



MANDATUM

www.lpscw.org

October 2014
Vol. I No. 2

President's Message



What a fabulous time at the WALP Fall Educational Conference, which we hosted! We had an attendance of 25 people, the speakers were great, and our Friday night get-together was quite entertaining. Thank you to everyone who assisted in the planning and at the conference!

I also want to extend a thank you to David Williams for being our presenter at the September 10 meeting. Hands-only CPR was a valuable demonstration for all.

October's topic is "Mental Health and Addiction Issues in the Legal Profession," presented by Tim Edwards. I hope all of you will plan to attend; Tim is a wonderful speaker and has spoken to our Association in the past.

Enjoy the fall, and I look forward to seeing everyone at our October 8 meeting!

Karen Dempski, PLS
LPSCW President, 2014-2015

Inside this issue

- 1 *President's Message*
- 1 *Meeting Notice*
- 2 *2014-15 Officers & Committees*
- 2 *2014-15 LPSCW Program dates*
- 3 *To Become Certified or Not?*
- 3 *Legal Trivia*
- 3-4 *Meeting Minutes*
- 4 *Free Seminars at Madison College*
- 5 *Nominations & Elections Update*
- 5 *Legal Trivia Answers*
- 5-6 *NALS Mission and Code of Ethics*

Meeting Notice for October 8, 2014

- Topic: Mental Health & Addiction Issues in the Legal Profession
- Speaker: Tim Edwards
Cullen, Weston, Pines & Bach LLP
- Time: 5:30 p.m. Networking
6:00 p.m. Dinner
6:30 p.m. Speaker
- Place: Benvenuto's (in the Wine Cellar)
2949 Triverton Pike Drive
Fitchburg, WI 53711
- Menu: Fettuccine and alfredo sauce with mixed vegetables. / \$18
Asian chicken salad with choice of fried or grilled chicken. / \$16
Grilled salmon BLT with chips. / \$15
- *Price includes tax and gratuity, beverage not included.

RSVP with your dinner order by 12pm on Monday, October 6 to Anna Canty at: akcanty@gmail.com

Need to cancel? We know things happen. Email Anna as soon as you know you can't make it for the best chance at not being charged for your meal. Meal cancellations are up to the discretion of the restaurant.

Like us on Facebook!



Find our page on Facebook under Legal Personnel of South Central Wisconsin and share with us!

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
Treasurer	Michelle Tysms, 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

Committees

Bulletin/Mandatum	Theresa M. Doty Anna Canty
Certification	Carol Mays, PLS
Employment	Cindy Frank, PLS
Fundraising	Deborah Dawson
Legal Education	Brenda Johll, PP, PLS
Officer Installation & Awards Evening	Hilary Williams
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 Theresa M. Doty Jennifer Frank Sonja Umberger
Technology	Jennifer Frank



2014 – 2015 LPSCW Meeting Dates

Oct. 8	<i>Mental Health & Addiction in the Legal Profession / Tim Edwards</i>
Nov. 12	<i>Baby Veronica Case / Theresa Roetter</i>
No December Meeting	
Jan. 14	<i>U.S. Supreme Court Ruling on Inherited IRAs / Speaker TBA</i>
Feb. 11	<i>Elder Abuse / Speaker TBA</i>
March 11	<i>Topic/Speaker TBA</i>
April 8	<i>Annual Business Meeting & Roundtable</i>
May 13	<i>Officer Installation and Awards Evening</i>

No meetings in June, July, or August 2015

Other Dates to Remember

2014	
Oct. 2-4	NALS 63rd Annual Educational Conference & National Forum Crowne Plaza, Houston, TX
Oct. 13-17	NALS Court Observation Week
Dec. 7	Jingle Bell Run/Walk for Arthritis Verona Area High School
2015	
Jan. 31	WALP spring meeting hosted by Lakeshore Area Association for Legal Professionals
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



To Become Certified or Not?

My question to you is, "Why not become certified?" Your question back may be "Why should I?" For those of us who are certified, we will all tell you it is well worth it – all the sleepless nights, hours of study and review, wracking your brain for the answers. Whether or not your employer acknowledges your accomplishment, it is the personal growth, satisfaction, pride, and the amazing feeling you will have when you receive your certificate in the mail and you realize you are now one of the few thousand people nationwide who have actually taken the time to study and prepare for the nearly day-long test and passed! Whether you pass on your first try or your second, it doesn't matter. Your accomplishment will stand out from the rest. It shows that you have self-discipline, ambition, motivation and the willingness to accept a challenge. It is something to be very proud of.

WALP has the books available if you'd like to check them out to start studying. This is a big savings in itself. The cost for just the exam is as follows: ALP (Accredited Legal Professional) - \$100 for members, \$125 for non-members and \$75 for students; PLS (Professional Legal Secretary) is \$175 for members and \$225 for non-members; and PP (Professional Paralegal) is \$225 for members and \$275 for non-members. If you have already become certified and want to advance to the next step, the fees are cheaper as you only need to take certain sections.

So again I ask, "Why not become certified?" Winter is a great time for studying as there is not as much going on outside. Add that goal to your 2015 Bucket List!

Carol Mays, PLS
LPSCW President-Elect

en•hance | en'hans |
Strains, intensify, increase, or further improve the quality, value, or extent of; has dedicational involvement and enhance her career | Continuing legal education enhances the value of employees.

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

- Online CLE focused on practice areas.
- Three certifications to advance your career.
- Website access to a library of articles and resources.
- Conference schedules built around your specialties.
- Online communities of experienced legal professionals.
- Career Center linked to other legal associations.

www.nals.org **NALS** the association for legal professionals

Legal Trivia

Q1: What is compensation for use of property usually expressed as a percentage of receipts from using the property?



Q2: What word describes the act of giving or enacting laws?

See [Answers](#) on Page 5

Legal Personnel of South Central Wisconsin

Minutes – September 10, 2014

Benvenuto's, Fitchburg, WI

The business meeting was called to order by President Dempski at 7:55 p.m. Thirteen members were present.

Officer and Committee Reports

President, Karen Dempski: Karen distributed a sign-up sheet for the chapter's committees. Members were encouraged to sign up for committees.

President Elect, Carol Mays: No report.

Secretary, Jennifer Frank: The minutes from the April 9, 2014, meeting were printed and reviewed at the meeting and approved as printed.

Treasurer, Michelle Tyms: The report was filed subject to financial review. It was noted that Karen was reimbursed for personally paying for the post office box, because, after investigation by Michelle, the Post Office never received the renewal check. The 2014-2015 budget was reviewed and approved, as corrected.

Education, Brenda Johll: Brenda has many ideas for topics this season as outlined in the handout. Others came with potential speaker suggestions as well. Deb Dawson mentioned that Judge Lanford, Dane County, may be able to speak at some point, as the Judge was not available to speak last year as originally anticipated.

See [Minutes](#) on Page 4

Minutes continued from Page 3

Marketing, Deborah Dawson: Deb would like to get pictures and information from the state meeting for Facebook. She will post pictures from this evening's speaker on Facebook.

Membership, Hilary Williams: Hilary passed around a current directory and asked that everyone make certain their information is up-to-date. The membership numbers are holding steady.

Mandatum: The deadline for the October edition is September 25, 2014.

Certification: Carol Mays indicated that right now no one is preparing to test for their certification; should, however, anyone be interested, WALP has books that may be borrowed. Anyone interested in borrowing the books should contact the WALP Education Director, Sonja Umberger for more information.

Employment: Cindy Frank has been sending out many employment opportunities recently.

Fundraising: Karen gave information regarding the nut sale. The cost of the nuts went up a bit. We agreed we would sell nuts again this year. Karen would like to place an order soon. If interested in placing an order, have it to Karen by October so she can have the nuts by the November meeting. Other fundraising ideas were brought up, including a wine and cheese event for spring, kickball, and a bean bag fundraiser.

Legal Education: A volunteer is needed to write legal education articles for the *Mandatum*.

Installation: Hilary indicated the officer installation will take place in May.

Member Services: Norma Kropp will get the rest of the Member Services materials from Michelle.

Member of the Year: No Report.

Nominations/Elections: Sonja Umberger will get these out soon.

Program: See Education report.

Publicity: Need volunteer.

Reservations: Anna Canty stated that the reservations process went well. It was suggested

that an email reminder be sent shortly before the meeting. Reservations for the September and October meetings have been made at Benvenuto's. There is a \$25 charge for the Wine Cellar room.

Scholarship: No report.

Standing Rules/Bylaws: The committee is meeting on a regular basis and progress is being made.

Technology: Jennifer reported that the website is being updated regularly. Pictures of this evening's event will be posted when they are available.

Old Business

Brenda spoke about the 2014 Jingle Bell Run and the 2015 Koemen Race for the Cure volunteer opportunities.

The meeting adjourned at 8:42 p.m.

Jennifer Frank
LPSCW Secretary



Photo Credit: Anna Canty

Free Seminars at Madison College

Thank you for your interest in the Madison College eCourt and our upcoming events. The Madison College Paralegal Program has planned three **Free Brown Bag Lunch Ethics CLE seminars as well as a free county e-filing training**. Two of these CLE seminars have occurred. The next CLE seminar is scheduled for Friday, October 24th. Attached is a flyer. These seminars and training are designed for attorneys as well as law office staff. Additional CLE seminars are being planned.

Norma Kropp

Nominations & Elections Committee update

Attached is a nomination form for you to complete and return to me by **December 31, 2014**. Although the form requests that you ask your nominees if their name can be placed on the ballot, if you would prefer that I contact them I would be happy to do so.

Because we do not have a December meeting, we will be electing our 2015-2016 officers at the January meeting.

The following is a brief description of the officer duties of our association:

President-Elect – The President-Elect shall act in the absence of the President and shall perform such other duties as may be designated by the President or the EC and as outlined in the LPSCW Standing Rules.

Secretary – The Secretary shall keep a correct recording of the proceedings of all meetings of LPSCW and of the EC and shall maintain them in a permanent record book.

Treasurer – The Treasurer shall be notified of payment of all dues of LPSCW, and is responsible for receiving same from NALS; shall make disbursements as required by the budget, the EC, and the membership.

Marketing Director – The Marketing Director shall oversee all aspects of promoting and marketing LPSCW.

Education Director – The Education Director shall oversee all aspects of ensuring that we have interesting education.

Membership Director – The Membership Director shall work to recruit new members while retaining current membership.

This is YOUR Association, so please consider nominating yourself or a fellow member of LPSCW to serve as an officer for 2015-2016!

Sonja Umberger
LPSCW Nominations & Elections Committee

Legal Trivia Answers

Answers continued from Page 2

Q1: What is compensation for use of property usually expressed as a percentage of receipts from using the property?

A1: Royalty

Q2: What word describes the act of giving or enacting laws?

A2: Legislation



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;

See **Ethics** on Page 6

Ethics continued from Page 5

- 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: Theresa M. Doty
Content, Layout & Design: Anna Canty
Contributing writers: Karen Dempski, PLS, Hilary Williams, Carol Mays, PLS, Sonja Umberger, Norma Kropp, Jennifer Frank and Anna Canty

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

AN INVITATION

Free CLE Seminars

Free CLE Seminars

Sponsored by the Madison
College Paralegal Program



Join us in celebration of the magnificent e-Court Complex in the new Protective Services Building on the Madison College Campus with a series of **four free CLE sessions** on the following Fridays in the Fall from 11:30 AM to 12:30 PM:

Aug. 22: Exploring SCR 20:8.3, Part 1 of 2 (EPR)

Sept. 19: Exploring SCR 20:8.3, Part 2 of 2 (EPR)

Oct. 24: OLR & Atty. Discipline Process (EPR)

Nov. 21: e-filing in Wisconsin Circuit Court

Although there is no cost to you to attend these CLE programs, unfortunately we are unable to provide food or beverages for attendees -- please be sure to BYO

Location: Protective Services Building, Room 241
1701 Pearson Street, Madison, WI 53704

Please RSVP at WFBedkerJr@madisoncollege.edu

madisoncollege.edu/plus/paralegal

**LEGAL PERSONNEL OF SOUTH CENTRAL WISCONSIN
OFFICER NOMINATION FORM
2015-2016**

You must be a member in good standing to nominate a candidate for officer of Legal Personnel of South Central Wisconsin.

To nominate a candidate, please complete the following:

1. VERIFY with your candidate that she/he is a member of Legal Personnel of South Central Wisconsin.
2. ASK your candidate if she/he is willing to be considered as an officer.
3. IF THE ANSWER TO #1 & #2 ARE YES, you may submit their names on the form below.
4. THE NOMINATOR MUST SIGN & DATE THIS FORM.
5. FORWARD TO:

LPSCW Nominations and Elections Committee
Attn: Sonja Umberger
P.O. Box 2446
Madison, WI 53701

OR e-mail to snjumberger@gmail.com

6. **DEADLINE: December 31, 2014**

Nominations

President-Elect: _____

Secretary: _____

Treasurer: _____

Education Director: _____

Marketing Director: _____

Membership Director: _____

Member Name (print): _____

Member Signature*: _____ Date: _____

*I have asked all the above candidates and they have agreed to the nomination



engage
inspire
enhance
promote

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)

Law Office Management Criminal

Business/Corporate Bankruptcy

Probate/Estate Planning Taxation

Court Personnel Administrative

Litigation Government

Family Real Estate

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:

Law Office Self-employed

Corporate Legal Department Court System

Government Services 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.