

# NALS OF GREATER SEATTLE

## THE INFORMER



### Cooking Up Success!

By Jessica Smith, Certified PLS, President

The kids are heading back to school, the weather is cooling, and we are beginning to see and feel glimpses of autumn weather. While my favorite time of year is the summer season, I also enjoy the changes fall seems to bring. The changing of the autumn leaves to beautiful, vibrant colors, and the crisp air fills me with excitement for the upcoming year of NALS education and fun! As the seasons change, some of you may be making changes as well. I commend you all for your hard work and dedication to this association and the legal profession; and, to those taking the steps towards certification ~ congratulations and good luck!

As my leadership role in the association starts to change and take flight, I've been actively involved in the "Future Leaders Development Committee". This committee is focused on providing online chats and webinars that can help members grow into leaders ~ if you have found that you want to begin taking the steps towards a leadership role, I encourage you to attend the (free) online education offered. Our goal is to give helpful advice on the NALS Mission, goal setting, running effective meetings, communication, and much more! It would be a dream come true to see more members take the steps towards leadership in the association. Leading and serving on the Board of Directors is a great way to get to know fellow members and share your ideas.

I look forward to the coming season of positive changes within the association, as well as within myself ~ career, personal, and otherwise. I know that the "ingredients" NALS has to offer can help me every step of the way. I encourage you to use the NALS ingredients as well. There is much more to offer than a *membership* ~ we've got education, a vast network of legal professionals, tools to help you grow, and don't forget ~ NALS Pals!



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### UPCOMING EVENTS:

- ❖ September 16, 2010 - NALS of GS Noontime Seminar - KCSC Rules Update, Riddell Williams, Seattle, WA
- ❖ September 17-18, 2010 - NALS of Washington, Fall Education Conference, Best Western, Tukwila, WA
- ❖ October 2, 2010 - NALS of Pierce County - Domestic Violence, Gordon Thomas Honeywell, Tacoma, WA
- ❖ October 2, 2010 - February 26, 2011 - NALS of Washington, Legal Education Course, Perkins Coie, Seattle, WA
- ❖ October 9, 2010 - NALS of Greater Seattle, Court Day, Perkins Coie, Seattle, WA.
- ❖ October 21-24, 2010 - NALS 59<sup>th</sup> Annual National Forum and Education Conference, Branson, MO

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## Excited About the New Year Ahead, Yet?!

By Jennifer Endres, President Elect and Membership Chair

On August 19, 2010 NALS of Greater Seattle held its annual Meet & Greet. The turnout was great! The pizza was fantastic, the vendors and sponsors were on display and the NALS of Greater Seattle Board Members were on hand to answer any questions students, members, and non-members had. If you attended, I hope you found it informative and enlightening regarding what NALS can do for you and your legal career. I truly enjoyed meeting lots of new people and can't wait to do it again next year! If you were there this year, I hope to see you again next year as an active NALS member, if you were unable to attend this year, I hope to get the opportunity to meet you next year.

Now, on to the next best thing! NALS of Greater Seattle just hosted their annual "Kick-Off" meeting. It was a fabulous event with a night of bowling, pizza, and laughter.

Also, remember, every event you attend this year gets your name entered into a drawing at the end of the year. You're not going to want to miss out on the fabulous prize that will be given away! I hope to see all of you soon!



## From the Treasurer

By Christie Reynolds, Certified PP, PLS, Treasurer

By now you have probably heard about the new rules that went into effect August 22, 2010 regarding credit card protections for consumers. This is the second set of regulations enacted this year implementing the Credit Card Accountability, Responsibility, and Disclosure Act (the Credit Card Act) passed by Congress in 2009.

Under the new rules credit card companies are now required to charge reasonable penalty fees, provide an explanation of annual percentage rate (APR) increases, and reevaluate APR increases every six months. In addition credit card companies are now prohibited from charging inactivity fees and from charging more than one fee for a single transaction.

For more in-depth information on the August 22 rules and those implemented in February 2010 please see the Federal Reserve Bank's *Consumers Guide: Credit Cards* [FRB: Consumers Guide to Credit Cards](#). This guide also contains information on many other aspects of credit cards, including prudent advice on managing your credit.



## NALS of Greater Seattle Member Spotlight

By Celine Straub, NALS of Greater Seattle Member

**Your name:** Samantha Taylor

**Your firm:** Stoel Rives LLP

**Your title:** Legal Secretary

**NALS Member since:** 2008

**Current and previous NALS positions held:** None

### Education/Certifications:

I have my Bachelors Degree in English from Seattle University and I completed the Paralegal Certificate Program at University of Washington in 2009.

### My favorite thing about NALS is:

The noontime seminars! The networking and newsletters are great too.

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

Not many people know that years ago I inline speed-skated (rollerblades not ice-skates) with Apolo Ohno and even went to Olympic Training Camp in Colorado.

### What do you like to do for recreation?

My husband and I got a vizsla puppy in December last year and we spend most of our free time trying to wear him out before he wears us out! I also like to run and hike. I just recently finished the Seattle Rock 'n' Roll 1/2 Marathon in June. I always have my nose in a book and I enjoy cooking (or trying to cook) as well.

### What you like most about your job?

In August of 2009 I started working in the Intellectual Property group here at Stoel. I love the independence of the work that I do. Most of all I love being challenged to learn a new area of law and taking on more responsibility. It's been a great change for me!

### What do you like about working in downtown Seattle?

I love that Seattle is small enough that it has a good legal community and big enough that there is always a new opportunity around the corner and room for growth. There are quite a few good places for lunch time shopping too!

### What are your career goals?

I'm working towards becoming a patent paralegal at my current firm.

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

I have a lot of different interests so it's hard to pick one! It probably would have something to do with animals or books though - a high school English teacher or a veterinarian.



### How did you hear about NALS?

Quite a few of my coworkers are members of NALS and I've always heard good things about it so I decided to join.

### Where would you most like to live?

I would love to live somewhere with more sun and less rain so that I could do more activities outdoors throughout the year - without coming home soaked! My family and friends are all here in Washington though and that would make it very hard to move elsewhere.

### Where is your favorite place to vacation?

Maui is my favorite place to vacation so far. The plane ride isn't overly long, there's lots of sun and plenty of relaxing!

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

My coworker Lora Oldman

## “Thanks for the Memories, Awfully Glad I Met You

### Cheerio and Toodle-oo”

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



We held our 2010 Meet and Greet at Stoel Rives LLP on August 19, 2010. I was surprised at the number of students who attended and am thankful to them for showing their support and interest in NALS! Plus, I got to network with long standing members, new members and potential members, and learned about the new products our sponsors and vendors had to offer our legal professionals.

Our sponsors were: Robert Half Legal; Jeff Cobb from Cobb and Company; Naegeli Reporting Corporation; ABC Legal Services; and Sound Legal Copy. Complete Office made their debut as our vendor, but they are not new to NALS. I met them in June at our NALS Region 7 conference and knew I had to invite them to our Meet & Greet.

Greg Walther and from Robert Half International has been a long supporter of NALS and this year, he brought his new employee, Jeremy Lawrence, who promised he would be at our NALS of Greater Seattle Kick-Off meeting on September 10th to enjoy bowling. Robert Half International specializes in staffing services, providing law firms and corporate legal departments with attorneys, paralegals and legal support personnel on a project and full-time basis.

Chris Rigger and Brenda Pierce joined us from Naegeli Reporting Corporation. Naegeli Reporting Corporation provides court reporting, legal videography, trial presentation, videoconferencing, legal copying and scanning, and interpreter services. They brought their entertaining lawyer dolls and everyone had chance to get a crack out of them. Plus, Naegeli had a drawing for their Paralegal t-shirt and Melissa McTighe won! I have two of the Legal Assistant t-shirts and have had many compliments on my shirt. What a great way to advertise!

Jeff Cobb from Cobb and Company was kind enough to bring energy snacks to help us through the day. He has been in the legal business for years, and knows how a day can go long after stuffing yourself with pizza! Thank you Jeff for your support!

ABC Legal Services delivers quality, service, and value in legal support services to private and public legal organizations nationwide. They run documents around the world on foot, bike, and car or via the internet. Birnie from ABC Legal Services handed out witty and colorful t-shirts. I know I will remember my t-shirt because of its witty slogan "Jack be nimble, Jack be quick, Jack writes lines of code that are sick!" Everyday, I work with

documents full of codes and styles that help my day go by fast! That's the joy of being a legal professional; always having something challenging and learning new things each day. ABC Legal Services continues to support NALS by distributing our flyers and we are always thankful!

Sound Legal Copy copied the Meet and Greet flyer and works exclusively with the legal community, photocopying legal, confidential files and documents. They take great care to ensure that your originals are returned to you in the condition received and the project delivered exceeds your expectations.

Complete Office has everything for your business. They offer the best possible prices on all of your business supply needs! Rob Kenney and Aaron Cook from Complete Office were kind enough to share their Keurig Brewer free of charge! I had a chance to taste the Caramel Vanilla Cream and it was hard not to have another cup. I need Complete Office right now, for one of those delicious K-Cup Selections. I know I would be the envy of the office if I had one at my desk all the time...hint hint!

We thank all our sponsors and vendors for their generous contributions. Thanks to the Board for pulling it all together and for all the members who came and showed how NALS is a great organization. Thank you all for being such good members of Greater Seattle. And of course thank you to Stoel Rives LLP for hosting the Meet and Greet. I look forward to meeting more members at the September Kick-Off Meeting; Bowling on September 10, 2010 at West Seattle Bowl, from 6:00 p.m. to 9:00 p.m.



## Will Your Case be Chosen?

By Amylyn Reidling, Certified PLS, Education Director

In case you missed the Clerk's Office Alert on August 24, 2010, King County Superior Court is starting an early mediation pilot project. The pilot project will go for approximately 2 months. King County hopes to have 1,800 cases in the pilot program.

The goal of the pilot program is to encourage parties in lawsuits to look at early settlement possibilities, and in turn, reduce the number of cases that settle close to, or during trial. Having parties focus on settlement early on in the process can help a case, even if it does not settle. Learning what the drivers are for a party, both your own and the opposing party, can help both sides reach a resolution to the matter sooner rather than later. Parties are also more willing, and able, to settle disputes before they have spent money for rounds of discovery, depositions, experts, etc.

For those of you who are not on the list serve for the King County Superior Court Clerk's Alerts, I have attached the alert to this article for your review.

Don't forget that there are new rules in effect on September 1, 2010. For all of the changes and information about how the changes will impact your firm's practice, come and join us on September 16, 2010 for the NALS of Greater Seattle noontime seminar with Teresa Bailey, Deputy Director of the King County Superior Court.

For more information on the September noontime seminar, or future noontime seminars, go to the NALS of Greater Seattle website at [www.nalsofgs.org](http://www.nalsofgs.org).

## MAXIMIZE YOUR POTENTIAL with NALS certifications

Offering three certifications for members of the legal community NALS has something for you. 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](http://www.nals.org)



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



## Leading Yourself

It's a concept that's been around for ages—*leadership for the self*.

- St. Augustine said, “Conquer yourself and the world lies at your feet.”
- Miguel de Cervantes said, “Make it your business to know yourself, which is the most difficult lesson in the world.”
- And most recently, Vince Poscente said, “Before anyone can reach his full potential as a leader, he must first be a leader to himself.”

While this notion is not new, the way that Poscente presents this empowering idea in his book *The Ant and the Elephant* is refreshingly unique. Weaving a clever parable around profound concepts that can have an immediate impact on our lives and the lives of our organizations, Poscente demonstrates how we can unite the powerful forces of conscious and subconscious thought to reach our peak performance levels. Enjoyable, insightful, and eye-opening, *The Ant and the Elephant* teaches how to put into practice what great minds have known: *to lead others you must first be able to lead yourself*.

### Excerpted from *The Ant and the Elephant*

Before anyone can reach his full potential as a leader, he must first be a leader to himself. He must capitalize on innate talents and strengths, challenge the habits that hinder his growth and manage the fears and negative emotions that frequently keep him from realizing his goals.

As you know, our minds function in two distinct spaces—conscious and subconscious thought. Our “ant” is the intentional part of the brain—houses our critical, analytical thoughts. Our “elephant,” however, is the instinctual, impulsive part of the brain—it houses emotions and memories and even guides the body to perform its vital functions. While we tend to know our conscious minds—or ants—rather well, we often overlook the power of our elephantine subconscious minds. Unfortunately, when we do, we squander a wellspring of human potential.

Imagine a tiny ant on the back of a massive African elephant. No matter how diligently that ant marches east, if the elephant he sits upon travels in the opposite direction, the ant will end up even farther west than his starting point. Similarly, we will find ourselves receding from our goals if our conscious and subconscious minds are not aligned. What elephant-like aspects of our personalities hold us back from meeting challenges? How do our emotions get in the way of our ability to act and communicate effectively? What does it truly mean to commit to realize a dream?

A good leader may recognize that he indulges elephant-like habits that keep him shy of his goal—but a great leader does something about it. He confronts the behaviors and routines that keep his subconscious stuck. He works to refashion deep-seated beliefs, attitudes and truths so that they support his conscious efforts. The great leader conquers his hidden fears, antes up and makes an emotional investment in his vision to show others the way to success.

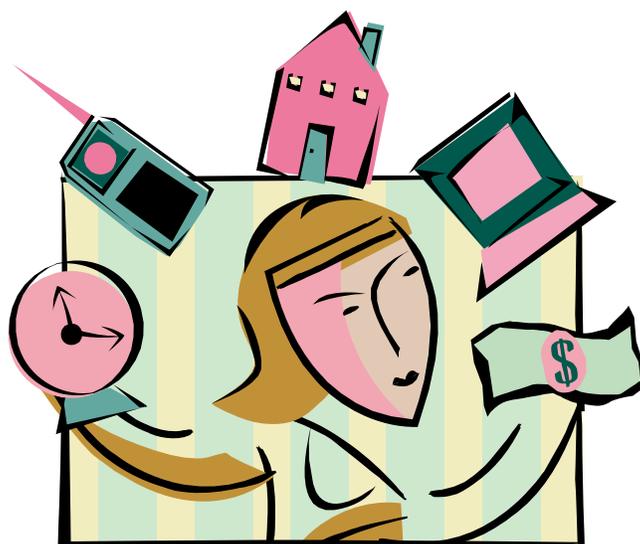
## Time Management in 60 Seconds!

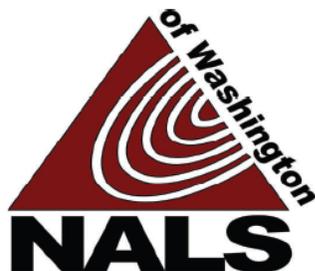
By Kathy Cusack, Certified PLS, Immediate Past President

In our stressful, fast paced world we live in, I found this interesting article – Things we can do in just 60 seconds. In 60 seconds or 1 minute of your time you could:

- |  |  |
|--|--|
| Empty the waste baskets                    | Water the flowers and plants                         |
| Clean the bathroom mirror                  | Sweep the floor                                      |
| Change the vacuum cleaner bag              | Throw a load of laundry in the dryer                 |
| Wipe off the kitchen stove                 | Clean the TV screen                                  |
| Wipe the keys on the piano or organ        | Clean the telephone                                  |
| Hang up a jacket                           | Add appointments to a calendar                       |
| Throw newspapers in the garbage            | Wipe off the microwave                               |
| Clean the outside of the refrigerator      | Wipe the bathroom countertop                         |
| Wash a window                              | Spray room freshener                                 |
| Change the baking soda in the refrigerator | Deodorize the sink drains with baking soda           |
| Clean out the dryer lint filter            | Fill the humidifier with water                       |
| Dust a ceiling fan                         | Dust mop a floor                                     |
| Clean the garbage out of your car          | Change the deodorizer in your car                    |
| Order new medications                      | Straighten a cupboard                                |
| Re-hang the towels in the bathroom         | Hang up clothes                                      |
| Open a window- for a fresh breeze          | Make a list of 'things to do today'                  |
| Check your appointments                    | Call and make or cancel appointments                 |
| Swiffer dust a table                       | up a bookshelf                                       |
| Straighten up a Coat closet                | Throw a load of wash in the washer                   |
| Wipe the tops of the washer and dryer      | Wipe off the toilet                                  |
| Wash the faucets                           | Change a battery in a clock, remote control or game. |

There are 42 items listed here so, in less than one hour all these tasks could be accomplished. You will have less stress because you will have completed a huge list and then have time for whatever you would like to do with the rest of the day. I plan to try this out and feel good about myself for having finished the 42 tasks in less than one hour. Have fun and start counting the seconds.





# Fall Education Conference

## September 17-18, 2010

### Best Western Hotel

### Tukwila, WA

#### FRIDAY, SEPTEMBER 17, 2010\*

- 1:00 p.m.—2:00 p.m. Registration
- 2:00 p.m.—4:00 p.m. Real Estate—Short Sales
- 4:00 p.m.—5:00 p.m. Registration
- 6:30 p.m.—7:00 p.m. Town Meeting—Catch up on the latest news, welcome first time attendees, hear from State Board of Directors
- 7:00 p.m.—7:30 p.m. NALS of Washington Membership Meeting
- 7:30 p.m.—9:30 p.m. Welcome Reception

#### SATURDAY, SEPTEMBER 18, 2010\*

- |                      |   |                           |
|----------------------|---|---------------------------|
| 8:00 a.m.—8:30 a.m.  | Registration and Visit with Exhibitors            |                           |
|                      | <b>EDUCATIONAL SEMINARS</b>                       | <b>CERTIFICATION CRAM</b> |
| 8:30a.m. —10:00a.m.  | Traditional Schooling vs. Online Schooling        | PP/PLS/ALS Exam Prep      |
| Break                | Visit with Exhibitors                             |                           |
| 10:30a.m. — Noon     | School Records                                    | PP/PLS/ALS Exam Prep      |
| Noon — 1:00 p.m.     | NALS of Washington Luncheon                       |                           |
| 1:00 p.m.—2:30 p.m.  | Bullying  | PP/PLS Exam Prep          |
| Break                | Final visit with Exhibitors                       |                           |
| 3:00 p.m.— 4:30 p.m. | Student Rights vs. Teachers/Administrators Rights | PP/PLS Exam Prep          |

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 Education | Networking | Professional Excellence | Success

REGISTRATION FORM	
(One person per registration. Please type or print.)	
Name:	
Address:	
Phone:	
Email:	
Chapter:	
CHECK APPLICABLE BOXES	
<input type="checkbox"/>	Non-Member
<input type="checkbox"/>	First NALS of Washington Meeting
<input type="checkbox"/> PP	<input type="checkbox"/> PLS <input type="checkbox"/> ALS
EDUCATIONAL SEMINARS	
*Seminar topics subject to change	
Friday	
<input type="checkbox"/>	2:00pm-4:00pm Real Estate– Short Sales
Saturday	
<input type="checkbox"/>	8:30am-10:00am Traditional Schooling
<input type="checkbox"/>	10:30am–Noon School Records
<input type="checkbox"/>	1:00pm-2:30pm Bullying
<input type="checkbox"/>	3:00pm-4:00pm Student Rights
<input type="checkbox"/>	Certification Cram

CONFERENCE FEES	
Includes Friday afternoon seminars, Friday night reception, all Saturday seminars/Cram, and Saturday lunch	
Members	<input type="checkbox"/> \$100
Non-Members	<input type="checkbox"/> \$115
Students/Retired	<input type="checkbox"/> \$90
Saturday Lunch (Guest)	<input type="checkbox"/> \$25
TOTAL CONFERENCE REGISTRATION \$ _____	
Amount of Check Enclosed	\$ _____

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Amylyn Riedling, Certified PLS  
 NALS of Washington Education Director  
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 1191 Second Avenue, Suite 1650  
 Seattle, WA 98101  
 (206) 340-4600

**Cancellation Policy:** If your schedule changes and you contact us at least 5 days prior to the date of the conference (by September 12, 2010), we will offer a refund, less 25% of your registration fee. No refunds will be given after September 12, 2010.

**Overnight Accommodations:**

Best Western River’s Edge  
 15901 West Valley Highway  
 Tukwila, WA 98188  
 1-800-544-9863 or (425) 226-1812  
[www.bestwestern.com/southcenter](http://www.bestwestern.com/southcenter)

Be sure to state that you are attending the NALS of Washington Fall Education Conference

**Room Rates (+tax)**

Single: \$89.99

**Hotel Cutoff:** September 3, 2010

**Directions:**

From I-405 (North or South), take Exit 1 and turn right to the Best Western’s River Edge



\*Due to unforeseen circumstances, the seminar topics are subject to change without notice

## Summary of the NALS of GS Board of Directors Meeting

By Meghan J. Allen, Corporate Secretary and Publication Chair

The monthly meeting of the Board of Directors of NALS of Greater Seattle, held at the offices of Karr Tuttle Campbell on August 12, 2010, was called to order by President, Jessica Smith, Certified PLS, at 12:01 p.m.

Present at the meeting were:

Jessica Smith, Certified PLS	President
Jennifer Endres	President-Elect and Membership Director
Meghan J. Allen	Corporate Secretary
Christie Reynolds, Certified PP, PLS	Treasurer
La Shona D. Fairman, Certified PLS	Marketing Director
Amylyn Riedling, Certified PLS	Education Director
Kathy Cusack, Certified PLS	Immediate Past-President
Arletta Gustafson, Certified ALS	NALS of Greater Seattle Member

### Review and Approval of July 15, 2010 Board of Directors Meeting Minutes

The minutes of the July 15, 2010 Board of Directors Meeting have been approved as corrected.

### Consent Agenda Items

#### A. President

Kick-off Meeting. Jessica led discussion about the Kick-off meeting, which will be held at West Seattle Bowl on September 10, 2010, 6-9 p.m. West Seattle was chosen because a deposit is not required to reserve the lanes. There was discussion about the price we will be charging. It was decided that we will charge \$25 for members, non-members, and students.

Membership Meetings. Rock Bottom is able to accommodate us for the two dinnertime CLEs this year.

Website. Arletta led discussion about the update on the website. She asked the board if anyone has received any comments on the website.

There was discussion about the Membership page. We need to make sure the chapter dues and Jennifer's contact information is listed on the Membership page.

Arletta distributed reports from Google Analytics, which shows how many people have viewed the website, the time spent on the website, and which pages were most viewed. There was also discussion about how we could use the reports to figure out how best to direct traffic to certain pages. It was decided that we would review these reports every three months.

Certification. New editions of *Basic Manual for the Lawyer's Assistant* and *Paralegal Today* have been purchased.

#### B. President-Elect/Membership Director

Meet and Greet. Jennifer led discussion about the update for the meet and greet. She has received 20 RSVPs. Amylyn said there are 4 people coming from her firm.

#### C. Treasurer

Dishonesty Bond/Liability Insurance. Christie updated the board on the purchase of the dishonesty bond and liability insurance. She recommended that we purchase the dishonesty bond and not the liability insurance at this time. There was a question of whether the dishonesty bond separately and liability insurance could be purchased separately. Christie said that we cannot separate the general liability and professional liability, but the dishonesty bond can be purchased separately.

It was decided to let Christie start the process of purchasing the dishonesty bond.

#### D. Education

Summer School. Amylyn said that she has received 17 registrations for the August 26<sup>th</sup> summer school. Riddell Williams is also very excited about the summer school session as well.

#### E. Marketing

There was discussion about the changes that needed to be made on the kick-off meeting flyer. La Shona said that she will make recommended changes.



## Eula Mae Needs Your Help!



This year - due to the economy - Ms. Eula Mae decided to come out of retirement and has taken on a part-time job working for her old boss' son. While she has kept up on her technology and updates in the laws, she is having a hard time understanding her new boss' dictation. Can you help translate what he is saying? Ms. Eula Mae has bolded the phrases that she knows are incorrect - but these are the most she can make of them.

Here is the information that Ms. Mae needs help with. Ms. Mae has removed all identifying names and information, so she could send it on to her NALS pals to see if they had any ideas.

The first person who identifies all seven phrases that Ms. Mae did not catch in the dictation, will win a free admission to a noontime seminar! Send your answers at <http://www.nalsofgs.org/publications.html> Good Luck!!

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

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

### Ms. Eula Mae's Dictation Project #2

This is a letter to Mr. Anderson at the **Hint Earn Hall Rougher New Sir Face**. You will need to research his address in Ogden, Utah. I am fairly certain that he submitted a **Chain Solve Fad Dress** notice to us in the last six months. Unfortunately, our office suffered from a **Come Pew Turf High Russ** about three months ago, so you will have to make sure to look through the physical file for that information.

**Dawned Hey Guinea Chants His**, please see that this letter sent is by email, as well as Certified Mail, Return Receipt.

Dear Mr. Anderson:

I am writing to enquire about the status of my clients' matter from 2008 with your office. As we discussed, my clients placed **I'm Ill Yon Dull Hers** in their respective accounts for which you were given the account statements for over nine months ago. As I have told you many times in the past, there is a clear chain regarding my clients' assets, especially their investment in **Hammer Sunned Hot Calm**.

Please advise me of the status on their matter within your office. If there are additional documents that you require to come to a resolution regarding this matter, please do not hesitate to contact me directly.

**THANK YOU NALS OF GREATER SEATTLE  
MEMBERS, VOLUNTEERS AND PAST  
OFFICERS FOR YOUR CONTINUED  
DEDICATION AND SUPPORT!**

**NALS LEGAL TRAINING COURSE**  
**October 2, 2010 – February 26, 2011**  
**9:30 a.m. – 12:00 noon**

**SCHEDULE**

*October 2, 2010 – Overview of the Course and Orientation*

*Ethics* – Review of how ethics govern all individuals working in the legal profession.

*The Law Office & Computers in the Law Office* – Discussion of basic professional requirements of an assistant. Overview of computer components, major features of word processing, and other computer applications, such as e-mail, scheduling and docketing, and case management.

*Accounting* – Learn the fundamentals of accounting to understand and maintain an accounting system.

*Oral and Written Communications* – Review of grammar and written communication skills.

*Preparation Of Legal Documents & The Law Library* – This class will cover, among other things, the preparation of legal documents, margins, tab settings, spacing, typing drafts, signatures, executing documents, conforming, legal citations, citation sentences, elements of case citations, and abbreviations for Reporters, states, months of the year, and subdivisions. Learn about using a law library and legal research.

*The Courts/Criminal Law* – Review of judicial branch of government. Learn about criminal law and procedure.

*Litigation and Torts* – Learn about the steps in a civil lawsuit where a private party brings suit against another to resolve a dispute.

*Family Law* – Basic information on family law, includes any current changes.

*Real Estate* – Learn about real estate transactions, including financing and deeds.

*Estate Planning* – Presentation on preparation of wills and trusts, and Elder Law.

*Estates and Guardianships* – Learn about probating a will and handling guardianships.

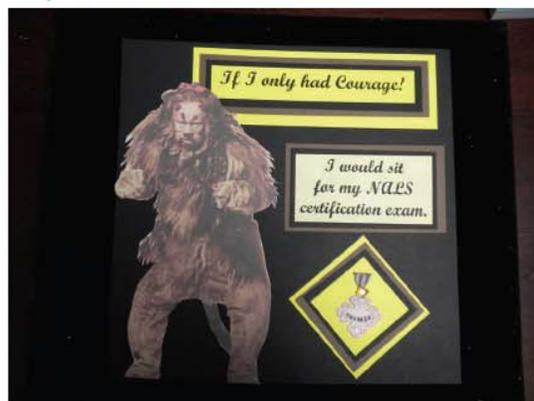
*Contracts* – Learn about types of contracts, essential elements of contracts.

*Business Organizations* – Discussion of the structures for doing business and business organizations.

**February 19, 2011 – Review**

**February 26, 2011 - Final Exam**

**March 5, 2011 – ALS Exam**



NALS of WASHINGTON  
BASIC LEGAL TRAINING COURSE

**TO BE HELD AT:**

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

**REGISTRATION FORM**

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

The legal course is designed for individuals who have little law office experience or whose experience has been limited to a specialized area of the law. It provides basic training for legal professionals and is beneficial in preparing for either the NALS ALS certification exam or NALS PLS certification exam.

*Registration deadline: September 18, 2010*

Registrant	Registration Fee	#	Total
Non-Member	\$250		\$ _____
Member	\$200		\$ _____
Late Fee	Postmarked after September 18, 2010		\$ 25.00
	TOTAL		\$ _____

**Make checks payable to  
NALS of Washington**

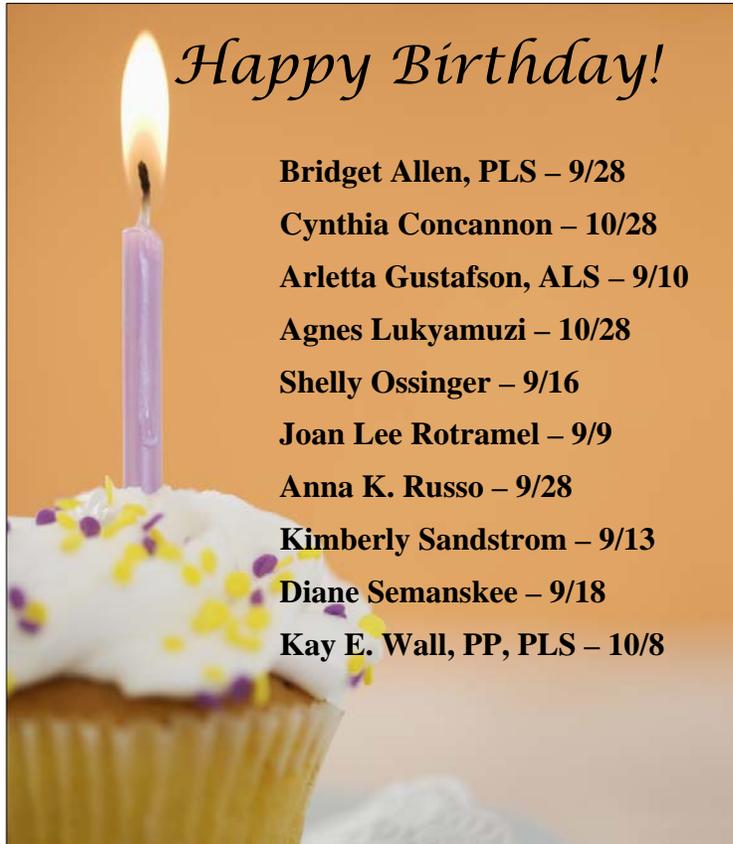
**Send registration to:**

Shirley Schmit, PP, PLS  
17924 87<sup>th</sup> Ave. SE  
Snohomish, WA 98296  
Phone: 360-668-4208  
Cell: 206-755-3066  
E-mail:  
samschmit1@yahoo.com

**Cancellation policy:**

**No refunds will be given after September 18, 2010. Any cancellations prior to September 18, 2010 will be subject to a cancellation fee of \$75.00.**





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

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

## NALS of Greater Seattle Want-Ads

### INTERESTED IN GETTING INVOLVED IN NALS?

Are you a certified member? Do you like helping people achieve their goals? If so, we have a wonderful opportunity for you! NALS of Greater Seattle currently has an opening for the position of Certification Director. It's a great position to hold on the Board of Directors ~ you assist in organizing study plans and study groups for examinees sitting for upcoming certification exams. It's a wonderful way to help your fellow members become certified! Please contact Jessica G. Smith at [jsmith@karrtuttle.com](mailto:jsmith@karrtuttle.com), or (206) 224-8296 if you are interested. Thank you!

### CERTIFICATION EXAM ADMINISTRATOR: NALS of GS

NALS of Greater Seattle is seeking a Certification Exam Administrator. If you are a certified member, this job is for you! The requirements are simple: the administrator assists in finding/providing a location, as well as administer the exam on the specified testing dates in September and March. Please contact Jessica G. Smith at [jsmith@karrtuttle.com](mailto:jsmith@karrtuttle.com), or (206) 224-8296, if you are interested. Thank you!



... the association for legal professionals

## DOMESTIC VIOLENCE

Presented by:  
NALS of Pierce County

WHEN: SATURDAY, October 2, 2010  
 WHERE: GORDON THOMAS HONEYWELL  
 1201 Pacific Avenue, Suite 2100  
 Tacoma, WA 98402  
 TIME: 9 a.m. to 3:30 p.m.  
 COST: \$30 (breakfast fruit/pastries and lunch  
 are included)

- Lynne Berthiaume, Forensic Nurse Specialist and Certified Nurse Legal Consultant
  - Patricia Gaspar, RN, MN, SANE-A, Clinical Nurse Specialist, Forensic Nurse Examiner Service, Multicare Health System
  - Pierce County Sherriff's Department Sergeant Roland Bautista
  - Attorney Susan Adams, Director Crystal Judson Family Justice Center
- \*Seminar topics and speakers subject to change\*

Mail your reservation and check made payable to NALS of Pierce County, to: Dara Tremblay, PLS, 4616 North 30<sup>th</sup> Street, Tacoma, WA 98407 by **Wednesday, September 30, 2010**, or email confirmations to [dwtremblay@yahoo.com](mailto:dwtremblay@yahoo.com). Questions? Call Dara at 253-370-7337. Cancellations must be received by September 30, 2010 to receive a refund.

REGISTRATION FORM:

Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 PP \_\_\_\_\_ PLS \_\_\_\_\_ ALS \_\_\_\_\_

NALS Member: \_\_\_\_\_ Yes Chapter: \_\_\_\_\_ No

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

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

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\*Note: 10% Discount will apply for the companies who sponsor any part of two or more meetings and/or provide goods or services to NALS of Greater Seattle, which reduces expenses. Contact La Shona D. Fairman, Certified PLS, 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 November/December Issue of *The Informer*, please Email your submission to the Publication Chair, Meghan J. Allen at [mallen@lesourd.com](mailto:mallen@lesourd.com), by October 25, 2010.



#### 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!*

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