1 to 3:29
- Abusive litigation, fee award, § 3:27
- Advances. Expenses advanced, below
- Agreement not comprehensive on all matters, § 3:19
- Arbitration of fee disputes, § 3:20
- Association of other counsel, § 3:22
- Awards of attorneys' fees
 - Generally, §§ 3:24 to 3:29
 - Abusive litigation, § 3:27
 - Bad faith, §§ 3:29, 7:11
 - Frivolous claim or defense, § 3:26
 - Offer of judgment or settlement, § 3:25
 - Post-judgment motion where claim or defense lacks substantial justification, expanded proceedings, § 3:28
 - Stubborn litigiousness, §§ 3:29, 7:11
 - Unnecessary trouble and expense, § 3:29
- Bad faith, fee award, §§ 3:29, 7:11

ATTORNEYS' FEES AND REPRESENTATION

AGREEMENTS—Cont'd

- Bankruptcy petition by client, § 3:18
- Client communication, contact, and participation obligations, § 3:21
- Common fund doctrine, §§ 9:3, 9:7
- Contingent fee agreements
 - Generally, §§ 3:1 to 3:6, 4:4
 - Alternative fee when representation terminated before completion of case, § 3:6
- Caption, § 3:2
- Consent to settlement, § 3:4
- Form, § 33:13
- Formulas and amounts, § 3:5
- Identification of parties and subject matter, § 3:3
- Myths and criticisms, § 4:4
- Reasonableness, §§ 3:1, 4:4
- Stairstep formula, § 3:5
- Written settlement documents, § 3:4
- Damages, § 7:11
- Division of fees between lawyers, § 2:18
- Ethical considerations, § 4:4
- Expenses advanced
 - Generally, § 4:5
 - Interest, § 3:10
 - Reimbursement, § 3:9
- Fee-shifting statutes
 - Generally, §§ 3:24 to 3:29
 - Awards of attorneys' fees, above
- File retention, § 3:13
- Frivolous claim or defense, fee award, § 3:26
- Insurance defense practice, fee arrangements, § 4:16
- Interest on expenses advanced, § 3:10

ATTORNEYS' FEES AND REPRESENTATION AGREEMENTS—Cont'd
 IOLTA authorization, § 3:12
 Liens
 Payment of liens from trust account, § 3:12
 Provisions in agreement, § 3:8
 Limited scope of representation, §§ 3:15, 4:3
 Offer of judgment or settlement, fee award, § 3:25
 Opponent, fees recovered from, § 3:7
 Persons not named, no representation of, § 3:17
 Post-judgment motion where claim or defense lacks substantial justification, interposed for delay or harassment, § 3:28
 Professional courtesies controlled by attorney, § 3:11
 Quantum meruit recovery of fees, §§ 3:6, 4:3
 Reasonableness of fee, §§ 3:1, 4:4
 Referral fee divisions, § 2:18
 Reimbursement of advanced expenses, § 3:9
 Right to withdraw, § 3:14
 Scope of representation, limited, §§ 3:15, 4:3
 Signatures, § 3:23
 Stubborn litigiousness, fee award, §§ 3:29, 7:11
 Trust accounts, § 3:12
 Unnecessary trouble and expense, fee award, § 3:29
 Value, no representation as to, § 3:14
 Withdrawal of attorney
 Letter, § 2:19
 Right to withdraw, § 3:14
 Withdrawal of client who later makes claim to funds

ATTORNEYS' FEES AND REPRESENTATION AGREEMENTS—Cont'd
 recovered, § 3:16
AUDITS
 Trust accounts, audit for cause, § 4:8
AUTOMOBILE COLLISIONS
 Governmental liability, § 17:26
AUTOMOBILE INSURANCE
 Generally, §§ 6:1 to 6:16
 Request for information, form, § 33:17
AUTOPSIES
 Generally, § 8:7
BAD FAITH
 Attorneys' fees awards, §§ 3:29, 7:11
 Insurance, §§ 6:11 to 6:13
BANKRUPTCY
 Client's petition, § 3:18
BETRAYAL
 Jury psychology, § 11:7
BRIDGES
 Governmental liability, § 17:14
BRIEFS
 Amicus briefs, § 30:9
 Appeal or Review, this index
 Trial notebook, § 10:4
BUSINESS CORPORATIONS
 Corporations, this index
BUSINESS PLAN FOR PRACTICE
 Generally, § 10:1
CALENDARING
 Generally, §§ 10:2, 10:5
CARRIERS
 Motor Carriers, this index

INDEX

CASE DISPOSITION

Form, § 33:26

CASE INTAKE

Form, § 33:1

CASE MANAGEMENT

Generally, §§ 10:1 to 10:7

Backing up data, § 10:5

Computer file system, setting up,
§ 10:5

Database software, § 10:5

Directory tree, § 10:5

Docket deadlines, § 10:2

Federal courts, case management
dynamics, § 16:9

Fruits of organization, § 10:7

Gantt charts, § 10:5

Organization, importance of,
§ 10:1

Physical file system, § 10:3

Presentation software, § 10:5

Reading the file, § 10:6

Spreadsheets, § 10:5

Trial notebook, § 10:4

CAUSATION

Damages, § 7:4

CERTIORARI TO GEORGIA SUPREME COURT

Petition for, § 30:7

CHILD SUPPORT

Personal jurisdiction, child support
proceedings, § 14:13

CHILDREN AND MINORS

Initial interview, children in
client's life and jury appeal,
§ 2:13

Personal jurisdiction, child support
proceedings, § 14:13

Representing client under disabili-
ty, § 4:6

CHOICE OF LAW

ERISA, § 9:7

CIVIL DISTURBANCE

Governmental liability, § 17:10

CLAIMS HISTORY (CLIENT'S)

Generally, §§ 2:10, 5:25

CLERKS OF COURT

Cooperative authority, § 5:16

CLIENT INFORMATION SHEET

Form, §§ 33:2, 33:3

CLOSING ARGUMENT

Federal court practice, § 16:25

Planning, § 29:19

Preservation of error, § 30:18

Trial notebook, § 10:4

CO-CONSPIRATORS

Long-arm jurisdiction, § 14:8

COLLATERAL SOURCE RULE

Motions in limine, § 27:16

COMMINGLING FUNDS

ERISA, § 9:7

COMMON LAW

Development of, § 1:4

COMPETENCE

Rules of Professional Conduct,
§ 5:2

COMPLAINT

Amendments, federal court
practice, § 16:16

Drafting, §§ 19:2, 19:3

Insurance reserves, force raising
of, § 19:2

Plausibility standard, § 19:2

Trucking cases, § 33:30

COMPROMISE AND SETTLEMENT

Attorney indemnity clauses in
settlement agreements, § 4:22

COMPROMISE AND

SETTLEMENT—Cont'd

Attorneys' fee award, offer of judgment or settlement, § 3:25

Client's decision, § 4:3

Consent to settlement, § 3:4

Insurance, settlement under limited release, § 6:5

Medicare reimbursement

Notification of settlement or judgment, § 9:22

Pre-settlement request for compromise, § 9:21

Written settlement documents, § 3:4

CONFIDENTIALITY

See also Privileges, this index

Attorney's ethical duty, § 24:5

Medical information, §§ 24:8 to 24:10

CONFLICTS OF INTEREST

Disqualification, § 4:7

Insurance, §§ 4:14, 4:19, 6:11, 6:13

Screening at initial interview, § 2:3

CONSOLIDATION

Motions, § 27:13

CONSORTIUM, LOSS OF

Damages, §§ 7:3, 7:7

CONSTITUTIONAL LAW

Governmental liability, § 17:28

Punitive damages, § 7:9

CONTACT LIST

Trial notebook, § 10:4

CONTINGENT FEE AGREEMENTS

Attorneys' Fees and Representation Agreements, this index

CONTRACTORS

Premises liability, contractor liability for improvements to real property, § 31:3

CONTRACTUAL LIMITATIONS

Premises liability, § 31:14

CORPORATIONS

Attorney-client privilege, corporate clients, § 24:6

Background investigations

Generally, § 5:33

Corporate registration information, § 5:16

Depositions, § 22:10

Foreign Corporations, this index

Jury psychology, anti-corporate bias, § 11:5

Registration information, § 5:16

Venue, § 15:7

Web sites as source of information, § 5:16

COSTS OF ACTIONS

Damages, § 7:11

COUNTERCLAIMS

Generally, § 13:4

Filing suit, § 19:10

Omitted counterclaim, motion to add, § 27:6

Venue, § 15:10

COURTROOM

Client and key witnesses, taking to courtroom, § 29:13

Jury charts to match courtroom, preparing, § 29:10

Testing technology, § 29:5

Visiting early, § 29:4

CRIMINAL HISTORY (CLIENT'S)

Generally, §§ 2:10, 2:13, 5:21

CRIMINAL RECORDS

Online information, § 5:16

INDEX

CROSS-CLAIMS

- Filing suit, § 19:10
- Omitted cross-claim, motion to add, § 27:6
- Venue, § 15:10

CROSS-EXAMINATION

- Examining physician, § 23:5
- Planning, § 29:18

DAMAGES

- Generally, §§ 7:1 to 7:14
- Apportionment, § 7:14
- Attorneys' fees, § 7:11
- Consortium, loss of, §§ 7:3, 7:7
- Costs of actions, § 7:11
- Definitions, §§ 7:2 to 7:4
- Exemplary damages, §§ 7:8 to 7:10
- General damages, generally, § 7:2
- Interest, §§ 7:12, 7:13
- Limitations on punitive damages, § 7:9
- Litigation expenses, § 7:11
- Loss of consortium, §§ 7:3, 7:7
- Lost income and related damages, § 7:5
- Pain and suffering, § 7:3
- Post-judgment interest, § 7:13
- Pre-judgment interest, § 7:12
- Property claims, § 7:6
- Punitive damages, §§ 7:8 to 7:10
- Special damages, §§ 7:4 to 7:6
- Trial notebook, § 10:4
- Types of damages, generally, § 7:2
- Wrongful death, § 7:10

DATA ENTRY

- Generally, § 2:20

DATABASE SOFTWARE

- Case management, § 10:5

DATES AND DEADLINES

- Generally, § 10:2
- Federal court, § 16:15
- Medical malpractice, § 32:3

DATES AND DEADLINES

—Cont'd

- Time limited demand for policy limits, § 33:27
- Trial notebook, § 10:4

DECLARATORY JUDGMENTS

- Insurance, § 6:15

DEFAMATION

- Personal jurisdiction over non-residents, statutory exclusion for defamation, § 14:11

DEFAULT JUDGMENT

- Damages, § 7:8
- Motions, § 27:14

DEFENSES

- Medical malpractice, § 32:3

DEPARTMENT OF CORRECTIONS

- Free online search for felony convictions, § 5:16

DEPOSITIONS

- Generally, §§ 22:1 to 22:15
- Appeal, depositions pending, § 22:15
- Errata sheets, § 22:13
- Evidence, introduction in, § 22:14
- Expert witness, preparing for deposition, § 26:22
- High-ranking corporate and organizational members, § 22:11
- Impeachment purposes, use for, § 22:14
- Leave of court, when required, § 22:3
- Length of deposition, § 22:7
- Nonresidents, § 22:3
- Notice for doctor's deposition, § 33:37
- Oath or affirmation, § 22:3
- Objections, §§ 22:6, 22:8
- Organizations, deposing, § 22:10

DEPOSITIONS—Cont'd

- Perpetuation of testimony, § 22:2
- Pre-complaint depositions, § 22:2
- Procedure for taking, § 22:3
- Questions, § 22:6
- Records custodian, deposing, § 22:9
- Signatures, § 22:13
- Stenographic recording, § 22:4
- Subpoenas, § 22:3
- Time for taking, § 22:3
- Trial notebook, § 10:4
- Video recording, §§ 22:5, 33:36
- Waiver of objections, § 22:8
- Written questions, § 22:12

DIMINISHED CAPACITY TO WORK, LABOR, AND EARN WAGES

- Damages, §§ 7:3, 7:5

DIRECT MAIL SOLICITATION

- Ethics and professionalism, § 4:9

DIRECTED VERDICT

- Preservation of error, § 30:20

DISABILITIES

- Representing client under disability, § 4:6

DISCOVERY

- Generally, §§ 20:1 to 20:6, 21:1 to 21:10
- Admissions, requests for, § 21:8
- Civil Practice Act, § 20:4
- Compelling discovery, motion, § 25:2
- Compulsory discovery, period for, § 20:3
- Depositions, this index
- Discovery of other similar incidents, § 21:10
- Electronic discovery, § 21:6
- Federal court practice, §§ 16:17, 16:18
- General considerations, § 20:1

DISCOVERY—Cont'd

- Initial requests, drafting, § 19:4
- Initial responses, begin preparation in advance, § 2:15
- Interrogatories, this index
- Land, entry and inspection, § 21:7
- Methods of discovery, § 20:5
- Motions
 - Compelling discovery, § 25:2
 - Protective orders, § 25:1
 - Sanctions, § 25:3
- Non-party, request for production, § 21:4
- Physical and Mental Examinations, this index
- Privileges, this index
- Production, request for
 - Non-party, § 21:4
 - Parties, § 21:3
 - Response to request, § 21:5
- Protective orders, §§ 20:4, 25:1
- Relevancy determination, § 20:4
- Sanctions motion, § 25:3
- Scope of discovery, § 20:4
- Sequence, § 20:2
- Stay of discovery, § 20:2
- Stipulated protective orders, § 20:6
- Supplementing prior response, § 20:5
- Theories and themes, § 18:2
- Timing, § 20:2
- Trade secrets, § 24:12
- Trial notebook, documents produced, § 10:4
- Trucking cases, §§ 33:32, 33:33

DISCRETIONARY APPEALS

- Generally, §§ 30:3, 30:6

DISCRETIONARY FUNCTIONS

- Governmental liability, § 17:7

DISMISSAL

- Discovery sanction, § 25:3

INDEX

DISMISSAL—Cont'd

- Federal courts, dismissal motions, § 16:12
- Refiling and renewal after, § 19:9

DIVERSITY OF CITIZENSHIP

- Federal Court Practice, this index

DIVISION OF PROPERTY

- Personal jurisdiction, proceedings for division of property, § 14:13

DOCKET CONTROL

- Initiation, § 2:20

DOCKET DEADLINES

- Generally, § 10:2

DRAM SHOP LIABILITY

- Premises liability, § 31:11

DRUG TREATMENT INFORMATION

- Privileges, § 24:9

DUE CARE

- Governmental liability, due care in execution of statute, rule, or ordinance, exceptions from liability, § 17:6

DUE DILIGENCE

- Investigation of client. Investigation, this index

DUE PROCESS

- Long-arm jurisdiction over non-residents, §§ 14:14 to 14:16

EDGAR (SEC)

- Electronic filings of public companies, § 5:16

EDUCATIONAL HISTORY (CLIENT'S)

- Generally, §§ 2:10, 5:22

E-FILING

- Electronic Filing, this index

EGG SHELL PLAINTIFF RULE

- Damages, § 7:4

ELECTRIC COMPANIES

- Venue, § 15:11

ELECTRONIC DATA

- Preservation of evidence, temporary restraining order, § 33:35

ELECTRONIC DISCOVERY

- Generally, § 21:6

ELECTRONIC FILING

- Appeal or review, § 30:12
- Federal court practice, § 16:8

ELECTRONIC MEDICAL RECORDS

- HITECH Act, § 8:3

ERISA

- Generally, § 9:5
- Choice of law, § 9:7
- Choice of law provision incorporating Georgia law, search for, § 9:6
- Commingling of settlement funds, avoiding, § 9:6
- Defenses to reimbursement or subrogation, § 9:7
- Equitable relief, §§ 9:6, 9:7
- Legislative history, § 9:5
- Plan documents, obtaining and examining at beginning of representation, § 9:6
- Preemption of state law, § 9:5
- Pro rata reimbursement, § 9:7
- Reimbursement, §§ 9:6, 9:7
- Savings clause, § 9:6
- Self-funded plans and Eleventh Circuit's made whole rule, § 9:6
- Subrogation, §§ 9:6, 9:7
- Unmodified reimbursement agreement, avoid executing, § 9:6

**ETHICS AND
PROFESSIONALISM**

Generally, §§ 4:1 to 4:26
 Advertising, § 4:9
 Aspirational Statement on Professionalism, § 4:25
 Attorney indemnity clauses in settlement agreements, § 4:22
 Character-based considerations, § 4:1
 Client expenses, § 4:5
 Client under disability, § 4:6
 Communications
 With employees of current and former corporate defendants, § 4:11
 With represented persons, § 4:10
 With unrepresented persons, § 4:12
 Competence, referrals and specialization, § 4:2
 Confidentiality, attorney's ethical duty, § 24:5
 Conflicts and disqualification, § 4:7
 Direct mail solicitation, § 4:9
 Disability, client under, § 4:6
 Expenses, client's, § 4:5
 Fees, ethical considerations, § 4:4
 Guides for hard choices, § 4:1
 Indemnity, attorney indemnity clauses in settlement agreements, § 4:22
 Insurers, representing. Insurance, this index
 Lawyer's Creed, § 4:24
 Macon Bar Association's Assurances of Professionalism, § 4:26
 Marketing, § 4:9
 Multijurisdictional practice, § 4:13
 Pro se plaintiff, assisting, § 4:3
 Professionalism
 Generally, §§ 4:23 to 4:26

**ETHICS AND
PROFESSIONALISM
—Cont'd**

Professionalism—Cont'd
 Aspirational Statement on Professionalism, § 4:25
 Lawyer's Creed, § 4:24
 Macon Bar Association's Assurances of Professionalism, § 4:26
 Referrals, § 4:2
 Runners, use of, § 4:9
 Scope of representation, § 4:3
 Settlement agreements, attorney indemnity clauses in settlement agreements, § 4:22
 Settlement of claim, client's decision, § 4:3
 Solicitation, § 4:9
 Specialization, § 4:2
 Trust accounts, § 4:8

EVIDENCE

Admissibility of medical records, § 8:9
 Damages, §§ 7:3 to 7:8
 Exhibits and Exhibit List, this index
 Preservation of error, § 30:19
 Preservation of Evidence, this index
 State vs. federal court, differences in evidentiary rules, § 16:6
 Witnesses, this index
 X-rays, § 8:9

EXEMPLARY DAMAGES

Generally, §§ 7:8 to 7:10

EXHIBITS AND EXHIBIT LIST

Trial notebook, § 10:4
 Trial planning, § 29:12

EXPENSES

Advanced expenses, §§ 3:9, 3:10, 4:5
 Litigation expenses, § 7:11

INDEX

EXPENSES—Cont'd

Medical Expenses, this index

EXPERT TESTIMONY

Damages, § 7:4

EXPERTS

Generally, §§ 26:1 to 26:23

Ability to communicate, § 26:18

Accident reconstruction experts,
application of Daubert stan-
dards, § 26:16

Admission of opinions as non-
expert testimony, § 26:9

Amendments to federal Rules of
Evidence 702 and 703, § 26:8

Availability, § 26:18

Background

Generally, §§ 26:2 to 26:5

Federal Rule of Evidence 702,
§ 26:4

General acceptance test (Frye v.
U.S.), § 26:3

Georgia's original gatekeeper
rule (Harper v. State),
§ 26:5

Battle of experts, § 26:1

Bias, appearance of, § 26:18

Case reports as source for finding
expert, § 26:18

Cost, § 26:18

Daubert

Accident reconstruction experts,
§ 26:16

Approach to handling expert
testimony under Daubert,
§ 26:13

Development of standards,
§ 26:6

Economists, § 26:17

Eleventh Circuit decisions since
2000, § 26:9

Examining physicians, chal-
lenging testimony of,
§ 23:7

EXPERTS—Cont'd

Daubert—Cont'd

Federal courts in Georgia,
§ 26:10

Georgia's adoption of stan-
dards, § 26:11

Georgia's state appellate court
decisions, § 26:12

History of Daubert challenges
to expert, § 26:18

Junk science, campaign against,
§ 26:6

Philosophical critiques, § 26:7

Treating physicians, § 26:15

Deposition preparation, § 26:22

Disclosure of expert witnesses,
§ 26:20

Early involvement, § 5:10

Economists, application of
Daubert standards, § 26:17

Engineering opinions, § 26:9

Environmental experts, § 26:9

Examination, education and expe-
rience, opinion based on,
§ 26:9

Expertise, § 26:18

Factors to consider in choosing
expert, § 26:18

Federal court practice, §§ 16:20,
16:21

Federal Rules of Evidence,
§§ 26:4, 26:8

Finding appropriate expert,
§ 26:19

Gatekeeper function, § 26:5

General acceptance test (Frye v.
U.S.), § 26:3

Hired gun experts, § 26:9

Junk science, campaign against,
§ 26:6

Litigation, understanding require-
ments, § 26:18

Materials provided to experts,
§ 26:21

EXPERTS—Cont'd

- Medical malpractice, requirements
 - Affidavit, § 32:4
 - Qualifications, § 32:5
- Medical narrative reports, § 26:14
- Medical products liability, § 26:9
- Networking as means of finding expert, § 26:18
- Pharmaceutical cases, § 26:9
- Preparation of expert for deposition and trial, §§ 26:22, 26:23
- Prior testimony, § 26:18
- Professional publications as source for finding expert, § 26:18
- Subjective nature of choice, § 26:18
- Trade or professional associations as source for finding expert, § 26:18
- Treating physicians, application of Daubert standards, § 26:15
- Trial preparation, § 26:23
- Use in investigation, § 5:37

FACEBOOK AND OTHER SOCIAL MEDIA

- Guidelines, § 33:11
- Investigation, online social networking, § 5:28

FAMILY LAW

- Alimony, child support or division of property, personal jurisdiction over non-residents, § 14:13

FEDERAL APPEALS

- Generally, § 30:13

FEDERAL COURT PRACTICE

- Generally, §§ 16:1 to 15:35
- Amendments to complaint, § 16:16
- Calculation of time, § 16:14

FEDERAL COURT PRACTICE—Cont'd

- Case management dynamics in federal courts, § 16:9
- Choice of federal or state forum, § 16:1
- Closing argument, § 16:25
- Deadlines, § 16:15
- Discovery
 - Limitations, § 16:17
 - Non-parties, discovery from, § 16:18
- Dismissal motions, § 16:12
- Diversity of citizenship
 - Generally, § 16:27
 - Aggregation of claims, § 16:28
 - Future addition of non-diverse defendants, § 16:30
 - Jurisdictional amount, § 16:28
 - Removal from state court, § 16:30
 - Venue, § 16:3
- E-filing, § 16:8
- Evidentiary rules, differences, § 16:6
- Experts
 - Admissibility of opinions, § 16:21
 - Disclosure, § 16:20
- Federal jurisdiction
 - Generally, § 16:2
 - Diversity of jurisdiction, above
 - Federal question, removal from state court, § 16:31
- Judicial expertise in federal law issues, § 16:7
- Jury selection, § 16:24
- Local rules, § 16:11
- Medical bills, proof of, § 16:23
- Medical narratives, § 16:22
- Pre-trial orders, § 16:19
- Procedural rules, differences, § 16:6

INDEX

FEDERAL COURT PRACTICE

—Cont'd

- Pros and cons, state vs. federal courts
 - Generally, §§ 16:4 to 16:10
 - Avoid “home cooking,” § 16:5
 - Case management dynamics in federal courts, § 16:9
 - Electronic court filing, § 16:8
 - Evidentiary rules, differences, § 16:6
 - Judicial expertise in federal law issues, § 16:7
 - Procedural rules, differences, § 16:6
 - Weighing factors, § 16:10
- Remand motion, removal from state court, § 16:33
- Removal from state court
 - Generally, §§ 16:29 to 16:35
 - Costs, fees, expenses, § 16:35
 - Diversity jurisdiction, § 16:30
 - Federal question jurisdiction, § 16:31
 - Fraudulent joinder of non-diverse defendant, § 16:32
 - Multiple defendants, unanimity of consent, § 16:32
 - Non-removable cases, § 16:32
 - Post-removal procedure, § 16:34
 - Procedure, § 16:32
 - Remand motion, § 16:33
 - Strict statutory construction, § 16:29
 - Supplemental jurisdiction over state law claim, § 16:34
- Rules comparison chart, § 16:26
- Summary judgment, § 16:13
- Supplemental jurisdiction over state law claim, § 16:34
- Venue, § 16:3

FEDERAL EMPLOYEES

- Liens and reimbursement claims
 - Health benefits, § 9:29

FEDERAL EMPLOYEES

—Cont'd

- Liens and reimbursement claims
 - Cont'd
 - Workers' compensation, § 9:30

FEES

- Appeals fees, § 30:12
- Attorneys' Fees and Representation Agreements, this index

FIFTH AMENDMENT

- Privilege against self-incrimination, § 24:13

FILE RETENTION

- Fees and representation agreements, § 3:13

FILE SYSTEMS

- Computer files, § 10:5
- Physical files, § 10:3

FILING SUIT

- Generally, §§ 19:1 to 19:10
- Answer, reviewing, § 19:6
- Complaint, drafting, §§ 19:2, 19:3
- Counterclaims, § 19:10
- Cross-claims, § 19:10
- Discovery requests, initial, § 19:4
- Dismissal, refiling and renewal after, § 19:9
- Electronic filing, § 19:8
- File and serve, § 19:5
- Information form, § 33:25
- Prepare the client for litigation, § 19:1
- Professional malpractice cases, special requirements in, § 19:3
- Redaction of personal information in civil filings, § 19:7
- Third-party complaints, § 19:10

FINAL JUDGMENTS AND ORDERS

- Appeal or review, §§ 30:3, 30:4

**FINANCE REGULATORY
ACTIVITIES**

Governmental liability, § 17:15

FOCUS GROUPS

Theories and themes, §§ 18:2,
18:8

FOREIGN CORPORATIONS

Personal jurisdiction, § 14:3

Venue, § 15:7

FORUM NON CONVENIENS

Generally, §§ 14:3, 15:4

FORUM SELECTION

Generally, §§ 12:1 to 12:7

Characteristics of judges, § 12:3

Considering all possible options,
§ 12:5

Court systems, § 12:6

Critical importance, § 12:1

Defense considerations, § 12:7

Demographics, § 12:3

Factors to consider, § 12:3

Interaction of subject matter juris-
diction, personal jurisdiction
and venue, § 12:2

Jury size, § 12:3

Local counsel in unfamiliar
venues, consulting, § 12:4

Logistics, § 12:3

Parties' connections in locality,
§ 12:3

Reputation of locality and court,
§ 12:3

FRAUD

Attorney-client privilege, crime
fraud exception, § 24:4

Insurance, Uniform Voidable
Transactions Act, § 6:14

Removal from state court, fraudu-
lent joinder of non-diverse
defendant, § 16:32

**FREEDOM OF INFORMATION
ACT**

Form, § 33:29

**FRIVOLOUS CLAIM OR
DEFENSE**

Attorneys' fees awards, § 3:26

GANTT CHARTS

Case management, § 10:5

GATEKEEPER FUNCTION

Generally, § 2:1

GEORGIA TORT CLAIMS ACT

Governmental Liability, this index

GOVERNMENT RECORDS

Investigation, § 5:35

**GOVERNMENTAL
AUTHORITIES**

Venue, § 15:17

GOVERNMENTAL LIABILITY

Generally, §§ 17:1 to 17:31

Ante litem notice

Generally, §§ 17:18 to 17:23

Consolidated city and county
governments, § 17:22

Counties, § 17:20

Municipalities, § 17:21

Other entities, § 17:23

State of Georgia, § 17:19

Automobile collisions, local
government liability for,
§ 17:26

Bridges, exceptions from liability,
§ 17:14

Civil disturbance, exceptions from
liability, § 17:10

Consolidated city and county
governments, generally,
§§ 17:22, 17:26

Constitutional torts under 42
USCA § 1983, § 17:28

Counties, generally, §§ 17:20,
17:24

INDEX

GOVERNMENTAL LIABILITY

—Cont'd

- Discretionary functions, exceptions from liability, § 17:7
- Due care in execution of statute, rule, or ordinance, exceptions from liability, § 17:6
- Federal Tort Claims Act, §§ 17:29 to 17:31
- Finance regulatory activities, exceptions from liability, § 17:15
- Georgia Tort Claims Act
 - Generally, §§ 17:3 to 17:17
 - Civil disturbance, exceptions from liability, § 17:10
 - Discretionary functions, exceptions from liability, § 17:7
 - Due care in execution of statute, rule, or ordinance, exceptions from liability, § 17:6
 - Exceptions from liability
 - Generally, §§ 17:5 to 17:17
 - Civil disturbance, riot, insurrection, provision of protective services, §§ 17:6, 17:10
 - Discretionary functions, § 17:7
 - Due care in execution of statute, rule, or ordinance, § 17:6
 - Finance regulatory activities, § 17:15
 - Inspection powers or functions, § 17:12
 - Intentional torts, § 17:11
 - Legislative, judicial, or prosecutorial action, § 17:9
 - Licensing powers or functions, § 17:13
 - National Guard activities, § 17:16
 - Roads, bridges, and public works, § 17:14

GOVERNMENTAL LIABILITY

—Cont'd

- Georgia Tort Claims Act—Cont'd
 - Exceptions from liability
 - Cont'd
 - Tax collection or detention of goods, § 17:8
 - “Y2K” computer issues, § 17:17
 - Finance regulatory activities, exceptions from liability, § 17:15
 - General basis and limitations of liability, § 17:4
 - Inspection powers or functions, exceptions from liability, § 17:12
 - Insurrection, exceptions from liability, § 17:6
 - Intentional torts, exceptions from liability, § 17:11
 - Legislative, judicial, or prosecutorial action, exceptions from liability, § 17:9
 - Licensing powers or functions, exceptions from liability, § 17:13
 - National Guard activities, exceptions from liability, § 17:16
 - Protective services, exceptions from liability, § 17:6
 - Riot, exceptions from liability, § 17:10
 - Roads, bridges, and public works, exceptions from liability, § 17:14
 - Tax collection or detention of goods, exceptions from liability, § 17:8
 - “Y2K” computer issues, exceptions from liability, § 17:17
 - Inspection powers or functions, exceptions from liability, § 17:12

GOVERNMENTAL LIABILITY

—Cont’d

- Insurrection, exceptions from liability, § 17:6
- Intentional torts, exceptions from liability, § 17:11
- Judicial action, exceptions from liability, § 17:9
- Legislative action, exceptions from liability, § 17:9
- Licensing powers or functions, exceptions from liability, § 17:13
- Local government liability for automobile collisions, § 17:26
- Municipalities, generally, §§ 17:21, 17:25
- National Guard activities, exceptions from liability, § 17:16
- Official/qualified immunity and sovereign immunity compared, § 17:2
- Prosecutorial action, exceptions from liability, § 17:9
- Protective services, exceptions from liability, § 17:6
- Public works, exceptions from liability, § 17:14
- Qualified/official immunity and sovereign immunity compared, § 17:2
- Riot, exceptions from liability, § 17:10
- Roads, exceptions from liability, § 17:14
- School districts, generally, §§ 17:23, 17:27
- Sovereign immunity and qualified/official immunity compared, § 17:2
- State of Georgia, claims against, generally, §§ 17:3 to 17:17, 17:19
- Subject matter jurisdiction, § 13:7

GOVERNMENTAL LIABILITY

—Cont’d

- Tax collection or detention of goods, exceptions from liability, § 17:8
- “Y2K” computer issues, exceptions from liability, § 17:17

HAZARDOUS CONDITIONS

- Premises liability, §§ 31:8 to 31:10

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

- Authorization, forms, §§ 33:14, 33:15
- Medical privacy regulations, §§ 8:2, 8:3, 8:5

HISTORICAL BACKGROUND

- Generally, §§ 1:1 to 1:5
- Common law, development of, § 1:4
- Early beginnings, § 1:1
- Greek influences, § 1:2
- Modern times, § 1:5
- Roman law, § 1:3

HITECH ACT

- Electronic medical records, § 8:3

HOSPITALS

- Liens, § 9:4
- Records, § 8:7

IMMUNITIES

- Premises liability, § 31:14

IMPROVEMENTS TO REAL PROPERTY

- Premises liability, liability of contractor, § 31:3

IN LIMINE MOTIONS

- Generally, §§ 27:16, 28:13

INDEX

INDEMNITY

Attorney indemnity clauses in settlement agreements, § 4:22

INDUSTRY STANDARDS

Online resources, § 5:16

INFORMANTS

Use in investigation, § 5:38

INITIAL INTERVIEW

Generally, §§ 2:1 to 2:25

Adversity, motivation to overcome and jury appeal, § 2:13

Alcohol history, § 2:13

Ante litem notice periods, § 2:23

Children in client's life and jury appeal, § 2:13

Claims history, § 2:10

Communicative disability barriers, § 2:13

Confirming initial appointment, form, § 33:9

Conflict-of-interest screening, § 2:3

Credibility of potential client, § 2:13

Criminal history, §§ 2:10, 2:13

Cultural barriers, § 2:13

Data entry, § 2:20

Dates and deadlines, § 10:2

Defense client, § 2:21

Determining the proper client and other interested parties, § 2:2

Discovery, begin preparation of initial responses in advance, § 2:15

Docket control initiation, § 2:20

Doctor and hospital list, § 2:11

Documents, § 2:10

Drug history, § 2:13

Educational history, § 2:10

Electronically stored information, § 2:10

Expectations, managing, § 2:14

Family information, § 2:10

INITIAL INTERVIEW—Cont'd

Gatekeeper function, § 2:1

Head-to-toe inventory of injuries, § 2:11

Health history, § 2:10

Home of prospective client as site for interview, § 2:4

Hospital as site for interview, § 2:4

Hubris as potential problem, § 2:13

Imagery, identifying all sources, § 2:11

Incident information, § 2:9

Injury information, § 2:11

Instructions to new client, § 2:17

Internet disclosures, § 2:10

Jury appeal, evaluation, § 2:13

Language barriers, § 2:13

Lawyer's advice and counsel, willingness to accept and follow, § 2:13

Lay damage witnesses, identifying, § 2:11

Letting client tell story, § 2:8

Likability, client's, § 2:13

Location of interview, § 2:4

Malpractice prevention, referral to other attorney, § 2:18

Managing expectations, § 2:14

Medical care options, reviewing, § 2:16

Medical records, identifying all sources, § 2:11

Medical treatment, availability, § 2:13

Neutral meeting place, § 2:4

Non-engagement letter, § 2:19

Nursing home as site for interview, § 2:4

Office as site for interview, § 2:4

Pain and suffering details, § 2:11

Personal background information, § 2:10

Preparation for interview, § 2:3

INITIAL INTERVIEW—Cont'd

- Pre-screening, § 2:3
- Psychiatric history, § 2:13
- Purposes of interview with prospective plaintiff, § 2:1
- Referral to other attorney as malpractice prevention, § 2:18
- Repose, statutes of ultimate repose, § 2:24
- Setting client at ease, § 2:7
- Similar claims, history of, § 2:13
- Statutes of limitations considerations, §§ 2:22 to 2:25
- Techniques
 - Generally, §§ 2:6 to 2:12
 - Explore bigger picture, § 2:12
 - Incident information, § 2:9
 - Injury information, § 2:11
 - Letting client tell story, § 2:8
 - Personal background information, § 2:10
 - Setting client at ease, § 2:7
- Tolling of statutes of limitation, § 2:25
- What client should bring, § 2:5
- Withdrawal letter, § 2:19
- Work history, § 2:10

INSPECTION POWERS OR FUNCTIONS

- Governmental liability, § 17:12

INSTRUCTIONS TO JURY

- Jury Instructions, this index

INSURANCE

- Generally, §§ 6:1 to 6:15
- Automobile Insurance, this index
- Bad faith, §§ 6:11 to 6:13
- Conflicts of interest, §§ 4:14, 4:19, 6:11, 6:13
- Declaratory judgment actions, § 6:15
- Defense practice
 - Generally, §§ 4:14 to 4:20

INSURANCE—Cont'd

- Defense practice—Cont'd
 - Conflict of interest between insurer and insured, §§ 4:14, 4:19
 - Control, § 4:20
 - Cost-cutting efforts, § 4:16
 - Fee arrangements, § 4:16
 - Flat fees, § 4:16
 - Outside counsel guidelines and billing audits, § 4:17
 - Personal or business interests of insured, consideration of, § 4:19
 - Reservation-of-rights defense, § 4:18
 - Scope of representation, § 4:15
 - Tripartite relationship, § 4:14
- Determining extent of coverage, § 6:4
- Existence of insurance coverage, § 18:7
- First party insurance, generally, §§ 6:7 to 6:9, 6:12
- Full compensation rule, §§ 9:2, 9:27
- Health Insurance Portability and Accountability Act, this index
- Liability insurance, generally, §§ 6:3 to 6:6
- Lyft and other rideshare services, liability insurance, § 6:6
- Medical payments coverage, § 6:7
- Medicare reimbursement, reporting requirements and risks for insurers, § 9:10
- Minimum limits of coverage, § 6:3
- Motor carriers, direct actions against insurers in cases involving, § 6:16
- Obtaining insurance information, § 5:34
- Penalties for property damage, § 6:10

INDEX

INSURANCE—Cont'd

- Property damage coverage, generally, §§ 6:8, 6:10
- Release, settlement under limited release, § 6:5
- Request for information, forms, §§ 33:16, 33:17
- Reservation of rights, insurer's, § 6:15
- Reserves, using complaint to force raising, § 19:2
- Rideshare services, § 6:6
- Subrogation, representing insurers, § 4:21
- Third parties, §§ 6:10, 6:13
- Time limit demand for policy limits, § 33:27
- Tort law, relationship between insurance and tort law, § 6:1
- Trucking cases, §§ 33:27, 33:28
- Types of insurance, generally, § 6:2
- Uber and other rideshare services, liability insurance, § 6:6
- Uniform Voidable Transactions Act, § 6:14
- Uninsured motorist coverage, § 6:8
- Venue, insurance companies, § 15:13

INSURANCE COMMISSIONER

- Available information, § 5:16

INSURRECTION

- Governmental liability, § 17:6

INTENTIONAL TORTS

- Damages, §§ 7:3, 7:8, 7:9
- Governmental liability, § 17:11

INTEREST

- Damages, §§ 7:12, 7:13

INTERLOCUTORY ORDERS

- Appeal or review, §§ 30:3, 30:5

INTERNET

- Online resources, § 5:16

INTERROGATORIES

- Generally, § 21:2
- Answers, § 21:2
- Objections, § 21:2
- Trial notebook, § 10:4

INTOXICATING LIQUORS

- Dram shop liability, § 31:11
- Punitive damages, § 7:9

INVESTIGATION

- Generally, §§ 5:1 to 5:38
- Background check
 - Client, § 5:20
 - Defendant(s), § 5:33
- Client, due diligence investigation
 - Generally, §§ 5:19 to 5:28
 - Background check, § 5:20
 - Claims history, § 5:25
 - Criminal history, § 5:21
 - Educational background, § 5:22
 - Facebook and other online social networking, § 5:28
 - Medical examination, § 5:27
 - Medical history, § 5:24
 - Surveillance, § 5:26
 - Work history, § 5:23
- Corporate registration information, § 5:16
- Damages, investigation of, § 5:32
- Database background investigations, § 5:16
- Ethical considerations in conduct of investigation, § 5:2
- Evidence. Preservation of Evidence, this index
- Experts
 - Early involvement, § 5:10
 - Use in investigation, § 5:37
- Facebook and other online social networking, § 5:28
- General considerations, § 5:1
- Government records, § 5:35

INVESTIGATION—Cont'd

- Informants, § 5:38
- Insurance information, obtaining, § 5:34
- Law enforcement sources, § 5:17
- Legal considerations in conduct of investigation, § 5:2
- 911 calls, § 5:6
- Officer, following-up with, § 5:29
- Online investigation resources, § 5:16
- Online social networking, § 5:28
- Pain, memories of, § 5:5
- Photographs, § 5:4
- Photographs and video, § 5:9
- Preservation of Evidence, this index
- Private investigators, § 5:15
- Scene, documenting, § 5:31
- Scene video, § 5:8
- Strategic planning for further investigation, § 5:14
- Temporary restraining order to preserve evidence, §§ 5:13, 33:34, 33:35
- Theory development, § 5:14
- Traffic court or other hearing, attending, § 5:11
- Witness interviews. Witnesses, this index

INVITEES

- Premises liability, § 31:5

IOLTA

- Generally, §§ 3:12, 4:8

JOINDER

- Persons required for just adjudication, motion, § 27:10

**JOINT PROSECUTION
AGREEMENT**

- Form, § 33:39

JOINT TORTFEASORS

- Venue, § 15:6

JUDGMENT

- Insurance, declaratory judgment actions, § 6:15
- Preparing judgment forms in advance, § 29:20

JUDGMENT

**NOTWITHSTANDING THE
VERDICT**

- Preservation of error, § 30:20

JUDGMENT ON PLEADINGS

- Motions, § 27:3

JUDICIAL ACTION

- Governmental liability, § 17:9

JURISDICTION

- Appellate Jurisdiction Reform Act, § 30:24
- Federal jurisdiction
 - Generally, § 16:2
 - Federal Court Practice, this index
- Personal Jurisdiction, this index
- Subject Matter Jurisdiction, this index

JURY APPEAL

- Evaluation of, § 2:13

JURY INSTRUCTIONS

- Draft instructions, § 18:9
- Preservation of error, § 30:21
- Trial notebook, § 10:4

JURY PSYCHOLOGY

- Generally, §§ 11:1 to 11:8
 - American culture, role of juries, § 11:2
- Anchoring and adjustment bias, § 11:4
- Anger, § 11:5
- Anti-corporate bias, § 11:5
- Anxiety, § 11:5
- Availability heuristic, § 11:4
- Betrayal approach to trial presentation, § 11:7

INDEX

JURY PSYCHOLOGY—Cont'd

- Classification, § 11:3
- Cognitive frameworks, § 11:4
- Common biases, § 11:6
- Common sense justice, § 11:8
- Construction of mental summary by individual jurors, § 11:3
- Correspondence bias, § 11:4
- Culpable causation, § 11:4
- Decision process, § 11:3
- Defensive attribution, § 11:5
- Emotions, § 11:5
- Fear, § 11:5
- Fundamental attribution error, § 11:4
- Hindsight bias, § 11:4
- Learning legal decision options, § 11:3
- Monocausality, § 11:4
- Outcome severity effect, § 11:4
- Prospect theory, § 11:4
- Prototypes, § 11:4
- Representativeness heuristic, § 11:4
- Reptile theory, approaches to trial presentation, § 11:7
- Rules of the road approach to trial presentation, § 11:7
- Statistical errors, § 11:4
- Sympathy, § 11:5
- Terror management theory, § 11:5
- Unanimity required, § 11:1

JURY SELECTION

- Batson* challenges, § 29:11
- Federal court practice, § 16:24
- Supplemental jury questionnaire, preparing, § 29:8
- Trial notebook, § 10:4
- Voir Dire, this index

LAW ENFORCEMENT

- Investigative sources, § 5:17

LEGISLATIVE ACTION

- Governmental liability, § 17:9

LENGTH OF BRIEF

- Limitations, § 30:11

LENGTH OF DEPOSITION

- Generally, § 22:7

LETTER DECLINING REPRESENTATION

- Forms, §§ 33:5 to 32:8

LETTERS OF PROTECTION

- Liens, contractual “liens,” § 9:32

LIBEL AND SLANDER

- Personal jurisdiction over non-residents, statutory exclusion for defamation, § 14:11

LICENSEES

- Premises liability, § 31:6

LICENSING POWERS OR FUNCTIONS

- Governmental liability, § 17:13

LICENSING RECORDS

- Online information, § 5:16

LIENS AND REIMBURSEMENT CLAIMS

- Generally, §§ 9:1 to 9:32
- ERISA, this index
- Federal employees
 - Health benefits, § 9:29
 - Workers' compensation, § 9:30
- Fees and representation agreements, lien provisions, § 3:8
- Full compensation rule
 - Insurance law, § 9:2
 - Workers' compensation law, § 9:3
- General considerations, § 9:1
- Hospital liens, § 9:4
- Letters of protection and contractual “liens,” § 9:32
- Medicaid, this index
- Medical services liens, § 9:4
- Medicare Reimbursement, this index

TRIAL PREPARATION AND PRACTICE

LIENS AND REIMBURSEMENT

CLAIMS—Cont'd

Military personnel, § 9:31

Trust account, payment of liens,
§ 3:12

LIMITATION OF ACTIONS

Generally, § 10:2

Initial interview with client,
§§ 2:22 to 2:25

Letter declining representation,
form, § 33:6

Malpractice, § 3:19

LIMITED LIABILITY COMPANIES

Venue, § 15:7

LIMITED PARTNERSHIPS

Venue, § 15:8

LITIGATION EXPENSES

Damages, § 7:11

LONG-ARM STATUTE

Personal Jurisdiction, this index

Venue, § 15:14

LOSS OF CONSORTIUM

Damages, §§ 7:3, 7:7

LOST INCOME

Damages, § 7:5

Verification of last wages, § 33:12

LYFT

Insurance for rideshare services,
§ 6:6

MACON BAR ASSOCIATION

Assurances of Professionalism,
§ 4:26

MAGISTRATE COURTS

De novo appeals, § 13:5

Subject matter jurisdiction, § 13:5

MALICE

Damages, §§ 7:3, 7:8

MALPRACTICE

Filing suit, special requirements in
professional malpractice
cases, § 19:3

Limitation of actions, § 3:19

Medical Malpractice, this index

Referral as malpractice preven-
tion, § 2:18

MARKETING

Ethics and professionalism, § 4:9

MEDIATION

Alternative Dispute Resolution,
this index

MEDICAID

Generally, §§ 9:25 to 9:28

Dealing with Medicaid lien,
§ 9:28

Federal law on Medicaid liens,
subrogation and reimburse-
ment, § 9:26

Full compensation rule, § 9:27

Georgia law on Medicaid liens
and reimbursement, § 9:27

Negotiating pro rata reimburse-
ment formula in advance,
§ 9:28

Notifying Dept. of Community
Health subrogation unit,
§ 9:28

MEDICAL CARE

Availability of medical treatment,
§ 2:14

Liens for medical services, § 9:4

Reviewing options, § 2:16

MEDICAL EXAMINATION

Obtaining by plaintiff's attorney,
§ 5:27

Physical and Mental Examina-
tions, this index

MEDICAL EXAMINERS, STATE BOARD

Searchable data base, § 5:16

INDEX

MEDICAL EXPENSES

- Damages, § 7:4
- Federal court practice, proof of medical bills, § 16:23
- Insurance, § 6:7
- Trust account, payment of expenses, § 3:12

MEDICAL HISTORY

- Generally, § 5:24

MEDICAL INFORMATION

- Generally, §§ 8:1 to 8:12
- Admissibility of medical records, § 8:9
- AIDS patients, privacy rights, § 24:10
- Audit trails, § 8:13
- Certification of medical records, § 33:21
- Confidentiality, §§ 24:8 to 24:10
- Electronic medical records, § 8:3
- Examinations. Physical and Mental Examinations, this index
- Georgia law, generally, §§ 8:4, 8:5
- HIPAA
 - Correlation of HIPAA and Georgia law, § 8:5
 - Federal privacy regulations, § 8:2
- HITECH Act, electronic medical records, § 8:3
- Hospital records, § 8:7
- Importance in personal injury cases, § 8:1
- Medical narrative report, § 8:12
- Mental health records, § 8:10
- Physician, information obtained from, § 8:6
- Therapy and other medical records, § 8:8
- Veterans Administration request to release medical records, § 33:20

MEDICAL MALPRACTICE

- Generally, §§ 32:1 to 32:6
- Defenses, § 32:3
- Expert requirements
 - Affidavit, § 32:4
 - Qualifications, § 32:5
- Letter declining representation, form, § 33:7
- Motions, § 32:6
- Standards of care, § 32:2
- Time limits, § 32:3
- Tort reform legislation, § 18:6
- Trial issues, § 32:6

MEDICAL NARRATIVES

- Federal court practice, § 16:22
- Notice of intent to introduce, § 33:38
- Reports, §§ 8:12, 26:14

MEDICARE REIMBURSEMENT

- Generally, §§ 9:8 to 9:24
- Apportionment of damages, § 9:12
- Compromise or settlement
 - Notification of settlement, § 9:22
 - Pre-settlement request for compromise, § 9:21
- Conditional payment letter. Secondary payer claims, below
- Defenses (tort), § 9:12
- Demand letter, § 9:8
- Direct action by Medicare, § 9:14
- Hardship waivers, § 9:15
- Insurers, reporting requirements and risks, § 9:10
- Legislative history, § 9:9
- Liability risk for plaintiffs' attorneys, § 9:11
- Medicare Set Aside Allocation (MSA), § 9:16
- Plaintiffs' attorneys, liability risk, § 9:11
- Preemption of state liens, § 9:8

MEDICARE REIMBURSEMENT

—Cont'd

- Pre-settlement request for compromise, § 9:21
- Procurement costs deduction, § 9:15
- Reconsideration requests, § 9:22
- Reductions, authorized, § 9:15
- Reporting requirements and risks for insurers, § 9:10
- Secondary payer claims
 - Generally, §§ 9:17 to 9:24
 - Case intake, § 9:17
 - Compromise or settlement, above
 - Conditional payment letter
 - Generally, § 9:19
 - Review, § 9:20
 - Disputing demand amount, § 9:22
 - Notice to Benefits Coordination and Recovery Center, § 9:18
 - Pre-settlement request for compromise, § 9:21
 - QIC review, § 9:22
 - Reconsideration requests, § 9:22
 - Secondary Payer Manual and website, review of, § 9:24
 - Settlement. Compromise or settlement, above
 - Special needs trusts, § 9:23
 - Structures, establishment of, § 9:23
 - Trusts, establishment of, § 9:23
 - Settlement. Compromise or settlement, above
 - Special needs trusts, § 9:23
 - Tort defenses, § 9:12
 - Trusts, establishment of, § 9:23
 - Waivers, § 9:15
 - Wrongful death, § 9:13

MEMORANDA OF LAW

- Trial notebook, § 10:4

MENTAL EXAMINATIONS

- Physical and Mental Examinations, this index

MENTAL HEALTH

- Records
 - Generally, § 8:10
 - Privacy rights, § 24:9

MILITARY PERSONNEL

- Liens and reimbursement claims, § 9:31
- Veterans Administration request to release medical records, § 33:20

MORE DEFINITE STATEMENT

- Motions, § 27:4

MOTIONS

- Generally, §§ 27:1 to 27:16
- Consolidation, § 27:13
- Counterclaim or cross-claim, omitted, motion to add, § 27:6
- Default judgment, opening default, or vacating default, § 27:14
- Discovery, this index
- Dismissal
 - Generally, § 27:2
 - Federal courts, § 16:12
- Extension of time to prepare transcript, form, § 33:41
- Joinder of persons required for just adjudication, § 27:10
- Judgment on pleadings, § 27:3
- In limine, §§ 27:16, 30:16
- Medical malpractice, § 32:6
- More definite statement, § 27:4
- Parties
 - Adding or dropping, § 27:11
 - Substitution, § 27:12
- Pleadings, motion to amend after entry of pretrial order, § 27:9
- Pretrial conference and pretrial order, § 27:8

INDEX

MOTIONS—Cont'd

- Procedure, § 27:1
- Reconsideration, § 30:10
- Remand motion, removal from state court, § 16:33
- Scheduling conference, § 33:31
- Scheduling order, § 27:7
- Strategy, § 27:1
- Strike, § 27:5
- Substitution of parties, § 27:12
- Summary judgment, § 27:15
- Tactics, § 27:1
- Trial notebook, § 10:4

MOTOR CARRIERS

- FMCSA online database, § 5:16
- Freedom of Information Act request, § 33:29
- Insurers, direct actions against, § 6:16
- Venue, carriers and their insurers, § 15:12

MOTORISTS

- Automobile Insurance, this index
- Nonresident Motorist Act
 - Personal Jurisdiction, this index
- Venue, § 15:15

MULTIJURISDICTIONAL PRACTICE

- Ethics and professionalism, § 4:13

NATIONAL GUARD

- Governmental liability, § 17:16

NCIC DATABASE

- Criminal records, § 5:16

NEWS MEDIA

- Photos and video, § 5:7

NOMINAL DAMAGES

- Generally, §§ 7:3, 7:8

NON-ENGAGEMENT LETTER

- Generally, § 2:19

NON-LAWYER SUPERVISION

- Rules of Professional Conduct, § 5:2

NONPROFIT CORPORATIONS

- Venue, § 15:7

NONRESIDENTS

- Depositions, § 22:3
- Jurisdiction over. Personal Jurisdiction, this index
- Nonresident Motorist Act
 - Personal Jurisdiction, this index
- Venue, § 15:15

NOTICE

- Appeal, form, § 33:40
- Appeal or review, § 30:4
- Depositions, physicians, § 33:37
- Depositions, video recording, § 33:36
- Governmental Liability, this index
- Initial interview, ante litem notice periods, § 2:23
- Medical narrative, notice of intent to introduce, § 33:38
- Waiver of right to file response brief in U.S Supreme Court, § 33:42

NURSING HOMES

- Site for initial interview, § 2:4
- Statutory liens for charges, § 9:4

ONLINE RESOURCES

- Generally, § 5:16

ONLINE SOCIAL NETWORKING

- Facebook and Other Social Media, this index

OPEN RECORDS

- Form of request for, § 33:23

OPEN RECORDS ACT

- Obtaining non-exempt public records, § 5:35

OPENING STATEMENT

- Preparing, § 29:9
- Preservation of error, § 30:18
- Trial notebook, § 10:4

ORDER OF PROOF

- Trial notebook, § 10:4

ORGANIZATION OF CASE

- Case Management, this index

ORGANIZATIONS

- Depositions, § 22:10

OWNERS AND OCCUPIERS

- Premises Liability, this index

PAIN

- Memories of, preservation of evidence, § 5:5

PAIN AND SUFFERING

- Damages, § 7:3

PAROLE

- Online database of parolees, § 5:16

PARTIES

- Adding or dropping, motion, § 27:11
- Substituting party, motion, § 27:12

PARTNERSHIPS

- Venue, § 15:8

PATENTS

- Online database, § 5:16

PEER REVIEW

- Privileged information, § 24:11

PERPETUATION OF TESTIMONY

- Pre-complaint depositions, § 22:2

PERSONAL JURISDICTION

- Generally, §§ 14:1 to 14:20
- Alimony proceedings, § 14:13
- Business transactions within state, § 14:9

PERSONAL JURISDICTION

—Cont'd

- Child support proceedings, § 14:13
- Co-conspirators, long-arm jurisdiction, § 14:8
- Defamation, statutory exclusion, § 14:11
- Definitions
 - Generally, § 14:1
 - Non-resident, § 14:6
- Division of property proceedings, § 14:13
- Due process. Long-arm jurisdiction over nonresidents, below
- Fair play and substantial justice, § 14:16
- Foreign corporations, § 14:3
- Forum non conveniens, § 14:3
- Interaction of subject matter jurisdiction, personal jurisdiction and venue, § 12:2
- Long-arm jurisdiction over non-residents
 - Generally, §§ 14:4 to 14:16
 - Alimony proceedings, § 14:13
 - Business transactions within state, § 14:9
 - Child support proceedings, § 14:13
 - Co-conspirators, § 14:8
 - Defamation, statutory exclusion, § 14:11
 - Division of property proceedings, § 14:13
 - Due process analysis
 - Generally, §§ 14:14 to 14:16
 - Fair play and substantial justice, § 14:16
 - Minimum contacts, § 14:15
 - State statute, § 14:7
 - Stream of commerce, § 14:15
- Fair play and substantial justice, § 14:16
- Minimum contacts, § 14:15

INDEX

PERSONAL JURISDICTION

—Cont'd

- Long-arm jurisdiction over non-residents—Cont'd
 - Non-resident defined, § 14:6
 - Real property situated in state, § 14:12
 - Scope of Georgia statute, § 14:7
 - Statutory provisions, § 14:5
 - Stream of commerce analysis, § 14:15
 - Tortious act or omission within state, § 14:10
 - Tortious injury caused by act or omission outside state, § 14:11
- Long-arm jurisdiction over nonresidents
 - Venue, § 15:14
- Minimum contacts, § 14:15
- Motorists. Nonresident Motorist Act, below
- Nonresident Motorist Act
 - Generally, §§ 14:17 to 14:20
 - Express or implied control or direction, § 14:19
 - Scope, § 14:18
 - Service of process, § 14:20
- Nonresidents
 - Long-arm jurisdiction over nonresidents, above
 - Nonresident Motorist Act, above
- Physical boundaries of state, persons within, § 14:3
- Real property situated in state, § 14:12
- Service of process
 - Generally, § 14:3
 - Nonresident Motorist Act, § 14:20
- Stream of commerce analysis, § 14:15
- Tortious act or omission within state, § 14:10

PERSONAL JURISDICTION

—Cont'd

- Tortious injury caused by act or omission outside state, § 14:11
 - Waiver, § 14:2
- ### PERSPECTIVE ON TORT LAW
- Historical Background, this index
- ### PHOTOGRAPHS
- Aerial photos, preparing, § 29:7
 - Documenting scene, § 5:31
 - Preservation of evidence, §§ 5:4, 5:9
 - Selecting for blowups, § 29:3
 - Trial themes, § 18:8

PHYSICAL AND MENTAL EXAMINATIONS

- Generally, §§ 23:1 to 23:9
- Adverse examinations
 - Generally, § 8:11
 - Compulsory, § 23:2
 - Defense tactics, § 23:9
 - Use by plaintiff, § 23:8
- Copy of examiner's report, § 23:6
- Cross-examination of examiner, § 23:5
- Daubert challenges to testimony of examining physician, § 23:7
- Examining physician
 - Cross-examination, § 23:5
 - Daubert challenges to testimony, § 23:7
 - Selection, §§ 23:2, 23:3
- Monitoring examination, § 23:4
- Recording examination, § 23:4
- Return of records, § 23:6
- Selection of examiner, § 23:3

PLANNING FOR TRIAL

- Trial Planning, this index

PLEA IN ABATEMENT

- Subject matter jurisdiction, § 13:1

PLEADINGS

Answer, reviewing, § 19:6
Complaint, this index
Counterclaims, this index
Cross-claims, this index
Motion to amend after entry of
pretrial order, § 27:9
Trial notebook, § 10:4

POST-JUDGMENT INTEREST

Damages, § 7:13

POST-JUDGMENT MOTIONS

Attorneys' fee award, claim or
defense lacks substantial
justification, § 3:28

PRECEDENT

Georgia Court of Appeals deci-
sions, § 30:25

PREEMPTION OF STATE LAW

ERISA preemption, § 9:5
HIPAA preemption, § 8:2
Medicare preemption, § 9:8

PREEXISTING INJURIES

Damages, § 7:4
Investigation by plaintiff's lawyer,
§ 5:24

PRE-JUDGMENT INTEREST

Damages, § 7:12

PREMISES LIABILITY

Generally, §§ 31:1 to 31:13
Acceptance doctrine, § 31:3
Apportionment issues, § 31:13
Claimant status, generally, §§ 31:4
to 31:7
Contractor liability for improve-
ments to real property, § 31:3
Dram shop liability, § 31:11
Hazardous conditions, liability
arising from, §§ 31:8 to
31:10
Immunities and contractual limita-
tions, § 31:14

PREMISES LIABILITY—Cont'd

Improvements to real property,
liability of contractor for,
§ 31:3
Invitees, § 31:5
Knowledge of dangerous condi-
tion
Owner or occupier's knowl-
edge, § 31:9
Plaintiff's knowledge, § 31:10
Licensees, § 31:6
Owners or occupiers defined,
§ 31:2
Security, negligent, §§ 31:12,
31:13
Trespassers, § 31:7

**PREPONDERANCE OF
EVIDENCE**

Theories and themes, § 18:8

PRESENTATION SOFTWARE

Case management, § 10:5

PRESERVATION OF ERROR

Appeal or Review, this index

PRESERVATION OF EVIDENCE

Generally, §§ 5:3 to 5:12
Expert, early involvement, § 5:10
News media photos and video,
§ 5:7
911 calls, § 5:6
Pain, memories of, § 5:5
Photographs, §§ 5:4, 5:9
Requests for preservation, § 5:12
Scene video, § 5:8
Temporary restraining order to
preserve evidence, §§ 5:13,
33:34, 33:35
Traffic court or other hearing,
attending, § 5:11
Trucking cases, § 33:28

PRE-TRIAL CONFERENCE

Motion, § 27:8

INDEX

PRE-TRIAL ORDERS

- Amendment of pleadings after entry of pre-trial order, motion, § 27:9
- Federal court practice, § 16:19
- Motion, § 27:8
- Trial notebook, § 10:4

PRE-TRIAL PROCEEDINGS

- Preservation of error, § 30:15

PRIVACY

- Medical information, §§ 24:8 to 24:10

PRIVATE INVESTIGATORS

- Use of, § 5:15

PRIVILEGES

- Generally, §§ 24:1 to 24:13
- Accountant-client privilege, § 24:7
- Attorney work product privilege. Work Product Privilege, this index
- Attorney-client privilege
 - Generally, § 24:3
 - Common law elements, § 24:3
 - Confidentiality, attorney's ethical duty, § 24:5
 - Corporate clients, § 24:6
 - Crime fraud exception, § 24:4
 - Exceptions, § 24:4
 - Joint representation exception, § 24:4
 - Waiver, § 24:3
- Discovery, generally, §§ 21:9, 24:1
- Doctors' privileges, peer and medical review, § 24:11
- Drug treatment information, § 24:9
- Medical information
 - Generally, §§ 24:8 to 24:10
 - AIDS patients, § 24:10
 - Disclosure, § 24:8

PRIVILEGES—Cont'd

- Medical information—Cont'd
 - Drug treatment information, § 24:9
 - Mental health records, § 24:9
 - Right to privacy, § 24:8
- Mental health records, § 24:9
- Peer and medical review of doctors' privileges, § 24:11
- Self-incrimination, privilege against, § 24:13
- Trade secrets, § 24:12
- Work Product Privilege, this index

PRO SE PLAINTIFF

- Assisting, § 4:3

PROBATE COURTS

- Subject matter jurisdiction, § 13:6

PRODUCTION, REQUEST FOR

- Discovery, this index

PRODUCTS LIABILITY

- Punitive damages, § 7:9

PROFESSIONAL COURTESIES

- Controlled by attorney, § 3:11

PROFESSIONALISM

- Ethics and Professionalism, this index

PROSECUTORIAL ACTION

- Governmental liability, § 17:9

PROTECTIVE ORDERS

- Burden of proof, § 25:1
- Discovery, §§ 20:4, 25:1
- Stipulated orders, § 20:6

PROTECTIVE SERVICES

- Governmental liability, § 17:6

PROXIMATE CAUSE

- Theories and themes, § 18:8

PUBLIC WORKS

- Governmental liability, § 17:14

PUNITIVE DAMAGES

Generally, §§ 7:8 to 7:10

QUANTUM MERUIT

Recovery of fees, §§ 3:6, 4:3

RAILROADS

Venue, § 15:11

REAL ESTATE COMMISSION

Web site, § 5:16

REAL PROPERTY

Entry and inspection of land,
§ 21:7

Personal jurisdiction, § 14:12

Premises Liability, this index

REFERRALS

Letter declining representation,
§§ 33:5, 33:7, 33:8

Thank you letter to referring
attorney, § 33:4

REFILING

Dismissal, refiling and renewal
after, § 19:9

REIMBURSEMENT

Liens and Reimbursement Claims,
this index

Medicaid, this index

Medicare Reimbursement, this
index

RELEASE

Insurance, settlement under
limited release, § 6:5

**REMOVAL FROM STATE
COURT**

Federal Court Practice, this index

RENEWAL

Dismissal, refiling and renewal
after, § 19:9

**REPRESENTATION
AGREEMENTS**

Attorneys' Fees and Representa-
tion Agreements, this index

REPRESENTED PERSONS

Communications with, § 4:10

REPTILE THEORY

Jury psychology, § 11:7

RIDESHARE SERVICES

Insurance, § 6:6

RIOT

Governmental liability, § 17:10

ROADS

Governmental liability, § 17:14

RUNNERS

Use of, § 4:9

SAFETY STANDARDS

Online resources, § 5:16

SANCTIONS

Discovery, motion for sanctions,
§ 25:3

SCENE

Documenting, § 5:31

SCHEDULING CONFERENCE

Motion, § 33:31

SCHEDULING ORDER

Motion, § 27:7

SCHOOL DISTRICTS

Governmental Liability, this index

SCOPE OF REPRESENTATION

Generally, § 4:3

Insurance defense practice, § 4:15

Limited scope, §§ 3:15, 4:3

SEARCH ENGINES

Online resources, § 5:16

SECRETARY OF STATE

Searchable data base, § 5:16

SECURITY

Premises liability, negligent secu-
rity, § 31:12

INDEX

SELF-INCRIMINATION

Generally, § 24:13

SELF-INSURANCE

Generally, § 6:3

SELF-REPRESENTATION

Assisting the pro se plaintiff, § 4:3

SERVICE OF PROCESS

Generally, § 19:5

Non-residents, §§ 14:3, 14:20

SETTLEMENT

Compromise and Settlement, this index

SIGNATURES

Depositions, § 22:13

Fees and representation agreements, § 3:23

SOCIAL MEDIA

Facebook and Other Social Media, this index

SOCIAL SECURITY EARNINGS INFORMATION

Form of request for, § 33:19

SOJOURNERS

Venue, § 15:16

SOLICITATION

Ethics and professionalism, § 4:9

SOVEREIGN IMMUNITY

Governmental Liability, this index

SPECIAL DAMAGES

Generally, §§ 7:4 to 7:6

SPECIALIZATION

Generally, § 4:2

SPREADSHEETS

Case management, § 10:5

STANDARDS OF CARE

Medical malpractice, § 32:2

STATE BAR

Online directory, § 5:16

STATE BOARD OF MEDICAL EXAMINERS

Searchable data base, § 5:16

STATE COURTS

Subject matter jurisdiction, § 13:4

STATE GOVERNMENT

Venue, § 15:17

STATUTE OF LIMITATIONS

Limitation of Actions, this index

STATUTES OF REPOSE

Generally, § 2:24

STIPULATIONS

Trial notebook, § 10:4

STRIKE

Motion to strike, § 27:5

STUBBORN LITIGIOUSNESS

Attorneys' fees awards, §§ 3:29, 7:11

SUBJECT MATTER JURISDICTION

Generally, §§ 13:1 to 13:7

Basic principles, § 13:1

Interaction of subject matter jurisdiction, personal jurisdiction and venue, § 12:2

Magistrate courts, § 13:5

Not waivable, § 13:2

Plea in abatement, § 13:1

Probate courts, § 13:6

Sovereign immunity, § 13:7

State courts, § 13:4

Superior courts, § 13:3

SUBPOENAS

Depositions, § 22:3

Serving and filing with clerk, § 29:16

Trial notebook, § 10:4

SUBROGATION

- Anti-subrogation doctrine, § 9:2
- ERISA, §§ 9:6, 9:7
- Medicaid, federal laws on liens, subrogation and reimbursement, § 9:26
- Representing insurers, § 4:21

SUBSTITUTION OF PARTY

- Motion, § 27:12

SUMMARY JUDGMENT

- Federal court practice, § 16:13
- Motions, § 27:15

SUPERIOR COURTS

- Subject matter jurisdiction, § 13:3

SURVEILLANCE

- Video Surveillance, this index

TAXATION

- Copy of tax return, request for, § 33:18
- Governmental liability, tax collection or detention of goods, § 17:8

TECHNICAL STANDARDS

- Online resources, § 5:16

TEMPORARY RESTRAINING ORDER

- Preservation of evidence, §§ 5:13, 33:34, 33:35

THEORIES AND THEMES

- Generally, §§ 18:1 to 18:9
- Advertising slogans and images, § 18:8
- Client interview, § 18:8
- Common subthemes, § 18:8
- Developing legal theories, § 18:3
- Discovery, § 18:2
- Focus groups, §§ 18:2, 18:8
- Hierarchy of human needs, § 18:8
- Human conflicts, elemental, § 18:8
- Insurance coverages, § 18:7

THEORIES AND THEMES

—Cont'd

- Investigation, §§ 5:14, 18:2
- Jury instructions, draft, § 18:9
- Photographs, § 18:8
- Preponderance of evidence, § 18:8
- Proximate cause, § 18:8
- Psychological factors, § 18:8
- Rooted in reality, §§ 18:1 to 18:9
- Testing theme, § 18:8
- Tort reform legislation
 - Generally, § 18:4
 - Apportionment of fault, § 18:5
 - Medical malpractice, § 18:6
- Trial themes, § 18:8

THERAPY RECORDS

- Generally, § 8:8

THIRD-PARTY ACTIONS

- Filing suit, § 19:10
- Venue, § 15:10

TIME DEADLINES

- Dates and Deadlines, this index

TOLLING OF STATUTES OF LIMITATION

- Generally, § 2:25

TORT REFORM LEGISLATION

- Theories and Themes, this index

TRADE SECRETS

- Disclosure vs. protection, § 24:12

TRAFFIC COURT

- Attending, § 5:11

TRANSFER OF CASE

- Procedure, § 15:19

TRANSIENTS

- Venue, § 15:16

TRAPLINE

- Directory of investigators, § 5:15

INDEX

TRESPASS

- Premises liability, trespassers, § 31:7
- Writ of trespass, historical background, § 1:4

TRIAL NOTEBOOK

- Case management, § 10:4

TRIAL PLANNING

- Generally, §§ 29:1 to 29:20
- Aerial photos, preparing, § 29:7
- Appeal, plan for, § 29:2
- Batson* challenges, § 29:11
- Client and key witnesses, taking to courtroom, § 29:13
- Closing argument, § 29:19
- Courtroom, visiting early, § 29:4
- Cross-examination of all witnesses, planning, § 29:18
- Direct examination of all witnesses, planning, § 29:18
- Exhibits and exhibit list, § 29:12
- Expert witness, preparing for trial, § 26:23
- Judgment forms, preparing in advance, § 29:20
- Jury charts to match courtroom, preparing, § 29:10
- Jury questionnaire, supplemental, § 29:8
- Maps, preparing, § 29:7
- Medical illustrations, § 29:5
- Medical malpractice, § 32:6
- Opening statement, planning, § 29:9
- Photos, select for blowups, § 29:3
- Radiology films, select for blowups, § 29:3
- Realities of courthouses, instructing clients and witnesses, § 29:14
- Single issue trial memoranda, preparing, § 29:17
- Start early, § 29:1

TRIAL PLANNING—Cont'd

- Subpoenas, serving and filing with clerk, § 29:16
- Testing courtroom technology, § 29:5
- Timelines, preparing, § 29:6
- Timing of trial, § 29:15
- Trial preparation checklist, § 29:21
- Verdict forms, preparing in advance, § 29:20
- Visiting courtroom early, § 29:4
- Voir dire, planning, § 29:9

TRIAL THEMES

- Generally, § 18:8

TRUCKING CASES

- Generally, §§ 33:27 to 33:36

TRUST ACCOUNTS

- Generally, §§ 3:12, 4:8
- Audit for cause, § 4:8
- IOLTA, §§ 3:12, 4:8
- Payment of liens and medical expenses, § 3:12

TRUSTS

- Medicare reimbursement, special needs trusts, § 9:23

UBER

- Insurance for rideshare services, § 6:6

UNIFORM VOIDABLE TRANSACTIONS ACT

- Insurance, § 6:14

UNINCORPORATED ASSOCIATIONS

- Venue, § 15:9

UNINSURED MOTORIST COVERAGE

- Generally, § 6:8

**UNNECESSARY TROUBLE AND
EXPENSE**

Attorneys' fees awards, § 3:29

UNREPRESENTED PERSONS

Communications with, § 4:12

VEHICLE MANUALS

Online resources, § 5:16

VENUE

Generally, §§ 15:1 to 15:19

Basics, § 15:1

Business corporations, § 15:7

Change of venue

Inability to seat impartial jury,
§ 15:18

Transfer procedure, § 15:19

Counterclaims, § 15:10

Cross-claims, § 15:10

Electric companies, § 15:11

Federal courts, § 16:3

Forum non conveniens, § 15:4

Governmental authorities, § 15:17

Impartial jury, inability to seat,
§ 15:18

Insurance companies, § 15:13

Interaction of subject matter juris-
diction, personal jurisdiction
and venue, § 12:2

Joint tortfeasors, § 15:6

Limited liability companies,
§ 15:7

Long-arm statute, § 15:14

Motor carriers and their insurers,
§ 15:12

Nonprofit corporations, § 15:7

Nonresident Motorist Act, § 15:15

Partnerships, § 15:8

Railroads, § 15:11

Sojourners, § 15:16

State government, § 15:17

Third-party actions, § 15:10

Time for determining, § 15:3

Tortfeasors

Joint, § 15:6

VENUE—Cont'd

Tortfeasors—Cont'd

Single, § 15:5

Transfer procedure, § 15:19

Transients, § 15:16

Unincorporated associations,
§ 15:9

Vanishing venue rule, § 15:9

Waiver, § 15:2

VERDICT

Preparing verdict forms in
advance, § 29:20

Preservation of error

Directed verdict or judgment
NOV, § 30:20

Verdict form, § 30:22

Trial notebook, verdict form,
§ 10:4

Unanimity requirement, § 11:1

VETERANS ADMINISTRATION

Request to release medical
records, form, § 33:20

VIDEO

Depositions, video recording,
§§ 22:5, 33:36

News media photos and video,
§ 5:7

Scene video, § 5:8

Surveillance video, § 5:26

Witness statements, § 5:36

VIDEOS

Preservation of evidence, § 5:9

VOIR DIRE

Federal vs. state practice, § 16:24

Planning, § 29:9

Preservation of error, § 30:17

Trial notebook, § 10:4

WAIVER

Accountant-client privilege,
§ 24:7

Attorney-client privilege, § 24:3

Conflict of interest, § 4:7

INDEX

WAIVER—Cont'd

- Depositions
 - Waiver of objections, § 22:8
 - Waiver of signature, § 22:13
- Medicare reimbursement, waivers, § 9:15
- Personal jurisdiction, § 14:2
- Right to file response brief in U.S. Supreme Court, notice of, § 33:42
- Subject matter jurisdiction as not waivable, § 13:2
- Venue, § 15:2
- Work product privilege, § 24:2

WITHDRAWAL

- Attorneys' Fees and Representation Agreements, this index
- Letter, initial interview, § 2:19

WITNESSES

- Cross-examination
 - Examining physician, § 23:5
 - Planning, § 29:18
- Direct examination of all witnesses, planning, § 29:18
- Experts, this index
- Interviews
 - Generally, § 5:18
 - Follow-up investigations, § 5:30

WITNESSES—Cont'd

- Interviews—Cont'd
 - Techniques, § 5:36
- Lawyer as witness, § 5:3
- Trial notebook, § 10:4

WORK HISTORY (CLIENT'S)

- Generally, §§ 2:10, 5:23

WORK PRODUCT PRIVILEGE

- Generally, § 24:2
- Attorney-client privilege compared, § 24:3
- Underlying facts or materials, § 25:1

WORKERS' COMPENSATION

- Federal employees, liens and reimbursement claims, § 9:30
- Full compensation rule, § 9:3

WRIT OF TRESPASS

- Historical background, § 1:4

WRONGFUL DEATH

- Client information sheet, § 33:3
- Damages, § 7:10
- Medicare reimbursement, § 9:13

X-RAYS

- Admissibility, § 8:9

"Y2K" COMPUTER ISSUES

- Governmental liability, § 17:17