

# Legal Personnel of South Central Wisconsin

www.lpscw.org

## MANDATUM



March 2011  
Vol. XLVI, No.7

### President's Message



Spring is just around the corner and we are in the home stretch of our 2010-2011 year. We have had a wonderful year thus far with networking and speakers, and there is still plenty to accomplish before the year comes to a close.

Congratulations to Sonja Schade, who was elected as our 2011-2012 Wisconsin Association for Legal Professionals' Secretary at our WALP Spring Meeting held in Racine. Sonja will be serving with President-Elect Julianna Durie, PLS for the year 2011-2012, along with a full board anxious to hit the ground running. There are lots of new ideas coming from the new board, so I hope you are planning to attend the annual meeting in April in Madison to hear all about it.

See **President's Message** on Page 2

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**March 16, 2011\***

### 2011 WALP Annual Meeting Planning Session

Place: Sheraton Madison Hotel  
706 John Nolen Drive, Madison, WI 53713

Time: 6:00 p.m. – Tour of facility  
6:20 p.m. – Dinner (*Reflection E*)

Custom Tasting Dinner Menu for Annual Meeting  
(served family style):

Salad: *Frosted Egg Mountain*: hard boiled eggs,  
scallions, bacon, and curry on bibb lettuce

*Dead Heat Salad*: young spinach, apples,  
strawberry, onions and bacon

Duet *Kentucky Hot Brown*: house roasted turkey,  
Entrée: tomato, bacon, and white cheddar cheese sauce  
on toasted English muffin

*Grilled Tenderloin Sandwich and Henry Bain  
Sauce (cold)*: grilled and chilled beef tenderloin  
with a pickled walnut chutney

Dessert: Lemon Bars & Bourbon bread pudding and  
vanilla bourbon whipped cream

Starbucks coffee and decaf, Tazo teas, iced tea and milk.

Cost: \$25.00/member  
\$28.00/non-member

**RESERVATIONS ARE DUE BY NOON  
Monday, March 14, 2011, to:**

Karen Dempski at  
kdempski@perkinscoie.com

*\*Please note that this meeting takes place on the third  
Wednesday of the month.*

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

Speaking of annual meeting, we will continue to plan/work on the 2011 WALP Annual Meeting and Educational Conference at our March 16 membership meeting being held at the Sheraton. I hope many of you are planning to attend and be involved. Many hands make the work load easy (and fun!). If you have any questions prior to March 16, please give me a call or send an email.

See everyone at the March 16 meeting!

Karen Dempski, PLS  
LPSCW President, 2010-11

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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.



**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  
Location: TBA
- 05/11/11 Installation of Officers/  
Member Recognition  
Location: Sheraton Madison Hotel,  
Madison
- 06/08/11 Roundtable/Planning Meeting  
Location: TBA

**No meetings in July or August**

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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. Johll, PP, PLS  
[brendajohllpppls@gmail.com](mailto:brendajohllpppls@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

***From the Secretary***

The minutes from the January meeting are in process and will be distributed/posted when finished.

-Brenda L. Johl, PP, PLS

**MEMBER SPOTLIGHT**



**Crystal D. Helmeid**

Foreclosures/Collections  
Legal Assistant  
Nowlan & Mouat LLP  
Janesville

***Mandatum: Tell us about journey in the legal profession.***

**Crystal Helmeid:** I received my Associate Degree for Legal Secretary from Blackhawk Technical College in 1988. From there, I worked for two law firms as a temporary employee while their secretaries were on vacation. I began full time at a small firm for an attorney that practiced in personal injury, criminal (Public Defender), and collection areas. I worked in the securities industry for eleven years in charge of everything from compliance to office supplies. I have been working in my current position with Nowlan & Mouat LLP for eight years where I have worked in many areas including real estate, estate planning, and corporate work. I currently work in the foreclosures, collections, and bankruptcy for creditors areas.

***M: How did you get involved with LPSCW?***

**CH:** I learned about LPSCW while at Blackhawk Tech. I joined when I began working at Nowlan & Mouat LLP.

***M: Do you recall a bumper sticker that made you chuckle?***

**CH:** "Good Morning. Let the Stress Begin."

***M: What do you consider your greatest achievement?***

**CH:** This one is not related to any legal field, but it is the best thing in my life and my greatest achievement. Raising two beautiful children. Our daughter is currently in the United States Marine Corps and serving in Afghanistan and our son is a sophomore in high school working on his Eagle Project through the Boys Scouts of America.

***M: What is your favorite office machine?***

**CH:** I guess I would have to say the computer.

***M: If there is an exception to every rule, is there an exception to that rule?***

**CH:** When it works correctly.

## ***Nominations & Elections Committee***

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

President: Gail Wolfe  
President Elect: Brenda L. Johl, 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

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## ***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.

Scholarship applications that were received postmarked on or before February 15, 2011 are now under consideration.

-Kim Starr & Sonja Schade

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**www.lpscw.org**

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## ***Dates to Remember***

### ***2011***

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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**Wisconsin Association for Legal Professionals  
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 28, 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 Dempski, 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](http://lpscw.org)



engage  
inspire  
enhance  
promote

# 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