



January 2012  
Volume 51, Issue 8

# The Legal Easel

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

Your Merry Christmas may depend on what others do for you. But...your Happy New Year depends on what you do for others. *Anonymous*

# SALSP

AFFILIATED WITH  
NALS



SINCE 1948

SALSP is an Affiliate  
Member of NALS and  
NALS of Missouri



"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 Bosses' Night**
- **Annual Scholarship**
- **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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### 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

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.

*Springfield Area Legal Support Professionals  
Monthly Membership Meeting*

When: Tuesday, January 10, 2012 @ 6 p.m.

Where: Garbo's Pizzeria  
2101 W Chesterfield Blvd

Speaker: Midwest Litigation Services – Representative TBD

Topic: Online repositories for scheduling of depositions and for storage of transcripts and exhibits.



**January**

10—Ann Burington, PLS  
12—Marilyn Huffman, PLS

*Have a Wonderful Day*

**Calendar of Events**

**January**

- 1 New Year's Day
- 20 Registration is due for the Winter Membership Meeting hosted by Kansas City Legal Secretaries Association
- 27 Application for Boss of the Year DUE

**February**

- 7 SALSP Annual Bosses' Night at Highland Springs Country Club
- 11-10 Winter Membership Meeting in Kansas City, MO

**March**

- 1-3 NALS Professional Development and Education Conference in Tulsa Oklahoma
- 3 Certification exams

## 2011-2012 SALSP Officers

### President

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## 2011-2012 SALSP Appointed Officers and Committee Chairmen

**Bar Liaison:** Georganne Hallemeier, PP  
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[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 Rupar, PP, PLS

I hope everyone had a wonderful holiday. It is time to take down the decorations and prepare ourselves for the wrath of winter. We had a wonderful Christmas Party and Ornament Auction. Thank you to Jennifer Martin for hosting this year's event!

The NALS of Missouri Winter Membership Meeting will be taking place on February 10-11, 2012 in Kansas City. I hope you make plans to attend and I hope the weather is cooperative!

Also in February, our Annual Bosses' Night Banquet will take place at Highland Springs. Christy and Lori have been hard at work planning this fabulous event! Let us show our support to them by attending the banquet!

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.

### *Bosses' Night*

By Christy Wittmaier

Our annual Bosses' Night will be on **Tuesday, February 7, 2012**, at Highland Springs Country Club. As part of my idea for decorations, I need glass jars with lids. So, if you have any glass jars or if you could please save any glass jars...like pickle jars, olive jars, spaghetti sauce jars, etc., I would appreciate it. The jars can be of any shape or size.

Just collect them for the next few weeks and bring them to our meeting on Tuesday, January 10, and I will collect them from you. Or contact me and I will make arrangements to pick them up. Also, at our January meeting I will ask for more help with donations of a few additional items for the event. I will have details in January.

## *Messages from Officers and Committee Chairs*

### *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.

### *Boss of the Year*

By Nancy Ketron, PP, PLS

Any employer-boss who has not previously received the Boss of the Year Award is Eligible.

- **Complete the Application for Boss of the Year**
- **Write a 100 words or less why you feel your boss should receive this award**
- **The winning entry will be read at Bosses' Night**
- **Return Application to Nancy Ketron c/o Legal Services of Southern Missouri, 809 N. Campbell, Springfield, MO 65802, or fax at 417-881-2159, or e-mail [Nketron1@att.net](mailto:Nketron1@att.net) on or before 4 p.m. Friday, January 27, 2012**

**See page 11 for the application.**

## 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)



## CERTIFICATION REPORT

By Georganne Hallemeier, PP & Lorie Rupar, PP, PLS

Certification exams are scheduled for March 3, 2012. Application must be postmarked by January 1, 2012.

NALS is offering the following online study sessions for those preparing to take a NALS certification exam:

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

- January 10, 2012 – Written Communications - Questions | Answers
- January 17, 2012 – Office Procedures & Legal Knowledge - Questions | Answers
- January 24, 2012 – Ethics, Human Relations - Questions | Answers
- January 31, 2012 – Substantive Law (PP Exam) - Questions | Answers
- February 07, 2012 – Legal Knowledge & Skills - Questions | Answers
- February 14, 2012 – ALS Review - Questions | Answers
- February 21, 2012 – PLS Review - Questions | Answers
- February 28, 2012 – PP Review - Questions | Answers
- February 29, 2012 – Online Learning Center – Test Taking Tips

For more information about certification, please contact Georganne Hallemeier, PP at [ghallemeier@pfjmlaw.com](mailto:ghallemeier@pfjmlaw.com) or 417-883-8200 or Lorie Rupar, PP, PLS at [lrupar@pfjmlaw.com](mailto:lrupar@pfjmlaw.com) or 417-883-8200.

## Job Bank

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

### **Litigation Paralegal**

Seeking a paralegal with a minimum of 3 years of litigation experience including deposition and trial preparation and support. Candidate must have excellent verbal and written communication skills along with exceptional organizational skills. Ability to maintain confidentiality in all firm and client matters. Paralegal certificate or equivalent paralegal experience required.

Ref ID 1001298450 – CareerBuilder

### **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

## 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 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.

## 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.



Reply To:  
**Janna Dampier, PP, PLS**  
 Pratt, Fossard & Jensen, L.L.C.  
 3432 S. Culpepper Court, Suite A  
 Springfield, MO 65804-3833  
 email: jdampier@pfjmlaw.com

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

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

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

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

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

- If not, check missing Attachments:
- 1. Transcript of Grades
  - 2. Two (2) Letters of Recommendation
  - 3. Biographical Statement

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

# CHRISTMAS PARTY

Tuesday, December 13, 2011



Nancy Ketron, PP, PLS



Christy Wittmaier

Nancy Ketron, PP, PLS; Meagan Cheong; Lisa Tanner, PP, PLS; Corie Gosdin, PP, PLS; Mary Lou Haueter, PP, PLS; Jennifer Martin, PLS; Janet Higdon, PLS; Marilyn Huffman, PLS; Linda Cowan, PLS; Janna Dampier, PP, PLS; Christy Wittmaier; Melissa Sharples, PP, PLS; Lorie Rugar, PP, PLS  
What a merry group!



Lisa Tanner, PP, PLS; Linda Cowan, PLS; Janet Higdon, PLS; and Mary Lou Haueter, PP, PLS  
I'm told Mary Lou was not asleep!



Lori Everhart, PP, PLS

Lorie Rugar, PP, PLS; Corie Gosdin, PP, PLS; and Meagan Cheong



SPRINGFIELD AREA LEGAL SUPPORT PROFESSIONALS  
BOSS OF THE YEAR APPLICATION



APPLICATION FOR BOSS OF THE YEAR

Name of Applicant: \_\_\_\_\_

Firm: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_

**(Eligibility: Any employer-boss who has not previously received the Boss of the Year Award.)**

Each member in good standing may submit only one eligible employer-boss by completing the application and returning it to the chairman by the deadline set forth herein.

Please state in 100 words or less why you feel your boss should receive the award for Boss of the Year. Please limit your entry to 100 words or less, and do not refer to your boss by name.

The guidelines herein will be enforced when selecting the Boss of the Year and any violation will cause an entry to be disqualified. The winning entry will be read when presenting the award at Bosses' Night.

Application must be returned to Nancy Ketron, c/o Legal Services of Southern Missouri, 809 N. Campbell, Springfield, MO 65802, or by fax at 417-881-2159, or by e-mail at [Nketron1@att.net](mailto:Nketron1@att.net) on or before 4:00 p.m. Friday, January 27, 2012.  
Thank you!!

## ***Wish Your Near and Dear Ones With New Year Wishes From the Famous***

By Simran Khurana  
About.com Guide

When the clock strikes twelve on December 31st, people all over the world cheer and wish each other a very Happy New Year. For some, this event is no more than a change of a calendar. For others, the New Year symbolizes the beginning of a better tomorrow. So, if you look forward to a good year ahead, spread happiness with these wonderful New Year wishes.

### **Irish toast**

In the New Year, may your right hand always be stretched out in friendship, never in want.

### **Minnie L. Haskins**

And I said to the man who stood at the gate of the year: Give me a light that I may tread safely into the unknown. And he replied: Go out into the darkness and put your hand into the hand of God. That shall be to you better than light, and safer than a known way.

### **Movie: "When Harry Met Sally", Harry Burns**

And I love that you are the last person I want to talk to before I go to sleep at night. And it's not because I'm lonely, and it's not because it's New Year's Eve. I came here tonight because when you realize you want to spend the rest of your life with somebody, you want the rest of your life to start as soon as possible.

### **Edith Lovejoy Pierce**

We will open the book. Its pages are blank. We are going to put words on them ourselves. The book is called "Opportunity" and its first chapter is New Year's Day.

### **Charles Dickens**

A merry Christmas to everybody! A happy New Year to the world!

### **Sydney Smith**

Resolve to make at least one person happy every day, and then in ten years you may have made three thousand, six hundred and fifty persons happy, or brightened a small town by your contribution to the fund of general enjoyment.

### **Anonymous**

Your Merry Christmas may depend on what others do for you. But your Happy New Year depends on what you do for others.

### **William Makepeace Thackeray**

Certain corpuscles, denominated Christmas Books, with the ostensible intention of swelling the tide of exhilaration, or other expansive emotions, incident upon the exodus of the old and the inauguration of the New Year.

### **Aisha Elderwyn**

Every new year people make resolutions to change aspects of themselves they believe are negative. A majority of people revert back to how they were before and feel like failures. This year I challenge you to a new resolution. I challenge you to just be yourself.

### **F. M. Knowles, A Cheerful Year Book**

He who breaks a resolution is a weakling; He who makes one is a fool.

### **G. K. Chesterton**

The object of a new year is not that we should have a new year. It is that we should have a new soul.

### **John Greenleaf Whittier**

We meet today to thank Thee for the era done,  
And Thee for the opening one

### **T. S. Eliot**

For last year's words belong to last year's language and next year's words await another voice. And to make an end is to make a beginning.

### **Emily Miller**

Then sing, young hearts that are full of cheer, With never a thought of sorrow; The old goes out, but the glad young year Comes merrily in tomorrow

### **Martin Luther**

Glory to God in highest heaven, Who unto man His Son hath given; While angels sing with tender mirth, A glad new year to all the earth

### **Walter Scott**

Each age has deemed the new born year, The fittest time for festal cheer

### **Benjamin Franklin**

Be always at war with your vices, at peace with your neighbors, and let each New Year find you a better man.

### **Edgar A. Guest**

A happy New Year! Grant that I May bring no tear to any eye When this New Year in time shall end Let it be said I've played the friend, Have lived and loved and labored here, And made of it a happy year.

### **William Arthur Ward**

This bright new year is given me To live each day with zest To daily grow and try to be My highest and my best!

### **Charles Lamb**

Of all sound of all bells, the most solemn and touching is the peal which rings out the Old Year.

AS WE EMBARK ON A NEW YEAR WE LOOK BACK  
OVER 2011 WITH HUMBLE HEARTS AND  
GRATITUDE KNOWING THAT WITHOUT OUR LOYAL  
CUSTOMERS, GOOD FRIENDS AND A LOVING  
FAMILY WE WOULD NOT KNOW THE TRUE  
MEANING OF SUCCESS.

OUR APPRECIATION FOR YOUR BUSINESS IS NOT  
CONFINED TO THE HOLIDAYS, BUT WE WOULD  
BE REMISS IF WE DID NOT USE THIS  
OPPORTUNITY TO ACKNOWLEDGE THE GIFT  
OF YOUR TRUST IN OUR SERVICES.  
THANK YOU.

AS ALWAYS, I AM HERE FOR YOU  
IF YOU NEED ANYTHING AND I  
GENUINELY APPRECIATE YOUR  
BUSINESS.

MAY YOU AND YOURS BE  
BLESSED WITH PROSPERITY,  
JOY, LOVE AND PEACE.

YOURS TRULY,

*Deborah C. Weaver*



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## NALS Foundation - Grant Recipients

The NALS Foundation would like to congratulate the most recent grant recipients! Receiving grants from the December 1 grant period were:



- NALS of West Coast Florida (a brand new virtual NALS chapter!) for its "Learning on the Sand Bar" seminar to be held in May 2012;
- Norfolk-Portsmouth Area Legal Secretaries Association (VA) to assist in a half-day seminar for members, students, and non-members to be held in February or March 2012; and
- Roanoke Valley Legal Secretaries Association (VA) to assist in acquiring certification study materials.

If your chapter needs assistance with a certification or education program, don't forget to [apply for a NALS Foundation grant](#). The next grant deadline is March 1, 2012.

## NALS 2012-13 Leadership Team

By Helene L. Wood, PP, PLS-SC Corporate Law  
 NALS President-elect  
[hwoodpls@fulbright.com](mailto:hwoodpls@fulbright.com)

I want to thank everyone who has volunteered to serve on a leadership team for next year. I appreciate your dedication and willingness to help our members reach their goals.

While many of you have volunteered to date, I need more members for the Education and Text Development teams. If either of those are teams you would like to work on, please fill out a [Committee Preference Form](#) and send it to me as soon as possible. If you have any questions, feel free to contact me.

Best wishes for a Merry Christmas and a Happy New Year.

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

January 10, 2012 – Written Communications

January 17, 2012 – Office Procedures & Legal Knowledge

January 24, 2012 – Ethics, Human Relations

January 31, 2012 – Substantive Law (PP Exam)

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 Members

Go directly to Session

No Registration Needed

### Did you know?

The circuit court approved on September 28, 2011 discontinuing the practice of sending notice of non-est service to legal counsel and pro se parties since this information is now available via Case.net.

Effective January 22, 2012, First Class Mail stamps go to 45 cents. Prices also will change for other mailing services, including Standard Mail, Periodicals, Package Services and Extra Services; does not affect Express Mail and Priority Mail prices.

## Getting to Know YOU!

*Kelly Markley*



Have you met Kelly?

Kelly was born and raised in Lafayette, Indiana. Her father's relocation to the area brought her to Springfield.

Kelly joined the Law Offices of Kimberly J. Lowry in February of 2011. She likes to transcribe and her favorite type of law to support is family law.

Kelly is married to Billy; has one daughter Taylor, age 17, and one son Conner, age 14. Zoey and Tank are her yorkie poos. (I don't know about you...but I have to find out how a

little itty-bitty yorkie got the name Tank!)

When Kelly has time off, like many of us, she likes to relax and spend time with her family. Good for you Kelly, we all know, our teens need us around more than they will ever admit.



She and Billy also love to go browse the antique shops.

Her teens, Taylor and Conner, enjoy MMA (Mixed Marshal Arts).



Her favorite saying...***"How is that working for ya"***.

Kelly has been a member of SALSP and NALS since 2011; she is serving as a Co-chair for Community Services. I know we all thank her for stepping into this position so soon after joining SALSP. Way to go Kelly.

What has she gotten out of her membership with SALSP ...

***"Friendship, support and knowledge."***

Her advice to new members... ***"Take advantage of the friendship, knowledge and support, because all of the members are outstanding."***



**For NALS of Missouri 2012 - 2013  
Board of Directors**

**VOTING INSTRUCTIONS**

For contested positions, rank the candidates in the order of your preference (i.e., 1, 2, 3, etc.). Election results are determined by preferential voting where there are two or more candidates. Be sure to rank candidates according to your preference.

Uncontested positions will be elected by acclamation in accordance with the procedures approved by the Nominations & Elections Committee.

Candidate Biographies are enclosed.

Your ballot **must** be postmarked by:

**JANUARY 12, 2012**

**Mail Ballot to:**

**Diane Kennedy, PP, PLS  
Gilliland & Hayes, P.A.  
8717 W. 110<sup>th</sup> Street Suite 630  
Overland Park, KS 66210**

	<b>President Elect</b>
	Joyce Bassett, PP, PLS
	<b>Secretary</b>
	Shelly Kunz
	<b>Treasurer</b>
	Peggy Sullivan, PP, PLS
	<b>Marketing Functional Director</b>
	Christy Wittmaier
	<b>Membership Functional Director</b>
	Cheryl Neeley
	<b>Education Functional Director</b>

**DO NOT DUPLICATE**

**ONLY ORIGINAL BALLOTS WILL BE ACCEPTED**

**BALLOT**

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, 1929 S. St. Charles Avenue, Springfield, Missouri 65804!

**It is never too late to get your name on the list**

***Thank you for your support!***

Melissa Sharples, PP, PLS  
Georganne Hallemeier, PP  
Meagan Cheong  
Kristen Monrotus, PLS  
Christy Wittmaier  
Kelly Markley

Janna Dampier, PP, PLS  
Cheryl Sutton  
Mary Lou Haueter, PP, PLS  
Jennifer Martin, PLS  
Marilyn Huffman, PLS

Lisa Tanner, PP, PLS  
Sharon Huff  
Lorie Rugar, PP, PLS  
Nancy Ketron, PP, PLS  
Janet Higdon, PLS



## Looking to Advertise Your Products or Services in *The Legal Easel*???

If you are looking for an economical way to market your company, advertise in the monthly newsletter of the Springfield Area Legal Support Professionals. Advertisers also receive a complimentary link on the SALSP website! Just complete the Advertising Agreement below, create your advertisement, and forward with the appropriate fee to the Editor. A **NALS member** or **NALS member's employer** can qualify for the NALS' Member Discount!

### 2010-11 SALSP Advertising Rates

<u>Size</u>	<u>Print Rate w/Website Link</u>	<u>NALS' Member or Member's Employer Discount**</u>
Full Page	\$100.00	\$75.00
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1/4 Page	50.00	\$40.00
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† SALSP reserves the right to reduce the number of issues published in unforeseen circumstances or technical difficulties.

**\*\*For NALS' Member or NALS Member's Employer Discount, list NALS Member Name and Member Number below:**

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