

## REGION 4 NEWSLETTER



### ALABAMA - FLORIDA- GEORGIA- NORTH CAROLINA - SOUTH CAROLINA-TENNESSEE

Issue 8 - May – June, 2009

#### **A WORD FROM YOUR DIRECTOR**

Well, we are on the countdown now for Region 4 Conference July 31 - August 2, 2009, at the Mulberry Inn in Savannah, GA, 601 East Bay Street, 912-238-1200. Our theme this year will be Travel Through History While You Maximize Your Potential at NALS Region 4 Meeting in Savannah, Georgia.” I have some really good speakers lined up for you. See the attached agenda to see the speakers and topics.

Since we do not have a chapter in Savannah to help with this meeting, I am still in need of volunteers. Please don't be shy. I am in need of someone to work the registration desk on Friday and Saturday.

I need someone to help with the Foundation Auction as well as Region 4 Auction. Dee Beardsley, PP, PLS, NALS Past President, will be in charge of the Foundation Auction and we will need to give her some help. The Region 4 Auction will be to help offset the cost of the Keynote Speaker I have acquired. We need auction items for both of these actions.

Georgia is putting the Goodie Bags together but we still need things to add to the bags. If you have anything you would like to contribute to the Goodie Bags, please contact Lisa Mitchum (lmitchum@sbpllaw.com) and Leslie Keys (LKeys@wwhgd.com).



Attached also are tickets for the beautiful ring the NALS Foundation supplied to us to raise money for the Foundation. Remember all of this money goes to the NALS Foundation that supplies our grants and speakers. A great return on your money.

We were also given a certificate that will be placed in the Foundation Auction valued at one hour free NALS WebEd Webinar for CLE.

Please get those ads on in to me to put in the program book. We need Advertisers, Exhibitors and Sponsors (forms attached). Please everyone help here. We also need door prizes. Everyone loves prizes.

If you have not gotten your registration in to me, please do so as soon as possible. Time is ticking away. I have attached a registration form with hotel information. PLEASE NOTE THAT THE ROOMS WILL BE RELEASED ON JULY 10 SO GET YOUR RESERVATIONS IN. Don't forget to tell the hotel that you are coming for the NALS Region 4 meeting. The room rate will be \$139 plus tax per night. The cost will be honored up to three days before and three days after the conference. Remember to go on line to Holiday Inn and join the Priority Club for free parking. Registration is now \$125.00 for members and \$140.00 for non members until June 30. July 1 rates increase to \$140.00 for members and \$155.00 for non-members. All the forms are posted in this Newsletter.



What about Irvine? **The 58th NALS Annual Conference will be held in Irvine, California on October 8-11, 2009**, at the Irvine, California at the Hyatt Regency at 17990 Jamboree Road. Call 949-975-1234 or 800-233-1234 to make your reservations today. This is the year that NALS turns 80. Make plans on traveling to Irvine, CA (where we started out) for this celebration. July 1 is the deadline for Early Bird Registration.

***Purple CarpetGala*** The NALS Foundation will host a “Purple Carpet Gala” at Irvine. This will take place on October 10, 2009 in Irvine. Members, chapters and state associations, as well as regions have the opportunity to “dress” a Foundation Trustee, a NALS Board Member and even a NALS Past President. Mary Jo Denman, PP, PLS made a Motion that Region 4 submit Nancy Harris as its NALS star of yesterday. This was carried and registration fee of \$100.00 has been submitted to NALS.



Please be sure to check out the Think Big Campaign results below. We are not doing so good at present. We only had one member to attend our online meeting on June 17. The team is here to help you with recruiting members so let us know how we can help. Also, remember, this is your newsletter. If you have anything you would like to include in our Newsletter, please send that me to, and I will include it in the next Newsletter. Contact me if you have any suggestions or questions regarding our Region or NALS.

Again, thanks for allowing me to be your Region 4 Director this year. Together we can make this Region the best.

Nancy T. Harris, PP, PLS  
NALS Region 4 Director 2008-09  
(home) 629 20<sup>th</sup> Court NE  
Birmingham, AL 35215  
(work) Starnes & Atchison LLP  
100 Brookwood Place 7<sup>th</sup> Floor  
Birmingham, AL 35259  
nharris@starneslaw.com  
(205) 854-7882 (home)  
(205) 868-6000 (work)  
(205) 914-4265 (cell)



## CALL FOR NOMINATIONS

**A call for nominations for 2010-11 Officers and Directors of NALS is issued to all members for the following:**

President-Elect  
Secretary/Treasurer  
Certification Director  
Education Director  
Marketing Director  
Membership Director  
All Regional Directors

You may make nominations for any of the above positions, but it is not necessary for you to nominate someone for each position. The qualifications and duties for each office are listed on the NALS website.

Nominations must be postmarked or faxed to the NALS Resource Center by August 1, 2009. Ballots will be mailed to all members in September 2009.

**DON'T FORGET TO GO ONLINE AND COMPLETE THE NEW NALS ENVIRONMENTAL  
SCAN AT <http://www.nals.org/sca/index.shtml>**

**The Strategic Planning Committee needs your input to better our Association.**

# Sweepstakes

(Please print legible)

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\$5.00

# Sweepstakes

(Please print legible)

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\$5.00

# Sweepstakes

(Please print legible)

2

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\$5.00

# Sweepstakes

(Please print legible)

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\$5.00

# RECEIPT

Proceeds benefit the NALS Foundation,  
a 501(c)(3) nonprofit education foundation.  
Drawing to be held on August 2, 2009  
at the NALS Region 4 Meeting.

**You do not need to be present to win.**



\$5.00 - 10K Emerald and Diamond Ring

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NALS President-elect  
Patricia E. Infanti, PP, PLS  
Challenges YOU to

Change your association. Change yourself.



And join the 2010-2011 Leadership Team!

**THINK BIG!** Be part of the 2010-2011 NALS Leadership Team and take an active role in leadership service. No prior experience is necessary! Participation on a NALS committee will enhance your personal goals and professional growth, plus give you a clearer understanding of the inner workings of NALS.

Most of the NALS committees hold monthly meetings in the NALS Online Learning Center and communicate with each other via e-mail, an economical and “green” way to function as a committee. Though not mandatory, the national committees are encouraged to meet at the Professional Development Conference in March (March 11-13, 2010) and at the National Forum in Branson, Missouri (October 20-24, 2010).

It is thrilling and exciting to be part of the NALS Leadership Team. You will have FUN getting to know other NALS members from around the country and will gain a sense of pride and accomplishment seeing your work come to fruition. Accept the challenge to make a difference!

@Law: This committee oversees the publication of NALS’ quarterly magazine and the monthly publication, e-Learn@NALS. The committee’s responsibilities include identifying and securing suitable authors for articles, proofreading articles, proofreading full magazine text, and preparing monthly editions of e-Learn@NALS.

Certifying Board: This committee consists of at least nine NALS members who serve for at least two years and who must be a PP or PLS in good standing. Two non-NALS members also serve on the Certifying Board. Although a PLS may fall under the category of “voluntary recertification,” she or he must recertify in order to serve on the Certifying Board. In order to receive exam-related training (including statistics and exam preparation), it is imperative that during the two-year term Certifying Board members are available to attend each Professional Development conference held in Tulsa in March. Members of the Certifying Board are prevented from teaching any subject related to the certification exams while on the Certifying

Board and for two years after their term expires. The Certifying Board is responsible for all issues directly related to the certification exams.

Education: This committee provides educational programs for NALS members, including legal training courses and certification study materials. There are three subcommittees that fall under the Education Committee umbrella: (1) the Education Seminars subcommittee develops, updates, and maintains materials that can be purchased by chapters/states/regions/law firms/schools; (2) the Education Products subcommittee is responsible for preparing and updating Mock Exams and Resource Manuals for various NALS certifications; and (3) the WebEd subcommittee is responsible for the topics and speakers of NALS webinar programs throughout the year. Some of the projects the Education Committee is responsible for include: arranging for education and professional development track sessions and speakers at the Professional Development Conference; arranging for education speakers at the National Forum; coordinating the Online Learning Center topics and the Online Study Group, as well as the NALS CLE Award, and Basic and Advanced Legal Training Courses.

Marketing: This committee is responsible for coordinating the NALS newsletter, “Leading the Way.” Marketing also coordinates E-News, the twice monthly newsletter sent to NALS members via email. Promotion of the various NALS programs is key. The Marketing Committee assists with the promotion of the NALS Award of Excellence, sponsors the Jett Awards which showcase state and chapter achievements, promotes the professional development and national forum conferences, and is responsible for the NALS marketing blog and other programs to promote public awareness of NALS.

Membership: This committee’s responsibilities include assisting state and local membership chairs in recruitment and retention of NALS members. The Membership Committee promotes membership in this multi-level association, prepares and reviews all membership brochures and materials, promotes student membership, and promotes diversity in the membership of NALS. New to the Membership Committee is the Young Leader Professional subcommittee which tackles the issues and concerns of the young professional in the legal industry.

Regulation/Certification Committee: This committee monitors regulatory activity across the country and keeps NALS members up to date on what various states are doing in the regulation arena. Regulatory activity means either state legislation or rules proposed or adopted by state bar associations or state courts that would regulate how legal support professionals do their jobs, and in some instances who may work in a position with a certain title, such as paralegal.

Text Development: This committee is responsible for drafting, reviewing, and revising the Basic Manual for the Lawyer’s Assistant, the Advanced Manual for the Lawyer’s Assistant, and accompanying workbook materials and instructor’s materials.

**NALS Foundation Board of Trustees**: The NALS Foundation is an educational foundation dedicated to improving the value of the legal professional through education, research, and other activities. Foundation trustees are responsible for internal and external fundraising and developing collaborative support for its programs. The NALS Foundation funds keynote speakers at educational conferences, awards grants to chapters, states, and regions, and sponsors the Leadership Recognition and Scales of Justice Awards.

The NALS President does not appoint the Foundation Trustees; they are appointed by the Foundation Chair. If you are interested in serving on the Foundation, we will notify the Foundation Chair of your interest.



**NALS LEADERSHIP  
COMMITTEE PREFERENCE  
2010-2011**

**Sign Up Today!**

**Yes, I want to THINK BIG! and join the 2010-2011 NALS Leadership Team!**

1	2	3	Committee
			Membership
			Regulation/Certification
			Text Development
			NALS Foundation, please forward my interest to the Foundation

*(Please indicate your first, second, and third choice.)*

Name \_\_\_\_\_  
 Chapter/State \_\_\_\_\_  
 Preferred Mailing Address \_\_\_\_\_  
 Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Home Email Address \_\_\_\_\_  
 Work Email Address \_\_\_\_\_

(Mark \* as Preferred Email)

List your certifications: \_\_\_\_\_

Do you consider yourself "technologically savvy"? \_\_\_\_\_

While not mandatory, attendance at the Committee Orientation on March 11, 2010, is encouraged. You'll meet with your fellow committee members and set the agenda and calendar for your year on the committee. You will also have a LOT OF FUN! Will you be able to attend this meeting? (Yes or No) \_\_\_\_\_

Please return your completed committee preference form to:

Patricia E. Infanti, PP, PLS  
 Ballard Spahr Andrews & Ingersoll, LLP  
 1735 Market Street, 51<sup>st</sup> Floor  
 Philadelphia, PA 19103-7599  
 Email: *infanti@ballardspahr.com* (W)  
       *PattiPP@Comcast.net* (H)  
 Phone: (215) 864-8780 (W)  
       (856) 783-5435 (H)  
       (609) 471-2153 (C)

*Join me on the NALS Leadership Team! I look forward to working with YOU.*

### “Think Big” Member Campaign

NALS has communicated the results of the “Think Big” member campaign. Included in this report are the details of percentages from the largest increase to the lowest by Region with measurements beginning in March through the end of May. The total membership counts were taken from the March and May Regional Membership Reports. We will only post on the website the rank of each region, without the details, as we do not want our competition to have access to these numbers. We were asked to communicate with our team/region how we are doing and let’s get the competitive spirit going to increase your numbers!! Rah! Rah! Keep up the good work!

Congratulations to the Region 8 team for the highest percentage of increase! Yea Region 8!! Below is the formula NALS has used in calculating of the percentages so I have included the formula in this newsletter.

Math Example: How to calculate percentage increase, Decrease or Difference How to calculate percent increase between two numbers? To calculate percent difference, you need to follow these steps:

1. Problem: You need to calculate percent % increase from 2 to 10
2. First Step: find the difference between two numbers, in this case, it's  $10 - 2 = 8$
3. Second: Take the difference, 8, and divide by the original number:  $8/2 = 4$
4. Lastly, multiply the number above by 100:  $4*100 = 400\%$

REGION	“THINK BIG” MEMBERSHIP CAMPAIGN		
	MARCH 09 Total Net	June 09 Total Net	%
Region 1	145	144	-0.689%
Region 2	417	399	-4.317%
Region 3	436	433	-0.688%
Region 4	634	614	-3.155%
Region 5	332	323	-2.711%
Region 6	1054	1031	-2.182%
Region 7	554	541	-2.347%
Region 8	344	345	+0.291%
National	3916	3830	-2.196%

Campaign regional rank from largest increase to lowest

Region 8  
Region 3  
Region 1  
Region 6  
Region 7  
Region 5  
Region 4  
Region 2

For a comparison of where we were at this time last year, R5 is in the lead with R8 right behind as shown below. Please look at the number you had this time last year and you will see what your loss percentage is. Let's figure out how to keep those members!

R1	-3.36	R5	+4.53
R2	-14.38	R6	-8.60
R3	+0.23	R7	-6.88
R4	-8.36	R8	+1.17

Although we are next to the last, let's not get discouraged with our numbers but go out and do all we can to increase them. Have you sent recent renewing members letters or postcards encouraging them to renew? Have you dug down to the local chapters to give them ideas on how to recruit, retain, and recognize their members? The 32 members of this team can't do it by themselves! Please help by encouraging those members to renew and go out and recruit new members. Come on Team. LET'S THINK BIG. Together we can help NALS return to the large membership we once had.

Here are some suggestions that one of the other regions shared with us you might want to utilize.

### **CAN I THINK BIG--BY MYSELF?**

Someone recently asked me this question: I can't seem to get anyone else in my area to be enthusiastic about the Think Big campaign. What can I do all by myself?

Here's my answer: First, start small! After all, you're only one person--and build up!

IF YOU HAVE A CHAPTER,

1. Take a stack of membership applications to the next chapter meeting--or send them by email. Give one to each person and tell the members to pass them on to a potential member. If nonmembers are in attendance, encourage them to submit the application. Do the same thing at the next meeting--and the next--until March 2010. If you can, contact each person after the meeting to follow up on what happened to the application.

2. Start your own telephone campaign. Call several potential members a couple days before the meeting to remind them and invite them to the meeting. Email is OK too but the personal invitation is better. Don't give up unless the person ask you to stop. Remember, you're something of a salesman, and a salesman gets a lot of "no" answers before he sells his product. Probably he sells to one person out of 10 or 20 that he talks to. So don't give up too easily.

3. Volunteer to be the NALS public relations person in your area. Make a commitment to post notices in the paper or in the bar magazine of upcoming NALS meetings or events. Be sure to include a contact number.

4. Make up some bookmarks to hand out to potential members. Print it on colored card stock--a little heavier than copy paper. You could put the NALS Code of Ethics, NALS Mission, and dates of upcoming meetings.

5. At your chapter meetings, make sure you greet every nonmember personally; introduce yourself; and make them feel welcome. Maybe you could find a seat for them, and introduce them to a current member. Make it your personal mission to get to know each of them--and be sure to invite them back.

6. Do anything and everything you can to make each meeting special. If a potential member comes to one meeting, and doesn't like it, there might not be a next time! Consider this: If you go to a new restaurant and the food is bad or the service is bad or both, you probably won't go back!

**EVEN IF YOU DON'T HAVE A CHAPTER, TRY THESE IDEAS:**

7. Get your 30-second speech ready, so that when someone asks you, "What is NALS?" you'll be ready! If you need material for your speech, go the NALS website. There are plenty of ideas there, including the history of NALS and benefits such as education, networking, conferences, and certification opportunities.

8. You'll have to believe in NALS to sell it. You probably have some personal experiences to share. Maybe it was the time when you contacted a NALS member in a different state, or maybe someone contacted you! Maybe you can tell how much you've grown personally and professionally since joining NALS. Maybe you've learned to get over a fear of public speaking.

9. If someone says to you, "My employer doesn't want me to join," send the employer brochure. (Print it from the NALS website.) You could send it to the potential member to give to the boss--or, send it directly to the boss with a letter and an application form. Sometimes selling the employer is the first step.

10. Wear your NALS pins proudly. Be an ambassador. Have your 30-second speech ready when someone asks!

11. Do you love Starbucks? Why not invite a potential member to join you for coffee one morning? Take along the NALS membership application brochure and any other information that might be convincing. Wear your NALS pins. Ask questions about the other person--and let her talk. If you can, bring up NALS and why you are a member. If it doesn't come up, just hand her the information when you part ways and ask her to consider joining.

12. This is an important point: **ASK POTENTIAL MEMBERS TO JOIN!** Be direct. If you don't invite them, they might think you don't want new members!

## THE FIRST THINK BIG SEMINAR IS COMING IN AUGUST!

**August 28 -29, 2009** (Session will start around Noon on the 28th and will wrap up sometime around 5pm on the 29th. The time will be adjusted based on need so that all questions are addressed.)

**NALS think big Seminar - Technology, NALS, and You**

**Only 10 spots available! MEMBERS ONLY**

**\$249/person** (lodging at Resource Center Included)

**Presented by Jay Moore, NALS Communications Manager**

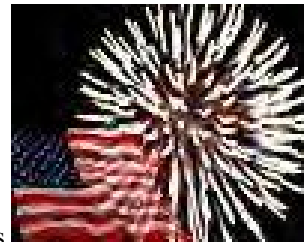
Take this opportunity to sit down with Jay Moore, NALS Communications Manager, and pick his brain about current technology used by NALS and other technology you can utilize in your life. With only 10 spots available there will be plenty of time to have all of your questions answered during this two-day session. Learn about the NALS website, ways to improve state and chapter sites, social networking sites, professional networking sites, other useful online tools and ways to use current technology to help market NALS, your chapter and yourself! Do this all in the comfort of the NALS Resource Center as lodging is provided and you will be staying right here onsite!

**[REGISTER NOW AS IT WILL BE THE FIRST 10 PEOPLE THAT REGISTER THAT WILL TAKE PART!](#)**

*July 31 will be the last day to register or cancel. If you cancel after the 31, there will be no refund. If cancelled before the 31, there will be a \$50 cancellation fee. A wait list will be kept for those registering after the initial 10 spots are filled and those on it will be contacted in a first come first served basis to fill any cancelled spots.*



As we celebrate the Fourth Of July, with our Fireworks,



and



hot dogs, may we remember what this day is all about.. Don't let us forget those brave men and women that fought and died so that we might have the freedom to speak up when things are not as they should be...The freedom to worship in churches of our choice. I don't know about you, but I still get "goose bumps" when I hear the song, "God Bless America", or when I stand and "Pledge Allegiance To The Flag". So enjoy the holiday, but don't forget those that made it possible.

Love all of you,

Happy Independence Day



NALS of Atlanta is raffling off TWO roundtrip AirTran Airways coach class tickets (see attached flyer). The total value of the tickets is \$1,000. We will be drawing the winning name on August 2 in Savannah. We would like to open this raffle up to everyone in Region 4 as this is such a great raffle. People can begin contacting me on May 1, 2009 to purchase tickets. The cost is \$5 each or 5 tickets for \$20. In order to keep some sort of "quality control" on the raffle and because each ticket is pre-numbered, this is the only way for individuals outside of Georgia to purchase their tickets. We will also have tickets available to sell at the conference.



**GO. There's nothing stopping you!**

**Where would you go if you had 2 FREE ROUNDTRIP TICKETS??**

**NEW YORK? LAS VEGAS? MIAMI?**

**IRVINE, CA? BRANSON, MO?**

**NALS of Atlanta is raffling off two (2) roundtrip coach class airfares to any AirTran Airways domestic destination. Each travel certificate is valued at \$500 per person (total value \$1000). Travel is valid to/from any domestic AirTran Airways destination.**

**All travel must be completed by December 31, 2010.**

**TICKETS \$5.00 each or 5 for \$20**

**\*Winning ticket to be drawn August 2, 2009\***

**Contact Lisa Mitchum at [lmitchum@sbpllaw.com](mailto:lmitchum@sbpllaw.com) for tickets!**





*Travel through history while  
you Maximize Your Potential at NALS  
Region 4 Meeting in Savannah, GA*

The Mulberry Inn  
601 East Bay Street  
Savannah, GA 31401  
877-468-1200

## Event Schedule

### Friday, July 31, 2009

6:00 p.m. – 8:00 p.m.

Registration/Welcome Reception

### Saturday, August 1, 2008

7:30 a.m. – 8:30 a.m.

Continental Breakfast (included in registration)

8:00 a.m. – 8:25 a.m.

Registration

8:30 a.m. – 9:30 a.m.

KEYNOTE SPEAKER - Byron Sabol

Communicating With Difficult and Challenging People  
During Difficult and Challenging Times

Sponsored by the members of Region 4

9:30 a.m. – 9:45 a.m.

Drawings, Announcements and Break

9:45 a.m. – 10:45 a.m.

Trial Technology–Don't let it scare you!

Freedom Court Reporting Mike Turner, Paul Brewer  
and Jeff Jeffcoat

10:45 a.m. – 11:00 a.m.

Drawings, Announcements and Break

11:00 a.m. – 12:00 noon

Medical Malpractice Defense–

Hutson S. “Buster” Davis, Esq.

12:00 noon - 1:15 p.m.

Lunch

1:15 p.m. – 2:15 p.m.

Estate Planning - Anne Kelley Russell, Esq.

2:15 p.m. – 2:30 p.m.

Drawings, Announcements

2:30 p.m. – 3:30 p.m.

Foundation Auction

### Sunday, August 2, 2009

7:30 a.m. – 8:30 a.m.

Full Breakfast (included in registration)

8:30 a.m. – 9:30 a.m.

NALS Professionalism - Kathleen Amirante

9:30 a.m. – 9:45 a.m.

Drawings, Announcements and Break

9:45 a.m. – 10:45 a.m.

End of Life Care - JoAnne Little, Esq.

10:45 a.m. – 11:00 a.m.

Break

11:00 a.m. – 12:00 a.m.

Town Hall Meeting

12:00 noon

State Meetings, if needed

Adjourn



*Travel through history while  
you Maximize Your Potential at NALS  
Region 4 Meeting in Savannah, GA*

July 31 – August 2, 2009  
The Mulberry Inn (See information below)  
601 East Bay Street  
Savannah, GA  
877-468-1200

Please make checks payable to  
"NALS Region 4" and mail to:  
Nancy Harris, PP, PLS  
Starnes & Atchison LLP  
100 Brookwood Place, 7th Floor  
Birmingham, AL 35209  
205-868-6000  
[nharris@starneslaw.com](mailto:nharris@starneslaw.com)

First Time Attending Region 4 Educational Conference  Yes  No

Member  Non-Member  ALS  PLS  PP

Name: \_\_\_\_\_ Name for Badge: \_\_\_\_\_

Chapter: \_\_\_\_\_ NALS Member Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Company Name \_\_\_\_\_

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

Phone Number (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

Email Address: \_\_\_\_\_

If currently serving as National, State or Chapter Officer, please specify capacity:

National Officer: \_\_\_\_\_

NALS Foundation: \_\_\_\_\_

State: \_\_\_\_\_ State Officer: \_\_\_\_\_

Chapter: \_\_\_\_\_ Chapter Officer: \_\_\_\_\_

Early Bird Registration (before May 15):	Member: <input type="checkbox"/> \$110.00	Non-Member <input type="checkbox"/> \$125.00
Regular Registration (before June 30):	Member: <input type="checkbox"/> \$125.00	Non-Member <input type="checkbox"/> \$140.00
Late Registration (after June 30):	Member: <input type="checkbox"/> \$140.00	Non-Member <input type="checkbox"/> \$155.00

**If you are bringing guests with you, please list their names:**

_____	_____
_____	_____
_____	_____

**HOTEL INFORMATION**

The Mulberry Inn, 601 East Bay Street, Savannah, GA, 877-468-1200. Please contact **The Mulberry Inn at 877-468-1200** and state that you are with the "NALS Region 4" conference group. Our room rate is \$139.00 plus 13% tax per night. The hotel rate will be available three days before the conference and three days after the conference if you would like an extended stay, based on availability. Self-parking in garage for registered guest is \$12.00 per day; however, if you become a member of Priority Club (free), parking is complimentary.

**HOTEL DEADLINE IS JULY 10, 2009!!!**



*Travel through history while  
you Maximize Your Potential at NALS  
Region 4 Meeting in Savannah, GA*

**Exhibitor Registration Form**

Contact Name(s): \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Saturday, August 1, 2009 (8:00 a.m.-3:30 p.m.)

Cost to Exhibitor - \$125.00

Exhibitors will be provided one 6 foot draped table and two chairs  
Lunch is provided for one Exhibitor. Additional guest will be \$20.00

Please return this form and your check made payable to “NALS Region 4” to:

Nancy Harris, PP, PLS  
Starnes & Atchison LLP  
100 Brookwood Place, 7th Floor  
Birmingham, AL 35209  
205-868-6000  
nharris@starneslaw.com

---

THANK YOU FOR YOUR SUPPORT!!

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*Travel through history while  
you Maximize Your Potential at NALS  
Region 4 Meeting in Savannah, GA*

Sponsors/Advertisers Form

*Cost for Sponsors:*

- Platinum Sponsor*    \$500+ (includes a full-page ad)  
 *Gold Sponsor*        \$250 - \$499 (includes a half-page ad)  
 *Silver Sponsor*        \$101 - \$249 (no ad space included)  
 *Bronze Sponsor*       \$100 (no ad space included)

*Cost for Ads:*

- Full-page Ad*         \$100  
 *Half-page Ad*         \$75  
 *Quarter-page Ad*    \$50 (business card or something comparable)

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Please return this form and your check made payable to "NALS Region 4" to:

Nancy Harris, PP, PLS  
Starnes & Atchison LLP  
100 Brookwood Place, 7th Floor  
Birmingham, AL 35209  
205-868-6000

nharris@starneslaw.com

THANK YOU FOR YOUR SUPPORT!!



Become a Star and Attend the NALS Education  
Conference & National Forum in Irvine, California.  
October 8-11, 2009

NALS will be celebrating its 80th year by going back to the state that we were  
formed in so **MARK YOUR CALENDARS!**

**DON'T FORGET TO REGISTER! Early Bird Deadline for the Education Conference & National Forum is July 1**

**NALS Online Has Changed! There is now better interaction for purchases, registrations and membership information.**

NALS Staff has been working over the past few years on a way for you to have better access to your membership information as well as a better e-commerce experience. The day has come for this to go live! There will now be a shopping cart for your store purchases, you will be able to update your membership info and you will be able to register more easily for conferences! Each member has a unique login and password to make sure everything is secure.

**This is how you determine what your login and password currently are:**

Login Name and Password are always case sensitive. Login Name is your member number and the password is the first three letters of your last name plus your membership number, where the first letter of your last name is capitalized. Member numbers are found on your membership card or renewal notice.

Example: John Jones (#01234) gained access the first time using the following:

Login Name = 01234

Password = Jon01234

Announcements:

Go and check out our new NALS community and join <http://nalsnet.ning.com>

I have received notice that NALS of Missouri has completed a new PP mock exam. It is a full mock including all four parts of the exam structure, with 260 new questions. The mock exam also includes a page explaining the correspondence between the PP mock exam and PLS exam structure for those who must teach both groups. The mock exam is ready for sale and costs \$100. To purchase the exam or get more information about it, please contact Marsha Smitherman at [m-smitherman@lathropgage.com](mailto:m-smitherman@lathropgage.com) or call her at (816) 460-5363.

## DEADLINE TO APPLY FOR THE NEXT NALS GRANT IS SEPTEMBER 1, 2009

### Some Dates to Remember

July 31-August 2, 2009 NALS Region 4 meeting at the Mulberry Inn in Savannah, GA

October 8-11, 2009 NALS 58<sup>th</sup> Annual Education Conference & National Forum in Irvine, CA

October 20-24, 2010 NALS 59<sup>th</sup> Education Conference and National Forum in Branson, Missouri at the Chateau on the Lake

## Education

Welcome to the NALS Education section. NALS offers a great deal of continuing legal education whether it is at a [state or local meeting or conference](#) or a [national conference](#). NALS also offers wonderful online education opportunities through the [Online Basic Legal Training Course](#), its [Online Learning Center](#), and via the [Online Study Group](#). Both the [Online Basic Legal Training Course](#) (offered through Stetson University) and also the [Online Study Group](#) are set-up to assist those preparing to take a [NALS Certification Exam](#) but are open to the public and offer wonderful information and professional development for all legal support personnel.

### [NALS is Now Offering Webinars...Check out NALS WebEd!](#)

#### **Schedule for 2009-10 Online Learning Center and Online Study Group Sessions**

all dates are subject to change and more information will be posted soon

- July - No Sessions
- August 4 - [Online Study Group](#) - Written Communications (Part 1)
- August 11 - [Online Study Group](#) - Office Procedures/Legal Knowledge (Part 2)
- August 12 - Online Learning Center - To Be Announced
- August 18 - [Online Study Group](#) - Ethics, Human Relations (Part 3)
- August 25 - [Online Study Group](#) - Legal Knowledge (Part 4 - PLS, PP)
- August 26 - Online Learning Center - Accounting
- September 1 - [Online Study Group](#) - ALS Review
- September 9 - Online Learning Center - Membership
- September 15 - [Online Study Group](#) - PLS Review
- September 22 - [Online Study Group](#) - PP Review
- September 23 - Online Learning Center - Certifying Board Test Taking Tips
- October 14 - Online Learning Center - To Be Announced
- October 28 - Online Learning Center - To Be Announced
- November 4 - Online Learning Center - Membership
- November 18 - Online Learning Center - To Be Announced
- December 2 - Online Learning Center - Text Development
- December 16 - Online Learning Center - To Be Announced
- January 5 - [Online Study Group](#) - Written Communications (Part 1)
- January 12 - [Online Study Group](#) - Office Procedures/Legal Knowledge (Part 2)
- January 13 - Online Learning Center - Marketing
- January 19 - [Online Study Group](#) - Ethics, Human Relations (Part 3)
- January 26 - [Online Study Group](#) - Legal Knowledge (Part 4 - PLS, PP)
- January 27 - Online Learning Center - To Be Announced
- February 2 - [Online Study Group](#) - ALS Review
- February 9 - [Online Study Group](#) - PLS Review
- February 10 - Online Learning Center - Membership
- February 16 - [Online Study Group](#) - PP Review
- February 24 - Online Learning Center - Certifying Board Test Taking Tips

# NALS Region 4 Lapel Pin

We have almost sold 200  
REGION 4 LAPEL PINS!!!

If you have not yet purchased a Region 4 Lapel Pin, please consider purchasing one to add to your collection of lapel pins, or to begin your collection of NALS lapel pins.

YOU CAN ALSO ORDER AS A GROUP

## ORDER FORM

Qty.	Pice	Subtotal
		\$5.00

Shipping: \$1.00

Order total: \_\_\_\_\_

Total: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_



**Please send order to:**

**Nancy T. Harris, PP, PLS, Region 4 Director  
c/o Starnes & Atchison LLP  
100 Brookwood Place, 7<sup>th</sup> Floor  
Birmingham, AL 35215  
205-868-6000 Work  
205-854-7882 home  
205-914-4265 Cell**



## ***Regional Address Directory Information Form***

*Please complete and either mail or email back to me and once the directory is completed, I will make it available to the Region. This will be an excellent resource to bring all chapters together across our region. YOUR NAME WILL ONLY BE PLACED IN THIS DIRECTORY IF YOU SEND ME THIS FORM. OTHERWISE, I WILL ASSUME YOU DO NOT WANT TO BE INCLUDED.*

*While the deadline has ended, I am leaving this page in our newsletter in the event there is a change of address or we have new members*

*Please type or clearly print:*

*Full Name:* \_\_\_\_\_

*Chapter Name:* \_\_\_\_\_

*Firm/Company Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Preferable Contact Phone Number:* \_\_\_\_\_

*Fax Number:* \_\_\_\_\_

*Area of Practice:* \_\_\_\_\_

*Birth Date (month/day):* \_\_\_\_\_

*Year joined NALS:* \_\_\_\_\_

*Preferred Email Address:* \_\_\_\_\_

# Welcome to Region 4!

New Members – April and May 2009  
June 2009 not posted yet

## ALABAMA

Kristie L. Rushing, ALS  
541 Telford Lane  
Birmingham, AL 35214

Benita Phillips  
Cartee & Morris  
2325 Henry Street  
Guntersville, AL 35976

Whitney Rylee  
10207 Summerlake Drive  
Mobile, AL 36608-8509  
Whitney\_rylee@yahoo.com

## FLORIDA

Naeomi Martin  
12791 NW 11 Street  
Miami, FL 33182  
Naeomi810@yahoo.com

SuAnn Williams ALS  
Office of the City Attorney  
200 E. University Avenue  
Gainesville, FL 32601  
williamss@cityofgainesville.org

## SOUTH CAROLINA

Jaime Terry  
Godshall Personnel  
P.O. Box 1984  
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jaime@godshallstaffing.com

DeLisa H. Gillespie  
249 Shamrock Road  
Neeses, SC 29042

## TENNESSEE

Lesia H. Thomas  
7819 Haverton Xing  
Hixson, TN 37343-2268  
Lthomas81@bellsouth.net

Karen S. Mattingly  
Burr & Forman LLP  
700 Two American Center  
Nashville, TN 37203  
kmatting@burr.com

SEND THESE LADIES AN EMAIL WELCOMING THEM TO OUR REGION



## CODE OF ETHICS

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall

- Encourage respect for the law and the administration of justice;
- Observe rules governing privileged communications and confidential information;
- Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.

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Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by the NALS and accepted by its members to accomplish these ends.

**Canon 1.** Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

**Canon 2.** Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of the association and the legal profession.

**Canon 3.** Members of this association shall avoid a conflict of interest pertaining to a client matter.

**Canon 4.** Members of this association shall preserve and protect the confidences and privileged communications of a client.

**Canon 5.** Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

**Canon 6.** Members of this association shall not solicit legal business on behalf of a lawyer.

**Canon 7.** Members of this association, unless permitted by law, shall not perform paralegal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.

**Canon 8.** Members of this association, unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.

**Canon 9.** Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

**Canon 10.** Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.