

Legal Personnel of South Central Wisconsin

www.lpscw.org

MANDATUM

February 2012
Vol. XLVII, No.6



Welcome to our new members...

Jenny Clark-Herrington, Amy Johnson,
and Pamela Pahmeier; and

Welcome Back to our returning members...

Mary Cuppy and Carol Mays

February 8, 2012 Meeting Notice

Topic: *Employee/Labor Law*

Speaker: Attorney Peter Albrecht of
Albrecht Backer Labor &
Employment Law, S.C.

Location: Sheraton Madison Hotel
706 John Nolen Drive
Madison

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

Menu: Soup and Sandwich

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

Cookies

Cost: \$15.00/member
\$17.00/non-member

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Member of the Year Award Nomination Form
Application for Membership

***RESERVATIONS ARE DUE BY NOON
Friday, February 3, 2012, to:**

Karen Dempski, PLS
at
kdempski@perkinscoie.com

*Please note in RSVP any dietary restrictions.

No meeting in December

- 01/11/12 *Topic: Bankruptcy, PACER and other topics*
Speaker: Kathleen Boucher,
Deputy Clerk to
Robert D. Martin
Chief Bankruptcy Judge for the
Western District of Wisconsin
Location: Sheraton Madison Hotel
- 02/08/12 *Employee/Labor Law*
Speaker: Attorney Peter Albrecht of
Albrecht Backer Labor &
Employment Law, S.C.
Location: Sheraton Madison Hotel
- 03/14/12 *Career Options and Opportunities for
Paralegals*
Speaker: Julie Tessmer of the
Wisconsin State Law Library
Location: Sheraton Madison Hotel
- 04/11/12 Annual Business Meeting
Location: Sheraton Madison Hotel
- 05/09/12 Installation of Officers/
Member Recognition
Location: Sheraton Madison Hotel

No meetings in June, July, or August

**MINUTES OF THE MEMBERSHIP MEETING OF
LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN
ON JANUARY 11, 2012
AT THE SHERATON HOTEL, MADISON, WI**

The meeting was called to order at 7:37 p.m. by President Brenda Johll, PP, PLS.

Roll call was taken (15 in attendance).

Officers' Reports:

Secretary: Minutes from the November meeting were printed in the December Mandatum and were approved as printed.

Treasurer: The Treasurer's Report was presented and reviewed. The Treasurer's Report was filed subject to financial review.

Education Director: No report.

Marketing Director: No report.

Membership Director: No report.

Committees:

Bulletin/*Mandatum*: Deadline for January *Mandatum* submission is 1/25.

Fundraising: Karen Dempski, PLS: Discussion regarding spring fundraiser with possibilities of Tupperware or Tastefully Simple book parties. Hilary Williams will look into Tastefully Simple book party with her contact.

Installation/Member Recognition: Sonja Schade mentioned details to come.

Member Services: Gail Wolfe sent out 2 birthday cards in December.

Member of the Year: Deb Dawson put in the nomination form in the December *Mandatum*. The deadline for Member of the Year is February 17, 2012.

Nominations/Elections: Karen Dempski, PLS handed out the nomination ballot. The 2012/2013 officers were elected as follows: President-Hilary Williams; President-Elect-Sonja Schade; Secretary-Carol Mays; Treasurer-Phyllis DeGraff, PP, PLS; Marketing Director-Deborah Dawson; Education Director-Kim Starr; Membership Director-Cindy Frank, PLS. Karen Dempski, PLS made a motion to accept the Ballot as presented, Gail Wolfe seconded the motion, the motion carried.

Scholarship: Kim Starr has finished sending out all scholarship applications. The deadline for applicants is February 15, 2012.

Standing Rules/Bylaws: Gail Wolfe is working on revising the Standing Rules and Bylaws. Gail Wolfe made a motion to waive the Standing Rules for terms for officers, Karen Dempski, PLS seconded the motion, motion carried.

Technology: Deb Dawson discussed the issues with the website domain name. The website is not up and running currently. Amy Johnson will help out with this issue.

en • gage | en'gāj |

- 1 [trans.] occupy, attract, or involve (someone's) interest or attention : NALS offers programs to engage members in their careers helping them advance in life.
 - (engage someone in) cause someone to become involved in
 - arrange to employ or hire (someone) : He was engaged as a paralegal.
 - date reserved (accommodations, a place, etc.) in advance: She had engaged the Online Learning Center.
- 2 [intrans.] (engage in) participate or become involved in : NALS members engage in a variety of activities.
 - (be engaged in) Some are actively engaged in leadership.
 - (engage with) establish a meaningful contact or connection with : New members can engage with local leaders in their profession.
 - (of a part of a machine or engine) move into position so as to come into operation: Your career will engage.

More opportunities to engage NALS and your career!

- More CLE for your money.
- Online information at your finger tips.
- More CLE than you have ever seen at a conference.
- More active in social media.
- Area of law focused education.
- The same support you have grown to love.

in • spire | in spir |

- 1 fill (someone) with the urge or ability to do or feel something, esp. to do something creative : [trans.] His passion for justice inspired him to advance his career as a paralegal with NALS.
 - create (a feeling, esp. a positive one) in a person : Their enthusiasm inspires those around them.
 - (inspire someone with) animate someone with (such a feeling) : She inspired her co-workers to become certified with NALS.
 - give rise to : The conference was successful enough to inspire people to register for the next one.

More than 80 years of inspiring legal professionals will continue.

- Specialty specific education to broaden your knowledge.
- Online networking and communities for support.
- Two national conferences each year for a personal touch.
- Local and state chapters to keep you inspired.
- Three certifications to advance your career.
- Full-time professional staff to answer your questions.



engage
inspire
enhance
promote

en • hance | en hans |

[trans.] intensify, increase, or further improve the quality, value, or extent of : Her dedication and involvement will enhance her career. | Continuing legal education enhances the value of employees.

Enhance your career with education and certifications that fit your needs.

- Online CLE focused on practice areas.
- Three certifications to advance your career.
- Website access to a library of articles and resources.
- Conference schedules built around your specialties.
- Online communities of experienced legal professionals.
- Career Center linked to other legal associations.

pro • mote | prə'mōt |

- 1 further the progress of (something, esp. a cause, venture, or aim) : support or actively encourage : Speciality area education helps promote advancement.
 - give publicity to (a product, organization, or venture) so as to increase sales or public awareness : The NALS docket is used to promote NALS members and their accomplishments.
 - chemistry act as a promoter of (a catalyst).
- 2 (often be promoted) advance or raise (someone) to a higher position or rank : She was promoted to senior paralegal after she was certified by NALS.

Get help in promoting yourself by being a part of something greater.

- More than 80 years of serving legal professionals.
- Three certifications to help get that promotion.
- Leadership opportunities.
- Professional and personal development focused.
- Build your network of legal professionals.
- Career Center linked to other legal associations.

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Meeting was adjourned at 8:05 p.m.

Hilary Williams
Secretary

Approved by:

Brenda L. Johll, PP, PLS,
President

Nominations & Elections Committee



To The LPSCW 2012-13 Board:

President:	Hilary Williams
President-Elect:	Sonja Schade
Secretary:	Carol Mays
Treasurer:	Phyllis DeGraff, PP, PLS
Marketing Director:	Deborah Dawson
Education Director:	Kim Starr
Membership Director:	Cindy Frank, PLS

From the Education Director

If you have any topic ideas or speaker contacts for the 2012-2013 educational program, please contact me, I'd love to hear from you!

-Kim Starr
kimstarr@drakeandcompany.com

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 2012-13 LPSCW Scholarship were sent to area schools the week in November and will also be posted to the

website when it is up again.

If you would like a copy of the informational cover sheet and scholarship application, please contact Kim Starr.

Applications submitted must be postmarked on or before February 15, 2012.

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

-Kim Starr

Fundraising Committee

LPSCW had another successful year in our nut fundraiser. Thanks to everyone who sold the packages and cases of nuts! The total profit for our scholarship fund is \$262.27!

-Karen Dempski, PLS

www.lpscw.org

2011-2012 MEMBER OF THE YEAR AWARD NOMINATION

****REMINDER THAT NOMINATIONS ARE DUE
FRIDAY, FEBRUARY 10, 2012****

All Members of LPSCW:

It's time to think about nominations for the LPSCW Member of the Year award. The requirements for this special honor are:

Any member in good standing of the Legal Personnel of South Central Wisconsin who is presently employed in the legal field and has at least three (3) years of legal experience. In addition, members who have received the award during the last three years are not eligible candidates. As a reminder, the last three recipients are:

Deborah D. Dawson - 2011
Phyllis A. DeGraff, PP, PLS - 2010
Sonja Schade - 2009

Please think about who you would like to nominate.

The nomination form is attached. If you are not certain that your nominee meets the requirements, submit the nomination and I will verify that person's qualifications. Nominations must be submitted to me no later than **Friday, February 10, 2012**. Nominations may be emailed to me at ddawson@axley.com or mailed/faxed to:

Deborah Dawson
Axley Brynelson, LLP
P.O. Box 1767
Madison, WI 53701-1767
608-257-5444 (fax)

Dates to Remember

2012

- Feb. 4: WALP Winter/Spring Membership Meeting - Manitowoc, Wisconsin
- Mar. 1-3: NALS Professional Development & Education Conference - Tulsa, Oklahoma
- Apr. 27-28: 45th Annual WALP Meeting - "Past...Present...and Future" at the Tundra Lodge Resort - Water Park and Conference Center, Green Bay, Wisconsin

Did You Know?

PACER FEES TO INCREASE ON APRIL 1, 2012:

In September 2011, the Judicial Conference of the United States authorized an increase in the Judiciary's electronic public access fee in response to increasing costs for maintaining and enhancing the electronic public access system. **The increase in the electronic public access (EPA) fee, from \$.08 to \$.10 per page, will take effect on April 1, 2012.** The change is needed to continue to support and improve the Public Access to Court Electronic Records (PACER) system, and to develop and implement the next generation of the Judiciary's Case Management/Electronic Case Filing system.

The EPA fee has not been increased since 2005. As mandated by Congress, the EPA program is funded entirely through user fees set by the Conference.

The Conference was mindful of the impact such an increase could have on other public entities and on

public users accessing the system to obtain information on a particular case. For this reason, local, state, and federal government agencies will be exempted from the increase for three years. **Moreover, PACER users who do not accrue charges of more than \$15 in a quarterly billing cycle would not be charged a fee.** (The current exemption is \$10 per quarter.) The expanded exemption means that 75 to 80 percent of all users will still pay no fees.

See http://www.pacer.gov/documents/epa_feesched.pdf



DANE COUNTY CHAMBER MOVES:

Judge William Hanrahan (Dane County Branch 7) has moved to courtroom 8-D.
His mailing address is: 215 S. Hamilton, Room 8109, Madison, WI 53703
Phone: 608-266-4700 Fax: 608-266-4080

NEW FACES IN THE DANE COUNTY COURTHOUSE:

Dane County Branch 8 has a new Judge, replacing retiring Judge Patrick J. Fiedler:
Honorable Frank D. Remington
His mailing address is: 215 S. Hamilton, Room 4103, Madison, WI 53703
Phone: 608-266-4325 Fax: 608-267-4153

Dane County Branch 11 has a new Judge, replacing retiring Judge Daniel R. Moeser:
Honorable Roger A. Allen
His mailing address is: 215 S. Hamilton, Room 8103, Madison, WI 53703
Phone: 608-266-4377 Fax: 608-266-4080

OTHER NEWS IN THE MADISON LEGAL COMMUNITY:

Retired Judge Daniel R. Moeser has joined retired Judge Gerald Nichol and former State Bar President Thomas J. Basting, Sr. at Midwest Mediation, LLC, a Madison-based legal mediation services firm.

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www.nals.org

WESTERN DISTRICT OF WISCONSIN CHANGES RULES FOR PRO HAC VICE ADMISSIONS

As of October 1, 2011, the procedure for moving for pro hac vice admission in the Western District of Wisconsin has changed. The new procedure requires that each attorney seeking pro hac vice admission to make his or her own motion to be admitted. Thus, if multiple lawyers from the same firm seek admittance, each one must file a separate motion requesting admittance. A \$50 filing fee will be assessed for each motion for admission pro hac vice.

To file a motion for pro hac vice, a movant must take three steps:

- 1) Register for CM/ECF at <https://attorneyreg.wiwd.uscourts.gov/>. This must be done before the movant files his or her motion for pro hac vice.
- 2) File the motion for admission pro hac vice electronically via CM/ECF. A form motion may be found on the Court's website at: <http://www.wiwd.uscourts.gov/sites/default/files/Pro Hac. Motion.pdf>
- 3) Pay the \$50 fee. The fee may be paid via pay.gov in response to the prompt that appears automatically upon filing the motion. This is the preferred method. Alternatively, a movant can pay the \$50 fee in advance by check and enter the receipt number in response to the prompt.

See <http://www.wiwd.uscourts.gov/attorney-admission>

NALS Mission

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.
-



Submission Deadline for the next issue is:
FEBRUARY 22, 2012



NALS Code of Ethics & Professional Responsibility

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.

Editor: Sonja Schade

Graphic Design/Layout: Sonja Schade

Contributing writers: Brenda L. Johl, PP, PLS, Hilary Williams, Kim Starr, Karen Dempski, PLS, Deborah Dawson, Sonja Schade

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.

lpscw.org



LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN

2011-2012 MEMBER OF THE YEAR AWARD

NOMINATION FORM

Name: _____

Submitted By: _____

Please return to:

Nominations may be emailed to Deborah Dawson at ddawson@axley.com or mailed/faxed to the address and fax number listed below and should be received no later than Friday, February 10, 2012.

Deborah Dawson
Axley Brynelson, LLP
P.O. Box 1767
Madison, WI 53701-1767

Fax: (608) 257-5661



engage
inspire
enhance
promote

Application for Membership

Date: _____

Chapter Name: **Legal Personnel of South Central Wisconsin**

Name: _____

Home Address: _____

Employer: _____

Position Title: _____

Business Address: _____

Preferred Mailing Address: Home Business

Telephone: _____

Home: _____

Business: _____

Fax: _____

Date of Birth: _____

Would you like to receive monthly legal education via e-mail?

Yes No

Preferred e-mail address: _____

Your Specialty Area: (required)

- Law Office Management
- Business/Corporate
- Probate/Estate Planning
- Court Personnel
- Litigation
- Family
- Other (specify): _____
- Criminal
- Bankruptcy
- Taxation
- Administrative
- Government
- Real Estate

Age: Under 25 25-35 36-45
 46-55 Over 55

Years Worked in the Legal Profession:
 0-1 2-5 6-10 11-15 16-19 Over 20

Lawyers in Office:
 0 1 2-5 6-10 11-20 21-49
 Over 50

Type of Legal Office:
 Law Office Self-employed
 Corporate Legal Department Court System
 Government Services Other

Sponsor's Name: **Sonja Schade**

Sponsor's Member Number: **17072**

Check Membership Category/Categories Applied For:

Dues

- \$175 International Membership (US Currency Only)
- \$143 New Member Dues
- \$53 Associate Member (educators, judges, attorneys)
- \$19 Student Member (minimum 9 credit hours required)

Total Due \$ _____

Payment Method

Payment must accompany application.

Make Checks payable to: NALS*

- Check One: Check or Money Order Visa
 MasterCard Discover

Account Number from your Credit Card:

□□□□-□□□□-□□□□-□□□□-□□

Expiration Date: Month _____ Year _____

Credit Card Signature: _____

There will be a \$20 charge for returned checks.

Return This Form and Payment to:

NALS...the association for legal professionals
8159 East 41st Street
Tulsa, OK 74145

or Fax To: (918) 582-5907

Questions?

Call (918) 582-5188 and ask for the member services department

I agree to be bound by the Code of Ethics of NALS and the Bylaws and Standing Rules of NALS. (visit www.nals.org/aboutnals for details)

Applicant's Signature _____

Membership is nontransferable.

Please send a copy of this application to your local membership chair.