

Legal Personnel of South Central Wisconsin

www.lpscw.org

MANDATUM

November 2013
Vol. XLIX, No.3



President's Message



Happy Fall Y'all!

It was great to see another great turnout of members, new members and guests at our October meeting. Come join us again at our November meeting when we will welcome court reporters Lynette Swenson and

Cheryl Seeman as they talk about "Being an Official Court Reporter in Federal Court."

Our chapter is in full-swing for planning the Wisconsin Association for Legal Professionals fall 2014 education and membership meeting, and we are actively pursuing options to hold the meeting in either Madison or Janesville. Karen Dempski, PLS, has spearheaded the planning and if you are interested in lending a hand to the committee, please let her know.

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

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LPSCW Nomination Officer Nomination Form
NALS Application for Membership

November 13, 2013 Meeting Notice

Topic: Being an Official Court Reporter in Federal court
Speakers: Lynette Swenson
Cheryl Seeman
Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Speakers
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 with your choice of dressing / \$17
4. Cobb Salad. Lettuce blended with cheddar cheese, black olives, bacon, eggs, tomatoes, red onions, bleu cheese and croutons, topped with grilled chicken / \$17

***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

RESERVATIONS ARE DUE BY NOON

Monday, November 11, 2013, to:

Michelle Tyms, PLS at:
chelle291@aol.com or (419) 651-7368

*Please note in RSVP any dietary restrictions

Legal Trivia

Q1: A person who is the recipient of a gift is known as what?

Q2: What does the word lex mean?



Answers on Page 4

President's Message *continued from Page 1*

Brenda Johl, PP, PLS, is coordinating and gathering information on a couple of walk/runs that chapter members and family/friends can participate together on as a team. Watch for more information in future editions of *Mandatum*.

I'd also like to take a moment to thank our current directors and committee chairs for working together so enthusiastically to keep our chapter responsibilities and activities running smoothly. I appreciate everyone's efforts to either learn a new responsibility or tweak an existing responsibility to make it work more efficiently for members.

Remember, nut sale monies are due to Karen Dempski, PLS, on or before November 13, 2013, and nominations for 2014-2015 officers are due to Hilary Williams on or before December 30, 2013.

I look forward to seeing you at the November meeting.

Cheers!

-Sonja
Sonja M. Schade
LPSCW President, 2013-2014

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/ <i>Mandatum</i>	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



11/13/13

No meeting in December

01/08/14

02/12/14

03/12/14

04/09/14 *Annual Business Meeting and Roundtable*

05/14/14 *Officer Installation and Awards Evening*

No meetings in June, July, or August

Dates to Remember

2014

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

Legal Personnel of South Central Wisconsin

Minutes – October 9, 2013

Benvenuto's, Fitchburg, WI

The business meeting was called to order by President Sonja Schade at 7 p.m. Roll call was taken.

Thirteen members and one guest were present.

Officer Reports

Secretary, Phyllis DeGraff: Minutes from September 11, 2013, were published in the *Mandatum*. A motion was made, seconded, and carried to approve the minutes.

Treasurer, Theresa Doty: Theresa presented her report. A debit card for the Association's checking account was received. The Association's website renewal was paid for a two-year period.

Education: Jennifer Frank said that the committee is still working on getting a speaker for November's meeting. Several suggestions from members were received. There will be no CLE certificates for our meeting today.

Marketing: Deb Dawson suggested a possible mailing to interested parties with information on our Association. The Association's brochures were also discussed.

Membership: Hilary Williams announced that we have 30 members of our chapter. Our guest for tonight, Alice Westgard, was introduced. New member Sarah Hauri was also introduced.

Committee Reports

Bulletin/*Mandatum*: Deadline for October *Mandatum* is October 28.

Fundraising: Nut cartons were delivered as ordered tonight. Money will be due at the November 13 meeting.

Nominations/Elections: Nominations for next year's officers are due by December 30. A Jane Doe registration for the Tulsa conference was discussed. Our chapter pays \$500 for the incoming president's registration and travel expenses.

Publicity: Norma Kropp followed up on a previous logo discussion. It was decided not to take any further action on this issue.

Reservations: Michelle Tyms asked for feedback on Benvenuto's menu selections.

An increase in the price of the dinners was discussed as an option.

See **Minutes on Page 4**

Minutes continued from Page 3

Scholarship: Last year's scholarship winner, Karen Pedersen, sent a thank you card to the chapter.

New Business

Brenda Johll proposed a team for the Race for the Cure walk. Ten people are needed for a team and the walk is May 31, 2014. April 15 is the registration deadline. Fee for the race is \$35, or \$25 early bird registration. The Arthritis Jingle Bell Run is December 14, 2013, beginning at the Vilas Park Shelter. \$35 registration, with a November 27 registration deadline.

Old Business

Our chapter's bid for the September 2014 WALP meeting was approved. Karen Dempski discussed possible locations and dates.

Chapter financials were discussed, particularly whether we have one or two CDs. It was decided to keep one CD and the balance of our funds in the checking account.

The 2012/2013 financial audit is still in progress with Marlow Running.

Announcements

The next meeting of our chapter is November 13. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Phyllis DeGraff, Secretary

Legal Trivia--ANSWERS

Q1: A person who is the recipient of a gift is known as what?

A1: Donee

Q2: What does the word lex mean?

A2: Law



**Submission Deadline for the next issue is:
November 18, 2013**

Fundraising Update



Just a quick reminder that all monies need to be turned in on or before November 13. If you need assistance selling the nuts, or need more bags of nuts, just let me know. Thanks everyone!

Karen Dempski

Nominations and Elections

This is the second 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*.

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

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.

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1 [trans.] occupy, attract, or involve (someone's) interest or attention: NALS offers programs to engage members in their careers helping them advance in life.

- (engage someone in) cause someone to become involved in
- arrange to employ or hire (someone): He was engaged in a paralegal.
- date reserved (accommodations, a place, etc.) in advance: She had engaged the Chikine Learning Center.

2 [trans.] (engage in) participate or become involved in: NALS members engage in a variety of activities.

- (be engaged in) Some are actively engaged in leadership.
- (engage with) establish a meaningful contact or connection with: New members can engage with local leaders in their profession.
- (of a part of a machine or engine) move into position so as to come into operation: Your career will engage.

2013 will bring you more opportunities to engage in NALS and your career.

- More CLE for your money.
- Online information at your finger tips.
- More CLE than you have ever seen at a conference.
- More active in social media.
- Area of law focused education.
- The same support you have grown to love.

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the association for legal professionals

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.

See *Ethics* on Page 6

Ethics continued from Page 5

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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Editor: Theresa M. Doty

Graphic Design/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.

lpscw.org

pro • mote | prə'mōt |

- 1 further the progress of (something, esp. a cause, venture, or aim) ; support or actively encourage : *Speciality area education helps promote advancement.*
 - give publicity to (a product, organization, or venture) so as to increase sales or public awareness : *The NALS docket is used to promote NALS members and their accomplishments.*
 - chemistry act as a promoter of (a catalyst).
- 2 (often be promoted) advance or raise (someone) to a higher position or rank : *She was promoted to senior paralegal after she was certified by NALS.*

Get help in promoting yourself by being a part of something greater.

- More than 80 years of serving legal professionals.
- Three certifications to help get that promotion.
- Leadership opportunities.
- Professional and personal development focused.
- Build your network of legal professionals.
- Career Center linked to other legal associations.

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**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.



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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)

- Law Office Management
- Business/Corporate
- Probate/Estate Planning
- Court Personnel
- Litigation
- Family
- Other (specify): _____
- Criminal
- Bankruptcy
- Taxation
- Administrative
- Government
- Real Estate

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
- Corporate Legal Department
- Government Services
- Self-employed
- Court System
- 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.