

Legal Personnel of South Central Wisconsin

www.lpscw.org

MANDATUM

December 2013
Vol. XLIX, No. 4



President's Message



Hello,

Thanks to court reporters Lynette Swenson and Cheryl Seeman for talking to us about "Being an Official Court Reporter in Federal Court," and for letting us have our hands on a digital stenograph, which was a first for many in attendance at the November meeting. I look forward to our next meeting in January when Supreme Court Commissioner Nancy Kopp will be our guest.

Remember, nominations for 2014-2015 officers are due to Hilary Williams on or before December 30, 2013, and there is no December chapter meeting.

I look forward to seeing you at the January 8, 2014 meeting. Have a safe and joyous holiday season!

Cheers!
-Sonja

Sonja M. Schade
LPSCW President, 2013-2014

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Attachments: LPSCW Officer Nomination Form, WALP Meeting Notice, Engage 5 Application, NALS Membership Application



2013-2014 Officers

President

Sonja Schade
schade_sonja@yahoo.com

President-Elect

Karen Dempksi, PLS
kdempski@perkinscoie.com (wk)

Secretary

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

Treasurer

Theresa Doty
(608) 283-6791 (wk)
tdoty@axley.com (wk)

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

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

2013-2014 Committees

Bulletin/Mandatum	Theresa M. Doty Anna Canty 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	Hilary Williams
Member Services	Michelle Tyms
Member of the Year.....	Hilary Williams Kim Starr Deborah Dawson
Nominations/Elections	Hilary Williams
Program	Kim Starr
Publicity	Deborah Dawson
Reservations	Michelle Tyms
Scholarship	Kim Starr Sonja Schade
Standing Rules/Bylaws.....	Sonja Schade Theresa Doty Anna Canty
Technology.....	Deborah Dawson

Legal Trivia

Q1: What term describes a lawsuit or legal action including all proceedings therein?

Q2: What do you call a person under the age of legal competence?



See **Answers** on Page 4

2013-2014 LPSCW Program dates

No meeting in December 2013

- 01/08/14 Topic: *Combining a Law Degree with Mystery Writing*
Speaker: Supreme Court Commissioner Nancy Kopp
www.nancykopp.com
- 02/12/14 Topic: *Women Judges and Impacts on the Legal Profession*
Speaker: Judge Ellen Berz
- 03/12/14 Topic/Speaker: TBA
- 04/09/14 *Annual Business Meeting and Roundtable*
- 05/14/14 *Officer Installation and Awards Evening*

No meetings in June, July, or August 2014



2014

- Feb. 22** **WALP Spring Membership Meeting** in Appleton, Wisconsin at the Cambria Suites
**Hotel reservations due by December 21, 2013 – see attached notice for more information*
- Feb. 27-
Mar. 1** **NALS Professional Development & Education Conference** in Tulsa, Oklahoma at the DoubleTree Warren Place
- May** **WALP Annual Meeting**
Details to be announced



**Submission Deadline for the next issue is:
December 20, 2013**

**Legal Personnel of South Central
Wisconsin Meeting Minutes from
November 13, 2013
Benvenuto's Italian Grill
Fitchburg, WI**

The business meeting was called to order by President Sonja Schade at 7:21 p.m. Nine members and one guest were present.

Officer Reports

Secretary, Phyllis DeGraff: Minutes from October 9, 2013, were published in the *Mandatum*. A correction was made to the minutes.

Treasurer: Sonja Schade announced that the auditor's report was received. A thank you gift to Marlow Running will be sent.

Nominations: Karen Dempski asked for officer nominations from the members. The deadline is December 30, 2013.

Education: Jennifer Frank announced that the January 8 speaker will be Nancy Kopp. There will be a link to her website published in the *Mandatum*. Judge Ellen Berz will be speaking to our group at either the February or March meeting.

Employment: Cindy Frank said that any job openings she receives will also be posted on the WALP website.

Mandatum: Deadline for the next edition has been extended to November 25.

Fundraising: Karen Dempski said that all monies are due for the nut sale fundraiser. There are a few bags of nuts still available. Possible Tupperware or Watkins fundraisers were discussed.

Publicity: President Sonja asked Anna Canty to work on a new logo.

Scholarship: Applications for our scholarships are being distributed to area schools. It will also be posted on our website and on Facebook.

New Business

NALS Professional Development Conference: A Jane

Doe registration will be sent in. The registrations for the President Elect and Membership Director are budgeted each year for this event.

Brenda Johll will draft an e-mail to members about volunteer opportunities for the Jingle Bell Run. The run takes place on December 14.

Old Business

Our chapter's bid for the September 2014 WALP meeting was approved. Karen Dempski distributed a chart of possible locations and costs. It was the opinion of members present that we should select the Holiday Inn Express in Janesville. The first choice of dates is the weekend of September 12, 2014 and the second choice was the weekend of September 19, 2014. Possible topics for speakers include ethics, guardian ad litem, and public defenders. A flyer will need to be prepared for the February state meeting for this event. It will also need to be publicized in *Behind the Bar*.

The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Phyllis DeGraff
LPCSW Secretary, 2013-2014



in • spire | in'spīr |

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

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



Like us on Facebook!

Find our page on Facebook under
Legal Personnel of South Central Wisconsin
and share with us!

Legal Trivia Answers

Answers continued from Page 2

Q1: What term describes a lawsuit or legal action including all proceedings therein?

A1: Litigation

Q2: What do you call a person under the age of legal competence?

A2: Minor



Nominations and Elections

This is the final call for nominations for LPSCW 2014/2015 Executive Committee positions.

As a reminder, all nomination forms are due to Hilary Williams no later than December 30, 2013.

The Nomination form is attached to this issue of the *Mandatum*.



From a Court Reporter's Viewpoint

When heading into court on a trial, we're all striving to have the proceedings go as efficiently and smoothly as possible. Here are several suggestions from a reporter's viewpoint to achieve the best record and quickest transcript turnaround.

1. If you want roughs or daily copy for the trial, notify the reporter at least two weeks in advance so they can make whatever arrangements are necessary with support staff or other reporters helping out.
2. If this is a unique case with unique spellings, provide a word list to the reporter; i.e. computer lingo (e2Interactive) or acronyms.
3. If you want realtime at counsel table, make arrangements with reporter to bring in your laptop

so software can be loaded to interface with reporter's realtime feed.

4. Provide a contact person's email address for sending rough/daily copy transcripts to or questions.

During trial, it is helpful to display documents on a visual presenter so the reporter can follow along while document is being read. Reporters are able to put in punctuation as the document has it or fingerspell any unique spellings. One important note: just because you're reading doesn't mean you kick it into high gear. It is still being reported and needs to be taken down accurately. The faster you read, the higher the chances are of the reporter dropping words or word endings or mishearing what is being said. Reporters strive to write it right the first time!

Submitted by:

Lynette Swenson and Cheryl Seeman
Official Court Reporters
LPSCW November 2013 Education Speakers

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;

See **Ethics** on Page 4

Ethics continued from Page 4

- 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.

Engage 5 Membership Campaign



Your last chance to take part in the "Engage 5" membership campaign is here! Ending January 31, 2014, this campaign rewards the individual member who recruits 5 new members within

the same membership classification. The new members must report you as their sponsor. Once all five new members have been recruited, the member must complete the attached form.

Mandatum

Editor: Theresa M. Doty

Content/Layout: Anna Canty

Contributing writers: Sonja Schade, Hilary Williams, Phyllis DeGraff, Lynette Swenson and Cheryl Seeman

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 Theresa Doty at tdoty@axley.com.

lpscw.org

**LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN
OFFICER NOMINATION FORM
2014-2015**

You must be a member in good standing to nominate a candidate for officer of Legal Personnel of South Central Wisconsin

TO NOMINATE A CANDIDATE, DO THE FOLLOWING:

1. VERIFY with your candidate that she/he is a member of Legal Personnel of South Central Wisconsin.
2. ASK your candidate if she/he is willing to be considered as an officer.
3. IF THE ANSWER TO #1 & #2 ARE YES, you may submit their names on the form below.
4. THE NOMINATOR MUST SIGN & DATE THIS FORM
5. FORWARD TO:

Hilary Williams
Foley & Lardner LLP
150 East Gilman Street, Madison, WI 53703;
OR Fax to 608-258-4258;
OR e-mail to Hlrywllms@gmail.com

6. DEADLINE: December 30, 2013

Nominations

President: _____

President-Elect: _____

Secretary: _____

Treasurer: _____

Education Director: _____

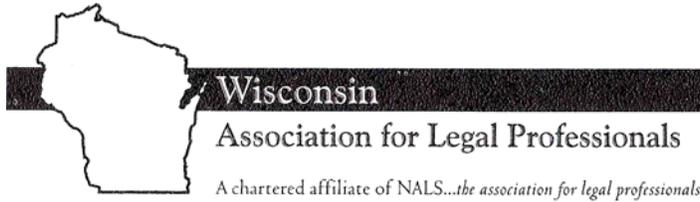
Marketing Director: _____

Membership Director: _____

Member Name (print): _____

Member Signature*: _____ Date: _____

* I have asked all the above candidates and they have agreed to the nomination.



Barbara A. LeCaptain, PLS
WALP Executive Secretary
1205 Philippen Street
Manitowoc, WI 54220-6247
(920) 683-3271
blecaptain@att.net

TO: ALL OFFICERS, CHAIRMEN, COMMITTEE MEMBERS, PAST PRESIDENTS, AND MEMBERS OF WALP

NOTICE IS HEREBY GIVEN that a regular meeting of the Wisconsin Association for Legal Professionals will be held on **Saturday, February 22, 2014**, at the Best Western Premier Bridgewood Resort Hotel & Conference Center, 1000 Cameron Way, Neenah, Wisconsin 54956.

8:00 a.m. – 8:30 a.m. Registration - Coffee, Hot Tea, and Danish

8:30 a.m. Welcome

8:30 a.m. – 10:00 a.m. ***Estate Planning and Guardianship***
Speaker: Attorney Debra DeLeers,
of Peterson, Berk & Cross, S.C.

10:00 a.m. – 10:15 a.m. Break

10:15 a.m. – 11:45 p.m. ***From Animals to Zoning: the Life of a City Attorney***
Speakers: Attorney Kail Decker and Attorney James
Mueller, Assistant Green Bay City Attorneys

12:00 p.m. – 1:00 p.m. Lunch

1:00 p.m. – 3:00 p.m. Membership Meeting

The cost for the education, meeting, and lunch (including tax and tip) is **\$35.00**.

Box lunches will be provided consisting of: *Thinly sliced roast beef* piled high on a fresh croissant, topped with Wisconsin cheddar cheese, lettuce and tomato or *smoked turkey breast* with Swiss cheese on a buttery croissant, topped with lettuce and tomato. Served with a bag of potato chips, whole fruit and home baked cookie.

The cost for a luncheon guest is \$17.00.

Canceled reservations will be charged for the full registration price, if the association is charged. Anyone attending the meeting must be registered.

TO ALL OFFICERS AND COMMITTEE CHAIRS: If you will be submitting a written report for the member meeting, please provide Barbara LeCaptain, PLS, WALP Secretary, with **twenty (25) copies** of your report by **Friday, February 21, 2014**, in order that all reports may be assembled for distribution at registration on Saturday morning. This will ensure

that all officers and committee chairmen receive a copy of all reports prior to the meeting or by mailing after the meeting. Each officer and/or committee chair will need to provide her with ample copies.

PLEASE NOTE: The Executive Committee will meet on Friday, February 21, 2014, at a time and location to be announced. ALL WALP MEMBERS ARE WELCOME TO ATTEND.

Members: All motions to be presented at the meeting must be in written form and given to WALP President Darla Stephenson, PP and WALP Secretary Barbara LeCaptain, PLS. This will help alleviate any confusion and/or misinterpretation of motions presented to the membership. Time will be allocated for this purpose.

HOTEL INFORMATION:

Best Western Premier
Bridgewood Resort Hotel & Conference Center
100 Cameron Way
Neenah, WI 54956

Reservations: (800) 514-5206

ROOM BLOCK DEADLINE: December 21, 2013.

A block of rooms is being held for the night of **Friday, February 21, 2014** at the rate of **\$94.99 (plus tax)** per single (Queen) or queen double room. *The hotel has extended the special \$94.99 rate if you would like to make it a weekend outing and stay Saturday night also.* Please reference **Wisconsin Association for Legal Professionals.**



PREMIER

BEST WESTERN PREMIER Bridgewood Resort Hotel & Conference Center DRIVING DIRECTIONS

*Bridgewood Resort Hotel - Centrally located and just off Hwy. 41
1000 Cameron Way - Neenah, Wisconsin.
(920) 720-8000 - (800)514-5206*

Conference
Center

South, from Green Bay (39 miles)

Hwy 41 South to Winneconne Avenue Exit in Neenah.
Turn left at the end of the ramp; take the frontage road
(Green Bay Road) south ½ mile to Bridgewood Resort
Hotel & Conference Center

Aquatic Fun
Center

South, from Appleton (8 miles)

Hwy 41 South to Winneconne Avenue Exit in Neenah.
Turn left at the end of the ramp; take the frontage road
(Green Bay Road) south ½ mile to Bridgewood Resort
Hotel & Conference Center

Bridgewood
Golf Course

West, from Stevens Point (67 miles)

Hwy 10 west to Hwy 41 South to Winneconne Exit in Neenah.
Turn left at the end of the ramp; take the frontage road (Green Bay Road)
south ½ mile to Bridgewood Resort Hotel & Conference Center

Ground Round
Grill & Bar™

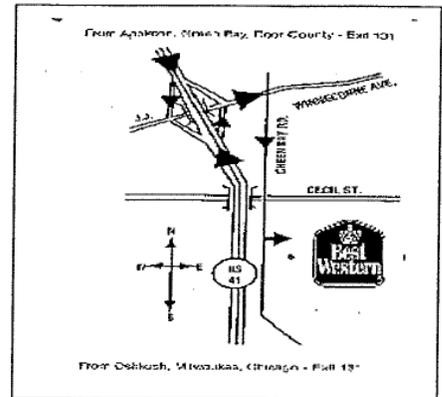
Northeast, from Madison (98 miles)

US 151 North to WI 26 North, merge on to Hwy 41 North, exit Winneconne Avenue in
Neenah. Turn right at the end of the ramp, take the frontage road
(Green Bay Road) south ½ mile to Bridgewood Resort Hotel & Conference
Center

Bridgewood
Catering

North, from Milwaukee (downtown) (98 miles)

Hwy 94 west, merge on to Hwy 45 North towards Fond du Lac,
Follow Hwy 41 to Fond du Lac and continue north to Neenah,
And take the Winneconne Avenue exit. Turn right at the end of the ramp,
Take the frontage road (Green Bay Road) south ½ mile to Bridgewood
Resort Hotel & Conference Center.



RESERVATION FORM -IN PERSON*
WALP MEMBERSHIP MEETING
FEBRUARY 22, 2014

Return to: Sara Monnette, ALP
1792 Lemon Lane
De Pere, WI 54115

Reservation Deadline: Monday, February 3, 2014

Make checks payable to: Wisconsin Association for Legal Professionals (WALP)

Name: _____

Chapter: _____

Address: _____

Email Address/Phone: _____

(Please indicate one of the following)

Education, Meeting and Lunch _____ (\$35.00)

Please select your lunch:

Roast Beef Turkey

Luncheon Guest _____ (\$17.00)

Please select your lunch:

Roast Beef Turkey

_____ **TOTAL**

If you are a WALP Executive Committee Member, please indicate your office and/or chairmanship: _____

Please indicate if you are attending your first WALP Meeting: Yes or No

If you have any questions or special dietary requests, please contact:
Julianna Durie, PLS at julianna.durie@yahoo.com or call 920-233-2500, ext 4.

*Please use the webinar registration form for webinar only attendance. Please check <http://www.wisconsinalp.org/calendarofevents.htm> for more information.



Campaign Dates:
January 1, 2013-January 31, 2014

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 \$120 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 \$120 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 January 1, 2013 through January 31, 2014 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 \$120 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

Membership Application

Application Date: _____

Local Chapter Name: _____

Last Name _____ First Name _____

Home Address: _____

City: _____ State: _____ Zip: _____

Employer: _____

Position Title: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Preferred Mailing Address: Home Business

Home Phone: _____

Business Phone: _____

Fax: _____

Date of Birth: _____

Would you like to receive monthly legal education via email?
 Yes No

Preferred Email Address: _____

Your Specialty Area: (required)

- | | |
|---|--------------------------------------|
| <input type="radio"/> Law Office Management | <input type="radio"/> Criminal |
| <input type="radio"/> Business/Corporate | <input type="radio"/> Bankruptcy |
| <input type="radio"/> Probate/Estate Planning | <input type="radio"/> Taxation |
| <input type="radio"/> Court Personnel | <input type="radio"/> Administrative |
| <input type="radio"/> Litigation | <input type="radio"/> Government |
| <input type="radio"/> Family | <input type="radio"/> Real Estate |
| <input type="radio"/> Other (specify): _____ | |

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:

- | | |
|--|-------------------------------------|
| <input type="radio"/> Law Office | <input type="radio"/> Self-employed |
| <input type="radio"/> Corporate Legal Department | <input type="radio"/> Court System |
| <input type="radio"/> Government Services | <input type="radio"/> Other |

If you were sponsored by a current NALS member, please list below:

Sponsor's Name: _____

Sponsor's Member Number: _____

Membership Category

- \$197 International Membership (US Currency Only)
 \$165 New Member Dues
 \$75 Associate Member (educators, judges, attorneys)
 \$29 Student Member (minimum 9 credit hours required)

Total Due \$ _____

Payment Method

Payment must accompany application. There will be a \$20 charge for returned checks. Make checks payable to NALS.

- Check One: Check or Money Order Visa
 MasterCard Discover

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: Month _____ Year _____

Security Code: _____

Signature (credit card registrants only)

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 and Professional Responsibility* and the bylaws/standing rules as adopted by 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.