

# Legal Personnel of South Central Wisconsin

www.lpscw.org

## MANDATUM

February 2014  
Vol. XLIX, No. 5



### President's Message



Congratulations to the LPSCW  
2014/2015 Board:

President - Karen Dempski, PLS  
President Elect - Carol Mays, PLS  
Secretary - Jennifer Frank  
Treasurer - Michelle Tyms, PLS  
Marketing Director - Deborah  
Dawson

Membership Director - Hilary Williams  
Education Director - Brenda Johll, PP, PLS

Cheers!  
-Sonja

Sonja M. Schade  
LPSCW President, 2013-2014

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Attached:  
*Member of the Year Nomination Form*  
*NALS Membership Application*

### February 12, 2014 Meeting Notice

Topic: Women Judges and Impacts on the Legal Profession  
Speaker: Judge Ellen Berz  
Time: 5:30 p.m. Networking  
6:00 p.m. Dinner  
6:30 p.m. Speaker  
Place: Benvenuto's  
2949 Triverton Pike Drive  
Fitchburg, WI 53711

Menu Choices:

1. Chicken Tetrazzini. Chicken and spaghetti tossed in a white wine alfredo sauce, with mozzarella and an herb crust topping. Pick one side item & choice of soup or salad. / \$20
2. Sirloin. 6 oz Hand selected sirloin. Pick one side item & choice of soup or salad. / \$14
3. Fried or Baked Fish. Flaky white fish fried in a light seasoned breading or baked. Pick one side item & choice of soup or salad. / \$17
4. Portabella Penne Pasta. With portabella mushrooms, artichoke hearts, tomatoes and a balsamic butter sauce. Served with a salad. / \$16

**\*includes tax and gratuity, beverage not included**

Sides: cottage cheese, garlic mashed potatoes, fries, parsley butter potatoes, onion straws, homestyle chips, rosemary potatoes, fresh vegetables, sweet potato fries, spaghetti, fresh fruit



**By Noon on Monday, February 10**

To Michelle Tyms, PLS at:

[chelle291@aol.com](mailto:chelle291@aol.com) or (419) 651-7368

\*Please note in RSVP any dietary restrictions

**2013-2014 Officers**

**President**

**Sonja Schade**  
schade\_sonja@yahoo.com

**President-Elect**

**Karen Dempski, 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:** Working out a satisfactory disposition of a criminal case by the defendant pleading guilty to a lesser offence is called what?



**Q2:** What do you call the individual who makes a promise?

See **Answers** on Page 4

**2013-2014 LPSCW Program dates**

- 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
- Sept. 19-20**      **WALP Fall Meeting**  
Holiday Inn Express in Janesville  
Details to be announced



**Submission Deadline for the next issue is:  
February 24, 2014**

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### **2013/2014 Member of the Year Nomination**

All Members of LPSCW:

It is 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:

Hilary Williams – 2013  
Kim Starr – 2012  
Deborah Dawson – 2011

Please think about who you would like to nominate. The nomination form is attached to the *Mandatum*. 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 7, 2014.

Nominations may be emailed to [hlrywillms@gmail.com](mailto:hlrywillms@gmail.com) or mailed/faxed to Hilary Williams, Foley & Lardner LLP, 150 East Gilman Street, Madison, WI 53703. Fax. # [608-258-4258](tel:608-258-4258)

-Hilary Williams  
LPSCW Membership Director

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### **Many Hands Make Light Work!**

I will be looking to fill committee positions in the next few weeks. Please consider volunteering. If you have any questions or concerns, please let me know. It takes all of us to make this Association run like a well-oiled machine, even in the cold! Thank you!

Karen Dempski, PLS  
President Elect

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### **Nut Fundraiser**



The final numbers are in . . . we made a \$221 profit!  
Thanks to everyone for participating this year.

Karen Dempski, PLS  
Fundraiser Chairperson

## Win a Voucher for the Houston Education Conference

Region 5 has purchased two "vouchers" of \$250 each to be used toward your registration for the 63<sup>rd</sup> Annual Education Conference and National Forum in Houston, Texas in October 2014. Two members of Region 5 will be lucky winners of the vouchers!



If you are interested in entering, all you have to do is email Mari Johanson at [mlijohnson@nilanijohnson.com](mailto:mlijohnson@nilanijohnson.com) by February 14<sup>th</sup>, 2014.

The drawing will be held on Monday, February 17<sup>th</sup>. And the winners will then be contacted with the good news!

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## Legal Trivia Answers

Answers continued from Page 2

**Q1:** Working out a satisfactory disposition of a criminal case by the defendant pleading guilty to a lesser offence is called what?

**A1:** Plea bargaining

**Q2:** What do you call the individual who makes a promise?

**A2:** A Promisor



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

## Legal Personnel of South Central Wisconsin

### Minutes – January 8, 2014 Benvenuto's, Fitchburg, WI

The business meeting was called to order by President Sonja Schade at 7:45 p.m. Thirteen members and one guest were present.

#### Officer and Committee Reports

Secretary, Phyllis DeGraff: Minutes from November 13, 2013, were published in the *Mandatum* and approved as printed.

Education: Jennifer Frank announced that the February speaker will be Judge Berz. March's speaker will be Don Lias on the subject of UCC's.

Membership: Hilary Williams welcomed guest Chris Starr to our meeting. There are currently 31 members, which includes 5 students. An updated membership directory is available. Hilary prepared CLE certificates for the night's meeting.

Employment: Sonja Schade stated that Jody Cooper is looking for intern jobs for her students.

*Mandatum*: Deadline for the next edition is January 27, 2014.

Fundraising: Karen Dempski announced the successful conclusion of the nut sale. A profit of \$221 was made on the sale.

Member Services: Michelle Tyms said that two sympathy cards and one congratulation card have been mailed to members.

Member of the Year: The *Mandatum* has the ballot included. There is a deadline for submission of February 7, 2014.

Nominations: Hilary Williams asked for officer nominations from the members. A motion was made, seconded, and carried to accept the following slate of 2014-2015 officers: President: Karen Dempski; President-Elect: Carol Mays; Secretary: Jennifer Frank; Treasurer: Michelle Tyms;

See **MINUTES** on Page 5

**MINUTES** *continued from Page 4*

Education Director: Brenda Jhll; Marketing Director: Deb Dawson, and Membership Director: Hilary Williams.

Scholarship: Applications for our scholarships have been mailed out and are also on our website.

Treasurer: The Jane Doe reservation for the Tulsa conference will be used by Carol Mays. She has already made her reservation for the conference so a refund will be requested by Karen Dempski for our Jane Doe reservation. Once it is received, Carol Mays will be reimbursed for her registration. The Treasurer's report was accepted subject to financial review. A motion was made, seconded, and carried to accept the 2013-2014 budget as presented.

Old Business

Karen Dempski distributed a proposed schedule for the Fall 2014 meeting of WALP which will be held September 19 and 20, 2014, at the Janesville Holiday Inn Express. Speakers and sponsors are needed and potential subjects and speakers were discussed.

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Phyllis DeGraff  
LPSCW Secretary

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***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.

**en·hance | en'hans |**

Enhance, 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.

**NALS** the association for legal professionals

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***NALS Code of Ethics***

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.

See **ETHICS** on Page 6

**ETHICS** *continued from Page 5*

- 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.

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*Mandatum*

**Editor:** Theresa M. Doty

**Content/Layout:** Anna Canty

**Contributing writers:** Sonja Schade, Hilary Williams, Karen Dempski

*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](mailto:tdoty@axley.com).

[lpscw.org](http://lpscw.org)

**LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN**

**2013-2014 MEMBER OF THE YEAR AWARD**

**NOMINATION FORM**

Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Please return to:

Nominations may be emailed to Hilary Williams at [hlrywllms@gmail.com](mailto:hlrywllms@gmail.com) or mailed/faxed to the address and fax number listed below and should be received no later than Friday, February 7, 2014.

Hilary Williams  
Foley & Lardner LLP  
150 East Gilman Street  
Madison, WI 53703  
608-258-4258 (fax)



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:

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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](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.*