

CCAP New Panel Attorney Guide - It's All About Efficiency Series: Home Library¹

To maximize your efficiency, you should have quick and ready access to resources that allow you to research the law, know the rules of court, and write effective briefs. With this in mind, whether electronic or paper-based, there are a number of highly recommended (“must-have”) primary resources to include in your home library, regardless of your practice area.² In addition to the must-haves, there are a number of practice area-specific primary and secondary resources to also consider. The following list represents the basics to get you started, and is not intended to be all-inclusive.

All Practice Areas: “Must-Have” Primary Resources

Case Law

What you need: California, Ninth Circuit, US Supreme Court

Where you can get case law:

- Westlaw subscription
- LexisNexis subscription
- California Courts (<http://www.courts.ca.gov/opinions-slip.htm>)
- Ninth Circuit (<http://www.ca9.uscourts.gov/opinions/>)
- US Supreme Court (<http://www.supremecourt.gov/opinions/opinions.aspx>)
- Google Scholar (<http://scholar.google.com>)

Codes

What you need: California and Federal

¹ This article was drafted by panel attorney Conness Thompson who provided first-hand knowledge for starting up a new practice as appointed counsel. CCAP wishes to thank Ms. Thompson for sharing her insights to pass on to others. The project perspective is interwoven to complete the picture. As always, counsel is encouraged to determine what approach works best for your own practice.

² By listing specific recommendations for a complete appellate-practice library, CCAP does not endorse any of the publications or other resource materials listed. We also recognize that owning hardcopy books that require annual updates can be both expensive to acquire and maintain, especially if you are running a low-budget home law office. You may want to consider which items can be relegated to online access to stretch your budget further. Acquire hardcopies, over time, for those items that either do not update very often, or are so frequently used as to make looking online an inefficient use of your time. In short, library resources are a somewhat personal choice, but you do need to have access the information somewhere.

Where you can get codes:

- As part of your Westlaw or LexisNexis subscription
- California Codes (<http://www.leginfo.ca.gov/calaw.html>)
- Federal Codes (<http://www.law.cornell.edu/uscode/text>)

California Rules of Court

What you need: Title Eight - Appellate Rules

Where you can get the California Rules of Court:

- As part of your Westlaw or LexisNexis subscription
- California Rules of Court (<http://www.courtinfo.ca.gov/cms/rules/index.cfm?title=eight>)

Citation Reference Guide

What you need: For many years, the *California Style Manual* has served as the official citation style guide for documents filed with state courts in California. However, effective January 1, 2008, California Rules of Court, rule 1.200 allows “Citations to cases and other authorities in all documents filed in the courts must be in the style established by either the *California Style Manual* or *The Bluebook: A Uniform System of Citation*, at the option of the party filing the document. The same style must be used consistently throughout the document.” Although the rules now allow a choice between the two, the *Style Manual* is still the styling guide preference for most California courts. When in Rome (or California) . . .

Where you can get *California Style Manual*:

- West Group, 620 Opperman Drive, P.O. Box 64833, St. Paul, MN 55164 - 0833; (800) 328-9352, or via the internet at: <http://legalsolutions.thomsonreuters.com/law-products/> (Search for “California Style Manual” in the search box.)

Criminal: Primary and Secondary Resources to Also Consider

Jury Instructions

What you need: There are two sets of jury instructions that you will see. The most prevalent set of instructions is CALCRIM, which was developed and adopted by the Judicial Council in 1990s-2000s. The use of CALCRIM is now strongly encouraged in the trial courts, but not mandatory. The other set of instructions that you may see still used is CALJIC, which was developed by the Los Angeles Superior Court in the 1930s. CALJIC is generally accepted as safe and accurate to use, although it is used infrequently at this point in time.

Where you can get jury instructions:

- As part of your Westlaw or LexisNexis subscription
- Judicial Council of California website
(http://www.courts.ca.gov/partners/documents/calcrim_juryins.pdf)
- In book format from Westlaw or LexisNexis online stores

California Penal Code

What you need: Although you can access the current enactment of a particular penal code section through your Westlaw or LexisNexis subscription, unless you have one of the more expensive plans, you will likely not have access to earlier versions of a particular code section. Because laws can change, you want to know how a particular code section read when your client was convicted of it. The easiest way to do this is to buy a copy each year of the California Penal Code and keep your older copies.

Where you can get the California Penal Code in book form:

- Westlaw or LexisNexis online stores
- Amazon.com (in addition to the current year, you can also find prior years)

Practice Guides

- *Appeals and Writs in Criminal Cases* (CEB; <http://ceb.com/>)
- *California Criminal Law: Procedures and Practice* (CEB; <http://ceb.com/>)
- ADI California Criminal Appellate Practice Manual (<http://www.adi-sandiego.com/manual.html>)

Juveniles: Primary and Secondary Resources to Consider

Practice Guides & Other Resources

- Juvenile Dependency Practice (CEB; <http://ceb.com/>)
- *California Juvenile Courts Practice and Procedure* (Kumli & Seiser; LexisNexis online store)
- *Juvenile Dependency Quick Guide: A DOG Book*, Judicial Council resource (http://www.courts.ca.gov/documents/Dogbook_2Ed_online.pdf)
- *Juvenile Delinquency Practical Guide: The Dog Book*, L.A. Public Defender (http://pd.co.la.ca.us/juv_law.html)
- California Juvenile Laws and Rules (Westlaw online store)
- CCAP Juvenile Dependency & Delinquency Articles (<http://www.capcentral.org/juveniles/index.asp>)