

The Legal Easel

Volume 49, Issue 12

April 2010

PRESIDENT'S MESSAGE, by Lori Everhart, PP, PLS



Our year has flown by! I cannot believe it is time for Nominations and Elections. I would ask that if you hear from Christy or Lisa, you take some time to think about what a real difference you can make by serving on our Board before allowing the word "no" to fly out of your mouth!

Serving as your President has been a great honor and It has given me a new perspective on all that the Springfield Area Legal Support Professionals accomplish in a year. To all those who have served before me, I salute you!



MONTHLY MEETING NOTICE

Tuesday, April 12 @ 5:30 p.m.

Join us at:

McSalty's on East Sunshine

for Monthly Business Meeting and Election of Officers

Inside this issue:

Board Members	2
Community Service	
Calendar	
Membership Report	3
Committees	
Certification	
Governor's Report	4
Employment Opportunities	6
Article	7

SALSP
Board of Directors

President

Lori Everhart, PP, PLS
(417) 869-9999
lori.everhart@hkrlawoffice.com

Vice President/Membership

Lorie Rugar, PP, PLS
(417) 883-8200
lrugar@pfjmlaw.com

Secretary

Kristen Monrotus, PLS
(417) 883-8200
kmonrotus@pfjmlaw.com

Treasurer

Jennifer Martin, PLS
(417) 863-6400
jennifer@frvlaw.com

Governor

Amy Owens, PLS
(417) 883-8200
aowens@pfjmlaw.com

Parliamentarian

Janet Higdon, PLS
(417) 883-2102
jhigdon@tmannwalterlawcom



CALENDAR OF EVENTS

April

12 Monthly Meeting

23-25 NALS of Missouri Annual Meeting, West Plains



Cindy Carter, PP, PLS April 1

Mary Louis Haueter, PLS April 15

COMMUNITY SERVICE

Please contact President Lori

For additional information.

To chair this committee, please contact

President Lori.

MEMBERSHIP REPORT

By Lorie Rugar, PP, PLS

Please welcome new member, Kensley Hansen. Kensley is currently employed at the Morrissey Law Firm, PC. We are thrilled to have her join the membership! Our current membership count is 29. It's been a tough year for recruiting and retaining members, but we have continued to be steadily consistent.

Congratulations to the 2009-2010 SALSP Outstanding New Member! Her name must remain under wraps, as her application has been submitted the NALS of Missouri Outstanding New Member contest. The winner at the state level will be announced at the NALS of Missouri Annual Meeting in April in West Plains, Missouri. We wish her the best of luck!

We had three visitors at the March meeting. Renee Hanson and Melissa Crawford from McAnany, Van Cleave & Phillips, and Linda Carter from the Law Office of Doug Fredrick, joined us for the continuing legal education and business meeting. It was pleasure meeting them. However, Renee and Melissa, are both unable to join at this time, but they will keep us apprised if their situation changes in the future.

Please do not hesitate to give my contact information to any potential new member.

SCHOLARSHIP

by Melissa Sharples, PP, PLS

Our scholarship recipient has been chosen by the membership and will be submitted to NALS of Missouri for its contest. The NALS of Missouri winner will be announced at the NALS of Missouri Annual Meeting in West Plains on April 25. I will announce our winner at the next meeting, as I cannot do so by print until the state is awarded.

SALSP Committee Chairs

2009-2010

Bar Liaison

Melissa Sharples, PP, PLS

863-6400

Lori Everhart, PP, PLS

869-9999

Bosses' Night

Kristen Monrotus, PLS

Janna Dampier, PP, PLS

883-8200

Boss of the Year

Lorie Rugar, PP, PLS

883-8200

Certification

Nancy Ketron, PP, PLS

Community Service

Court Observance

Jennifer Martin, PLS

863-6400

Courtesy

Georganne Hallemeier, PP

883-8200

Finance

Christy Wittmaier

863-6400

Job Bank

Georganne Hallemeier, PP

883-8200

Legal Easel Editor

Melissa Sharples, PP, PLS

863-6400

Legal Secretary of the Year

Amy Owens, PLS

883-8200

Legal Training Course

Janna Dampier, PP, PLS

Nancy Ketron, PP, PLS

Kristen Monrotus, PLS

Mary Lou Haueter, ALS

883-8200

Membership

Lorie Rugar, PP, PLS

883-8200

Nominations/Elections

Christy Wittmaier

Program

Nancy Ketron, PP, PLS

881-0332

Sonya Collins

887-1155

Public Relations

GOVERNOR'S REPORT By Amy Owens, PLS

The following is updated information regarding upcoming state, regional, and national conference:

April 23-25, 2010

Central Ozarks LSA will be hosting the 2010 Annual Meeting on April 23-25, 2010, in West Plains, Missouri to honor Rebecca Ramsey, PP, PLS, President Elect. The activities to be included are a Spring Break Beach Party, a Spring Festival, a Spring Formal and then a Spring Forward. The meeting will be held at Ridge Crest Plaza Inn and Suites, 2105 Porter Wagoner Boulevard, West Plains, Missouri. Registration fees will be \$110.00 and are due by April 9, 2010. The room rates will be \$52.99 plus tax per night. The room cut off date is April 9, 2010.

September 10-11, 2010

The 2010 Fall Meeting will be hosted by Heart of America Legal Professionals Association on September 10-11, 2010. The meeting will be held in Kansas City at the Plaza Marriott. Further information will be provided at a later date.

October 2010

NALS Annual Education Conference and National Forum will be held in Branson, Missouri on October 22-24, 2010. More information will be provided at a later date.

EASTER....what day is it?

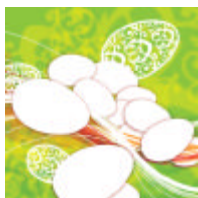
How is the Date of Easter Determined? The method for determining the date of Easter is complex and has been a matter of controversy. Put as simply as possible, the Western churches (Catholic and Protestant) celebrate Easter on the first Sunday following the first full moon after the spring equinox.



But it is actually a bit more complicated than this. The spring equinox is fixed for this purpose as March 21 (in 2004, it actually falls on March 20) and the "full moon" is actually the paschal moon, which is based on 84-year "paschal cycles" established in the sixth century, and rarely corresponds to the astronomical full moon. These complex calculations yield an Easter date of anywhere between March 22 and April 25.

The Eastern churches (Greek, Russian, and other forms of Orthodoxy) use the same calculation, but based on the Julian calendar (on which March 21 is April 3) and a 19-year paschal cycle.

Thus the Orthodox Easter sometimes falls on the same day as the western Easter (it does in 2010 and 2011), but the two celebrations can occur as much as five weeks apart.



In the 20th century, discussions began as to a possible worldwide agreement on a consistent date for the celebration of the central event of Christianity. No resolution has yet been reached.

BankruptcyWhere are we now? What you need to know?

by Tina Hurley, PP, PLS

The Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (“BAPCA”) became effective on October 17, 2005. Before that date, there was a huge spike in bankruptcy filings of over 12,000 filings. Because of the economic downturn, bankruptcy filings have again begun to rise. In May 2009, over 120,000 filings were made...that is 6,020 for each of the 20 business days in May. This represents the first time daily bankruptcy filings have reached that mark since the BAPCA was put into place. Information from the judiciary’s website notes that filings for the period ending September 30, 2009 were 1,402,816. That is a 34.5% increase to the same period last year. This increase was in all chapters of bankruptcy. The largest increase was in Chapter 11 (or business filings) with 58,721 for the period ending September 30, 2009 compared to 38,651 ending September 30, 2008, up 52%. The second largest increase was in non-business filings, up 34% from the same period last year.

Filing for bankruptcy no longer holds the stigma it has in the past because families have no alternative with rising medical costs, uncontrolled credit card company practices, unemployment, and the economy.

To read the full article go to: <http://www.nals.org/newsletters/elearn/pastissues/el02.10.html>



For just **\$5** your name will be added to the list below as evidence you are **“taking root”** and supporting your chapter beyond chapter dues!

Diane Kennedy, PP, PLS

Janna Dampier, PP, PLS

Amy Owens, PLS

Lorie Rugar, PP, PLS

Janet Higdon, PLS

Ann Burington

Jennifer Martin, PLS

Lori Everhart, PP, PLS

Nancy Ketron, PP, PLS

Kristen Monrotus, PLS

Melissa Sharples, PP, PLS

To join, simply send \$5 with “Booster Club” in the memo to: Jennifer Martin, PLS, Treasurer, c/o Fredrick, Rogers & Vaughn, P.C., 1518 E. Bradford Parkway, Springfield, MO 65804; or you can give me (Melissa) \$5 at any meeting.

HELP WANTED...

Full time Legal Assistant

1. Perform a variety of routine clerical and administrative support duties, for example, maintain and update logs, type correspondence, make photocopies, mail letters, documents, and packages, fax and assist in administering the day-to-day functions of cases. Receive, sort, and distribute incoming mail. 2. Excellent customer service and bright personality. Computer literacy with applications, including Word, Excel, and Outlook. 3. Ability to perform ECF (Electronic Case Filing) including PDF document conversions. 4. Possess excellent computer and web browsing skills, for example using web to research county records, vehicle values, business entities, etc. 5. Establish and maintain docket files including downloading, pulling and filing paperwork and documents as needed. 6. Liaison with courts and law firms regarding administrative issues related to cases. 7. Possess excellent typing skills, produce documents quickly and accurately, multi-task with excellent attention to detail, and have outstanding verbal and written communication skills. 8. Must have the ability to set priorities, meet deadlines and manage multiple projects. 9. Schedule and maintain calendar of appointments, meetings, hearings, and due dates for court filing and responses. 10. Screen incoming telephone calls and visitors and make appropriate referrals. 11. Respond to inquiries concerning cases. 12. Maintain operational inventory of office supplies. 13. Perform routine maintenance on office equipment, for example, changing toner cartridges in printers and copy machines and maintaining postage meter. Contacting service tech as needed. Minimum 5 years experience. Health insurance, holiday and sick leave, vacation. Apply through the Missouri Career Source.

Assistant needed for Busy Law Firm

Assistant needed for busy law firm. We will train the right person. You must be highly motivated and able to work independently. Upbeat attitude is a must. Competitive compensation and benefits. Fax resume to: 417-886-0739.

CONTACT INFORMATION

To post a free employment listing, please contact Georganne Hallemeier, PP, at 883-8200 or ghallemeier@pfjmlaw.com

Paralegal FT or PT/ Marshfield

Experienced paralegal/legal secretary needed for fast paced solo law firm. Knowledge in Family Law, Criminal Law and Collections helpful. Attention to detail and ability to type required. Hourly salary depends on experience. Paid Vacation after 1 year. Please fax resume to (417) 859-2536.

Paralegal/Insurance Claims Litigation Management

Looking for a self driven and very motivated P/C insurance claims adjuster or Paralegal with insurance defense background. Must understand billable time and litigation management. AIC or Certified Paralegal a plus. Job entails day to day management of claims including assigning counsel, management of the claims file and report writing regarding status of the claim. Experience with claims handling or litigation management a plus also. Very fast paced office. Candidates should be detailed oriented, goal driven, and committed to growing with a company. Should work well with others a true team player. Immediate opening for the right team player.

M-F 8 to 5. Send Resume with salary expectations to: P.O. Box 4988, Springfield MO 65808

Clerk Typist II Missouri State Public Defender, 630 N Robberson Ave, Springfield, MO 65806

Full Time Base Pay: \$21,372 /Year

Contact Information Contact: Gina Hall Phone: (573) 882-9855, ext. 204

Description: Individual will assist staff attorneys in the preparation of cases for trial including maintaining the trial calendar, typing motions, jury instructions, correspondence and performing other clerical duties. Qualifications: Education equivalent to graduation from high school and one year of clerical experience.

Requirements: Candidates MUST submit an Application for Employment Form in order to be considered for position. An application can be obtained through our website (www.publicdefender.mo.gov), by calling 573-882-9855, ext. 204, or are available at any local public defender office.

All applications MUST be received by Wednesday, March 31, 2010 in order to be considered for position.

It's Spring...Time to Get Fit!

... .try Running!

Running isn't for everyone, but it's one of the best exercises you can do for your heart, your body and to burn extra calories. It's also one of the more accessible activities - all you really need is a good pair of shoes and a place to run...no fancy equipment, special skills. But, even though it's accessible, it isn't always easy starting a running program.

It takes time to build up the endurance to run for even a short period of time, even if you've been walking, cycling or doing other activities. Don't give up! There's a way to become a runner without killing yourself if you're patient and follow these easy steps. Before you get started, visit your doctor and get the okay to start a running program.

Step One: Get Geared Up

The Shoes

The most important piece of equipment you'll need is a quality pair of running shoes. Your best bet is to visit a specialty running store (like Ridge Runner Sports). If you have an old pair of running or walking shoes, take them with you. The sales folks in running stores are experts and can often look at the wear pattern on your old shoes to help them pick the right shoe for you. Wear or bring the socks you plan on wearing while you run and test the shoes out by running or walking around the store. Plan on spending anywhere from \$70 to \$100 for a good pair of shoes.

The Clothes

What you wear when running comes down to comfort. A simple pair of shorts and a tee shirt will work fine. Most runners opt for running shorts, which generally have a split leg, built-in underwear and a nifty key/phone pocket. It's a good idea to buy clothes that wick sweat away from the body such as CoolMax or Lycra.

Step Two: Set Your Goals

First, figure out where you'll run. If you're going outside, try to find roads made of dirt or asphalt rather than concrete, which is hard on the body. Remember to wear reflective clothing when running at night and to run towards traffic so you don't get nailed by a car. If you go to a gym, the treadmill offers a cushy surface to run on while protecting you from the elements.

Second, realize you'll spend more time walking than running your first time out.

Walk and Run Plans (from Mary Goss-Crowson of Ridge Runner Sports, Springfield, MO)

The First Step for Beginning Walkers

Experts recommend 30 minutes of physical activity at least 3 days a week. As you increase your endurance, a brisk walk every day should be the goal.

If you're new to walking, try a 15 minute walk that includes a 5 minute warm up, 5 minutes of brisk walking, and a 5 minute cool down of walking slowly. Do this 3 times a week. Increase your walking time by 5 minutes each week.

Winning Formula for Beginning Runners

Week 1 At least three times a week, up to five: Run 1 minute, walk 5. Do this six times. This is a total of 30 minutes.

Week 2 Run 2 minutes, walk 4. Do this six times for a total of 30 minutes.

Week 3 Run 3 minutes, walk 3. Do this six times for a total of 30 minutes.

Week 4 Run 4 minutes, walk 2. Do this six times for a total of 30 minutes.

Week 5 Run 5 minutes, walk 1. Do this six times for a total of 30 minutes.

Week 6 Run for 30 minutes without stopping.

You get the picture. But do not overdo it in the beginning!



... .Try Running continued... .

Sign up for a charity 5k, allowing approximately 2 months from the time you begin training. This will give you a goal and a reason to keep on your training schedule. Be consistent and you'll be training for your first race in no time!

Step Three: Dealing With...



Side stitches are fairly common when you start running. No one knows why they occur, but there are some things you can do to minimize them. One cause is running before you've completely digested a meal, which may cause stomach cramps. Wait 2 to 4 hours after a large meal before running. Side stitches can also be caused by weak stomach muscles. Your abs do a lot of work to keep your body in position while you're running. Doing consistent ab and lower back exercises will help strengthen your torso and reduce those stitches. If you get a side stitch while running, slow down to a walk and try holding your hands up in the air as you take deep breaths. Sometimes pressing into the cramp and massaging it can help, too.

Shin splints are another distressing side effect of running, particularly if you're a newbie or if you've increase your mileage or intensity. One way to avoid shin splints is to cross train with another activity like biking or swimming. If shin splints are a recurring problem, you'll want to make sure that your shoes are still providing support and that you stretch after your run (or after a warm up if your shins feel tight). Follow the RICE (rest, ice, compression, elevation) method of treatment immediately after your run and reduce your mileage and/or running surface if it's a chronic problem.

Running is a great way to get in shape, burn lots of calories, make your heart healthy and increase bone density. Now you're a runner!

Negativity At Work

Negativity at work - it's always there and it's always a problem. It costs companies \$300 billion year according to Gallup and more people die Monday morning at 9:00AM than any other time.

John Gordon, author of the book *The No Complaining Rule*, says there are two kinds of negativity. There's the overt negativity - the jerk in the workplace and we know who that person is. What I'm very concerned about is that subtle negativity that is actually far more dangerous than the jerk because you can spot the jerk, you know who he is and you can deal with that person. It's the subtle negativity that you really don't see and so often goes undetected and eventually can really destroy the team and the morale.

So in order to deal with the negativity, John says, step one is knowing that it's always there. Where there's a void, negativity will fill it in organizations and in teams. So, it's always going to be there. The real solution is the positive culture. For example, the ratio of praise to criticism you want to be 3 to 1. So you might want to develop a system of praise to criticism just by appreciating your employees; saying thank you to them, The research shows that it is the key to high performance and morale. In fact the number one reason why people leave their jobs is they don't feel appreciated.

For more thoughts by John Gordon, go to his website: www.NoComplainingRule.com



2.0 Hours of Ethics CLE Now Required

The Missouri Supreme Court recently amended its Rule 15 to require Missouri attorneys to report two hours of Professionalism, Ethics, and Malpractice prevention on an annual basis.

The amended rule replaces the previous requirement of three hours every three years. The amended reporting requirements are effective for the current reporting year that runs from July 1, 2009-June 30, 2010.



Missouri Attorney General Koster warns of a scam called “cramming” which ranks near the top of complaints his office receives each year.

Koster said telephone companies contract to provide billing and collection services for third-party companies. Cramming happens when a third-party company adds a charge to your phone bill for a service you didn’t order, such as voicemail, Internet service, or calling cards. He said these charges are sometimes hidden on the phone bill under such titles as “enhanced services,” “activation,” or “web hosting.”

“Unethical companies are betting that consumers won’t read their phone bills,” Koster said. “That’s why it’s important that consumers carefully review their phone bills each month.”

Koster cautioned consumers about entering contests and sweepstakes at fairs or festivals because some entry blanks may double as authorization forms to add phone services.

SCAM ALERT: *Cramming*

He said people also can get crammed as a result of signing “bonus checks” they receive in the mail and by responding to offers of prizes and cash solicited by mail.

“Always read the small print, and if a form or a caller asks for your phone number, ask questions and find out why they need the number,” Koster said. “If you do get crammed, call your local phone company immediately and ask that the charges be removed, and call the company named on the bill and explain you did not request the services and ask that they be removed. Then call the Attorney General’s Consumer Hotline at 1-800-392-8222 and file a complaint.”

Koster said his office received 705 cramming complaints in 2009 and his Consumer Complaint Division is currently investigating a number of companies for the practice.

Advertising Rates for The Legal Easel

The Legal Easel is distributed on a monthly basis to SALSP members, comprised of legal secretaries, paralegals, legal assistants, and other legal support professionals.

Advertisements will be run in 12 monthly issues of *The Legal Easel*. Advertisements should be in color, camera-ready, or available in .jpg or .pdf form. A link to advertiser's webpage from SALSP's website will be added on the SALSP "Links" page. Advertisers will receive a complementary electronic version of *The Legal Easel* for each issue the ad is published.

For an advertising contract and more information, contact Melissa Sharples, at 863-6400, or by email at

Advertising Rates	Non-member Print Rate w/ Website Link	Member Print Rate w/ Website Link
Full Page 7" w x 9.5" h	\$100.00	\$75.00
1/2 Page 7" w x 4.75" h	\$75.00	\$50.00
1/4 Page 3.5" x 4.75" h	\$50.00	\$35.00
1/8 Page 3.5" W x 2.375" h	\$35.00	\$20.00

Have You Changed Jobs, Moved.....

...or simply need to update your membership contact information?

To make sure you receive your newsletter and special announcements from SALSP, please let us know when your contact information changes. Please contact

Lorie Rupar, PP, PLS

lrupar@pfjmlaw.com

Pratt Fossard Jensen & Masters

883-8200

3432 Culpepper Court, Suite A

We're on the web...

www.salsp.org



MINUTEMAN PRESS®

**1404 S. GLENSTONE • SPRINGFIELD, MO 65804
(417) 887-1234 • FAX (417) 882-4612**

Graphics • Printing • Copies

COLOR INK SCHEDULE

Blue	Monday
Red	Tuesday
Green	Wednesday
Brown	Thursday
Burgundy	Friday
Black	Everyday

put a little color in your printing...FREE!

For all your print & copy needs...

**print@minutemanpress.com
www.springfieldminutemanpress.com**