A basic checklist for identifying illness based impairment, i.e.:

**Alcoholism, Drug Addiction, Substance Abuse, Compulsive Gambling, Depression, Anxiety and Stress**

Every aspect of an addicted or depressed attorney’s life is affected. If you recognize the following warning signs in yourself or a colleague, call The Delaware Lawyers Assistance Program (De-LAP) (302) 777-0124 or toll-free 1-877-24DELAP or e-mail cwaldhauser@de-lap.org.

### Attendance Problems:
- Late
- Leaving early
- Taking “long lunches”
- Not returning to work after lunch
- Missing appointments
- Unable to be located
- Ill with vague ailments
- Absent (especially Monday)
- Frequent rest room breaks
- Improbable excuses for Absences
- Last minute cancellations

### Relationship Problems:
- Complaints from clients
- Problems with Supervisors
- Disagreements or Inability to work with colleagues
- Avoidance of others
- Irritable, impatient
- Angry outbursts
- Inconsistencies or discrepancies in describing events
- Hostile attitude
- Overreacts to criticism
- Unpredictable, rapid mood swings

### Performance Problems:
- Missed deadlines
- Decreased efficiency
- Inadequate follow through
- Lack of attention
- Poor judgment
- Inability to concentrate
- Difficulty remembering details or directions
- General difficulty with recall

### Unique to the Legal Community:
- Missing checks to be deposited
- Debit card withdrawals
- Incomplete or irregular records
- Pay office expenses from trust
- Pay personal expenses from trust
- “Borrowing” from trust
- Failure to timely disburse
- Incomplete accounting for receipts and disbursements
- Failure to renew law license
- Non-compliance with CLE
- Non-responsive to Discipline
- Lapsed insurance policies
- Failure to file and failure to pay taxes.
**Identifying Alcoholic Behavior:**

- Individual has a high breathalyzer test result
- Individual attends office meetings, court appearance, or other functions after drinking
- Individual drinks in the morning or during business hours
- Individual drinks substantial amounts of alcohol and drinks often
- Individual becomes defensive about drinking
- Individual experiences memory loss (blackouts)
- Individual experiences increased or decreased tolerance
- Legal problems in combination
- Individual has made past attempts to stop drinking
- Individual makes statements about his/her drinking that signals a drinking problem

**Early Symptoms of Chemical Abuse/Dependency:**

- An increase in the frequency and amount of chemicals used with repetitive intoxication
- The user recognizes his/her ability to consume more than his/her peers (development of tolerance).
- An attraction to suppliers and places where chemicals are readily available (i.e., parties, bars, nightclubs)
- Avoidance of activities that do not involve chemicals
- Use of chemicals at times or on occasions that are socially unacceptable
- Anticipation of the next opportunity to get "high"
- Occasional absences from work
- The use of chemicals becomes a way of coping with emotional upsets and other problems
- The user shifts from one chemical to another in an effort to avoid some of the problems associated with abusive consumption
- The spouse may complain that family problems are related to chemical abuse
- The individual seeks to blame others for problems related to chemical abuse
- The user may experience temporary amnesia (i.e., blackouts).
- The user hides the chemicals and abuses alone
- The individual may evade or be annoyed by attempts to discuss chemical use
- Excessive rationalization to justify chemical use (i.e. finding many reasons, situations, or excuses to indulge)

*Source: Alcohol and Drug Administration*