

## *NALS of Greater Seattle*

By Jenifer Endres, President

Here it is – the end of January, already! Where has the time gone?!

In this edition of *The Informer*, you will find flyers for the February noontime seminar on Immigration law, as well as the February Dinner and a CLE on IT Security. Both of these CLE's are going to be great! You definitely want to make sure to attend.

I also wanted to take the time to say thank you to all of the nominees that decided to accept the positions they were nominated for on the NALS of Greater Seattle Board of Directors. It truly is a rewarding experience -- that will be both fun and challenging at times, but will help you grow leaps and bounds in your leadership roles in other areas of your life!

Speaking of nominations and elections, this year, NALS of Greater Seattle has decided to do things a little different this year and host the Installation of Officers, Awards Ceremony and Past-Presidents Luncheon, instead of a dinner. We are very excited about this event and hope that having it at during the lunch hour will allow more people to attend that couldn't in the past because it was after work. This will be held in April as it has been in the past. So, please stay tuned for details about date and location.

I hope you enjoy this edition of *The Informer*, and I hope to see you at an event in the near future!



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### **UPCOMING EVENTS:**

- ❖ February 12, 2013 – Dinner & A CLE: *The Cloud*
- ❖ February 21, 2013 – Noontime CLE: Immigration Law
- ❖ February 28-March 2, 2013 – Professional Development Conference, Tulsa, Oklahoma
- ❖ March 21, 2013 – Noontime CLE: Landlord/Tenant Law
- ❖ April 18, 2013 – Noontime CLE: Elder/Trust Abuse – Power of Attorney
- ❖ May 16, 2013 – Noontime CLE: Positive Professionalism
- ❖ June 20, 2013 – Noontime CLE: Environmental Law



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**NALS NATIONAL CONFERENCE, PORTLAND, OREGON**

By Jessica G. Smith, PP, PLS

NALS of Greater Seattle Immediate Past President

This year's national conference was held in beautiful Portland, Oregon. It was SO nice to have the national conference close to home. The drive south to Portland was a beautiful one; a perfect autumn day for road trip!

It's hard to begin on a recap of this conference. It was filled with excellent education, networking, and good laughs with old and new NALS Pals! As you may have read, the conference planners broke the education down into the four specialty tracks: general, civil/litigation, estate planning/family law, and corporate. Attendees had the opportunity to stick to a specialty track throughout the conference, or branch out. Most of my tracks were in the civil/litigation arena, but I did attend some corporate and family sessions.

Our opening keynote speaker, Sharmen Lane, gave us a kick in the rear to get ourselves from "Now to WOW!" Ms. Lane spoke to us on how to find the passion that drives us each day, and using that passion to achieve goals. Find your purpose, be mindful of it; use that purpose to energize your motivation to make achievements reality. Also, we must take action and structure a plan. Make sure your plan of action can be taken in "bite-size" pieces and is flexible to change; always keep your integrity in tact when working towards your goals – your supporters, family, and friends should always be proud of your accomplishments and the way you achieve them. Overcome your fears – don't let it hold you back! And, lastly do all the things you want to do NOW! Today is the day to start goal setting and making plans to reach those goals.

Dram Shop was my first education session of the conference. It was a very interesting session regarding liability of business owners, bartenders, wait staff, and social hosts if a person injured by an intoxicated driver after leaving the establishment or home. A dram shop claim is basically a claim against a person or business that has a liquor license who serves too much alcohol to a person which results in injury or death. However, there are very specific legal requirements that must be met and several exceptions. I should note that many dram shop claims are related to drunk-driving accidents, mainly due to lack of insurance coverage of the driver. A restaurant/bar owner should properly train their staff to be aware of the signs of intoxication. "Visible intoxication" is hard to read; however, staff should review the "50 Signs of Visible Intoxication" ([http://www.oregon.gov/olcc/docs/publications/50\\_signs\\_visible\\_intoxication.pdf](http://www.oregon.gov/olcc/docs/publications/50_signs_visible_intoxication.pdf)). While some seem obvious, others might seem a little out of the ordinary.

In dram shop claims, the plaintiff has the burden of proof in determining that the third party is liable. A timeline should be started using police reports, reviewing any field sobriety tests, blood alcohol record, insurance investigation and reports, bar records/point of sale, coroner's records, and witness interviews and depositions. The assistant should be aware that these reports and records will be critical to obtain so that the attorney can do careful review and determine any defenses to third party.

My next session regarding Homeowners' Associations with speaker Kevin Harker was very interesting. Especially since real estate seems to be largely made up of condominiums, townhome and tract home developments these days. As you know, Homeowners' Associations ("HOA") are set up to govern planned communities and condominium. The purpose of an HOA is to help avoid nuances and keep property values high. While some of the "restrictions" seem a little outlandish, they are in place to help keep the community uniform and well-maintained. With a Homeowner's Association come association dues. These dues are meant to help maintain the property, as well as act as a reserve for any surprise repairs needed on common grounds or the building itself. If an owner does not pay their dues, the HOA has the ability to place a lien on the home; this lien has super priority, which means that it has priority over all other liens (other than tax liens and first mortgage). A resource for finding

out if a property has a HOA lien on it is checking with the Secretary of State. This information can also be found on the title report. The title companies should take care to be certain that no HOA liens exist, especially if the title report is insured. Otherwise, the title company could be held liable for the amount of that undisclosed lien. It was also noted that HOAs have the ability to foreclose on a property for payment of delinquent assessments – this normally happens when there is enough equity in the property to satisfy the lien. Of course, your client will want to examine the cost benefit of doing such a foreclosure.

If your office represents Homeowner's Associations, the assistant should be aware of the governance structure of the HOA, as well how resolution of conflicts are to be handled, for example: arbitration, mediation, or litigation. The attorney and the assistant should also be aware of the HOAs insurance policy and protections they should have against theft and property liability. The attorney should also be aware of the officers of the HOA and who will be giving direction regarding how to handle legal issues and the like.

After attending Homeowner's Associations, I followed up that session with a discussion on real estate, or as some call "Dirt Law" with Tom Holmes. When work in real estate law, the attorney and his/her team should be aware of the due diligence time table that begins ticking as soon as a Purchase and Sale Agreement ("PSA") is signed. The assistant should carefully review the PSA to determine the "critical dates", such as deadlines for inspections and environmental review. If these critical dates are not met, your client could be in breach of contract. Of course, you can suggest amending of the deadlines set out, but be aware that amendment will also open the door for further negotiations on price and the like. It is a risk.

After careful review of the PSA, the assistant should make a "Due Diligence Check-List" to help keep the team on the right track. The team should also carefully review the title report for any encumbrances, liens, leases, taxes; also review for any restrictions (CC & Rs, prior zoning conditions). The tip here is to be mindful of the deadlines noted in the agreement and make sure proper due diligence is completed.

Friday morning kicked off with a fun and entertaining session on Products Liability with Hunter Bitner. Mr. Bitner was a funny and informative speaker – a great way to start the morning! Statistics show that seven years ago \$17 million was made in products liability cases. Goes to show there many products on the market that are just plain unsafe . . . or are used improperly. The plaintiff in products liability cases is the person who suffers damage; defendants are often manufacturers, retailers, distributors, and the like. The plaintiff must prove negligence/breach of duty, show that the product was flawed, design was defective, or warnings were insufficient. If you've ever read the warning label on a product and thought "well, duh!" that warning is most likely posted because the manufacturer was involved in products liability law suit. Some defenses in products liability are statute of limitations, contributory fault (misuse), alteration/substantial change, or unavoidably/unsafe products disclaimers.

The next time you bring a product home, take a peek at the warnings for a good laugh. I found some to share with you:

**Windex**

Do not spray in eyes

**Bowl Fresh**

Safe to use around pets and children, although it is not recommended that either be permitted to drink from toilet.

**Hair Coloring**

Do not use as an ice cream topping.

My next session of the morning was spent gathering knowledge regarding the Uniform Commercial Code (“UCC”), filings and searches, with Janis Timlick of Unisearch. If you have ever heard Ms. Timlick speak, she is very enthusiastic about the UCC and really knows her stuff. While the code is meant to be “uniform”, it very much is not. Assistants should be very aware of the UCC filing requirements in their state before completing the form to avoid problems in the future. Here are some tips: follow UCC RRA9 OR find a reputable UCC company if you and your attorney are unfamiliar or don’t completely understand the rules. In some states, you can do free UCC searches on the Department of Licensing website or the Secretary of State website. When doing your search, be sure you have the exact name and avoid “noise words”. The same is true for filing the UCC form. First, obtain the authority to file the UCC, be certain that the information you are providing on the UCC statement is accurate, and that you are filing in the correct location. Once you have filed, it is good practice to do a name search on your debtor or secured party to ensure that searches will in fact make others aware of your lien filing.

The next session on Friday was the Intellectual Property Litigation session with speakers Renee Rothauge and Carol McLemore with its focus on patent infringement. Beware patent infringers! Patent infringement is the unauthorized making, using, offering for sale or selling any patented invention within the United States or the United States Territories, or importing into the United States any patented invention during the term of the patent. When patent infringement comes to light, the patentee may sue for relief in the appropriate Federal court; and can ask the court for an injunction to prevent the continuation of the patent infringement and may also ask the court for an award of damages because of the patent infringement.

Friday ended with a fun reception for the NALS Young Legal Professionals hosted by SnapDone. SnapDone is a local Seattle company, who specializes in document management and form tools for law firms. SnapDone is a big supporter of our association and I always enjoy seeing them at the conferences. It was so much fun to mingle with SnapDone and other legal professionals from different parts of the United States. Thank you, SnapDone!

As Saturday rolled in, the education continued with a morning session regarding post judgment collections. Since collection work falls in my arena, this session was full of useful information, such as conducting a cost-benefit analysis before moving forward with collection efforts, evaluating which collection avenues work best for your client, and provisions in the judgment that stop the debtor from moving assets prior to examination. If the client’s documents are not quite clear on the debtor’s whereabouts, the assistant may be in charge of investigating a debtor. These searches can be done using forums such as online directories, recorded land records and/or prior judgments, PayPal accounts, and the like. The assistant may be in charge of drafting and arranging service of garnishment documents. Be certain that your garnishment and other collection documents and procedures comply with statute, local court rules, and proper notice is given pursuant to the Fair Debt Collection Practices Act.

I really enjoyed all of the sessions I attended at the National Conference this year. Many thanks to the committee of legal professionals that helped make this conference a success. And, thank you to my wonderful NALS friends for the good laughs and fun memories!

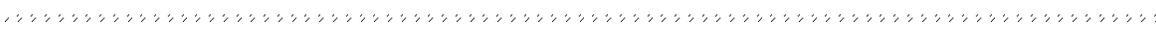


**GET YOUR NATIONAL DUES WAIVED!!**

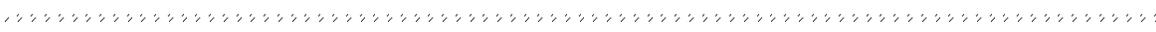
The “Engage 5” membership campaign is underway! Beginning February 1, 2012 and ending January 31, 2013, this campaign rewards the individual member who recruits 5 new members within the same membership classification. In other words, if you are a regular member who pays \$98 national dues then you must sign up five new members in that same classification. The new members must report you as their sponsor when they submit their application to NALS. Once all five new members have been recruited, the member must complete a [Waiver of Dues Form](#), listing all the new members and submit to the NALS Resource Center. After the form is received and new members confirmed, the recruiter will be notified and their national dues waived for the year (this excludes state and local dues).

If you are a Life Member or if the individual member’s firm pays their dues, then NALS will give the member a \$98 credit voucher which can be used for conference registrations, store purchases, certification fees or WebEd seminars. The full face value of the voucher must be redeemed at the same time when submitted. No credit for unused amounts will be accepted.

Once you have Engaged 5 and your national dues have been waived, pay it forward. Tell the 5 members you recruited that they too can get the following year’s dues waived if they sign up 5 new members. Let’s spread the word about NALS and help grow our membership!



engage  
inspire  
enhance  
promote



## HELP EULA MAE UNSCRAMBLE THE LEGAL TERMS



**Rules:**

Unscramble each of the four words. Unscramble the letters in the circles to make the word(s) that complete the sentence. To submit your answers go to [www.nalsofsgs.org](http://www.nalsofsgs.org) and click on the *Help Eula Mae* link. First person to send in all the correct answers receives a free registration to a NALS of Greater Seattle noontime seminar of their choice.

She filed a \_\_\_\_\_ for Relief to begin the Chapter 7 bankruptcy proceedings.

DRIORTCE	_____	○	_____	○	_____	_____	_____
STURETE	○	_____	_____	_____	_____	_____	_____
ORTEBD	_____	_____	_____	○	○	_____	_____
PEXMTOINE	_____	_____	_____	_____	○	_____	○

Don't know who Eula Mae Jett is?  
 Check out our organization's history: <http://www.nals.org/aboutnals/index.html>

**NALS of Greater Seattle Would like to send A Happy Birthday Wish to the Following Members:**

- |                             |             |
|-----------------------------|-------------|
| <b>Silvana Gross</b>        | <b>2/9</b>  |
| <b>Marison Hund</b>         | <b>2/14</b> |
| <b>Helen E. Koenig, PLS</b> | <b>2/26</b> |
| <b>Sharman Loomis</b>       | <b>2/11</b> |
| <b>Veronica Magda</b>       | <b>1/6</b>  |
| <b>Stephane McIver</b>      | <b>2/23</b> |
| <b>Molly Price</b>          | <b>1/25</b> |
| <b>Michele Wilson, PLS</b>  | <b>1/14</b> |



**Support NALS of Greater Seattle and do your shopping on Amazon.com!**

Visit the NALS of Greater Seattle website at [www.nalsofsgs.org](http://www.nalsofsgs.org) and use our Amazon.com widget to browse items on Amazon's website.

A percentage of purchases made on Amazon will come back to the Chapter; however, you must use the widget to get to Amazon.com that is posted on our website. Thank you all for your support!

## **Top 10 Skills Needed to Succeed as a Legal Assistant**

By: Jennifer Endres, President, NALS of Greater Seattle

Have you ever wondered what skills are necessary to succeed as a legal assistant? Sure, you go to work every day, work hard and do the best you can, however, are you using the top 10 skills needed to succeed? Are you doing a GREAT job, or just doing the minimum it requires to make it through the day? If you possess the below skills, you will have what it takes to stand out from the crowd as an outstanding legal assistant!

### **Interpersonal and Communication Skills**

Legal assistants will interact daily with attorneys, staff, opposing counsel, judicial staff, vendors and other third-parties. Because of this, it is essential that you have top-notch interpersonal and communication skills. It is very important that you also use good communication skills when communicating by email and telephone. Email is definitely one of the most popular ways of communication. Therefore, email etiquette is very, very important!

### **Technology Skills**

Most attorneys these days do not have the time or the energy to learn how to use all of the new technology programs that are coming out and being installed on their computer. The first thing they do when they can't figure something out is pick up the phone and call their assistant to help. Therefore, it is very important that you are proficient in the computer software programs used by your company.

### **Multi-tasking Skills**

I cannot tell you how important it is to be able to multi-task as a legal assistant. How many times have you been proofreading a document when you get interrupted to run a conflict check that is needed ASAP. Once that is done, you go back to proofreading and then you are interrupted again with a letter that needs to go out ASAP. While working on the letter you receive a phone call from somebody that wants to schedule a meeting with the attorney you work with. So now, all of these things become a juggling act and they all need to be done now. It is very important to be able to turn your attention from one thing to another and then back again!

### **Transcription Skills**

Attorneys simply do not have the time to prepare typewritten documents. Therefore, they find it much easier at times to dictate a letter, memo, pleading, etc. and have their legal assistant get it in the right format and then take it from there. It is very important to have fast and accurate typing skills, as well as a strong understanding of legal terms, grammar and spelling.

### **Attention to Detail**

Attention to detail is one of the most fundamental parts of being a legal assistant. You will be asked to proofread and edit lots of documents. It is imperative that you pay attention to the little (and big) things in a document. It is just the one little mistake that can alter the meaning of any sentence. In addition to preparing documents, you will be scheduling meetings, entering contact information, etc. You have to pay attention to the details when it comes to these things as well. Attention to detail is essential!

### **Organizational Skills**

It is very important as a legal assistant to be organized. Organizational skills are essential to efficiently manage an attorney's law practice. You must maintain paper and electronic files, track deadlines, maintain calendars, schedule meetings and keep things orderly. In order to do this, you

must be organized or you will never be able to find that letter you sent out two years ago that you put away in the file and your attorney needs to see it, NOW!

**Familiarity with Legal Documents and Terminology**

This is the difference between an assistant and a *legal* assistant. A legal assistant is familiar with the legal terms and documents used on a daily basis. Become familiar with them. Make sure you take the time to look up the definitions of terms you do not know, but see daily. In the end, it only helps you!

**Teamwork**

Teamwork is absolutely imperative when working in a law office environment. Every person that is part of the team has his or her certain things to do in order to make sure something is done by the deadline. Therefore, it is essential to step up to the plate and help your team out when needed. Every person has an integral part in making sure the job is done timely and accurately.

**Writing Skills**

Legal assistants spend lots of time drafting letters, memos, transcribing and preparing general legal documents for their attorneys. Writing is an essential part of your job. If you are a legal assistant with strong writing skills, you will become indispensable to your attorney.

**Research Skills**

A legal assistant should have the basic knowledge of how to do research on the internet, etc. There are times you will be asked to look up the proper name of a client, or figure out the deadline to filing the brief. As a legal assistant you should exhaust all avenues of trying to find the information yourself before asking the attorney. Therefore, basic research skills are needed to perform the daily functions of the job as a legal assistant.

If you can incorporate the above into your daily life at the office, you will be a very dynamic legal assistant and your boss will not know how to survive without you!

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**NALS OF GREATER SEATTLE MEMBER SPOTLIGHTS!**

This spotlight profiles the two dedicated NALS of Greater Seattle Officers who have worked tirelessly for you the last two years as President and Past President.

**Jennifer Endres**



Legal Assistant, Lane Powell, PC  
**NALS Member since: 2006**

**Jessica G. Smith, PP, PLS**



Legal Assistant, Karr Tuttle Campbell  
**NALS Member since: 2005**

**Education/Certifications/Current and previous NALS positions held:**

**Jennifer:** I do not currently have any certifications. However, I do plan to become certified in the near future. I have been the Membership Director on the NALS Washington State Board of Directors, as well as the Secretary, President-Elect, and President on the Greater Seattle Board of Directors. I have currently been serving as the President for almost two years.

**Jessica:** Achieved Professional Paralegal (“PP”) certification in 2010; achieved Professional Legal Secretary (“PLS”) certification in 2005.

Previous positions held: Treasurer, Certification Director, President-Elect, President, and Immediate Past President (current).

**Being President/Past President for two years must have been long but rewarding. How did you manage to keep motivated?**

**Jennifer:** I am going to be completely honest here, there were times when motivation was hard to come by and I would think to myself, “here we go; we have another planning meeting.” I have been able to make it through these times knowing that I have SUPER AMAZING people that have served and are currently serving on the board with me. They have all been more than happy and willing to step up and go the extra mile to help the Greater Seattle chapter be successful. Without them, I don’t know, I guess I couldn’t even imagine it!

**Jessica:** Holding the Immediate Past President position for the last two years has been very rewarding! It’s wonderful to continue mentoring new members and help guide them towards leadership goals.

My motivation comes from the members, really. I love that we have an association for networking and sharing ideas, as well as offering continuing education. Our Chapter takes pride in the fact that we can continue to bring education and support to the Chapter. I believe that forward progress is key in this profession and association.

**What is your area of practice? What do you like most about your job?**

**Jennifer:** I currently have two shareholder attorneys on my desk. One does Intellectual Property, and the other Employment work. I have been at Lane Powell for approximately eight months. I absolutely love it here. I love both of the attorneys I work with, I love the way the firm treats their staff, everybody here is just very nice and you always feel appreciated.

**Jessica:** My practice area is mainly in the bankruptcy arena, mostly dealing with creditor's rights and insolvency matters. I also dabble in some corporate law and intellectual property matters. I enjoy most about my job is that it's ever changing, which keeps me on my toes.

**Both of you work at prestigious law firms. Is this where you thought you would be when you became a legal professional?**

**Jennifer:** Actually, no, this is not where I thought I would be. I truly believed I would work for the mid-size firm that I was at for over five years. I am very blessed and fortunate to be where I am now. Lane Powell is an absolute amazing place to work. I never thought I could be this lucky!

**Jessica:** Honestly, I had no clue I'd come this far in the legal profession. I've been blessed to work with great attorneys, which has allowed for good opportunities to fall in my lap.

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

**Jennifer:** Oh gosh, who knows? One thing I really thought I wanted to do was work in law enforcement. I would probably be a probation officer or a forensic psychologist. The only thing about that is I waited until I was 21 to decide to go back to school and at that time I needed something that didn't take years to get through. So, I decided to take the Legal Secretary/Legal Assistant course at Renton Technical College. And, really, the only reason I chose the profession I did is because at the time I was working at a job where I had to work all holidays and on the weekend. So, when I was looking through the Renton Tech program booklet, my number one requirement was something that did not require evenings, weekends, and holidays. When I came across the Legal Assistant program I knew right then it was for me. I love office work, the area of law and most importantly, I just knew law firms would be a "9-5" job with weekends and holidays off. 13 years later, here I am!

**Jessica:** Be the owner of a coffee stand / lounge.

**My co-workers don't know that I:**

**Jennifer:** That is a good question. There isn't a lot that I keep secret. I guess my co-workers may not know that I am a huge sports fan. And, not just your typical sports! I enjoy watching tennis and soccer. My dream would be to attend the U.S. Open in New York. One day I will get there!

**Jessica:** They know a lot about me! Maybe they don't know that I am secretly addicted to pudding snack packs (a kid at heart).

**What do you like to do for recreation or outside of work?**

**Jennifer:** I enjoy outdoor activities such as camping, hiking, water rafting, etc. I am very happy when I am outdoors! I also really enjoy playing in Texas Hold 'Em poker tournaments. I haven't done it in awhile, however, I would like to get back into doing that again, eventually!

**Jessica:** Spend time with family; belly dance; be happy in my "Zen" place.

**Where would you most like to live?**

**Jennifer:** I honestly think I live in one of the most beautiful cities already. However, if I really had to choose, I think I could be happy somewhere on the East Coast, maybe in the New England area.

**Jessica:** Kauai, Hawaii. I almost sold all of my belongings and moved there one year.

**Where is your favorite place to vacation?**

**Jennifer:** I haven't been on an actual vacation in a while. I will say of all the places that I have been, I really enjoyed Southern California and the whole theme park adventure!

**Jessica:** Tropical paradise.

**Jennifer:** You have been President two years in a row. What will you do with all your spare time now that you won't be President?

I will honestly just enjoy relaxing during my down time. I am truly a person that is the most content when I have nothing to do!

**Jessica:** You have been Past President two years in a row. What will you do with all your spare time now that you won't be Past President?

I'll still be serving the Chapter as Immediate Past President for the 2013-2014 board and am delighted that I'm still able to assist with various duties of the Board. However, much of my time will soon be devoted to the new addition to our family – my husband and I are expecting our first child in late June! We are over the moon with excitement and can't wait to meet the little babe!!

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***NALS of Greater Seattle Awards***  
***By: Michelle Hall-Griffith, Awards Chair***

We are now accepting applications for the following awards: Legal Professional of the Year; Boss of the Year; Chapter Volunteer of the Year; and Firm of the Year! Who is that person that personifies a legal professional? Nominate and tell us how awesome your boss is! How is your firm the best in the industry? Tell us about that person who consistently goes above and beyond as a Chapter volunteer. Now is the time! Please submit your nominations to Michelle Hall-Griffith at [griffith.michelle@dorsey.com](mailto:griffith.michelle@dorsey.com) or deliver by hand or mail to her at 701 – 5<sup>th</sup> Ave., Ste. 6100, Seattle, WA 98104. Nominations are due by 5:00 p.m. on March 13, 2013 and the awards will be presented at the NALS of Greater Seattle Installation and Awards Ceremony to be held in April, 2013. Award recipients need not be present to win. Any nominations received after March 13, 2013 will not be considered, so please take a moment to nominate that award winner now!

**NALS of Greater Seattle Official Awards Nomination Form  
2012-2013 Greater Seattle Firm of the Year**

Submitted By: _____	Nominee: _____
Name: _____	Name: _____
Firm: _____	Firm: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**Rule & Regulations**

Nominations must be received by the Awards Committee Chair, Michelle Hall-Griffith, at [griffith.michelle@dorsey.com](mailto:griffith.michelle@dorsey.com) or 701 5th Avenue #6100, Seattle, WA 98104, on or before **5:00 p.m. March 13, 2013**. Nominations received after said date and time will **not** be considered. The decision of the Awards Committee is final. The award for 2012-2013 Firm of the Year award will be presented at the NALS of Greater Seattle Installation and Awards Ceremony to be held in April, 2013. The recipient of the award need not be present to win.

In the space below, please provide your reasons why the above-named nominee should be selected as the 2012-2013 Greater Seattle Firm of the Year. If necessary, you may attach one additional page for a total of no more than one and one-half pages. Length will be considered.

**NALS of Greater Seattle Official Awards Nomination Form  
2012-2013 Legal Professional of the Year**

Submitted By: _____	Nominee: _____
Name: _____	Name: _____
Firm: _____	Firm: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**Rule & Regulations**

Nominations must be received by the Awards Committee Chair, Michelle Hall-Griffith, at [griffith.michelle@dorsey.com](mailto:griffith.michelle@dorsey.com) or 701 5th Avenue #6100, Seattle, WA 98104, on or before **5:00 p.m. March 13, 2013**. Nominations received after said date and time will **not** be considered. The decision of the Awards Committee is final. The award for 2012-2013 Legal Professional of the Year award will be presented at the NALS of Greater Seattle Installation and Awards Ceremony to be held in April, 2013. The recipient of the award need not be present to win.

In the space below, please provide your reasons why the above-named nominee should be selected as the 2012-2013 Legal Professional of the Year. If necessary, you may attach one additional page for a total of no more than one and one-half pages. Length will be considered.

**NALS of Greater Seattle Official Awards Nomination Form  
2012-2013 Greater Seattle Volunteer of the Year**

Submitted By: _____	Nominee: _____
Name: _____	Name: _____
Firm: _____	Firm: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**Rule & Regulations**

Nominations must be received by the Awards Committee Chair, Michelle Hall-Griffith, at [griffith.michelle@dorsey.com](mailto:griffith.michelle@dorsey.com) or 701 5th Avenue #6100, Seattle, WA 98104, on or before **5:00 p.m. March 13, 2013**. Nominations received after said date and time will **not** be considered. The decision of the Awards Committee is final. The award for 2012-2013 Chapter Volunteer of the Year award will be presented at the NALS of Greater Seattle Installation and Awards Ceremony to be held in April, 2013. The recipient of the award need not be present to win.

In the space below, please provide your reasons why the above-named nominee should be selected as the 2012-2013 Greater Seattle Volunteer of the Year. If necessary, you may attach one additional page for a total of no more than one and one-half pages. Length will be considered.

**NALS of Greater Seattle Official Awards Nomination Form  
2012-2013 Boss of the Year**

Submitted By: _____	Nominee: _____
Name: _____	Name: _____
Firm: _____	Firm: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**Rule & Regulations**

Nominations must be received by the Awards Committee Chair, Michelle Hall-Griffith, at [griffith.michelle@dorsey.com](mailto:griffith.michelle@dorsey.com) or 701 5th Avenue #6100, Seattle, WA 98104, on or before **5:00 p.m. March 13, 2013**. Nominations received after said date and time will **not** be considered. The decision of the Awards Committee is final. The award for 2012-2013 Boss of the Year award will be presented at the NALS of Greater Seattle Installation and Awards Ceremony to be held in April, 2013. The recipient of the award need not be present to win.

In the space below, please provide your reasons why the above-named nominee should be selected as the 2012-2013 Boss of the Year. If necessary, you may attach one additional page for a total of no more than one and one-half pages. Length will be considered.

**NALS OF GREATER SEATTLE PRESENTS . . . DINNER & A CLE!**  
**February 12, 2013 ~ 5:10 p.m. to 7:00 p.m.**

**“IT SECURITY, SHOULD I CARE?”**  
**Speaker: Jon White**  
**State of Washington Attorney General’s Office**

Computers, smartphones, tablets and the like are useful tools to help us with our daily jobs – is your device secure? The evening’s session will cover the growing use of technology in our lives and how to properly protect our devices from hackers and other forms of infiltration.

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Location:**  
 Rock Bottom Restaurant & Brewery  
 Rain City Room  
 1333 Fifth Avenue  
 Seattle, WA 98101  
*(Registration opens at 5:10 p.m.)*

**Cost (please circle one):**

**Member & Students:**  
 \$25.00

**Non-Member:**  
 \$35.00

**Make checks payable to NALS of Greater Seattle.**

**Please send registration & payment to:**  
 Jessica G. Smith, PP, PLS  
 c/o Karr Tuttle Campbell  
 1201 Third Avenue, Suite 2900  
 Seattle, Washington 98101

Your dinner selection will be taken on event night by the Rock Bottom server. Guests are responsible for payment of beverages.

**Evening Schedule**  
**5:10 p.m. - 5:30 p.m.**  
*Networking*

**5:30 p.m. - 6:00 p.m.**  
*Membership Meeting*

**6:00 p.m. - 7:00 p.m.**  
*CLE Presentation*

**Please note that pre-registration is highly recommended. Cancellation and request for refund is to be made seven days prior to the scheduled CLE. Thank you.**

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~ NALS OF GREATER SEATTLE NOONTIME CLE ~  
 February 21, 2013 ~ 12:00 p.m. to 1:00 p.m.

**IMMIGRATION LAW**

*Speaker: Margaret O'Donnell*

*Attorney, Global Law Advocates PLLC*

For the past few years, immigration laws and policies have been a top discussion in the political arena. Please join us for this very interesting noontime CLE in which our speaker will discuss current policies, navigation of the process, and deportation defense and asylum matters.

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

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

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location:**

Riddell Williams P.S.  
 1001 Fourth Avenue, Suite 4500  
 Seattle, WA 98104  
*(Registration opens at 11:45 a.m.)*

**Cost (please circle one):**

**Member & Students:**

\$10.00 Seminar only  
 \$15.00 Seminar & lunch

**Non-Member:**

\$20.00 Seminar only  
 \$25.00 Seminar & lunch

**Make checks payable to NALS of Greater Seattle.**

**Please send registration & payment to:**

Autumn (Fischer) Elmore  
 c/o Johnson, Graffe, Keay, Moniz & Wick  
 925 Fourth Avenue, Suite 2300  
 Seattle, Washington 98104

**Please mark your lunch selection:**

Ham & Cheese ___	Turkey ___
Tuna Salad ___	Veggie ___
Turkey Club ___	Garden Salad ___
Chicken Caesar Salad ___	Chef Salad ___

(Sandwich or Salad includes a fruit salad, chips and cookie)

Café 5ive Chicken Teriyaki Bento Box \_\_\_  
 Café 5ive Beef Teriyaki Bento Box \_\_\_  
 (Bento Box includes rice, salad, gyoza, & California roll)

A beverage is included with your lunch, courtesy of Riddell Williams P.S.

**Please note that because space is limited, pre-registration is highly recommended.  
 Registrations and payments are due seven days prior to the scheduled noontime CLE.  
 Cancellation and request for refund is to be made seven days prior to the scheduled CLE.**

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1/4 Page Employer Support	\$ 60.00
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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 Heather Vasquez, Marketing Director for more information.**

**DEADLINE FOR SUBMISSIONS FOR THE  
MARCH/APRIL, 2013 ISSUE OF THE INFORMER IS  
FEBRUARY 25, 2013**

If you have anything you would like to submit for the next issue of *The Informer*, please email your submission to the Publication Chair, Molly Price at [price@aiken.com](mailto:price@aiken.com), by the deadline noted.



**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](http://www.nals.org)