

Legal Personnel of South Central Wisconsin

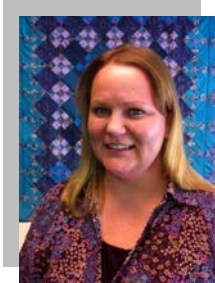
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MANDATUM

March 2014
Vol. XLIX, No. 6



President's Message



March greetings to you!

Karen Dempski, PLS and I attended the WALP (Wisconsin Association for Legal Professionals) spring education and membership meeting held on February 22, 2014, in Neenah.

While Karen and I attended in person, Mary Cuppy attended via videoconference. Regardless of how we attended, it was a fantastic opportunity to catch up with members from the other chapters, and the educational speakers were engaging and promoted great discussion. After the education closed there was a brief membership meeting. One of the topics discussed was whether WALP should continue to hold a spring meeting each year. Currently WALP hosts a 2-day fall education conference and meeting; a 1-day spring education conference and meeting; and a 2-day annual meeting and education conference.

To help facilitate this discussion at the WALP annual meeting in May, I ask that each of you consider the following questions and come prepared to discuss this topic at the March LPSCW meeting, or to send me an e-mail with your thoughts and ideas:

1. Should WALP to continue to host a spring education/meeting?
2. Would you consider attending the education and/or the meeting via webinar instead of in person?
3. Would you prefer that WALP meetings be held in the same location every year?
4. Currently there is a bidding system in place for chapters to host state meetings. Is this working? Do you have any other ideas?

Continuing on, please consider these more general questions:

5. Which costs factor into your decision on whether to attend a WALP meeting: time off from work, registration, hotel, travel, child care, other?
6. What else factors into your decision to attend a WALP meeting: relevancy of educational topics, getting time off from work, hotel accommodations, host city events, members attending, other?

See **PRESIDENT** on Page 2

Save the Date

LPSCW's Annual
Installation of Officers &
Member Recognition Night

**May 14, 2014 at
Benvenuto's-Fitchburg**



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Attached:
Annual meeting registration information
Fall meeting flyer
NALS Membership Application

March 12, 2014 Meeting Notice

Topic: UCC – The Changes are Coming!
Speaker: Dan Lias, Esq.
Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Speaker
Place: Benvenuto's
2949 Triverton Pike Drive
Fitchburg, WI 53711

MENU

Each entrée comes with one side item and your choice of soup or salad

1. Chicken Tetrizzini. Chicken and spaghetti tossed in a white wine alfredo sauce, with mozzarella and an herb crust topping. / \$20
2. Sirloin. 6 oz Hand selected sirloin. / \$14
3. Fried or Baked Fish. Flaky white fish fried in a light seasoned breading or baked. / \$17
4. Portabella Penne Pasta. With portabella mushrooms, artichoke hearts, tomatoes and a balsamic butter sauce. / \$16

Sides: cottage cheese, garlic mashed potatoes, fries, parsley butter potatoes, onion straws, homestyle chips, rosemary potatoes, fresh vegetables, sweet potato fries, spaghetti, fresh fruit

Salad dressings: Italian, honey mustard, Asian sesame, Tuscan Caesar, oil and vinegar, fat free French, raspberry vinaigrette, chipotle ranch, buttermilk ranch, bleu cheese, thousand island

***Price includes tax and gratuity, beverage not included.**



By Noon on Monday, March 10

To Michelle Tyms, PLS at:

chelle291@aol.com or (419) 651-7368

Include in your RSVP meal selection, side item and choice of soup or salad. If choosing a salad, please include a dressing.

PRESIDENT *continued from Page 1*

Save the Dates

May 2-3, 2014: WALP 47th Annual Meeting and Educational Conference at the Holiday Inn in Pewaukee. The First Call was sent by e-mail on February 7, 2014. At our February meeting Membership Director Hilary Williams made a passionate plea for our chapter to have a strong presence at the WALP annual meeting. In fact, several members have worked out roommates and/or sent in their registration. Do you really want to go? Of course you do! Go ahead and make plans to join us at the WALP annual meeting! We'd really like to see you in person, but remember attending via webinar is also an option.

September 19-20, 2014: WALP fall education and membership meeting at the Holiday Inn Express in Janesville. Karen Dempski, PLS, Phyllis DeGraff, PP, PLS, and a host of others continue to secure speakers and set plans for the conference. A flyer with more information is attached to this edition of *Mandatum*. Two days of education amidst your professional colleagues? What could be more rewarding!

I look forward to seeing you at the March meeting.

Cheers!

-Sonja

Sonja M. Schade

LPSCW President, 2013-2014

Legal Trivia

Q1: What does quid pro quo mean?

Q2: What instrument between the buyer and the seller of property sets forth in general the price and terms of a proposed sale?



See **Answers** on Page 4

2013-2014 Officers

President

Sonja Schade
schade_sonja@yahoo.com

President-Elect

Karen Dempski, PLS
kdempski@perkinscoie.com (wk)

Secretary

Phyllis A. DeGraff, PP, PLS
(608) 755-8109 ext. 112 (wk)
pdegraff@nowlan.com

Treasurer

Theresa Doty
(608) 283-6791 (wk)
tdoty@axley.com (wk)

Marketing Director

Deborah Dawson
(608) 283-6701 (wk)
(608) 334-9191 (cell)
ddawson@axley.com (wk)

Education Director

Kim Starr
(608) 257-2411 (wk)
(608) 233-1339
kimstarr@drakeandcompany.com

Membership Director

Hilary Williams
(608) 258-4335 (wk)
hwilliams@foley.com (wk)

2013-2014 Committees

- Bulletin/Mandatum Theresa M. Doty
Anna Canty
Sonja Schade
- Certification Kim Starr
Mary Cuppy, PP, PLS
- Employment Cindy Frank, PLS
- Fundraising Karen Dempski, PLS
- Legal Education..... Kim Starr
- Officer Installation
and Awards Evening Hilary Williams
- Member Services Michelle Tyms
- Member of the Year..... Hilary Williams
Kim Starr
Deborah Dawson

- Nominations/Elections Hilary Williams
- Program Kim Starr
- Publicity Deborah Dawson
- Reservations Michelle Tyms
- Scholarship Kim Starr
Sonja Schade
- Standing Rules/Bylaws..... Sonja Schade
Theresa Doty
Anna Canty
- Technology..... Deborah Dawson

2013-2014 LPSCW Program dates

- 04/09/14 *Annual Business Meeting and Roundtable*
- 05/14/14 *Officer Installation and Awards Evening*

No meetings in June, July, or August 2014



2014

- May 2-3** **WALP Annual Meeting**
Holiday Inn in Pewaukee
Register by March 30th
Registration form attached

 - Sept. 19-20** **WALP Fall Meeting**
Holiday Inn Express in Janesville
Hosted by LPSCW
-

Legal Trivia Answers

Answers continued from Page 2

Q1: What does quid pro quo mean?

A1: One thing for another; this for that

Q2: What instrument between the buyer and the seller of property sets forth in general the price and terms of a proposed sale?



A2: Purchase Agreement/Purchase Offer/Sales Agreement/Earnest Money Contract



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Legal Personnel of South Central Wisconsin

Minutes – January 8, 2014 Benvenuto's, Fitchburg, WI

The business meeting was called to order by President Sonja Schade at 7:30 p.m. Fourteen members were present.

Officer and Committee Reports

Secretary, Phyllis DeGraff: Minutes from January 8, 2014, meeting were published in the *Mandatum* and approved as printed.

Treasurer: No report. Karen Dempski asked that the chapter reimburse Carol Mays for her NALS March 2014 registration.

Education: March's speaker will be Don Lias on the subject of UCC's.

Membership: Hilary Williams announced that we

have 30 members in our chapter, with students being the fastest growing sector.

Mandatum: Deadline for the March edition is February 24, 2014.

Legal Education: CLE certificates to this meeting will be e-mailed to participants. Sonja Schade announced that new study materials for the certification examinations may be available in the near future.

Installation: The committee will be sending out invitations by the end of March or early April.

Member of the Year: Emails have been sent asking for nominations. Voting will take place at the March meeting.

Scholarship: No applications have been received for our scholarship. Sonja Schade granted a one month extension for WALP scholarship applications.

Marketing: Deb Dawson suggested getting T-shirts with our chapter's name or logo for use when members are volunteering for community service such as the Jingle Bell Run, mock trials, or the State Bar Convention.

New Business

A motion was made, seconded, and carried that our chapter purchase a half page ad in the WALP annual meeting booklet. Anna Canty volunteered to design the ad.

Old Business

Speakers and sponsors are being arranged for the WALP September meeting.

Brenda Johll spoke about the Komen Race for the Cure on May 31, 2014. A team from our members was discussed.

The meeting adjourned at 7:59 p.m.

Respectfully submitted,

Phyllis DeGraff, Secretary

NALS Mission

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. It accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials;
- Networking opportunities at the local, state, regional and national levels;
- Commitment to a Code of Ethics and professional standards;
- Professional certification programs and designations.



**Submission Deadline for the next issue is:
March 24, 2014**

NALS Code of Ethics

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

Every member shall:

- Encourage respect for the law and 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.

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.

en·hance | en'hans |

[en·hans] intensify, increase, or further improve the quality, value, or extent of:
Her dedication and involvement will enhance her career. | Continuing legal education
enhances the legal profession.

Enhance your career with education and certifications that fit your needs.

- Online CLE focused on practice areas.
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- Online communities of experienced legal professionals.
- Career Center linked to other legal associations.

NALS
the association for legal professionals

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inspire
enhance
promote

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Mandatum

Editor: Theresa M. Doty

Content/Layout: Anna Canty

Contributing writers: Sonja Schade, Hilary Williams, Karen Dempski

Mandatum is a publication of the Legal Personnel of South Central Wisconsin (LPSCW). The purpose of this publication is to provide

legal education, reports of officers and committee chairs, registration information for national, state and local chapter meetings and other news of LPSCW which will benefit legal services industry employees.

If you have any questions or comments regarding *Mandatum*, or would like to submit an idea or article for future editions, please contact Theresa Doty at tdoty@axley.com.

lpscw.org

in • spire | in¹spīr |

- 1 fill (someone) with the urge or ability to do or feel something, esp. to do something creative : [trans.] *His passion for justice inspired him to advance his career as a paralegal with NALS.*
- create (a feeling, esp. a positive one) in a person : *Their enthusiasm inspires those around them.*
- (inspire someone with) animate someone with (such a feeling) : *She inspired her co-workers to become certified with NALS.*
- give rise to : *The conference was successful enough to inspire people to register for the next one.*

More than 85 years of inspiring legal professionals will continue.

- Specialty specific education to broaden your knowledge.
- Online networking and communities for support.
- Two national conferences each year for a personal touch.
- Local and state chapters to keep you inspired.
- Three certifications to advance your career.
- Full-time professional staff to answer your questions.

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"GRACIAS ... WALP"
REGISTRATION FORM

Wisconsin Association for Legal Professionals
47th Annual Meeting and Educational Conference
May 2-3, 2014
Holiday Inn (Pewaukee, Wisconsin)

WALP MEMBER

Name: _____

Address: _____

Email: _____

Phone: _____

WALP Officer: _____

1st Time Attending Annual Meeting: *Yes or No*

GUEST/NONMEMBER

Name: _____

Address: _____

Email: _____

Phone: _____

Attorney *Yes or No*

Legal Staff *Yes or No*

Full Scrip (Full Weekend)

Friday education, box lunch, Friday evening hospitality, Saturday education, Saturday lunch and business meeting, and Saturday night banquet

Postmarked by March 30, 2014

_____ Member \$115.00

_____ Non Member \$130.00

Guest for Friday box lunch or Saturday lunch

(\$20.00 *per meal, per person*)

of guests: _____

Name: _____

Name: _____

Guest for Friday hospitality (\$25.00 per person)

of guests: _____

Name: _____

Name: _____

Guest for Saturday banquet (\$35.00 per person)

Circle entrée choice

Name: _____

Pork Loin Roasted Chicken Penne Pasta

Name: _____

Pork Loin Roasted Chicken Penne Pasta

Check Saturday entrée choice:

_____ Rosemary Peppercorn Pork Loin

_____ Garlic Herb Roasted Chicken

_____ Penne Pasta with Alfredo Sauce

Partial Scrip Option

Education Only

Education (all day education on Friday and half-day education on Saturday). For those attending in person, a box lunch is provided on Friday. No lunch is provided on Saturday. This does not include the Friday night mixer or Saturday banquet.

_____	Member	\$20.00
_____	Non Member	\$30.00
_____	Student	\$20.00

Please check one: In Person _____ ** Webinar Only _____

REGISTRATIONS ARE TO BE POSTMARKED BY MARCH 30, 2014 *

Total: \$ _____ Checks made payable to: **WALP 2014 Annual Meeting Fund**

Mail to: WALP 2014 Annual Meeting
c/o Mary Burns
Major League Baseball
777 East Wisconsin Avenue
Suite 3060
Milwaukee, Wisconsin 53202

Any special needs or questions, please contact Mary Burns at (414) 225-3527 or mary.burns@mlb.com.

*Registrations postmarked after March 30th are subject to availability and will be charged an additional \$25.00 late fee. Please call to confirm if you send in your registration after March 30th.

**Separate registration for Webinar Education will be emailed. You must complete the registration form to attend the webinar education. WALP uses GotoWebinar® software. If you have questions regarding the webinar, please contact the WALP Education Director, Sonja M. Schade, at schade_sonja@yahoo.com.





"GRACIAS ... WALP"

Wisconsin Association for Legal Professionals
47th Annual Meeting and Educational Conference
May 2-3, 2014
Holiday Inn (Pewaukee, Wisconsin)

HOTEL INFORMATION



Hotel reservations are now available for the 47th Annual Meeting of the Wisconsin Association for Legal Professionals. Below is the information for making your reservations. If anyone has any questions, please do not hesitate to contact Mary Burns at mary.burns@mlb.com or 44-225-3527.

Holiday Inn Pewaukee – Milwaukee West
N14 W24140 Tower Place
Pewaukee, Wisconsin 53072
Telephone: 262-506-6300

Room Rates: Single/Double \$89.00 –plus applicable taxes

Room Rates apply for May 1st through May 3rd.

Directions:

Take I-94 Milwaukee. Exit at 294 turn right or left depending on which direction you are coming from and then 1st left

See attached information sheet on hotel amenities.



Pewaukee-Milwaukee West

N14 W24140 Tower Place — Pewaukee , Wisconsin 53072 — United States

Hotel Front Desk: 262-506-6300 | Hotel Fax: 262-523-1299

HOTEL FACT SHEET

Check-In/Check-Out

- Check-In Time: 4:00 PM
- Check-Out Time: 12:00 PM
- Minimum check-in age: 21
- Late checkout available

Location:

- Location: Suburban
- Closest City: PEWAUKEE
- Distance From Hotel: 4.0MI
- Local time zone: GMT-06:00

Pet Policy

Service animals allowed
Contact hotel for details

Languages spoken by staff

English, Spanish

Internet Options

Standard Internet Service

- Standard Internet service is free for all guests
- Wireless Internet available in Standard Rooms, Executive Rooms, Suites, Business Center, Public Areas
- Wired Internet available in Standard Rooms, Executive Rooms, Suites, Business Center, Public Areas

Dining

- Room Service 6:30 AM - 1:10 PM
- Kids Eat Free

Driving Directions

Exit Airport To 94 To Milwaukee Take 894 To I 94 To Madison Exit At 294 Turn Right And Then 1st Left

Parking

- Number of parking spaces: 125
- Free Parking directly at the hotel

Facility

- Hotel renovated in 2013
- 4 Floor(s)
- 118 Guest Room(s)
- 63 Single-Bedded Room(s)
- 55 Double-Bedded Room(s)
- 118 Non-Smoking Room(s)

Accessibility

- Service animals allowed

Credit cards

- American Express
- Carte Blanche
- Diners Club
- Discover
- Master Card
- Visa

What's Nearby

- Miller Park



"GRACIAS ... WALP"

Wisconsin Association for Legal Professionals
47th Annual Meeting and Educational Conference
May 2-3, 2014
Holiday Inn (Pewaukee, Wisconsin)

ADVERTISING CONTRACT

Advertising opportunities are now available for the 47th Annual Meeting of the Wisconsin Association for Legal Professionals in the Annual Meeting Booklet which is distributed to attendees. This is a great way to have other chapter and legal professionals recognize your chapter and members.

Below is listed the advertising opportunities and price listing:

- Business card size ad: \$15.00
- ¼ page size ad \$25.00
- ½ page size ad \$50.00
- full page size ad \$75.00

If you or your firm are interested in showcasing your chapter or firm in the annual meeting booklet, please complete the below commitment form and mail or email to Mary Burns along with your payment. Please make your check payable to **WALP ANNUAL MEETING 2014**. Also email your ad in word format to Mary Burns. Contact information for Mary Burns is listed below. Thank you for helping to make our annual meeting a success.

Mary Burns
Major League Baseball
777 East Wisconsin Avenue; Suite 3060
Milwaukee, Wisconsin
414-225-3527
Mary.burns@mlb.com

Ad size requested:	_____	Business card size ad	\$15.00
	_____	¼ page size ad	\$25.00
	_____	½ page size ad	\$50.00
	_____	full page size ad	\$75.00

Contact Name: _____

Company Name: _____

Address: _____

Telephone: _____

Email: _____



SAVE THE DATE!

September 19-20, 2014

**Holiday Inn Express
Janesville Conference Center
3100 Wellington Place
Janesville, WI 53546**

WALP

Fall Education and Membership Meeting

**Reservations: (608) 756-3100 or
(800) 315-2621**

Room block held under "WALP"

**Room Rates:
\$94.00+tax (Queen bed single/double
occupancy);
\$99.00+tax (King bed single/double
occupancy)**

**Deadline for room block:
August 19, 2014**

We are currently
requesting and confirming
speakers for various
educational topics.

**Hosted by
Legal Personnel of South Central Wisconsin**

Questions or ideas?

Please contact Sonja Schade at: schade_sonja@yahoo.com or
Karen Dempski, PLS at kdempski@perkinscoie.com



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Membership Application

Application Date: _____

Local Chapter Name: _____

Last Name _____ First Name _____

Home Address: _____

City: _____ State: _____ Zip: _____

Employer: _____

Position Title: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Preferred Mailing Address: Home Business

Home Phone: _____

Business Phone: _____

Fax: _____

Date of Birth: _____

Would you like to receive monthly legal education via email?
 Yes No

Preferred Email Address: _____

Your Specialty Area: (required)

- | | |
|---|--------------------------------------|
| <input type="radio"/> Law Office Management | <input type="radio"/> Criminal |
| <input type="radio"/> Business/Corporate | <input type="radio"/> Bankruptcy |
| <input type="radio"/> Probate/Estate Planning | <input type="radio"/> Taxation |
| <input type="radio"/> Court Personnel | <input type="radio"/> Administrative |
| <input type="radio"/> Litigation | <input type="radio"/> Government |
| <input type="radio"/> Family | <input type="radio"/> Real Estate |
| <input type="radio"/> Other (specify): _____ | |

Years Worked in the Legal Profession:

- 0-1 2-5 6-10 11-15 16-19 Over 20

Lawyers in Office:

- 0-1 2-5 6-10 11-20 21-49 Over 50

Type of Legal Office:

- | | |
|--|-------------------------------------|
| <input type="radio"/> Law Office | <input type="radio"/> Self-employed |
| <input type="radio"/> Corporate Legal Department | <input type="radio"/> Court System |
| <input type="radio"/> Government Services | <input type="radio"/> Other |

If you were sponsored by a current NALS member, please list below:

Sponsor's Name: _____

Sponsor's Member Number: _____

Membership Category

- \$197 International Membership (US Currency Only)
 \$165 New Member Dues
 \$75 Associate Member (educators, judges, attorneys)
 \$29 Student Member (minimum 9 credit hours required)

Total Due \$ _____

Payment Method

Payment must accompany application. There will be a \$20 charge for returned checks. Make checks payable to NALS.

- Check One: Check or Money Order Visa
 MasterCard Discover

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: Month _____ Year _____

Security Code: _____

Signature (credit card registrants only)

Return This Form and Payment to:

NALS...the association for legal professionals
8159 East 41st Street
Tulsa, OK 74145
or Fax To: (918) 582-5907

Questions?

Call (918) 582-5188 and ask for the member services department.

I agree to be bound by the *Code of Ethics and Professional Responsibility* and the bylaws/standing rules as adopted by NALS.
(Visit www.nals.org/aboutnals for details.)

Applicant's Signature

Membership is nontransferable.

Please send a copy of this application to your local membership chair.