



February 2012  
Volume 51, Issue 9

# The Legal Easel

Serving Springfield, Missouri legal support professionals for over 50 years!

SALSP

AFFILIATED WITH  
NALS



SINCE 1948

SALSP is an Affiliate  
Member of NALS and  
NALS of Missouri

*Wishing you all a Happy Valentines Day*



"I pledge allegiance to the flag of the United States of America,  
and to the Republic for which it stands, one Nation under God,  
indivisible, with liberty and justice for all."

## IN THIS ISSUE . . .

- **Committee Reports**
- **Annual Scholarship**
- **The No 1 Myth You Should Never Believe**
- **Getting to Know YOU**

## The SALSP Legal Easel

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**Submissions:** To submit articles for publication, please send to [cheryl@swvaluation.com](mailto:cheryl@swvaluation.com) by the 20<sup>th</sup> day of each month.

**Advertising:** For advertising and rate information for *The Legal Easel* and the SALSP website, see this issue or log on to [www.salsp.org](http://www.salsp.org) and visit the Newsletter link.

**Editorial Policy:** Opinions expressed in articles and features herein are those of the author, and do not necessarily reflect the views of SALSP. The Editor encourages the submission of materials for publication. The Editor reserves the right to edit material.

**Publication Policy:** *The Legal Easel* is a publication of the Springfield Area Legal Support Professionals, an affiliate of NALS of Missouri and of NALS...*the association for legal professionals*. The materials contained herein are provided for general education purposes; they are not intended to, and do not constitute, legal advice.

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Complete the following and forward to SALSP Membership Chair, Georganne Hallemeier, PP, at [ghallemier@pfjmlaw.com](mailto:ghallemier@pfjmlaw.com)

Name \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

*Springfield Area Legal Support Professionals  
Annual Bosses' Night*

When: Tuesday, February 7, 2012 @ 6 p.m.  
 Where: Highland Springs Country Club  
 5395 S Highland Springs Blvd  
 Springfield, MO 65807  
 Topic: Boss of the Year, Outstanding New Member, and  
 Legal Secretary of the Year

**NOTE TO SELF: Bring Cash for the raffle!**



February

*No Birthdays in February!*

*Have a Wonderful Day*

*Birthdays Missed in January*

22-- *Julieta Villines, ALS*  
 26 -- *Kim Henslee*

**Calendar of Events**

February

- 7 SALSP Annual Bosses' Night at Highland Springs Country Club
- 10-11 Winter Membership Meeting in Kansas City, MO
- 14 Valentine's Day
- 14 Deadline to reserve rooms at the NALS group rate (professional Development & Education Conference)
- 20 Presidents Day
- 22 Ash Wednesday

March

- 1-3 NALS Professional Development and Education Conference in Tulsa Oklahoma
- 3 Certification exams
- 11 Daylight Savings Begins
- 17 St. Patrick's Day

## 2011-2012 SALSP Officers

### President

Lorie Rupar, PP, PLS  
 c/o Pratt, Fossard & Jensen, LLC  
 3432 S. Culpepper Ct., Suite A  
 Springfield, MO 65804  
 (O) 417-883-8200  
[lrupar@pfjmlaw.com](mailto:lrupar@pfjmlaw.com)

### Vice President/Membership Chair

Georganne Hallemeier, PP  
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 (O) 417-883-8200  
[ghallemeier@pfjmlaw.com](mailto:ghallemeier@pfjmlaw.com)

### Secretary

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 c/o Fredrick, Rogers & Vaughn, P.C.  
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 (O) 417-863-6400  
[Melissa@frvlaw.com](mailto:Melissa@frvlaw.com)

### Treasurer

Kristen Monrotus, PLS  
 c/o Law Office Lisha A. Prater  
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 Springfield, MO 65804  
[Kristen@swmoattorney.net](mailto:Kristen@swmoattorney.net)

### Governor

Mary Lou Haueter, PP, PLS  
 P.O. Box 763  
 Phillipsburg, MO 65722  
 (O) 887-4141  
[marylouhaueter@yahoo.com](mailto:marylouhaueter@yahoo.com)

## 2011-2012 SALSP Appointed Officers and Committee Chairmen

**Bar Liaison:** Georganne Hallemeier, PP  
[ghallemeier@pfjmlaw.com](mailto:ghallemeier@pfjmlaw.com)

**Bosses' Night:** Christy Wittmaier  
[Christy@frvlaw.com](mailto:Christy@frvlaw.com)  
 Lori Everhart, PP, PLS  
[Lori.everhart@hklawoffice.com](mailto:Lori.everhart@hklawoffice.com)

**Boss of the Year:** Nancy Ketron, PP, PLS  
[nancy.ketron@lsosm.org](mailto:nancy.ketron@lsosm.org)

**Certification:** Georganne Hallemeier, PP  
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**Community Service:** Kelly Markley  
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 Meagan Cheong  
[mcheong@simms-law.com](mailto:mcheong@simms-law.com)

**Court Observance:** Jennifer Martin, PLS  
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**Courtesy:** Kristen Monrotus, PLS  
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**History Book:** Janna Dampier, PP, PLS  
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**Job Bank:** Joanna Cook, PLS  
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**The Legal Easel:** Cheryl Sutton  
[Cheryl@swvaluation.com](mailto:Cheryl@swvaluation.com)

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**Membership:** Georganne Hallemeier, PP  
[ghallemeier@pfjmlaw.com](mailto:ghallemeier@pfjmlaw.com)

**Nominations & Elections:** Christy Wittmaier  
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 Lori Everhart, PP, PLS  
[Lori.everhart@hklawoffice.com](mailto:Lori.everhart@hklawoffice.com)

**Program:** Melissa Sharples, PP, PLS  
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[jdampier@pfjmlaw.com](mailto:jdampier@pfjmlaw.com)

**Seminar:** Janet Higdon, PLS  
[lhigdon@mannwalterlaw.com](mailto:lhigdon@mannwalterlaw.com)  
 Mary Lou Haueter, PP, PLS  
[marylouhaueter@yahoo.com](mailto:marylouhaueter@yahoo.com)

**Website:** Lisa Tanner, PP, PLS  
[Lisa.tanner@cityutilities.net](mailto:Lisa.tanner@cityutilities.net)



## President's Message

*There's Always Tomorrow...  
but why not make the most of today!*

By Lorie Rugar, PP, PLS

I hope to see everyone at the annual Bosses' Night Banquet. This is our opportunity to show our employers how much we appreciate them and for us to give recognition to our members who currently hold certifications or have just received certifications. We also announce the winners for Outstanding New Member, Legal Secretary of the Year and Boss of the Year. It's always a great time and I know Christy Wittmaier and Lori Everhart, PP, PLS, have a wonderful evening planned for us! Bosses' Night will be held at Highland Springs Country Club on Tuesday, February 7, 2012. Be sure to bring some cash for the raffle!

On a sad note, in a few short days I will say good-bye to a very dear friend. Amy Owens, PLS, and her family are moving to Delaware. She is a special part of our "Pratt Pack" and we will truly miss her. Even after all the grief we have given her, I hope she knows what a lovely person she is and that God has big plans for her. Amy, we wish you all the best! I love you kiddo!

that all our members are receiving the Legal Easel and other announcements.

For more information about membership, please contact me at [ghallemeier@pfjmlaw.com](mailto:ghallemeier@pfjmlaw.com) or 417-883-8200.

## Governor's Report

By Mary Lou Haueter, PP, PLS

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

### **February 10-11, 2012**

Winter Membership Meeting, hosted by Kansas City Legal Secretaries Association, will be held at the Holiday Inn Express & Suites in Kansas City, Missouri. Registration is due January 20, 2012.

### **March 1-3, 2012**

NALS Professional Development and Education Conference will be held March 1-3, 2012 at the Double Tree Warren Place in Tulsa, Oklahoma. Deadline for room reservations is

February 15, 2012 and regular registration deadline for the conference must be postmarked on or before January 15, 2012. You can still register after that date but the cost of registration is more the later you wait to register.

### **April 27-29, 2012**

Annual Membership Meeting to be hosted by Heart of America Legal Professionals Association. More information to be provided at a later date.

## Messages from Officers and Committee Chairs

### Membership Report

By Georganne Hallemeier, PP

Our current membership count is 36. I am sending membership packets to Rhonda Niffen employed at Kimbrough Court Law Offices, Attorney Stephen Stewart, and Brandi Bockman employed with Polsinelli Shughart. If there are any potential members you would like a membership packet sent to, please do not hesitate to ask.

If you have recently changed jobs, moved or got married and need to update your membership contact information please let me know so I can be sure to update the roster. We want to make sure

### Associations – To Be Familiar With

SALSP... [www.salsp.org](http://www.salsp.org)

NALS... [www.nals.org](http://www.nals.org)

NALS Region 6 – [www.nalsregion6.org](http://www.nalsregion6.org)

NALS of Missouri -- [www.nalsofmissouri.org](http://www.nalsofmissouri.org)

*See You at Bosses' Night!*

## *SALSP February Community Service Project*

By Kelly Markley and Meagan Cheong, Co-Chair

### **Run Race – February 11, 2012**

Course Volunteer needed, people to help with registration, shirt distribution, setting up after-race food, clip tags at finish line. They need 10 course volunteers to stand and direct runners at different points.

Registration starts: 7:45 am volunteers 7:30 am

Course volunteers arrive by 8:30 am

Race starts at 9:00 a.m.

Race completely wrapped up by 10 a.m.

### *Smile for the Camera!!!*

By Janna Dampier, PP, PLS

If you are an officer or committee chairman, please plan to have your picture taken at Bosses' Night on February 7, 2012. If you are not able to attend Bosses' Night, please be prepared to have your picture taken at the March meeting.

Also, if anyone has any items or memorabilia to include in President Lorie's history book please bring those items to the March meeting.

**Thank you for your cooperation.  
I do appreciate it.**

### *History Book*

By Janna Dampier, PP, PLS

If anyone has pictures taken of chapter events, members etc, they have not already provided to me, please do so as soon as possible. Janna Dampier, PP, PLS, Historian, [jdampier@pfjmlaw.com](mailto:jdampier@pfjmlaw.com)

### *Job Bank*

By Joanna Cook, PLS [jcook@pfjmlaw.com](mailto:jcook@pfjmlaw.com)

**Experienced paralegal** needed in busy law office for full-time position. Family law experience necessary. Use of Microsoft Word and Excel required. Salary depends on experience.

Benefits of health insurance and Simple IRA are offered. Send resume to: Pratt, Fossard & Jensen, L.L.C. Attn: Janna, 3432 S. Culpepper Court, Suite A, Springfield, MO 65804 or you may email Janna at: [jdampier@pfjmlaw.com](mailto:jdampier@pfjmlaw.com). **No phone calls please.**

### **FT Office Assistant**

Seeking highly motivated, energetic person for Injury Law Firm. Job duties – filing, phones, dictation, scanning and assisting paralegals in other various office duties and casework.

Benefits available.

Posting ID: 2739312614 – Craigslist

reply to: job-ke7re-2739312614

### **Paralegal Wanted for Property Management Company (Springfield)**

Full Time person needing 2-3 years experience in real estate background, construction loans and closing due diligence, knowledge of Federal and State tax credit applications would be beneficial. Fax resume to Ryan @ 417-883-5203

### **FT Office Assistant (Springfield)**

Seeking highly motivated, energetic person for Injury Law Firm. Job duties – Filing, phones, dictation, scanning and assisting paralegals in other various office duties and case work.

Benefits available.

Reply to [job-7xh6s-815779411@craigslist.org](mailto:job-7xh6s-815779411@craigslist.org)

### **Legal Secretary Needed**

We are looking for a legal secretary ASAP. We need someone who is willing to work in a stressful environment with fast approaching deadlines. We need someone who is flexible with overtime when needed, someone who is familiar with Family Law or is a quick learner. The job is available now to the right candidate and we are willing to train. Benefits will be offered at the end of a probationary period, which consist of medical and dental. Please attach a sample of your writing skills and be prepared to interview right away. We are looking to hire this week.

Compensation: \$10-\$12 hour

Reply to: [job-6fsps-2814402261@craigslist.org](mailto:job-6fsps-2814402261@craigslist.org)



## Scholarship

By Janna Dampier, PP, PLS

Each year the Springfield Area Legal Support Professionals awards one \$400.00 scholarship to a high school senior or anyone enrolled in a school of advanced education. The scholarship is awarded based on the applicant's scholastic achievement, leadership ability and need. The scholarship may be granted to any qualified applicant, with special emphasis being given to those whose work is of a legal nature.

Included in this issue of *The Legal Easel* are the scholarship application and instructions to be followed when submitting the application. The deadline to submit your application to me is February 24, 2012. The winner of the SALSP scholarship will be voted on at the March 13, 2012 membership meeting. The winner of the SALSP scholarship will be entered into the NALS of Missouri Scholarship Contest with the winner of that scholarship award being announced at the NALS of Missouri Annual Meeting on April 27-29, 2012.

**Deadline to submit your application...  
February 24, 2012.**



November 16, 2011

TO: SCHOOL COUNSELORS AND OTHER INTERESTED PERSONS

The Springfield Area Legal Support Professionals is sponsoring a \$400.00 scholarship to be awarded on the basis of scholastic achievement, leadership ability and need. Applicants must be a high school senior or enrolled in a school of advanced education (including current school year), have the equivalent of a "B" grade average or higher, in the top 25 percent of their class, and be in need of financial assistance. The scholarship award may be granted to any qualified applicant, with special emphasis being given to those whose work is of a legal nature.

The name and application of the winner of the Springfield Area Legal Support Professionals (SALSP) scholarship will be submitted to NALS of Missouri (our state association) for consideration of its scholarship in the amount of \$800.00 and one \$200.00 runner-up scholarship for the school year 2012-2013.

Enclosed you will find an application form and instructions for completing the application for submission to SALSP. If you have any students who are interested in this scholarship, please have them complete the application according to the instructions and return their application and attachments in **quadruplicate to me at the above address**, no later than **February 24, 2012**.

If you have any questions about the scholarship award, please do not hesitate to contact me at 417-883-8200 or by the email address above.

Thank you for your attention and cooperation in this matter.

Very truly yours,

Janna Dampier, PP, PLS  
SALSP Scholarship Committee Chair

Enclosures



[www.salsp.org](http://www.salsp.org) The Springfield Area Legal Support Professionals (SALSP) and  
[www.nals.org](http://www.nals.org) NALS...the association for legal professionals.

Dedicated to enhancing the competencies and contributions of members in the legal services profession.



NALS OF MISSOURI  
MEMORIAL SCHOLARSHIP AWARD

Instructions and Application

**PLEASE FOLLOW CAREFULLY.** If any of the rules or these instructions are not strictly adhered to, the application will be **DISQUALIFIED**.

1. Application and all attachments must be submitted in **QUADRUPLICATE**.
2. Application must be fully completed and submitted by the sponsoring local Chapter and signed by the Chapter President and Secretary or Scholarship Chair.
3. The name of the applicant shall appear only on the application.
4. Applicant must carry the equivalent of a "B" grade average or higher and be in the top 25% of his or her class.
5. Attach official high school transcript of grades or transcript of last four years' grades, if presently in school of advanced education.
6. Attach only two one-page letters of recommendation addressed to NALS of Missouri. These letters must be signed by someone other than a NALS of Missouri member, or member of the applicant's family. Each letter shall describe:
  - (a) The applicant's personality, character, and drive; and
  - (b) The applicant's home background and financial need.
7. Attach a one-page (8 1/2" x 11"), unsigned biographical statement in narrative form, prepared and typed by the applicant showing:
  - (a) Schools attended, school activities (honor clubs, choir, etc.), accomplishments (awards, languages, etc.), outside activities (church, civic, etc.), employment and hobbies;
  - (b) Family background, including occupation of applicant's father and mother, if employed, and number of children in family; and
  - (c) Reason why applicant should receive a scholarship.

Good Luck to all Applicants  
Remember to Follow the above Instructions Carefully  
SALSP Scholarship \$400  
NALS of Missouri Scholarship \$800 or \$200 Runner-up!



**APPLICATION FOR  
NALS OF MISSOURI MEMORIAL SCHOLARSHIP AWARD**

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Sponsored by Local Chapter: \_\_\_\_\_

Name of Local Chapter President: \_\_\_\_\_

Address of Local Chapter President: \_\_\_\_\_

Telephone of Local Chapter President: \_\_\_\_\_

*Janna Sampai*  
\_\_\_\_\_  
SIGNATURE OF (RECORDING SECRETARY)  
or CHAPTER SCHOLARSHIP CHAIR

*Lois K. Rupan*  
\_\_\_\_\_  
SIGNATURE OF PRESIDENT

**FOR COMPLETION BY NALS OF MISSOURI SCHOLARSHIP CHAIR**

Date of Application/Postmark: \_\_\_\_\_

All attachments included: Yes \_\_\_\_\_ No \_\_\_\_\_

- If no, check missing Attachments:
- 1. Transcript of Grades
  - 2. Two (2) Letters of Recommendation
  - 3. Biographical Statement

Signature of NALS of Missouri Scholarship Chair: \_\_\_\_\_

**DID YOU  
HEAR!**

**BENCH & BAR**  
**ANNOUNCEMENTS**  
**FROM 12/6/2011**

**Announcing Electronic Copy rule  
Effective January 1, 2012**

By Sandra L. Skinner, Clerk, Court of Appeals, Southern District

Effective January 1, 2012, the Court of Appeals, Southern District's Special Rule 16 will require that the disk or CD-ROM containing the brief shall also contain the appendix to the brief.

**RULE 16.**

Briefs – Electronic Copy

If a brief is prepared as required by rule 84.06(a), in addition to filing paper briefs with the clerk of this court as required by Rule 84.05(a), an electronic copy shall be submitted via CD-ROM, disk, or other medium acceptable to the court. The electronic copy of the brief shall comply with the requirements of Rules 84.05 governing service and filing and 84.06(g)

governing labeling, format and virus scanning, except as herein provided.

a. In addition to the brief, the disk or CD-ROM shall contain the copy of the appendix to the brief, and may contain the record on appeal, exhibits, and authorities cited in the brief.

b. Contents of the disk or CD-ROM shall be in Word, Word Perfect, Adobe Acrobat PDF, or in any searchable format in which the onscreen presentation is identical to the paper document. If the software for reading the format is not freely available for downloading over the Internet at no cost to the user, then it must be installed on the disk or CD-ROM with instructions for use.

c. All parties to an appeal who intend to file a disk or CD-ROM brief are encouraged to jointly prepare a single disk or CD-ROM. A jointly prepared disk or CD-ROM shall be filed not later than ten days after the final brief but no later than 7 days before submission of the case without leave of court. The paper brief shall contain a notice that a joint disk or CD-ROM will be filed. All disk or CD-ROM filings other than joint filings must comply with the time requirements of Rule 84.05 for paper briefs. (*Adopted eff. September 6, 2006. Adopted April 21, 2010, eff. July 1, 2010. Adopted December 19, 2011, eff. January 1, 2012.*)

**February 3, 1870** - The 15th Amendment to the U.S. Constitution was ratified, guaranteeing the right of citizens to vote, regardless of race, color, or previous condition of servitude.

**February 3, 1913** - The 16th Amendment to the U.S. Constitution was ratified, granting Congress the authority to collect income taxes.

**February 6, 1933** - The 20th Amendment to the U.S. Constitution was adopted. It set the date for the Presidential Inauguration as January 20th, instead of the old date of March 4th. It also sets January 3rd as the official opening date of Congress.


**February 7, 1795** - The 11th Amendment to the U.S. Constitution was ratified, limiting the powers of the Federal Judiciary over the states by prohibiting Federal lawsuits against individual states.

**February 10, 1967** - The 25th Amendment to the U.S. Constitution was ratified, clarifying the procedures for presidential succession in the event of the disability of a sitting president.

**February 27, 1950** - The 22nd Amendment to the U.S. Constitution was ratified, limiting the president to two terms or a maximum of ten years in office.

For questions regarding VIP21 please contact Gene Miller at gmiller@midwestlitigation.com or at 314-644-2191

Midwest Litigation Services Headquarters is located at 711 North 11th Street St. Louis, MO 63101



**GETTING STARTED WITH VIP21**

1. Access the internet and go to the Midwest Litigation Services website located at [www.midwestlitigation.com](http://www.midwestlitigation.com)
2. At the Midwest Litigation home page, select the VIP21 tab.

NOTE: For faster access, the VIP21 "sign in" page can be bookmarked or saved as your home page or as a favorite.

3. Sign on with your personal login information:

User ID:   
 Password:   
 Click:


**Schedule a Deposition**

1. From the tool bar select: **Schedule**
2. Enter the deposition details on the Scheduling form.
3. Click on the **Add a Location** field, provide a location name and click **SAVE**, this will build your personal location database for future use.
4. Follow the same process for creating a database for **Scheduling Attorney** and **Confirmation Contacts**. You only need to enter that information once.
5. Complete the rest of the information required for your deposition and then click **SUBMIT**.

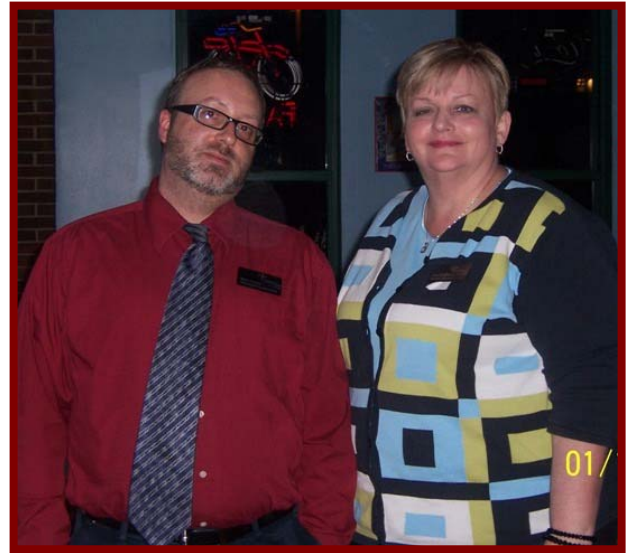
NOTE: You will receive an instant confirmation upon submitting the request. You may print this confirmation for your records.

**Review Schedule**

1. From the tool bar select: **Review Schedule**.
2. At the top is calendar for the current month. You can go back to past months or forward to future months by clicking on the appropriate arrows located on either side of the title month on the calendar.
3. Below the calendar is a list of deposition details consistent with the dates shaded on the calendar. Shaded depositions on the list indicate that a transcript is available for review.



## January 2012 Monthly Meeting Guest Speakers Mert Seaton and Mary Gaul with Midwest Litigation Services



## Getting Started With VIP 21

### Presentation Highlights:

- Schedule a Deposition
- Review Schedule
- Transcript Search Options
- Working with your E-Transcript

*Thank you Midwest Litigation for your continued support and presentation at our January SALSPP Meeting.*



**VIP21 Transcript Search Options**

1. Select **Find Transcript** from the tool bar. The Search Screen will be displayed. In the search text box, enter a word and choose what field it pertains to.
2. To see all the transcripts in your database, leave all fields blank and choose **Anytime** and click search. Select the transcript you wish to examine from the search results.

On the top of the screen you will have three options


1. **View Files** to display all transcripts and exhibits associated with the selected assignment. You may download a transcript in HTML format, (a universal Internet format), ASCII or e-transcript format. For maximum functionality, we recommend using the e-transcript format of the transcript.
2. **View Details** to display the scheduling information for the selected assignment.
3. **Revise Search** to go back and change search criteria.

To display the transcript in E-transcript format for the first time:

- Click on the "Click here to download viewer" option.
- Select "Run this program from its current location" or "Open" and click "OK".
- Select "Yes" to install and run.
- Click "OK" to install viewer. You need only install the viewer on your workstation once.
- Select the E-transcript option to view your transcript.

**Working with your E-Transcript**

1. **View** your e-transcript from your desktop by scrolling up and down.
2. **Save** your E-transcript to a disk: Upon opening the file, e-transcript will prompt you to save to disk.
3. **Print** the transcript in full scale or condensed by selecting file, then print.
4. **Word** search using the **hyperlinked word index** located on the right margin. Simply click on a desired word and that word will automatically be highlighted wherever it appears in the transcript, or select the page and line location under each word and go directly to the specific occurrence of the word.



(See their ad on page 14)

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE  
SPRINGFIELD AREA LEGAL SUPPORT PROFESSIONALS**

The regular monthly meeting of the Springfield Area Legal Support Professionals was held January 10, 2012, at Garbo's Pizzeria.

- President Lorie Rugar, PP, PLS, called the meeting to order at 6:44 p.m. Governor Mary Lou Haueter, PP, PLS led the Pledge of Allegiance and read the Code of Ethics.
- The minutes of the November 8, 2011, meeting was approved as corrected.
- Treasurer Kristen Monrotus, PLS presented the treasurer's report.
- In the absence of Vice President Georganne Hallemeier, PP, President Lorie announced the current membership total is 36.
- Governor Mary Lou Haueter, PP, PLS, announced all upcoming meetings on state and national levels.
- On behalf of Bosses' Night Chair Christy Wittmaier, Janna Dampier, PP, PLS made the following motion, "I move that the registration fee for the 2012 Bosses' Night Banquet be increased from \$30 per person to \$35 per person be approved." After a second of the motion by Amy Owens, PLS, and no discussion, the motion was carried by the membership.
- Community Service Co-Chair Meagan Cheong discussed the January community service event would be to make donations to the Southwest Humane Society.
- Finance Chair Melissa discussed the continued finance projects for NALS of Missouri Winter Membership Meeting and Bosses' Night.
- Seminar Co-Chair Mary Lou Haueter, PP, PLS, reported that plans are being made for a Spring seminar.
- Scholarship Chair Janna Dampier, PP, PLS, reported on the status of the scholarship award deadline.
- Boss of the Year Chair Nancy Ketron, PP, PLS announced the deadline for applicants is January 27, 2012.
- LSY Chair Jennifer Martin, PLS, announced the deadline for entries is January 27, 2012.

There being no further business, the meeting was adjourned at 7:02 p.m.

Respectfully submitted,  
Melissa Sharples, PP, PLS  
Secretary

---

President Lorie Rugar, PP, PLS

MEMBERS PRESENT:  
Meagan Cheong  
Janna Dampier, PP, PLS  
Corie Gosdin, PP, PLS

Mary Lou Haueter, PP, PLS  
Nancy Ketron, PP, PLS  
Jennifer Martin, PLS  
Kristen Monrotus, PLS

Amy Owens, PLS  
Lorie Rugar, PP, PLS  
Melissa Sharples, PP, PLS





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**NALS Foundation - Groundhog Day, February 2nd**, is a holiday celebrated in the United States and Canada. It is not a legal holiday; nobody gets off work. In the U.S., the "official" groundhog, Punxsutawney Phil lives at Gobblers Knob in Punxsutawney, Pennsylvania. Phil will leave his burrow around 7:20 a.m. where he will observe the weather conditions and look for his shadow. He will then make his prediction for the remainder of winter. If it is cloudy when he emerges from his burrow, he will leave the burrow, signifying that winter-like weather will soon end. If it is sunny, he will supposedly see his shadow and retreat back into his burrow, and the winter weather will continue for six more weeks. Let's hope Punxsutawney Phil sees his shadow so that we can start thinking spring. To really experience Groundhog Day you have to: Believe.



## Time to Take Action

By Linda E. Kelley, PLS, NALS Marketing Committee

In 2011, NALS members were introduced to the four watch words, **Engage, Inspire, Enhance, and Promote**. I submit that there are three other words that should be recognized, understood, and utilized. Let us take each one, define it, and put it to use:

**Care:** We all have issues in our lives, some more than others. If you are fortunate enough to have an abundance of good things in your life, take time to make the effort to find out what you can do

to lighten someone else's load. Remember, it may not be a situation right in front of your face - you may have to make a discreet, respectful inquiry.

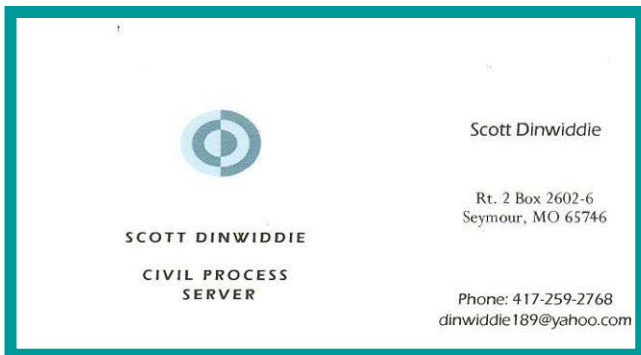
**Aware:** All of the caring in the world will have no receptacle if we are not aware of what others are dealing with in their lives. Look beyond yourself and your situation. Be recognizant of people around you. If you detect a struggle within someone else, ask yourself: How can I make that person's life a little easier? It may be that all you can do is let the person know you care about her.

**Share:** Share your time, share your compassion, share your attention, share your skill, share your kindness, share your money, and share your love. These all are priceless gifts to give.

As a member of NALS, a lot of time can be spent attending meetings and/or online sessions, studying for various certification exams, and striving to achieve additional designations. While this certainly is an important expenditure of time, remember the human element that exists.

Sometimes, we need to go back to the basics and just let our members know we care about them and that this caring is not based on whether they have paid our membership dues or signed up for an online class, but simply because they are our friends and we appreciate their uniqueness.

What better way to market NALS than by showing our members that they are what is important and NALS could not be what it is today without them? By taking steps to care, be aware, and to share, we can market NALS not just with words, but with actions.



## Winter Study Group Sessions - All Sessions are at 8p.m. Central

February 7, 2012 – Legal Knowledge & Skills

February 14, 2012 – ALS Review

February 21, 2012 – PLS Review

February 28, 2012 – PP Review

February 29, 2012 - Online Learning Center – Test Taking Tips

Free to Member

Go directly to Session

No registration Needed

# The Paralegal Mentor

strategies for paralegals seeking excellence



Transform your career...

## The No. 1 Myth You Should Never Believe

Vicki Voisin, ACP

**Myth:** Once you have your paralegal education and your job as a paralegal, you don't have to do anything else to have a successful, fulfilling paralegal career.

**Truth:** Your paralegal job and education are just the foundation for your career. That foundation simply serves as a facilitator for the rest of your career, much the same way a blank canvas serves as the facilitator for a beautiful portrait.

While your job may be interesting, time-consuming and challenging, it is not the sum total of your career. Consider my situation for a moment:

My entire working life has been spent in a small law office in a very small town. This has been a job I've enjoyed immensely. The attorneys would come and go...and name of the firm would change...but I remained like a favorite old shoe: reliable, durable...and also knowledgeable.

Had I remained in that comfortable cocoon, where would I be today? Probably preparing to retire with a cheese and cracker reception attended by people I've known all my life...wonderful people, I might add.

Instead of choosing that cocoon, I chose to make my world large and if I were to retire today (and I'm NOT!) I could at least expect good wishes from paralegals from every state in the U.S.

### How do you make your world large? Here are some tips for you:

**Never stop learning.** If you follow the Thirteen Questions column in Paralegal Strategies, you'll notice that everyone says that to make your career interesting, you must never stop learning. This includes new technology, new systems, and new areas of the law.

**Accept challenges.** If you think you can't speak before a large group of people or that you could never write an article for a professional journal, you're dead wrong. But how will you know what you can do if you don't try? When you're asked to do this, always jump at the chance. What if you're not asked? Volunteer! You'll always be glad you did.

**Join groups and participate.** Joining groups (professional associations in particular) is like throwing a pebble into a pool of water and watching the ripples widen. You will widen your circle of acquaintances (who will probably become best friends!) as well as your professional network.

You will be surprised at your capacity for growth. The ripples spread even wider when you take an active part, run for office, serve on a committee, and attend annual meetings. Wide ripples are good for your career.

**Write and speak.** Considering your capacity for growth, you will be shocked by the words that will come from your mouth and flow from your pen as you expand your horizons.

**Get out of your comfort zone.** When I traveled just from tiny Charlevoix to Detroit to join a professional association, I might as well have been traveling to Mars! Today, I can maneuver most any travel and enjoy it immensely. You can do this, too, but you have to take chances and leave your cocoon.

**Your career is always a work in process.** It doesn't happen all at once. In fact, it takes a lifetime. As you take the steps above (and there are many others, you will be painting on the canvas where the brush strokes illustrate the bright colors you've chosen for yourself.

**Your challenge?** Consider the steps above and choose at least one challenge. This will be your first step in painting the gorgeous picture that will, in the end, be your outstanding career. ☞

©2011 Vicki Voisin, Inc. Do you want to use this article in your newsletter, ezine or Web site? You can so long as you include this entire blurb with it: Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weekly ezine titled Paralegal Strategies and co-hosts The Paralegal Voice, a monthly podcast produced by Legal Talk Network. More information is available at <http://paralegalmentor.com>.

## Getting to Know YOU!

### Linda Cowan

Linda shared with me that she has been her husband John's sweetheart for 25 years. So, I thought, how appropriate that she be the February Getting to Know You. Happy Valentine's Day Linda & John.



Linda was born in St. Louis and raised in several different places growing up. She had family in the area before she moved here.

Linda works for the Turner, Reid, Duncan, Loomer & Patton, for Mike Patton, Ben Upp and Beth Parsons. Are you ready for this...Linda has worked at this firm for 30 years. Her favorite job duty is doing trial and appellate work and her favorite type of law to support is litigation, trials, and appeals.



Linda is John's bride; has a son, Corey, age 31, who is a Stone County Deputy and a daughter, Lindsay, age 23, who works at Wal-Mart. Linda and John have two beautiful grandchildren, Cadence, who is 4, and Smith, who is 4 months. The proud parents of these two grandchildren are son Corey and daughter-in-law, Jess.

When Linda has time off, (her dream would be to live on the beach or at the lake; however, since she cannot live anywhere near the water), her favorite thing to do is read. Now however...her very most favorite thing to do is spend time with her grandchildren.

Her favorite saying...***“Did I stutter when I said that?”***

Linda has been a member of SALSP and NALS since 1984; she has served as President, Vice President, Treasurer, Governor and multiple committee chairs.

What has she gotten out of her membership with SALSP ... ***“Made multiple friendships across the state, as well as business relationships and networking.”***

Her advice to new members... ***“Become involved at whatever level you are comfortable with. Being a member of this organization allows you to make friends locally, state-wide and nationwide, as well as network on a professional level.”***

When asked if there was anything else she would like to share about herself, she did. What she shared sounds just like the person you have been reading about, who has served SALSP and NALS 28 years, work 30 years in the same law firm, and married for 25 years.

***“I believe in doing whatever it takes to get the job done (morally and ethically). You owe that to yourself and your employer.”***

Check us out on the [www.salsp.org!](http://www.salsp.org/)

**Springfield Area Legal Support Professionals**

*Over 50 years of service to the Springfield, Missouri legal community!*

**Welcome to SALSP!**

The **Springfield Area Legal Support Professionals (SALSP)** joins together legal secretaries, paralegals, legal assistants, court clerks, law office administrators, and court personnel to provide continuing legal knowledge, professional and career development, and networking for those employed in work of a legal nature in the Springfield, Greene County, Missouri area.

SALSP was incorporated in 1958 as a local chapter of [NALS...the association for legal professionals](#) and an affiliate of [NALS of Missouri](#). As a chapter of a multi-level association, SALSP members enjoy numerous opportunities for continuing legal education, professional certification, and enhancing job skills, while observing a high standards of ethics.

The focus of the association is to raise and maintain high standards of performance by members through seminars, legal training courses, and monthly membership meetings.

## SALSP BOOSTER CLUB



***UT SEMENTEM FECERIS ITA METES BOOSTER CLUB!  
(AS YOU SOW SO SHALL YOU REAP)***

This space is reserved for the names of anyone who shows his or her support of the Springfield Area Legal Support Professionals by forwarding \$5.00 to SALSP Treasurer, Kristen Monrotus, PLS, 1444-B E. Bradford Parkway, Springfield, Missouri 65804.

**It is never too late to get your name on the list  
*Thank you for your support!***

Melissa Sharples, PP, PLS  
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Nancy Ketron, PP, PLS  
Janet Higdon, PLS

### NALS Mission

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. NALS 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 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.**
- **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 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.** Member 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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