

Legal Personnel of South Central Wisconsin

www.lpscw.org

MANDATUM

September 2012
Vol. XLVIII, No.1



President's Message



Dear Members:

I am very excited to begin the upcoming year together. We have many great program topics this year, including our September presentation: "Raising a Baby Attorney: Tips to Build a Relationship with a Recent Graduate Attorney." I look forward to seeing each of you at this presentation.

It is not too late to volunteer to for an LPSCW committee. If you are interested, please feel free to contact me or any one of your LPSCW Officers.

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

September 12, 2012 Meeting Notice

Topic: Raising a Baby Attorney: Tips to Build a Relationship with a Recent Graduate Attorney

Speakers: Attorney Tyler Wilkinson and Sally Kramer of Axley Bryn Nelson

Place: 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

Cost: \$15.00/member
\$18.00/non-member

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Submission deadline for the next issue:
September 21, 2012

***RESERVATIONS ARE DUE BY NOON
Friday, September 7, 2012, to:**

Karen Dempski, PLS
at
kdempski@perkinscoie.com

*Please note in RSVP any dietary restrictions.



President's Message *continued from Page 1*

This fall our very own LPSCW Chapter is hosting the WALP Fall Educational Conference and Meeting, which will take place on Friday, September 28, and Saturday, September 29. The Conference and Meeting will be held at the Courtyard by Marriott, in Middleton, Wisconsin. This is a great chance to attend a statewide event and show your support for our chapter. Further details on this Conference can be found on the WALP website: <http://www.wisconsinalp.org>

Hilary Williams
LPSCW President, 2012-2013

2012-2013 Officers

President

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hlrywillms@gmail.com

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schade_sonja@yahoo.com

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Membership Director

Cindy Frank, PLS
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cfrank@lawtoncates.com (wk)

2012-2013 Committees

Bulletin/ <i>Mandatum</i>	Sonja Schade
Certification	Kim Starr
Employment	Cindy Frank
Fundraising	Karen Dempski
Legal Education.....	Kim Starr
Officer Installation and Awards Evening	Cindy Frank 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
Reservations	Karen Dempski, PLS
Scholarship	Kim Starr Sonja Schade
Standing Rules/Bylaws.....	Gail Wolfe Sonja Schade
Technology	Deborah Dawson

Legal Trivia

Q1: What kind of deed guarantees that the title conveyed is good and its transfer rightful?



Q2: What instrument does a person make to dispose of his property to take effect after his death?

Answers on Page 4





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 Education TBA
- 11/14/12 Education TBA

No meeting in December

- 01/09/13 Education TBA
- 02/13/13 Education TBA
- 03/13/13 Education TBA
- 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

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
- Registration deadline: Sept. 19**
Hotel registration deadline: Sept. 7
- Oct. TBA Court Observance Week
- Oct. 18-21 NALS Education Conference & National Forum in Portland, Oregon



2013

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



The NALS Foundation has graciously donated a premium prize jewelry item to each region to be used in conjunction with their Regional Conference or Region drawing this year. Region 5 chose a beautiful pair of Open Heart Earrings.

Tickets are \$5.00 each or 5 for \$20.00.

DEADLINE FOR TICKET ENTRIES IS SEPTEMBER 4, 2012!



See attachments at the end for further information and tickets.

-Karen Dempski, PLS
Region 5 Director

Professional Achievements

Congratulations to past LPSCW educational speaker, **Dane County Circuit Court Judge Maryann Sumi**. Judge Sumi was presented the Judge of the Year Award by Chief Justice Shirley S. Abrahamson at the State Bar of Wisconsin Annual Meeting in June. Again, congratulations!

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

The meeting was called to order at 6:40 p.m. by President Brenda Johll, PP, PLS.

Roll call was taken (7 in attendance).

Officers' Reports:

Secretary: Minutes from the March meeting were printed in the April *Mandatum* and were approved as corrected.

Treasurer: The Treasurer's Report was presented and reviewed. The Treasurer's Report was filed subject to financial review. There was discussion and it was decided that we will roll over the current CD for another term at the current interest rate. The 2012/2013 budget was presented and discussed. A motion to approve the 2012/2013 budget as presented at the meeting was made by Karen Dempski, PLS and seconded by Hilary Williams. It was decided that the proposed budget will also be sent to all voting members for input and approval.

Education Director: No Report

Marketing Director: No Report

Membership Director: No Report

Committees:

Bulletin/*Mandatum*: Deadline April 24, 2012

Installation: There was discussion about corrections and edits to the proposed program. The proposed price for the Installation night event is \$25.00.

Member of the Year: Deb Dawson discussed that we all voting members will be able to vote for Member of the Year via email.

Publicity: The chapter *Mandatum* and Facebook page will be updated with new federal on-line filing procedures.

Reservations: There was discussion about the location of the chapter meetings next year. The Sheraton and the Coliseum Bar were mentioned as possible locations.

Standing Rules/Bylaws: There was discussion about holding off on the revisions until WALP is finished and has finalized the revisions to their Standing Rules/Bylaws.

Technology: Deb Dawson mentioned that there will be some minor modifications to the website.

New Business:

WALP Fall Meeting: The date for this meeting will be September 28 & 29th, 2012. There was discussion about where to hold this upcoming meeting sponsored by our chapter. Hotels near Greenway Station in Middleton were mentioned.

Karen Dempski, PLS is working on a memorial for JoAnn Prochaska.

Meeting was adjourned at 7:27 p.m.

Submitted:

Hilary Williams
Secretary

Approved by:

Brenda L. Johll, PP, PLS,
President

Legal Trivia--ANSWERS

Q1: What kind of deed guarantees that the title conveyed is good and its transfer rightful?

A1: Warranty Deed

Q2: What instrument does a person make to dispose of his property to take effect after his death?

A2: Last Will and Testament



Member Spotlight



Sonja Schade

Legal Assistant
Supreme Court of Wisconsin –
Office of Court Commissioners
Madison, Wisconsin

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

Sonja Schade: After graduation from college (I hold a Bachelor of Arts degree with majors in Psychology and Italian from the University of Wisconsin-Madison) and a year of service as an AmeriCorps VISTA volunteer, I began work as an administrative assistant in the Information Systems department at WPS Health Insurance in Madison.

A few years later the Legal Services department at WPS had an opening for a legal secretary, and although I had no legal training or experience, I applied. I was then offered and accepted the position. The attorneys, paralegal, and other legal support staff gave me invaluable on-the-job training. They started with basic legal principles and continued building from there. I worked with the attorneys on contracts, litigation and subrogation matters; and the paralegal with bankruptcy, tax levy, subpoena, and other matters. During this time I joined NALS and was afforded access to local, state and national education and this is where I began to capture other relevant legal knowledge and skills. I really enjoy learning and expanding my horizons.



After five years in the WPS Legal Services department, I applied for a position as a legal assistant in the office of the Wisconsin Supreme Court Commissioners in Madison, Wisconsin, and was hired. The commissioners and the other legal assistant have trained and molded me into a very productive member of the office. I continue to keep my membership in NALS current and I continue to gain education and networking connections that have helped me to grow as a legal professional. I have now been in my current position for five years and still continue to learn about the legal industries both inside and outside of the office.

M: *If you could be any color of the rainbow, what color would you be and why?*

SS: I've always been partial to the colors green and violet. I think green because it so calming and violet because it seems so mysterious, yet serene.

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

SS: I read a column in an administrative assistant bulletin that encouraged administrative professionals to join a professional association to boost their education and networking potential. There were three associations listed, and NALS was the one for legal administrative professionals that impressed me the most.

A funny thing about joining is that when I joined I didn't think I knew a single member, but as it turned out, Karen Dempski, PLS, and I bowled on the same couples bowling league. Through Karen's association membership duties at the time, she welcomed me to the association at a bowling night. What a surprise!

M: *You are quite involved with LPSCW and WALP, do you plan on running for a NALS office?*

SS: Interesting question, as it never feels like the right time, but I wouldn't rule it out. As you know, the governance of NALS is currently being revised. I'd like to see that transition completed before stepping up to the commitments at the national level.

M: *Which do you believe came first, the chicken or the egg?*

SS: I don't believe that question can ever be answered, but it does trigger great conversation!

M: *What is the first thing you notice about other people?*

SS: I usually notice facial expressions, but then it goes into their communication styles, as in: "are they talking about themselves?," "am I the only one asking questions or driving this conversation?," and "is this a give-and-take conversation?" I try to be inclusive with everyone at events I'm attending and I respect others who try to do the same.

Continued on next page...

Member Spotlight continued from page 5

M: *What advice would you give to someone new to the legal profession?*

SS: Be confident, give your best, and don't be afraid to try something outside of your training or experience. Perform every last task as you are directed, and also seek out more to do. *You* make yourself invaluable. I have had great personal success with a great attitude and expressing a commitment to continued learning, and I believe that others can achieve this same success doing the same.

-Questions submitted by Carol Mays

Did You Know?

Looking for a checklist for filing appellate briefs in Wisconsin? Listed under **Appellate eFiling** on the Wisconsin Court System website at <http://wicourts.gov/courts/offices/clerk.htm> are the "Appellate practice checklist outline" and "Appellate brief filing checklist" forms. Other forms for appeals are also available on the Wisconsin Court System website under the **forms** tab.

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, PLS, to begin your application process.

Wisconsin Association for Legal Professionals
www.WisconsinALP.org



Submission Deadline for the next issue is:
SEPTEMBER 21, 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, Carol Mays, 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.

lpscw.org





The NALS Foundation has graciously donated a premium prize jewelry item to each region to be used in conjunction with their Regional Conference or Region drawing this year. Region 5 chose a beautiful pair of Open Heart Earrings.

Tickets are \$5.00 each or 5 for \$20.00. Presale of tickets is encouraged!!



INSTRUCTIONS FOR NALS FOUNDATION TICKETS FOR REGION 5:

You will find the tickets on the following page. Please print and cut along lines.

Please make checks payable to **NALS FOUNDATION**.

The premium raffle drawing for the Open Heart Earrings will take place on **SEPTEMBER 11, 2012** in Minneapolis, MN, by members of the NALS Twin Cities chapter and Reneé L. Kleinjan, PLS, a NALS Foundation Trustee. Please forward your tickets and checks to NALS Foundation, c/o Karen Dempksi, PLS, Perkins Coie, LLP, One East Main Street, Suite 201, Madison, WI 57303.



**NALS Region 5
NALS Foundation Jewelry Drawing
Open Heart Earrings**

Drawing to be held by members of NALS Twin Cities on
Saturday, September 11, 2012,
at Minneapolis, MN
Need Not Be Present to Win
Proceeds benefit the NALS Foundation, a 501(c)(3)
non-profit corporation. **This is your receipt.**

NALS FOUNDATION EARRINGS

Name: _____
(Please print)

Address: _____

Phone: _____
\$5 each or 5 for \$20



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NALS FOUNDATION EARRINGS

Name: _____
(Please print)

Address: _____

Phone: _____
\$5 each or 5 for \$20



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 for details)

Applicant's Signature _____

Membership is nontransferable.

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