

The Legal Issue



Volume 21, No. 1 – Spring, 2008

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PRESIDENT'S MESSAGE

Northeast Arkansas Legal Support Professionals

June 30, 2008

Hello to the Wonder Women of NEALSP:

It is with great pleasure that I greet you in this, our first Legal Issue of the year. Thank you to all that have agreed to head up or serve on a committee. I want to encourage each of you to bring your ingredient (YOU) to each event this year, for it has been and will continue to be a "sweet sweet year".

We started the year off with a wonderful Grandma Shower for Sharon Davis, PLS and her daughter Shari, which included a surprise set of gifts for grandma Shari Struab who also has a new grandbaby.

AALS Leadership retreat has come and gone and although NEALSP only had one member able to attend, we were still represented and I know that the ladies of AALS enjoyed getting to know Shari.

NEALSP just finished our Blood Drive with the American Red Cross. The report is in and in a 3 hour time period, we had 19 accepted donors, which I am told is a great job. Thanks to Sharon Davis, PLS for organizing this drive and to all of you who donated.

We are working on increasing membership not only here in Jonesboro, but we are planning to reach out to the Harrisburg, Paragould and Lake City areas. We are presently scheduled to appear before the Craighead County Bar Association at their July Meeting to promote membership, which I am very excited about. I want to encourage each of you to use every opportunity to encourage others you know in the legal community to consider joining our Association.

We have Region 6 meeting coming up in the next few weeks in Kansas City. If anyone is planning to attend, spread the word, so we will all know. Also, NEALSP will be hosting the AALS Fall Business meeting the first weekend in October and our speakers and location are in place. Please make every effort to attend as many functions as you can. We have several other things coming up this year, including a couple of Roasts for retiring Judges and I want everyone involved.

Please give me a call or send me an e-mail if you have any ideas that will make this year even sweeter. My desire is that this be a very productive year that's full of fun.

Here's to a **S**-uccessfully **W**-onderful **E**-ngaging **E**-ventful **T**-ime sweet year!

Wyvetta Smith, PLS

NEALSP President

OTHER OFFICER'S REPORT

NEALSP TREASURER'S REPORT JUNE, 2008 GENERAL FUND - HERITAGE BANK

Balance as of May 19, 2008 \$ 107.95

Deposits/Credits

5/30/08	Deposit	\$40.00
	(NALS Dues - J. Morgan - \$5)	
	(NALS Dues - B. Penn - \$5)	
	(NALS Dues - M. New - \$5)	
	(AALS Publication Award - \$25)	

TOTAL DEPOSITS/CREDITS \$ 40.00

Disbursements

5/20/08	Check #5673 Sharon Davis	\$11.49
	(Annual Mtg. Photos)	
5/20/08	Check #5674 Wyvetta Smith	\$14.14
	(Baby Shower Cake)	

TOTAL DISBURSEMENTS (\$ 25.63)

Balance as of June 17, 2008 \$ 122.32

**NEALSP TREASURER'S REPORT
JUNE, 2008
SCHOLARSHIP FUND - HERITAGE BANK**

Balance as of May 19, 2008 \$ 868.37

Deposits/Credits

NONE

TOTAL DEPOSITS/CREDITS \$ 0.00

Disbursements

NONE

TOTAL DISBURSEMENTS (\$ 0.00)

Balance as of June 20, 2008 \$ 868.37

NOTE:

(*Last Bank Stmt rec'd thru 3/31/08 \$828.37 plus \$40 deposit on 4/14 on April Report)

* I am currently collecting Drop Box Monies - Due June 30, 2008!

Northeast Arkansas Legal Support Professionals
Minutes of the Business Meeting
April 15, 2008
Courthouse Jury Room

President Kara Whitehead called the meeting to order at 5:15 p.m.

Members present in addition to the President were: Wyvetta Smith, PLS, Charlie Patterson, Belinda Penn, PLS, Michelle Grilletta, PLS, Joyce Morgan, Erma Brady, PLS, Shari Straub, Sharon Davis, PLS, Andrea Hicks, PLS.

NEALSP BUSINESS

The minutes of the March Business Meeting were reviewed, and the minutes were approved as submitted.

The Treasurer's report was distributed indicating a balance in the General Fund as of this date in the amount of \$168.47. The Scholarship Fund has a present balance of \$868.37. The Treasurer's Report was submitted for financial review.

NEALSP Bosses' Night

Bosses night is Thursday, April 17, 2008 at 6:30 p.m. in the Courthouse Annex Basement. There was discussion/reminders of whose bring what dishes/drinks.

2008 Fall Business Meeting

Belinda Penn, PLS gave an update regarding the 2008 Fall Business Meeting to be held here in Jonesboro. The meeting will be held at the Quality Suites, October 3-4, 2008. Demo's Bar-b-que will be doing the food. Judge Dan Stidham and Attorney King Benson will be our speakers.

Baby Shower for Shari Palmer

NEALSP will have a baby shower for Shari Palmer (Sharon Davis' daughter) immediately following the May 20th business meeting. It's a boy – William Anthony Palmer.

NEALSP May Legal Ed

Kim Cooksey, PLS will be our speaker for May. Mark your calendars to attend May 13th at noon. Topic – HIPPA Law and translating medical reports.

NEALSP Officer Installation

The newly elected officers of NEALSP were installed immediately following the business meeting with Sharon Davis, PLS serving as the installing marshal. Your new officers are: Wyvetta Smith, PLS – President; Andrea Hicks, PLS – Vice President; Shari Straub – Secretary; Joyce Morgan – Treasurer; Belinda Penn, PLS – State Director; Erma Brady, PLS – Parliamentarian.

NEALSP President's Gift

Michelle Grilletta, PLS is the outgoing AALS President. There was discussion as to what to get her as an outgoing President's gift. It was decided that NEALSP would purchase a gift for her not to exceed \$25.00. There was discussion about possibly getting a plaque from NEA Trophy or a business card holder. Motion was made by Charlie Patterson and seconded by Shari Straub that the Association purchase a business card holder not to exceed the amount of \$25.00 as a president's gift. Shari Straub and Joyce Morgan were going to check on prices to see who would give us the best deals. In addition to this, members of the association would also donate items for a gift basket. We will ask Kim Chrisco if she will have time to put the basket together and if not, Wyvetta Smith, PLS will put the basket together. Andrea Hicks, PLS will provide everyone with a list of items Michelle enjoys.

Announcements

AALS Leadership Retreat June 20-21, 2008 Fern Creek House, Little Rock, AR.

NALS Region 6 Meeting July 18-20, 2008, Kansas City, Missouri.

NALS 56th Educational Conference & National Forum September 11-14, 2008, Norfolk, VA.

AALS Fall Business Meeting October 3-4, 2008, Jonesboro, AR

There being nothing further, the meeting was adjourned.

Respectfully submitted

Wyvetta Smith, PLS

Wyvetta Smith, PLS
NEALSP Secretary

Northeast Arkansas Legal Support Professionals

Minutes of the Business Meeting

May 20, 2008

Courthouse Jury Room

President Wyvetta Smith, PLS called the meeting to order at 5:15 p.m.

Members present in addition to the President were: Kara Whitehead, Charlie Patterson, Michelle Grilletta PLS, Joyce Morgan, Shari Straub, Sharon Davis PLS, Andrea Hicks, PLS, Lisa Rookey and Christy Davis.

NEALSP BUSINESS

The minutes of the April Business Meeting were reviewed, and the minutes were approved as submitted.

The Treasurer's report was distributed indicating a balance in the General Fund as of this date in the amount of \$107.95. The Scholarship Fund has a present balance of \$868.37. The Treasurer's Report was submitted for financial review.

Sharon Davis PLS submitted a receipt for photos taken at the Annual Meeting of \$11.49. Michelle Grilletta PLS made a motion to reimburse her there was a second after no discussion the motion was carried.

Wyvetta Smith PLS submitted a receipt for the baby shower cake of \$14.14. Andrea Hicks PLS made a motion to reimburse her there was a second and after no discussion the motion was carried.

Annual Blood Drive for NEALSP

Sharon Davis PLS gave a report on a possible blood drive with the American Red Cross in June. After some discussion, June 5, 2008 in the Courthouse Annex parking lot from 1:00 pm to 5 or 6:00 pm was put before the members. Kara Whitehead made the motion there was a second and the motion was carried.

The members of NEALSP will be responsible to pass out the posters when we receive them and furnish cookies for the bloodmobile to give to donors on the day of the drive. The Red Cross will provide drinks. President, Wyvetta Smith PLS made the suggestion that homemade cookies be provided.

AALS Annual Meeting Report

Charlie Patterson provided the membership with a wonderful detailed report of the AALS Annual Meeting by email prior to the meeting. No corrections or additions were

needed or made. The members present thanked her for the wonderful job that she had done.

President, Wyvetta Smith PLS pointed out that the AALS was mentioned in the May 2008 President's Diary for such a successful annual meeting. Over half of the state's membership attended!

2008-2009 Committees

The new committees list was handed out by President, Wyvetta Smith PLS. Andrea Hicks PLS volunteered to do the tour for Court Observance Week with Wyvetta Smith PLS helping with the proclamation.

Legal Issue

Lisa Rookey announced that the deadline for submissions for the next issue is June 25, 2008 by 5:00 pm. She hopes to have the issue available on July 1, 2008. She also invited anyone who wants to write an article on legal education to let her know.

NEALSP June Legal Ed

F. Scott Straub, Attorney at Law will be our speaker for June legal ed. Mark your calendars to attend June 25th at 5:15 pm. in the jury room of the annex. Topic – Email and E-discovery: confidentiality and conflicts.

Joyce Morgan handed out the NEALSP CLE Schedule for 2008-2009.

NEALSP Membership

The members discussed how to attract new members. The areas of Paragould, Lake City and Harrisburg were discussed. It was suggested that we hold meetings in those communities and send invitations to the legal support staff in various offices within the community. Charlie Patterson suggested having a meeting at her office in Harrisburg or at Lake Poinsett having a "Picnic in the Park".

Sending thank you/membership letters to the bar members was also mentioned. Shari Straub said that she will discuss this issue with Scott and he will take it to his colleagues about their staff.

Joyce Morgan the former chair of the membership committee gave the new chair, Andrea Hicks PLS names from last year that could be followed up on for membership this year.

NEALSP Completing the Puzzle Competition

President, Wyvetta Smith PLS discussed the competition with the group, outlining some things that we can do to complete the puzzle. She also pointed out that as a group NEALSP does many of the requirements already.

NEALSP Audit Committee Report

The NEALSP Audit Committee Report dated May 19, 2008 was submitted to the membership for review. It shows all accounts are reconciled with no discrepancies as of that date.

Other Business

Fundraising ideas were discussed and the question was asked if we need to formally vote on ways and means ideas at the monthly meetings or if an idea came up in the interim if we could communicate by email and set something up. It was decided to put on agenda for the next meeting.

Charlie Patterson asked if the report of the new officers was done. Belinda Penn PLS is/has taken care of that. She also had Retreat brochures if anyone wanted one.

Announcements

AALS Leadership Retreat June 20-21, 2008 Fern Creek House, Little Rock, AR.

NALS Region 6 Meeting July 18-20, 2008, Kansas City, Missouri.

NALS 56th Educational Conference & National Forum September 11-14, 2008, Norfolk, VA.

AALS Fall Business Meeting October 3-4, 2008, Jonesboro, AR

There being nothing further, the meeting was adjourned.

Note: *Following the business meeting, a good time and fellowship was had by all at a shower for Sharon Davis PLS and her daughter Shari Palmer welcoming Baby Will. And there was also a surprise for Shari Straub with presents for her new granddaughter, Makayla.*

Respectfully submitted

Shari Straub

Shari Straub
NEALSP Secretary

REPORT OF 2008 ANNUAL MEETING

By: Charlie Patterson, NEALSP Past State Director

AALS 40th Annual Meeting and Educational Conference hosted by Garland County Legal Support Professionals, Saline County Legal Support Professionals, and Jefferson County Legal Support Professionals was held on April 25-27, 2008 at the Clarion Resort on the Lake, Hot Springs, Arkansas. NEALSP members attending were: Michelle Grilletta, PLS, Brenda Welch, PLS, Sharon Davis, PLS, Belinda Penn, PLS, Erma Brady, PLS, Wyvetta Smith, PLS, Lisa Rookey, Shari Straub, Kim Cooksey, PLS, and Charlie Patterson.

Friday evening's events began with a dinner cruise aboard the Belle of Hot Springs riverboat. Our captain gave us a tour of Lake Hamilton and told of its many attractions. The weather turned nasty toward the end of the cruise and there was some difficulty getting the boat docked when the cruise was over but, all in all, it was a fun experience.

Upon returning to the hotel, a fun CLE was presented entitled, "Are You Smarter Than Your Sisters in the Law?" Although I did not attend this CLE, those who did gave it high marks.

Saturday began with breakfast followed by the opening ceremonies presided over by Michelle Grilletta, PLS, AALS President. Boy Scout Troop #10 presented the colors. Martha Cox, PP, PLS of Saline County LSP led us in the Pledge of Allegiance, and Sue Morrissey of Garland County LSP led us in singing the National Anthem. Marie Schoenfeldt, PLS, CLA, of Garland County LSP introduced the judges for the History Book and the Award of Excellence competitions. The judges were: Attorney Jerry Rephan, Brenda LaMastus, PLS, Court Coordinator for Circuit Judge David Switzer, and Linda Hogaboom, Vice President, Simmons Bank. Michael Crawford, President of the Garland County Bar Association, welcomed the assembly to Hot Springs.

Next came the first of two CLE sessions. Garland County Circuit Judge David Switzer presented the first session on "Ethics", followed by "E-Discovery" presented by Attorney Todd Newton of the Mitchell Firm in Little Rock. Both sessions were very informative.

The annual recognition luncheon was held at noon with the keynote speaker being Julie Abernathy, PP, PLS, NALS President-Elect. For those of you who do not know Julie, she is from Austin, Texas and held the position of Region 6 Director prior to our own Doris Compton, PP, PLS, being elected to that position. Julie loves to come to Arkansas (and especially loves Hot Springs) and plans to attend the 2009 Region 6 meeting which Arkansas will be hosting.

The annual business meeting was held following the luncheon with AALS President, Michelle Grilletta, PLS, presiding. There were six chapters represented at the meeting. There were three members who were attending an AALS meeting for the first time and one member at large in attendance. The Treasurer's Report submitted by Janice Miller, PP, PLS, CPS, was distributed and approved, subject to financial review. The following Executive Committee recommendations were read and approved:

#1: That AALS provide the following items as door prizes for the booth we are sponsoring at the Annual Meeting of the Arkansas Bar Association: a NALS umbrella, a desk set, and a one-year membership to NALS.

#2: That AALS approve the purchase of an upgrade for the Adobe software used to publish *The Informer*.

The Parliamentarian then moved that the membership of AALS approve, adopt, ratify and affirm the actions taken by the President, Executive Committee, Board of Directors, and members for the 2007-2008 fiscal year and consent to all business transacted. This motion was seconded and carried.

The meeting then proceeded to the selection of the 2010 annual meeting site. No timely bids were received to host this meeting. After a short caucus, NEALSP submitted a bid to host this meeting and, followed by our wonderful skit to the group, we were awarded the bid.

The next item on the agenda was the proposed amendments to the AALS by-laws, standing rules, and officer guidelines presented by the Compliance Committee. These proposed changes were posted on the AALS website and published in *The Informer*. Motion was made, seconded, and carried to approve the changes to the AALS by-laws, standing rules, and officer guidelines.

There was some discussion concerning attempts to start a new chapter in the Fayetteville-Bentonville-Rogers area. Linda Adair, PLS stated that she, Janice Miller, PP, PLS, CPS, and Doris Compton, PP, PLS had met with them once and do plan to continue to generate interest in that area.

Janice Miller, PP, PLS, CPS, reported that AALS had been awarded a NALS ATM (meaning At The Meeting) grant at the meeting in Tulsa. The grant was in the amount of \$250.00. With this money they purchased a program entitled "Nuts and Bolts of Grammar", with the idea of presenting this seminar throughout the state.

Sherri Watts, PLS of Greater Little Rock LSP reported that AALS will have a booth at the Arkansas Bar Association meeting to be held in Hot Springs on June 11-14, 2008. She asked AALS members to sign up to work the booth.

Mimi Mangrum, Chair of the Continuing Legal Education Committee, reported on the AALS Leadership Retreat to be held on June 20 and 21, 2008 at Ferncliff. The registration fee is \$40.00 and must be paid by June 7th.

There being no further business to come before the meeting, we adjourned.

Saturday night's festivities began with the President's reception prior to the annual awards banquet. President Grilletta opened all of her lovely gifts from the individual chapters.

President Grilletta welcomed everyone to the annual awards banquet (at which there were 55 people!). The past presidents were individually recognized as they were escorted to the past presidents' table. The invocation was given by Linda Adair, PLS. Dinner was served and then came the presentation of chapter awards. The following awards were presented:

The AALS scholarship of \$500.00 was awarded to Kelly Glasco of Jonesboro (who also received the NEALSP scholarship and is the niece of Dianne Gibson, PLS).

The AALS grant of \$500.00 was awarded to Matthew Morgan, son of our own Joyce Morgan.

The publication award was awarded to NEALSP!! Thank you, Christy, for doing such a wonderful job with *The Legal Issue*.

The chapter achievement award for a chapter with 1-15 members was awarded to Saline County LSP, and the award for a chapter with 15+ members was awarded to Greater Little Rock LSP.

The history book competition was fierce but White County LSP walked away with the award.

The President's Award was given to Saline County LSP.

All recipients of the AALS Award of Excellence and the NALS Award of Excellence were recognized and then the 2008 Award of Excellence was presented to Ann Simmons of Greater Little Rock LSP.

Attorney Cathy Underwood performed the installation of officers. President Grilletta was then presented with her history book and escorted to the past presidents' table by Belinda Penn, PLS.

AALS President Linda Adair, PLS then gave the President's message which was all about puzzles and how each individual of AALS is a puzzle piece and it takes all the pieces to make the puzzle complete.

Sunday morning began with breakfast (mostly in the dark as a transformer blew and the hotel completely lost power. The back-up generator kicked in and did provide minimal lighting). The morning's CLE presentation was given by Julie Abernathy, PP, PLS and Doris Compton, PP, PLS on "Robert Who?" (which you might guess was about Robert's Rules of Order). Given the fact that the ladies had to make their presentation in the semidarkness, it was very well received and very informative. They also encouraged AALS members to attend the Region 6 meeting to be held in Kansas City, Missouri on July 18-20, 2008 and the NALS 57th Education Conference and National Forum to be held in Norfolk, Virginia on September 11-14, 2008.

The Spring Business Meeting was held immediately following the CLE presentation with AALS President Linda Adair, PLS presiding. I stood in for Belinda Penn, PLS, our new State Director, since she had to leave the conference the prior evening. All appointed officers, functional directors, and state directors were sworn in. President Adair presented the membership award to Greater Little Rock LSP. Saline County LSP was awarded the 2009 Fall Business Meeting and Educational Conference and White County LSP was awarded the 2010 Winter Business Meeting and Educational Conference.

Velzine Wilson of Garland County LSP reported on the annual meeting income and expenses. There were 31 full registrations and 19 partial registrations. We had 43 for the dinner cruise on Friday evening and 14 guests for the banquet. Although the figures are not complete, the gross profit was \$7,600.00. Expenses at this time are \$4,731.00 which does not include a printing bill. The approximate net profit will be \$2,700.00 with one-half going to AALS and the other one-half being divided equally between Garland County LSP, Saline County LSP, and Jefferson County LSP.

Martha Cox, PP, PLS reported that the sale of the DVDs was \$100.00 and the proceeds of the silent auction was \$383.50, for a total of \$483.50 going to the AALS Scholarship Fund.

President Adair reported that there would be a President's Reception held in Tulsa at the NALS Professional Development & Educational Conference. AALS will be asked (and we'll be happy to do so) to contribute funds for this reception. The total cost is around \$6,000.00. If any of you have suggestions for money making projects with the proceeds going to this reception, please email your suggestions to President Adair at linda.k.adair@alltel.com.

President Adair announced that the 2008 Falls Business Meeting would be held in Jonesboro at the Quality Suites on October 3-4, 2008. The registration fee is \$35.00 for members and \$40.00 for non-members.

President Adair reminded all State Directors to provide a list of new officers to NALS at the earliest opportunity.

There being no further business, the Spring Business Meeting of AALS was adjourned.

A NOTE FROM NEALSP STATE DIRECTOR

NEALSP wants to say thanks to Shari Straub for representing us at the Leadership Retreat. Unfortunately, Shari's representation was not enough to obtain a puzzle piece for the President's Local Chapter Puzzle Competition. The Region 6 meeting in Kansas City, Missouri, is the next goal. I know that we have all been busy and are tired but NEALSP is going to have to step up to the plate for us to complete our puzzle. Make your plans to attend the Region 6 conference now. The deadline is July 1, 2008.

I also want to encourage every member to get their rest during their vacation this summer. NEALSP is gearing up to host the AALS Fall Business meeting October 3-4, 2008. Judge Dan Stidham and King Benson have both confirmed their availability and willingness to speak. Details about the Friday night Fashion Show will be forth coming.



Belinda Penn, PLS
State Director 2008-2009

COMMITTEE REPORT

NEALSP's CLE

Schedule for 2008-2009

Each member designated shall be in charge of obtaining a speaker for that month. If you are unable to participate during the month you are designated, please switch with someone and advise Joyce. Dates, times and locations are flexible, as long as we have over a week's notice (preferably two). You are further asked to send a thank you letter to your speaker after the CLE. Joyce will send out all notices and distribute certificates to members in attendance. Thanks! Joyce

JUNE	Shari Straub
JULY	Andrea Hicks, PLS
AUGUST	Charlie Patterson
SEPTEMBER	Kim Chrisco
OCTOBER	Erma Brady, PLS
NOVEMBER	Brenda Welch, PLS
JANUARY	Joyce Morgan
FEBRUARY	Belinda Penn, PLS
MARCH	Christy Davis
APRIL	Sharon Davis, PLS
MAY	Kim Cooksey, PLS

Joyce Morgan

*Trial Court Assistant For
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P. O. Box 1472
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(870) 933-4548 (Office)
(870) 933-7711 (Fax)*

AALS NEWS

Ann Simmons of Little Rock was the recipient of the 2008 Award of Excellence presented by AALS...the Association for Arkansas Legal Support Professionals at the 39th Annual Meeting and Educational Conference held recently in Little Rock. This award is presented annually to a legal support professional who exemplifies professionalism and integrity in the legal support field. Ms. Simmons was nominated to the competition by the members of her local chapter, Greater Little Rock Legal Support Professionals. Candidates' applications are reviewed by a panel of three judges for job related skills and experience, service to the local chapter, service to the state association, and comments by the candidates on what the legal profession means to the candidate. Candidates are then interviewed by a second panel of judges and are scored on neatness of appearance, poise, personality and verbal expressiveness. Ms. Simmons is employed by the Shults Law Firm in Little Rock, and will represent her State Association as the Award of Excellence winner for the upcoming year.

Kara Whitehead, NEALSP President, her husband Wade and their son Carson, announce the birth of their new son, Drake Whitehead on November 21, 2007.

Award Winners for the 2008-2009

OUTSTANDING NEW MEMBER - Kim Chrisco

BOSS OF THE YEAR - Circuit Judge Cindy Thyer

AWARD OF EXCELLENCE - Wyvetta Smith, PLS

AALS (\$500) Grant Winner

Matthew A. Morgan

The winner of our Arkansas Association of Legal Support Professionals Grant Award in the amount of \$500 goes to Matthew A. Morgan of Eau Claire, Wisconsin. Matthew is a seminary student at Bethel University in St. Paul, Minnesota. He has been married to Sarah Morgan for two years and serves as the Associate Pastor of Jacob's Well Church in Eau Claire, Wisconsin. Matthew is the son of Guy and Joyce Morgan of Jonesboro.

NEALSP (\$600) & AALS (\$500) Double-Scholarship Winner

Kelley E. Glasco

Kara Whitehead, President of Northeast Arkansas Legal Support Professionals, Winner Kelley E. Glasco & Joyce Morgan, Scholarship Chair for Arkansas Association of Legal Support Professionals)

The winner of the \$600 Northeast Arkansas Legal Support Professional's Local Scholarship and also the winner of the \$500 Arkansas Association of Legal Support Professionals is Ms. Kelley E. Glasco of Jonesboro, a nursing student at the Arkansas Northeastern College (Paragould Campus) who graduated in May with her RN certification. She is single and also works full-time as a Unit Secretary/Patient Care Technician in the Emergency Room Department at St. Bernard's Hospital in Jonesboro.

NEA LEGAL SUPPORT PROFESSIONALS Blood Drive

**Thursday, June 26 1:30 PM to 4:30 PM Craighead County Courthouse Annex
Bloodmobile Refreshments to All Donors**

Rock and Roll Up Your Sleeve and donate blood this month!

**You will receive a limited-edition "Rock and Roll" shirts when you present to
donate**

and you can register for a drawing for a platinum record set by Lynyrd Skynyrd!

Thanks to everyone for donating blood, cookies, and your time publicizing our blood drive. It's already a HUGE SUCCESS!! We had 19 good ones!! I was informed by Julie that 19 in three hours is AWESOME!!! She said we would be able to use the blood mobile again any time!

Thanks again!

Sharon Davis, PLS

NALS NEWS

The Official NALS Blog is Now Online!

Enjoy information from the President and President-Elect as well as from the Resource Center Staff...use insideNALS to keep up to date on what is going on with NALS!

Celebrate Life & Career. Head East with NALS!

September 11-14, 2008

NALS 57th Annual Education Conference & National
Forum - [Norfolk, Virginia](#)

Register for the Swap Meet and Reserve Your
Advertising Space in the Conference Program!

***Register form on the next page.**

NALS 57TH ANNUAL *Education Conference & National Forum*
 September 11-14, 2008 • Marriott Waterside • Norfolk, Virginia

First Name _____

Last Name _____

Suffix:

- PP PLS ALS
 CLA CLAS other _____

 NALS title for name badge (indicate national, state, or local)

This will be my first NALS National Conference

Address _____

City _____ State _____ Zip _____

Home Phone _____

Business Phone _____

Fax Number _____

E-Mail Address _____

Guest Registration

Guest Name _____

Guest Badge Name _____

Registration Fees

- Life Member
 (flat registration fee received by July 15, 2008) \$249
- Early Bird (postmarked before June 1, 2008)
- Member \$249
 Nonmember \$349
- Regular (postmarked before July 15, 2008)
- Member \$279
 Nonmember \$379
- Late (postmarked after July 15, 2008)
- Member \$305
 Nonmember \$405
- Daily Registration \$215
 Guest* \$99
 *includes Welcome Party and Exhibit Hall

PLEASE INDICATE BELOW ANY SPECIAL TICKETED
 EVENTS YOU WILL BE ATTENDING

Special Ticketed Events

- Recognition Luncheon \$35
 NALS Foundation Gala Event \$40
 Guest will be attending the Recognition Lunch \$35
 Guest will be attending the Foundation Gala \$40

Method of Payment

(payment is due with registration)

Total Amount Due _____

Please Check One:

- Enclosed is check # _____

Charge the Following:

- Visa MasterCard Discover

 Card Number Expiration Date

 Signature (credit card registrants only)

 Print Cardholder's Name

PLEASE RETURN COMPLETED FORM TO:

NALS Resource Center
 8159 East 41st Street
 Tulsa, OK 74145
 or fax with credit card payment to 918-582-5907

Please notify the NALS Resource Center (918-582-5188 or
 info@nals.org) of any dietary or physical restrictions you may
 have so that special arrangements may be made.

Payment must accompany registration form. Please do not mail
 the original form if faxing or registering online with credit card
 payment. A \$20 handling charge will be assessed for returned
 checks. NALS reserves the right to change speakers or modify
 program content. Refunds (minus \$50 processing fee) will be
 given for Regular and Late registrations through August 1, 2008.

**NO REFUNDS WILL BE GIVEN AFTER
 AUGUST 1, 2008**

ALS/PLS INFO, MOCK EXAM

ANNOTATIONS PART 1. WRITTEN COMMUNICATIONS Grammar and Word Usage

Select the underlined part that must be changed to make the sentence correct.

1. Who did you see more often, him or her?

- a. **Who**
- b. more
- c. him
- d. no error

*Gregg Reference Manual (10th ed.), ¶ 132, p. 25; ¶ 1061, pp. 290-91 (whom);
Basic Manual for the Lawyer's Assistant (8th ed.), § 6.17.3, p. 241*

2. Mail the contract and the exhibits directly to them at the cheaper rate.

- a. and
- b. **directly**
- c. them
- d. no error

*Gregg Reference Manual (10th ed.), ¶ 1055, p. 287-88; ¶ 1068, p. 295 (direct);
Basic Manual for the Lawyer's Assistant (8th ed.), § 6.6.2, p. 196-97; 6.8.3, p. 205*

3. Julie and myself can do the typing. Sandra can do the copying herself on her machine, not ours.

- a. **myself**
- b. herself
- c. her
- d. nor error

*Gregg Reference Manual (10th ed.), ¶ 1054, p. 286; ¶ 1056, p. 288; ¶ 1060, p. 289 (I);
Basic Manual for the Lawyer's Assistant (8th ed.), §§ 6.6.2, p. 196; 6.6.4, p. 197*

Exam applications online: <http://www.nals.org/certification/applications/index.html>

LEGAL EDUCATION

This fall, Pulaski Technical College will offer its first-ever class using a real-time, virtual classroom, where students can attend class from their own home or office. We structured the class during the noon hour so that working professionals like yourself can attend the class from your own office during your lunch hour. This is a wonderful opportunity for the working professional to continue his or her college education.

We would like to invite each of you to a demonstration of this real-time classroom technology:

What: Live Classroom Demonstration
Date: July 22, 2008
Time: 12:00 noon
Where: R. J. Wills Lecture Hall
(Second floor of Campus Center)
Pulaski Technical College
North Little Rock Campus
3000 West Scenic Drive, North Little Rock

About the class this fall:

Our first class will be Legal Research and Writing I, and it will be offered on Mondays & Wednesdays, 12:00 – 1:15 p.m. The only technical requirements are high speed internet access and a headset with microphone. For information about enrollment, go to www.pulaskitech.edu.

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Article: Advice for Beginners

I have compiled an "Advice for Beginners" sheet that I put together from a listserv. I think we could use this to market what our association has to offer to fulfill each bulleted item. While the term "paralegal" is used throughout, we could change it to legal support professional.

ADVICE FOR BEGINNERS

- Be ready to adapt to any situation
- Don't be afraid to branch out; this profession offers many different types of paralegal positions, i.e. law office, government office, hospitals, etc.
- Find an experienced paralegal to mentor and guide you. They often know much more about what makes a good paralegal than the attorneys do. In fact, we often end up training associates.
- Trust yourself, but always maintain the "seed of doubt". The "seed of doubt" will teach you that even if you are 99% sure you did something, go back and check because it is better to spend an extra 5 minutes of verification than to have a malpractice or be searching for a new job.
- Be prepared for differing personalities, in the clients, your co-workers, and your employers. Be adaptable, but stand up for yourself when necessary.
- Don't take yourself too seriously. This is a high-stress job that requires constant improvement, further education, and great attention to detail. Take the vacation that is offered to you and make time for yourself to avoid early burnout.
- Always check the rules and procedures in your venue before you do something new, even if you think you know how to do it.
- Join paralegal associations and list serves. Other paralegals will be your greatest asset.
- Never give up! Never surrender! Wait, that is from 'Galaxy Quest.' Well, it works well here, too.
- NEVER NEVER NEVER be afraid to ask questions. If you don't, you will only get in trouble. "There is no such thing as a stupid question ... only stupid people." :-)
- Ask if there's a billable hour requirement and what it is. You might need to explain billable hours first.

- Stick up for yourselves.
- Make sure the attorneys and administrators know what you're doing and how well you're doing it (tactfully, of course).
- If an attorney asks you to do something you feel you are not capable of, or capable of learning (not because you're lazy or stupid, but because it is beyond your paralegal parameters), say that you are not comfortable being the arbiter (final legal decision-maker) of whatever it is that has you uncomfortable.
- Don't be afraid to roll up your sleeves and do whatever work you can to learn. Be a sponge! All your hard work in the beginning of your career will pay off later down the road. Welcome to the industry and enjoy your new career.

Have a great week!

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2008-2009 COMMITTEES

<u>COMMITTEE</u>	<u>CHAIR/ MEMBERS</u>	<u>DATE</u>
Bar Liaison	Kim Cooksey, PLS	All Year
Blood Drive	Sharon Davis, PLS	All Year
Bosses' Night	Wyvetta Smith, PLS Belinda Penn, PLS Kim Chrisco	April 2009
Bylaws and Standing Rules	Belinda Penn, PLS	All Year
Chapter Achievement	Belinda Penn, PLS	April 2009
CLE	Joyce Morgan	All Year
Court Observance Week	Andrea Hicks, PLS	October 2008
Courthouse Drop Box	Joyce Morgan	All Year
Financial Review	Kara Whitehead Kim Chrisco	May 2009
Historian	Lisa Rookey	All Year
Legal Issue	Lisa Rookey Christy Davis	All Year
Marketing	Brenda Welch, PLS	All Year
Membership	Andrea Hicks, PLS	All Year
Nominations/Elections	Erma Brady, PLS	March 2009
PLS/ALS/PP Certification	Kim Cooksey, PLS	All Year
Scholarship	Dianne Gibson, PLS	Jan. 2009
Ways & Means	All members	All year
Web page	Christy Davis	All Year

2008 NEALSP Officers



President, Wyvetta Smith, PLS



Vice President, Andrea Hicks, PLS



Secretary, Shari Straub



Treasurer, Joyce Morgan



Parliamentarian, Erma Brady, PLS



State Director, Belinda Penn, PLS