



President's Welcome...

Happy New Year NALS Pals!

I cannot believe it is January and a New Year already! Where does the time go? I hope you all had a lovely holiday season.

Our September Noontime CLE on the King County Superior Court Rules update was a packed house! It was so successful that we scheduled a second session for those of you who wanted to attend but couldn't due to space limitations. The Board would like to thank you all for your patience with the last minute rescheduling of the U.S.D.C. Western Washington Federal Court Rules Update CLE due to circumstances beyond our control.

I went to my first NALS Annual Education Conference in Las Vegas in early October. The programs I went to were fantastic. The speakers were entertaining and highly knowledgeable. It was well worth the trip.

For November we had a timely CLE on Food Law just in time for the holidays and all the feasting!

January brings a sense of celebration! Our CLE this month is the Party in Ex Parte. We will also be having a Happy Hour at Elephant & Castle on January 26. See the enclosed flyers.

Go Hawks!

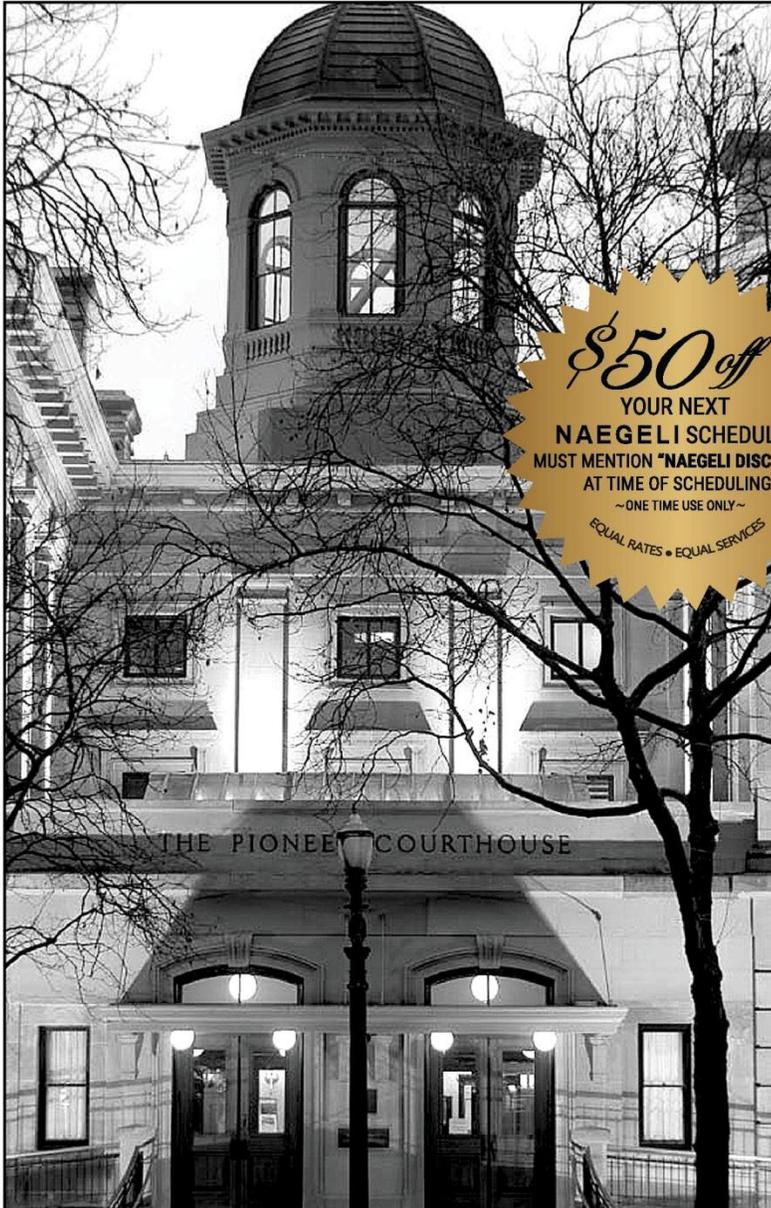
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Upcoming Events:

- ❖ January 21, 2016 – Party in Ex Parte
- ❖ January 30, 2016 – NALS Of WA Super Saturday
- ❖ January 26, 2016 – HAPPY HOUR!





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A Little Bit Happier...

Just a small bit of happiness can make life better.

Instead of waiting for a big change, a huge Aha moment, a totally organized house, your weight to be perfect, more money in your savings account, or the garden to be weed free.

Make one small change and let that be enough.

Organize one drawer. Go for a ten minute walk instead of eating a cookie. Skip the latte and toss the money into your Vacation Fund jar. Weed the four feet closest to the front door.

Let yourself experience that little flash of joy that comes when your small actions reflect your bigger values. Little bites. First steps. Small changes.

It all adds up.

Every choice moves you toward or away from the life you want to be living.

Advance Your Career

NALS offers members and nonmembers the opportunity to sit for three unique certifications dedicated to the legal services profession. The exams are of varying levels and are developed by professionals in the industry. Each of the three certifications is developed by NALS and takes advantage of the more than 84 years of experience and dedication to the legal services industry only NALS has to offer. NALS has the certification for you, whether you are beginning a career in the legal industry or are a veteran paralegal ready to display your skills. Visit www.nals.org/certification for more information.

NALS offers continuing legal education and exam preparation through our [Online Study Group](#).



Effective immediately, NALS will be offering a one-year FREE membership to students of approved legal studies and paralegal studies programs who take the ALP or PP certification exam! If you are a student who is registered to take the ALP or PP exam, please contact [NALS Certification Manager](#) to ensure that you receive your free one-year membership.



NALS OF GREATER SEATTLE CELEBRATES THE NEW YEAR!

Date: Tuesday, January 26, 2016

Time: 5:30 - 7:30 p.m.

Location: Elephant & Castle
1415 Fifth Avenue
Seattle, WA

Cost: FREE!

COME ONE, COME ALL TO RING IN THE NEW YEAR with NALS of Greater Seattle at our Annual New Year Happy Hour! Join your NALS Pals for some post-holiday drinks, snacks, pool and good cheer. Pass this along, all are Welcome!

10 Small Things You Shouldn't Sweat at Work

by Liz Funk

Odds are good that you're doing smart things to proactively manage how you present yourself at work: writing concise emails, speaking up in meetings, and trying not to make your sentences [sound like questions](#). But when you're in the first phases of your career, sometimes understanding office etiquette can feel as intricate as a game of late-season golf.

But here's some great news: there are many things that we stress about at work that can be re-classified as not-worth-your-sanity issues. Here, 10 common workplace worries that you can swiftly brush off your shoulders, that way you can conserve your energy and get back to the important stuff (aka being a rockstar).

1. Not getting a "Good job!" email for everything you turn in.

High school and college primed us to expect that going above and beyond would earn us gold stars for our performance. In the workplace, it's great to receive positive feedback. But if you didn't receive a "Good job!" email, don't assume your boss didn't like what you turned in. Rather, assume your boss thinks you're doing a good job—she'd tell you if you weren't.

2. Leaving the office for lunch.

If it's in your employment agreement that you have an hour for lunch, enjoy it! Resist the urge to grab something from the salad place on your nearest corner and bring it back to eat at your desk. Leaving to eat in a nearby park or a pretty public atrium will give your brain some time to recharge; if you take a walk, you'll also get the benefits of fresh air and exercise.

BTW, eating lunch at your desk may not be giving off the deeply dedicated, ambitious vibe you think it is: it may make you seem harried or like you can't manage your workload.

3. Someone looked at you the wrong way.

This one is hard. Whether you're at your first job or your fifth, you constantly need to remind your brain that if someone gives you a weird look, it's probably not about you. Who knows what that person's morning was like? Perhaps they're not feeling well, their kids were driving them crazy, or they're just generally feeling like all sharp edges. Who knows? It most likely has nothing to do with you.

4. Your boss lightly snapped at you.

See above. If you can't think of any reason why your boss would be displeased with you (and don't spend too much time analyzing: just a quick, "Did I royally screw up something up yesterday or today? No? Okay, then whatever."), your boss probably has way more on her plate than you're aware of, and you had the sore luck of being in her face at the wrong time.

5. Someone described your outfit as "sassy."

You thought you were rocking office-appropriate street style, but someone made a comment intimating that what you're wearing doesn't make you look like a girlboss. If it truly didn't occur to you that morning that your outfit might not be work appropriate, you can let the comment slide. (Generally, wouldn't your radar go

off if your outfit was at all racy?) Go through the day as you normally would, and then perhaps reserve that outfit for *Supergirl*-inspired outfit changes after work.

6. You need to leave 15 minutes early for yoga.

If you are good at your work, you are never late (or almost-never) late, and you consistently show that you care about the company, it is completely fine to leave 15 minutes early for yoga, your friend's improv showcase, or dinner with your sister who is in from out of town. Just go: it's 15 minutes!

7. You want to listen to your earphones.

If you do your best work with music (or you need white noise to focus with all the activity around you), it's fine to have your earphones in. You don't need to ask for permission; that move risks making you seem unsure of yourself. Just make sure your headphones don't "bleed" sound.

8. Your colleague sends really short emails.

Short emails from someone senior to you can spark the same reflex that makes us want to analyze a guy's text messages. *Is he mad? But what does he mean?*

It means your colleague writes short, fast emails. Try not to make a negative story out of it. But if you had question in your email that didn't get answered, seek the person out for more thorough, face-to-face guidance.

9. You carry a little purse with you to the bathroom one week every month and you feel like everyone is watching.

Everyone is not watching. And if they have noticed and put it together, they're dealing with the same dilemma: how does one discreetly bring tampons into the bathroom? If, by chance, someone sees you with your purse and says, "Oh, are you leaving?," you can breezily touch your bag and respond: "No, I just had coffee/ an onion bagel/ this gross-tasting gum and I want to brush my teeth."

10. The person who sits near you isn't very friendly.

He's uncomfortably quiet. Or you have a coworker who's even a little icy. Don't assume that he doesn't like you, but don't try to extract friendliness from him, either. Be cordial and exchange office pleasantries, and then get back to your next great idea.

[Liz Funk](#)

Liz Funk is a freelance writer who covers careers, entrepreneurship, and women's issues. She has also written for WeWork magazine, the Washington Post, USA Today, the Christian Science Monitor, and theFrisky.com. She frequently speaks at colleges about relaxation and self-care for ambitious young women (so they can stay ambitious and achieve in a healthy way!). She is applying for business school for fall 2016. She recently discovered, to her total delight, that she is actually not that bad at math. You can find her online at www.lizfunk.com.



RECIPE CORNER

Pumpkin Bars

Ingredients for Cake

1 cup cooking oil (I use canola)

2 cups sugar

4 eggs

Beat until creamy, then add:

1 15oz can of pumpkin

2 teaspoons cinnamon

½ teaspoon salt

1 teaspoon baking soda

2 teaspoons baking powder

2 cups flour

Option: 1 cup chopped nuts

Mix all together and back in a greased 10X15 pan at 350°

For 25 minutes or until toothpick comes out clean

Frosting

1 package cream cheese

1 teaspoon vanilla extract

1 lb confectioners sugar

Splash of milk

Mix all together use milk to get creamy consistency. When cake has cooled, pour and spread on top. Cut into squares.



NALS Annual Education Conference

Las Vegas 2015

By Michele Wilson

Viva Las Vegas! This was my first time attending the NALS Annual Education Conference. All the programs I attended were fantastic, entertaining and very educational.

The Keynote speaker on Thursday was Deborah Johnson who is an Emmy Award winning writer and producer. Her talk to get us inspired was on finding your authentic strengths. After the keynote, I heard talks on Sports Law which covers just about every area of law one can imagine – contracts, torts, employment, personal injury, etc. Next, I got a little history lesson on The Rat Pack (Sammy, Frank and Dean) and Las Vegas by Michael Green (seriously find his books, he was hilarious) and my last session of the day was on Estate Planning in the Digital Age. Key takeaways were to have a central place for all your passwords and make sure to update the list as you change them and name a digital executor.

Day two I learned about Parenting Plans from Judge Sullivan. Judge Sullivan was highly entertaining talking about pre-nuptial agreements at 8:00 a.m. High conflict dissolutions are tough on kids. Kids learn to manipulate. They make influenced decisions, not independent, informed decision. It is helpful for the judge to have a backup plan if the parents cannot agree. In Highlights of the Supreme Court of the United States 2014 term, Dr. Leslie Griffin summarized the key cases from SCOTUS' last term – Obamacare, separation of power, first amendment and online threats, low income housing, etc. Limited Liability Company agreements and Eminent Domain rounded out my day.

Day three I heard lectures on prenuptial agreements, how to be a better proofreader and a different session on how to be a better writer. If any of you have questions on grammar, please check out Kathy Sieckman's blog: proofthatblog.com. She made grammar lessons fun. Alina Shell and Randy Fiedler presented a great session on how to improve your writing. They stated that bad writing requires the reader to figure out what you are saying. To keep your writing sharp, short and to the point, have a cohesive narrative, solid introduction and put your best stuff in first. Key "don'ts" – Avoid nominalization such as "spicy compliance tool" aka pepper spray. And don't use passive voice. Since I'm a *Walking Dead* fan, I loved their test. If you can insert "by Zombies" after the verb, you are using passive voice.

After all the sessions, we had time to wander Las Vegas. The hotels are amazing and enormous!







NALS OF GREATER SEATTLE NOONTIME CLE
Thursday, January 21, 2016 - 12:00 p.m. to 1:00 p.m.

PARTY IN EX PARTE
*Unraveling the Mysteries of the
King County Superior Court Ex Parte Department*

Speakers:

*Hon. Eric B. Watness (Ret.), former King County Superior Court Commissioner
in the Ex Parte Department*
*Joel McAllister, Finance Manager, King County Superior Court,
Department of Judicial Administration*

Name: _____
Address: _____

Telephone: _____
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Location:
Riddell Williams, P.S.
1001 Fourth Ave., 45th Floor
Seattle, WA
(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:

Cheryl Seelhoff
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PO Box 91302
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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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~ELECTION TIME~

Nominations are open until January 8, 2016 for positions on the NALS of Greater Seattle Board. If you would like to volunteer or nominate someone to serve on the Board, please contact Autumn Elmore at ElmoreA@jgkmw.com.



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Visit the NALS of Greater Seattle website at 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!

**NALS of GREATER SEATTLE
2015 – 2016 Noontime Seminar Schedule**

September 17, 2015 King County Superior Court Local Rules Update	October 15, 2015 U.S.D.C. Western Washington Federal Court Rules Update	November 19, 2015 Food Law
January 21, 2016 Party in Ex Parte	February 18, 2016 Entertainment Law	March 17, 2016 NW Justice Project
April 21, 2016 White Collar Crime	May 19, 2016 Probate	June 16, 2016 Personal Injury Law
Thursday July 21, 2016 Animal Law		

<p>Location: Riddell Williams, P.S. 1001 Fourth Ave., 45th Floor Assembly Room</p> <p>Time: Noon – 1:00 p.m. (Registration opens at 11:45 a.m.)</p> <p>Registration and payment is due by the Thursday prior to the seminar. Checks should be made payable to NALS of Greater Seattle and mailed c/o to:</p> <p align="center">Cheryl Seelhoff Lane Powell PC 1420 Fifth Ave., Ste 4200 Seattle, WA 98101-9402 Phone: (206) 223-7000 Email: seelhoffc@lanepowell.com</p>	<p>Cost (circle one):</p> <p>Member: \$10.00 per seminar only \$15.00 seminar & lunch</p> <p>Non-Member: \$20.00 per seminar only \$25.00 seminar & lunch</p> <p>Please note: Due to limited space, registrations are only accepted upon receipt of payment.</p> <p>Pre-registration for future seminars is highly recommended.</p> <p>Cancellations for a refund must be received by Thursday prior to the seminar. Thank you</p>
<p>Seminar Date(s): Please check all dates you are registering for and please use one form per person.</p> <p>09/17/15 ___ 10/15/15 ___ 11/19/15 ___ 01/21/16 ___ 02/18/16 ___ 03/17/16 ___ 04/21/16 ___ 05/19/16 ___ 06/16/16 ___ 07/21/16 ___</p> <p>Name: _____</p> <p>Firm: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email Address: _____</p> <p>Amount Enclosed: _____</p>	<p>We are proudly offering the following lunches from Café Five:</p> <p>Lunch Order:</p> <p>___ Ham and Cheese ___ Turkey ___ Tuna Salad ___ Veggie ___ Turkey Club ___ Garden Salad ___ Grilled Chicken Caesar Salad ___ Chef Salad</p> <p>(Sandwich or Salad includes a fruit salad, chips and cookie)</p> <p>___ Café Five Chicken Teriyaki Bento Box ___ Café Five Beef Teriyaki Bento Box</p> <p>(Bento Box includes rice, salad, gyoza, California roll) A beverage is included with your lunch.</p> <p>Menu subject to change.</p>

Beverage and lunch discounts courtesy of Riddell Williams P.S.
Copies Courtesy of Sound Legal Copy // Delivery Courtesy of ABC Legal Services
Please feel free to share this flyer with other personnel in your office.

Tech Tips



- Control + Left Arrow → This will allow you to make the file your working on move to the left side of your screen.
- Control + Right Arrow → This will allow you to make the file your working on move to the right side of your screen.
- Combining these two methods will allow the user to compare documents and/or easily refer from one document to another.
- Alt + Tab → This lets the user cycle through all of the currently opened files. This can be very convenient when having to quickly switch from one source to the next.
- Window Key + Tab → Similar to Alt + Tab, this lets the user cycle through all the currently opened files, but a picture is displayed instead.
- Shift + Tab → This lets the user go back one “fillable section” instead of having to drag the mouse and click on the fillable section.
- Control + Tab → This lets the user switch between all the opened windows while on the internet. This is very convenient when having to refer back to multiple webpages at one time.
- Control + P → This is a shortcut for quick print.
- Control + Home → Pressing these two keys will take you back to the top of the document regardless of where you are currently at. This is extremely helpful when working on large documents as it saves precious time from scrolling all the way to the top.
- Control + A → This is a shortcut that allows the user to select everything on the screen. Rather than having to hold down the mouse and scroll down the entire screen, one can instantly select everything and select everything, saving lots of time and hassle.



A BIG THANKS TO OUR CHAPTER'S SPONSORS!



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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 Eva Lee, Marketing Director for more information.

DEADLINE FOR SUBMISSIONS FOR THE SEPTEMBER/OCTOBER ISSUE OF THE INFORMER

If you have anything you would like to submit for the September/October Issue of *The Informer*, please email your submission to the Publication Chair at michellehallgriffith@dwt.com, by September 30.



The Official NALS Blog is Now Online!

Enjoy information from the President and President-Elect as well as from the Resource Center Staff...use *inside NALS* 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; and
- Professional certification programs and designations.

We're on the Web!

Visit us at:

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