

# Legal Personnel of South Central Wisconsin

www.lpscw.org

## MANDATUM

February 2011  
Vol. XLVI, No.6



### President's Message



It's official! We are now half way through the school year, and half way through the LPSCW year. As they say, time flies when you are having fun. I'm not so sure my kids would say it has been fun, but I hope all of you are enjoying our

LPSCW year.

Congratulations to our new officers! Thanks to everyone who stepped up to the challenge. I know that each of you will enjoy serving and will continue on with the great tradition that is LPSCW. I would suspect President-Elect Gail will be looking for volunteers to serve on committees, so I encourage everyone to take a chance and try something new.

We continue planning the 2011 WALP Annual Meeting and Educational Conference. Volunteers are always welcome. I am trying to schedule a meeting that simply discusses the annual meeting and status of

See President's Message on Page 2

### Inside this issue

- 1-2 President's Message
- 1 Meeting Notice
- 2 2010-11 Program
- 2-3 2010-11 Officers
- 3 2010-11 Committees
- 3 From the Secretary
- 3 Nominations & Election Committee
- 3 Scholarship Committee
- 4 Member of the Year
- 4 Dates to Remember
- 4 WALP News
- 4 NALS Professional Development and Education Conference

### February 9, 2011 Meeting Notice

Topic: *A View From the Bench: Experiences of a Dane County Circuit Court Judge*

Speaker: The Honorable Maryann Sumi  
Dane County Circuit Court, Branch 2

Place: Axley Brynelson, LLP  
2 E. Mifflin St., Ste. 200  
Madison

**\*Please see special email from Sonja Schade with contact information for members/guests arriving to the building after 5:30 p.m.\***

Time: 5:30 p.m. – Networking  
6:00 p.m. – Dinner  
6:45 p.m. – Program

Menu: Premium Sandwich Buffet  
from Cranberry Creek  
(includes hot soup and dessert)

Cost: \$11.00/member  
\$12.00/non-member

**RESERVATIONS ARE DUE BY NOON  
Tuesday, February 8, 2011, to:**

Hilary Williams at  
[hlyrwllms@gmail.com](mailto:hlyrwllms@gmail.com) or  
(608) 345-0930

LPSCW's March meeting takes place on the *third* Wednesday of the month, **March 16, 2011**. The March meeting is a planning session for the WALP Annual Meeting and will take place at the Sheraton Madison Hotel.



**President's Message** *continued from Page 1*

planning at this time. I will let everyone know that date once it is scheduled.

Just a reminder: the WALP spring meeting is February 26 hosted by the Racine/Kenosha association. If you have not received your meeting notice, please let me know. It is a great opportunity to meet the WALP board and members, get some great education, and network. I hope to see many of you there.

See everyone at the February 9 meeting!

Karen Dempski, PLS  
LPSCW President, 2010-11

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**2010-2011 Program**

- 9/08/10    Topic: *First Aid for the Office*  
Speaker: David Williams, EMT-P of City of Middleton EMS  
Location: Foley & Lardner, LLP, Madison
- 10/13/10    Topic: *e-Discovery*  
Speaker: Attorney Timothy D. Edwards of Axley Brynelson, LLP  
Location: Axley Brynelson, LLP, Madison
- 11/10/10    Topic: *Preparing for Trial*  
Speaker: Attorney Jason J. Knutson of Axley Brynelson, LLP  
Location: Axley Brynelson, LLP, Madison
- No meeting in December**
- 01/12/11    Topic: *Current Judicial Issues*  
Speaker: Attorney Thomas J. Basting, Sr. of Midwest Mediation LLC  
Location: Perkins Coie, Madison

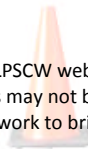
- 02/09/11    Topic: *A View From the Bench: Experiences of a Dane County Circuit Court Judge*  
Speaker: The Honorable Maryann Sumi  
Dane Co. Circuit Court, Br. 2  
Location: Axley Brynelson, LLP, Madison
- \*03/16/11    WALP Annual Meeting planning session  
Location: Sheraton Madison Hotel, Madison  
*\*Please note that this meeting takes place on the third Wednesday of the month.*
- 04/13/11    Annual Business Meeting
- 05/11/11    Installation of Officers/  
Member Recognition
- 06/08/11    Roundtable/Planning Meeting

**No meetings in July or August**

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**Web Site  
Under Construction**

The LPSCW website is undergoing updates and revisions and some links may not be working yet. Thank you for your patience as we work to bring you more dynamic pages than ever before.



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**2010-2011 Officers**

**President**

Karen Dempski, PLS  
(608) 663-7482 (wk)  
[kdempski@perkinscoie.com](mailto:kdempski@perkinscoie.com)

**President-Elect**

Gail Wolfe  
(608) 755-8109 (wk)  
[gkwolfe@nowlan.com](mailto:gkwolfe@nowlan.com)

**Secretary**

Brenda L. Johl, PP, PLS  
[brendajohlpppls@gmail.com](mailto:brendajohlpppls@gmail.com)

**Treasurer**

Phyllis A. DeGraff, PP, PLS  
(608) 755-8109 ext. 112 (wk)  
[pdegraff@nowlan.com](mailto:pdegraff@nowlan.com)

**Marketing Director**

Vacant

**Education Director**

Deborah Dawson  
(608) 283-6701 (wk)  
(608) 334-9191  
[ddawson@axley.com](mailto:ddawson@axley.com) (wk)  
[deborahdawson61@yahoo.com](mailto:deborahdawson61@yahoo.com)

**Membership Director**

Hilary Williams  
(608) 258-4335 (wk)  
[hwilliams@foleylaw.com](mailto:hwilliams@foleylaw.com)

**2010-11 Committees**

- Bulletin/*Mandatum* ..... Sonja Schade
- Certification ..... Deborah Dawson
- Employment ..... Cindy Frank, PLS
- Fundraising ..... Karen Dempski, PLS
- Legal Education..... Crystal Helmeid  
Hilary Williams
- Installation/Member  
Recognition..... Hilary Williams
- Member Services ..... Sonja Schade
- Member of the Year..... Phyllis DeGraff, PP, PLS
- Nominations/Elections ..... Hilary Williams
- Program ..... Deborah Dawson
- Publicity ..... *Vacant*
- Reservations ..... Hilary Williams
- Scholarship ..... Kim Starr  
Sonja Schade
- Standing Rules/Bylaws..... *Vacant*
- Technology ..... Deborah Dawson  
Sonja Schade



LPSCW's March meeting takes place on the *third* Wednesday of the month, **March 16, 2011**. The March meeting is a planning session for the WALP Annual Meeting and will take place at the Sheraton Madison Hotel.

***From the Secretary***

The minutes from the September and October meetings are in process and will be distributed/posted when finished.

-Brenda L. Johll, PP, PLS

***Nominations & Elections Committee***

I'm pleased to announce your 2011-2012 LPSCW Officers:

- President: Gail Wolfe
- President Elect: Brenda L. Johll, PP, PLS
- Secretary: Hilary Williams
- Treasurer: Phyllis DeGraff, PP, PLS
- Education Director: Kim Starr
- Marketing Director: Deborah Dawson
- Membership Director: Sonja Schade

-Hilary Williams, 2010-2011 Membership Director

***Scholarship Committee***

The annual LPSCW Scholarship award is for students interested in furthering their education in the legal secretarial, legal assistant, paralegal or other qualifying legal services occupation.

An informational cover page and application for the 2011-12 LPSCW Scholarship were sent to area schools the week of November 15 and were also posted to the website ([www.lpscw.org/scholarshipinformation.htm](http://www.lpscw.org/scholarshipinformation.htm)). A copy of the informational cover sheet and scholarship application are attached.

**Applications submitted must be postmarked on or before February 15, 2011.**

Additional information is available from Kim Starr at the contact information listed on the information page and application.

-Kim Starr & Sonja Schade

[www.lpscw.org](http://www.lpscw.org)

## Member of the Year

It was such a great honor to receive this award last May. Please consider recommending a member for this current year. The requirements are:

The member has to be in good standing in our organization.

The member has to be employed in the legal field and has at least three years of legal experience.

The member has not received this award in the last three years.

Cindy Frank won the award in 2007-2008 and Sonja Schade in 2008-2009.

Nominations must be received by **February 18, 2011**. The nomination form is attached.

Phyllis DeGraff, PP, PLS  
Nowlan & Mouat LLP  
P.O. Box 8100  
Janesville, WI 53547-8100  
(608) 755-8110 fax  
pdegraff@nowlan.com

-Phyllis DeGraff, PP, PLS  
2009-2010 LPSCW Member of the Year

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## Dates to Remember

### 2011

- Feb. 26: WALP Winter/Spring Membership Meeting - Racine Marriott Hotel, Racine Hosted by Racine-Kenosha Legal Professionals
- Mar. 11-13: NALS Professional Development & Education Conference at the DoubleTree Warren Place, Tulsa, Oklahoma
- Apr. 29-30: 44th Annual WALP Meeting - "Off to the Races with WALP" at the Sheraton Madison Hotel, Madison, Wisconsin



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## WALP News

(Wisconsin Association for Legal Professionals)

The WALP Winter/Spring Membership Meeting will be held on February 26, 2011, and is being hosted by the Racine-Kenosha Legal Professionals. Location and other meeting information will be announced as they are scheduled.



Legal Personnel of South Central Wisconsin are hosting the 44th WALP Annual Meeting on April 29-30, 2011. The annual meeting, entitled "Off to the Races with WALP," carries a Kentucky Derby theme and will be held at the Sheraton Hotel in Madison.

Notices about the 44th WALP Annual Meeting have been sent by email. Please contact Karen or Gail if you need any additional information.

- Karen Dempski, PLS & Gail Wolfe

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Wisconsin Association for Legal Professionals  
[www.wisconsinalp.org](http://www.wisconsinalp.org)

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## NALS Professional Development & Education Conference

March 11-13, 2011 • Tulsa, Oklahoma

Please see attached schedule-at-a-glance. For a complete schedule of events and registration form visit [http://www.nals.org/?page\\_id=99](http://www.nals.org/?page_id=99).

In addition, there is currently a raffle underway sponsored by the NALS Foundation for a quilt that will be raffled off at the professional development conference in Tulsa. The quilt, entitled "NALS Leaders Quilt - Past, Present and Future," is being crafted by one of the NALS Past Presidents, Dee Beardsley. Raffle tickets are \$1 each or six for \$5. Winner need not be present to win. Check your Region 5 email from Region 5 Direction Renee Kleinjan, PLS, for further details.



*Submission Deadline  
for the next issue is:*

**MARCH 1, 2011**

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### **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.

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**NALS...the association for legal professionals**  
**[www.nals.org](http://www.nals.org)**

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### **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.

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**Co-Editors:** Sonja Schade and Crystal Helmeid

**Graphic Design/Layout:** Sonja Schade

**Contributing writers:** Karen Dempksi, PLS; Hilary Williams; Phyllis DeGraff, PP, PLS and Kim Starr

*Mandatum* is a publication of the Legal Personnel of South Central Wisconsin (LPSCW). The purpose of this publication is to provide legal education, reports of officers and committee chairs, registration information for national, state and local chapter meetings and other news of LPSCW which will benefit legal services industry employees.

If you have any questions or comments regarding *Mandatum*, or would like to submit an idea or article for future editions, please contact Sonja Schade at [schade\\_sonja@yahoo.com](mailto:schade_sonja@yahoo.com).

lpscw.org



LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN

2010-2011 MEMBER OF THE YEAR AWARD

NOMINATION FORM

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

Submitted By: \_\_\_\_\_

Please return to:

Nominations may be emailed to Phyllis DeGraff at [pdegraff@nowlan.com](mailto:pdegraff@nowlan.com) or mailed/faxed to the address and fax number listed below and should be received no later than **Friday, February 18, 2011**.

Phyllis DeGraff, PP, PLS  
Nowlan & Mouat LLP  
P.O. Box 8100  
Janesville, WI 53547-8100  
(608) 755-8110 fax

**2011 WALP 44th Annual Meeting  
and Educational Conference**



**LPSCW Volunteer Form**

<b>COMMITTEE</b>	<b>VOLUNTEER</b>
Advertising/Publicity	Deb Dawson
Annual Meeting Booklet	Sonja Schade
Saturday Luncheon/Banquet	Hilary Williams
Decorations/Goodie Bags (optional)	Brenda Johll and Crystal Helmeid
Executive Committee Meeting	
Exhibitors	Karen Dempski
General Assembly	
Friday Night Get Acquainted Party	Gail Wolfe and Karen Dempski
Registrations	Phyllis DeGraff
Friday Seminar/Workshop	Deb Dawson
Door Prizes (optional)	

\*Many of the committees will work together or overlap, e.g., Brenda will assist with decorations for any part of the event for which you would like decorations, all written information will go to Sonja for the annual meeting booklet, advertisements will eventually make to the annual meeting booklet, etc.

\*\*All the forms you will need are available on a thumb drive, thanks to GMALP! I will also have a folder from GMALP for each committee to use as a reference.

\*\*\*Please speak with Gail or Karen if you have any questions or are willing to volunteer.

**PLEASE VOLUNTEER!**





## Legal Personnel of South Central Wisconsin

A chartered affiliate of NALS ... *the association for legal professionals*

### Scholarship Information

Kim Starr  
LPSCW Scholarship Chair  
Drake & Company  
660 W. Washington Ave., Suite 300  
Madison, WI 53703  
(608)257-2411

- Subject:** Scholarship award for students interested in furthering their education in the legal secretarial, legal assistant, paralegal or other qualifying legal services program.
- Sponsor:** Legal Personnel of South Central Wisconsin (LPSCW)
- Award:** A \$500 scholarship will be offered for the 2011-2012 school year; payment to be made to the school of the recipient's choice upon certification of enrollment and attendance.
- Applying:** Interested students should complete an application form and submit it, postmarked on or before February 15, 2011, to the address listed above. Additional information is available from Kim Starr at the above listed phone number.
- Requirements:** Applicants must be students with a 3.0 or higher cumulative grade point average who are attending or plan to attend a school which offers a one- or two-year legal secretarial, legal assistant, paralegal or other qualifying legal services program. The award will be made on the basis of academic record, financial need, and interest in the legal industry fields.
- Deadline:** All applications must be submitted to the address listed above, postmarked on or before February 15, 2011.
- Additional Information:** The recipient of the LPSCW scholarship may be eligible to compete in an additional scholarship contest sponsored by the Wisconsin Association for Legal Professionals (WALP).



**Legal Personnel of South Central Wisconsin**

A chartered affiliate of NALS ... *the association for legal professionals*

**Application for Scholarship**

**Section I: Minor Applicant** (Minor applicants complete Sections I, III and IV)

Minor Applicant Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Parent or Guardian Name(s): \_\_\_\_\_

Address of Parent/Guardian: \_\_\_\_\_  
(if different from above)

Father/Guardian Occupation: \_\_\_\_\_

Father/Guardian Employer: \_\_\_\_\_

Mother/Guardian Occupation: \_\_\_\_\_

Mother/Guardian Employer: \_\_\_\_\_

Names and ages of siblings (if applicable): \_\_\_\_\_

\_\_\_\_\_

**Section II: Adult Applicant** (Adult applicants complete Sections II, III and IV)

Adult Applicant Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section III: School**

School currently attending: \_\_\_\_\_

School address: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

State your cumulative grade point average (must be at least 3.0 on a 4.0 scale or a “B” average)

\_\_\_\_\_

Names and address of any other schools attended in the last two years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section IV: Essay**

In the space below, list part-time or summer jobs you have held. Please give names and addresses of your employers, a brief description of the type of work you did, and the dates of your employment (please do not include babysitting positions):

In the space below, please tell briefly why you wish to be a legal secretary, legal assistant, paralegal or other legal services industry employee:

In the space below, please briefly explain why this scholarship would be helpful for you:

In the space below, please give the name, school address, and school telephone number of two of your present or former teachers.

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**The following items *must* be attached to your application. Applications received without the required attachments will not be considered.**

- A one-page autobiographical statement. Please do not include your name in the statement.
- One letter of recommendation from one of your teachers.
- A transcript of your grades.

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**Date of Application**

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**Signature of Applicant**

**Complete applications may be mailed to:**

Kim Starr  
LPSCW Scholarship Chair  
c/o Drake & Company  
660 W. Washington Ave., Suite 300  
Madison, WI 53703

# NALS Professional Development & Education Conference

March 11-13, 2011 • Tulsa, Oklahoma

## Hotel Information

DoubleTree Warren Place  
6110 South Yale Avenue • Tulsa, OK 74136  
(918) 495-1000 (phone) • (918) 495-1944 (fax)

Hotel reservations must be made through the DoubleTree Warren Place. When you contact them, identify yourself as a NALS conference attendee so you will receive the group rate.

**One LOW RATE for Single, Double, and Triple Rooms!**  
**Just \$99!** (\$10.00 additional person fee will be applied)

*Please make your room reservations as soon as possible.*

Deadline for making room reservations at the NALS group rate is February 1, 2011. If reservations are made after this date, the room rate cannot be guaranteed.

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## Schedule at a glance...

### Thursday, March 10

8:00a.m. – 5:00p.m.  
Certification Testing

1:30p.m. – 3:00p.m.  
All Committee Orientation

3:00p.m. – 6:00p.m.  
Committee Meetings

9:00p.m. – 10:00p.m.  
Young Legal Professional Reception

### Friday, March 11

8:00a.m. – 9:30a.m.  
Opening Keynote Speaker

10:00a.m. – 11:00a.m.  
Joint Leadership Session

10:00a.m. – 11:00a.m.  
What is the Fair Credit Reporting Act & How Does it Apply to You?  
*By Larry Henry, Esq.*

10:00a.m. – 11:00a.m.  
Becoming the Speaker You Want to Be – Public Speaking Do's and Don'ts  
*By Peggy Sullivan, PP, PLS*

11:15a.m. – 11:45a.m.  
Regional Meetings

Noon – 1:15p.m.  
State & Local Presidents Training

1:30p.m. – 2:30p.m.  
An Update on *Brady vs. Maryland* – The Michael Behenna Story  
*By Vicki Behenna, Esq.*

1:30p.m. – 2:30p.m.  
What's New in the Gregg Reference Manual?  
*By Mary Baldechhi, PP, PLS*

1:30p.m. – 2:30p.m.  
Corporate Sponsor Session – Avery  
*By Karl Schoen*

3:00p.m. – 4:00p.m.  
Membership Chair Training

3:00p.m. – 4:00p.m.  
Joint Leadership Session

3:00p.m. – 4:00p.m.  
A Beginner's Guide to the Upside Down World of Indian Law  
*By Stephen R. Ward, Esq.*

3:00p.m. – 4:00p.m.  
Reaching Middle Ground – Practical Pointers for  
Past, Current and Future Leaders  
*By the Future Leaders Development Committee*

4:30p.m. – 6:00p.m.  
Installation and President’s Reception

6:00p.m. – 7:00p.m.  
Resource Center Tours

Saturday, March 12

8:30a.m. – Noon  
State & Local President’s Training – NALS  
University

8:30a.m. – 2:30p.m.  
Membership Chair Training

8:30a.m. – 10:30a.m.  
The Power of Microsoft Office  
*By Darrell Newcomb*

8:30a.m. – 10:30a.m.  
Efficiency 101 – How to Become Profit and Not  
Overhead  
*By Ruth Schaub, PP, PLS*

11:00a.m. – Noon  
Military Disability Law and How it Interacts with  
Social Security, ERISA and Private Disability  
Policies  
*By Amy Hart, Esq.*

11:00a.m. – Noon  
Taking Advantage of Generational Gaps to  
Succeed at Work and in NALS  
*By Audrey Saxton & Kathy Johnston*

1:30p.m. – 2:45p.m.  
State President’s Training

1:30p.m. – 2:45p.m.  
Local President’s Training

1:30p.m. – 2:30p.m.  
On the Road with the 4th Amendment  
*By Judge Thomas Gillert*

1:30p.m. – 2:30p.m.  
Connecting People  
*By Dustin Holt*

3:00p.m. – 4:00p.m.  
NALS Foundation Jett Awards – Founder’s  
Award Presentation

3:00p.m. – 4:00p.m.  
SOS – Sticky Office Situations  
*By Sharon Gallagher*

3:00p.m. – 4:00p.m.  
Corporate Sponsor Session – Avansic  
*By Dr. Gavin Manes*

7:00p.m. – 10:00p.m.  
Networking Dinner