



Another Year is Starting!

By Jenifer Endres, President

Happy August to all of you. Only one month left before the kids go back to school and life gets back to normal. I am very thankful that we have had such a beautiful summer thus far and Seattle's hottest month is just beginning.

With all that being said, I just wanted to point out some of the upcoming events over the next couple of months. This month we have the NALS Meet & Greet being held on August, 15, 2013 at Dorsey & Whitney. This is a great event with a free pizza lunch, and a chance to meet some of the vendors out there that are at your disposal, as well as speak with the NALS of Greater Seattle board members about NALS and what the association has to offer you! Make sure you attend! I mean, come on, what's better than free pizza?

Next month, we have the Kick Off event on Friday, September 13, 2013. We will be kicking off the new year of great education with appetizers at the Hard Rock Café and then heading to the Pike Place Market for the Seattle Ghost Tour. What a great way to spend Friday the 13th, huh? I am very excited about this. I'm sure after the Ghost Tour, I will never view Seattle and the Pike Place Market the same again.

Then shortly after that, as always in September, on the 19th, we have our first noontime CLE of the year, King County Rules Update. Teresa Bailey and Beth Taylor for the King County Superior Court Clerk's Office will be joining us again this year and updating you on any new changes that have taken place or will take place in the near future. They will also answer any question that you may have about the King County Superior Court Clerk's Office. So, make sure you make a list and attend. Teresa and Beth are always very informative and helpful to us assistants that are struggling to get the e filing system to work at 4:29 p.m. ☺ Please note that this noontime CLE will be held at Dorsey & Whitney as Riddell Williams will be experiencing some remodeling at the time. So, be sure you are not on auto-pilot and end up in the wrong place!

In addition to the events listed above, we have a great year of stuff planned and I am very excited that we are finally getting started. You can find the flyers to all of the events listed above inside this edition of The Informer, as well as the Noontime CLE schedule for the entire year.

I look forward to seeing you all at an event in the near future. I also look forward to serving as your President for one last year! Have a great rest of your summer! Until next time...

Inside This Issue:

Another Year is Starting!	1
Moving: A Long, Strange Trip	3-4
2013 Meet-N-Greet Flyer	5
Board Member Spotlight	6
Proud to be a Legal Secretary	7-8
Happy Birthday!	8
Passing Certifications	8
2013 Seattle Kick-Off Flyer	9
Region 7 Meeting – Going Out With a Bang!	10-11
Help Eula Mae	12
Legal Assistants in a Technological Age	13-15
Noontime CLE: King County Rules Update	16
9 Tips to Manage Stress	17-18
Thank you Chapter Sponsors!	19
2013-14 Noontime Seminar Schedule	20
Board of Director's Contact Information	21

Upcoming Events:

- ❖ August 15, 2013 – Meet-N-Greet
- ❖ September 13, 2013 – Kick-Off Event
- ❖ September 19, 2013 – King County Superior Court Rules Update Noontime Seminar
- ❖ October 15, 2013 – Beginner/Advanced Word Evening Seminar
- ❖ October 17, 2013 – Federal Rules Update Noontime Seminar





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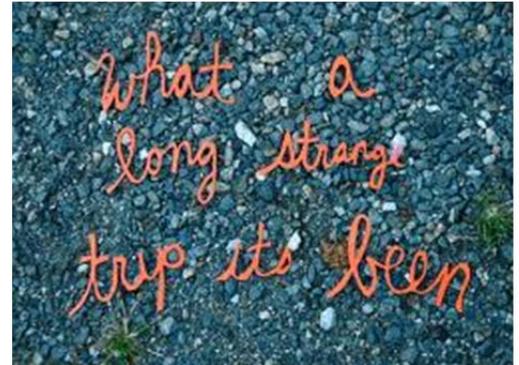
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Moving: A Long, Strange Trip

By Daena Temkova, NALS of Greater Seattle Certification Director

As the Grateful Dead said “What a Long Strange Trip It’s Been.” That is what moving is like. At some point in our lives most of us have had to move and probably helped someone else move, be it a family member or a friend. The process is stressful; in fact it is one of the most stressful things in life. After all, it is change: a different neighborhood, maybe a different city, perhaps even a whole new country. Learning a whole new commute route, becoming familiar with your new neighborhood and surroundings all take time, and really we need to be patient and remain patient with ourselves. Because for most of us moving is chaos. It is living out of boxes, not being able to find what you need (like that box cutter knife so you can break down those boxes). The process can be quite emotional, possibly because the kids just moved out, went off to college and now the house is empty and quiet. Whatever hardship moving causes, I think we can all agree that it is really stressful.



This past year, I endured and survived 3 moves and each one was hard in its own particular way. And I learned a lot about packing, renting U-Haul trucks, signing leases/rental agreements, tenant’s responsibilities, landlord’s duties, and well patience. During the first move (in February & March), I helped my boyfriend move to a new neighborhood in the Seattle area. As an avid reader, he has an extensive library collection (we are talking thousands of books, seriously!) and well it took several weeks during the weekends to transfer his library to the new place. We all know that books are heavy and most of those weekends it was just the two of us carrying the boxes. He signed a two year lease; but get this in Washington if the term of the lease is more than a year, it has to be notarized. This is something that I learned at the Washington Landlord Tenant Law seminar presented by Rory O’Sullivan, managing attorney at the Housing Justice Project, on March 21, 2013, which some of you may have attended. In retrospect, as difficult as my boyfriend’s move was, in the end, it was worth it, the hard work paid off – he is in a safe neighborhood, and comfortable in his new place!



The second move was my Mom’s, which took place the last weekend of June. Unfortunately, that one was quite a messy situation, and I will spare you all the unpleasant details, but the apartment building that she lived in had a pest problem...a big one...and well, as we learned in the Landlord Tenant Law seminar, it is the landlord’s duty to maintain the condition of the property, and take actions to control pests (RCW 59.18.060). Needless to say, my Mom is much happier now, in a clean building that gets maintained properly.

The third move, and hopefully the last for a good long while, was my own and it was unexpected. This move was within the same building, just a different apartment and was accomplished during the second week of July. I’ve been on the waiting list for over a year now, because I’ve wanted to live on the West side of the building,

the quiet side facing the lovely courtyard. My old apartment faced the noisy traffic side that just felt like buses were going right through my living room and bedroom. Anytime I would watch a show on Netflix, I constantly had to rewind because the noise would block out sections of the show right when it got really good and exactly the part that you didn't want to miss, but missed anyway, because a bus would drive by right in the middle of the living room. What I learned from my move really was mostly about the “move-out” and “move-in” process. The “move-out” process includes returning all keys, even the mailbox & storage keys. In my case, I only had to return the old apartment and mailbox keys, but kept the key to the same storage unit. It is important to leave the apartment in good condition, i.e. clean (especially the bathroom & kitchen) and once everything is out, to do an inspection of the premises with the landlord. Also, after I moved in to the new apartment, my landlord and I completed a walk-through and filled out a form listing the damage in the different rooms. For example, the hard wood floors have a lot of scuffs, scratches and marks, which was written down on this form, and signed by both of us. As difficult as this move was, and mind you, I am still living out of boxes and bags, I am so very happy to be in this new place, and well, after all, I learned a lot. And there is still a little bit of summer left that can be enjoyed!

The seminar on Landlord Tenant Law was very helpful, and gave us some resources where information can be found dealing with tenancy issues. Mr. O'Sullivan pointed us to Washington Law Help (www.walawhelp.org) as one resource that has self- help publications on various topics, and where specific information can be found regarding Landlord/Tenant issues. As tenants, signing rental agreements, it is very important to know our rights and what can be done if unusual situations arise.



To conclude, I would just like to remind all of us to be patient amidst the chaos, not only with our loved ones, but especially with ourselves. During these long and strange trips (as moving can be) taking time out even if it is just for a few minutes to do something that brings you happiness, like enjoying a cup of coffee and looking out the window at the beautiful city view, can make such a positive difference in our outlook.





2013 Meet & Greet

Date: Thursday, August 15, 2013
Time: 11:30 a.m. – 1:00 p.m.
Location: Dorsey & Whitney LLP
 701 Fifth Ave., Ste. 6100
 Seattle, WA 98104
Cost: Free!



Do you know what NALS... the Association for Legal Professionals is? Do you know how it can assist you in your career goals, not to mention your day-to-day job duties? What about education and networking?

Take some time out of your work day and join us to learn more about NALS of Greater Seattle. There will be legal secretaries, legal assistants, paralegals, and firm administrators on hand to answer your questions about the Association and the legal profession.

A FREE PIZZA LUNCH will be provided!!

For more information and to RSVP, please contact:
 Autumn Fischer-Elmore, President Elect and Membership Chair
 Phone: 206-223-4770 ~ E-mail: FischerA@jgkmw.com

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BOARD MEMBER SPOTLIGHT

Michele Wilson – NALS of Greater Seattle Treasurer

Hello. I am Michele your Treasurer for the 2013-2014 year. I want to begin by thanking you all for the opportunity to serve on the NALS of Greater Seattle Board for a third year. I have really enjoyed working with all the Board Members over the last two years and this year will be just as great!

A bit about me, I'm a nearly native of Washington. I have lived here since I was 8 years old and while I have lived in a few other places during my life, Washington, the Seattle area in particular, is my home. I graduated from Lake Washington High in Kirkland and went to college at Washington State University. Go Cougs! I received my paralegal certificate from the University of Washington and passed the PLS exam in March 2010.

I am currently the Senior Case Manager at JAMS in Seattle and have worked at JAMS since 2002. I just had my 11th anniversary. One wonders where does the time go?!? I really enjoy my job as I get to learn about all different types of law from marriage dissolutions to product liability to business disputes and everything in between.

One of my great passions is to travel. I have been to Europe several times and all over the U.S. This past November I spent two weeks traveling to Iceland, England and Wales. I also love to read, attend the opera with friends, hike, and spend time with my family.

Offering three certifications for members of the legal community NALS can make you stand out. The ALS...the basic certification for legal professionals is geared toward entry level legal professionals to help them get a foot hold in the industry. The PLS...the advanced certification for legal professionals is dedicated to helping established professionals advance their careers, and the Professional Paralegal certification is focused on experienced paralegals looking for a way to solidify their career and advance further.

NALS also offers Online Study Groups for those studying for NALS exams. We want to help you...that is why we are here. Check out the study group, it is a great way to learn and gain valuable knowledge.

www.nals.org



Proud to be a Legal Secretary

By Carol Ann Wilson and shared by Autumn Fischer-Elmore, President Elect/Membership Chair



A voice on the telephone recently asked me, "Are you his secretary, or do you prefer to be called his administrative assistant?" I told him, "I am his secretary and very proud of it." You could hear the relief in his voice as he replied, "Thank goodness I can deal with a real person the one who really runs things and I don't have to deal with a prima donna who takes offense at the least little thing!" Now, I'm serious. This really happened. And I think he voiced a common feeling, because people know that a secretary especially a legal secretary is close to the boss, can be trusted with information, and will handle all matters correctly. (But we know who really runs things and it's not the secretary.)

The United States of America is the leader of the free world and its President is the most powerful individual in the world. And what are the President's cabinet members called? Secretaries.

Confidential Communications

Yes, I am very proud to be a legal secretary. I am proud of the knowledge and experience I have gained from my 29 years as a legal secretary. I have met famous people, worked on important cases, been given important responsibilities, and learned more than I could from any law school. I have been trusted with information that is so confidential that, had I been working for the government, I would have had the highest security clearance. And some secrets I will take with me to my crematory urn. For what is the base of the word "secretary"? It is secret.

Webster defines the word "secret": as an adjective, it is "kept from the knowledge of others," such as a secret agreement. As a noun, it is "something kept from the knowledge of others," as to keep a secret is to refrain from communicating a secret to others. Legal secretaries understand, appreciate, recognize, and honor the value of confidentiality in communications. So our position in the office where we work is one that inspires confidence, because third parties know of the confidential nature of our business.

Special Traits and Skills

The legal secretary must possess skills and traits far above average, such as excellent keyboarding, transcribing dictation, general knowledge about computers and other office machines, and ethics. In addition to all that, the legal secretary:

- Must be an expert at time management, juggling many activities and roles at the same time
- Must possess psychological skills, dealing daily with many personalities
- Must possess excellent judgment to make dozens of critical decisions and
- Must have talents as a travel agent, personal shopper, living calendar, telephone directory, and mentor.



Wow! What a collection! Perhaps that is why J. Wiedemer in his textbook, Real Estate Finance, says in the chapter on "Analyzing Borrowers" that "the top legal, professional and executive secretaries not only command good salaries but are virtually assured of continuous work today."

Highly Employable

Merriam-Webster's Webster's Legal Secretaries Handbook, which is one of the resources for our specialty certification examinations, is an excellent work and reference for new legal secretaries.

In discussing "Employment Opportunities," it cautions legal secretaries who are contemplating becoming legal assistants, because "[c]ompetent and experienced legal secretaries are becoming a rare commodity As the need for good legal secretaries continues to increase and their numbers decrease, each one becomes more valuable."



Legal secretaries belong to one of the most employable groups in the world. One important reason is that the skills necessary to be a good legal secretary carry over to many other positions, professions, and businesses. Have you ever noticed the admiration from those outside the legal community when you say you are a "legal secretary"? I have, many times.

How can we best be legal secretaries? By being the best we can be. By living good ethics. By being dependable. By being honest and never making excuses, but learning from our mistakes. By increasing our competencies every day. By being good examples.

May we be good examples and show that each of us is "Proud to Be a Legal Secretary."

Happy Birthday!

Michael Briggs – August 25	Courtney Tracy – August 1
Shawn Cavanah – August 12	Akeyla Ulii – August 17
Lauren Craig – August 19	Brynne Williamson – July 25
Kathy Cusack – August 14	Melinda Sullivan – July 15
Day Dewald – July 30	Dawnice Siff – August 8
Nicole Dyakanoff – August 7	Jazmine Matautia – July 9
Sarah Lacy – August 26	Lauree Lingenbrink – July 31
Bridget Allen – September 28	Autumn Fischer-Elmore – September 3
Michelle Hall-Griffith – September 5	Sharon Kossman – September 23
Eleanor Mitchell – September 4	Shelly Ossinger – September 16
Mattews Vaga – September 27	Michelle Wimmer – September 2

CONGRATS TO THOSE WHO ACHIEVED CERTIFICATION!

Michelle Hall-Griffith, PLS

Andrea Armstrong, PP



NALS OF GREATER SEATTLE KICK-OFF EVENT
September 13, 2013 ~ 5:30 p.m. to 8:30 p.m.

Join us on Friday the 13th for the Seattle Haunted Ghost Tour!!

Join your fellow Greater Seattle NALS pals, and bring a friend! Take a tour of the Pike Place Market and surrounding area like you've never seen it before. And what better day than on *Friday the 13th*! We start our evening at The Hard Rock Café for happy hour and then we will walk over to 1499 Post Alley where the tour begins. The tour is 75 minutes of scary fun!

Name: _____
Address: _____

Telephone: _____
Email: _____

Location:

Happy Hour (5:30 p.m.):
 The Hard Rock Café
 116 Pike St., Seattle, WA

Cost:
 \$25.00 per attendee
 (cost includes ghost tour and happy hour snacks)

Market Place Ghost Tour (begins promptly at 7:00 p.m.):
 1499 Post Alley, Seattle, WA

Make checks payable to NALS of Greater Seattle.

Please send registration & payment to:
 Michelle Hall-Griffith
 c/o Dorsey & Whitney LLP
 701 Fifth Avenue, Suite 6100
 Seattle, Washington 98104

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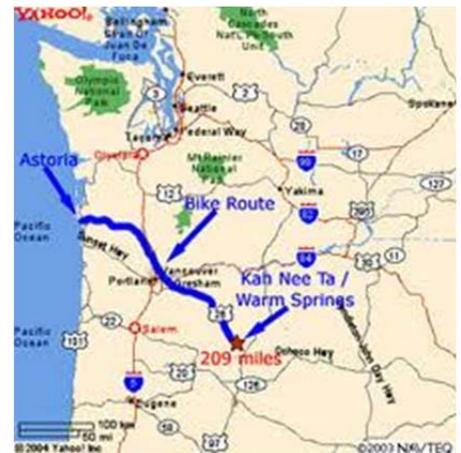


Region 7 Meeting in Warm Springs, OR - Going Out With a Bang!

By Jennifer Endres, NALS of Greater Seattle President

The final NALS Region 7 Meeting was held in June at Kah-Nee-Tah Resort and Spa in Warm Springs, OR. I was fortunate to be able to attend this event as representative of NALS of Greater Seattle.

After a long drive (5+ hours) we arrived at the Kah-Nee-Tah Resort and Spa. When I tell you that this place is in the middle of nowhere, I really mean in the middle of nowhere. I was truly wondering how in the world they even got electricity and running water to the place! However, that being said, it was a great hotel with lots of fun and activities. The main pool at the hotel was great and the hot springs community pool a ¼ mile down the road with the water slides was even better.



I really enjoyed myself at this conference. There were lots of great educational topics. The one topic that I truly enjoyed more than others was the presentation that was put on by Detective Sam Williams of the Warm Springs Police Department called An Introduction to Jurisdiction and Law Enforcement in Indian Country.



Detective Williams went into a little bit of history about the Indian tribes and an overview of some of the laws the established reservations and the laws that control them. He also discussed a little about the jurisdiction of the Indian Country based on whether or not the defendant/victim is on Indian descent and what the crime is. I found this topic very interesting. There are lots of different factors that you have to take into consideration before you can determine who has jurisdiction over a matter.

Detective Williams provided lots of facts and information regarding crime on the Warm Springs reservation. The Warm Springs Indian Reservation is considered a high crime area. He said a majority of the crimes that take place on the reservation are alcohol related events. In addition, Warm Springs, has ten times the annual arrests per capita than the State of Oregon and six times the criminal street gang membership per capita that the national average.



Because of this, the Warm Springs Tribal Council has given the Warm Springs Police Department the authority to make gang activity the top priority over any other crime. Detective Williams shared with us specific stories regarding the gang violence that has taken place on the Indian Reservation and what sort of

things they are doing to try to combat the gang violence. I really enjoyed Detective Williams' presentation. It was full of real life scenarios and facts.

The town of Warm Springs, OR itself is about 10 miles from the resort. So, unless you go into the town you may not be able to connect the dots of what Detective Williams was talking about. That evening after Detective Williams presented, we decided to drive into town to have dinner and grab a few things from the grocery store. I will say that this was an adventure to say the least. I really felt out of my element and quickly realized what Detective Williams was referring to when talking about the alcohol problem that is on the reservation. I was truly amazed by what I saw around me. It definitely made me thankful for the things in my life.



Overall, the Region 7 conference was FANTASTIC!! I really enjoyed being able to attend that last conference. I have enjoyed all of the Region 7 conference I have been fortunate enough to attend and am definitely going to miss them!

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.

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.nalsofgs.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.

During _____ the plaintiff’s attorney tried to undo the damage done by the defense.

agbraoe	_____	○	_____	_____	○	_____	_____
tienty	_____	_____	○	_____	○	_____	_____
tpnerra	_____	_____	○	_____	_____	○	_____
ucaaslyt	_____	_____	_____	○	_____	○	_____

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

Legal Assistants in a Technological Age – Why Our Work Is Still Important and Necessary

By Cheryl Seelhoff, NALS of Greater Seattle Marketing Director

I accepted my first position as a legal secretary in 1976. In those days, the requirements for the job were fairly straightforward and simple: to be able to type at 60 words per minute, take shorthand at 120 words per minute, to have good spelling, grammar and command of the English language in general, and to have a working knowledge of legal terminology. In those days, we used “correcting” Selectric typewriters—typewriters whose only nod to technology was a little gadget by way of which the typist could backspace and remove an incorrect character. We often typed from our shorthand notes. I recall taking shorthand on a green steno pad most days for one of the attorneys for whom I worked.



I’d draft documents from my shorthand notes, and these would be subject to his revisions and re-revisions, we would go back and forth over hours (and sometimes days!), and eventually a final document would emerge. Without the benefit of computers, it was crucial to note which documents were “originals” and which were “final” and to make sure that copies of these were what made it into the paper files. Improper filing could be disastrous, in that we had no way besides the files to know what documents had been sent and served. Service of pleadings was by bicycle messenger or by mail; most of us who worked as legal secretaries in those days have vivid memories of our own frequent personal runs to the King County Courthouse and of feverishly slipping documents through the mail slots of the doors of opposing counsel or under the door of the Clerk’s office.

We kept track of phone messages on small pink telephone message pads or in books designed for that purpose which included carbon copies of our handwritten messages. These message pads and message books were carefully saved because, among other things, they included the evidence or proof of telephone calls made and received. Addresses and telephone numbers for contacts were kept on Rolodex devices designed to store business cards. These were zealously maintained (and guarded). Not having a correct address at the 10th hour when a pleading needed to be served could be a catastrophe. Calendaring was a central requirement of a litigation legal secretary’s job and a mistake could likewise be catastrophic.

Date _____ Time _____

To: **WHILE YOU WERE OUT**

From: _____

Of: _____

Phone (____) _____

E-Mail: _____

Telephoned	Returned Call	Please Call
Please See Me	Will Call Again	Important

Message _____

Signed _____

It’s 2013 and I have been a legal assistant this time around for 12 years with the same firm. My job now bears honestly little resemblance to the job I held 35 years ago with the same employer. Gregg shorthand is an artifact now, an almost-forgotten relic of the past (though I do still use it when I am making notes to myself about tasks which need to be done). Though I routinely draft pleadings, I almost never type them in full or in final. My attorneys work from my drafts, revise and re-revise and hand me the completed version.



I spell-check and proofread, a few more revisions may result, and the document is served, filed, mailed or emailed. Contact information is maintained via computer. Though we still maintain paper files at my firm, many law firms do not and have gone “paperless.” Paper documents are filed in a smaller and smaller number of jurisdictions; most documents now are filed (and served) electronically. I don’t recall the last time I made a last-minute delivery dash to the courthouse or to opposing counsel’s offices.



For the most part, attorneys in my firm answer their own phones and important voicemails are saved. In my firm, a central docketing department handles calendaring for litigation purposes; the job of the legal assistant is simply to review calendared dates to ensure that they are correct.

I could not have imagined in 1976 the kind of work I would be called upon to do 35 years later as a legal assistant. These days, in addition to drafting and filing pleadings, drafting and delivering, in whatever manner, letters, responding to phone calls, scheduling depositions and the like, I am called upon to draft, revise or create all manner of electronic documents from PowerPoint presentations to blog posts for the firm blogs. My job requires the careful maintenance of computer files, ongoing understanding and knowledge of electronic filing practices in multiple jurisdictions, creating computer-generated tables, graphs and summaries of information supplied by clients for various reasons, converting documents from format to format. The only things that have remained somewhat the same so far as my job are time entry for my attorneys, scheduling depositions and making travel arrangements. Beyond these last, my job now is nothing like what it was three decades ago.



So I was a bit surprised to come across the article published this past June in the Wall Street Journal entitled, “Legal Secretary, a Dying Job -- Positions Dwindle as Firms Cut Back; Younger Lawyers Type Their Own Briefs.”¹ According to the article, “Cutbacks in the legal business aren’t just falling on lawyers. They are also hitting legal secretaries, support staffers who are increasingly being displaced as firms try to reduce costs and usher in a new generation of lawyers who conduct business by email and type their own briefs...”

A continued slowdown in demand [for legal services] since the recession has ratcheted up pressure to cut costs, and technology has reduced the need for clerical staff to perform filing, input documents and other tasks. As clients push back on rate increases, firms looking to boost profits are slashing expenses and hunting for greater efficiency.” Although I’m certainly aware of staffing cutbacks in response to the recession, it also seems to me that in many ways, attorneys rely on support staff now as much as – or more than – they ever have.



¹ <http://online.wsj.com/article/SB10001424127887323689204578569920585692346.html>

My job requirements have certainly changed and the core competencies I am required to have are different, but these competencies and requirements are still administrative and secretarial, not, for lack of a better description, “lawyerly.” While most attorneys may use their computers to create their own documents now, few in my experience possess the kinds or levels of technical expertise legal assistants must possess in order to ensure that these documents are correctly formatted, revised, archived, scanned, filed within the office in paper and in paperless formats, electronically filed, emailed and otherwise distributed or submitted. Knowing the local rules of various jurisdictions locally and nationally around electronic filing is a world all its own, complex and vast, not monolithic, certainly not something someone can easily learn at the last hour when a filing deadline looms. For these tasks, one still needs the legal assistant who knows the jurisdiction, and the preferences and requirements of the judges and the clerks.

So I was gratified to come upon another article which followed the Wall Street Journal article entitled, “LawCrossing Reports 3,462 Legal Secretary Jobs, Drowning Rumors of the Profession Dying.”² According to this article:

Results are showing that though firms are ushering in a new generation of lawyers capable of conducting business by email and typing their own briefs, there are certain administrative and clerical jobs for which lawyers still depend greatly on legal secretaries. As per the ADP's proprietary private payrolls jobs report, professional/ business services jobs having grown by 40,000 in June 2013. This shows hope in the future for acceleration in legal secretary jobs too...

According to Allison Friend, Chief Human Resource Officer at Blank Rome LLP, “We are in an environment where there is a lot of pressure on staffing levels.” This has resulted in giving an overhaul to the secretarial model in most firms, pushing fewer secretaries to handle greater loads of work. “But, legal secretary jobs,” Barnes concludes, “are certainly not dying.”

I think the truth is that with greater reliance on technology there will continue to be greater reliance of attorneys on staff support folks who understand, can use and have mastered these technologies. The shape of the world of law has changed over my working life and I know this will continue. And, because this is what the job requires, my skills and competencies have and will change as well to meet the new demands and needs.



² <http://www.prweb.com/releases/2013/7/prweb10905328.htm>



NALS OF GREATER SEATTLE NOONTIME CLE!
September 19, 2013 ~ 12:00 p.m. to 1:00 p.m.

King County Superior Court Local Rules & Procedures Update
Speakers: Teresa Bailey, Deputy Director & Beth Taylor, Program/Project Manager

Join us on September 19 to hear about updates to the Local Rules and procedures for King County Superior Court, as well as noteworthy updates, and Clerk’s Office no-no’s. Ask the many questions that have been plaguing you regarding electronic case filing, ex parte via the clerk procedures, and anything else that you have been dying to ask!

Name: _____
Address: _____

Telephone: _____
Email: _____

Location:
 Dorsey & Whitney LLP
 701 Fifth Avenue, Suite 6100
 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:

Michelle Hall-Griffith
 c/o Dorsey & Whitney LLP
 701 Fifth Avenue, Suite 6100
 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 Dorsey & Whitney LLP

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.

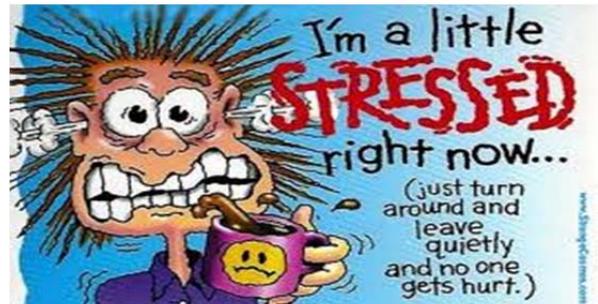
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Stress Weighing You Down? 9 Helpful Tips to Help You Manage

By Michelle Hall-Griffith, NALS of Greater Seattle Education Director

Whether its work related, home life, kids, financial or you name it, stress can have a major impact on our daily lives and affect our work immensely, slowing your productivity. Here are some quick tips that have been proven to help you break that strangle hold and help you find your state of “zen.”



1. Get Active

Feeling sluggish come lunch time? Going cross-eyed staring at your computer? Try taking a walk! Exercise can have a dramatic impact on your focus as well as improving your overall health. Exercising regularly will help reduce stress as well. Physical activity increases your body’s natural “feel-good” hormones, refocuses your mind and will help improve your mood.

2. Laugh More

Has there ever been a better medicine? Surf YouTube and find that cute kitty doing something silly, go in search of that co-worker that always has something funny to say, or read the comics. Laughter may not be able to heal all, but it sure does help!

3. Connect With Others

Don’t lock yourself away when frustrated or stressed...get out, have some fun, interact with your friends. It will take your mind off your frustrations. If you need a getaway at work, ask a friend or co-worker if they want to take a coffee break with you.

4. Assert Yourself

Remember that you are not superhuman. Don’t put every task on your own shoulders and don’t expect yourself to have it done in a snap. Tasks tend to start lining up. Delegate, create a to-do list, prioritize, or seek help. And sometimes you just have to say no.



5. Yoga

If you have never done it before, give it a try! Yoga is a series of postures and controlled breathing exercises. It brings peacefulness of body and mind to help you relax and unwind.

6. Get Enough Sleep

Often stress can keep you from one of the most important things our body needs – sleep. As bedtime nears, clear your mind, listen to soothing music, maybe a warm glass of milk. Sleep will often put your woes into perspective and you will wake up with a better outlook. Keep a consistent schedule and get those zzzz’s.

7. Keep a Journal

Putting thought to paper often makes those stressors seem mundane. It's a good and positive release of pent-up emotions and stress. Don't over think it, just let it flow, and then you have something to reflect on later if necessary.

8. Music

Without music, life would B-flat (ha-ha). But seriously, while taking that walk during lunch, throw your ear-buds in and jam to your favs. Finding those upbeat, toe tappers will surely have you smiling in no time.



9. Counseling

If you have tried everything above, maybe it's time to get some help. Talking with a professional can often be the most relaxing experience you have ever had. You pour all the frustration and grief out, and feel positive and energized afterward. They can help you find the right tools you need to learn how to cope and identify your stress sources.



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**NALS of GREATER SEATTLE
2013 – 2014 Noontime Seminar Schedule**

Thursday September 19, 2013 King County Superior Court Local Rules Update <i>**Dorsey & Whitney LLP</i>	Thursday October 17, 2013 Federal Court Rules Update <i>**Dorsey & Whitney LLP</i>	Thursday November 21, 2013 All Things Subpoena <i>**Dorsey & Whitney LLP</i>
Thursday January 16, 2014 Litigating in Family Law	Thursday February 20, 2014 Criminal Law Misdemeanor/Felony	Thursday March 20, 2014 Construction Law (Exact topic to be determined by speaker. Flyer will be updated with topic information once received.)
Thursday April 17, 2014 Records Requests and What To Do With Them	Thursday May 15, 2014 E-Mail Etiquette	Thursday June 19, 2014 Washington and Seattle Employment Leave

<p>Location: Riddell Williams, P.S. 1001 Fourth Ave., 45th Floor Assembly Room ** Dorsey & Whitney LLP 701 Fifth Ave., Ste. 6100 Time: Noon – 1:00 p.m. (Registration opens at 11:45 a.m.) Registration and payment is due by the Friday prior to the seminar. Checks should be made payable to NALS of Greater Seattle and mailed c/o to: Michelle Hall-Griffith Dorsey & Whitney LLP 701 Fifth Ave., Ste. 6100 Seattle, WA 98104 Phone: (206) 903-2383 Email: griffith.michelle@dorsey.com</p>	<p>Cost (circle one): Member: \$10.00 per seminar only \$15.00 seminar & lunch Non-Member: \$20.00 per seminar only \$25.00 seminar & lunch Please note: Due to limited space, registrations are only accepted upon receipt of payment. Pre-registration for future seminars is highly recommended. Cancellations for a refund must be received by Friday 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. 09/19/13 ___ 10/17/13 ___ 11/21/13 ___ 01/16/14 ___ 02/20/14 ___ 03/20/14 ___ 04/17/14 ___ 05/15/14 ___ 06/19/14 ___ Name: _____ Firm: _____ Address: _____ Phone: _____ Email Address: _____ Amount Enclosed: _____</p>	<p>We are proudly offering the following lunches from Café Sive: Lunch Order: ___ Ham and Cheese ___ Turkey ___ Tuna Salad ___ Veggie ___ Turkey Club ___ Garden Salad ___ Grilled Chicken Caesar Salad ___ Chef Salad (Sandwich or Salad includes a fruit salad, chips and cookie) ___ Café Sive Chicken Teriyaki Bento Box ___ Café Sive Beef Teriyaki Bento Box (Bento Box includes rice, salad, gyoza, California roll) A beverage is included with your lunch. Menu subject to change.</p>

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OCTOBER/NOVEMBER ISSUE OF THE INFORMER**

If you have anything you would like to submit for the October/November Issue of *The Informer*, please email your submission to the Publication Chair at griffith.michelle@dorsey.com, by September 25th.



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