

## APPLICATION FOR JETT AWARD

### I. GENERAL DESCRIPTION OF THE PROGRAM

**A. OFFICIAL TITLE:** Raising the Bar

**CLASSIFICATION:** Small Chapter  
(Please note, at the time this program was established we were a small chapter with less than 20 members. Due to the success of this program, we are now a medium chapter.)

**CATEGORY:** Association Development -- Bar Relations

**CHAPTER:** Grand Traverse Area Legal Professionals (Michigan)

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### B. BRIEF DESCRIPTION OF THE PROGRAM

A meeting with the local Bar Association Executive Committee to raise awareness of NALS and introduce them to the benefits of membership, which unexpectedly resulted in improved bar relations, the highest annual increase in membership for a continuing chapter in the history of our state, and a dramatic increase in certifications.

### C. BRIEF SUMMARY OF THE PROGRAM

In an attempt to rebuild declining membership, we marketed NALS to the local Bar Association Executive Committee. We spoke to them about the history of our chapter and what we could do for them as employers.

What makes this program exceptional and applicable to other states and chapters is, what seemed like a simple idea, resulted in the Bar establishing a scholarship program for full-time and student member dues, and donating \$1,500 for the state Annual Education Conference which we were co-chairing. A well planned, 30-minute presentation, tripled chapter membership and increased our treasury by nearly \$4,000!

## **II. JUDGING CRITERIA**

### **A. NEEDS ASSESSMENT**

#### **1. How was the need for this program identified?**

Our membership was steadily declining. Our local college had recently discontinued their legal secretary program and employers were faced with inexperienced applicants. No one had attempted certification in nearly 10 years. New members had never heard of “study groups.” Attendance at monthly meetings consisted of chapter officers and occasionally one or two other members. Each month we were losing another member. We needed a way to market our chapter that was simple and effective, but not costly.

#### **2. How does this program address this need?**

As the result of a no-cost, 30-minute presentation that demonstrated to employers what NALS can do to make their life easier, our chapter membership tripled and our treasury increased by nearly \$4,000! Education became a priority in our chapter, with 11 new certifications and other members working to complete certifications. Employers now ask if applicants are NALS members. Our Bar is proud of their alliance with our chapter and has pledged funds to continue their support of the scholarship program.

### **B. PLANNING AND DESIGN**

#### **1. List the program’s objectives.**

The initial objective of this program was to increase the Bar Association’s awareness and support of our chapter.

#### **2. Describe the steps taken to design and develop the program.**

We identified Bar EC members whom our president and vice-president had worked with or knew. Contact was made with these Bar EC members, requesting to speak at an EC meeting. We expressed our desire to introduce GTALP to the new Bar EC and explain the benefits of membership. The Bar EC agreed to place us on the agenda at a monthly meeting.

An outline was drafted that included: (1) a history of our chapter; (2) NALS emphasis on ethics and educational opportunities for members; (3) details of our chapter’s scholarship program; (4) an overview of the certification exams; (5) chapter pro-bono activities; and (6) how staff’s membership in our chapter is a benefit to employers. Copies of national, state, and local newsletters and a flier for an upcoming chapter sponsored seminar were distributed to each EC member, along with membership application forms and the NALS Certification pamphlet.

## **C. LOGISTICS & PRODUCTION**

### **1. How was the program delivered to the target audience?**

The initial 30-minute presentation was held in the law library at a scheduled monthly Bar EC meeting. Five days later, one-on-one follow-up meetings occurred between our chapter executive committee and individuals on the Bar EC with whom they were familiar. We asked if there were any questions we could answer or additional information we could provide.

Following these meetings, the Bar asked what they could do to promote membership in our chapter. After the Bar offered to fund 20 full-time memberships and unlimited student memberships, we drafted a letter outlining the scholarship program and application criteria. The letter was emailed to the Bar EC for input, revision and approval.

The final version of the letter was included in our chapter newsletter and the bar newsletter. Letters were distributed to legal assistant program instructors and students at the local college. Additional letters were sent to court staff members, law firms, and anyone who was a guest at a recent chapter event. Others learned of the scholarship program by word-of-mouth. Excited members related the scholarship program to support staff they came in contact with professionally and socially.

### **2. Provide details describing educational materials, methods and resources. Include samples of printed materials used.**

Attached are:

- a. the speech given to the Bar EC;
- b. the final scholarship program letter;
- c. articles published in the Bar newsletter;
- d. sample letters sent to potential members;
- e. welcome letters to new members;
- f. letters to the bar for membership dues checks; and
- g. information regarding a certification study group formed to encourage and "hook" members.

## D. BUDGETING AND FINANCE

### 1. What is the annual income and expenses of your chapter?

**Annual Income:** Prior to this program, our annual income was approximately \$1,500. This amount included \$500-\$1,000 raised each year for our Glenna Spellicy Scholarship program for students pursuing advanced education in the legal field.

**Annual expenses:** Our annual expenses were approximately \$1,500, including our student scholarship.

### 2. Was this program funded in whole or in part by a Grant from the NALS Foundation?

No.

### 3. What were the program's broad financial objectives (profit, break-even or subsidized service)?

Profit. We wanted to educate the Bar regarding GTALP, hoping one or two of the attorneys would encourage their staff to attend a meeting. Unexpectedly we tripled the size of our chapter and added nearly \$4,000 to our bank account.

### 4. Provide both the projected revenue and expenses as well as the actual revenue and expenses.

**Projected revenue:** We did not project any income, although we hoped to add one or two members, which would have generated \$6-\$12 in additional income.

**Projected & actual expenses:** None

**Actual revenue:** \$3,869, broken down as follows:

- \$2,490 Annual Meeting Profit (due to new members' attendance)
- \$ 179 Dues Income
- \$ 600 Bosses Night (increased attendance--149 attended when 70-80 usually attend)
- \$ 600 Notary Seminar (100 attended)

Additionally, NALS profited by \$2,736 in new member dues. NALS of Michigan profited by \$5,340 (\$360 in new member dues and \$4,980 from annual meeting profits).

5. **Provide your best estimate of association resources expended on this program. You might use, for example, total dollars and total volunteer time.**

**Volunteer time:** Approximately 8 ½ hours

60 minutes drafting presentation  
30 minutes giving presentation  
30 minutes composing scholarship letter  
90 minutes drafting articles for bar newsletter  
60 minutes reporting monthly to bar (5 x 12)  
155 minutes drafting form letters to new members (5 x 31)  
60 minutes drafting form letters to prospective members  
  
20 minutes presentation to the legal assistant program

#### **E. Marketing, Promoting & Advertising**

1. **List and describe the specific marketing, promotional and advertising vehicle used.**

Articles announcing the scholarship program appeared in the local bar newsletter and our chapter newsletter. A letter regarding the scholarships was mailed to all local law firms, the court staff, and former members. Two chapter officers spoke to the local college legal assistant program students. Follow-up letters were sent to all guests attending chapter meetings. Members promoted the scholarship program with other legal professionals they met through work or social events.

#### **F. Evaluation**

1. **To what extent did the program achieve stated objectives.**

We exceeded our objective of increased chapter awareness and support the day the Bar committed \$4,000 towards our Association. As an unexpected bonus, we gained 24 full-time members and 5 student members. For the first time in ten years, we organized a study group and gained 11 new certifications, with other members working to complete their certifications. Nine members obtained CLE Awards. Attendance at our annual Recognition Banquet doubled. Due to our chapter treasury's increase, for the first time we have been able to offer scholarships for regional and national educational sessions. Many employers now ask applicants if they are members of NALS or if they are working toward certification.

The Bar's support for our chapter continues. We recently learned the Bar Association will continue funding the scholarship program for another year. Meetings have been scheduled to speak with the college legal assistant program students. In addition, the

Bar president has offered to make time to answer questions from others interested in replicating this program.

Not only is our local Bar aware of our chapter, Bar Associations across Michigan are becoming aware of GTALP. Many Michigan chapters are attempting to develop similar scholarship programs, citing our program as a model for their Bar to follow. Chapters unsuccessful at establishing a Bar scholarship program are using the speech presented to our Bar to market directly to employers. NALS of Detroit has recently gained 15 new members marketing directly to employers.

**2. What broader impact, if any, did this program have on the growth, image or performance of the chapter or its members.**

Wow! How do you put into words the life-altering effect of someone discovering they understand the process for calculating interest, after being told as a child they would never learn math? Words cannot explain the tears from a 50-something legal professional who learned she is a newly certified professional paralegal. It is difficult to describe the confidence our members have gained or the life-long bond we share. We are now close friends.

The attitude of our entire legal community has changed regarding the value of NALS membership and the importance of certification. At our 2005 Recognition Banquet, 9 members stood before the Bar Association as they were presented CLE Awards totaling 914 hours. Eleven members were recognized for obtaining certification – most of whom are Bar Scholarship members. One new member's employer had resisted her membership in NALS and downplayed her certification. On the way home from Recognition Banquet, the employer drove directly to the store to purchase a frame for her employee's CLE Award, which now is proudly displayed at work.

A simple speech to our Bar EC generated 31 new members, 11 new certifications, 9 CLE Awards and greater respect for NALS in our legal community. Chapter members are quickly becoming leaders in our Association and at work. New members are "hooked" on education. The year prior to this program, only four members attended our state annual meeting and no one attended the regional or national meeting. Since this program, 17 members attended our state annual meeting; 6 attended our regional meeting; 3 attended the national meeting in Buffalo; and 2 members will attend the Professional Development Conference in Tulsa. Members have become involved in the state association as officers, chairpersons and committee members and some even teach on-line courses for NALS.

We never dreamed a short presentation to the Bar Association the night before state annual meeting would result in our chapter receiving a Scales of Justice Award at the next year's annual meeting. The excitement is contagious! Other chapters in Michigan are meeting with their local Bar Associations in an attempt to duplicate our success. NALS of Detroit recently added 15 new members by "raising the bar" and marketing directly to employers.

**3. Based on the outcome of this program, describe the most significant changes you might make the next time you offer it or a similar program.**

Hind sight is 20/20. The best advice we can give to anyone attempting to duplicate this program is to take ample time for the “screening” process before awarding scholarships. Be sure each scholarship is awarded to someone who will actively participate in chapter activities and is interested in continuing their membership. beyond the first year.

Make certain an applicant is interested in a long-term commitment to this Association and its benefits, and not simply looking to expand their resume. Applicants should be required to attend at least two chapter functions and select a committee to join before being awarded a scholarship. A few new members interested in education and participation will benefit a chapter more than gaining members who never attend.

Marketing the benefits of NALS membership directly to employers is simple and effective. When an employer asks, “What have you done today to make my life easier?”, remember to show him your NALS membership card. In our area, employers know what that card means.

## APRIL 2004 BAR SPEECH

Some of you are well acquainted with Grand Traverse Area Legal Professionals and have GTALP members in your firm. Others of you may have heard that there is some sort of group that does the mailing and helps hand out name-tags on Law Day. Others have heard something about a Boss's Night banquet held in October that is supposed to be a lot of fun.

GTALP is a lot more than "a group" of legal support staff. In December 1969, 20 local women from various areas of the legal field came together on a cold Saturday morning to improve their job skills and learn how to better serve their employers. Their common goal was to educate themselves and to become more efficient in their profession. The following month 25 members chartered GTALP. They have met once a month since that time for an educational session and to network.

Because education was such a strong part of that original group, they decided to sponsor a scholarship for a graduating high school senior pursuing advanced education in the legal field. Through the years GTALP has awarded over **\$17,000** to high school and college students pursuing careers in the legal field. This year's two scholarship winners are an employee of Parsons Ringsmuth PLC pursuing a degree in legal assisting and an employee of Brandt, Fisher, Alward & Roy, also pursuing a legal assisting degree. Many of those scholarship winners are current members of our local legal community.

GTALP offers a multitude of educational opportunities to its members, including a monthly newsletter, monthly meetings and special seminars with legal education, 10-Tip Tuesday -- a free luncheon seminar covering professional improvement topics, scholarships for continuing legal education and comprehensive study groups taught by certified members for anyone studying for beginning or advanced certification as a legal secretary or professional paralegal certification.

What price would you pay for competent, knowledgeable, efficient support staff? What price would you pay for someone whose skills and abilities you trust? What is it worth to you to not lie awake at night worrying about a malpractice suit due to missing a deadline or your staff's unauthorized practice of law? Some would consider this peace of mind priceless.

Did you realize that an attorney who spends 30 minutes a day correcting, revising, instructing, worrying and training an inexperienced, inefficient support person, you will lose 130 billable hours a year? At \$120 an hour, that is a loss of \$15,600 a year!

Membership in Grand Traverse Area Legal Professionals offers peace of mind through a multitude of continuing education opportunities, including:

- A monthly newsletter including ethics for support staff, updates in technology, grammar skills, changes in the law and upcoming legal education seminars, including those offered by the bar association.
- Monthly meetings and special seminars with legal education.

- 10-Tip Tuesday is held the last Tuesday of each month and is a free luncheon seminar covering topics such as organization, prioritizing, phone etiquette and professional grammar skills.
- Scholarships. This year we awarded two \$500 scholarships to students seeking advanced education in the legal profession.
- Comprehensive study groups taught by certified members of GTALP for individuals studying for:
  - ALS certification (Basic certification for a legal secretary) – A 3-part, exam for entry-level support staff.
  - PLS certification (Advanced certification for a legal secretary) – A 4-part exam for individuals with at least three years of experience. Individuals who obtain this certification are considered qualified to work in any law office of any size located anywhere in the United States.
  - PP certification (Certified professional paralegal) – A 4-part, exam for individuals with 5 or more years experience as a legal assistant with emphasis on substantive law.
- Legal Professional of the Year – Awarded to an outstanding member nominated by their employer, co-worker or another member of GTALP.
- Boss of the Year – Awarded to an exceptional employer or supervisor nominated by a member of GTALP.

The Grand Traverse Area Legal Professionals is made up of receptionists, legal secretaries, legal assistants, paralegals (several of whom are members of the Legal Assistant section of the State Bar Association), office managers and law office administrators. Unfortunately, many local firms have experienced difficulty finding qualified individuals to meet their needs. No attorney can afford to settle for mediocre support staff. However, the number of exceptional, highly qualified legal support staff will continue to decline without increased cooperation between the bar association and GTALP. Nearly everyday my boss asks me, “What have you done today to make my life easier?” As an association, it is GTALP’s desire to make your life easier by working with you to raise the “bar” for your support staff. We want you to know what GTALP is and that we are here to help train and improve the level of professionalism of your support staff. By doing so, your job will become easier and our job will be more enjoyable.

## SCHOLARSHIP CRITERIA LETTER

The Grand Traverse Area Legal Professionals are excited to announce that the Grand Traverse-Leelanau-Antrim Bar Association has agreed to pay \$111 each for **20 first-time, new members'** first-year membership fees (the new member pays \$24). Additionally, the Bar Association has agreed to pay \$5 towards the local membership for one year for all students (full-time students can also join the state and national association for an additional fee).

To qualify for this membership fee scholarship, the following criteria must be met by the individual applying:

1. An applicant must be a first-time member and:
  - a. work in the legal/secretarial/business field (this includes employees of the court administrator's and court clerk's offices, bank trust departments, title companies and those working with governmental and state regulations/statutes);
  - or**
  - b. a student in the legal secretary/legal assistant/paralegal program.
2. The applicant's employer is not willing to pay the membership fee.
3. The applicant will abide by the NALS professional code of conduct.
4. The applicant is committed to being actively involved in the organization.
5. All applicants must submit a letter addressed to the Grand Traverse Area Legal Professionals, attached to the application form, stating 1 - 4 above.

To be considered complete, applications must include a check for the applicant's portion of the membership fees (\$24 for full-time members and \$10 for student members wishing to join the state association also.)

These first-time membership fee scholarships are on a first come, first serve basis. Scholarships will be awarded to the first twenty completed applications received as well as all qualified student applications. If you have any questions, please contact Ruth Schaub, PLS, Grand Traverse Area Legal Professional's membership chairman, at 929-3113.

## BAR NEWSLETTER ARTICLE 1

### WHO ARE THE GRAND TRAVERSE AREA LEGAL PROFESSIONALS

Some of you are well acquainted with Grand Traverse Area Legal Professionals and have GTALP members in your firm. Others of you may have heard that there is some sort of group that does the mailing and helps hand out name-tags on Law Day. Others have heard something about a Boss's Night banquet held in October that is supposed to be a lot of fun.

GTALP is a lot more than "a group" of legal support staff. In December 1969, 20 local women from various areas of the legal field came together on a cold Saturday morning to improve their job skills and learn how to better serve their employers. Their common goal was to educate themselves and to become more efficient in their profession. The following month 25 members chartered GTALP. They have met once a month since that time for an educational session and to network.

Because education was such a strong part of that original group, they decided to sponsor a scholarship for a graduating high school senior pursuing advanced education in the legal field. Through the years GTALP has awarded over **\$17,000** to high school and college students pursuing careers in the legal field. This year's two scholarship winners are an employee of Parsons Ringsmuth PLC pursuing a degree in legal assisting and an employee of Brandt, Fisher, Alward & Roy, also pursuing a legal assisting degree. Many of those scholarship winners are current members of our local legal community.

GTALP offers a multitude of educational opportunities to its members, including a monthly newsletter, monthly meetings and special seminars with legal education, 10-Tip Tuesday -- a free luncheon seminar covering professional improvement topics, scholarships for continuing legal education and comprehensive study groups taught by certified members for anyone studying for beginning or advanced certification as a legal secretary or professional paralegal certification.

Today, 34 years after that first December meeting, our association is made up of receptionists, legal secretaries, legal assistants, paralegals (several of whom are members of the Legal Assistant section of the State Bar Association), office managers and law office administrators. As an association, it is our desire to raise the "bar" for local support staff. We want you to know who we are and that we are here to help train and improve the competence of the local support staff. By doing so, your job will become easier and our job will be more enjoyable.

## BAR ARTICLE 2

### WHAT IS THE COST OF QUALITY SUPPORT STAFF

What price would you pay for competent, knowledgeable, efficient support staff? What price would you pay for someone whose skills and abilities you trust? What is it worth to you to not lie awake at night worrying about a malpractice suit due to missing a deadline or your staff's unauthorized practice of law? Some would consider this peace of mind priceless.

Did you realize that an attorney who spends 30 minutes a day correcting, revising, instructing, worrying and training an inexperienced, inefficient support person, you will lose 130 billable hours a year? At \$120 an hour, that is a loss of \$15,600 a year!

Would you be willing to pay 1 billable hour a year, or less than 50¢ a day, for this kind of peace of mind? Your staff's membership in Grand Traverse Area Legal Professionals offers peace of mind through a multitude of continuing education opportunities, including:

- A monthly newsletter including ethics for support staff, updates in technology, grammar skills, changes in the law and upcoming legal education seminars, including those offered by the bar association.
- Monthly meetings and special seminars with legal education. Recent education has included Circuit Court updates by the Court Administrator's office and Judge Power; changes and further understanding of substantive law, bankruptcy and tribal law; professional improvement; and updates in the changes in the notary law that include employer liability.
- 10-Tip Tuesday is held the last Tuesday of each month and is a free luncheon seminar covering topics such as organization, prioritizing, phone etiquette and professional grammar skills.
- Scholarships. This year we awarded two \$500 scholarships to students seeking advanced education in the legal profession. We have awarded over **\$17,000** in scholarships since our association began.
- Comprehensive study groups taught by certified members of GTALP for individuals studying for:
  - ALS certification (Basic certification for a legal secretary) – A 3-part, 1-day exam for entry-level support staff.
  - PLS certification (Advanced certification for a legal secretary) – A 4-part, 1 day exam for individuals with at least three years of legal experience covering topics such as ethics and judgment, citations/terminology and the Courts, technology and professional communication, including spelling, word usage, vocabulary skills and punctuation. Individuals who obtain this certification are considered qualified to work in any law office of any size located anywhere in the United States.
  - PP certification (Certified professional paralegal) – A 4-part, 1-day examination for individuals with 5 or more years experience as a legal assistant with emphasis on substantive law.

- Legal Professional of the Year – Awarded to an outstanding member of GTALP nominated by their employer, co-worker or another member of GTALP.
- Boss of the Year – Awarded to an exceptional employer or supervisor nominated by a member of GTALP.
- Employment assistance for members and local employers, helping to match qualified employees with firms who have openings.

It has been the goal of GTALP for 34 years to improve the level of professionalism for the legal support staff in the Grand Traverse area through:

1. Ongoing legal, ethical and professional education
2. Peer mentoring
3. Networking with other legal support professionals
4. Input and contact with the courts and the local bar association
5. Adherence to a strict code of ethics
6. Employment assistance to employers and employees

The Grand Traverse Area Legal Professionals is made up of receptionists, legal secretaries, legal assistants, paralegals (several of whom are members of the Legal Assistant section of the State Bar Association), office managers and law office administrators. Unfortunately, many local firms have experienced difficulty finding qualified individuals to meet their needs. No attorney can afford to settle for mediocre support staff. However, the number of exceptional, highly qualified legal support staff will continue to decline without increased cooperation between the bar association and GTALP.

Nearly everyday my boss asks me, “What have you done today to make my life easier?” As support staff we develop a servant’s attitude. It is our job to serve you 40+ hours a week. As an association, it is GTALP’s desire to make your life easier by working with you to raise the “bar” for your support staff. We want you to know what GTALP is and that we are here to help train and improve the level of professionalism of your support staff. By doing so, your job will become easier and our job will be more enjoyable.

Together we can make a difference. GTALP would ask that you:

1. Encourage your staff to become involved in GTALP – we promise that we will rub off on them.
2. Give your staff the time to attend evening and luncheon meetings. If you make it a priority, so will they.
3. Provide us with input and articles for our newsletter.
4. Encourage your staff to read our newsletter.
5. Encourage your staff to read our column in the bar newsletter.
6. Offer to speak at our monthly meetings.
7. Let us know what “trends” you notice so that we can work together to improve the level of legal services offered in our community.
8. Support our efforts to offer the NALS of Michigan Annual Education Conference in Traverse City in May 2005.

The members of GTALP truly love what we do and are proud to be a part of the legal community. Consider spending one billable hour a year to give us the opportunity to improve the quality of your support staff. We won’t let you down!



## PROSPECTIVE MEMBER LETTER

April 20, 2005

Ms. Joan Schaub  
Leelanau County Prosecuting Attorney's Office  
112 Chandler Street, PO Box 272  
Leland, MI 49654

Dear Joan:

**RE: Grand Traverse Area Legal Professionals**

It was great to see you at GTALP's April meeting. I know it was special for Rosie to have you present when she was recognized for obtaining her ALS certification.

GTALP is dedicated to providing quality educational and networking opportunities to our members who come from all segments of the legal profession. Members are provided quarterly newsletters from our national and state association and a monthly newsletter, *The Quill*, from our local chapter as well as access to free on-line education. A copy of the most recent state newsletter is enclosed.

Local monthly meetings include continuing legal education and time for socializing with area legal professionals. Members are updated on educational opportunities, seminars, trends in the profession and employment opportunities. Members seeking ALS, PLS or PP certification are provided with free weekly, after-hours, study groups covering all aspects of the certification exams, and our pass rate is unparalleled. The knowledge gained is well worth the time and effort and the confidence achieved by obtaining certification is empowering. A new study group will begin meeting in late-May to prepare for the September exams.

The Grand Traverse Leelanau Antrim Bar Association has five scholarships available for partial membership dues for individuals whose employers do not pay their dues. The bar scholarship pays \$111 of the first year membership dues, with the member paying \$24. These scholarships are being filled on a "first-come" basis. I have enclosed an application for your consideration. If you are interested in becoming a member of GTALP, please send me the completed application and a check for \$24 made payable to NALS.

Feel free to call me at 929-3113 if you have any questions. Jan or Rosie can also answer any questions you may have. I hope to see you at future GTALP events.

Sincerely,

Ruth M. Schaub, Certified PP, PLS  
GTALP Vice-President

Enclosure

## NEW MEMBER INDUCTION CEREMONY

Congratulation on being selected as the first recipients of the Grand Traverse-Leelanau-Antrim Bar Association scholarships for membership fees into this tri-level Association.

It seems like just yesterday, I was standing right where you are today. I had no way of knowing the impact that decision would have on my life.

My membership in NALS has given me so many things. It has given me:

**Ethics** – I am proud to be a member of the legal profession. What we do is honorable and provides a service to society that is unique and just. As officers of the Court, we must work diligently to find the truth, not just win cases. We all serve an important role in the pursuit for truth and we are obligated to maintain a high degree of competency and integrity to better assist our clients and the legal profession.

**Networking** – When you need to set a deposition or serve someone in another town, call a member of NALS and they will help you find a process server, court report and even a deposition location. Fellow members will take time out of their hectic day to lend a hand. When you call opposing counsel, they are not just the “opposition”, their staff is often someone you met through NALS. Additionally, many of our members find jobs through this Association because they have worked on committees or projects with other legal professionals and were recommended to employers when openings were created.

Most importantly, my NALS membership has provided me with unlimited education – My first “law office” job was as a receptionist/bookkeeper – my two employable skills included saying “law office” and knowing how to write checks. Unfortunately for that first employer, my skills did **not** include putting calls on hold, preparing any usable financial statements, typing, proofreading or spelling. I was best described as clerically-challenged.

Like many members here today, I became part of an exceptional study group taught by the “other” GTALP members and attended the monthly chapter meetings – especially meetings where there was a guest speaker or legal education. We learned about support staff ethics and what constitutes the unauthorized practice of law; secretarial judgment -- when it is appropriate to call your boss during the middle of a deposition and when it is *not* so appropriate. We learned about the Michigan System of Citations, how to set up a case caption, not punctuate abbreviations in citations and that there was no such thing as MCLA or “vs”.

Thankfully we learned grammar techniques, when to use a numeral and when to spell out the word, and how to write words you can't spell in the front of your dictionary to save time (I have since worn out two dictionary covers).

Speakers from the Courts showed us how to avoid having a judge think you are a moron, judges really do want a “judge’s copy” and that kindness to the Court staff goes a long, long way. The most valuable lesson we learned from my membership in this Association was the importance of becoming profitable to our employer – and not simply remain as overhead. What sets members of NALS apart from other “support” staff is that NALS members strive to make their boss’s life easier – and not to just be another part of his or her stress.

We think ahead, prepare in advance, try to learn something new every day and develop a genuine servant’s “can-do” attitude. By doing so, we attain a level of professionalism that sets us apart from

other legal professionals. Our members are among the most respected legal professionals in the country – employers appreciate and trust our members and look to them for input or to perform their firm’s most difficult tasks.

We owe it to our clients, our employers and our families to exemplify the highest standards of professional competence, loyalty and courtesy and to strive each day to improve upon yesterday. As a member of this Association **you too** are called to integrity and the highest standards of conduct that are fundamental to the success of our profession. Further, you must also agree to abide by the NALS Code of Ethics.

(Call up new members)

Please raise your right hand. If you are willing to be bound by the NALS Code of Ethics, please say “I will” after each question:

1. As a member of NALS, will you encourage respect for the law and the administration of justice?
2. Will you observe rules governing privileged communication and confidential information?
3. Will you promote and exemplify high standards of loyalty, cooperation and courtesy?
4. Will you perform all duties of the profession with integrity and competence?
5. Will you pursue a high order or professional attainment.

Welcome to membership in NALS, NALS of Michigan and the Grand Traverse Area Legal Professionals. Working together, we can become stronger and improve the quality of legal services in the Grand Traverse Area. Membership is a two way street – both giving and receiving. We will strive to provide you with quality education, networking and professional skills. We only ask that you participate in our association. Please let us know what you would like to learn from us. You have been given an incredible gift – it is now your choice to decide how you will use it.

## LETTER TO BAR TREASURER FOR DUE CHECKS

August 5, 2004

Maurice Borden, Esq.  
12935 South West Bay Shore Drive  
Traverse City, MI 49684

Dear Mike:

**RE: Bar Association GTALP Membership Scholarships**

Our Association has received and approved the applications for seven membership scholarships. These applicants are members of the legal community whose employer is not able or willing to pay for their membership dues and they meet all the criteria set forth by the Bar Association. A list of the applicants include:

1. Julie Arends, ADR Clerk for the 13<sup>th</sup> Circuit Court
2. Teri Quinn, Circuit Court Office Manager
3. Karen Carmody, 13<sup>th</sup> Circuit Court Reporter
4. Rosanne Schaub, Leelanau County Clerk's Office
5. Dorothy Kye, Paralegal at Zimmerman, Kuhn, Darling et al
6. Marie Parker, NMC Legal Assistant 2004 Graduate, Unemployed
7. Kathy Mackin, Blakeslee & Chambers

Please forward a check made payable to "NALS" in the amount of \$777 for these new members dues. I will forward your check and the checks from these members to NALS to begin their memberships.

We have had a very positive response to the scholarship program. I am waiting for completed membership applications from several other legal professionals. NMC begins classes August 27 and they will be providing Legal Assistant students with scholarship applications. We look forward to honoring the Bar Association at Bosses' Night on Thursday, October 21, 2004, at the Park Place Dome. Thank you.

Sincerely,

Ruth M. Schaub, PLS, AIC  
GTALP Vice-President

Via facsimile 946-0069

## LETTER TO BAR TREASURER FOR DUE CHECKS

December 6, 2004

Barbara LaSusa, Esq.  
7754 Clearwater Court  
Williamsburg, MI 49690

Dear Ms. LaSusa:

**RE: Bar Association GTALP Membership Scholarships**

Our Association has received and approved the applications for one more full-time membership scholarship. This full-time membership applicant is a member of the legal community whose employer is not able or willing to pay for their membership dues and she meets all the criteria set forth by the Bar Association. The applicant is:

1. Renee M. Stout, Garan Lucow Miller

Please forward a check made payable to "NALS" in the amount of \$111 for the three full-time membership dues. I will forward your check and the checks from these members to NALS to begin their memberships.

I would like to let the Bar Association know that two scholarship recipients are taking their ALS (basic certification for legal professionals) exam in March 2005. Two scholarship recipients are taking the PLS (advanced certification for legal professionals) exam in March 2005. Two other recipients, including Ms. Stout, are taking their PP (professional paralegal) exam in March 2005. All these legal professionals, along with five other continuing members are participating in a weekly four-hour study group that has been meeting since mid-November and will continue until the March exam. The level of professionalism and knowledge for support staff is increasing in the Grand Traverse Area, thanks largely by the support from the Bar Association. Happy holidays and thank you all for your generosity.

Sincerely,

Ruth M. Schaub, PLS, AIC  
GTALP Vice-President

Via facsimile 938-2578

## NEW MEMBER WELCOME LETTER

April 20, 2005

Ms. Jennifer Edson  
1131 East Eighth Street  
Traverse City, MI 49684

Dear Jennifer:

**RE: Grand Traverse Area Legal Professionals**

Welcome to membership in the Grand Traverse Area Legal Professionals. I have requested a check from the Bar Association for the scholarship portion of your membership dues. Once it arrives I will forward it to NALS with your application and check. It may be some time before you receive confirmation of your membership from NALS or NALS of Michigan, but your membership with GTALP is effective immediately.

You will be receiving a quarterly magazine @Law from NALS. I am enclosing a copy of NALS of Michigan's most recent quarterly newsletter, *The Official Record*. NALS of Michigan's next education conference will be in Traverse City at the Park Place Hotel on April 29 – May 1, 2005. The continuing legal education will take place on Friday, April 29, and the business meeting and election of new officers will be on Saturday, April 30. NALS of Michigan is also sponsoring an educational seminar at the Federal Court Building in Lansing on Saturday, June 25, regarding e-filing and courtroom technology.

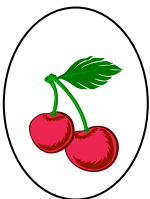
GTALP's monthly newsletter, *The Quill* will be mailed to you near the end of each month. It will contain articles of interest, upcoming legal ed seminars, study group meeting dates and meeting announcements. Our next weekly study group session for members interested in certification will begin in May. Please let us know if there is a topic you would like addressed in a future newsletter. It is our desire to make your membership educational and helpful.

Feel free to let us know what we can do to assist you in your continuing legal education and career. Once again, welcome to GTALP.

Sincerely,

Ruth M. Schaub, PP, PLS  
GTALP Vice-President

Enclosure



### THE QUILL

*A Monthly Publication of the Grand Traverse Area Legal Professionals*

June 2004

President Jan Tuller, PLS (231) 947-6073 jan@fdrlaw.com  
 Vice-President Ruth M. Schaub, PLS (231) 929-3113 rschaub@parsonsringsmuth.com  
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 Treasurer Dorothy Grant (231) 941-8900 dgrant@bclawtc.com  
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 Co-Editors Debra L. Philo-Rice (231) 929-3113 dphilo@parsonsringsmuth.com  
 Ruth M. Schaub, PLS (231) 929-3113 rschaub@parsonsringsmuth.com

**PRESIDENT'S FORUM**

Dear Members, Friends and Legal Professionals:

I heard a rumor that warmer weather is coming our way and that summer is right around the corner. Being the optimistic person that I am, I believe it. So keep your chins up - sunny weather is sure to be here soon.

I have some incredible news for all the members of this association. The Grand Traverse Leelanau Antrim Bar Association has kindly agreed to give out 20 scholarships to first time new members of our association. The scholarship would be for \$111. The new member would be required to pay the \$24 registration fee. The bar has also agreed to give out \$5 scholarships to all student members for one year. I am working out the details with the bar as to what criteria they would like to see met before sending out this information. I should have more details for you at the June meeting. Please attend and bring a guest. The guest you bring may just be able to become a new member of this association.

I can't begin to tell you how excited I am about how the bar is coming through for this association. Now what this team needs to do is show the bar that their trust and money is not wasted. Together we can make this a great year full of learning, and networking.

Dorothy is working on our monthly legal education committee. I am sure she would appreciate any ideas you can pass along. I can't wait to see what Deputy Schaub has in store for us regarding self-awareness and self-defense. I will see you on June 16.

Jan Tuller, PLS  
 GTALP President  
 (231) 947-6073 (office) (231) 938-9157 (home)

**When you cease to make a contribution, you  
 begin to die.**  
 ~ Eleanor Roosevelt

**VICE-PRESIDENT'S CORNER**

Wow – has this year started out with a bang. We had two guests at our May meeting, Dorothy Kye – a second-year student in the NMC legal assistant program, and Marnie Parker – a recent graduate of the NMC legal assistant program who is working for Bob Guyot. Both Dorothy and Marnie are completing their applications for membership.

The Bar Association's generous membership fee scholarship program will allow 20 new members whose employers do not pay for membership fees to join our association. Additionally, student memberships will be paid by the Bar Association. Please let me know of any student you know of who would be interested in joining our association and I will forward an application to them.

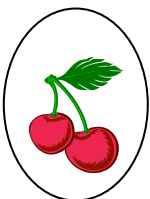
Together we can keep things "growing".

Ruth M. Schaub, PLS  
 GTALP Vice-President & Membership Chairperson  
 (231) 929-3113 (office) (231) 271-3543 (home)

**CALENDAR OF EVENTS**

- June 9 EC Meeting at Donaldson's Office – noon
- June 16 Monthly Chapter Meeting – 5:30 Cottage Cafe  
Topic: Self-Awareness for Women
- June 29 10-Tip Tuesday @ Blakeslee Chambers –  
Topic: Probate Estates Made Easy
- July 14-17 NALA Annual Convention, Reno NV; for more  
info go to www.nala.org
- July 30-Aug. 1 NALS Region 3 Conference; Fremont, Ohio
- Oct. 1 State Bar Legal Assistant Annual Meeting &  
Seminar in Lansing ; for more info call  
Kathy Ann at 929-4878
- Nov. 4-7 NALS 53<sup>rd</sup> Annual Forum; Biloxi, Mississippi

**REMINDER:** April 29 - May 1, 2005 – Traverse City  
 NALS of Michigan 44<sup>th</sup> Annual Meeting



**THE QUILL**

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 Ruth M. Schaub, PLS (231) 929-3113 rschaub@parsonsringsmuth.com

**PRESIDENT'S FORUM**

Dear Members, Friends and Legal Professionals:

Cherry Festival is over and the crowds have gone home. The warm weather has finally decided to stick around for a little bit and the primary election is just around the corner. These are just a few things that bring a smile to my face. Okay what really brings a smile to my face is spending the day on the lake with a fishing pole in my hand.

I encourage everyone to bring a guest to the August 12 meeting. This meeting is going to be about membership with Pat Conor, PLS, Treasurer for NALS of Michigan as our speaker. We will be giving out scholarships and welcoming these new members to our association.

Jan Tuller, PLS  
 GTALP President  
 (231) 947-6073 (office) (231) 938-9157 (home)

"Life should NOT be a journey to the grave with the intention of arriving safely in an attractive and well preserved body, but rather to skid in sideways, cigar in one hand, favorite beverage in the other, body thoroughly used up, totally worn out, and screaming  
**WOO HOO- What a Ride!"**

~ Anonymous

**VICE-PRESIDENT'S CORNER**

Wow -- things are "growing". We have six new members in GTALP who will be welcomed to GTALP at our August 12 meeting. I have sent applications to several other potential members and hope to have all scholarships filled by Bosses Night in October. Please let me know if you are aware of anyone interested in membership.

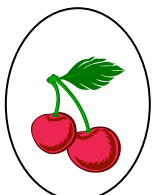
We will be presenting the Bar Association with a NALS Scales of Justice Award for their support of GTALP and improving the quality of legal services in the Grand Traverse Area at Bosses Night in October. Please thank the members of the local Bar that you work with for their support of our association.

I have had several requests to form a study group for those interested in the PLS exam or expanding their general knowledge. Let me know if you are interested. I would be happy to teach the first section. Hopefully we can get a group together beginning in September.

Ruth M. Schaub, PLS  
 GTALP Vice-President & Membership Chairperson  
 (231) 929-3113 (office) (231) 271-3543 (home)

**CALENDAR OF EVENTS**

July 30-Aug. 1 NALS Region 3 Conference; Fremont, Ohio  
 August 5 EC/Committee Chair Training @ Blakeslee's  
 August 9 2005 Planning Meeting in Charlevoix, 5:30  
 Scovie's Deli & Bake Shop  
 August 12 Monthly Meeting, 5:30 New Members to be honored; Patricia Conor, PLS, NALS of Michigan Treasurer to speak on membership  
 August 24 10-Tip Tuesday; Litigation from A-Z at Parsons Ringsmuth; 520 South Union, TC  
 September 27 Deadline to register for 10/2 "Grammar"  
 Oct. 1 State Bar Legal Assistant Annual Meeting & Seminar in Lansing; for more info call Kathy Ann at 929-4878  
 October 2 NALS Presents "Grammar"  
 Nov. 4-7 NALS 53<sup>rd</sup> Annual Forum; Biloxi, Mississippi  
**REMINDER:** April 29 - May 1, 2005 - Traverse City NALS of Michigan 44<sup>th</sup> Annual Meeting



**THE QUILL**

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 Ruth M. Schaub, PLS (231) 929-3113 rschaub@parsonsringsmuth.com

**PRESIDENT'S FORUM**

Dear Members, Friends and Legal Professionals:

On August 12 we not only inducted seven new members to our association but we were lucky enough to have one of them accept the position of secretary. The new members of our association are Rosie Schaub, Julie Arends, Teri Quinn, Dorothy Kye, Kathy Mackin, Karen Carmody and Marne Parker. Dorothy Kye will start her duties of secretary in September.

After the induction ceremony our guest speaker, Patricia Connor, NALS of Michigan Treasurer, spoke to us on what membership in NALS means to her. It was very informative and after Pat spoke the meeting became one of round table discussion and different members spoke about what this association has done for them professional and personally.

The meeting on September 14, 2004, will be a business meeting to go over the changes to the chapter's bylaws. I will email the proposed bylaws to all of the members prior to this meeting to give everyone an opportunity to review them. It is important that all members be at this meeting to ask any questions and to vote on the new bylaws.

Its been an exciting year so far for this association and I truly believe that the upcoming months will only be more exciting as we move closer to the Recognition Banquet and the 2005 NALS of Michigan Conference.

As part of this team your input is important. If you have any ideas, suggestions or concerns please bring in to either my attention or to the attention any of the members of the executive committee.

Jan Tuller, PLS  
 GTALP President  
 (231) 947-6073 (office) (231) 938-9157 (home)

What do we live for if not to make life less difficult for each other?

~ George Eliot

**VICE-PRESIDENT'S CORNER**

We have seven new members, one new student member and application requests from at least four offices. As we said at induction on August 12, membership is a gift and it is yours to decide what you will do with it. We only ask that our members let us know what type of legal education you would like – and we will work to provide it.

Several members expressed an interest in participating in a study group for their ALS, PLS and PP certification. Many members are willing to teach and it is hoped that we can begin a study group in October. Please call me to let me know if you are interested.

We are each advocates for this association. Let me know if there is someone you feel would be interested in hearing more about GTALP. We have 13 more scholarships to fill and our first scholarship recipients are exceptional legal professionals. Together we can do anything!

Ruth M. Schaub, PLS  
 GTALP Vice-President & Membership Chairperson  
 (231) 929-3113 (office) (231) 271-3543 (home)

**CALENDAR OF EVENTS**

- September 7 EC Meeting @ Donaldson's Office -- NOON
- September 14 Membership Meeting – Bylaw Revisions  
Parsons Ringsmuth 5:30PM – Salad Bar
- September 15 LPY & BOY Nominations Deadline
- September 21 10 Tip Tuesday at Smith Haughey – Topic "What Constitutes Serious Impairment Post *Kreiner*"
- September 21 2005 Annual Meeting Planning Meeting – Charleviox
- September 24 LAAM Scholarship Application Deadline
- September 27 Deadline to register for 10/2 "Grammar"
- October 1 State Bar Legal Assistant Annual Meeting & Seminar in Lansing; for more info call Kathy Ann at 929-4878
- October 2 NALS Presents "Grammar"
- October 21 Annual Recognition Banquet – Park Place
- October 26 10 Tip Tuesday – Location to Be Announced
- November 4-7 NALS 53<sup>rd</sup> Annual Forum; Biloxi, Mississippi

**REMINDER:** April 29 - May 1, 2005 – Traverse City  
 NALS of Michigan 44<sup>th</sup> Annual Meeting

## EFFECTIVE STUDY TECHNIQUES

During the course of our employment (and motherhood) we learn to be effective multi-taskers. We make lists and maintain comprehensive calendars. We can prioritize our to do list, both at work and at home. We can prepare a complicated matter for trial -- yet we cringe at the thought of preparing for an exam. The most common reason is that we have never been taught effective techniques to get the most out of our limited study time.

1. **Always read assignments before the class at which it will be discussed.** By reading ahead you will be better prepared to participate in discussions and ask questions on the portions of the material you do not understand. Failing to read materials before class or complete assigned work will leave you at a disadvantage and cause you to continually play "catch up."

2. **Leave your highlighter at home.** Highlighting materials you do not understand or that you feel may be on an exam simply delays the learning process. Instead of studying with a highlighter, study with a pen and a stack of blank index cards. When you come upon information you do not know or feel will be on your exam, create an index card for that information. Keep your index cards with you at all times prior to your exam.

3. **Study in small chunks of time and you will learn more.** Research shows that the average adult stops learning after 15 minutes. Cram sessions for hours on end don't work. We remember the first thing and the last thing we study. A person who studies for two hours every day remembers two things. The persons who studies 3 or 4 times a day in 10 – 15 minute chunks will remember 6 – 8 things. And don't forget to carry those index cards.

4. **Study before you fall asleep each night.** Grab your index cards and review them before you go to sleep each night. The repetition of reviewing your index cards is extremely important, however, studying before sleep will cause your mind to replay the information you just studied as you fall into deep sleep. This also provides one more opportunity to learn two more things.

5. **Utilize down time.** Pull out your index cards at a red light, while waiting in line at the check out, while getting your oil changed, while relaxing on your boat or in the restroom. Effective studying does not required you to designate huge chunks of time from your already hectic schedule. In fact – that simply will not work. We have numerous opportunities each day to grab a few minutes here-and-there for study time. Keeping your index cards with you will help you learn a few more things each day.

6. **Use multiple study styles.** Some people learn by reading, some by hearing and others by talking about the material. Don't be afraid to read your index cards out loud. Speaking the material or hearing it spoken may be the

extra help you need to remember what you are studying. Meet a study partner for lunch to go over material you find difficult. Talk about what you have learned to a spouse or friend – "Did you know that Michigan uses open citations in case captions while all other states do not?" Do a crossword puzzle to increase your vocabulary. Make up a goofy song about something difficult. And remember to carry around those index cards!

7. **Study what you don't know.** It is our tendency to waste the majority of our limited study time rehashing material we already know. Focus on the material you don't know. Once you have memorized the material on a card, remove it from your pile and store it in a recipe box by subject for final review just prior to your exam. This will allow you to focus on those things you don't know. The added benefit is that as the number of cards in your recipe box increase, so will your confidence level. You will be able to see just how much you have learned.

8. **Index cards are portable – books are not.** Leave your books at home. Put your index cards in your purse or pocket each morning. Take them with you on vacation – there in plenty of down time while waiting for your connecting flight. Review them in the car when you are a passenger or at a red light. Flip through them during commercials. Tape them to your counter while washing dishes, cooking dinner or curling your hair. You can review them in your doctor's waiting room or while your loved-one watches football.

9. **Make use of memory cues – they really work.** We all learned, that, "In 14 hundred and 92, Columbus sailed the ocean blue, " or "'i' before 'e' except after 'c'... Similar memory cues will help you retain information for an exam.

liable – library – written; slander – sspoken – verbal

A tort is a **S-I-N** – strict liability (a dog bite)  
intentional tort (battery)  
negligence (auto accident)

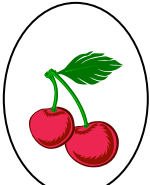
Federal Reporters – SOAP NEWS

**S**outhern, **A**tantic, **P**acific

**N**ortheast, **N**orthwest, **S**outheast, **S**outhwest

Effective studying does not require huge amounts of time – it requires organization and an intelligent approach to an overwhelming task. The difference between passing and failing is not measured in IQ scores or who took more time to prepare. The difference between passing and failing is taking a logical approach to making the most use out of limited study time and the commitment to put forth an effort to organize your time and think ahead. Don't study what you already know, make good use of your time, prepare, and by all means—CARRY AROUND YOUR INDEX CARDS!

Ruth M. Schaub, PLS, AIC, Co-Editor



# THE QUILL

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September 2004

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	Ruth M. Schaub, PLS	(231) 929-3113	rschaub@parsonsringsmuth.com

## PRESIDENT'S FORUM

Dear Members, Friends and Legal Professionals:

Since last month we gained five new members, three full time members: Liz McKellar of Vicky Smith's Law Office, Carolyn Bearing of the Women's Resource Center and Fiona Bishop of Walton, Smith, Phillips & Dixon. Our new student members are Phyl Axtel and Theresa Marsh. We welcome each new member and look forward to seeing them at future meetings. Please know, we are here to serve your needs. Please let us know what type of education you are interested in and we will provide that for you.

Final plans for recognition banquet are underway. We look forward to having as many of our founding members in attendance as possible. This is a time to honor and thank our employers, those who have attained certification and past recipients of the Boss of the Year and Legal Professional of the Year Award. We will be presenting an award to the Bar Association for their generous scholarship program. We hope to have all scholarship recipients in attendance to thank the Bar. We will be bidding farwell to Grace Rudd who will be retiring at the end of the year.

Additionally, we will take time at this year's banquet to thank the 20 legal professionals who banded together in the winter of 1970 to form the Grand Traverse Area Legal Professionals. We owe them a debt of gratitude we will never be able to repay. They blazed a trail of professional excellence that has set the standard for professionalism in the Grand Traverse legal community. Please take the opportunity to thank them on October 21. We owe them so much.

Jan Tuller, PLS  
GTALP President  
(231) 947-6073 (office) (231) 938-9157 (home)

## AS I MATURE

**I've learned that you shouldn't compare yourself to others - they are more screwed up than you think.**

## VICE-PRESIDENT'S CORNER

How wonderful to see so many new faces. GTALP has so much to offer. Please let me know if you are aware of someone who might be interested in membership in our association. To our new members -- welcome to GTALP -- and I promise that we will rub off on you.

The response for a study group has been overwhelming. I have several members who have offered to teach a section, but still need someone to teach legal terminology, professional judgment and citations. Please let me know if you are able to commit to teaching a class one day every other week for six to eight weeks.

Recognition Banquet is one of my favorite GTALP functions. It is wonderful to socialize with other legal professionals and come together to honor those who go the extra mile.

Be sure to let your voice be heard. Vote November 2. Let your EC Board know what legal ed topics you are interested in hearing. Participate in a study group -- even if you are not interested in certification. The information is so valuable and is guaranteed to make your job easier.

Ruth M. Schaub, PLS  
GTALP Vice-President & Membership Chairperson  
(231) 929-3113 (office) (231) 271-3543 (home)

## CALENDAR OF EVENTS

October 6	EC Meeting Noon @ Donaldson's Office
October 13	Standing Rules Revision Meeting -- SHRR @ 5:30
October 14	Title Insurance 201 --GTLA Bar Continuing Ed -- Noon
October 21	Taxes for Dummies --GTLA Bar Continuing Ed -- Noon
October 21	Annual Recognition Banquet -- Park Place
October 23	LAAM Annual Meeting -- Lansing
October 28	Employment Law -- GTLA Bar Continuing Ed -- Noon
November 4	Judgment Lien Act -- GTLA Bar Continuing Ed - Noon
November 4-7	NALS 53 <sup>rd</sup> Annual Forum; Biloxi, Mississippi

**REMINDER:** April 29 - May 1, 2005 -- Traverse City  
NALS of Michigan 44<sup>th</sup> Annual Meeting

## ALS, PLS, PP – WHAT ARE THESE INITIALS ALL ABOUT?

The **Certified ALS** is the basic certification for the legal professional. There are 2,131 ALS's nationwide. Obtaining the ALS certification is a demonstration of your preparedness for the demanding field of law. This designation is awarded after passing a four-hour, three-part examination. The ALS certification demonstrates ability to perform business communication tasks, gauges your ability to maintain office records and calendars and prioritize multiple tasks when given real-life scenarios; measure understanding of office equipment and related procedures; denotes aptitude for understanding legal terminology, legal complexities and supporting documents and appraises knowledge of law office protocol as prescribed by ethical codes.

To sit for the ALS examination, you must have completed one of the following: (1) One year of general office experience; (2) completion of an accredited office curriculum; or (3) completion of the NALS Legal Training Course.

The ALS exam covers the following:

- Part 1: Written Communications
- Part 2: Office Procedures & Legal Knowledge
- Part 3: Ethics, Human Relations & Judgment

Those passing the exam will receive a certificate which is valid for five years. Certification may be extended through continuing ed, based on NALS guidelines for one year.

The **Certified PLS** is the advanced certification for the legal professional. There are currently 5,188 certified PLS's. The Certified PLS is an attainable goal for assistants who want to be identified as exceptional. The certification is received after passing a one-day, four-part examination. Attaining this goal demonstrates dedication to professionalism and acceptance of the challenge to be exceptional. Personal motivation is necessary to attain such a goal. The purpose of the Certified PLS exam is to certify a legal professional who possesses a mastery of office skills and people skills; the ability to interact on a professional level with attorneys, clients and other support staff; the discipline to assume responsibility and exercise initiative and judgment and a working knowledge of procedural law, the law library and how to prepare legal documents.

To sit for the Certified PLS exam, you must have three years experience in the legal field. A maximum one-year waiver may be given for certain post-secondary degrees.

The PLS exam covers the following:

- PART 1: Written Communications
- PART 2: Office Procedures & Technology
- PART 3: Ethics & Judgment Skills
- PART 4: Legal Knowledge & Skills

Those passing the exam will receive a certificate that is valid for five years. Recertification is required every five years and may be achieved through the accumulation of continuing legal education hours and activities.

The **PP** certification is the professional paralegal certification. Currently there are 217 PP's. The PP designation is an attainable goal for paralegals who wish to be identified as exceptional in all areas of law. The certification is received after passing a one-day, four-part examination. Successful completion of the PP examination demonstrates a mastery of procedural skills and communication skills; an advanced knowledge of procedural law, the law library and the preparation of legal documents; a working knowledge of substantive law and the ability to perform specifically delegated substantive legal work under the attorney's supervision; the ability to interact on the professional level with attorneys, clients and other staff; and the discipline to assume responsibility and exercise initiative and judgment while adhering to legal ethical standards at all times.

Any person with five years' experience performing paralegal/legal assistant duties may sit for the PP exam. A one-year waiver may be obtained for completion of a post-secondary degree or other certification (including the PLS). A candidate with a paralegal degree may receive a two-year waiver.

The PP exam covers the following:

- PART 1: Written Communication
- PART 2: Legal Knowledge & Skills
- PART 3: Ethics & Judgment Skills
- PART 4: Substantive Law

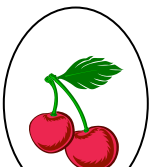
All four parts of the examination must be taken on the first attempt with the exception of current PLS's who will only have to take Part 4 of this exam.

Those passing the exam will receive a certificate which is valid for five years. Recertification is required every five years and may be achieved through the accumulation of continuing legal education hours and activities, such as monthly chapter meeting education, attending NALS seminars, teaching or attending college classes.

NALS offers study sessions through the on-line learning center or through on-line study groups at [www.nals.org](http://www.nals.org). NALS of Michigan will be offering a cram session for individuals sitting for the ALS, PLS or PP exam.

GTALP will begin a study group in November 2004 that will meet one night every other week after work. These sessions will be free to all participants.

For more information, to sign up for the study group or to offer your services as an instructor, please contact Ruth M. Schaub, PLS, at 929-3113.



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Governor	Kathy Ann Blunck	(231) 929-4878	kblunck@shrr.com
Co-Editors	Ruth M. Schaub, PLS	(231) 929-3113	rschaub@parsonsringsmuth.com

**PRESIDENT'S FORUM**

When we were younger we learned the basics – reading, writing and arithmetic. Our brains soaked this knowledge up and we craved for more. Most of us went on to learn more by taking college courses or some sort of continuing education. Today, we are working in our different professions but most of us still crave more knowledge. Personally, I like to call it keeping my brain fresh. There are many ways to accomplish this task: you can read books, take classes, attend seminars, or try something new that is outside your normal comfort level.

This time around my craving of knowledge will be met not only by teaching a course for the study group but joining in a section. My goal is to take the Certified PP and hopefully obtain this certification. The certification programs that NALS offers have served as stepping stones for me in my career. My boss pushed me to take the ALS when I first started working for him. Lucky for him, I attained this goal. Then a couple of years after that I decided to take the PLS. After a couple of tries, I also attained this goal. Studying for these exams taught me a lot and I was definitely a better employee for it.

Everyone, of course, sees themselves differently and has different goals. No goal and no search for knowledge is ever wrong. The great thing about this association is that there is no pressure. We have legal education at monthly meetings or you can go further and attain some form of certification. The purpose of this association is to help you find your goal and attain it. Once you do we will be celebrating right along side of you.

I look forward to the start of the study group and hope that everyone comes away with as much knowledge as they crave or at least a fresh brain.

Jan Tuller, PLS  
 GTALP President  
 (231) 947-6073 (office) (231) 938-9157 (home)

**VICE-PRESIDENT'S CORNER**

It is the time of year to give thanks. As I reflect on the past several months, I find I have many reasons to give thanks. I give thanks to our Bar Association who not only say they support GTALP, they show it through their generous scholarship program.

I give thanks for our new members who are wonderful, professional individuals who add depth and energy to our association. As many of our continuing and new members begin to study toward certification, long-term friendships will be forged.

I am thankful for our study group, the interest shown by our members in certification, and those who have agreed to act as instructors. Together we will increase our knowledge and increase the quality of legal services offered in our area.

And finally, I am thankful to be part of such an honorable profession. Everyday we serve people who never thought they would need our services. Our profession is one of the foundations of our country – access to justice for all citizens. Together we can improve the image of our profession, through our appearance, our actions and our ever-increasing knowledge. For these things, I give thanks.

Ruth M. Schaub, PLS  
 GTALP Vice-President & Membership Chairperson  
 (231) 929-3113 (office) (231) 271-3543 (home)

**CALENDAR OF EVENTS**

- November 3 EC Meeting – Donaldson's 5:15 p.m.
- November 4 Judgment Lien Act – GTLA Bar Continuing Ed - Noon
- November 4-7 NALS 53<sup>rd</sup> Annual Forum; Biloxi, Mississippi
- November 9 First Study Group Session – Parsons Ringsmuth 5:15
- November 10 GTALP Monthly Meeting – Cottage Café 5:30
- November 16 Study Group Session – Parsons Ringsmuth 5:15
- November 23 Study Group Session – Parsons Ringsmuth 5:15
- November 30 10-Tip Tuesday – Cummings McClorey – Noon

**REMINDER:** April 29 - May 1, 2005 – Traverse City  
 NALS of Michigan 44<sup>th</sup> Annual Meeting

**STUDY GROUP OUTLINE & SCHEDULE**

(All sessions begin as soon as possible after work and will end no later than 7:30)

**Section 3 & 4 – Parsons Ringsmuth (Ruth Schaub, PLS)**

Ethics, Legal Terms, Citations, Legal Forms and Professional Judgment

No book required, however, it is suggested that you borrow your employers “Bluebook – A Uniform System of Citation” for the sections on citations.

- Nov 9 Ethics & Professional Judgment
- Nov 16 Ethics & Judgment Review & Legal Terms
- Nov 23 Legal Terms Review, Citations & Criminal Law
- Nov 30 Citations Review, Family Law & Real Estate
- Dec 7 Bankruptcy & Administrative Law
- Dec 14 Probate & Torts

**January 1 – Test Application Deadline for All Exams**

**Section 2 – Donaldson Rozycki (Jan Tuller, PLS)**

Office Procedures & Technology – No Book Required

Dec 21, Dec 28 (Optional Class) Jan 4, Jan 11, Jan 18

**Section 1 – Garan Lucow Miller (Renee Stout, PLS)**

Grammar, Punctuation, Capitalization, Spelling, Vocabulary, Word Usage

Gregg’s Reference Manual 10<sup>th</sup> Edition Required

Jan 25, Feb 1, Feb 8, Feb 15

Pre-Test Review

- Feb 22 Review All Sections Parsons Ringsmuth
- March 1 Review On Your Own

**March 5 ALS, PLS, PP Exam**

If you are unable to make every session, contact the instructor for handout materials for the week you will miss. The material covered will be a valuable resource that will be applicable to your everyday work. Even if you do not plan to take a certification exam, please consider participation in the study groups.

**ETHICS MOCK EXAM**

Below is a sample of some of the questions you might anticipate seeing on the ALS or PLS exam, Section 3 – Ethics & Professional Judgment. You will find the answers in another section of this newsletter. Good luck. You will be surprised at the correct answers.

**TRUE OR FALSE:**

1. You should not discuss a matter you are working on with someone in your office who is not working on that same matter.
2. Generally there are three types of fee arrangements.
3. Contingency fees are most commonly used in both civil cases, such as personal injury cases, and criminal cases.
4. A declaration that is used in lieu of an affidavit should be notarized.
5. As an experienced member of your firm’s legal staff, you have sufficient knowledge to prepare wills for your friends and relatives.
6. Once a divorce case is settled, it is permissible to discuss the details at a party.
7. It is permissible for a law firm to maintain one bank account as long as the firm’s books clearly reflect how much of the money in the account belongs to the firm and how much belongs to the clients.
8. If a lawyer is required to decline employment or to withdraw from employment, another partner or associate of the lawyer can accept or continue such employment.
9. The following examples do or do not cause a conflict of interest:
  - a. You may have worked on the same matter in a different law firm. Does \_\_\_\_ Does Not \_\_\_\_
  - b. You may have worked on a different matter involving a new or potential client. Does \_\_\_\_ Does Not \_\_\_\_
10. When a new client has retained your firm to handle their case, what is the first type of letter to be sent to the client?

### GIVE THANKS FOR YOUR PROFESSION

Although our profession has been the subject of political fodder this election year, we have every right to be proud of our profession. In the October 2004 *Bar Journal*, Nancy J. Diehl, State Bar of Michigan President for 2004-2005, says that "improving the reputation of the profession is up to each of us individually, and ultimately depends on what kind of [legal professionals] we are." She goes on to say that "beyond the values of personal integrity, honesty and respect for others, it is our responsibility to 'continue to raise the bar' of the profession's reputation."

Ms. Diehl suggests that we will make a positive statement about our profession if we become involved in community issues, non-profit boards and provide pro-bono services. Our Association conducts an annual charity project, our members volunteer pro-bono clerical time to the Women's Resource Center Divorce Clinic and we provide a scholarship for students pursuing a career in the legal field. Our members are also active in many civic organizations such as The American Red Cross, The American Cancer Society, Easter Seals, and Bowling for MS, among others.

Maybe you too can volunteer at a soup kitchen, a food pantry or another needy organization in the name of GTALP. Let people know that legal professionals are honest, respectful individuals who strive to serve others. Together we can improve the reputation of our profession and do something valuable for our community.

### GTALP MONTHLY MEETING

**WEDNESDAY, NOVEMBER 10, 2004**

**5:30 PM**

**COTTAGE CAFÉ**

**SPEAKER: BRANDON FEWINS  
REPRESENTATIVE OF US SENATOR  
DEBBIE STABENOW**

**RSVP TO DOROTHY GRANT AT  
941-8900**

### REMINDER

**GTALP Scholarship Applications are due  
by November 30, 2004.  
Please contact Jeannie Grigsby at  
938-2888  
for more information or an application.**

### WHY CERTIFY?

There are 10,000 excuses for not certifying and only one reason for you to find the time to study – Why not?

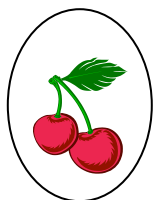
Are you afraid of failing? Who isn't. One local legal professional had to retake the entire exam because she didn't pass all the sections within the 3 year limit – on the other hand, several members passed the entire exam their first try. When you earn your ALS, PLS or PP designation, it doesn't say – "but it took more than one attempt".

Are you afraid of hard work? No one will buy that. Look at the profession you have chosen. This is not a profession for the faint of heart. You are tougher than you realize and smarter than you admit.

I urge you to participate in the study groups when you can – even if you don't think you are interested in certification. The information is invaluable.

You owe it to yourself to be the best you can be. Give it a try. Maybe next year at Recognition Banquet we may be introducing you as the newest ALS, PLS or PP in our area.

REGARDLESS OF YOUR POLITICAL PARTY, IT IS TIME  
FOR OUR COUNTRY TO STAND TOGETHER!



## THE QUILL

*A Monthly Publication of the Grand Traverse Area Legal Professionals*

December 2004

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### PRESIDENT'S FORUM

Can you believe that another year has come and gone! 2004 has ended on a good note and I believe that 2005 will be an even greater year. Those studying for their exams will be able to find out that all their hard work has paid off and annual meeting will be a huge success.

There is a 2005 Planning Meeting on January 8, 2005 at 11:00 a.m. in Minerva's Board Room, Park Place Hotel. We are coming down to the last few months of planning before annual meeting. So if you can please attend. Happy holidays!

Jan Tuller, PLS  
 GTALP President  
 (231) 947-6073 (office) (231) 938-9157 (home)

**MAY YOUR DAYS BE MERRY AND  
 BRIGHT**

### VICE-PRESIDENT'S CORNER

I am proud to say we have another new member. Renee Stout, PLS, has rejoined GTALP and she has jumped in with both feet -- studying for the March PP exam and teaching the grammar section. We are thrilled to have Renee back as a member.

I would like to thank everyone who has attended study groups. There are some strong, educated legal professionals in the Grand Traverse Area. Everyone pushes each other, challenging the instructors and preparing before class. This group stayed at one study session until 10:30 p.m. one night to complete an important section! Those who pass will be honored at a special luncheon at the 2005 Annual Meeting. What an honor to be acknowledged in the presence of 130 other legal professionals in your own hometown.

While working with these women and the other members of GTALP, I have learned that the members of GTALP are incredible professional women. Thank you for allowing me to be a part of such an amazing group! Season's greetings.

Ruth M. Schaub, PLS  
 GTALP Vice-President & Membership Chairperson  
 (231) 929-3113 (office) (231) 271-3543 (home)

### CALENDAR OF EVENTS

January 4	EC Meeting – Donaldson's Office Noon
January 4	Study Group 5:10 – ALS/PLS at Donaldson's; PP at Parsons Ringsmuth
January 8	Annual Meeting Planning – Manerva's 11AM
January 11	Membership Meeting at Blakeslee Chambers – 5:00
January 12	Study Group 5:10 – ALS/PLS at Donaldson's; PP at Parsons Ringsmuth
January 18	Study Group 5:10 – ALS/PLS at Donaldson's; PP at Parsons Ringsmuth
January 25	Study Group 5:10 – All at Garan Lucow
February 1	Study Group 5:10 – All at Garan Lucow
February 8	Study Group 5:10 – All at Garan Lucow
February 9	EC Meeting – Donaldson's Office – 5:00
February 15	Study Group 5:10 – All at Garan Lucow
February 16	Membership Meeting To Be Announced
February 19	Cram Session in Lansing
February 22	Study Group Review – All Parsons Ringsmuth
March 5	ALS, PLS, PP Exam – Traverse City

**REMINDER:** April 29 - May 1, 2005 – Traverse City  
 NALS of Michigan 44<sup>th</sup> Annual Meeting  
 May 6, 2005, 15<sup>th</sup> Annual Legal Assistant Day

10-Tip Tuesday will resume in January 2005.

## WHY CERTIFY?

Many legal professionals ask, "Why should I bother to get certified?" I would respond, "Why not?" Each excuse we have seems valid – or is it.

### 1. **My employer won't even notice and won't even care.**

You don't think that an employer will fail to notice increased knowledge and efficiency from their staff? What employer won't notice that you suddenly have developed an increased knowledge of legal terminology, appropriate citation formats, increased professional judgment and prioritization skills, and NOW your grammar skills are exceptional. What employer wouldn't care if the employee he hired is now versed in multiple fields of law, or suddenly knows how and where to research an issue. Even the busiest employer will notice professional level legal writing skills or ethics of the highest standard. Trust me – they will notice and their clients and malpractice carrier care too.

### 2. **I don't have the time – my family keeps me so busy.**

And if you don't have the skills, you will find even more time – in the unemployment line. If everyone around you is improving their skills and education, when it comes time to make tough decisions, are you confident enough in your skills as they are today to be sure you will not be the one person whose job is eliminated? We find the time to bake cookies for the PTA, attend Jimmy's soccer games and pretend to enjoy Sunday afternoon football with our husband – but we never seem to have the time to improve ourselves or our job skills. What have you done for yourself lately? You owe to yourself and your family to be the best possible employee you can be – and that means improving your skills.

3. **What does it matter?** If you are confident that the job you are in currently is the job you are going to have when you retire and your spouse will never be transferred or want to move to another town, perhaps it doesn't matter. If you are confident that your boss is not going to retire before you and that your office will never downsize or eliminate you or your position – then perhaps it doesn't matter. If you are ever looking to advance or relocate, if the decision comes down to you and one other applicant – certification may be the deciding factor. Certification shows an employer that you are capable of working in any law office in the country. Certification shows that you are an employee who will go the extra mile to improve themselves and to reach for professional excellence. Certification shows an employer that you are worthy of any position they have to offer. Certification does matter.

4. **It isn't required for employment.** No, it isn't required for employment in Michigan – right now. However, 13 states have already enacted mandatory certification or licensing for legal professionals who use the title "legal assistant" or "paralegal". The ABA is encouraging all states to adopt some form or mandatory certification or licensing for staff if employers wish to bill for their time. Michigan is currently looking into mandatory licensing or certification for legal assistants and paralegals. You do not want to be left

*behind. Besides, is your college degree required for your current position? Probably not – but when has that stopped you from improving yourself or trying to get that extra edge? We are in a competitive world and in a competitive profession. We can move ahead—or be left behind.*

5. **What if I fail?** Have you succeeded at everything you have attempted? Do you only attempt something if you are guaranteed success? So what if you fail -- at least you have learned things you didn't know before you began to study. No one can take knowledge away from you – pass or fail. And what if you succeed?

6. **What is in it for me?** If you become certified you get to use some pretty cool initials behind your name. Do you know how many ALSs there are currently in Traverse City? None. Do you know how many PLS's there are in TC that are currently working? Approximately 6. Do you know how many PPs there are in Traverse City? None – and there are only 15 in the entire state of Michigan and just over 100 nationally. You would be one of the few who have gone the extra mile to improve yourself. The members currently studying for the March exam will tell you that – pass or fail – they have already learned so much that they have already improved their professionalism. You will learn legal ethics, professional judgment, the correct format for a citation, legal research methods, grammar skills, legal terminology, the court systems, office technology, filing techniques, how to draft a legal document, the correct format for a caption, and substantive law. You will also get the satisfaction of knowing you have accomplished what so few others have – certification. And no one can ever take that away from you.

Ruth M. Schaub, PLS  
Study Group Instructor and PP Student

## IN OUR THOUGHTS

Deb Philo who has been seen at a local chiropractor's office quite often lately.  
Ruth Schaub, PLS is recovering from hand surgery.  
Grace Rudd as she begins her second retirement.  
LoriAnn Tanis, Dorothy Grant, Traci Joseph, Renee Stout, PLS, Ruth Schaub, PLS, Jan Tuller, PLS, Roseanne Schaub, Liz McKellar and Kathy Mackin who will be taking the PP, PLS and ALS exam on March 5.

## ON THE MOVE

Jan Tuller who may be commuting between her Lake Street office and the Leelanau County Prosecutor's Office after January 1.  
Pam Burton whose address remains 921 West 11<sup>th</sup> Street, Traverse City, but whose firm name is now "Dettmer Law Office" and her email is [pam@dettmerlaw.com](mailto:pam@dettmerlaw.com).  
Donielle Rikli who is moving to a new floor at Smith Haughey Rice & Roegge.

## STUDY GROUP OUTLINE & SCHEDULE

### January 1 – Test Application Deadline for All Exams

#### Section 4 -- PP – at Parsons Ringsmuth (Ruth Schaub, PLS, Instructor)

December 21 Probate, Family Law, Civil Litigation  
December 28 Torts, ADR, Criminal Law  
January 4 Employment, Business, Work Comp, Labor,  
Pension & Profit Sharing, Taxation  
January 18 Oil/Gas, Maritime Law, Environmental Law, IP,  
Bankruptcy, Immigration

#### Section 2 – ALS/PLS – at Donaldson Rozycki (Jan Tuller, PLS, Instructor)

**Office Procedures & Technology – No Book Required**  
Dec 21, Dec 28, Jan 4, Jan 11, Jan 18

#### Section 1 – ALL – at Garan Lucow Miller (Renee Stout, PLS, Instructor)

**Grammar, Punctuation, Capitalization, Spelling,  
Vocabulary, Word Usage -- Gregg's Reference Manual  
10<sup>th</sup> Edition Required**  
Jan 25, Feb 1, Feb 8, Feb 15

#### **Pre-Test Review**

February 19 Lansing Cram  
February 22 Review All Sections With All Instructors at  
Parsons Ringsmuth  
March 1 Review On Your Own – Instructors Available by  
Phone to Answer Questions

#### **March 5 ALS, PLS, PP Exam in Traverse City 2004 IN REVIEW**

**April 2004** – Installed new officers; created new format for  
the Quill; speak at Bar Meeting about “Who is GTALP”;  
Grammar 10-Tip Tuesday

**May 2004** – GTLA Bar Association created membership  
dues scholarships and makes donation to 2005 Annual  
Meeting; sponsored Notary Public Update seminar, Identity  
Theft seminar; Technology & Your Clients 10-Tip Tuesday

**June 2004** – Sponsored Self-Awareness for Women  
Seminar; Probate Made Simple 10-Tip Tuesday

**August 2004** – Inducted 7 new members; Patricia Connor,  
PLS of NALS of Michigan guest speaker; Litigation A-Z 10-  
Tip Tuesday

**September 2004** – Approved applications of 5 new  
members; speak at Bar Meeting about “Scale of Justice  
Award” and membership update; revised by-laws; The Effect  
of *Kriener* 10-Tip Tuesday

**October 2004** – Revised standing rules; Conducted  
Recognition Banquet; Loriann Tanis LPY and Grant Parsons  
BOY; honored Grace Rudd and GTALP's Charter members.  
Presented the Bar Association with the Scales of Justice  
Award

**November 2004** – Approved applications of 1 new member;  
began ALS/PLS/PP exam weekly study groups.

**December 2004** – Approved application of 1 new member;  
Continued study groups. Nominate candidate for State LPY  
and NALS of Michigan Officers. Wrap up details for 2005  
Annual Meeting.

## GTALP SCHOLARSHIP

Every year GTALP gives out \$500 scholarships to individuals  
pursuing a degree in the legal field. Members are eligible to  
apply. If you are interested, please contact Jeannie Grigsby  
at 938-2888 for an application.

### Administrative Law Mock Exam

1. While some state agencies provide similar services  
to federal agencies, in the even of a conflict, the federal  
agencies will prevail, because \_\_\_\_\_.
2. The two basic types of administrative agencies are  
executive agencies and \_\_\_\_\_.
3. Legislation passed by Congress that specifies the  
name, purpose, function, and posers of an  
administrative agency is known as \_\_\_\_\_.
4. Rules governing administrative agencies are found  
in the \_\_\_\_\_.
5. The constitutional authority implied by Article I,  
Section 8 of the United State Constitution, which  
authorizes Congress to entrust some of its lawmaking  
authority to administrative agencies, is known as the  
\_\_\_\_\_ doctrine.
6. Two federal agencies that allow a paralegal to  
represent a client are the \_\_\_\_\_ and \_\_\_\_\_.
7. Automobile manufacturer are required to cut  
exhaust emissions a certain percentage by a given  
date by the \_\_\_\_\_.
8. The National Cemetery System is regulated by the  
\_\_\_\_\_.
9. The federal agency that regulates the nation's stock  
exchange and enforces securities laws is the  
\_\_\_\_\_.
10. U.S. Customs Service, Immigration and  
Naturalization Service, Secret Service and the United  
States Coast Guard are regulated by the  
\_\_\_\_\_.

**(See answers later in this newsletter.)**

**ANSWERS TO THE MOCK EXAM**

1. Article VI of the US Constitution contains the supremacy clause.
2. Independent regulatory agencies.
3. Enabling legislation.
4. Federal Register and Code of Federal Regulations.
5. Delegation doctrine.
6. Social Security Administration and Wage and Appeals Board of Department of Labor.
7. Clean Air Act.
8. Department of Veterans Affairs.
9. Securities and Exchange Commission.
10. Homeland Security Department.

**NEW MEMBER JOINS GTALP TO TAKE PP EXAM**

GTALP welcomes our newest member, Renee Stout, PLS. Renee is the office manager at the firm Garan Luow Miller, PC and has worked for Doug Read for more than 18 years. Renee is a past member of GTALP, having served in many offices, including President and countless chairmanships. Renee is also a past recipient of the Legal Professional of the Year Award.

Renee does things at 100% capacity at all times. After receiving the Glenna Spellicy Scholarship after graduating from high school, and with the encouragement of her mother-in-law, Sharon Stout, Renee attended college and began working in the legal field. Renee earned her PLS certification in 1990 and is now teaching the Grammar section of the ALS/PLS/PP exam, while studying to take the PP exam in March 2005.

Renee has been away from GTALP for several years, following her two sons' sporting events and being very active with their Boy Scout membership. Those who have known Renee for years are excited to have her back as a member. Those of you do have not had the privilege of meeting Renee will no doubt consider yourself fortunate to know her once you have met her. Welcome Renee. GTALP is honored to have you back as a member.

**NEW YEAR'S RESOLUTIONS**

A study, conducted by Elizabeth Miller, a UW doctoral candidate in psychology, and Alan Marlatt, director of the university's Addictive Behaviors Research Center, sought to understand the factors that best predict success in keeping New Year's resolutions.

In the next week or so, about 100 million Americans will venture down a well-traveled path paved with bold and sometimes hastily conceived New Year's resolutions.

It is a route covered with promises to exercise more, lose weight, stop smoking, cut down on alcohol, eat a healthier diet and make new friends. All of these are not necessarily broken promises.

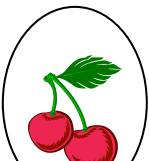
"The keys to making a successful resolution are a person's confidence that he or she can make the behavior change and the commitment to making that change," says Miller. In addition, the study indicates that "resolutions are a process, not a one-time effort that offer people a chance to create new habits." Even if people are successful, they need to follow-up on their behavior over the years, she adds.

"Take credit for success when you achieve a resolution, but it is a mistake to blame yourself if you fail. Instead, look at the barriers that were in your way. See how you can do better the next time and figure out a better plan to succeed. You do get to try again and can make behavior changes throughout the year, not only at New Year's."

**AMERICAN JUSTICE**

Tim Allen, comedian, had this to say about Martha Stewart:

"Boy, I feel safer now that she's behind bars. O.J. & Kobe are walking around; Osama Bin Laden too, but they take the one woman in America willing to cook and clean and work in the yard, and haul her butt to jail."



**THE QUILL**

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January 2005

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Editor	Ruth M. Schaub, PLS	(231) 929-3113	rschaub@parsonsringsmuth.com

**PRESIDENT'S FORUM**

The New Year has started out with a bang and also some very cold temperatures. I hope everyone is staying warm and those who are studying for their exam in March are finding the study groups and materials helpful. Remember that any of the members that have taken these exams are available for questions.

As many of you are aware, on January 1 I started a new adventure working at the Leelanau County Prosecutor's Office as the S.T.O.P. grant legal assistant on Tuesdays and Fridays. On Mondays, Wednesdays and Thursdays I still work for Douglas Donaldson, P.C. in Traverse City. The S.T.O.P. grant is a grant the Women's Resource Center has been able to acquire through the state of Michigan to strengthen effective, victim-centered prosecution of domestic violence cases and to provide assistance in obtaining and enforcing Personal Protection Orders.

I work with Erin House, Special Assistant Attorney General. Erin works as a special prosecutor on all domestic related matters in Grand Traverse, Leelanau and Antrim Counties. The idea is to have one prosecutor dealing with all domestic cases to see that the victims have more personal contact and the cases are moved through the courts in a timely fashion.

I help victims fill out personal protection orders, and work on files relating to domestic related matters. Domestic related matters include stalking, assault, home invasion, etc. Some of the areas covered under domestic violence most people don't think of as domestic if a relationship is involved. There are four types of relationships: 1) petitioner/victim is a spouse or former spouse, 2) the person with whom the petitioner/victim has a child in common, 3) person who resides or has resided in the same household as the petitioner/victim, or 4) the person with whom the petitioner/victim has or had a dating relationship.

Personal protection orders can be either domestic or non-domestic (stalking). The prosecutor's offices in the tri-counties can help victims fill out personal protection orders and help point individuals in the right direction. Victims can go to the Women's Resource Center for help filling the forms out. If you have any questions please feel free to call me or drop me an email. I am finding this new adventure to be interesting and a great learning experience. Of course my life is never dull now but I'm definitely not bored.

Jan Tuller, PLS  
 GTALP President  
 (231) 947-6073 (office) (231) 938-9157 (fax)

**VICE-PRESIDENT'S CORNER**

Welcome to our newest members. Phyl Axtell, a student member, and Brenda Morey from the NMC legal assistant program have recently become full-time members. Michelle Sloan from Blakeslee Chambers and Kristi Caldwell from the NMC legal assistant program have joined GTALP as student members. We welcome them and look forward to inducting our new members on February 16, 2005, at our monthly meeting. Hon. T.J. Phillips will speak about domestic violence.

Our chapter has the honor of hosting the NALS of Michigan Education Conference this April at the Park Place. On Friday, April 29, 2005, there will be a full day of legal education with topics including criminal law, domestic relations, professional development, and a personal injury mock trial. On Saturday evening our keynote speaker will be my former softball coach – Michigan Supreme Court Justice Elizabeth Weaver. GTALP charter member and past NALS Legal Professional of the Year, Margaret J. Scott, PLS, CLA, will be the speaker at the certification luncheon. We hope several GTALP members will be honored at the luncheon for completion of their ALS or PP certification.

This is your opportunity to network with some of Michigan's most outstanding legal professionals. The education is always excellent and the networking priceless. This will be my 10<sup>th</sup> Annual Meeting. I urge you to attend the Education Conference. You will become addicted!

Ruth M. Schaub, PLS  
 GTALP Vice-President & Membership Chairperson  
 (231) 929-3113 (office) (231) 271-3543 (home)

**CALENDAR OF EVENTS**

- February 15 Study Group 5:10 – All at Garan Lucow
- February 16 Membership Meeting – Sondee Racine & Doren  
 Hon. TJ Phillips Speaker – Domestic Violence
- February 19 ALS, PLS, PP Cram Session in Okemos
- February 22 Study Group Review – At Parsons Ringsmuth
- March 5 ALS, PLS, PP Exam – TC @ Court of Appeals
- March 9 EC Meeting – Donaldson' Office – Noon
- March 12 2005 Committee Meeting at Riverwalk Grill, 106  
 Ames, Elk Rapids @11AM
- March 16 Members Meeting – Election of Officers
- April 9 2005 Annual Meeting work session-- Smith  
 Haughey Rice & Roegge @ 10AM
- April 29-May 1 NALS of Michigan 44<sup>th</sup> Annual Education  
 Conference – Park Place

## MEMBERS PREPARE TO TAKE THE ALS & PP EXAM

Since early November nine members of GTALP have been meeting one evening a week studying for the ALS (basic certification for the legal professional) and PP (professional paralegal) exam on March 5, 2005. Ruth Schaub, PLS, and Renee Stout, PLS, have served as instructors for the study group. The exams will be administered by Christine DeGrandchamp, PLS, GTALP parliamentarian.

Three GTALP members, Kathy Mackin, Liz McKellar and Roseanne Schaub will be taking the ALS exam, the basic certification for legal professionals. The ALS exam is a three-part exam covering grammar, spelling, vocabulary, word usage, office procedures, office technology, ethics, citations, legal terms and legal judgment.

Six GTALP members, Lori Ann Tanis, Dorothy Grant, Traci Joseph, Jan Tuller, PLS, Renee Stout, PLS, and Ruth M. Schaub, PLS, will be taking the PP (professional paralegal) exam. The PP exam is a four-part exam covering advanced grammar, legal writing, ethics, federal citations, legal terms, legal judgment and a three-hour 200-question section on substantive law. This will be the first time anyone from GTALP will take the PP exam.

The study groups have been intense, sometimes lasting until after 9:00 p.m., but each participant will tell you that the education has been priceless. The study group will travel to Okemos on February 18 and 19, 2005, to join the other NALS of Michigan ALS and PP candidates who will be taking the exam in March to participate in a one-day cram session.

We commend our members for their efforts to advance their education. Another study group is set to begin on May 3, 2005, in preparation for the August exam. Anyone who is interested in participating in this no-cost study group may contact Renee Stout, PLS, at 941-1611 or Ruth M. Schaub, PLS, at 929-3113.

### *ANNUAL MEETING CALL FOR HELP! SATURDAY WORK SESSION*

As you know, GTALP is co-hosting the 2005 Annual Meeting and Education Conference at the Park Place Hotel on April 29, 30, and May 1, 2005. On Saturday, April 9, 2005, at 10 a.m. at Smith Haughey Rice & Roegee on the corner of Cass and State, **we need all the bodies we can gather** to put together the conference programs, fill registration gift bags, complete name tags and wrap door prizes. This is a "blue-jean and t-shirt" affair.

This is a great opportunity for new members to get to know the other members in a casual environment. Many hands make light work. Bored teens and friends are welcome. No talent necessary! Beverages and light snacks will be provided.

## BRANDON FEWINS SPEAKS TO GTALP

In January, GTALP was fortunate to have TC native, Brandon Fewins from Debbie Stabinow's office as our guest speaker. Mr. Fewins had just returned from Arizona earlier that day, after visiting the national memorial park, named after the National Park Service employee from Cadillac, Michigan, who was killed in the line of duty by drug runners at that park. Mr. Fewins described how, while he was at the park which borders Mexico, the park employees were tracking a drug shipment in the same vicinity of visitors to the park who were taking photos of the beautiful park scenery.

Mr. Fewins addressed the stalled appointment of federal judges, which was of interest to one of our members whose employer is among those "judge's in limbo" waiting for approval of his appointment. In conclusion, Brandon spoke about the president's proposal to privatize social security and the costs to administer social security at this time.

Remember to check out the on-line study group at [www.nals.org](http://www.nals.org). NALS of Michigan event and seminar information can be viewed at [nalsofmichigan.org](http://nalsofmichigan.org).

### IN OUR THOUGHTS

Lin Rutt who has taken a leave of absence to care for her mother. Please keep Lin in your thoughts. Dorothy Kye who is helping care of a terminally ill friend.

### CONGRATS

Kathy Ann Blunk who has been elected of office for LAAM.

Dorothy Grant who is vacationing in Spain. Margaret J. Scott, PLS, CLA, who has been asked to be the keynote speaker at the 2005 Annual Meeting Certification luncheon. Margaret, a charter member, is a former member of the NALS Certification Board.

Phyl Axtell, Brenda Morey & Kristi Caldwell who are currently doing internships for the NMC legal assistant program for Ryder & Swogger, Munson Medical Center and the Circuit Court Administrator's Office. Doty Kye, Dorothy Grant, Michelle Sloan & Ruth Schaub, PLS, are also doing "internships" in their offices in completion of their legal assistant degrees. Yes, that means seven GTALP members will be graduating from NMC in May 2005.

"IF I WERE YOU..."

Every non-lawyer knows they cannot accept or reject cases, set the fee to be charged for attorney services or represent a client in court. MRPC 5.5 clearly states:

A lawyer shall not:

- (b) assist a person who is not a member of the bar in the performance of activity that constitutes the unauthorized practice of law.

Knowing how to avoid the unauthorized practice of law is a skill that is as important to legal support staff as possessing impeccable grammar and professional writing skills. However, everyday staff is faced with situations that appear innocent, when in fact they can lead to unintentional legal opinions and advice.

The most common situations occur when staff introduce themselves at seminars, on the telephone or at events sponsored by clients. If staff introduce themselves simply as being "from the Jones Law Office", it is assumed they are attorneys. With that incorrect assumption, people may begin to discuss situations or cases, believing the support staff is an attorney who speaks on behalf of the firm.

It can also occur at a family barbeque. While discussing Uncle Henry's most recent speeding ticket, many family members may tell Uncle Henry how to fight the ticket and what he should tell the judge. While this appears to be a simple family discussion, staff must not participate in the conversation or they and their firm may be accountable for the unauthorized practice of law.

Support staff is prohibited from giving even simple, common-sense advice because of the greater weight given to someone who has legal training. How can support staff avoid the unintentional unauthorized practice of law? By utilizing a few simple tips, you can avoid embarrassing, unethical situations.

1. If you begin a sentence, "If I were you...", it is time to refer the individual to an attorney who can help them.
2. Always introduce yourself as a secretary, paralegal or legal assistant when telling people where you work.
3. Always include your title when signing letters or sending emails.
4. If a letter you draft contains information that can be construed as legal advice, have an attorney sign the letter.
5. Make sure your business cards include your title.
6. If a client does not understand your role, explain it.
7. Do not participate in discussions about legal matters, even with family members.
8. If you are pressed to give legal advice and all else fails, say you cannot give legal advice because it is against the law to do so.

Ruth M. Schaub, PLS

Paralegal

## BRAVO FOR BRAVERY

On Saturday, March 5, nine members of GTALP entered a brave new world—the world of certification exams. At 7:45 a.m., six members, Kathy Mackin (Blakeslee & Associates), Rosanne Schaub (Leelanau County Clerk's Office), Liz McKellar (Vickie Smith Law Office), Dorothy Grant (Blakeslee & Associates), LoriAnn Tanis (Thompson O'Neil & Vanderveen) and Traci Joseph (Garan Lucow) met at the office of Michigan Court of Appeals Justice Richard Griffin to begin pre-test paperwork. By 8:00 a.m. you could hear a pin drop. For the next several hours the only sound other than an occasional cough or sigh, was the sound of number 2 pencils filling in little circles.

When they went to lunch to join up with the three current PLS's, Renee Stout, PLS, (Garan Lucow) Jan Tuller, PLS (Doug Donaldson's) and Ruth Schaub, PLS (Parsons Ringsmuth), who would be taking section 4 of the PP exam, they looked exhausted. The three who had taken the ALS exam were happy the exam was over. Those who had taken the PP exam were happy that they only had one more section to take—a 3 hour, 200 questions exam on substantive law.

After the exams were over those who took the PP exam went as a group to "unwind" at a local watering hole. An hour later the group was laughing and sharing study horror stories. No one from GTALP has taken a certifying exam since the mid-90's and no one has take the new PP exam. Much of the group's preparation was by guesswork and review of on-line mock exams. While everyone feels they did their best, the exams were very difficult.

Now they wait! Exam results will be mailed from Tulsa, Oklahoma by April 15. Three members wait for an envelope bearing the initials "ALS" after their names. Six members wait for an envelope bearing the initial "PP" after their names. Those who have sections to retake will begin studying for the September 2005 exam in mid-May.

Our hats go off to these brave members who spent countless hours studying in an effort to increase their knowledge and improve their skills. They have set an example for others to follow. We are proud of their commitment to excellence and are proud of their achievements.

## FREE LEGAL EDUCATION

THE FIRST SESSION OF THE NALS ONLINE STUDY GROUP BEGINS ON TUESDAY, MAY 31, 2005, AT 8PM. THE ONE HOUR CLASS COVERS INTRODUCTION AND LEGAL ETHICS. CLE CERTIFICATES ARE AVAILABLE. LOG ON TO [nals.org](http://nals.org) TO PARTICIPATE.

*GTALP ELECTS NEW OFFICERS FOR 2005-2006*

At the GTALP March 16, 2005, meeting, new offices were elected for the 2005 – 2006 term. The new officers for GTALP is as follows:

President -- Dorothy Grant  
Vice-President -- Ruth M. Schaub, PLS  
Treasurer -- Elizabeth (Liz) McKellar  
Secretary -- LoriAnn Tanis  
Governor -- Jan Tuller, PLS  
1<sup>st</sup> Alternate Governor – Rosanne Schaub  
2<sup>nd</sup> Alternate Governor – Kathy Ann Blunck

Delegates and Alternate Delegates for the April Annual Meeting were selected and include:

Delegates – Rosanne Schaub, Kathy Mackin, Traci Joseph

Alternate Delegates – Liz McKellar, LoriAnn Tanis, and Christine DeGrandchamp

Delegates will have their \$135 registration fee paid for annual meeting. Alternate-delegates will have \$67.50 of their registration fee paid. All delegates will author reports following annual meeting for publication in the May or June Quill.

Congratulations to our new officers, delegates and alternate delegates. Thank you for your service to the members of GTALP.

**GTALP RECEIVES NALS ROOKIE AWARD**

At the March 10, 11 and 12, 2005, NALS regional meeting in Tulsa, Oklahoma, GTALP was awarded the Rookie Award for membership growth. NALS presented GTALP with \$25 in NALS bucks which can be used for certification materials or NALS seminar fees. GTALP has added 15 new full-time members since June 2005 and NALS recognized GTALP's membership efforts by selecting GTALP for the Rookie Award.

**GRAND TRAVERSE-LEELANAU-ANTRIM BAR ASSOCIATION SCHOLARSHIP FUND TOPIC OF NATIONAL SEMINAR**

The Bar Association Scholarship Fund was the topic of a national seminar in Tulsa, Oklahoma, earlier this month. NALS of Lansing member Kathleen Amiranti presented a seminar about unique approaches to membership growth. The Bar Association Scholarship Fund was the focus of that topic. The speech given to the Bar as well as the letter for prospective members were presented for other chapters across the country to use as a model.

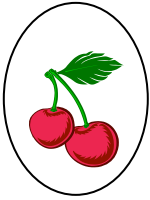
Many chapters in Michigan have requested these same materials and are making contact with their own bar associations, explaining the generosity of our local bar and urging them to follow suit.

NALS has asked GTALP to submit the Bar Scholarship, which has already received the NALS Scales of Justice Award, for a NALS Jett Award. So much interest has been generated by this unique approach to increased membership that NALS is very interested in recognizing the generosity of the Grand Traverse-Leelanau-Antrim Bar Association. The project, titled "Generosity Begins At Home – How You Can Work With Your Bar Association to Increase Membership" will be presented to NALS next month. Jett Award winners will be announced in November.

We are lucky to have such an excellent and generous Bar Association. Our state chapter and national association are watching the great things that are happening at GTALP.

**GTALP ANNUAL MEETING ATTIRE**

All GTALP and NALS of Northern Michigan members working at annual meeting are asked to wear navy slacks or skirts, white tops and navy blazers or sweaters on Friday and Saturday during the day. A nautical scarf will be provided to all volunteers. This will identify our members as the hostesses for anyone who needs assistance during the weekend. Call Jan Tuller at 947-6073 with questions.



# THE QUILL

A Monthly Publication of the Grand Traverse Area Legal Professionals

April 2005

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## PRESIDENT'S FORUM

What an awesome year it has been in 2004-2005. The growth of our chapter and the educational knowledge has been an awesome experience. Jan and Ruth, I appreciate all of your commitment and dedication to GTALP.

Thank you for electing me as your president for the 2005-2006 annual year. I give you my commitment to do the best job that I can do. I would like to see membership remain as one of our top goals for the upcoming year; right along with education. We have an outstanding executive committee that cannot and will not be stopped from moving forward.

Ladies, the personal challenges and growth that you can obtain through education cannot be surpassed. I challenge each and every one of you to choose a goal for this year. At the next meeting, I would like to get input on what those goals are. Your goals are our goals, and we want to help you reach them.

If you have not signed up for the 2005 Annual Meeting at the Park Place, it is not too late to do so. You can come for a portion of the weekend or all. It is a great way to get to know you local and state NALS members on a personal basis. I cannot put into words how much I cherish the friendships we have made, especially through our local chapter.

I urge each of you to not wait for something to happen in your career, you must make it happen.

Dorothy Grant  
GTALP President  
(231) 929-4878 (office) (231) 929-4182 (fax)

Firefighter & author  
Michael F. Staley said,

"There is no challenge more challenging than the challenge to improve yourself."

## VICE-PRESIDENT'S CORNER

I am proud to once again welcome five new members to GTALP. Several of our new members are interested in studying for certification. You can read about these new members later in this newsletter.

I look forward to 2005-2006 with excitement. Our members are again preparing for certification and our monthly meeting education has been exceptional. Several GTALP members are becoming involved in NALS of Michigan, running for offices and agreeing to head committees. One member even expressed interest in becoming involved in the NALS certifying board.

NALS is excited to learn about the GTLA Bar Association Scholarship and are hoping other chapters can duplicate GTALP's success. We are in the process of submitting the scholarship program for a NALS Jett Award.

Please let your executive committee members know what types of education you would like to see at future meetings or included in future newsletters. This is your association and together we will improve the quality of legal services offered in the Grand Traverse Area.

Great things are happening at GTALP!

Ruth M. Schaub, PP, PLS  
GTALP Vice-President & Membership Chairperson  
(231) 929-3113 (office) (231) 271-3543 (home)

## CALENDAR OF EVENTS

- April 27 Administrative Assistant Day
- April 29 Law Day Luncheon at Elk's Lodge -- Noon
- April 29-May 1 NALS of Michigan 44<sup>th</sup> Annual Education Conference – Park Place Hosted by GTALP & NALS of Northern Michigan**
- May 3 Legal Assistant/Paralegal Day
- May 4 EC Meeting @ Smith Haughey at Noon
- May 6 Legal Assistant Education Conference – State Bar Building in Lansing
- May 7 NMC Legal Assistant Program Graduation
- May 11 GTALP Monthly Meeting -- North Peaks 5:30  
Speaker: GT County Probate Court Clerk –  
How to Have a Happy Court
- June 25 NALS Legal Ed – Federal Court Technology –  
Lansing

## MEET OUR NEW MEMBERS

Lots of new faces at meetings lately. To introduce you to some of our new members, here is a little information about each of them:

**Michelle Sloan** was a student member who recently converted her membership to full-time member. Michelle graduates from the legal assistant program at NMC on May 7. She has two years law office experience and has served time in the military. Michelle is interested in studying for the ALS exam. She has also agreed to work all day Friday at Annual Meeting. She will be taking tickets at the seminars and handing out CLE certificates. Remember to say "hi".

**Jennifer Edson** joined GTALP as a full-time member as the Quill was printing! Jennifer is employed at Garan Lucow Miller as a secretary to Mike Swogger. She has three year's experience and is interesting in studying for certification.

**Brandy Enzenaur** still has not decided what she wants to be when she grows up. In her second year in the NMC Legal Assistant program, she is considering a career in forensic investigation. Brandy commutes from Lake City.

**Jennifer Nichols** is completing an internship at Cummings McClorey Davis & Acho, working with member Jeannie Grigsby. Jennifer will also graduate on May 7 from NMC. A birdy told me she will be continuing her education. Jennifer joined GTALP at the April meeting.

**Shayna Ervin** is our newest scholarship recipient and decided to join GTALP before the April meeting ended. Shayna worked in a law office in Kentucky prior to moving to Michigan. She is in her second year of the legal assistant program at NMC, balancing school and children. Shayna is interested in studying for the September ALS exam.

The members of GTALP welcome you. Remember, this is your Association and we want to know what your needs are so that we can meet them. We want to assist you with networking with other professionals and provide you an avenue for relevant educational opportunities and employment advancement. Feel free to contact your executive committee members listed on the front page if you have any questions or know of someone who is interested in membership.

## CONGRATS TO THE COURAGEOUS

Wow. Eight GTALP members passed their March certification exams and the ninth member missed passing the exam by **two** points – passing three out of four sections. Way to go! Here is a list of the newly certified:

Kathy Mackin, ALS  
Elizabeth McKellar, ALS  
Rosanne Schaub, ALS  
Traci Joseph, PP  
Ruth M. Schaub, PP, PLS  
Renee M. Stout, PP, PLS  
Loriann Tanis, PP  
Jan Tuller, PP, PLS

Liz and Kathy sat for certification as soon as they were eligible. Rosanne is the first Leelanau County Courthouse employee to obtain certification. Traci, Ruth, Renee, Loriann and Jan join only one other northern Michigan PP, Cindy Poole from NALS of Northern Michigan, as the only PPs in northern Michigan.

These members exemplify NALS' commitment to continuing education and the pursuit of high professional attainment. Certification and education were the goals of our charter members in January 1970 when they began GTALP. You can be sure they are proud!

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## HATS OFF TO GTALP GRADS!

Yes, they are proud -- they are excited -- and they are thrilled their college days are coming to an end! On Saturday, May 7, 2005, at 2:00 p.m., at the TC Central Senior High Gym, several GTALP members will graduate from NMC. Two grads began taking classes at NMC in the 70's!

Student members Kristi Caldwell (GTALP 2005-2006 scholarship recipient) and Jennifer Nichols will join members Phyl Axtell, Dorothy Grant, Dorothy Kye, Brenda Morey, Michelle Sloan, and Ruth Schaub, PP, PLS, during the parade of 2005 candidates for graduation.

These grads are consistent 4.0 students and are regulars on the dean's list. Kristi and Jennifer have decided to continue their educations.

These members take their commitment to education seriously. The legal community will be stronger for their commitment to education. Congratulations in obtaining your educational goals.

After graduation some of these members will be in the "looking for a job" phase. Please advise these members of job opportunities. Good luck in your job search!

## SEVEN TIPS FOR STAYING FOCUSED AT WORK

It seems like "multitasking" is the name of the game in the business world, and most people tackle many projects at a time daily. Even if you are just working on one project, think about all of the other interruptions you handle.

With all of the e-mails to answer, voice mails to check, pages to return and instant messages to reply to, it's a wonder how anyone gets any "real" work done.

If you are starting to feel like you can't do quality work because you are always being interrupted, you probably need to learn how to focus during the day.

Here are seven ways to stay focused in a world of constant interruptions:

**1. Create some "unavailable" time.** It is great to be the person co-workers can come to with questions, but it can also keep you from getting your own work done. Give yourself some time to be unavailable. Close the door to your office. Block out time on your schedule and let others know that you cannot be disturbed.

**2. Resist the urge to read and reply.** Are your friends and family sending you messages every hour? As tempting as it is to read all e-mails as they arrive, resist that urge and keep working. Set up a separate personal account and only check it from home. If you would rather have just one account, limit yourself to certain times of the day for reading personal messages, such as lunchtime. And get in the habit of automatically deleting junk messages.

**3. Turn off your instant message program.** Instant messaging programs are extremely popular these days, but they can be a real focus-killer in the office.

**4. Plan your phone time.** Using the phone is necessary for most people, but there are ways to be more efficient with this business tool. Plan important calls by writing down your key points and questions. This will decrease the number of times you have to call people back.

**5. Take a breather.** Are you so frazzled that your head is spinning? If you have way too much going on, it will be impossible to focus. Take a few minutes away from your desk to clear your head and re-focus. Take a walk, stretch out, do some office yoga or just sit with your eyes closed and breathe deeply for a few minutes.

**6. Write it down.** Sometimes you need a visual reminder of your tasks to stay focused. Make a list to keep on track. Put a dry-erase board near your desk where you can periodically check look to see how you are progressing. This will keep you focused and give you a sense of accomplishment every time you cross an item off your list.

**7. Get organized.** It is more difficult to stay focused when your desk is a cluttered catastrophe. Spend some time in the morning to clean up your work space. Keep important files close by and put old information away. Throw out things you don't need. This will free up the two hours you probably spend every day looking for files or searching for your favorite pen.

Kate Lorenz

CareerBuilder.com

## FIVE BAR SCHOLARSHIPS REMAIN

Last year the Bar Association committed 20 scholarships for full-time membership dues for legal professionals whose firms could not or do not pay for their membership dues and an unlimited number of student memberships. To date 15 full-time membership scholarships and several student memberships have been awarded.

Five scholarships remain for full-time members. Inquiry has been made for two scholarships. Remember, these scholarships will be filled on a first-come, first-serve basis. Full-time membership applications can be obtained by calling Ruth M. Schaub, PP, PLS, at 929-3113 or on-line at [nals.org](http://nals.org). Completed forms along with the members check for \$24 payable to "NALS" should be sent to Ruth at PO Box 1710, Traverse City, Michigan, 49685-1710.

Students interested in membership should contact Ruth by telephone.

## FREE LEGAL EDUCATION

THE FIRST SESSION OF THE NALS ONLINE STUDY GROUP BEGINS ON TUESDAY, MAY 31, 2005, AT 8PM.

THE ONE HOUR CLASS WILL COVER AN INTRODUCTION INTO GENERAL CERTIFICATION TOPICS AND LEGAL ETHICS.

CLE CERTIFICATES ARE AVAILABLE. LOG ON TO [nals.org](http://nals.org) TO PARTICIPATE.

REMINDER – ANYONE CERTIFYING AFTER 1995 NEEDS TO OBTAIN A MINIMUM NUMBER OF CONTINUING LEGAL EDUCATION HOURS TO RETAIN THEIR CERTIFICATION. THESE FREE ON-LINE COURSES ARE A GREAT NO-COST STUDY TOOL.

## WHAT NO ONE TELLS YOU ABOUT CERTIFICATION

Most members know that NALS offers three certifications: **ALS**, the basic certification for legal professionals with one year of general office experience; **PLS**, the advanced certification for legal professionals with at least three years in the legal field, or two years in the legal field and successful completion of the ALS; and **PP**, the professional paralegal for those with five years' of legal assistant experience, or four years' experience and a college degree or three years' experience and a paralegal degree. Few, however know what it is like to study for and take a NALS exam. The members who took the March certification exam share the following thoughts with anyone considering certification:

### 1. What is the most rewarding thing about taking a certification exam?

Jan: Its that feeling of jumping a huge hurdle that you aren't sure you can make but when you do the feeling of amazement is awesome.

Liz: To know that you can "teach an old dog new tricks". At my age, having absolutely no law background--this is a real shot in the arm for my confidence.

Kathy: There is no one thing that is the most rewarding. The entire experience is the reward. The dedication; the hard work; the frustration; the continued support and dedication of the teachers; the friendships made; the laughter shared; the knowledge gained; the debates; the stress of the test; and finally the satisfaction when you pass. The entire experience! I don't believe I can put it into words and do it justice.

Traci: The knowledge that I gained. I certainly walked away with more information that I can directly apply to my current employment. In fact, I have actually had occasion to use my knowledge of federal law immediately. Also, the personal satisfaction of making the decision to take the test and following through, regardless of passing or failing.

Rosie: Taking the ALS certification exam has provided me with a great feeling of positive growth.

Dorothy: The most rewarding thing about taking a certification exam is the life-long friends I have made.

### 2. If you knew then what you know now, would you still have studied and taken the test? Why?

Jan: Yes. It is a huge feeling of accomplishment. Just taking the mock exams tell you how much you know about the different types of law. This was great for me -- it tells you that you actually retain more than you think you do.

Liz: If I had to do it again--I would in a heartbeat, but would have a different view of the potential GOOD THINGS that can come from the study groups that go beyond the studying. Just having the brain trust that came with the teaching made me more confident in my chances. And then reality checks of what really matters was a huge help.

Kathy: Yes, I would have done it again because this is one of the most challenging things I have set my mind on and am very proud I gave it my all and succeeded. I am always looking for ways to better myself and knowledge is a great way.

Traci: Absolutely. Not only did I gain valuable knowledge, and refreshed knowledge I had from classed I had taken a while back, I got to know my fellow study group members on the deeper level and have waked away with friendships as well as valuable contacts in other areas of law.

Rosie: Yes. Studying for the ALS exam was not easy, however, I feel that I have really accomplished something by passing it. It has really boosted my self-confidence.

Dorothy: Yes. Because I would never turn away from a challenge. The self-satisfaction I have gained is something no one can ever take away from me.

### 3. What would you say to someone thinking about taking the test but is still not sure?

Jan: Not to feel overwhelmed by the exam. Use the exam as you would taking a class at college. It's a great learning tool. It just has a nice reward at the end. Instead of that 4.0, you get a certificate and some initials to put after your name.

Liz: Go for it -- you can only learn more and education, no matter the vehicle, is an empowering thing, as well as being around professional legal ladies makes you feel special.

Kathy: I would tell them to go for it because it is knowledge and knowledge is power. Self-fulfilling power.

Traci: If that person's fear is failure, I would say that even to take the test and fail there is a vast amount of knowledge to be gained. On top of that, there is the people that are

involved that are great to be with and help out tremendously when it comes to a difficult topic. It's better to study with the group and get a few different approaches which invariably helps everyone "get it". If the concern is that your employer may not "care" and be indifferent to the results of your test, I would say that you never know how that will play out. There have definitely been surprises from my employer after I passed my test. There was more support than I had previously believed there would be. Even if in the end there isn't, so what? You will have proven that you have the skills necessary to do the job and make yourself more marketable should you desire to find new employment, or to prove to your current employer that you are a valuable part of the team.

Rosie: You have nothing to lose and everything to gain by studying for the exam.

Dorothy: Why wouldn't you try to better yourself??? You have everything to gain and nothing to lose. Do you want to be a mediocre employee, or the best you can be?

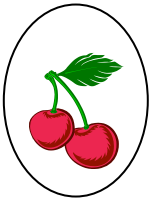
### 4. How has studying for this exam and obtaining certification benefits you and why?

Jan: It was truly only a personal benefit for me right now. It's a great way to keep my brain fresh. If I ever decide to leave this job it will be a great selling factor on my resume.

Liz: CONFIDENCE!!!!!!!!!!!!!! Who'd of thunk? Really, the best part of this is affirmation that I am on the right track for understanding the legal world. Testing affirms that without it coming from a friend.

Kathy: Passing the exam and receiving my certification has greatly increased my confidence and pride in the work I do every day. I have received a raise; shown my employer that I take pride in myself and the work I do for him; will continue

<p>to educate myself; and am willing to grow and improve as a person.</p> <p>Traci: It has helped my personal confidence level. I feel more capable of doing my job. I feel that I can benefit my employer tremendously. I also have a recognizable designation should I choose to seek employment elsewhere, thought I do not plan to. It feels great to have gone through all the studying and long hours and to have that letter show up stating that you've passed. There is nothing like the rush when you hear that you have made it.</p> <p>Rosie: The benefits are personal satisfaction and self-confidence that I have never had before. I am proud of my accomplishment of obtaining certification and have already begun studying for the PLS exam!</p> <p>Dorothy: Even though I won't obtain certification until October, studying for this exam has taught me that there is always something out there that I don't know. The only loss I would have is if I gave up now.</p> <p><b>5. Is there anything else you would like to tell other members about your experience studying, taking the test or in general?</b></p> <p>Jan: From someone who has taken all three exams, you can never learn too much. Each exam gives you a great sense of accomplishment and no exam is better than the other. Each one of these exams has helped me turn out to be a better legal professional and I am sure my boss would agree with that.</p> <p>Liz: There are no other ladies in TC that can hold a candle to this group of ladies! Straight-forward and truthful -- that is so refreshing today. Thank you all!</p> <p>Kathy: Go for it! It is a ride of a lifetime and I am doing it again in two year to obtain my PLS.</p> <p>Traci: We have a great group of excited individuals right now who are more than willing to help out any new study group member, take advantage of this! This chapter has essentially exploded with growth and opportunities to aid your career and any of the three tests will do wonders for your person self-esteem and can very easily lead to opportunities that you never knew existed!</p> <p>Rosie: I really appreciate how kind, caring and helpful the other members were. They really made this experience fun.</p> <p>Dorothy: We had the best teachers and team support from each other than you could ever ask for. Everyone needs to jump out of their comfort zone and excel in life. LADIES, JUST GO FOR IT!</p>	<p style="text-align: center;"><b>STUDY GROUP BEGINS IN MAY</b></p> <p>Study groups will begin in May to begin preparations for the September certification exam. Several members have volunteered to teach, including many who have recently certified and are familiar with the test format.</p> <p>If you are interested in studying for the exam, but are unable to make every session, please contact the appropriate instructor for lecture materials and handouts for that evening.</p> <p><b>Section 1: Written Communications (All)</b>  Required Text: Gregg's Reference Manual  Instructor: Renee M. Stout, PP, PLS  Location: Garan Lucow Miller, 1131 East Eighth (231) 941-1611  Meeting Dates: May 17, 24, 31 and June 7, 14 and 21</p> <p><b>Section 2: Office Procedures &amp; Legal Knowledge (ALS)</b>  <b>Section 2: Office Procedures &amp; Technology (PLS)</b>  Suggested Text: Basic Manual for Legal Assistants (ALS)  Advanced Manual for Legal Assist. (PLS)  Instructor: Ruth M. Schaub, PP, PLS  Location: Parsons Ringsmuth PLC, 520 South Union (231) 929-3113  Meeting Dates: June 28, July 5, 12, 19</p> <p><b>Section 3: Ethics, Human Relations &amp; Judgment (ALS)</b>  Instructor: Liz McKellar, ALS  Location: Vickie Smith Law Office, 225 Lake Ave. (231) 929-3880  Meeting Dates: July 26, August 2, 9, 16</p> <p><b>Section 3: Ethics &amp; Judgment Skills (PLS)</b>  Instructor: Traci Joseph, PP  Location: Garan Lucow Miller, 1131 East Eighth (231) 9441-1161  Meeting Dates: July 26, August 2, 9</p> <p><b>Section 4: Legal Knowledge &amp; Skills (PLS)</b>  Instructor: Loriann Tanis, PP  Location: Thompson, O'Neil &amp; VanderVeen, 309 East Front (231) 929-9700  Meeting Dates: August 16, 23, 30, September 6</p> <p>Review: September 13      Exam Date: September 24</p>
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# THE QUILL

A Monthly Publication of the Grand Traverse Area Legal Professionals

May 2005

President	Dorothy Grant	(231) 929-4878	dgrant@shrr.com
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	Kathy Mackin, ALS	(231) 946-2700	kjmackin@runningwise.com

## PRESIDENT'S FORUM

What a beautiful time of year to start anew and reflect on what is important to us. As the flowers bloom and the trees blossom, I can't help but think how blessed I am. After spending time with my family this past Memorial weekend sitting around the campfire eating smores, riding bikes with the grandchildren, scrapbooking until the wee hours of the morning, or absolutely just sitting and letting the sun's rays soak into my body, it dawned on me how busy my life is. Is it worth it?

In two small words, YOU BET! You see, I love giving of myself to others. That is what makes my life worthwhile. In this day and age, we all lead busy lives. But there are those who **make time for others** and those that continue to make excuses why they can't ... I truly believe that we all need to make each moment count, but also take time to smell the roses. Ladies, we need to take time for ourselves in order to be any good to our family. Each one of you is precious beyond words and you need to feel that you are. In the next newsletter, I will give you some tips on how I make this happen for me.

So what am I leading up to? You got it . . . the list of committee chairs! Attached to this newsletter are the committees I have compiled from our last meeting. In order to feel part of any association, you need to become involved in the organization. As you organize your home life, you will find more time for yourself and others. If you have any questions about your committee, please contact your chairperson or give me a call. The description and duties of each committee are in the Standard Rules.

We will also be having a garage sale in August to help support GTALP. The time and place is to be announced. As you are doing your spring cleaning, put things in a box that you no longer need to hang on to. We are asking that all donations be price-marked ahead of time. In addition, our fundraiser chairperson, Liz McKellar, ALS, would also like to start collecting cans as an on-going fundraising project. We will announce more about the pop can drive in the next newsletter.

In advance, I would like to thank each of you for your support and encouragement to each other. As we begin another study group, please thank the teachers who give of their time endlessly and students who are there to help each other along the way. Together, as a team, we can accomplish anything we set our minds to. GO GIRLS . . . WE CAN DO IT!!!

Dorothy Grant  
GTALP President  
(231) 929-4878 (office) (231) 929-4182 (fax)

## VICE-PRESIDENT'S CORNER

I am proud to welcome five more new members to GTALP. Read about our new members later in this newsletter. We have only **ONE** full-time member scholarship remaining and that scholarship may be claimed soon.

Dorothy Grant and I met with the Bar Association on May 18, 2005, to update them on the scholarship program. We are waiting to hear if they will be extending scholarships for a second year and/or offering additional scholarships for 2005-2006.

It is amazing to see so many members taking advantage of the gift of education. So many members are studying for the September certification exam. Even if you are not interested in certification, the information gained during study group sessions is unbelievable. It will increase your skills, knowledge and employability. Check out a study group session—you may discover the pursuit of knowledge is contagious.

Great things are happening at GTALP!

Ruth M. Schaub, PP, PLS  
GTALP Vice-President & Membership Chairperson  
(231) 929-3113 (office) (231) 271-3543 (home)

## CALENDAR OF EVENTS

- June 1 Grammar Study Group – Garan Lucow – 5:15 PM
- June 7 Grammar Study Group – Garan Lucow – 5:15 PM
- June 7 NALS On-Line Session (10PM) Sources of Law
- June 8 EC Meeting – Smith Haughey -- Noon
- June 11 LAAM Bankruptcy Reform – TC Library 9:30 AM
- June 14 Grammar Study Group – Garan Lucow – 5:15 PM
- June 14 NALS On-Line Session (10PM) Grammar
- June 15 Membership Meeting – Garan Lucow – 5:15 PM**  
Speaker: Bar President Mike Long; Topic: How to Be An Indispensable Support Person From A Boss's Point of View
- June 21 NALS On-Line Session (10PM) Torts/Product Liab.
- June 22 Grammar Study Group – Garan Lucow – 5:15 PM
- June 25 NALS of Michigan Board of Governors' & Legal Ed – Federal Court Technology – Lansing
- June 28 Office Procedures/Legal Knowledge Study Group – Parsons Ringsmuth – 5:15 PM
- June 28 NALS On-Line Session (10PM) Contracts & IP
- Aug 5-7 Region 3 Retreat – Bay City
- Oct 20-23 NALS Annual Meeting – Buffalo, NY

## **EFFICIENCY 101**

The work place is competitive. To get ahead, you need to be efficient and accurate. The best workers use these tips.

### **1. Work Smarter & Keep Your Job**

Bosses & co-workers are busy. Ask questions but respect their time by taking good notes.

Don't ask the same questions repeatedly--it implies you do not learn and it is disrespectful of other's time.

Create your own system of procedures--and follow them every time to avoid mistakes.

### **2. You are Expected to be the Goddess of Procedures-- So Create Your Own "Bible"**

Create a "can't work without it" binder for your desk.

Include fees charts and case filing codes.

Copy the statutes of limitation & filing deadlines.

Save exemplar documents and forms (complaints, motions, notices, verdict forms) so you don't have to reinvent the wheel.

Create form packets to save time (for opening a probate estate; divorce info packet; new client interview forms).

Never did this before? Make copies for your "Bible".

### **3. Be a Time Saver Because Time is Money**

Write tough words inside the cover of your dictionary.

Create keyboard macros for phrases you type often.

Create a caption document in your computer at the beginning of every case.

Create a mailing list document for each case.

Save documents with names you can easily retrieve.

Set up your computer file the same as your case files.

### **4. Identify Resources and Use Them**

The court clerk is your friend--and greatest resource.

Rely on Gregg's Reference Manual--if you don't have a copy you need to purchase one immediately.

Know your Bar Journal--use the Litigator's List, the attorney index and the court indexes.

Zip codes are listed in Yellow Book.

Know how to use the web--anyhow.com, findlaw.com, mich.gov, mapquest.com, and nalsofmichigan.org.

Identify community resources--food pantries, safe houses, title companies--for your clients.

### **5. Remember Your Membership Resources**

Get to know members in other cities for dep locations, process servers, and court reporters.

On-line learning is free and thorough.

Peer-to-peer learning is priceless and effective.

Attend a study group, unless you already make too much money.

Make a friend and pick her brain--some members are experts in their field.

### **6. Are You Profit or Overhead**

Become indispensable--be the office expert everyone comes to and bosses rely on.

Know the court rules.

Be the office software genius.

Become the firm queen of procedures or the office grammar goddess.

Think outside the box--make suggestions or remind bosses of changes in procedure or rules, or birthdays.

Become the person no employer would practice law Without.

Education, education, education--you owe it to yourself and your family.

Ruth M. Schaub, PP, PLS

GTALP Monthly Meeting Presentation

## **GTALP JUNE MEMBERSHIP MEETING**

**JUNE 15, 2005 – 5:15 PM – 7:00 PM**

**GARAN LUCOW MILLER'S  
CONFERENCE ROOM  
1131 EAST EIGHTH STREET**

**Please bring something for the chicken salad  
bar and your own beverage**

**EDUCATION SPEAKER: GRAND TRAVESE  
LEELANAU ANTRIM BAR ASSOCIATION  
PRESIDENT  
MICHAEL LONG, ESQ.**

**HOW TO BE AN INDESPENSIBLE  
SUPPORT PERSON FROM A BOSS'S  
POINT OF VIEW**

**(CLE CERTIFICATES WILL BE PROVIDED)**

**PLEASE RSVP TO KATHY MACKIN, ALS  
AT 946-2700**

**Guests are always welcome at GTALP!**

## MEET OUR NEW MEMBERS

**Lots of new faces at meetings lately. Here is a little information about each of our newest members.**

**Heather Anderson** – Heather is new to the legal field. She has been employed at Garan Lucow Miller for 10 months and will be participating in the study group. After work you might find Heather on a softball field. At Doug Read's retirement party she was the photographer – hopefully there are no photos in her collection that will keep anyone from running for public office! Heather is quiet so please be sure to introduce yourself to her.

**Linda Crain, PLS** – Linda is a charter member of GTALP who we are lucky to have back as a full-time member. Linda was the youngest charter member and is currently employed at Running Wise. She passed the PLS exam when it was a two-day exam and you had to take your own typewriter with you! If you see a quiet, smiling blond lady at meetings with Chris DeGrandchamp, it is Linda. Linda is one of GTALP's best assets and will be a great resource to newer members. Welcome back Linda!

**Kathy Rollo** -- Kathy is employed at Guyot, Stepka and Aprea. You may remember working with her when she was at Smith Haughey. If you are on the other side of a case, Kathy is pleasant to work with and will be sure to have you laughing before you end a conversation. Kathy will be participating in the study group and could probably teach the litigation section! We are excited to have Kathy as a member – and those in the study group will have another "expert" to get them through litigation.

**Joan Schaub** – Joan is employed at the Leelanau County Prosecuting Attorney's office and has three years' legal experience. She has two married daughters and her husband is a builder. You might be fascinated to know that Joan's 100-pound daughter plays on a rugby team. Joan claims her hidden talent is still hidden. She is a sweet lady who might be found in the casino, or laughing with friends. The view from her house is breathtaking, overlooking Lake Leelanau. If you need a smile or a kind word, get to know Joan -- she will be happy to share one of hers with you.

**Sandy Tiernan** – Sandy was born in Oklahoma and moved to Michigan in February to work for Parsons Ringsmuth. She spends her spare time attending her older daughter's track meets and softball games and chasing after her two-year-old. She has eight years' personal injury experience and loves the feeling of helping others. The best tip she was ever given is to live by the "Got Run Over by a Truck" theory--end every day leaving your work in a fashion that anyone could pick up where you left off and make sense of your cases. Sandy says she has an opinion on every topic and she loves to golf. She has a fun sense of humor which comes in handy during stressful work days.

The members of GTALP welcome you. This is your Association and we want to know what your needs are

so we can meet them. We want to provide you an avenue for educational opportunities and improved employment skills. Feel free to contact your executive committee members listed on the front page if you have questions, educational topic suggestions or know of someone who is interested in membership.

## JUSTICE ELIZABETH WEAVER'S 10 PRINCIPLES FOR LIVING

At the NALS of Michigan Annual Meeting Banquet on April 30, 2005, Michigan Supreme Court Justice Elizabeth Weaver shared her 10 principles for living which she says are fundamental tenants for responsible behavior. Those principles are:

10. **Don't Attempt the Impossible**--but you decide what is possible.
9. **Do Your Best**--and remember the reward is often in the doing.
8. **Do Right & Fear Not**--it may not be what it popular, but it will see you through life's temptations and challenges.
7. **Take Opportunities When Available**--most rarely come when we believe it to be the perfect time.
6. **Avoid Unnecessary Disputes & Confrontations**--they cause friction and friction wears things out.
5. **Don't Let the Turkeys Get you Down**--don't let others keep you from success or steal your joy.
4. **You Catch More Bees with Honey than Vinegar**--but sometimes you need a little vinegar to clean the windows!
3. **Realize That People Don't Always Do What's Right for the Right Reasons**--but make sure to do what is right whatever the reason.
2. **Be Confident & Don't Get Caught Up in Competition** -- each of us has a reason for being and we need to believe in ourselves and be confident in our skills.
1. **Be a Goodfinder**--focus on the good in yourself and in others.

## DISTRICT COURT REQUEST

The Grand Traverse County District Court has asked us to remember the Court is not all in the same building. When mailing things to the District Court, please include the department name in your address. Examples include: criminal division, civil division, landlord/tenant department and small claims. The Court is still located at 328 Washington Street in Traverse City. Thanks for your help in making the Court's job a little easier.

### STUDY GROUP NEWS

Study groups are meeting for the September exam. Below is an updated list. If you are interested in studying for one of the exams, but are unable to make a session, please contact the appropriate instructor for lecture materials and handouts for that evening. If you are not interested in taking the September exam, but would like to participate in the study group for the exceptional knowledge, call the instructor to make sure enough materials are available.

#### Section 1: **Written Communications (All)**

Required Text: Gregg's Reference Manual

Instructor: Renee M. Stout, PP, PLS

Location: Garan Lucow Miller, 1131 East Eighth  
(231) 941-1611

Meeting Dates: June 1, 7, 14 and 22

#### Section 2: **Office Procedures & Legal Knowledge (ALS)**

#### Section 2: **Office Procedures & Technology (PLS)**

Required Text: Basic Manual for Legal Assistants (ALS)

Advanced Manual for Legal Assist. (PLS)

Instructor: Ruth M. Schaub, PP, PLS

Location: Parsons Ringsmuth PLC, 520 South Union  
(231) 929-3113

Meeting Dates: June 28, July 5, 12, 19

#### Section 3: **Ethics, Human Relations & Judgment (ALS)**

#### Section 3: **Ethics & Judgment Skills (PLS)**

Instructor: Traci Joseph, PP

Location: Garan Lucow Miller, 1131 East Eighth  
(231) 9441-1161

Meeting Dates: July 26, August 2, 9

#### Section 4: **Legal Knowledge & Skills (PLS)**

Instructor: Loriann Tanis, PP

Location: Thompson, O'Neil & VanderVeen, 309  
East Front (231) 929-9700

Meeting Dates: August 16, 23, 30, September 6

Review: September 13      Exam Date: September 24

### CERTIFICATION NEWS

The study schedule has been modified for the **grammar section only**. The new dates are as follows: Wednesday, May 25; Wednesday, June 1; Tuesday, June 7; Tuesday, June 14; and Wednesday, June 22.

There's still time to enjoy the benefits of learning something new. Even if you do not take any of the certification tests you can still benefit greatly from each one of the topics that will be covered. There is no better way to help you become a more valuable employee than to have FREE education!

If you have any questions, feel free to contact any of the instructors listed on the schedule.

Traci Joseph, PP  
Certification Chairperson

### SCAO FORM REVISIONS

Several SCAO forms have been revised as of March 1, 2005. Two forms for opening probate estates have been changed. PC 558 – Application for Informal Probate and/or Appointment of Personal Representative, and PC 559 – Petition for Probate and/or Appointment of Personal Representative have been revised. These forms are not in the 2005 SCAO form book and will need to be retrieved on-line.

### CIVIL JURY INSTRUCTION REVISION

If you practice premise liability law, you should be aware that effective March 12, 2005, M Civ JI 19.03 – Duty of Possessor of Land, Premises or Place of Business to Invitee, Known Risk or Open and Obvious Condition has changed. The full text of this jury instruction change can be found in the May 2005 *Bar Journal*.

### GTALP MEMBER ELECTED TO NALS OF MICHIGAN EXECUTIVE COMMITTEE

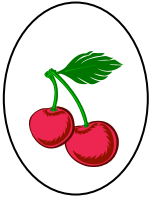
On Saturday, April 30, 2005, GTALP member, Ruth M. Schaub, PP, PLS, was elected NALS of Michigan 2<sup>nd</sup> Vice-President. As 2<sup>nd</sup> Vice-President, she will work with the education and certification committee, providing quality legal education at the state meetings and encouraging members to seek certification.

In her campaign speech, Ruth spoke of the gift of a NALS education. She shared how she came to her first law office job completely unprepared and with few skills, only to eventually be terminated. Through opening the NALS gift of education, Ruth has obtained her PLS and PP certification and returned to school to complete her legal assistant degree. She now works for the same employer who terminated her so many years ago. Ruth challenged the members of NALS of Michigan to not keep the gift of education on a shelf gathering dust, but to embrace it daily.

Ruth has been a member of GTALP since 1988 and has served as President, Vice-President, Treasurer and Secretary. She was GTALP Legal Professional of the Year in 1995. As GTALP Vice-President and has worked hard to increase membership and encourage members to participate in study groups and seek certification.

Ruth was honored by NALS of Michigan with a Scales of Justice Award for increasing chapter membership in 2004 -2005 by 45%--twice that of any other Michigan chapter.

As a member of the NALS of Michigan Executive Committee, Ruth will keep us updated on educational opportunities and work as an ambassador for GTALP on the state level. Congrats Ruth!



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	Kathy Mackin, ALS	(231) 946-2700	kjmackin@runningwise.com

## PRESIDENT'S FORUM

As you read this, the 2005 Annual Meeting will be a moment in time, but not in our hearts (and minds). For those of you that attended, you know what I am talking about. You experienced firsthand the swirl of activities that made the event a huge success. Many of you worked your tail off to bring the education and we appreciate all you did. Now we can relax for the summer with one less thing on our plate.

As I promised last month, I wanted to give you some tips on how to make more time for yourself. As women, I think we were raised to be martyrs and take care of everyone else. I truly feel that if you do not take care of yourself, how can you be of any good to anyone around you? The best tip I can give you is to **MAKE TIME FOR YOURSELF!** For me that means getting up an hour earlier. But I can't tell you how much I get done, before I come to work. Dinner is made, three loads of laundry done, sinks cleaned. This also gives me more time at night to relax. Another tip I have is to do something special for someone else each day. I can't tell you how much this brightens someone else's day - and yours. It can be as little as a phone call, saying "I'm thinking of you;" or sending a note. I also buy myself a dozen roses and give half to someone else. Boy, do I have some stories how that has touched people's lives.

Try this out over the summer, and let me know how it has worked in your life. No excuses. Just Do It! Have a great summer. You are all very, very special.

Dorothy Grant  
GTALP President  
(231) 929-4878 (office) (231) 929-4182 (fax)

## VICE-PRESIDENT'S CORNER

Summer is here. We are flocking to the lake and dinner on the grill is a dietary staple. Summer in northern Michigan means tourists, Cherry Festival and fresh farm produce. There is so much to do in July - and that is why GTALP does not have a monthly meeting in July. Enjoy the Cherry Festival - grab some Gibby's fries and a cup of cold locally grown fruit. Cook out and take your children to the beach.

Remember that the members of GTALP are here for you if you have questions, concerns or know of someone seeking employment. The study group is meeting weekly and would love to have you drop in when your schedule allows. It is a no-cost way to improve your skills and those who are not intending on taking a certification exam are encouraged to attend. Education is priceless at any age.

There is one more bar scholarship remaining. I have had three inquiries, but have not received an application form from anyone. This final scholarship is on a first-come, first-serve basis.

Until we meet again, enjoy your family and the beautiful area we will in. Give me a call if you know of anyone who may be interested in membership. I look forward to seeing you at our August meeting. Great things are happening at GTALP!

Ruth M. Schaub, PP, PLS  
GTALP Vice-President & Membership Chairperson  
(231) 929-3113 (office) (231) 271-3543 (home)

## CALENDAR OF EVENTS

- June 28 Office Procedures/Legal Knowledge Study Group - Parsons Ringsmuth - 5:15 PM
- June 28 Deadline for Scholarship Application for the August 2005 Region III Meeting - Contact Liz McKellar
- June 28 NALS On-Line Session (9 PM) Contracts & IP
- July 12 Study Group - Parsons Ringsmuth - 5:15 PM
- July 14 Study Group - Parsons Ringsmuth - 5:15 PM
- July 19 Study Group - Parsons Ringsmuth - 5:15 PM
- July 21 Officer, Chair & Committee Training & Cook-Out Parsons Ringsmuth - 5:15 PM - Bring a Dish
- August 1 ALS, PLS & PP Exam Applications Due
- Aug 5-7 Region III Retreat - Bay City
- Oct 20-23 NALS Annual Meeting - Buffalo, NY

### **STUDY GROUP NEWS**

Study groups are meeting for the September exam. Below is an updated list. If you are interested in studying for one of the exams, but are unable to make a session, please contact the appropriate instructor for lecture materials and handouts for that evening. If you are not interested in taking the September exam, but would like to participate in the study group for the exceptional knowledge, call the instructor to make sure enough materials are available.

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Instructor: Loriann Tanis, PP

Location: Thompson, O'Neil & VanderVeen, 309  
East Front (231) 929-9700

Meeting Dates: August 16, 23, 30, September 6

Review: September 13      Exam Date: September 24

### **CERTIFICATION NEWS**

#### **Ethics Questions**

1. An attorney orally agrees to represent a friend on a contingent fee basis. After many years of work, a settlement is reached. The attorney tenders 60% of the settlement to his good friend, who refuses the tender and states that he does not think the attorney should receive any money as a fee. Who is right?
2. An attorney has a plaintiff's personal injury practice. He decides to begin handling family law matters. Having found the contingent fee arrangement to be very satisfactory in his PI practice, he decides to use it as the "fee of choice" in family law cases. Is this an acceptable fee arrangement?
3. A lawyer is writing a will for his best friend of 30 years. The friend knows that the attorney has a child who has a rare liver disease and wants to leave a substantial sum of money in trust for the child. Under these circumstances, may the lawyer write the will?
4. A lawyer is representing a client; however, the client is not paying the bills. Instead, the client's godfather is paying the bills. Godfather insists on making the decisions relating to how the case will be handled,

including what claims will be filed, on the basis that he is the one paying the bills. May the lawyer continue the representation of the client on this basis?

5. May an attorney, who has sued a corporation, without first advising the corporation's attorney, contact a present employee of the corporation whose conduct is not at issue in the case, but who might possess knowledge concerning the matter at issue?
6. An attorney is attempting to collect a debt on behalf of his client. The attorney realizes that the potential defendant may have committed a crime. May the lawyer, in his demand letter, threaten to present criminal charges unless the defendant pays the debt?
7. During the course of litigation in which both sides are represented by counsel, Party One approaches Party Two concerning settlement without first advising Party Two's lawyer that he is going to do this. Party One's attorney knew that such communication was going to occur but did not contact the opposing attorney. Has Party One's attorney violated the Rules of Professional Conduct?
8. An assistant district attorney has information which tends to negate the guilt of the accused defendant, but the defense attorney has never asked for the evidence. May the prosecutor proceed with the trial on the theory that, as in civil cases, it is incumbent upon the opposing attorney to gather the evidence to the extent it exists?
9. A lawyer, while driving, sees an automobile accident occur. Being a good citizen, he gets out of his car, goes to the scene of the accident, and upon seeing that there are numerous injured people, calls for an ambulance and the police department. He gives statements to everyone and also gives his card to the driver of the car who was hit by the individual who ran the red light. Approximately two months later, the individual who was hit calls the lawyer and asks the lawyer to represent him in litigation against the individual who ran the red light. May the lawyer represent the injured driver?
10. An attorney represents a trucking company. One of its drivers is involved in a wreck. If the driver is found to have been negligent, the corporation will be liable for a large sum of money. The corporation asks the attorney to represent the truck driver in both the criminal proceedings and the civil action. May the attorney do so?

#### **Answers**

1. The client is right. A contingent fee agreement is not enforceable unless it is in writing. See MRPC 1.4(c)
2. No. Use of contingency fee agreements in domestic relations cases are rarely justified. See MRPC 1.5(d)
3. No. See MRPC 1.8(c)
4. No. In order for a third party to pay, the third party cannot interfere with the attorney's independent, professional judgment. See MRPC 1.8(f)
5. Yes. See MRPC 4.2, Comment 1

**Motion:** Ruth M. Schaub, PP, PLS, made a motion, that was seconded by Rosanne Schaub, ALS, for GTALP to offer a minimum of 10 members a \$50 scholarship to be used as partial payment of the \$90 registration fee for any GTALP member who wishes to attend the Region III Retreat in Bay City on August 5-7, 2005. Motion carried.

*Please hand deliver your completed registration form (which may be obtained at the [nalsofmichigan.org](http://nalsofmichigan.org) website) and your \$40 check payable to "Region III" to Liz McKellar, ALS, no later than June 28, 2005. Any application received by Liz McKellar, ALS after that date will not be accepted.*

### **EDUCATION & CERTIFICATION**

Traci Joseph, PP, reported that the Certification Cram for the September Exam will be held in Lansing the first Saturday in September. The study group is working hard on the grammar section with one more class to go. Ruth Schaub, PP, PLS, will begin teaching Section II on June 28.

### **GUEST SPEAKER**

Mike Long was introduced by Ruth Schaub, PP, PLS, Mike is the current GTLA Bar President. He spoke about how to make yourself invaluable to your boss. He touched on three key points: organization, communication, and drafting. Mike believes that we become more important and valuable as time goes on. A willingness to find the answers and to figure a way to make a process better, more efficient is key to keeping up with the demands of an attorney. He also believes that more drafting of documents is where the future is for support staff. Time sensitive issues need to be priority and to communicate with the attorney what is the priority that day. Bottom line is that the more organized we are, the more efficient the office becomes and the time saved is money in the bank. Anything an employee can do to learn the "ropes" in specific courts is very helpful.

### **JULY MEETING**

There will be no regular member meeting in July. An officer and chairperson training/barbeque will be held on July 21, 2005 at 5:30 p.m. at the offices of: Parsons Ringsmuth. This is not a regular membership meeting. We will cover chairpersons, committee members and board member's roles and responsibilities as well the proper procedure for making a motion. The meeting will be casual and we include a picnic. All members are encouraged to participate in this training and learn more about the committees, chairmanships, and roles of your officers.

**MOTION:** A motion was made by Ruth M. Schaub, PP, PLS and seconded by Traci Joseph, PP for GTALP to purchase grilling meat for the July 21, 2005 meeting. Motion carried.

The meeting adjourned at 8:00 p.m.

Liz McKellar, ALS  
GTALP Acting Secretary

## **GTALP JULY OFFICER, CHAIRPERSON AND COMMITTEE MEMBER TRAINING**

**JULY 21, 2005 – 5:30 PM – 7:30 PM**

**PARSONS RINGSMUTH PLC  
520 SOUTH UNION  
TRAVERSE CITY**

**Please bring a dish to pass and your own beverage – meat will be provided**

**TOPIC: "SOMEONE PUT ME ON A COMMITTEE – NOW WHAT DO I DO" & "HOW TO MAKE A MOTION"**

**UNDERSTANDING YOUR ROLE AS AN OFFICER, COMMITTEE CHAIRPERSON OR COMMITTEE MEMBER & HOW TO MAKE A MOTION**

**(CLE CERTIFICATES WILL BE PROVIDED)**

**PLEASE RSVP TO KATHY MACKIN, ALS AT 946-2700 BY JULY 19 SO ENOUGH MEAT CAN BE PURCHASED**

**\$50 REGISTRATION SCHOLARSHIPS GIVEN TO GTALP MEMBERS**

If you have not heard, GTALP made nearly \$2,500 profit from annual meeting – even after paying ½ the profits to NALS of Michigan and ¼ of the profits to NALS of Northern Michigan. Because GTALP is about educating our members, \$50 scholarship are available to any GTALP member who wishes to attend the Region III Education Conference in Bay City, Michigan to be held August 5 – 7, 2005.

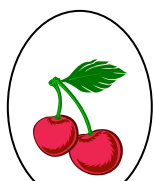
Members should down-load a registration form at [nalsofmichigan.org](http://nalsofmichigan.org) and provide the completed registration form and check payable to "Region III" to GTALP treasurer, Liz McKellar, ALS, at 225 Lake Avenue, Traverse City, no later than the close of business June 28, 2005. A mass email was sent to all GTALP members on June 16, 2005, to advise them of this scholarship.

Two hotel rooms have been reserved and additional rooms will be reserved if necessary. Rooms are \$90 per night and hold up to 4 people comfortably. Members can car pool to save expenses to members wishing to attend. This is a great opportunity to meet members from Michigan, Illinois, Indiana, Ohio, Tennessee, Kentucky and West Virginia. This is also a great opportunity to get to know the other members of GTALP better!

# THE QUILL

A Monthly Publication of the Grand Traverse Area Legal Professionals

August 2005



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### PRESIDENT'S FORUM

I hope the summer months were relaxing and full of family fun. Now that the kids are going back to school, we need to focus on Bosses Night and our annual fundraiser.

I am asking for **everyone's** support in helping to not only make these events a huge success, but let's not rely on a few members to do all the work. With that in mind, we have asked each member to collect a minimum of three donations for Bosses Night. GTALP is all about education, and the money received for the raffle goes into our scholarship fund.

We also need everyone to support us in the pie fundraiser by getting out there and sell, sell, sell. If you haven't had a pie from the Pie Company, they are d-e-l-i-c-i-o-u-s! You can call Liz McKellar if you have any questions or need a fundraiser form. Thank you for your support.

Dorothy Grant  
GTALP President 2005-2006  
(231) 929-4878 (office) (231) 929-4182 (fax)

### VICE-PRESIDENT'S CORNER

We had no chapter meeting in July but several members attended the EC/Committee Training and Cookout. We learned a lot about parliamentary procedure and how to make a motion. The six GTALP members who attended the Region III Retreat in Bay City August 5-7, 2005, found time for fun and fellowship – and even learned a thing or two. The highlight of the weekend was meeting current NALS President Mary Jo Denman, PP, PLS and President-Elect Catherine A. Hankins, PP, PLS.

As always, if you know of someone who might be interested in membership, please let me know. Great things are happening at GTALP.

Ruth M. Schaub, PP, PLS  
GTALP Vice-President & Membership Chairperson  
(231) 929-3113 (office) (231) 271-3543 (home)

### CALENDAR OF EVENTS

Aug. 27	Certification Cram in Okemos (9 a.m.)
Aug. 30	NALS On-line Course – Bankruptcy (9 p.m.)
Aug. 31	NALS On-line Course – Tips on Teaching Your Boss to Utilize Your Skills (10 p.m.)
Sept. 6	NALS On-line Course – Misc. Law (9 p.m.)
Sept. 7	EC Meeting – Smith Haughey (5:15 p.m.)
Sept. 7	NALS On-line Course – Marketing Yourself (10 p.m.)
Sept. 11	NALS On-Line Course -- ALS Review (6 p.m.)
Sept. 13	NALS On-Line Course – Legal Terms/Citations (9 p.m.)
Sept. 14	Membership Meeting at Cottage Café (5:15 p.m.)
Sept. 15	Deadline for BOY & LPY Nominations
Sept. 18	PLS Exam On-Line Review (6 p.m.)
Sept. 24	NALS On-Line Course – PLS Review (6 p.m.)
Oct. 1	Collaborative Law Seminar – Lansing; NALS of Michigan Board of Governors Meeting (9 a.m.)
Oct. 13	Bosses' Night – Park Place Dome (5:30)
Oct. 20-23	NALS Annual Meeting – Buffalo, NY
Nov. 1	Jett Award Deadline

**BAY CITY RECAP**  
**Six GTALP Members Attend Region III Education Seminar in Bay City**

On August 5 – 7, 2005, six GTALP members attended the NALS Region III Education Seminar in Bay City. As a special surprise, the Friday dinner speaker was NALS President, Mary Denman, PLS, of Atlanta, Georgia. She provided the members with a NALS update and showed photos of the NALS Headquarters in Tulsa, Oklahoma.

Saturday focused on stress management and health care for legal professionals. Sessions included deskersize, injury proofing your work space, and nutrition on the go. A session on the Family Medical Leave Act was interesting and most in attendance discovered the Act did not apply to them as their firms were too small.

The Sunday breakfast speaker was NALS President-Elect, Cathy Hankins, PLS, of Ohio. Cathy's humorous presentation challenged members to soar like eagles, leading others. She asked members to avoid the temptation to squak and peck like the turkeys. President-Elect Hankins asked her Region III sisters in law to help make her year as President productive by answering the challenge to get involved in NALS. Several members offered to serve on national committees during 2006-2007.

The weekend was educational and provided an excellent opportunity for fellowship and laughter as well as education.

NALS President Elect, Cathy Hankins, PLS of Ohio

**GTALP MEMBER WINS SCHOLARSHIP FOR NALS EDUCATION CONFERENCE IN BUFFALO**

On July 1, 2005, the NALS Foundation awarded scholarships for full registration fees for the National Education Conference in Buffalo in October 2005 to the first 10 NALS members who faxed an application to NALS Headquarters in Tulsa, Oklahoma after noon Tulsa time. Applicants had to be a NALS member for at least one year and not attended a National Education Conference in the past.

Kathy Mackin, ALS, was awarded one of the 10 scholarships. Kathy is starting her second year as a member of GTALP and has grabbed hold of every benefit her membership has offered. Kathy attended the NALS of Michigan Annual Meeting as a GTALP delegate in April 2005. She recently attended the Region III Education Conference in Bay City and will attend her first National Education Conference in October. In March 2005, Kathy attained her ALS certification and will take the PLS exam on September 24.

Kathy is active in GTALP as the Quill Co-Editor (in charge of locating typos!) and was recently appointed 1<sup>st</sup> Alternate Governor. GTALP is lucky to have Kathy as a member. We congratulate her on her efforts to "Maximize Her Potential."

**GTALP MEMBERS SERVE NALS AND NALS OF MICHIGAN**

Several members of GTALP have agreed to serve NALS of Michigan as committee chairs and committee members. Dorothy Grant is Finance Chair; Rosanne Schaub, ALS, is on the Membership Committee. Renee Stout PP, PLS, is on the State Publications Committee and Loriann Tanis, PP, is on the Nominations Committee.

Additionally, GTALP has been asked to chair the 2006 Annual Meeting Certification Luncheon. Thank you all for agreeing to serve NALS of Michigan. GTALP and NALS of Michigan is well represented. Thank you for your dedication and service to our professional association.

On the national level, Renee M. Stout, PP, PLS and Ruth M. Schaub, PP, PLS, have agreed to moderate the September 18, 2005, PLS exam on-line review. Please log on at 6:00 p.m. to support your chapter members as they help others across the country prepare for the September 24, 2005, PLS exam.

### **STUDY GROUP NEWS**

Study sessions for the September exams are drawing to a close. Thank you for your participation and good luck on September 24.

#### **Section 4: Legal Knowledge & Skills (PLS)**

Instructor: Loriann Tanis, PP  
Location: Thompson, O'Neil & VanderVeen, 309  
East Front (231) 929-9700  
Meeting Dates: August 30, September 6

Review: September 13 Parsons Ringsmuth  
Online Review – September 11 – 6:00 -- ALS  
September 18 -- 6:00 – PLS  
Exam Date: September 24, 2005

WE WISH TO EXTEND A SPECIAL THANK YOU TO  
CHARTER MEMBER BETTE ARMOUR, PLS, WHO WILL  
SERVE AS PROCTOR FOR THIS EXAM.

### **FIRMS SEEKING HELP**

The following firms have openings. Please pass this information along to anyone you know who is looking for a law office position.

**Smith Haughey Rice & Roegge** is looking for a legal secretary. Experience necessary. Please send your resume to Kerry McFarlane at PO Box 848, Traverse City, Michigan, 49685-0848. (Member and Past GTALP President Donelle Rikli says this is a wonderful place to work!)

**Running, Wise & Ford** is looking for a legal secretary. Please send your confidential resume to PO Box 686, Traverse City, Michigan, 49685-0686.

### **IT'S NOMINATION TIME**

It's nomination time – time to recognize an exceptional member and an outstanding employer. The nomination deadline is September 15, 2005, by 5:00 p.m. Members may nominate their boss for Boss of the Year. Members or employers of members may nominate a member for Legal Professional of the Year.

This is a great way to honor individuals who make the legal profession exceptional. Remember to follow the guidelines set forth elsewhere in this newsletter. We encourage everyone to submit a nomination.

### **BOSSSES NIGHT**

Bosses Night will be October 13, 2005, at the Park Place Dome. Cocktails will begin at 5:30 p.m. and dinner will be served at 6:00 p.m.

We are honored to have Doug Read serve as Master of Ceremony. He may relay one or two of his experiences through the years with local firms and opposing counsel. This will be an exceptional evening of friendship, laughter and recognition.

Please note we have corrected last year's misunderstanding: **Credit cards will be accepted for bar tabs.** Remember to bring a couple dollars for scholarship raffle tickets.

We are asking each member to obtain 3 items for the raffle, either donated or homemade. We look forward to seeing you on October 13, 2005.

- 8/4/04** First request sent to GTLA Bar for seven new members.
- 10/04** 147 legal professionals attended Bosses' Night (typically 80-100 attend) Bar Association was presented the NALS Scales of Justice Award for creating the scholarship program
- 11/04** Nine members began weekly study sessions for certification
- 2/05** Six members attend a certification cram session in Lansing
- 3/5/05** Nine members take certification exams. Three passed the ALS (basic certification for legal professionals) exam and five passed the PP (professional paralegal) exam. One member miss one section by one question. Five of these members were bar scholarship recipients.
- 3/11/05** NALS Annual Education Conference in Tulsa, Oklahoma, the GTLA Bar Scholarship Program was the topic of a seminar for legal professionals across the country on how to increase membership. At the conclusion of that seminar, GTALP was asked to submit the bar scholarship program for a NALS Jett Award.
- 4/13/05** GTALP presented two \$500 college scholarships to (1) a single mother of two; and (2) a young mother with three toddlers. At the conclusion of that meeting three student members (including the scholarship recipients) and six full-time members joined GTALP. Six of those individuals will be studying for certification.
- 4/29/05** Over 100 legal professionals attended the NALS of Michigan Annual Educations Conference underwritten by the GTLA Bar Association. 17 GTALP members attended, most of whom were Bar Scholarship recipients. The Saturday morning welcome address was given by Bar President Michael Long. The keynotes speaker was Michigan Supreme Court Justice Elizabeth Weaver. Legal education topics included: Support Staff's Role in Criminal Law; Domestic Relations Mediation; Technology Updates and a Personal Injury Mock Trial
- 5/7/05** Nine members of GTALP graduate from NMC – 7 from the legal assistant program and 1 from the final legal secretary program
- 5/17/05** 14 members began weekly study sessions for the September 2005 certification exam. 1 will take the Professional Paralegal exam, 8 will take the PLS exam and 5 will take the ALS exam. 11 of these members are bar scholarship recipients

Monthly member education over the last nine months has included:

1. Update on the Changes in the Notary Public Laws
2. Probate Estates Made Simple
3. Litigation A – Z
4. What Constitutes Serious Impairment Post *Kriener*
5. The District Court's Approach to Domestic Violence
6. Let's Write Right – Creating Professional Pleadings & Correspondence By the Book
7. Efficiency 101 – Working Smarter
8. Legal Terminology For Dummies

In addition, numerous GTALP bar scholarship and continuing members have been asked to serve on NALS of Michigan committees for 2005-2006, including:

1. Finance Committee Chair and co-chair
2. State Publications Editor
3. Nominations Committee
4. Membership Committee
5. Education Committee
6. Certification Committee
7. Scholarship Foundation
8. State Bar Liaison

Two members will be teaching nationwide on-line courses for NALS on grammar and litigation.

Two members are on the State Bar Legal Assistant Section Executive Committee.

One member is an officer on the NALS of Michigan Executive Committee.

If you are wondering who are these members that have received the Bar Scholarship and why can't they pay for their membership themselves, I would like to introduce a few of them to you.

3 scholarship recipients are court employees, 1 is a county deputy clerk and another works for a prosecuting attorney with no budget for staff membership dues.

2 are recently divorced custodial parents with 2 children who have been forced to move back in with their mothers to make ends meet.

1 is the mother of an autistic son whose medical care and medication is not covered by her health insurance.

1 is the mother of 4 and another is the mother of 3 preschoolers on a fixed incomes.

1 is the mother of 2 pre-teens undergoing repeat treatment for bilateral breast cancer.

1 member returned to work following her spouse's recently brain injury whom she cares for when not at work.

As you can see without the bar scholarship or an employer who would pay for their dues, these members could not afford to pay or justify to their family the cost of membership. The bar scholarship fund has provided:

1. An education seminar for more than 100 legal professionals from across Michigan.
2. Provided access to membership, networking, monthly newsletters, monthly education and certification exam study groups for 24 area legal professionals who would otherwise be unable to afford to be members.
3. Resulted in 23 area legal professionals studying for certification.
4. You have set a nationwide standard for other Bar Associations. Tonight presentations are being made to the Saginaw Bar Association, and the Genesee County Bar Association. Other presentations have been made to the Ingham County Bar Association and the Barriar Cass Bar, explaining what the Grand Traverse Leelanau Antrim Bar has done to increase access to quality legal services for support staff.
5. This scholarship program has resulted in the largest one-year membership increase in over 40 years in Michigan; more than twice the prior "record" increase of any other chapter in NALS of Michigan history.

You may have some of these members in your office. To be around one of these members after they receive word that they have passed their certification exam is amazing. The knowledge gained through studying for certification is lifelong. The confidence gained by these support staff members is unbelievable.

Thank you for creating this scholarship fund. You have created the legal professional leaders of tomorrow. The majority of these new members are between the ages of 23 and 35 and will be part of our workforce for the next 30-40 years.