



MANDATUM

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April 2015
Vol. I No. 7

President's Message



We are in the home stretch! April 8 will be our annual meeting (members only), and then our installation and member recognition night will be on May 13. In the blink of an eye our chapter year is coming to a close—or so it seems that way.

Thank you to Clerk of Courts / Magistrate Judge Peter Oppeneer (Western District of Wisconsin), for being our speaker in March! For those of us who work with the Western District on a daily basis, we

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Attachments: *Membership Application, WALP Annual Meeting Schedule & Registration Form, Dallman article*

Meeting Notice for April 8, 2015

Topic: *Annual Business Meeting and Roundtable*

Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Meeting

Place: Benvenuto's – Wine Cellar (Downstairs)
2949 Triverton Pike Drive
Fitchburg, WI 53711

Menu: Grilled salmon BLT with choice of side
salad or fries/ \$16

Cheese ravioli with choice of marinara or
alfredo sauce and side salad/ \$16

Cobb salad with choice of dressing/ \$16

*Price includes tax and gratuity, beverage not included.

RSVP

with your dinner order
by 12:00 p.m. on Monday, April 6,
to Anna Canty at:
akcanty@gmail.com



**Submission Deadline for the next issue of
Mandatum is:
April 23, 2015**

President's Message *continued from Page 1*

forget just how many cases, types of cases, and how much they really do on a day-to-day basis. Thank you again!

I look forward to seeing all our new and current members at our April annual meeting! Hopefully the snow will be gone by then, and spring will actually be official.

Karen Dempski, PLS
LPSCW President, 2014-2015

2014 – 2015 LPSCW Directory

Officers

President	Karen Dempski, PLS (608) 347-8059 (cell) kedempski@perkinscoie.com
President-Elect	Carol Mays, PLS (608) 835-8487 cmays@kerkmandunn.com
Secretary	Jennifer Frank (608) 261-5729 Jen.frank30@gmail.com
Treasurer	Michelle Tyms, PLS (608) 842-0718 chelle291@aol.com
Marketing Director	Deborah Dawson (608) 283-6701 (work) ddawson@axley.com
Education Director	Brenda Johll, PP, PLS (608) 334-9068 brendajohllpppls@gmail.com
Membership Director	Hilary Williams (608) 258-4335 (work) hwilliams@foley.com

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Committees

Bulletin/Mandatum	Anna Canty Sonja Umberger
Certification	Carol Mays, PLS
Employment	Cindy Frank, PLS
Fundraising	Deborah Dawson
Legal Education	Brenda Johll, PP, PLS
Member Services	Hilary Williams
Member of the Year	Jennifer Frank
Nominations/Elections	Sonja Umberger
Program	Brenda Johll, PP, PLS
Publicity	Deborah Dawson
Reservations	Anna Canty
Scholarship	Karen Pederson
Standing Rules/Bylaws	Anna Canty Jennifer Frank Sonja Umberger
Technology	Jennifer Frank



2014 – 2015 LPSCW Meeting Dates

April 8 *Annual Business Meeting & Roundtable*
May 13 *Officer Installation and Awards Evening*

No meetings in June, July, or August 2015

Other Dates to Remember

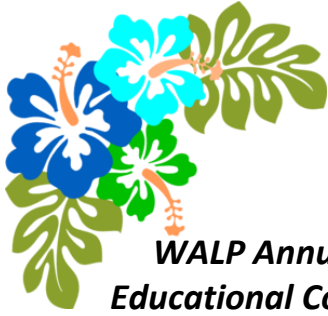
2015

May 15-16 **WALP 48th Annual Meeting and Education Conference**
Holiday Inn Riverwalk, Neenah, WI

May 30 **Komen Race for the Cure**
Alliant Energy Center

Sept. 9 **First LPSCW meeting following summer break**

Sept. 25-26 **WALP 2015 Fall Meeting**
at Turtle Lake Casino, Turtle Lake, WI
Hosted by: St. Croix Valley Legal Professionals



WALP Annual Meeting and Educational Conference Updates

Event registrations must be postmarked by April 10 to avoid a \$25 late fee! Hotel rooms must be reserved no later than April 16 to qualify for the WALP room block rate.

We have very recently been informed that the Riverwalk Hotel in Neenah is under new ownership and is no longer associated with the Holiday Inn hotel chain. Everything is in place for our event. How this change may affect you is that you will not be able to use any Holiday Inn affiliated "points" program toward any further discounted rates for your room. This is a very recent change for the hotel. During the transitional period, the hotel is unable to accept online room reservations. Please call the hotel directly at (920) 725-8441 to make your room reservations. Rooms are being held in the WALP name at the rate of \$89/night for up to two days before and two days after our May 15-16 event.

Complete reservation and registration information can be found on the WALP Web site at <http://www.wisconsinalp.org/calendarofevents.htm> – the registration form, as well as the agenda for Friday and Saturday and the hotel information.

Come join us for legal education, networking, and fun during our "Tropical Staycation" event!

We look forward to seeing you there!

Your 2015 WALP Annual Meeting Co-Chairs,

Julianna Durie, PLS
julianna.durie@yahoo.com

Sara Monnette, ALP
monnettesara@gmail.com

Katy Mathes-Woldt, PLS, CAP
kmathes@gklaw.com



Save the Date

LPSCW's Annual Installation of Officers & Member Recognition Night



May 13, 2015 at Benvenuto's-Fitchburg

Certification Updates

I am happy to report that Derek Schuld will be taking the ALP exam this fall. Pam Pahmeier is also studying to take the PLS exam. Best of luck to you both with your studying. I know the hard work you put into taking the exam will be well worth it.

Just a reminder to anyone who wants to take one of the exams, WALP has the current books available for your use if you would like to borrow them. Also, the BMLA (Basic Manual for the Legal Assistant) will be available as an eBook.

We are very proud of both of you for furthering your education. Good luck!

A full report of the events held at the Professional Development and Education Conference in Tulsa will be presented at our Installation Meeting.

Carol J. Mays, PLS
Certification Committee



Legal Trivia

Q1: Which federal agency protects the public against impure and unsafe drugs, foods, and cosmetics?

Q2: Legal encyclopedias, treatises, and digests are what kind of authority?



See **Answers** on Page 5

**Legal Personnel of
South Central Wisconsin
Minutes – March 11, 2015
Benvenuto's, Fitchburg, WI**

The business meeting was called to order by President Karen Dempski, PLS at 8:07 p.m. Informal Roll call was taken. 9 members and 3 guests were present.

Officer Reports

President Elect Carol Mays, PLS had no report.

Secretary, Jennifer Frank (excused): Jennifer submitted the minutes from the February 2015 meeting to the Mandatum for review. The minutes from the February 2015 meeting stand approved as printed.

Treasurer, Michelle Tyms, PLS: A report was submitted subject to financial review. There was discussion regarding a \$45 NALS rebate that needs to be added to the account. There was also discussion regarding a refund due to Anna Canty for purchasing items for a basket sponsored by LPSCW for the LAW DAIS IResolve event. There was a brief recap of the

LAW DAIS IResolve event by chapter member Deborah Dawson. The LPSCW basket sold for \$80. LPSCW will consider participating in future events with LAW and DAIS going forward.

Education Director, Brenda Johll, PP, PLS has no report.

Marketing Director, Deborah Dawson has no report.

Membership Director, Hilary Williams has no report, but mentioned that membership has remained the same since last month.

Committee Reports

Certification: Pam Pahmeier plans to take the PLS exam in the fall of 2015. Derek Schuld plans to take the ALP exam in the fall of 2015.

Employment: No report. Cindy Frank, PLS continues to send out employment notices as she receives them.

Legal Education: Hilary Williams mentioned that CLE

Certificates for tonight's presentation are available for pick up.

Installation: Hilary Williams has been working on the Installation Night ceremony. She will give specific details during the April annual business meeting.

Member Services: Jennifer Frank could use encouragement due to health issues. WALP member Karen Allen's husband past away and a card was sent on behalf of LPSCW.

Member of the Year: Karen Dempski, PLS reminded members to get their ballot to Jennifer Frank.

Reservations: Anna Canty stated that if there are any special dietary needs or special meal requests to send them to her each month by the due date noted in the Mandatum.

Scholarship: There were no applicants this year. There was a brief discussion that the funds may be able to be used for a member who is registered to take a NALS certification exam. Sonja Umberger will follow up with last year's scholarship recipient to find out if she wants to submit an application to WALP for their 2015 scholarship.

Standing Rules/Bylaws: Sonja Umberger stated that the committee continues to meet. A tentative deadline of September 2015 was set for an initial review of the revised Bylaws, Standing Rules and a possible new document, Operating Guidelines.

New Business

Karen Dempski, PLS noted that there is still a need for a President Elect for WALP.

Old Business

2016 WALP Annual Meeting: Karen Dempski, PLS mentioned that the goal is to hold the meeting downtown Madison, and have a flyer with at minimum the date (April 29-May 1, 2016) and the location put together by the WALP Annual meeting in May, 2015. She, Deborah Dawson and Sonja Umberger had a telephone conference regarding the details of the 2016 Annual meeting. Another goal is to set up a tour of the Supreme Court of Wisconsin. Karen Dempski, PLS asked for any other ideas to be sent to her.

See [Minutes](#) on Page 5

Minutes continued from Page 4

WALP 2015 Annual Meeting Ad: Anna Canty and Hilary Williams will have the ad completed by the end of March, 2015.

WALP 2015 Annual Meeting Door Prize: Brenda Johll, PP, PLS volunteered to create a basket to be used as a door prize which will be donated on behalf of LPSCW. Deborah Dawson will ask Axley Brynelson to submit a gift certificate for the Wisconsin Restaurant Association to be used as a door prize at the WALP 2015 Annual Meeting.

2015 NALS Professional Development & Education Conference-Tulsa: Carol Mays, PLS attended this conference. She reported that NALS is looking for a new Certification Employee. NALS is now using Ebooks as study guides for certification exams. The next certification exams will be administered in

March and September of 2015. Florida and Delaware have been leaders in administering the ALP exam to high school seniors.

Announcements

Karen Dempski, PLS read the announcements from the agenda. Sonja Umberger noted that the WALP Fall meeting will be held at the Turtle Lake Casino in St. Croix, WI. It was also noted that the NALS 65th

Annual Education Conference and National Forum will be held in Nashville, TN in October of 2016.

The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Hilary Williams
LPSCW Secretary *Pro Tem*

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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.*

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engage
inspire
enhance
promote

Congratulations!

Gail Dallman!

Way to go! Attached is an article that was in the *Edgerton Reporter* very recently, honoring Gail Dallman, PP, PLS, who is a legal assistant for the U.S. Trustee Program in Madison. She received the Excellence in Legal Support award in Washington D.C. last fall.

Gail is a lifetime member of our chapter and we are so proud of her achievement.

Congratulations, Gail!

More about the ceremony where Gail and others were recognized...

U.S. Attorney General Eric Holder recognized department employees and others for their service at an annual awards ceremony held last fall.

The Attorney General's Award of Excellence in Legal Support recognizes outstanding achievements in the field of legal support to attorneys by paralegal specialists and other legal assistants.

....

In the Legal Support Category, this year's award for Excellence in Legal Support [was] presented to Gail P. Dallman, Legal Assistant for the Executive Office for U.S. Trustees' Office of the U.S. Trustee - Region 11 for her outstanding and sustained dedication and contributions to the U.S. Trustee Program. On her own initiative, Ms. Dallman worked to identify, test and implement the use of low-cost alternatives to the Public Access to Case Electronic Records (PACER) system. Based on her success in converting offices in Region 11, the U.S. Trustee Program made PACER costs savings nationwide a priority for fiscal year 2014, and Ms. Dallman is playing an important role in that effort. She serves as one of the field leads on the CourtLink Working Group, adapted the PowerPoint

tutorial she developed for her region for use on a national level, and assisted in drafting frequently asked questions and answers for new users. She also fields questions and provides assistance to staff from around the country as they work to implement this new system in their offices. As a result of the efforts started by Ms. Dallman, the U.S. Trustee Program has already realized significant savings, and projects a drop in PACER costs of at least \$750,000 in fiscal year 2014

The United States Department of Justice, Office of Public Affairs, Press Release (Oct. 15, 2014)

Legal Trivia Answers

Answers continued from Page 3



Q1: Which federal agency protects the public against impure and unsafe drugs, foods, and cosmetics?

A1: *Food and Drug Administration*

Q2: Legal encyclopedias, treatises, and digests are what kind of authority?

A2: *Secondary authority*

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.

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.

MANDATUM

Editor: Sonja Umberger

Content, layout & design: Anna Canty

Contributing writers: Karen Dempski, PLS, Hilary Williams, Sonja Umberger, Carol Mays and Phyllis DeGraff.

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 Anna Canty at akcanty@gmail.com.

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