

NALS OF GREATER SEATTLE

THE INFORMER



Begin Today to Give Thanks

By Kathy Cusack, Certified PLS, President

Begin Today to be thankful for:

Family

Career

Health

Friends

Co-Workers

Green Trees

Blue Sky (sometimes anyway)

Food on the Table

Pets

Football (that is my personal one)

NALS

I have much to be thankful for. First, I would like to thank NALS of Greater Seattle for sending me to the NALS National Conference in Irvine. It was my pleasure to represent all of you at this conference. Irvine was nice, very good weather and we had 8 members from Washington attend. The education was outstanding. Some of the best speakers I have ever heard. The keynote speaker was Gavin W. Manes, Ph.D. the current President and CEO of Avansic, a firm that provides the legal, business and government sectors a variety of professional services, including digital forensics, electronic discovery and data preservation. Dr. Manes was an engaging speaker and he kept telling us that he was "geek" and to blame all our technology on geeks. This most important thing I learned from him was to be

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UPCOMING EVENTS:

- ❖ November 5, 2009 – NALS of Greater Seattle, Board Meeting, Perkins Coie
- ❖ November 10, 2009 – NALS of Greater Seattle, Membership Meeting, "Social Networking Sites", Crowne Plaza Hotel, Seattle, WA
- ❖ November 14, 2009 – NALS of Greater Seattle, Tech Day Seminar, Perkins Coie, Seattle, WA
- ❖ November 19, 2009 – NALS of Greater Seattle, Noontime Seminar, "Interpreting Financial Documents", Riddell Williams, P.S.

(Continued from previous page)

very careful how we redact documents. He showed us how easy it was to see what has been redacted, even if a reputable redacting program has been used. He went on to say that the safest way to redact a document was to black line it by hand, copy it and then send it. So technology isn't always the best way to go.

Since it was three full days of seminars and workshops, I will not go into all of the speakers but wanted to tell you about my favorite one. Her name was Jennifer Contini, Senior Deputy District Attorney with the Orange County District Attorney's Office. She has been with Orange County since 1997. In her 10 years, Jennifer Contini has had many assignments including misdemeanor trials, preliminary hearing calendars, felony panel and target gang unit. While in the target gang unit, Jennifer talked about a case of a gang shooting and how she used DNA evidence to catch the killer. She had power point slides to show us how she reached her conclusions, how DNA was used and how to pinpoint where each gang member was at a certain time. Jennifer now works in the newly-formed DNA unit and uses DNA to solve property crimes. California has the third largest DNA database in the world. In California they check the national database

once a week to try to solve old cases. In July alone, they had 317 hits from the database. This unit is solving old crimes using DNA. She was a wonderful speaker and told very interesting stories on how they have caught criminals using DNA.

These are just two examples of the many speakers we had and the quality of the education was excellent. Some other topics covered were: Elder Law, Business Solutions for Greater Productivity – Avery, Special Needs – Ordinary People, Technology, Industry Trends, Diversity, Computer Forensics and Bankruptcy. This was just a few of the various topics covered, along with focus groups which dealt with The Changing Law Firm Environment and Environmentalism. It is always fun to go to National Meetings. You meet members from all over the United States and the education is well worth your attending a conference.

Thank you again for allowing me to be your representative.

I am sure all of you can think of many things to be thankful for and hopefully we can all take time to remember some. Have a wonderful Thanksgiving. Day!



Certification Report

By Christie Reynolds, Certified PP, PLS, Certification Director

Autumn is here and the days are getting shorter and colder. It's the perfect time to stay indoors and focus on studying for the next round of certification exams to be held in March 2010. If anyone is interested in starting a study group, let me know.

If you do not already know NALS offers three levels of certification based on your experience in the legal field:

- **Accredited Legal Secretary (ALS)**—basic certification for legal professionals with one year of general office experience and/or successful completion of the NALS Legal Training Course or accredited business/legal course.
- **Professional Legal Secretary (PLS)**—advanced certification for legal professionals with three years of experience in the legal field.
- **Professional Paralegal (PP)**—certification for legal professionals with five years of experience performing paralegal/legal assistant duties.

The exams cover subjects such as grammar, office procedures, ethics, and substantive law.

Our chapter offers grants to assist with the cost of study materials and the exam fee. If you have any questions on applying for a grant or anything else regarding certification, please contact me at creynolds@curranfirm.com.

Membership Corner

By Jessica Smith, Certified PLS, President Elect and Membership Chair

Every month I am reviewing the reports from National and see that new members are continuously being signed up. Thank you all for your continued support of NALS and for your hard work with recruiting and retaining members. Keep up the awesome work, team - the *THINK BIG!* project is still underway! Also, a new incentive to sign up members is that if you sign up five or more members, your national membership dues are waived for the next year you renew.

As mentioned in last month's newsletter, please be aware that the NALS membership dues have increased. We request that you now use the updated application for future sign-ups. Thank you.

The call for nominations for the NALS of Greater Seattle Board of Directors will be coming soon. If you are interested in serving on the Board, or if you have any questions regarding a position, please contact me. Serving on the Board has great leadership and professional rewards and you get the opportunity to be part of the decision-making process for our Chapter. How awesome is that?!

This is your organization and the Board is here to take in your ideas and help you achieve your goals. If you have

any comments or ideas to share, or if you'd like to serve on a committee, please feel free to email me at jsmith@karrtuttle.com, or give me a call at (206) 224-8296.



9 OUT OF 10
OF OUR CLIENTS
WOULD
RECOMMEND
US.

When it comes to legal staffing,
we're simply better.

We have a proprietary database of more than 215,000 legal professionals – and each individual we introduce to you has been personally interviewed and evaluated by our staff. This allows us to quickly provide you with the highly skilled legal professionals you need. Call us today and see for yourself how dedicated we are to providing superior customer service every step of the way.

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**November 10, 2009
Membership Meeting**

1 Hour CLE

**“Oops, excuse me! I tweeted!”
The Ins and Outs and Dos and Don’ts
of Social Networking**



**Presented By: Brynne Williamson, PP, PLS
of Graham & Dunn, PC**

Social networking sites can be beneficial to you and your career, if you know how to use them. Join us for a tour of the NALS website, Facebook, Twitter, the NALS Community and more. Learn how to connect with friends and business contacts and express yourself, without embarrassing yourself.

This interactive discussion will be led by Brynne Williamson, PP, PLS, NALS Region 7 Director. Brynne is a wealth management paralegal with Graham & Dunn, PC, and when she isn’t at work or at a NALS meeting, she can usually be found playing around online.



WHEN: November 10, 2009
WHERE: Crowne Plaza Hotel—Seattle
 1113 Sixth Avenue
 Seattle, WA 98101
TIME: 5:00 p.m. Networking
 5:30 p.m. Dinner
 6:00 p.m. Presentation
COST: \$25.00 Member
 \$35.00 Non-Member

We kindly request that you bring a non-perishable food item to donate to Food Lifeline.



We are proudly offering the following dinners from Crowne Plaza. Please mark your choice.

Vegetarian option available upon request.

Black and Blue Salad (blackened bristo filet medallions, blue cheese, almonds, red onions, mixed greens and pear)

Homestyle Meatloaf (brown sugar ketchup glaze, garlic mashed potatoes and fresh vegetables)

Fish of the Day (fresh fish of the day grilled, blackened or fried on a kaiser roll with grilled onions and peppers)

All American Burger (thick bacon, Tillamook cheddar on a kaiser roll served with french fries)

Pumpkin Pie (\$5 extra)

RSVP: Please RSVP by November 6, 2009
 Payment is required at the time of reservation and no refunds will be given after November 6, 2009. Please use one form per person.

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

Jessica Smith, Certified PLS
 c/o Karr Tuttle Campbell
 1201 Third Avenue, Suite 2900
 Seattle, WA 98101
 Telephone: (206) 224-8296
 Email: jsmith@karrtuttle.com

Attendee Information:

Name: _____

Firm: _____

Address: _____

Phone: _____

E-Mail Address: _____

Amount Enclosed: \$ _____



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Where's Eula Mae?



Eula Mae has been traveling a lot this past year and now she needs a rest. So, she is going to stay in one location until someone finds her. Therefore, this year there will be clues each month and the first one to guess exactly where Eula Mae is will win a grand prize. Keep track of the clues and when you think you might know where Eula Mae is just email me at: kcusack@perkinscoie.com. Good Luck!!

Don't know who Eula Mae Jett is? Check out our organization's history:

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

CLUE NUMBER 5:



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/capter_pages/greater_seattle.htm

Happy Birthday!

James Anderson – 11/14
Brandy Brewley, PP, PLS, RP – 11/5
Shannon Bjornson, PLS – 12/12
Carol Cannon – 11/23
Annabel Foster – 12/31
Betsy E. Green – 12/23
Susan M. Hampton – 11/5
Carolann Hughes, PP, PLS – 12/18
Helen M. Mooney – 11/13
Kathy B. Penninton – 12/4
Roxanne Rebusit – 11/30
Arita Sims-Damroze – 11/25
Chanda M. Smith – 12/17
Richard M. Stewart – 11/14

The Meet and Greet Challenge

By Brynne Williamson, Certified PP, PLS, Immediate Past President

As some of you may recall, in the August issue of *The Informer*, I threw out a "Meet & Greet Challenge," whereby I challenged each of you to (1) attend the 2009 Meet & Greet with a co-worker or friend; (2) introduce yourself to one new person and find out something about that person; and (3) report back to me with the name of the person you met and one fact about them.

From all of the new and returning faces I saw that August afternoon, I have a feeling that many of you accepted the challenge and accomplished steps one and two, but I think I lost you on step number three. Fortunately for me, however, I was assigned my favorite task, which was to greet everyone when they arrived. This gave me the opportunity to learn more about our members, sponsors and potential members.

For example, did you know that member Heather Smith, PLS, recently got married? Or that members Veronica Magda and Darla Holterman, PLS, have recent additions to their families? If you were at the Meet & Greet, you may have met potential member, Emily Monjay, who recently joined the Toastmasters group at Perkins Coie, or new member Amy Lindstrom, who will soon receive her paralegal certificate. I could go on and on, but suffice it to say that there was a great representation of

the local legal community in attendance, with diverse interests.

Of course, there are still many members that I haven't met, so I hope you will consider joining us at a membership meeting soon. To get you started, here are just a few of the many great tips from www.businessknowhow.com, which can help you network to the best of your abilities:

1. Keep in mind that networking is about being genuine and authentic, building trust and relationships and seeing how you can help others.
2. Hold volunteer positions in organizations. This is a great way to stay visible and give back to the groups that have helped you.
3. Follow through quickly and efficiently on referrals you are given. When people give you referrals, your actions are a reflection on them. Respect and honor that and your referrals will grow.

Once you put yourself out there, you'll see how easy it is to meet new people and make great contacts. You just need to be courageous and take the first step, after that it will become second-nature. Happy networking, everyone!

Be Thankful!

By La Shona D. Fairman, Certified ALS, Marketing Director

"It's easy to be thankful for the good things. A life of rich fulfillment comes to those who are also thankful for the setbacks. Gratitude can turn a negative into a positive. Find a way to be thankful for your troubles, and they can become your blessings." *Excerpt from "Be Thankful"*, author unknown

Good-bye October; Happy November! In this month's *Informer*, I would like to "Be Thankful".

Thank you to those who were able to attend the Fall Kick-off meeting, and for braving our FIRST TASTE of Autumn, with the bitterly cold, pouring rain. Thank you also to Michelle Nemeth from JAMS for showing your support of NALS by attending our Fall Kick-off. Thank you to Watkins Court Reporters for donating the goody bags and Gretchen's Shoebox for the assortment of delicious cookies and brownies to add to our goody bags. We had a fabulous time watching Ken Griffey, Jr. hit a homerun and the Mariners beat the Athletics, 6-4.

Thank you to our members, students and non-members who attend our noontime CLEs and evening membership meetings. We hope you are enjoying the educational programs that our Board work so diligently to plan and organize!

Our many sponsors help us provide the programs to our members at a small price, and we give you thanks for your continuing support! Thank you for providing our members with your outstanding products and services!

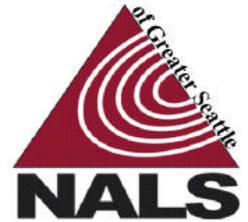
And lastly, thank you to the wonderful Board of Directors and all committee members. We applaud your hard work and please keep up your good job!

I am thankful this year for being part of a wonderful organization, which not only keeps me informed, but also gives me the opportunity to meet wonderful people. And as the year comes to an end and we prepare for the new, we should remember our limitations and look forward to our new challenges.

Keep positive and Be Thankful for the many blessings in your life!



NALS of Greater Seattle Lapel Pin Order Form



| Quantity | Description | Item Price | Total |
|----------|-----------------------------------|------------|-------|
| | NALS of Greater Seattle Lapel Pin | \$5.00 | |
| | | | |
| | | | |
| | | | |

Please type or print :

Name _____

NALS Member # (if applicable) _____

Street Address (NO P.O. Box) _____

City _____ State _____ Zip _____

Daytime Phone _____

Email Address _____

| | |
|-----------------|--|
| Subtotal | |
| Shipping | |
| Miscellaneous | |
| Order Total Due | |

**Make Checks Payable to NALS of Greater Seattle
Mail Payment to:**

Kathy Cusack
Perkins Coie LLP
1201 Third Avenue, Suite 4800
Seattle, WA 98101

Payment must accompany order.
NO COD orders will be accepted.

There will be a \$20.00 charge on all returned checks. If you have questions, please call La Shona Fairman at (206) 359-6292 or email lfairman@perkinscoie.com.

Shipping cost is \$2.00.
Please allow 2 weeks for delivery.

The Pathway to Success is Failure!

By Elizabeth (Liz) Fuhrmann, Treasurer

Don't let your past failures of not saving stop you from starting today. You started to save and then times got tough so you stopped. Or, times got tough and you don't think you can start saving. IT IS NEVER TOO LATE TO START OR TO GET BACK UP ON THE HORSE. The most successful people I know, and in history, have failed not once or twice but several times. While it is okay to have failed, you do yourself an injustice if you do not learn from your failure. Some of the most important lessons are the failures along our way. Those who are successful have learned to take failures as a lesson in life. If you have yet to be able to get started saving money, or you just haven't been able to get there here are some simple ways to start.

You need to think creatively and do a little homework to save yourself money. Some of the ways to save money in our local area is to find the places that either have free admission nights or discounted admission nights. I don't know about you, but I really like my date nights with my husband, they just are a little more difficult to finance when you are consciously watching what you are spending your money on. Discounted theaters (Starplex Theater in Federal Way charges \$2 everyday for any showing and has a \$1 for any showing on Tuesdays). If movies are not your thing, dinners out are a great way to catch up with your significant other and have a night away from the kids. Make sure you check for twilight meals, monthly specials, online coupons, newspaper ad coupons, and Valuepak coupons. Another great option is the entertainment book - it consists of several buy one get one free dining options, as well as admission discounts to several local options in your area. Also check with your local students to see if they are selling them as this might be a possible tax deduction for you.

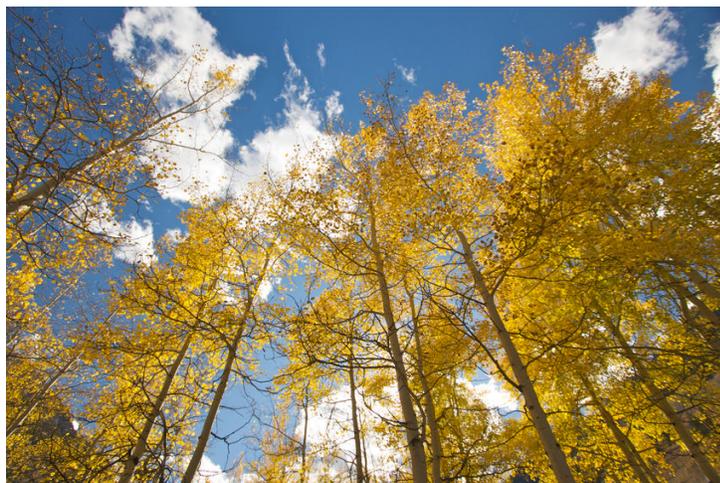
For those of you that are single, or like a livelier atmosphere check out happy hours, the food is usually just as good, if not better, and costs much less. If you do not want to go to twilight meals or happy hours consider ordering two appetizers to split instead of meals off of the dinner menu or consider splitting a regular dinner meal and then splitting a dessert. Besides saving you money, it just may save you inches on your waistline.

If you, your significant other, or your best friend is a show tunes enthusiast (think Broadway) consider going to a matinee or your community theater. Also check your local high school, and college theaters as they usual have productions going on several times throughout the year. It's a night out for you, and you get to feel good about supporting your local community. You can also look into season listings for performances and if there are enough programs that you, your family and friends are interested in sharing, you could all agree on which shows each person/couple wants to see, pool your

money and purchase the seasons series of tickets at the discounted rate, that is provided the theaters offer discounted rates to season ticket holders.

At lot of people have chosen recently to do the stay-vacation, which is great. However there are times when you just really need to get away from it all. Instead of going to Hawaii, or New York, consider finding a bed and breakfast closer to home and if you go during the off season you can usually get better rates. If you really must go to Hawaii don't go during the holidays and don't be afraid to contact the reservation manger at the hotel directly to see if they can get you a better rate. Of course, it always pays to do your homework, as there are deals out there. Sometimes you just have to be patient before you find what you are looking for.

Remember, the Pathway to Success is Failure! It is okay to fail; it is not okay to stop trying. Keep learning and enjoying the adventures you stumble upon along the way. Life is an adventure. Live!



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Customized orders and corporate gifts upon request

paulette.pettis@gmail.com
206.802.8075

Summary of the NALS of GS Board of Directors Meeting

By Meghan J. Allen, Corporate Secretary and Publication Chair

The meeting of the Board of Directors of NALS of Greater Seattle, held at the offices of Perkins Coie, on October 1, 2009, was called to order by President Kathleen Cusack, Certified PLS at 12:00 pm.

Present at the meeting were:

| | |
|--|-----------------------------|
| Kathleen A. Cusack, Certified PLS | President |
| Jessica Smith, Certified PLS | President-Elect |
| Brynne A. Williamson, Certified PP, PLS | Immediate Past President |
| Meghan J. Allen | Corporate Secretary |
| Elizabeth (Liz) Fuhrmann | Treasurer |
| Christie Reynolds, Certified PP, PLS | Certification Director |
| Amylyn Riedling | Education Director |
| La Shona D. Fairman, Certified ALS | Marketing Director |

Consent Agenda Items

Awards Chair. Liz Fuhrmann and Amylyn Riedling found a new awards chair, Agnes Lukyamuzi. Liz will be meeting with Agnes to explain the nomination forms.

Jett Award. Kathy Cusack, PLS led discussion about the Jett Award. There is no money received from winning a Jett Award, it's just an award to show the Chapter's work. The winner is announced at the Tulsa meeting. It was suggested by Brynne Williamson, PP, PLS that we submit for a Jett Award for Tech Day. However, the problem is that the deadline for submitting the award application is November 1st, and we don't have all of the information for the seminar, speaker materials, biographies, etc. We need to submit all of these with the Jett Award application.

It was decided that each Board Member would participate in putting together the Jett Award submission, because of the work involved with putting the submission together.

President-Elect/Membership Director.

Kick-Off Meeting. There was good turnout for the kick-off meeting. We did make profit on the event; seven members from NALS of Pierce County attended. Liz suggested that we coordinate a meeting place at Safeco Field and then go to our seats as a group.

Treasurer

Post Monies for Grants. Liz wanted to know where we should post money received from Grants. Do we put it on a particular line item or general line item? It was suggested that we add a line item to the budget for Grant money.

Bond Status. Liz gave an update on the status of obtaining a Bond. We will go with the same bond

company that the State Board and NALS of Pierce County use. We will also need insurance to go with the the bond. NALS of Washington has a liability bond and NALS of Pierce County has a Dishonesty Bond.

Kathy asked Liz to contact the Bond company and ask for the difference between the Liability Bond and Dishonesty Bond and the cost of each one. Liz will follow up and send the information she receives from the insurance Company to the Board.

Education

Membership Meeting. Amylyn reported that the speaker for the October meeting will not require parking; the price of Wi-Fi was cut from \$250 to \$75. If we have a meeting that is internet dependent, we need to make sure that we request it so it can be set up.

Tech Day Flyers. We will look into posting flyers for Tech Day with the AEES Bulletin, ALA, Puget Sound Business Journal Classified section, Glenda at Renton Technical College, Jessica at Highline Community College and Bates Technical College.

Action Items

Approve the August 29, 2009 Board Meeting Minutes.

A Motion was made to approve the Minutes from the August 29, 2009 Planning Meeting Minutes as corrected. The motion was seconded and without further discussion the Motion was passed unanimously.

Grant Line Item.

A Motion was made to add a line item to the Budget for Grants Received from NALS. The Motion was seconded, and without further discussion the Motion was passed unanimously.

Web Hosting Site.

A Motion was made and seconded to allow Arletta Gustafson to purchase new web hosting site and domain with a recommendation by Brynne Williamson, Certified PP, PLS to:

Create and approve a procedure document that future Technology Directors can use a guide and following boards can use regarding the use of the email accounts of nalsofgs.org domain name. Without further discussion the Motion was passed unanimously.

New Business

December Holiday Event. It was suggested that we adopt a family for the holiday season. Liz then suggested that instead of going outside the association to adopt a family, maybe we could "adopt a member" who is out of work. The question came out how do we know or find out who is in need. It was decided that we can send an email to the membership asking them to anonymously name a person who needs help for the holiday season.



Interpreting Financial Reports

November 19, 2009

1 Hour CLE

Presented By: Kevin Grambush of
Brueggeman and Johnson Yeanoplos, P.C.



- What are the different types of financial statements and their relative levels of reliability?
- What different basis of accounting can be presented and how does this impact the usefulness of the information?
- Why do the tax returns always show different results than the financial statements, and how do we read the tax returns?
- How do we apply critical thinking when reading financial statements and tax returns?
- The key relationships to watch for when reading financial statements.
- Special issues when working with QuickBooks files and financial statements.

Brueggeman and Johnson Yeanoplos, P.C. is nationally recognized in the evolving world of business valuation and economic damage analysis services. Over the last 25 years, the principals of the Brueggeman and Johnson Yeanoplos, P.C. have worked with more than 10,000 clients, both publicly traded and closely held, ranging in size from just a few employees to very large corporations with multiple locations. During many of these assignments, Brueggeman and Johnson Yeanoplos, P.C. worked in concert with accounting firms, attorneys and financial institutions. Unlike most other firms, valuation and litigation support services are Brueggeman and Johnson Yeanoplos, P.C.'s full-time focus. The Company is the only Washington State member of The Financial Consulting Group, an association of over 80 of the top business valuation firms in the United States.

| | | | |
|--------|--|--------------------|--|
| WHEN: | November 19, 2009 | TIME: | Noon - 1:00 p.m. (registration opens 11:45 a.m.) |
| WHERE: | Riddell Williams, P.S. 1001 Fourth Avenue, 45th Floor Seattle, WA 98154-1065 | COST (circle one): | Member: \$10.00 seminar only \$15.00 seminar & lunch Non-Member: \$20.00 seminar only \$25.00 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.

| | |
|--|--|
| <p>Attendee Information:</p> <p>Name: _____</p> <p>Firm: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>E-Mail Address: _____</p> <p>Amount Enclosed: \$ _____</p> | <p>We are proudly offering the following lunches from Gretchen's Shoebox Express:</p> <p>_____ California Club Express</p> <p>_____ Cougar Express</p> <p>_____ Focaccia Margherita Express</p> <p>_____ Italian Baguette Express</p> <p>_____ Turkey Havarti Express</p> <p>_____ Asian Salad Express</p> <p>_____ Chicken Caesar Salad</p> <p>_____ Cobb Salad Express</p> <p>_____ Farmers Market Salad Express</p> <p>(All lunches include fruit and a cookie)</p> <p>A pop is included with your lunch.</p> |
|--|--|

Registration and payment are due by the Friday prior to the seminar, November 13, 2009. Checks should be made payable to NALS of Greater Seattle and mailed c/o Amylyn Riedling, Cutler Nylander & Hayton, P.S., 1191 Second Ave. Suite 1650, Seattle, WA, 98101. Phone: (206) 340-4600. E-mail: amylyn@cuhlslaw.com



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Kevin L. Grambush, CPA/ABV



Kevin Grambush is the shareholder responsible for business valuation services in the Seattle Office of Brueggeman and Johnson Yeanoplos, P.C. In addition to business valuation, Mr. Grambush also provides economic damage analysis to attorneys and clients on a regular basis. A CPA since 1980, he has received Accreditation in Business Valuation (ABV) from the American Institute of Certified Public Accountants (AICPA). Mr. Grambush has been performing business valuation and litigation support/expert witness services since 1984.

Mr. Grambush serves as an instructor for the AICPA, teaching business valuation and related courses to CPAs across the country who are interested in the topic, or are working towards becoming accredited in business valuation. He has served as an instructor for the Washington State Society of CPAs (WSCPAs), teaching both business valuation and litigation related topics. He has also authored and taught courses qualified for continuing education credits by the Washington Society of CPAs and the Washington State Insurance Commissioner's Office, and qualified for continuing legal education credits by the Washington State Bar Association. Mr. Grambush has experience working in a wide variety of industries, has performed hundreds of business valuations, and has testified in deposition or trial on many occasions.

NALS of Greater Seattle Member Spotlight

By Celine Straub, Certified PLS

Your name: Elizabeth (Liz) Fuhrmann

Your firm: Cutler Nylander & Hayton, P.S.

Your title: Paralegal

NALS Member since: May 2007

Current and previous NALS positions held: NALS of Greater Seattle 2009-2010 Treasurer.

Can you tell us a little bit about the Treasurer position? I realize you volunteered to take over at a critical time.

The treasurer is the person that keeps tracks of all of the money coming in and going out of our organization. It involves keeping an eye on everyone's budget to make sure those things stay aligned with where the Board thinks they should be. It has not been an easy task to come into this position half way through the year. However, I am learning a lot about money and how it works in an organization like ours.

Has this position helped you in your professional and/or personal life?

This position has not helped me yet, as I am still learning. However, I am learning new things constantly that I see as being valuable to me professionally in the future. Personally, this position has helped me to get a better balance on my own personal financial situation. As I have often told many people, it is never too late to start saving and learning about money. I guess right now I am taking my own advice and learning more about money.

What would you say to those considering an officer position with NALS of Greater Seattle?

It is a very rewarding, challenging, and worthwhile endeavor. However, it is not a position to consider lightly. There is a lot of responsibility that comes with a position on the Board. It is highly important that you consider the time required for you to be an officer on the Board of NALS of Greater Seattle. I am certainly glad that I joined the Board and stepped into the treasurer position at a time of need.

Education/Certifications:

In May of 2007 I obtained my Paralegal Plus Certification from Highline Community College's ABA approved Program. Graduated from Washington State University in May of 1998 with a Bachelor of Arts in Hotel and Restaurant Administration and a Minor in Business Administration. In 1993, I earned an Associate of Arts Degree, Air Traffic Controller/Professional Pilot from Green River Community College. I am also a licensed private pilot, but am not actively flying at this time.



Not only do you attend NALS of Greater Seattle seminars but you are a speaker. Can you tell us what you like best about speaking to legal professionals?

I enjoy sharing my knowledge with others. Not only do I hope that the information I provide is useful, but I learn a lot too. I consider teaching as a coming together and sharing of knowledge between equals. I have learned that I don't know everything and neither does anyone else, so asking questions is the only way to get the answers. If you have never tried teaching or presenting, you are missing out. It really gives you an insight to where your strengths lie. I also grew up surrounded by teachers, so perhaps this is just an ingrained skill that I grew up with.

My favorite thing about NALS is: The networking: I have met and continue to meet very helpful people that have been more than willing to share their knowledge with me. I look forward to future networking opportunities in the future.

What do you like to do for recreation?

I enjoy curling up with a good book, playing and doing arts and crafts projects with my two kids (age 5 and age 2 ½), camping with my family, and teaching my kids how to bake and cook.

What do you like most about your job?

I enjoy the family atmosphere. It is a small office so everyone knows each other. We have known each other for several years. This helps to understand the seldom bad days and we attempt to keep each other going during trying times.

What are your career goals?

I am sure that I will figure it out someday but for now I am happy doing what I am doing. Eventually, my husband and I plan to own a campground so right now we are saving up for that.

(Continued on next page)

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If I hadn't selected my current career, I would:

Hmmm, if I hadn't chosen my current career perhaps I would have been a baker, a candy maker, a vintner, or a toy store owner. As you can see, I don't usually look back only forward so it is very hard to say what I would have chosen had I not found my current career, or more correctly, had my current career not found me.

How did you hear about NALS?

I decided to join NALS after graduating from Highline Community College. I was looking for educational opportunities to continue learning. It was surprising but I have also found a group of people that I call friends in the NALS community and hope to continue to do so for many long years to come.

Where would you most like to live?

Montana is where I would most like to live. It is where

my father's family homesteaded after crossing over the Oregon Trail. Of course my mother's family homesteaded in Tillamook Oregon as pioneers to be exact so the ocean would be a nice alternative. Guess you could say the Big Sky Country runs through my veins and the ocean captures my heart. We will see where my family ends up.

Where is your favorite place to vacation?

My favorite place to vacation is camping as long as I am together with my family.

Do you have any suggestions regarding whom to "spotlight" in the future?

Joy A. Lorton, Denise Campbell, or Sharman Loomis.

Social Networking – Knowledge is everything!

By Amylyn Riedling, Education Director

November's Membership Meeting presenter is our very own Brynne Williamson, PP, PLS! Brynne is going to show us all of the ways you can use social networking, in your professional and personal lives. Someone asked me how this knowledge could help them in their professional life. The answer is immensely.

The old saying "it is not what you know, but who you know" still rings true – and social networking sites are a good way to meet some of the "whos" who can help your career along the path you want to take. In this day and age, especially with the economic crises, we all need help from all of the whos in our lives. NALS on Ning is a great way to connect with your fellow NALS members in the area and around the country. Networking has never been so easy!

Social networking sites are here to stay, so knowing how to navigate around these websites is becoming a necessary skill for the legal professional. This does not mean that you have to be an avid user of LinkedIn, Facebook, Ning, etc., but you do need to know that these sites exist and how to find the information that people are presenting about themselves on these sites. Especially, if you are relying on someone to be a character witness for a client, and it turns out that opposing counsel – with less than 10 minutes on these social networking sites – can pick apart any personal character of the witness, let alone how what that person does will be portrayed to your client. Or, let's say you do an internet search on your client using Google and other familiar search engines and you get nothing of interest or anything alarming – but you don't check to see what their presence and self proclaimed image of themselves is on these websites. You are now in this trusted client's deposition, and you find out that they have an unlocked

page and they are discussing the case with family and friends there – or worse – they are admitting to things they have sworn to you they were not involved with – and since the case is so contentious, you know that the judge will not let your attorney's withdraw from the case. What a hero you would have been had you been able to take 10 minutes and do a search on these sites and found these discussions in the beginning of the attorney/client relationship.

We have all heard the horror stories of people who had people see information that they did not want others to see on their sites – and this is another topic that will be covered by Brynne. There are ways to block what certain people see on your page – so you can be open about yourself with your friends and family, yet have a more reserved presentation to anyone else who is looking at your profile.

Brynne will show all of us how to navigate these websites, the benefits of the websites, as well as ways to protect our information and our own reputations. I hope to see you at this important event. It's sure to be an entertaining and educational seminar.



CHAPTER ELECTIONS!!!

To: NALS of Greater Seattle Voting Members:

It is once again time for our nominations. Please feel free to nominate yourself or someone else for a position on the Board of Directors. Attached is information about the various 2010-2011 positions. Associate, student, honorary, secondary, and senior members cannot be nominated nor hold an elective office in our chapter. If you have any questions, please contact me. Thank you for your time. It makes a difference!!

~~~~~  
It's that time of year to voice your opinion and nominate candidates for the 2010-2011 NALS of Greater Seattle Board. Remember, you can nominate yourself or a fellow member for any position. You can also nominate more than one person for each position. This is a great way to get involved and make our chapter the best that it can be!

The process is simple. You can e-mail me the name of the person and the position at [vdelay@stoel.com](mailto:vdelay@stoel.com), or you can mail the form to me at the address below, or you can call me by **December 1, 2009**. And, please send me an e-mail message or give me a call if you have any questions.

Here are the positions open for nomination:

|                               |                                                                                                                                                                                                                               |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>President-Elect</u>        | This person fills in for the president on an as-needed basis. This person is also in charge of membership and assists in establishing and attaining membership goals in our chapter.                                          |
| <u>Secretary</u>              | This person is the recording officer of the chapter and custodian of its records. This person takes minutes at all "official" meetings of the chapter. It is an excellent way to see how the chapter is run on a board level. |
| <u>Treasurer</u>              | This person is the financial advisor to the chapter, as well as custodian of the funds. This person prepares financial reports for the board and membership meetings using our chapter's Quicken software.                    |
| <u>Certification Director</u> | This person's job is to promote certification to the members of our chapter in any way they choose such as organizing study groups and assisting the President-elect with informational meetings.                             |
| <u>Education Director</u>     | This person is in charge of the Brown Bag Lunch Seminars for our chapter. This is a wonderful opportunity for someone interested in CLE.                                                                                      |
| <u>Marketing Director</u>     | This person markets our chapter to the legal community and assists with flyers and confirmation and location of membership meetings.                                                                                          |

Once nominations are in, I will contact the nominees to obtain their acceptances or rejections. We will be conducting our elections via electronic ballot this year. Ballots (with instructions on how to vote electronically) will be emailed or mailed to each member by **January 15, 2010**. Ballots are due (electronically or via the U.S. postal service) no later than **January 29, 2010**. Election results will be announced on February 1, 2010.

**Virginia De Lay, Certified PLS**  
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## Do you Know Someone Whose Outstanding?

By Agnes Lukyamuzi, Awards Chair

It is time to start considering the person or people you will be nominating this year for the 2010 NALS of Greater Seattle Boss of the Year, Legal Professional of the Year, Firm of the Year, and Volunteer of the Year award.

Is there someone out there that you constantly rely upon everyday? Is that someone the person that you can call at any time with any kind of questions? If your answer was yes to either of those questions, you should nominate that special person for the NALS of Greater Seattle 2010 Boss of the Year, 2010 Legal Professional of the Year, 2010 Firm of the Year and 2010 Volunteer of the Year.

*Look out for more information and nomination forms coming soon!!!*



## “We want more Litigation Seminars...”

By Amylyn Riedling, Education Director

Every time I ask members what kinds of seminars they would like to have NALS of Greater Seattle offer, I am told “we need more litigation seminars”. When I ask the person to clarify what they mean by “litigation seminars” no one can seem to tell me exactly what they mean. As a self proclaimed thrill and kill paralegal, I too like to see more seminars driven towards litigation. I have heard the requests, and I should explain my reasoning for picking the seminars I did with regards to how they tie into the more litigation theme.

Each month, I will explain my reasoning/thoughts for picking the noontime seminar topic and how that topic ties into the want for more litigation driven seminars. In the meantime, if you have any questions, please let me know. The idea being -- the more knowledge you have regarding specific areas of law, as well as knowledge regarding skills needed to survive as a litigation legal assistant/paralegal, the better employee you will be, and the more fulfilling your job can be!

Here is the litigation reason that I picked November’s seminar topic :

November 19<sup>th</sup> – Financial reports – Reading, interpreting and seeing issues on financial reports is a valuable skill to have in all litigation settings. Whether you are dealing with prosecuting a copyright infringement case, a dispute over an estate, a divorce case, a construction defects matter, a trade secrets matter, or something that lends itself to suggest the need for financial knowledge – such as a fraudulent transfer case – knowing how to spot red flags in financial reports and bookkeeping records is a skill that will make you more valuable in the eye of your employer. Being able to be the person who is assigned to review and report back on the status of your client’s financial situation, as

well as the financial situation of your client’s opponent, tends to lead you and your attorney down avenues of questioning and discovery that may not lend themselves to discovery otherwise.

On a personal note, this information is something that can be very valuable to you when deciding to invest in, or determine the strength of a business. In the economic times that we are in, there are starting to be some great investment opportunities coming available to all of us, but unless you know how to spot the strength and weaknesses of a company, you will not know if you are making a sound investment.





## NALS of Greater Seattle

*Presents*

### Tech Day

**Saturday, November 14, 2009**

Perkins Coie LLP  
1201 Third Avenue, Suite 4800  
Seattle, WA 98101

*No-host parking available in the building after 9:00 a.m.*

6.0 hours of CLE credits

| <u>Time</u>             | <u>Session Title</u>                  | <u>Speaker</u>                     |
|-------------------------|---------------------------------------|------------------------------------|
| 9:00 a.m. - 9:30 a.m.   | <i>Registration</i>                   |                                    |
| 9:30 a.m. - 10:45 a.m.  | Effective Use of PowerPoint           | Sandra Hilton, Perkins Coie LLP    |
| 10:45 a.m. - 11:00 a.m. | <i>Visit with Vendors</i>             |                                    |
| 11:00 a.m. - 12:00 p.m. | Maximize Your Outlook Experience      | Lisa McCroskey, Perkins Coie LLP   |
| 12:00 p.m. - 1:00 p.m.  | <i>Lunch / Visit with Vendors</i>     | <i>Lunch provided</i>              |
| 1:00 p.m. - 2:00 p.m.   | Tips & Tricks for Microsoft Excel     | Tracy Whitcombe, Stoel Rives LLP   |
| 2:00 p.m. - 2:15 p.m.   | <i>LAST Visit with Vendors</i>        |                                    |
| 2:15 p.m. - 3:15 p.m.   | Tips & Tricks for Microsoft WORD      | Tracy Whitcombe, Stoel Rives LLP   |
| 3:15 p.m. - 3:30pm      | <i>Break</i>                          |                                    |
| 3:30 p.m. - 4:30 p.m.   | What is Metadata and How to Combat it | Ramona McClintock, eDiscovery Prep |

**COST:** \$40.00 Member  
\$65.00 Non-Member  
\$20.00 Student

**Please RSVP by November 7, 2009**

Make checks payable to  
*NALS of Greater Seattle* and send to:

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1201 Third Avenue, Suite 2900  
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Attendee Information:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

This program is made possible through  
a grant from the NALS Foundation

## SPEAKER BIOGRAPHIES

Sandra Hilton has been employed with Perkins Coie LLP for the past 13 years with the last 9 years as one of three Applications Trainers. Sandra has been employed in several technical positions with various employers, some of those positions include Help Desk, Trainer and Programmer. Sandra will deliver a presentation entitled "Effective PowerPoint Presentations for the Courtroom." The specific focus of this presentation will be on creating an effective PowerPoint for delivery in the courtroom (during trial) or in the corporate boardroom. Sandra will demonstrate some of the many features available in PowerPoint that help make PowerPoint presentations more interesting and visually pleasing.

Lisa McCroskey is the Applications Training Supervisor at Perkins Coie LLP. She has been with the firm for 13 years, with 9 of those years as a member of the training team in the systems department. Prior to that she worked as a Paralegal assistant in the Commercial Litigation, Business and Trademark practice groups. Email is a fundamental form of communication in law firms today. Managing your mailbox effectively can ensure better performance and productivity. In this session you will learn how to manage your Outlook Mailbox with the use of the Folders, Sorting, Grouping, Filtering, and Rules features to help you delete and move emails more effectively.

Tracy Whitcombe is an applications trainer at the law firm of Stoel Rives LLP in Seattle, Washington. A lifelong resident of the Seattle area, Tracy has worked in the legal community since 1989. He has more than 15 years of experience as an applications trainer. He is currently serving his third term as co-chair of the Northwest Legal Training Professionals.

Ramona McClintock has over 15 years of experience working in the legal field as a legal assistant and paralegal. Ms. McClintock has provided, and continues to provide, legal support through the discovery phase, trial, and post-trial motions/appeals. Ms. McClintock graduated from the University of Denver, Daniels College of Business, with a bachelor's degree in business administration. In addition to her education, Ms. McClintock is proud to have obtained her designation of PLS through NALS in 1998.

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\*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 La Shona D. Fairman, Certified ALS, Marketing Director for more information.

### DEADLINE FOR SUBMISSIONS FOR THE JANUARY ISSUE OF THE INFORMER

If you have anything you would like to submit for the January Issue of *The Informer*, please Email your submission to the Publication Chair, Meghan J. Allen at [mallen@lesourd.com](mailto:mallen@lesourd.com), by Friday, December 15th.



#### 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:

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