

Legal Personnel of South Central Wisconsin

www.lpscw.org

MANDATUM



October 2009
Vol. XLV, No. 2

LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN MEETING NOTICE

November 11, 2009

Place: The Edgewater
666 Wisconsin Ave.
Madison, WI

Speaker: Timothy D. Edwards, Attorney at Axley
Brynelson, LLP & Adjunct Professor at
UW-Madison Law School

Time: 5:30 p.m. – Attitude Adjustment
6:00 p.m. – Food Will Be Served
6:45 p.m. -- Program

Cost: \$17.50

Menu: Chef's Choice Buffet

RESERVATIONS ARE DUE BY NOON

Monday, November 9, 2009, to:

Deborahdawson61@yahoo.com

or

(608) 283-6701

LPSCW OFFICERS 2009-2010

PRESIDENT

Hilary Williams
(608) 258-4335
hwilliams@foleylaw.com

PRESIDENT ELECT

Vacant

SECRETARY

Deborah Dawson
(608) 334-9191
Deborahdawson61@yahoo.com

TREASURER

Phyllis DeGraff, PP, PLS
(608) 755-8109 ext. 112
pdegraff@nowlan.com

MARKETING DIRECTOR

Deborah Taugher
(608) 258-4376
dtaugher@foleylaw.com

EDUCATION DIRECTOR

Renae Ehle, PP, PLS
(608) 754-4617
rehle@cdtlaw.com

MEMBERSHIP DIRECTOR

Sonja Schade
(920) 992-6647
schade_sonja@yahoo.com

LPSCW 2009-2010 PROGRAMS

9/09/09	Topic: Social Networking Speaker: Kate Scoptur, Director of Client Relations at Axley Brynelson, LLP
10/14/09	Topic: Court Observance Week – A <i>Look at the Court from a Judge’s View</i> Speaker: Hon. Julie Genovese Circuit Court Judge, Branch 13 Location: Foley & Lardner LLP, Madison, WI
11/11/09	Topic: <i>Legal and Professional Ethics</i> Speaker: Atty. Timothy D. Edwards, Axley Brynelson, LLP Location: Edgewater, Madison, WI
12/09/09	Business Meeting/Holiday Gathering Location: Murphy Desmond, Madison, WI
01/13/10	Topic: <i>Dane County Circuit Court Procedure</i> Speaker: Carlo Esqueda, Dane Co. Clerk of Circuit Court Location: Edgewater, Madison, WI
02/10/10	Topic: TBD Speaker: TBD Location: Edgewater, Madison, WI
03/10/10	Topic: <i>Both Sides of the Cubicle, From Paralegal to Attorney</i> Speaker: Atty. Carol A. Chapman, Axley Brynelson, LLP Location: Edgewater, Madison, WI
04/14/10	Annual Business Meeting Location: Foley & Lardner LLP, Madison, WI
05/12/10	Installation of Officers/ Member Recognition Location: Edgewater, Madison, WI
6/09/10	Roundtable/Planning Meeting Location: TBD

DATES TO REMEMBER

- November 11, 2009 – LPSCW Educational Meeting,
Edgewater, Madison, WI
- December 1, 2009 – Changes to Federal Rules of Civil
Procedure go into effect
- December 5, 2009 – WALP Board Meeting,
MATC – Madison, WI (hosted by LPSCW)
- June 5, 2010 – Susan G. Komen Race for the Cure
Madison, WI

PRESIDENT’S MESSAGE

Dear Members:

At our October meeting we were honored to have Judge Julie Genovese speak to our group for Court Observance week. It was really great to meet "Judge Julie" and speak with her on a personal level.

Once again our fall nut sale is underway. Please try to return your money to Karen Dempski at the November meeting. Contact Karen Dempski, PLS with any questions (Kdempski@perkinscoie.com).

As many of you are aware, our Chapter is hosting the WALP December educational seminar and Board meeting. Please consider attending to show your support for President Beth Koerber, PP, PLS.

Sent along with the *Mandatum* are changes to several Federal Rules of Civil Procedure (FRCP), which take effect on December 1, 2009. Please take a minute and look over these changes. You may find that your work will be affected by these changes.

Last, a number of you have requested educational credits for Ethics, and you shall receive just that at our November meeting. Please join us to hear Attorney Timothy Edwards talk about legal ethics issues. This would also be a really great opportunity to invite a guest along. Inviting a guest to attend is just one way we can "Think Big."

Hilary Williams
LPSCW President

MEETING MINUTES

LPSCW MEETING
October 14, 2009
Madison, Wisconsin

The meeting was called to order at 6:30 by President, Hilary Williams.

Roll call was taken.

Officer's Reports:

Minutes: The September minutes were printed in the Mandatum and were approved as printed.

Treasurer: The Treasurer's Report was presented and reviewed. There was discussion about the nuts fundraiser and payment for the nuts from LPSCW funds. Report was filed subject to financial review.

Membership: As of October 13, 2009, we have 30 members in our local chapter. There are 105 members in the State Association. Brenda Johll announced that Region 5 is in the lead for membership.

We have two new members, Linda Greene and Rhonda Hampton. Rhonda is interested in studying for certifications and she will be put in touch with Education Director, Renae Ehle.

An e-mail was sent to all members regarding the update to the Membership Directory. Any changes need to be to Sonja Schade by 10/22/09.

Sonja announced that Hilary Williams was chosen to receive a WALP SOAR (Something Outstanding Association Related) award.

New Business:

Nut Sale: Karen Dempski is handling the nut sale and the nuts were distributed at the October meeting. The money is due at the November meeting and will be repaid to LPSCW's account at that time. Thanks to Karen for taking the lead on this.

WALP: The WALP Winter Meeting: The WALP winter meeting will be held on December 5, 2009 at MATC. The theme will be ethics and we are applying for CLE credits from the State Bar. Discussion ensued regarding whether or not to have a mini mart and door

prizes. No firm decision was made on either of those issues.

CLE: Certifications for the September meeting are still needed for those who attended. The certifications for the October meeting were handed out following the presentation by Judge Julie Genovese.

Announcements:

Phyllis DeGraff attended the Greater Milwaukee Circuit Court Seminar on October 12 in celebration of Courts Observation Week. She shared with the members the interesting aspects of how the Milwaukee Circuit Court operates and the large volume of cases it handles on a day-to-day basis.

NALS: Brenda Johll attended the NALS Education Conference & National Forum in Irvine, CA. There was an emphasis on greening the office. Twitter was also discussed as a way to communicate to members. Also discussed at Irvine was the changing role of the Legal Secretary position in the law firm.

LPSCW Educational Meeting is November 11, 2009, at The Edgewater. Attorney Timothy Edwards from Axley Brynson will speak about Ethics.

NALS Professional Development Conference in Tulsa, OK is March 11-13, 2010.

Meeting adjourned at 6:51 p.m.

Submitted:
Deborah Dawson, Secretary

Approved:
/s/
Hilary Williams, President

FUNDRAISING

Please bring all proceeds from nut sale to November meeting.

Karen Dempski, PLS



NALS/REGION 5/STATE NEWS

NALS

*A Few Highlights from Irvine by Brenda Johll, PP, PLS
(Part 1 of 2 Parts)*

Start recruiting on November 1. YOU CAN GET YOUR NATIONAL DUES WAIVED!!

NALS members that signs up five NEW members within a 12 month period, beginning November 1st, will get their national dues waived for the year (this excludes state and local dues). The five new memberships must be in the same category of membership as the waived member, for example if you are a regular member who pays \$98 national dues then you must sign up five new members in that same category. The new members must report you as their sponsor when they submit their application to NALS and you must fill out the waiver that COMES IN your renewal notice when your Dues are due. On the waiver form you will indicate all five NEW members by name that you sponsored and submit it back to NALS. As long as everything matches up and all five new members have been acquired within a 12 month period then your national dues will be waived for the year and you will only be required to pay your state and local dues along with submitting the completed waiver form. The five individuals you list must again be in your same category of membership and they must have listed you on their application as their sponsor. This Campaign begins November 1, 2009 and will run for a minimum of two years.

Then Pay It Forward, tell the five members you signed up that they too can get the following year's dues waived if they sign up five new members. Let's get excited about our association and share it with others that can benefit as well!

AND the Award of Excellence winner is . . . Karen McElroy, PP, PLS

Region 5

See attached poster regarding "Thing Big."

State

A reservation form for December WALP meeting to be held in Madison (and hosted by LPSCW) will be sent shortly.

This is an important meeting as we will be electing the WALP officers for 2010-2011. Only members who attend this meeting will be able to vote.

PROFESSIONAL ACHIEVEMENTS OR PERSONAL ACCOMPLISHMENTS

Congratulations to Hilary Williams for her being awarded the Wisconsin Association of Legal Professionals "SOAR" Award.

NALS Online Learning Center

Be sure to check out the learning center for upcoming programs and certification testing schedule at www.nals.org.

SPEAKER RECAP

Our speaker in September was Kate Scoptur, the Director of Client Relations at Axley Brynelson, LLP. Kate provided us with information regarding social networking. She brought us up to date on the value of using Facebook, Twitter, and LinkedIn, and how these tools can keep us current, whether it be work or personal related.

Our speaker in October was the Honorable Julie Genovese, Circuit Court Branch 13 Judge. Prior to her election to the bench, Judge Genovese was a private practice attorney and mediator for employment and civil rights cases, a trial attorney with Foley & Lardner (Madison's first woman litigation partner), a lecturer at the UW-Madison Law School and a special investigator with the Office of Lawyer Regulation.

Judge Genovese gave us some insight into the workings of the Dane County Court system and her duties as a criminal judge. One tip we received – all documents for filing should be sent directly to the Judge's Clerk, not the office of the Clerk of Circuit Court.

NOMINATIONS & ELECTIONS

Attached is a nomination form for you to complete and return to me by November 30th. Although the form requests that you ask your nominees if their name can be placed on the ballot, if you would prefer that I contact them I would be happy to do so.

A ballot will be printed in the December *Mandatum* and we will be electing our 2010-2011 officers at the December meeting.

This is YOUR Association, so please consider nominating yourself or a fellow member of LPSCW to serve as an officer/director for 2010-2011!!!

Thank you.

Gail Wolfe
2008-2009 LPSCW President

RACE FOR THE CURE



Announcing the first-ever Susan G. Komen Race for the Cure® “Vote 2010 Race Shirt”

For the first time in Susan G. Komen Race for the Cure® Series history we are asking YOU to choose the T-shirt that more than 1.5 million participants will be wearing in our 2010-2011 Komen Race for the Cure Series. Susan G. Komen for the Cure® has created three designs that represent the spirit of our Race for the Cure and are leaving the final decision up to YOU.

Your vote also makes an impact locally. 75% of the proceeds raised in our service area will stay in the community and all donations are tax-deductible. With every vote, we get one step closer to our vision: a world without breast cancer.

Follow these easy steps to vote:

Step #1 - Visit www.komen.org/raceshirt

Step #2 - Make a donation (\$5 minimum) to cast your vote. Remember the T-shirt design with the most funds raised by the end of the contest will win, so we encourage you to donate above the minimum. Every dollar counts and is a tax deductible donation to Susan G. Komen for the Cure®!

Step #3 - Spread the word! Forward this email your friends and family and encourage them to vote for their favorite design, too!

The polls open October 1st and the deadline to vote is November 8th at midnight Pacific Time, so VOTE TODAY!

**Submission Deadline for
Next Issue
is November 23, 2009**

NALS Code of Ethics

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall

- Encourage respect for the law and the administration of justice;
- Observe rules governing privileged communications and confidential information;
- Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.

Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by the NALS and accepted by its members to accomplish these ends.

Canon 1. Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 2. Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of the association and the legal profession.

Canon 3. Members of this association shall avoid a conflict of interest pertaining to a client matter.

Canon 4. Members of this association shall preserve and protect the confidences and privileged communications of a client.

Canon 5. Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

Canon 6. Members of this association shall not solicit legal business on behalf of a lawyer.

Canon 7. Members of this association, unless permitted by law, shall not perform paralegal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 8. Members of this association, unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.

Canon 9. Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

Canon 10. Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.

NALS MISSION STATEMENT

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. It 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.

IF YOU HAVE ANY QUESTIONS OR COMMENTS REGARDING THE MANDATUM, PLEASE CONTACT GAIL WOLFE AT 608.755.8100 OR gkwolfe@nowlan.com.



THINK BIG: IT'S ON!

Ready? All you have to do is participate in this fun and fabulous contest for October 2009!

Set? The first 7 people to join the NALS community group for Region 5 (*5 is Fabulous*); attend a chapter meeting; bring a guest to a chapter meeting; attend a state meeting; attend an OLC class; renew your membership; recruit two new members; recruit a new student member; renew your student membership; or attend a Court Observance week event.

GO! Now that you are *in it to win it*, your name goes into the drawings for these fabulous prizes: \$25 gas gift card and/or a \$25 Starbucks gift card!

RULES: For details on how to *Think Big!* and join our fabulous contest, please contact Brenda Johll at region5@nals.org. Please provide a copy of the attendance roster as proof of your having attended one of the above events.

LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN
OFFICER NOMINATION FORM
2010-2011

You must be a member in good standing to nominate a candidate for officer of Legal Personnel of South Central Wisconsin

TO NOMINATE A CANDIDATE, DO THE FOLLOWING:

1. VERIFY with your candidate that she/he is a member of Legal Personnel of South Central Wisconsin.
2. ASK your candidate if she/he is willing to be considered as an officer.
3. IF THE ANSWERS TO #1 & #2 ARE YES, you may submit their names on the form below.
4. THE NOMINATOR MUST SIGN & DATE THIS FORM
5. FORWARD TO:
 - a. Mail to Gail Wolfe, P. O. Box 8100, Janesville, WI 53547-8100;
 - b. or fax to 608.755.8110, Attn: Gail Wolfe;
 - c. or e-mail to gkwolfe@nowlan.com
6. DEADLINE: November 30, 2009

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NOMINATIONS

PRESIDENT-ELECT: _____

VICE-PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

EDUCATION DIRECTOR: _____

MARKETING DIRECTOR: _____

MEMBERSHIP DIRECTOR: _____

Member Name (print): _____

Member Signature*: _____ Date: ____/____/____

* I have asked all the above candidates and they have agreed to the nomination.