

# Legal Personnel of South Central Wisconsin

www.lpscw.org

## MANDATUM

June 2012  
Vol. XLVII, No.10



### President's Message



I want to begin by thanking the Installation Night Committee for another very successful Member Recognition Night ceremony at the Sheraton, Madison. I look forward to working with the newly installed officers this upcoming term.

Thank you to Brenda Johll, PP, PLS and the 2011-2012 officers for all of their hard work during the past year.

Now that we have our 2012-2013 officers installed, they will be looking for volunteers to serve on their respective committees. As a reminder, the following is a list of committees:

Marketing (Deborah Dawson): bulletin, fundraising, marketing and technology.

*continued in next column...*

Membership (Cindy Frank, PLS): employment, installation of officers/member recognition night, member services and reservations

Education (Kim Starr): certification, legal education, program and scholarship

Please consider volunteering for at least one committee this upcoming year. This is a great way to become more involved and learn more about our association. If you are interested, please contact the appropriate director.

If you have any ideas for educational presentations for the upcoming year feel free to share your thoughts with Kim Starr or myself. We always welcome your suggestions and try to accommodate your requests.

Just one last note, we will not be having a June Roundtable meeting. We are taking a three-month summer break this year! We will reconvene in September.

Have a happy and safe summer.

-Hilary

Hilary Williams  
LPSCW President, 2012-2013

### Inside this issue

- 1 President's Message
- 2 2012-13 Officers
- 2 2012-13 Committees
- 2 2012-13 Program dates
- 3 2012 Member of the Year
- 3 Dates to Remember
- 3 Professional Achievements
- 4 Notice to College Students
- 4 NALS Mission
- 4-5 NALS Code of Ethics and Professional Responsibility

Submission deadline for the next issue:  
August 27, 2012

**Welcome to new member...**



## 2012-2013 Officers

### **President**

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

### **President-Elect**

Sonja Schade  
[schade\\_sonja@yahoo.com](mailto:schade_sonja@yahoo.com)

### **Secretary**

Carol Mays  
(608) 268-5596 (wk)  
[cmays@murphydesmond.com](mailto:cmays@murphydesmond.com)

### **Treasurer**

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

### **Marketing Director**

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

### **Education Director**

Kim Starr  
(608) 257-2411 (wk)  
(608) 233-1339  
[kimstarr@drakeandcompany.com](mailto:kimstarr@drakeandcompany.com)

### **Membership Director**

Cindy Frank, PLS  
(608) 282-6234 (wk)  
[cfrank@lawtoncates.com](mailto:cfrank@lawtoncates.com) (wk)



## 2012-2013 Committees

Bulletin/ <i>Mandatum</i> .....	Sonja Schade
Certification .....	Kim Starr
Employment .....	Cindy Frank
Fundraising .....	Karen Dempksi
Legal Education.....	Kim Starr
Officer Installation and Awards Evening .....	Cindy Frank Sonja Schade
Member Services .....	Gail Wolfe
Member of the Year.....	Kim Starr
Nominations/Elections .....	Brenda Johll, PP, PLS
Program .....	Kim Starr
Publicity .....	Deborah Dawson
Reservations .....	Karen Dempksi, PLS
Scholarship .....	Kim Starr
Standing Rules/Bylaws.....	Gail Wolfe Sonja Schade
Technology .....	Deborah Dawson



09/12/12  
10/10/12  
11/14/12

### **No meeting in December**

01/09/13  
02/13/13  
03/13/13  
04/10/13 Annual Business Meeting and Roundtable  
05/08/13 Officer Installation and Awards Evening  
06/12/13 Roundtable

### **No meetings in July or August**

## ***Introducing the 2012 Legal Personnel of South Central Member of the Year:***

*Kim Starr*

Kim received this award at the LPSCW member recognition evening held on May 9, 2012, at The Madison Sheraton Hotel. This recognition was first awarded in 1972, and nominees for this award are required to be active members and with at least three years' experience in any legal field.



Pictured above: (left) 2011 Member of the Year recipient Deborah Dawson; (right) this year's Member of the Year recipient Kim Starr

While Kim has never worked in a law firm per se, building solid relationships with folks that do has been "in her blood" for over two decades. She's entering her second year as Education Director for LPSCW and has chaired the Scholarship Committee for many years. She has also enjoyed assisting whenever necessary for Installation and Member Recognition night. Also involved with Membership in 2008-2009, in 14 months Kim sent out 134 handwritten cards to outstanding performers in the legal industry as noted in local newspapers and magazines; anything to get the word out.

As a vendor sponsor with WALA Kim has been invited to introduce speakers for Madison area luncheons and regularly speaks to the paralegal classes at Madison College.

Kim was also invited to serve as a judge for the 2011 "Unsung Heroes" celebration held in Milwaukee,

honoring the folks that make our legal industry thrive in the Madison and Milwaukee areas.

Kim has been married for almost 21 years and together she and her husband have a daughter 16, and their gentle giant black lab, Benji. They spend almost every weekend at their cabin enjoying bonfires, wildlife, hiking and Lake Louie Brew.

*Congratulations Kim!*

---

### ***Dates to Remember***

#### **2012**

Sept. 28-29      WALP Fall Education and Membership Meeting, Courtyard by Marriott Middleton, Wisconsin

Hosted by Legal Personnel of South Central Wisconsin

Oct. TBA              Court Observance Week

Oct. 18-21          NALS Education Conference & National Forum in Portland, Oregon



#### **2013**

Feb. 27-              NALS Professional Development & Education Conference in  
Mar. 2                      Tulsa, Oklahoma

---

### ***Professional Achievements***

Congratulations to past LPSCW educational speakers **Julie Tessmer** and **Thomas J. Basting, Sr.** Ms. Tessmer was appointed as the Wisconsin State Law Librarian and began her appointment on April 30, 2012; and Attorney Basting was honored as a 50-year Lawyer by the State Bar of Wisconsin on May 15, 2012. Again, congratulations to both!

---

---

## Notice to College Students



Did you know that NALS student memberships are available? Any student attending an accredited program relating to work of a legal nature and who are classified by that school as taking at least nine hours per semester/quarter of college credit may apply for a student membership.

NALS student member dues are \$19.00 per year, with additional state (WALP) and local chapter (LPSCW) dues being elective. Student members may not vote or hold elective office and may continue at the student classification for one (1) year once the student is no longer classified as a full-time student.

Are you interested and ready to apply? Contact our Membership Director, Cindy Frank, to begin your application process.

---

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

---



*Submission Deadline for the next issue is:*

**AUGUST 27, 2012**

---

## **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.
- 



## **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.

---

**NALS...the association for legal professionals**  
**www.nals.org**

---

**Editor:** Sonja Schade

**Graphic Design/Layout:** Sonja Schade

**Contributing writers:** Hilary Williams, Deborah Dawson, and 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](mailto:schade_sonja@yahoo.com).

lpscw.org





**SAVE THE DATE!**

The date and location of the fall education and membership meeting have been set. We are currently requesting speakers for various educational topics and welcome topic and/or speaker suggestions from members!

**WALP**

***Fall Education and  
Membership  
Meeting***

**September 28-29, 2012**

**Courtyard by Marriott  
2266 Deming Way  
Middleton, WI 53562**

**Hosted by  
Legal Personnel of  
South Central Wisconsin**

**Questions or ideas?**

Please contact Sonja Schade at: [schade\\_sonja@yahoo.com](mailto:schade_sonja@yahoo.com) or  
Karen Dempski at [kdempski@perkinscoie.com](mailto:kdempski@perkinscoie.com)





***This year's campaign begins  
March 1, 2012 through  
January 31, 2013.***

This campaign rewards the individual member that recruits 5 new members within the same membership classification, in other words, if you are a regular member who pays \$98 national dues then you must sign up five new members in that same classification. The new members must report you as their sponsor when they submit their application to NALS. Once all five new members have been recruited, the member must complete a form, available online, listing all the new members and submit to the NALS Resource Center. After the form is received and new members confirmed, the recruiter will be notified and their national dues waived for the year. The member will still be responsible to pay their state/local dues where applicable.

If you are a Life Member or if the individual member's firm pays their dues, then NALS will give the member a \$98 credit voucher which can be used for conference registrations, store purchases, certification fees or WebEd seminars. The full face value of the voucher must be redeemed at the same time when submitted. No credit for unused amounts will be accepted.

All RD's, state and local membership chairs will be kept in the loop and recognition of the members signing up new members or "super stars" as we will call them will be at a high level in communications and conferences on all levels.

***ENGAGE 5 APPLICATION FOR WAIVER OF  
NALS ANNUAL MEMBERSHIP DUES FOR RECRUITING FIVE NEW MEMBERS***

Any NALS member that completes this form and recruits five NEW members from March 1, 2012 through January 31, 2013 will get their national dues waived for the year (*this excludes state/local dues*). The five new memberships must be in the same classification of membership as the waived membership, for example if you are a regular member who pays \$98 national dues then you must sign up five new member in that same classification. The new member must report you as their sponsor when they submit their application to NALS. You must complete the PDF waiver form that will be available on line and submit to the Resource Center. You will indicate all five NEW members by name that you sponsored. As long as everything matches up and all five new members have been acquired within the time frame, the national dues will be waived for the year and you will only be required to pay state and local dues.

Five New Members Listed Below and Member # if known.

- 1. Member # \_\_\_\_\_ Name \_\_\_\_\_
- 2. Member # \_\_\_\_\_ Name \_\_\_\_\_
- 3. Member # \_\_\_\_\_ Name \_\_\_\_\_
- 4. Member # \_\_\_\_\_ Name \_\_\_\_\_
- 5. Member # \_\_\_\_\_ Name \_\_\_\_\_

By signature upon this form, I am stating truthfully, my dues are currently due and I have recruited five new members which meet the qualifications for waiver of dues. Also, included is my payment of state and local dues where applicable.

\_\_\_\_\_  
Applicant's signature

OR

I am a Life Member OR my firm currently pays my national dues and I am stating truthfully, my dues are currently due and I have recruited five new members. I am applying for a credit voucher of \$98 to be used all at one time for conference registration, store purchases, certification fees or WebEd seminars. No credits for unused amounts will be accepted. Also, included is payment of state and local dues where applicable.

\_\_\_\_\_  
Applicant's Signature



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](http://www.nals.org/aboutnals) for details)

Applicant's Signature \_\_\_\_\_

**Membership is nontransferable.**

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