

Legal Personnel of South Central Wisconsin

www.lpscw.org

MANDATUM

May 2013
Vol. XLVIII, No.9



President's Message



Dear members:

It is hard to believe it is already May and we will be installing our new Executive Committee. On a personal note, it was my pleasure to serve as your President and I want to thank each and every one of you for your hard work and your friendship over the past year. I look forward to serving on the 2013/2014 Executive Committee for incoming President Sonja Schade!

Again, thank you for everything you have done for me and for LPSCW.

Hilary Williams
LPSCW President, 2012-2013

Inside this issue

- 1 President's Message
- 1 Officer Installation & Awards Evening Announcement
- 2 2012-13 Officers
- 2 2012-13 Committees
- 3 2012-13 Program dates
- 4 Dates to Remember
- 4-5 Annual Meeting Minutes
- 4 Legal Trivia
- 5 Legal Trivia--Answers
- 6 From the President-elect
- 6 Personal Accomplishments
- 6 Volunteer Request!
- 7 NALS Mission
- 7 NALS Code of Ethics & Professional Responsibility

NALS Application for Membership

Officer Installation & Awards Evening May 8, 2013

Place: Sheraton Madison Hotel
706 John Nolen Drive
Madison

Time: 5:30 p.m. – Networking (cash bar)
6:00 p.m. – Dinner
6:30 p.m. – Program

Menu Choices:*

Roast Pork Loin: roasted pork loin, rosemary onion sauce, wild rice, and broccoli;

Chicken Chardonnay: sautéed chicken breast, chardonnay cream sauce, linguini, and squash medley;

Pasta Primavera: penne pasta, marinara and alfredo sauce, assorted fresh vegetables (vegetarian)

*each choice comes with a dinner salad, dinner rolls, dessert and coffee, tea or iced tea

Cost: \$25.00/person

Please RSVP to Cindy Frank, PLS at

cfrank@lawtoncates.com

with the following information
on or before May 2, 2013:

name(s), firm/business name, and menu choice(s).

Bring your payment to the event. Checks made payable to Legal Personnel of South Central Wisconsin.

2012-2013 Officers

President

Hilary Williams
(608) 258-4335 (wk)
hwilliams@foley.com (wk)
hlrywllms@gmail.com

President-Elect

Sonja Schade
schade_sonja@yahoo.com

Secretary

Carol Mays, PLS
cmays@kerkmandunn.com

Treasurer

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

Marketing Director

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

Education Director

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

Membership Director

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

2012-2013 Committees

Bulletin/Mandatum	Theresa M. Doty Sonja Schade
Certification	Kim Starr Mary Cuppy, PP, PLS
Employment	Cindy Frank, PLS
Fundraising	Karen Dempski, PLS
Legal Education.....	Kim Starr
Officer Installation and Awards Evening	Cindy Frank, PLS Sonja Schade
Member Services	Gail Wolfe
Member of the Year.....	Kim Starr Deborah Dawson Phyllis DeGraff, PP, PLS
Nominations/Elections	Brenda Johll, PP, PLS
Program	Kim Starr
Publicity	Deborah Dawson Theresa M. Doty
Reservations	Karen Dempski, PLS
Scholarship	Kim Starr Sonja Schade
Standing Rules/Bylaws.....	Sonja Schade Gail Wolfe
Technology	Deborah Dawson



NALS 62nd Annual Education Conference & National Forum October 17-20, 2013 | Atlanta, Georgia

18.5 hours of CLE, 42 sessions to choose from, all wrapped around 4 days of networking!



2012-2013 Program dates

- 09/12/12 Topic: *Raising a Baby Attorney: Tips to Build a Relationship with a Recent Graduate Attorney*
Speakers: Attorney Tyler Wilkinson and Sally Kramer of Axley Brynelson
Location: Sheraton Madison Hotel
- 10/10/12 Topic: *What to Expect From a Process Server (or, The Enchanting World of a Process Server)*
Speaker: Chris Lowrey of C. Lowrey Process Service
Location: Sheraton Madison Hotel
- 11/14/12 Topic: *The Wisconsin Innocence Project*
Speaker: Attorney Byron Lichstein
Location: Sheraton Madison Hotel

No meeting in December

- 01/09/13 Topic: *It's not about doing business better, but about being better people doing business.*
Speaker: Patricia Almond of Stolen Moments Enterprises, LLP
Location: Sheraton Madison Hotel
- 02/13/13 Topic: *Why I Love Lawyers and Legal Professionals*
Speaker: "Citizen Dave" Cieslewicz
Location: Sheraton Madison Hotel
- 03/13/13 Topic: *Judicial Experiences and Perspectives*
Speakers: Dane County Court Commissioner Todd Meuer
Location: Sheraton Madison Hotel
- 04/10/13 *Annual Business Meeting and Roundtable*
Location: Sheraton Madison Hotel
- 05/08/13 *Officer Installation and Awards Evening*
Location: Sheraton Madison Hotel
RSVP to Cindy Frank, PLS at cfrank@lawtoncates.com

No meetings in June, July, or August

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[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.

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Dates to Remember

2013

June 27-29 **Region 5 Meeting
and Educational
Conference** in
Rapid City,
South Dakota



Visit our website to view the:

Program

<http://www.lpscw.org/Region%205%20-%202013%20Program.pdf>

and Registration form*

<http://www.lpscw.org/Region%205%20-%202013%20Registration.pdf>

***Early Bird registration (before June 1)**

Sept. 27-28 **WALP Fall Membership Meeting**
[location to be confirmed]
Hosted by St. Croix Valley Legal
Professionals

Oct. 17-20 **NALS 62nd
Annual
Education
Conference &
National Forum**
in Atlanta,
Georgia



2014

Feb. 22 **WALP Spring Membership
Meeting** in Appleton, Wisconsin
at the Cambria Suites

Legal Trivia

Q1: A trademark with the words
"Registered in the U.S. Patent and
Trademark Office" is known as a what?



Q2: What does EEOC mean?

Answers on Page 5

MINUTES OF THE ANNUAL MEETING OF LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN ON APRIL 10, 2013 AT THE SHERATON HOTEL, MADISON, WI

The meeting was called to order at 6:33 p.m. by
President Hilary Williams.

Roll call was taken. Anna Canty stated that she is a
new member.

Officer's Reports:

President Elect: No report.

Secretary: Minutes from the March 13, 2013 meeting
were printed in the Mandatum. There are no revisions
and stand as printed in the Mandatum.

Treasurer: Phyllis DeGraff, PP, PLS, provided a
written Treasurer's Report which was reviewed and
discussed. The Treasurer's Report will stand subject to
financial review.

Education Director: No report.

Marketing Director: Deb Dawson typed out her report
and then discussed the topics, which are: Facebook and
LinkedIn activities, changes to the LPSCW brochure,
and marketing to law firms and students. Discussions
were held on each topic. Amy Johnson volunteered to
check with Norma Kropp in creating a logo for the
organization.

Membership Director: One new member attended
tonight, Anna Canty. Welcome!

Committees:

Bulletin/Mandatum: The deadline for submitting items
for the next Mandatum is April 24.

Certification: It was stated that Mary Cuppy, PP, PLS,
and Carol Mays, PLS, are members on the NALS
Certifying Board.

Employment: Cindy Frank, PLS, continues to send out
employment notices when she receives them.

Fundraising: Karen Dempski, PLS, stated that the
"drop dead" date for ordering Tupperware through the
"Tupperware Fun'raiser" is Friday. Karen hopes to
pick the Tupperware up at the State meeting and will
then deliver it personally (if you work in the downtown
Madison area) or she will deliver it at the May LPSCW
meeting.

Legal Education: Kim Starr asked that you let her know if you are missing any CLEs and she will provide it to you.

Installation: Sonja Schade stated that everyone should have received their invitation to the Officer Installation and Awards Evening. Please send your RSVP to Cindy Frank, PLS.

Member Services: Gail Wolfe stated that she will send a card to Mary Cuppy.

Member of the Year: Kim Starr stressed that everyone should get their votes in for Member of the Year.

Nominations/Elections: Nominations and elections are finished for this term.

Program: Kim Starr stated that if anyone has ideas for speakers or topics for next year, please let her know.

Publicity: New LinkedIn page - Deb Dawson stated that our organization is on LinkedIn. If anyone wants to add something to it, please do so. Deb also asked for ideas on logos indicating that LPSCW stands for both Dane and Rock Counties.

Reservations: No report.

Scholarship: Scholarship Award Recipient Selected – Karen Peterson of Minnesota is the recipient. Karen is a student at Madison College and will be at the May meeting.

Standing Rules/Bylaws: Sonja Schade, Theresa Doty, and Anna Canty will be working on these over the summer. Gail Wolfe will stay on in an advisory capacity.

Technology: Deb Dawson stated it is time to renew the domain name for the website.

New Business:

A. 2013/2014 Proposed Budget: Phyllis DeGraff, PP, PLS, provided a proposed budget for 2013/2014. The budget items were reviewed and discussed.

B. Discussion re Chapter 2013/2014 Year: Hilary Williams stated that there will be no June roundtable. Sonja Schade will put a note in the Mandatum with ideas for summer outings, volunteering and the September meeting. Gail(?) suggested having a meeting at Benvenuto's, and Karen and Sonja asked for other suggestions for meeting places.

Old Business:

A. NCRA "Ethics First" campaign: Discussion ensued and the topic will be tabled until WALP makes its decision on whether or not to endorse this program.

B. "On the Move" Section in Mandatum: Sonja Schade asked that people provide pictures of family members who may be graduating, getting married or anything members want to share.

Announcements:

A. WALP 46th Annual Meeting and Educational Conference – This will be held April 26-27, 2013 in Wausau, WI.

B. LPSCW Installation and Member Recognition Night – This will be held at the Sheraton on May 8, 2013.

C. NALS Region 5 Education Conference – To be held June 28-29, 2013 in Rapid City, SD.

D. Other – Karen Dempski, PLS, received a message from a woman in Ohio who will be relocating to Madison and plans on joining LPSCW at that time. She will also be looking for a job and will be asking for suggestions.

There being no further business to come before the membership the meeting adjourned at 7:40 p.m.

/s/ _____
Carol J. Mays, PLS
Secretary

Approved:

/s/ _____
Hilary Williams, President

Legal Trivia--ANSWERS

Q1: A trademark with the words "Registered in the U.S. Patent and Trademark Office" is known as a what?

A1: Registered mark

Q2: What does EEOC mean?

A2: Equal Employment Opportunity commission



From the President-elect

During our non-meeting summer months, I am looking to gather with members at events such as Concerts on the Square in downtown Madison; catching a Rock Aqua Jays water ski show in Janesville; and/or volunteering at community events in Dane and Rock Counties.

Look for notices about these events and let me know if you have a particular event in mind that you would like to attend or volunteer at with your legal professional cohorts.



-Sonja Schade

Personal Accomplishments

Our chapter would like to congratulate Jenny Clark-Herrington, legal secretary/paralegal at Nowlan & Mouat LLP in Janesville, who completed the Gladiator Assault Challenge – Lake Geneva mud run on Sunday, April 14, 2013.



The mud run was laid out over seven miles and consisted of 30 obstacles.



Great job Jenny!

Volunteer request!

The Madison College Paralegal New Student Orientations have been scheduled for May 20 to 23 and for August 12 to 15. There will be four different groups of students, one in the morning and one in the evening. Is there any possibility that a representative(s) from your organization could join us to talk to the students about the profession, your organization, and your scholarship opportunities? I am asking MAPA, PAW, and LPSCW.

Each organization would have five to 10 minutes to talk about his/her/their particular organization and then we would all join together for the rest of the time to talk about the legal profession and what the students may be able to expect once they graduate. The students love to hear from people doing what they want to do!

The timetable is as follows:

May 21, 2013 from 11:15 am to noon at Truax Campus (1701 Wright Street, Madison, WI 53704)

May 21, 2013 from 5:15 pm to 6:00 pm at Truax Campus

August 13, 2013 from 11:45 am to 12:30 am at Truax Campus

August 13, 2013 from 5:15 pm to 6:00 pm at Truax Campus

Please let me know if it is possible for a rep from your organization to attend one or more of the sessions. If a rep cannot be at each session, I would be happy to pass out any material that you may like the students to have.

Thank you, all, for supporting the Madison College Paralegal Program.

Regards,
Norma J. Kropp
nkropp@madisoncollege.edu



Submission Deadline for the next issue is:

MAY 23, 2013

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.



Like us on Facebook.

Any legal news or tips to share???

Find us on Facebook post and them there!

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: Theresa M. Doty

Graphic Design/Layout: Sonja Schade

Contributing writers: Hilary Williams, Carol Mays, PLS, Jenny Clark-Herrington, 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.

lpscw.org





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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:

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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.