

# NALS OF GREATER SEATTLE

## THE INFORMER

### ...get inspired!

By Brynne Williamson, Certified PP, PLS, President

Do you remember that scene in *The Muppet Movie*, when Kermit the Frog and his new best friend, Fozzie Bear, are driving out to Hollywood? Between the frog hunters, hitchhikers and dalliances with a lovesick pig, it seems as though they'll never make it to California. But they do arrive, and why? Well, (1) because they're Muppets, but more importantly, (2) because they have formed a network with each other and with friends ready to help them arrive at their destination.

*Movin' right along in search of good times and good news, with good friends, you can't lose. This could become a habit. Opportunity just knocked, let's reach out and grab it, together we'll nab it.*

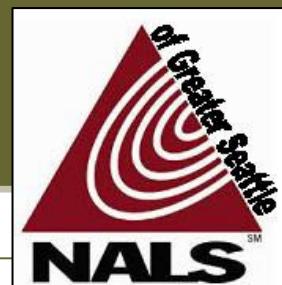
Whether it is for the education, certification or professional development opportunities, we each have varying reasons for joining NALS. Not surprisingly, however, the longer we stay members and the more we become involved with our association, we tend to share the same reason for continuing to renew our membership. We renew because of the friendships we have formed and networks we have become a part of.

NALS members across the country joke about getting their "NALS fix" by attending conferences. It may sound silly, but it can be true. One of the perks of attending NALS conferences, is that you come back feeling rejuvenated, exploding with energy and great ideas - fantastic ideas of how to improve the workings of your office, inspire your chapter and better yourself. If you choose to, you can make lifelong friends who understand you and will support you in your professional and personal endeavors. (*Continued on next page*)



*Photo courtesy of:*

<http://dryden.eastmanhouse.org/media/muppetmovie.jpg>



### INSIDE THIS ISSUE

...get inspired	1
Member Spotlight	3
Get Certified!	3
Where's Eula Mae	4
Membership Report	5
Roommate Needed for Tulsa?	5
Letters with Accents	6
News from Region 7	7
Your 2009-2010 NALS of GS Board of Directors	7
An Introduction to the ACLU of Washington	8
Minutes from January Board of Directors Meeting	9
Member Snapshots	11
NALS YLPinfusion	12
A Message from the Publication Chair	13
Treasurer's Report	14
Whoops! I Messed Up. Now What?	14
Get Organized!	16
NALS of GS Information on Awards & Nominations	17
Board of Director's Contact Information	18

### UPCOMING EVENTS:

- ❖ February 10, 2009 – Membership Meeting, “Get Organized,” Rock Bottom
- ❖ February 19, 2009 – Noontime Seminar, “An Introduction to the ACLU of Washington,” Riddell Williams, P.S.
- ❖ February 28, 2009 – Saturday Seminar, “Trial Preparation,” Renton Technical College
- ❖ March 10, 2009 – Membership Meeting, Perkins Coie
- ❖ March 12–14 – Tulsa 09, “Experience Something New,” Tulsa, OK
- ❖ March 19, 2009 – Noontime Seminar, “Preparing Effective Cohabitation Agreements,” Riddell Williams, P.S.
- ❖ April 14, 2009 – NALS of Greater Seattle Installation of Officers and Awards Ceremony, Rock Bottom
- ❖ April 16, 2009 – Noontime Seminar, “Mediation vs. Arbitration”, Riddell Williams, P.S.

(Continued from previous page)

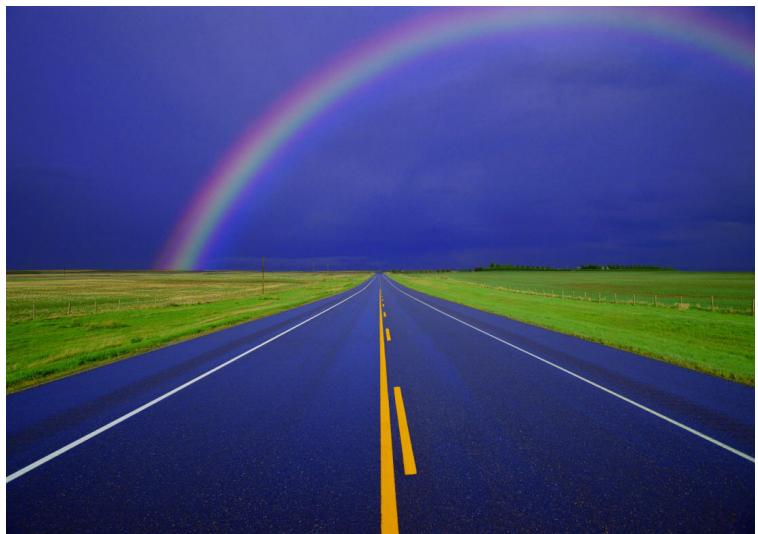
*Movin' right along! Doog-a-doon, doog-a-doon. We'll learn to share the load. We don't need a map to keep this show on the road.*

Kermit and Fozzie learned early on that working together as a team was much more effective than working alone. Some of us try to convince ourselves that a job will be completed more quickly and efficiently by handling it ourselves, but that is not necessarily the case. Without that second or third set of eyes, mistakes can be missed and deadlines overlooked. In the long-run, you will be better off if you partner up and share your workload and invest the time to develop a good working relationship. You may each have new, innovative ideas that the other never considered. You and your teammate will learn to share and communicate your ideas, while listening to and learning from each other.

Throughout the year, there are a variety of opportunities and ways for you to become a team member and a leader of NALS. Are you artistic? Then you may want to volunteer to help design flyers. If you are a social butterfly, the job for you might be to help register people at our seminars. No matter what your specialty,

there is a place for you. All you have to do is decide where you want to go and what you want to do. NALS will get you there. *Movin' right along. Doog-a-doon, doog-a-doon...*

(Note: lyrics quoted from "Moving Right Along" by Kenny Ascher and Paul Williams)

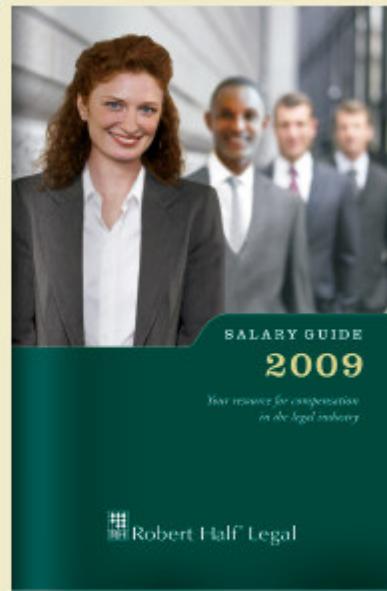


# THE FACTS YOU WANT FOR THE LEGAL MINDS YOU NEED.

Robert Half Legal contacts over 20,000 legal hiring managers each week—gaining the experience and perspective necessary to create the profession's authoritative salary guide. It is your essential resource for national salary ranges, in-depth regional salary analysis, top specialties in demand and more.

Call 206.749.9460 today for your FREE 2009 Salary Guide.

601 Union Street, Suite 4300, Seattle, WA 98101



 Robert Half® Legal

## NALS of Greater Seattle Member Spotlight

By Celine Straub, Immediate Past President

**Your name:** Jennifer K. Taylor

**Your firm:** Harper | Hayes PLLC

**Your title:** Paralegal

**NALS Member since:** 2006

**Current and previous NALS positions held:** N/A

**Education/Certifications:** Currently working on Paralegal Certificate from Highline Community College

**My favorite thing about NALS is:** Meeting other legal professionals and being able to count on them for advice and support.

**My co-workers don't know that:** My dream vacation would be to Santorini Island in Greece.

**What do you like to do for recreation?** I'm learning how to ski this season and during the warmer months like to go on hikes. I also enjoy going to the gym a few nights a week.

**What you like most about your job?** I like seeing the work that I do, as part of the team, culminate in satisfactory results for our clients.

**If I hadn't selected my current career, I would:** Be a wedding planner.

**How did you hear about NALS?** My Litigation Manager, Victoria Heindel.

**Where would you most like to live?** I like living in the Seattle area. We have everything around here, skiing, mountains, ocean, etc. but if I had to pick somewhere else to live it would be Arizona because I like warm weather.



**Where is your favorite place to vacation?** Anywhere warm, with sandy beaches and nothing to do but relax.

**We know that you have attended NALS of Greater Seattle conferences and we thank you. Do you have any suggestions on topics we may present to our members in the future?** I would like to see more Ninth Circuit and State Court Appeals, discovery and document management seminars.

**If you were going to get more involved in NALS, what area(s) interest(s) you the most?** I would want to get more involved in obtaining certification.

**Do you have any suggestions regarding whom to "spotlight" in the future?** Jessica Gardner at Harper | Hayes, PLLC. Liz Fuhrmann at Cutler Nylander & Hayton. Amylyn Riedling at Cutler Nylander & Hayton.

## Get Certified!

By Jessica Smith, Certified PLS, Certification Director

The recent interest members and non-members have in becoming certified is amazing! If you are sitting for exams scheduled for March and September, I wish you the best of luck – I know you will all pass with flying colors!

If you are unfamiliar with certification, NALS offers three different levels of certification – the ALS for secretaries and assistants just starting out in the legal practice; the PLS for seasoned secretaries/assistants; and the PP – the Professional Paralegal certification for those working in the paralegal field. Through certification, you can obtain further knowledge of office skills and substantive law, as well as the satisfaction of knowing that all of your hard work has

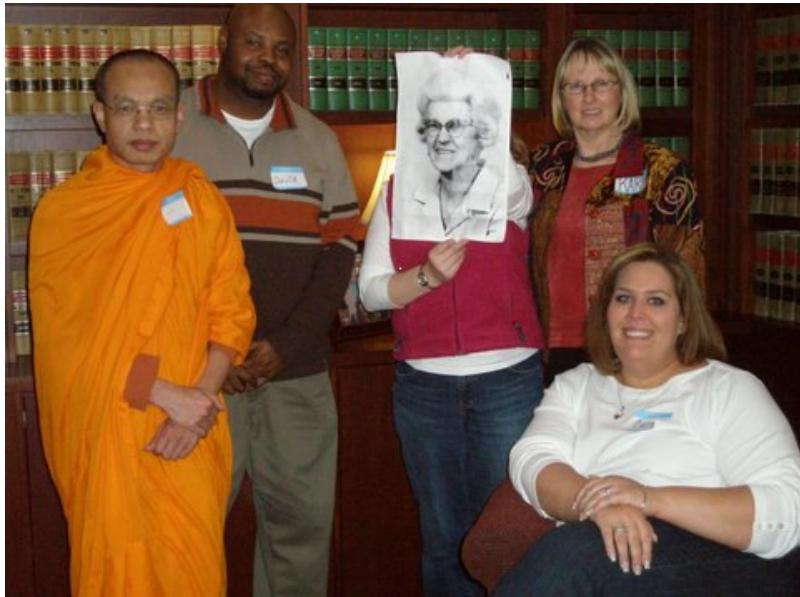
paid off. If you've been interested in becoming certified, but have found that finances are hindering you, please note that the Chapter offers grants and has books on hand to loan.

Please contact me if you are interested in any of the certification exams, joining a study group, or finding a mentor. I can be reached at [jsmith@karrtuttle.com](mailto:jsmith@karrtuttle.com).



## Where's Eula Mae?

By The Two Traveling Eulas



Do you know where Eula Mae and her friends from NALS of Washington were last month? Be the first to identify January's location and win a fabulous prize!

Email us at: [whereseulamae@gmail.com](mailto:whereseulamae@gmail.com)

Don't know who Eula Mae Jett is? Check out the history of NALS:

<http://www.nals.org/aboutnals/index.html>

## ! Conquer Your E-mail ! ! Master Your Workload ! ! Achieve Greater Balance !

Using the revolutionary **QuietSpacing™** method.

### Details

- Two-hour seminar
- 80-page Book & Resource Kit CD
- Continuing Education Credits Available (*local rules apply*)
- \$199/Student (*group rates available*)

### Learn More & Register At

[www.visionmechanix.com/quietspacing](http://www.visionmechanix.com/quietspacing)

### Dates/Times

Portland	1/15/2009
Seattle	2/12/2009
Reno	3/12/2009
San Francisco	4/16/2009
Phoenix	5/20/2009
Tucson	5/21/2009
Other locations available online.	

### Sponsored By

**NXLEGAL**  
The Premier Payment Solution

 **LAWYERPrep**  
LEGAL TRAINING SOLUTIONS

**vision mechanix™**  
[www.visionmechanix.com](http://www.visionmechanix.com)  
[info@visionmechanix.com](mailto:info@visionmechanix.com)  
971.223.3663

## Membership Report

By Kathy Cusack, Certified PLS, President-Elect, Membership Director

The Membership Drive is still going strong and below is the next shopping spree. You too could win a prize. The new "shopping spree" is starting soon. Look below and see what you could win. Think about someone you think would enjoy NALS. We have such great networking, education and you meet the most wonderful people. Greater Seattle is the second largest chapter in NALS. We could make it No. 1! This year has been especially great - lots of new members and wonderful enthusiasm. Keep up the good work.

### **Accessories Shopping Spree,**

**Starting February 1, 2009**

#### **Accessories - Sunglasses**

All new members will be entered in a drawing and one lucky winner will receive \$25 in NALS Bucks.

#### **Accessories - Scarves/Ties**

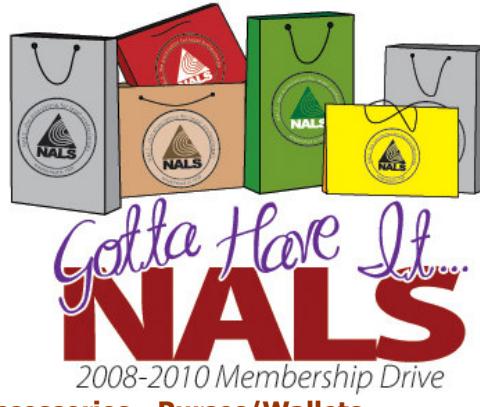
Renew your membership and you will be entered in a drawing when one lucky member wins \$50 in NALS Bucks.

#### **Accessories - Jewelry**

For each new recruit, the sponsoring member will have a chance to receive \$75 in NALS Bucks. One winner will be drawn. The more you recruit, the more opportunities you have to win.

#### **Accessories - Belts**

The top recruiter in the nation will receive \$100 in NALS Bucks.



#### **Accessories - Purses/Wallets**

One winner will be drawn from all the student members who join or renew and receive \$19 in NALS Bucks towards their next dues.

#### **Accessories - Hosiery**

The Region with the highest percentage of retention will receive one free NALS registration to the next National Forum or the next Professional Development Conference.

#### **Accessories - Shoes**

The State with the highest percentage of retention will receive one free NALS registration to the next National Forum or the next Professional Development Conference.

#### **Accessories - Your Choice**

All remaining names from this shopping spree will be entered into a final drawing and one winner will receive \$100 in cash.

Return with all your wonderful items on July 31, 2009.

## Need A Roommate For Tulsa?

By Patricia E. Infant, Certified PP, PLS, NALS Secretary-Treasurer

Now that many of us are turning our thoughts to the Professional Development Conference in Tulsa, this is a reminder that if you or anyone in your state or chapter is looking for a roommate in Tulsa, the best place to post that request is on the NALS Community.

Go to the NALS Website (<http://nals.invisionzone.com/forums/index.php>), click on Community, sign in, scroll down and click on NALS Conferences, then click on the topic.

This is exactly the type of connection for which the NALS Community was created. What a GREAT tool!

## Letters with Accents

By Kimberly Sandstrom, Treasurer

Here are some shortcut hints for getting accent marks, umlauts, tildes and other punctuation over vowels in Word, Outlook and the rest of the Microsoft Office suite.

This list is organized by **Accent** type. The sample shows a letter with that accent, and the **Notes** present any special comments about using that accent.

For the Template, the **symbol "V"** means any vowel.

ACCENT	SAMPLE	TEMPLATE	NOTES
Acute	ó Ó	Control+', V	' = apostrophe key
Circumflex	ô Ô	Shift+Control+^ , V	
Grave	ò Ò	Control+` , V	
Tilde	ñ Ñ	Shift+Control+~ , V	Only works with "n,N,o,O,a,A"
Umlaut	ö Ö	Shift+Control+; , V	:= colon key

**Example 1:** To type the letter ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type o. The accented letter should appear.

**Example 2:** To type the letter Ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type O. The accented letter should appear.

**Example 3:** To type ñ, hold down the **Shift** key, then the **Control** key, then the ~ key. Release all three keys, and then type n.

## Did You Know

Each year the NALS of Washington Corporate Sponsor, **Naegeli Reporting Corporation**, offers a \$325.00 scholarship to help one lucky member with expenses for the Region 7 Conference.

Our next Region 7 Conference will be held in Las Vegas, Nevada the weekend of June 11-14, 2009. If funds are a little tight, all you have to do is write a short essay (500 words or less) explaining why you should be selected. Essays are due Monday, March 23, 2009.

Please submit all essays to:

Mariann Fletcher, PLS

Law office of Scott Candoo

2115 N. 30<sup>th</sup>, Suite 201

Tacoma, Washington 98403

The winner will be chosen by Naegeli Reporting Corporation

and the scholarship will be awarded at the NALS of Washington Annual

Meeting and Educational Conference the weekend of April 3-4, 2009.



Whatever it is you're shopping for, it can be found by going to the NALS of Greater Seattle web page and ordering directly through the link to Amazon.com. Log on and start shopping today!

[http://www.nalsofWASHINGTON.org/nals/chapter\\_pages/greater\\_seattle.htm](http://www.nalsofWASHINGTON.org/nals/chapter_pages/greater_seattle.htm)

## News from Region 7

By Ann M. Lang, NALS Region 7 Director

As announced in Norfolk this year we are holding our annual meeting as a joint meeting with Region 8 in Las Vegas at the Golden Nugget, June 11-14, 2009.

We are raffling off one free registration to the conference. Now is the time to begin purchasing your chance to be the one who wins the opportunity to join us for free in Vegas!!

The raffle drawing for a free registration to R7/8 Conference in Las Vegas will be held in Tulsa at the NALS conference during the joint Region 7/8 meeting. This way the drawing can be conducted in front of the members in attendance at the Tulsa conference and will still give everyone a chance to sign up for the early bird registration (which I think will be sometime in early April 2009).

If you are interested in purchasing tickets, let me know. We are selling them for \$5 each or 6 tickets for \$20. You can reach me via e-mail or at the contact numbers

below for more detailed information.

Please send the checks to me at the address below made payable to Region 7 or contact Brynne Williamson ([bwilliamson@grahamdunn.com](mailto:bwilliamson@grahamdunn.com)) for more details.

Buy now, buy lots, buy often!

Please pass this on to all your members, and if there is someone missing from this mailing list that you think I should add, by all means please let me know! I hope to see MANY, MANY Region 7 faces in Vegas, and remember – What Happen in Vegas...Should Happen to You!!

Ann M. Lang  
NALS Region 7 Director  
State Appellate Public Defender  
3647 Lake Harbor Lane  
Boise, ID 83703  
[alang@sapd.state.id.us](mailto:alang@sapd.state.id.us)



TO THE 2009-2010 NALS OF GREATER SEATTLE BOARD OF DIRECTORS!

President:	Kathy Cusack, Certified PLS
President-Elect:	Jessica Smith, Certified PLS
Secretary:	Meghan Allen
Treasurer:	Alecia Rivas
Certification Director:	Christie Reynolds, Certified PP, PLS
Education Director:	Amylyn Riedling
Marketing Director:	Natalie Stephenson

Be sure to save the date for the April 14, 2009 Installation of Officers and Awards Ceremony!



**PRESENTS:**

**AN INTRODUCTION TO**

**THE ACLU OF WASHINGTON**

The ACLU is our nation's guardian of liberty, working daily in courts, legislatures and communities to defend and preserve the individual rights and liberties that the Constitution and laws of the United States guarantee everyone in this country.



Eric Nygren is the Legal Intake Manager at the ACLU of Washington. Eric will give an overview of the ACLU's work in Washington State and address questions.

When: Thursday, February 19, 2009

Where: Riddell Williams P.S.

1001 Fourth Avenue, 45th Floor

Time: Noon to 1 p.m. (registration opens 11:45 a.m.)

COST (circle one):	Member:	\$10.00 for seminar only
		\$15.00 for seminar & lunch
	Non-Member:	\$20.00 for seminar only
		\$25.00 for seminar & lunch

**Note:** Due to limited space, registrations are only accepted upon receipt of payment. Pre-registration is highly recommended. Cancellation for a refund must be received by the Friday prior to the seminar.

Attendee Information:  Name: _____  Firm: _____  Address: _____   Phone: _____  E-Mail Address: _____  Amount Enclosed: \$ _____	We are proudly offering the following lunches from Gretchen's Shoebox Express:  _____ California Club Express _____ Cougar Express _____ Focaccia Margherita Express _____ Italian Baguette Express _____ Turkey Havarti Express (Sandwich includes chips and a cookie)  _____ Asian Salad Express _____ Chicken Caesar Salad _____ Cobb Salad Express _____ Farmers Market Salad Express (Salad includes a handmade roll and a cookie) A pop is included with your lunch <b>Menu subject to change</b>
---	--

Registration and payment are due by the Friday prior to the seminar, February 13, 2009. **Checks should be made payable to NALS of Greater Seattle** and mailed c/o Melinda Bergquam, Riddell Williams, PS, 1001 Fourth Avenue, Ste 4500, Seattle, Washington 98154. Phone: (206) 389-1544. E-mail: [mbergquam@riddellwilliams.com](mailto:mbergquam@riddellwilliams.com)

**Beverages and lunch discount courtesy of Riddell Williams P.S.**

**Copying Courtesy of Sound Legal Copy**

**Delivery Courtesy of ABC Legal Messengers**

## Minutes from January Board of Directors Meeting

The monthly meeting of the Board of Directors of NALS of Greater Seattle, held at the offices of Perkins Coie, on January 8, 2009, was called to order by President, Brynne Williamson, Certified PP, PLS, at 12:11 p.m.

Present at the meeting were:

Brynne Williamson, Certified PP, PLS (via telephone)	President
Kathy Cusack, Certified PLS	President-Elect and Membership Director
Celine M. Straub (via telephone)	Immediate Past President
Kim Sandstrom (via telephone)	Treasurer
Melinda Bergquam (via telephone)	Education Director
Jessica Smith, Certified PLS	Certification Director
Chanda Smith (via telephone)	Marketing Director
Amylyn Riedling	Awards Chair

### **Review and approval of November 6, 2008 Meeting Minutes**

The November 6, 2008 meeting minutes were reviewed and stand approved as submitted.

### **Review and approval of Consent Agendas**

The Consent Agendas were reviewed and stand approved as corrected.

#### **Consent Agenda Items**

##### a. Immediate Past-President

1) It was discussed how many vendors we would like to invite to our Saturday CLE. The Board decided that we would invite four vendors.

##### b. Awards Chair

1) It was discussed and decided that Amylyn will bring the awards nomination forms to the Noontime CLEs and Membership Meetings. She will also send an email to the membership with instructions and nominations, as well as post an announcement in the monthly newsletter and on the Chapter's website.

2) It was discussed and decided that the deadline for submitting award nominations would be set for mid-March.

3) Amylyn discussed the possibility of adding additional awards to the list, i.e. mentoring award, student award, membership award. The Board decided that the decision to add awards would be further discussed at planning meeting.

##### c. Education Director

1) Melinda announced that a speaker for the January Noontime CLE has been confirmed. Registrations the Noontime CLEs continued to be received.

2) Melinda requested ideas for speakers for the February, 2009 NALS of Greater Seattle Saturday CLE. Amylyn will also assist with finding speakers.

##### d. Certification Director

1) Jessica announced that new editions of the *Basic Manual for the Lawyer's Assistant* and *Advanced Manual for the Lawyer's Assistant*, and affiliated study materials, are now available for purchase. Because of the increased interest in certification and study groups being formed, Jessica suggested that the Chapter purchase two *Basic Manual for the Lawyer's Assistant* and two *Advanced Manual for the Lawyer's Assistant*.

A motion was made to approve the purchase of two sets of textbooks for the Chapter. The motion was seconded, all were in favor, and there being no further discussion, the motion stands APPROVED.

Because the purchase of the new textbooks exceeds the Certification Director's budget, a motion was made to approve that the first \$150.00 of the cost of textbooks be deducted from the Certification Director's budget, and the remaining balance due should be deducted from the Marketing Director's budget. The motion was seconded, all were in favor, and there being no further discussion, the motion stands APPROVED.

**Other Business/Discussion Items****a. January Membership Meeting**

1) Chè Dawson, January's speaker, has requested information regarding what he should speak about at the January Membership Meeting – specific topics regarding unauthorized practice or a condensed version of his ethics course? It was decided that he should discuss a combination of both.

2) Amylyn has decided to donate her \$20 Starbucks gift card to Mr. Dawson as a thank you gift.

**b. Nominations and Elections**

1) Nominees will be notified on Monday of the results; when they learn the results, they should not be disclosed to anyone.

**c. Mentoring Program for Highline Students**

It was decided that this topic will be tabled for the next Board of Directors Meeting. Details of the program will also be discussed with the committee via email.

**d. Upcoming Deadlines**

1) Consent Agendas for the January Membership Meeting are due January 8, 2009;

2) Articles and flyers for the February newsletter are due January 26, 2009;

3) Consent Agendas for February Board Meeting are due January 29, 2009.

**Action Items**

See discussions above listed under Immediate Past President, Awards, Education Director and Certification Director.

**Old Business**

Dues collection update has been tabled for the next Board of Directors Meeting.

**New Business**

Treasurer, Kim Sandstrom, requested the registration list, delivery/lunch invoice, and any registration monies collected from the November, 2008 Noontime CLE. Melinda announced that she would bring that to the January 13, 2009 Membership Meeting.

Kathy Cusack discussed the flyer for the March, 2009 Membership Meeting. We need to make a final decision on the cost charged to attendees and the food to be ordered. Discussion will continue on this topic via email.

Amylyn Riedling will be attending the NALS of Washington Super Saturday CLE. She will take notes and report back to the membership.

**Next Meeting**

Board of Directors Meeting on Thursday, February 5, 2009 at 12 p.m. at Perkins Coie.

**Adjournment**

There being no further business, the meeting was adjourned at 1:00 p.m.

---

Jennifer L. Endres  
Corporate Secretary  
(Drafted by Jessica Smith for  
Jennifer L. Endres)

Brynne Williamson, Certified PP, PLS  
President



We missed you at the NALS of Washington Super Saturday CLE!

Reports from the seminar will be in next month's issue of the Informer.





**what do you want?**

**we want to know.**

NALS wants to know more about how to better serve young professionals, so who better to ask? If you are 35 years old or younger we want to know what you want NALS to do for you.

There will be a topic in the NALS Facebook group for you to discuss things with other young legal professionals and you can also email your thoughts to the NALS membership committee at [YLPinfusion@nals.org](mailto:YLPinfusion@nals.org).

We want to build a foundation for young professionals and we need you to help!

**Take this opportunity to help shape NALS for the Future!**



**YLPI**fusion

young legal professionals maximizing their potential.

[nals.org/YLPinfusion](http://nals.org/YLPinfusion)

## A Message from the Publication Chair

By Meghan J. Allen, Publication Chair

As Publication Chair, I read the articles your Board of Directors submit for the publication. This month's 'get inspired' article written by our President, Brynne Williamson, PP, PLS inspired me to share with you why I renew my NALS membership.

Maybe its because I'm kind of a new Legal Secretary that I feel this way, but at times it feels like we're floating in big ocean on piece of driftwood all alone, especially when we are given a task or an assignment that is new that we've never done before. In those moments when you feel like your going to completely sink, it's nice to know that there is a network of people (I call them "NALS pals") who are only a phone call or email away when you have a problem or need help. All you have to do is call out for help, and it's like having a rescue boat, come along that is filled with people who throw you a life raft and bring you along.

For example, I was attending my first National Conference in Reno in 2006. After a long day of conferences and learning, I remember being so excited about what I learned and how I could apply that to my job when I got home. The attorney I worked for at the time knew I was going to the conference, and she encouraged my attendance at other NALS events earlier in the year. She was a sole practitioner, so I always paid to attend these conferences myself (being a student that can be a challenge). However, something at the office came up unexpectedly, and because I was hundreds of miles away in Reno, and was not able to help her at that moment, she fired me.

Being fired at a NALS conference is the best place in the world to get fired. I was surrounded by my NALS pals (that included Brynne) and new NALS pals, like my mentor at that meeting Dee Beardsley, PP, PLS (who was the incoming NALS President-Elect that year). They all gave me advice and encouragement. Having all of them there helped me dust myself off and helped me want to get back in the game.

My experience in Reno made my NALS membership priceless. The support and encouragement I have received and continue to receive from my fellow NALS members is one of the many reasons I renew my membership.

Referencing Brynne's example of Fozzie Bear and Kermit the Frog driving to Hollywood, and making it there because of the networks they formed along the way is like NALS! At NALS events you have not only the opportunity to learn something new, but also the chance to meet some really great people, who may know the way if you are ever feeling lost.

I am a firm believer in "NALS fixes", and most importantly the connections/networks and friendships we have in NALS. So, if you ever feel like you are sinking or just need someone to listen, all you have to do is call, and we will be there.

I just want you to know that I'm thankful I have all of you out there to throw me a life raft...just in case.

**belonging**

**NALS** ...the association for legal professionals

Everyone wants to belong to something valuable and be a part of an organization with respect and professionalism. No problem. NALS...the association for legal professionals has been this outlet for more than 75 years. Take advantage of NALS and all that it has to offer.

With online activities, conferences, education, networking, and certifications, NALS has everything you need to advance your career and become a part of a wonderful organization with history and respect. NALS does not limit its membership by titles...all members of the legal community are welcome to join and add to the vast knowledge base. Whether you are a legal secretary, paralegal, legal administrator, or legal assistant, it does not matter. NALS feels that a more diverse membership will benefit everyone and the profession.

## Treasurer's Report

By Kim Sandstrom, Treasurer

*It's income tax time again, Americans: time to gather up those receipts, get out those tax forms, sharpen up that pencil and stab yourself in the aorta.* - Dave Barry

From [http://www.ehow.com/how\\_2052806\\_organize-taxes-money.html](http://www.ehow.com/how_2052806_organize-taxes-money.html):

Organizing your taxes and money can seem overwhelming. The fact that the tax laws seem to change every year doesn't help. Outside of hiring an accountant to do the work for you, there are some simple steps to keeping the needed papers and receipts organized so you're not struggling at every tax period.

Step 1: Establish a filing system. You want to keep your pay receipts, bank statements and sales receipts organized.

Step 2: Ask your financial institution for email reports and statements if possible. If you check email more than anything else, this will help keep your money organization fresh in your mind.

Step 3: Stay on top of your paperwork. Take a few minutes each day to file new papers and clean off your desk.

Step 4: Find the best place to store receipts when getting them. This will vary from person to person, whether it be in a wallet or side purse pocket. Stuffing them in your pants pocket rarely works.

Step 5: Establish an effective bill-paying system. Setting up automatic payments or online programs is a good idea. You should make the minimum payment on all bills as soon as they come in and take care of the rest at your convenience.

Step 6: Collect your last bank statement and 1099 form at the end of the year. Make sure they match up with your own personal records.

Step 7: Trash all documents you don't need anymore. This should include expired insurance policies, pay check stubs once you've received your W-2 and tax returns older than seven years. Be sure to destroy all this before disposing to avoid identity theft.

Now that I've gotten you started on organizing for tax season, come and join us on February 10<sup>th</sup> at the Rock Bottom Restaurant & Brewery for our next Membership Meeting, "Get Organized!" presented by Bob Meucci of Avery Dennison. See you then!

## Whoops! I Messed Up. Now What?

By Kathy Sieckman, PP, PLS

Originally published in the December 2008 issue of NALS eLearn

"When you make a mistake, don't look back at it long. Take the reason of the thing into your mind and then look forward. Mistakes are lessons of wisdom. The past cannot be changed. The future is yet in your power."

*Hugh White  
US politician (1773 - 1840)*

We've all had the challenge of finding out that something we did – or didn't do – created a problem for someone else. In my office, we recently received an Order in one of our cases where the judge felt compelled to add a footnote about the courtesy notebook he had received from us that he did not find useful. As the person in charge of getting that notebook together and getting it to the judge, the responsibility for that mistake fell to me. It was a big mistake. Our client got a copy of that Order, opposing counsel got a copy of that Order, and I'm pretty sure it's something the judge may think about every time he gets something from us. If a judge feels compelled to include something about a courtesy copy notebook in an order, he felt pretty strongly about it. Worse yet, this wasn't the first notebook I've had a problem with. There was this notebook that my boss was revising for a cross examination in trial. Although versions of the story vary (and the story is still being told more than 10 years

later), the gist of the story is that I disassembled a notebook that she had very carefully assembled in a specific order to go with the outline she had prepared to cross examine one of the other side's most important witnesses. It was the closest we have ever seen her to crying.

Luckily in my case the good work that I do outweighs my mistakes and I did not get fired. But I was subjected to e-mails to the team asking for an explanation and setting out – in excruciating detail – the entire verbiage of the Order's footnote and everyone's interpretation of it and its relationship to the negative tone of the entire Order.

But enough about me and my major mistakes. Let's say you messed something up – focusing on your mistake and not mine will make me feel much better. How do you recover? Here are steps that should help:

**1. "Fess Up."** If you figure out you've made a mistake before someone else does and your mistake directly affects them, tell them. Don't try to fix it on your own, but tell them exactly what happened.

(Continued on next page)

(Continued from Previous Page)

**2. Take Responsibility.** First and foremost, you must own up to the mistake. You cannot blame others, you cannot blame circumstances, and you cannot – whatever you do – completely absolve yourself of any responsibility. Everyone knows you were in charge of that task. Even if you delegated it to someone else who messed it up, you are ultimately responsible.

**3. Find A Way To Fix It.** Try to figure out how to fix the problem. If necessary, ask your boss for input, but go to your boss with ideas of how you can fix it. If you need to work overtime to make sure the problem is fixed, do it. Design the recovery plan, including the time and costs (if any) that will be needed and present that to your boss. Sometimes, as in my latest notebook debacle, there is no way to fix it – the judge has already used it for its intended purpose – so the only thing that can be done is to take responsibility for it, learn from it, and move on, but if there is a fix for the problem, you should be instrumental in making that happen.

**4. Learn From It.** Figure out exactly what happened that caused the mistake and if there was a procedure or event that caused or could have prevented the error, take note of it and remember it the next time the same type of task comes up.

**5. Accept The Consequences.** It could be a memo to your personnel file, it could be that this year you don't get a bonus, it could be something far more serious. Whatever the consequences are, you need to accept them. YOU are the one who made the mistake, YOU need to accept the consequences.

**6. Quit Beating Yourself Up.** Know that in this process, you have helped others to realize you are human, learn not to make that same mistake, and feel better about themselves and the times in the past (and future) when they make a mistake. It is not generally a sign of your overall work quality – it was a mistake! Fix it and move on. You are not your mistake.

Making a mistake is not fun. As long as you take responsibility for it, learn from it, and move on, others that you work with will hopefully follow your example and you can all concentrate on the good things going on in your office. It is possible to recover, but how quickly and completely that happens is really up to you and how much effort you want to put into such a recovery. Make the effort.

## Tired of the Same Stories? expand your discussion group



**NALS** ...the association for legal professionals

NALS...the association for legal professionals offers easy ways to network with peers both locally and nationally to give you the opportunity to develop professional relationships with others in the legal community. NALS does not restrict membership to only one segment of the legal services profession, we are open to everyone so JOIN TODAY and begin to take advantage of over 75 years of experience in serving the legal professional.



NALS offers continuing legal education through our Online Learning Center, career advancement opportunities through three certifications, and live networking through our Online Community. Visit us online at [www.nals.org](http://www.nals.org) to see why NALS is THE association for legal professionals.



**February 10, 2009  
Membership Meeting  
1 Hour CLE**

## **GET ORGANIZED!**

**Presented by:**

**Bob Meucci of Avery Dennison**

**Discover valuable tips to:**

- Manage incoming information overload
- Organize email and computer files
- Establish order in your workspace
- Organize multiple people
- Software and Formatting Solutions



Find a few extra minutes in your day, reduce stress and achieve greater productivity with the suggestions provided in this seminar. You'll learn how to organize your desk/workspace, paper and computer files. Plus ...STAY ORGANIZED with tips provided on managing emails and incoming paperwork. Discover methods to support and organize multiple people.

**When:** February 10, 2009

**RSVP:** Please RSVP by February 6, 2009

Payment is required at the time of reservation and no refunds will be given after February 6, 2009.

Make checks payable to  
NALS Of Greater Seattle and send to:

Natalie Stephenson  
Keller Rohrback, LLP  
1201 Third Avenue, Suite 3200  
Seattle, WA 98122  
Phone: 206.428.0541  
Email: [nstephenson@kellerrohrback.com](mailto:nstephenson@kellerrohrback.com)

**Where:** The Rock Bottom Board Room  
1333 Fifth Avenue, Seattle WA 98101

**Time:** 5:00 p.m. Networking  
5:30 p.m. Dinner  
6:00 p.m. Presentation  
7:00 p.m. Business Meeting

**Cost:** \$25 Members  
\$35 Non-Members

**Sponsored by:**



*Great results  
begin with Avery!*

*Free Sample Pack for Each Attendee!*

Copying Courtesy of Sound Legal Copy  
Delivery Courtesy of ABC Legal Messengers

## Information on Awards and Nominations

It is time for NALS of Greater Seattle to recognize and reward its members and those in the legal community who have supported our Chapter. Nomination forms are available to download on the NALS of Greater Seattle webpage.

There are four awards that NALS of Greater Seattle bestows upon its members and the members of the legal community. They are Legal Professional of the Year, Volunteer of the Year, Firm of the Year and Boss of the Year. The Awards for the 2009 Legal Professional, Volunteer, Firm and Boss of the Year will be presented at the NALS of Greater Seattle Installation of Officers held on April 14, 2009.

Below is a short synopsis of what NALS of Greater Seattle feels represents the intent of these awards.

**Legal Professional of the Year:** Do you know someone who has excelled at their job this last year, gone above and beyond by using their knowledge and expertise to further the reputation of themselves, their firm, the legal community, NALS of Greater Seattle and all of us in the legal profession? If so, nominate them for Legal Professional of the Year.

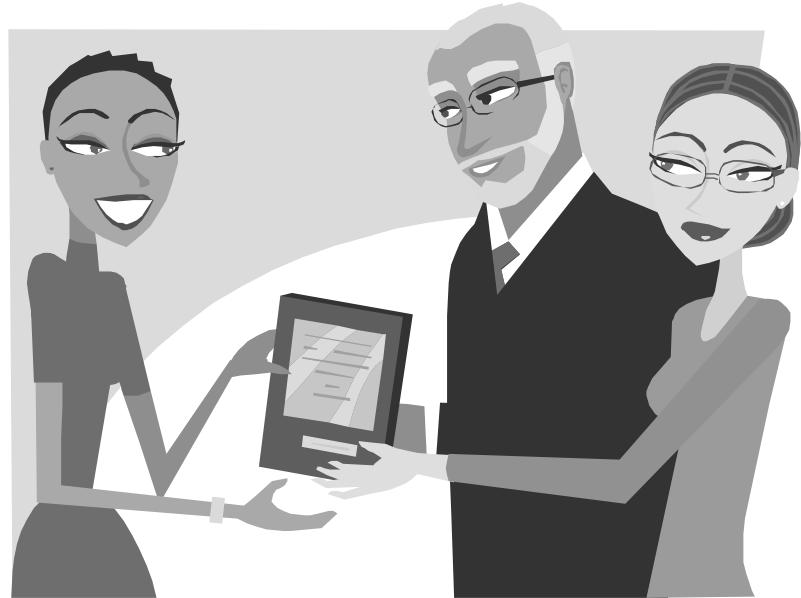
**Volunteer of the Year:** Do you know someone who consistently steps up and gives their time and energy to volunteer to help NALS of Greater Seattle members by helping set up, clean up, work on committees, etc.? If so, nominate them for Volunteer of the Year.

**Boss of the Year:** Are you lucky enough to have a boss that supports you in all of your endeavors? Does he/she allow you time to attend NALS functions and CLEs? Are you rewarded for taking the time to study and achieve certification? Does your boss work with you to understand your job and your functions within the firm without making you feel like your questions are a burden? Does your boss spontaneously bring you coffee/treats for a job well done - or acknowledge your willingness to hang in there with them when they are stressed out? If so, nominate them for Boss of the Year. Think how surprised your boss would be getting an award they did not even know they could be nominated for!

**Firm of the Year:** Does your firm support NALS of Greater Seattle? If so, let us know how they support NALS of Greater Seattle by nominating them for Firm of the Year! Maybe your firm pays for their employees to get certified. Maybe your firm pays for its members to attend NALS CLEs. Maybe your firm supports members of NALS of Greater Seattle as a whole. No firm's generosity is too small to mention.

### **Rules & Regulations for the 2009 NALS of Greater Seattle Awards:**

- 1) Nominations must be received by the Awards Committee Chair, Amylyn Riedling, by **5:00 p.m. on Friday, March 6, 2009**. Nominations received after this time will **not** be considered.
- 2) Nominations can be submitted by email, [amylyn@cnhlaw.com](mailto:amylyn@cnhlaw.com), by facsimile, (206) 340-4646, or by mail, 1191 Second Avenue, Suite 1650, Seattle, WA 98101.
- 3) The decision of the Awards Committee is final.
- 4) Recipients of these awards need not be present at the April 14, 2009, NALS of Greater Seattle Installation of Officers to win.



**President**  
Bryne Williamson, Cert. PP, PLS  
Graham & Dunn PC  
Pier 70  
2801 Alaskan Way, Ste. 300  
Seattle, WA 98121-1128  
206-340-9590  
[bwilliamson@grahamdunn.com](mailto:bwilliamson@grahamdunn.com)

**President-Elect**  
Kathleen A. Cusack, Cert. PLS  
Perkins Coie LLP  
1201 Third Ave., Ste. 4800  
Seattle, WA 98101  
206-359-6135  
[kcusack@perkinscoie.com](mailto:kcusack@perkinscoie.com)

**Corporate Secretary**  
Jennifer L. Endres  
Stoel Rives, LLP  
600 University St., Ste. 3600  
Seattle WA 98101  
206-689-8743  
[jendres@stoel.com](mailto:jendres@stoel.com)

**Treasurer**  
Kimberly Sandstrom  
Graham & Dunn PC  
Pier 70  
2801 Alaskan Way, Ste. 300  
Seattle, WA 98121-1128  
206-340-9384  
[ksandstrom@grahamdunn.com](mailto:ksandstrom@grahamdunn.com)

**Education Director**  
Melinda R. Bergquam  
Riddell Williams P.S.  
1001 4th Ave., Ste. 4500  
Seattle, WA 98154  
206-624-3600  
[mbergquam@riddellwilliams.com](mailto:mbergquam@riddellwilliams.com)

**Certification Director**  
Jessica G. Smith, Cert. PLS  
Karr, Tuttle, Campbell  
1201 Third Ave., Ste. 2900  
Seattle, WA 98101  
206-223-1313  
[jsmith@karrtuttle.com](mailto:jsmith@karrtuttle.com)

**Marketing Director**  
Chanda M. Smith  
Betts Patterson Mines  
One Convention Place  
701 Pike St., Ste. 1400  
Seattle WA 98101  
206-268-8848  
[csmith@bpmlaw.com](mailto:csmith@bpmlaw.com)

**Immediate Past President**  
Celine M. Straub  
CMS Placement LLC  
1834 SW 176th St.  
Seattle, WA 98166  
206-890-4953  
[celine@cmsplacement.com](mailto:celine@cmsplacement.com)

**Awards Chair**  
Amylyn Riedling  
Cutler Nylander & Hayton, P.S.  
1191 Second Ave., Ste. 1650  
Seattle, WA 98101  
206-340-4600  
[amylyn@cnyhlaw.com](mailto:amylyn@cnyhlaw.com)

**Publication Chair**  
Meghan J. Allen  
LeSourd & Patten, P.S.  
2401 One Union Square  
600 University St  
Seattle, WA 98101  
206-357-5094  
[mallen@lesourd.com](mailto:mallen@lesourd.com)

## Your Ad Could Be Here!



Full Page Ad	\$400.00
1/2 Page Ad	\$250.00
1/4 Page Ad	\$150.00
1/8 Page Ad	\$110.00
1/4 Page Employer Support	\$ 60.00
Business Card Ad	\$ 25.00

\*Note: 10% Discount will apply for the companies who sponsor any part of two or more meetings and/or provide goods or services to NALS of Greater Seattle, which reduces expenses. Contact Chanda M. Smith, Marketing Director for more information.



### 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!

## Our Mission Statement...

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. NALS accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials;
- Networking opportunities at the local, state, regional, and national levels;
- Commitment to a Code of Ethics and professional standards;
- Professional certification programs and designations.

*We're on the Web!*

*Visit us at:*

[NALS of Greater Seattle](#)