



REGION 4 NEWSLETTER

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

Issue 9 - July – August, 2009

A WORD FROM YOUR DIRECTOR

We recently made NALS history as we Traveled Through History While You Maximize Your Potential at NALS Region 4 Meeting in Savannah, Georgia. Speakers were fantastic. This meeting was awesome. We had a very good attendance and the hotel was extremely good to work with.

Region 4 was delighted to have Kathleen Amirante, PP, PLS as our guest. I think Kathie enjoyed herself as well. Dee Beardsley, PP, PLS loved us so much last year, she had to make a return visit. Kathie and Dee, you are welcome to come any time. I have attached a copy of the triangle I have submitted to NALS Foundation for the contest. This was painted by Cate Ramey from Tennessee.



I have previously sent you a full accounting of the meeting so I will let you refer to that for complete statistics. I have also posted a lot of pictures from our meeting on Facebook so check them out. Since Kathie Amirante was a guest of ours, she gave a report to the Board that I thought you would enjoy reading



NALS REGION 4 VISITATION REPORT

Kathleen Amirante, PP, PLS
NALS Secretary/Treasurer

The Region 4 Conference was held in Savannah, Georgia July 31 - August 2, 2009, at the Mulberry Inn in the Historic Section of Savannah. I was met at the airport by Nancy Harris and her husband Larry who had to wait an extra hour for my late plane. Nancy was so organized that she had time to go sightseeing with me Friday afternoon before the Welcome party. We took a Trolley Tour of the Historic Downtown that was a wonderful way to tour for someone who had never been to Savannah.

There were 77 registered for the conference and everyone got a chance to meet and catch up at a Welcome Reception Friday evening. Afterwards, a group of us were off on the Ghost Tour of Savannah, another perspective of this historic city.

Saturday morning started bright and early with breakfast from 7:30 to 8:30 followed by the Keynote Speaker, Byron Sabol, with his presentation "Communicating with Difficult and Challenging People During Difficult and Challenging Times." Mr. Sabol gave us tips on how to turn those contrary people into our advocates or at least to be able to get along and get things accomplished.

Following a short break to purchase Foundation Raffle Tickets, Region 4 Raffle Tickets, and tickets for a couple of state raffles, we moved into "Trial Technology--Don't Let it Scare You" an extremely entertaining presentation by Freedom Court Reporting. Our last speaker of the morning was Attorney James Gibson. He is a defense attorney South Carolina who spoke about the blending of the old and new in a litigation firm or any practice for that matter.

Friday afternoon we were treated to a session on General Estate Planning Techniques, and Estate Tax Issues. Our speaker was a very, young attorney who had only been practicing one year. She did an excellent job with a great sense of humor. On the whole a great session. At the end of this session we had the Foundation drawings and Region 4 drawings.

Saturday evening, a group of us went to the Paula Dean restaurant Lady & Sons for a fine home-cooked buffet style dinner. Then fortunately the rain stopped long enough to walk back to the hotel along the river and visit some of the shops.

Sunday morning we had a wonderful full breakfast and then moved into additional seminars. My session was "Think Big - Change Yourself - Change Your Association," with a focus on Change Yourself. Following my remarks Dee led a session on Team Work. The room was divided into groups of four and we were given a scenario of our Yacht in the Pacific sinking. We were given a list of materials we were to use for survival. Each one individually rated the importance of this list and then as a group of four worked together as a team to determine the importance of each item. The session was fun and taught us the importance of being able to express our own opinions, work out the differences, and come up with a plan agreeable to all on the team.

Our last speaker was attorney JoAnne Little who spoke about End of Life Care and the importance of making decisions early in life and having the decisions in writing to help family members in the event of a situation where they would have to make decisions on your behalf.

The conference ended with a Town Hall meeting with discussions on where to hold the 2010 Region meeting among other items.

This was a wonderful meeting and I enjoyed myself thoroughly. Nancy and the Region 4 members were magnificent hostesses and I learned the true meaning of Southern Hospitality.

The only downside was the trip home. Both Dee and I ran into problems with delays and more delays. I was lucky enough to get out of Savannah on Sunday and able to catch my connection in Atlanta, because that one was delayed 2 hours also. Dee, on the other hand, was treated to another night in Savannah complements of her airline. Just one of life's little glitches.

We are improving on our Think Big Campaign. See results below. We held our drawing for the first of many give alwys. Teresa Moore, PP, PLS won the first \$100 for recruiting a new member. Come to our on-line THINK BIG meetings and share your ideas on how to increase our membership. REVIEW THE PROPOSED HOTEL SITES AND GET BACK WITH ME ON YOUR SUGGESTIONS.

Meet our Cheerleader. Thanks to Deborah Waters for this creation. Please feel free to use her to promote our THINK BIG Campaign.



Also, Thanks to Jay Moore, here is our THINK BIG logo to use as you would like.

Also, remember, this is your newsletter. If you have anything you would like to include in our Newsletter, please send that me too, and I will include it in the next Newsletter. Contact me if you have any suggestions or questions regarding our Region or NALS.

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

CALL FOR NOMINATIONS HAS GONE OUT AND NOW CLOSED



Ballots will be sent out to all around September 21. PLEASE take the time to vote. The Region that places the most votes will receive a free registration to Tulsa. This could be Region 4. It is up to you.



“THINK BIG” MEMBERSHIP CAMPAIGN

REGION	MARCH 09 Total Net	August 09 Total Net	%
Region 1	145	131	-9.655%
Region 2	417	383	-8.153%
Region 3	436	408	-6.422%
Region 4	634	589	-7.098%
Region 5	332	318	-4.217%
Region 6	1054	1022	-3.036%
Region 7	554	528	-4.693%
Region 8	344	338	-1.744%
National	3916	3717	-5.082%

Campaign regional rank from lowest decrease to highest decrease.

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

For a comparison of where you were at the end of the fiscal year this time last year, R5 is in the lead with the only increase and R8 second with the least decrease as shown below. Let’s figure out how to keep those members!

- R1 -12.1
- R2 -17.8
- R3 -5.6
- R4 -12.1
- R5 +2.9
- R6 -9.4
- R7 -9.1
- R8 -0.88

We have moved up one. Get out there and bring in those new members and contact those that have not renewed. Remind them that NALS is offering a waiver of their dues for one year if they are out of work. Come on Team. LET’S THINK BIG. Together we can help NALS return to the large membership we once had.



NALS President-elect
Patricia E. Infanti, PP, PLS

Challenges YOU to



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.

Future Leader Development: This committee is new for the 2010-11 year. Conceived as a continuation of NALS University (the leadership sessions held in Tulsa), this committee's responsibilities will include, among other things, providing seminars or programs via Webinars, the Online Learning Center, or other venues specifically geared toward instructing and cultivating the future leaders of NALS.

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
			@Law
			Certifying Board
			Education
			NALS Future Leader Development
			Marketing

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: _____

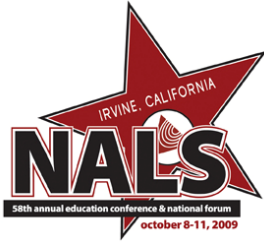
Do you consider yourself "technologically savvy"? _____

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, 51st 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.



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 Carpet Gala 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.

The NALS Foundation is looking forward to Irvine and the Purple Carpet Gala. You'll have ample opportunity to contribute to the NALS Foundation throughout the conference though circle donations, sweepstakes tickets, silent auction, live auction, and \$1 votes at the NALS Foundation Gala Saturday night!

NALS 7th Annual Swap Meet

Does your state or chapter have products they would like to promote throughout NALS? This is your opportunity to promote and sell your products at the NALS Education Conference and National Forum in Irvine, California. Register Now to show and sell your items at the NALS Swap Meet in Irvine, California, during the 58th Annual NALS Education Conference and National Forum.

YOU MUST MEET THE FOLLOWING CRITERIA TO SHOWCASE YOUR PRODUCTS!

- *You must have a fully registered representative in attendance at the Irvine Conference to man the display and sell the products during the Swap Meet.*
- *You must have at least one product to showcase. You need to have the item available to sell or order. It is sometimes easier to sell a product that can be purchased and taken home with the attendee, however there are some products that are easier to order and ship later.*
- *Your representative must be available to man your table on Thursday, October 8, from 4:00 p.m. to 5:00 p.m. You will be responsible for your own sales and funds will go directly to you for handling.*
- ***YOU MUST SUBMIT THIS ONLINE FORM TO BE INCLUDED IN THE SWAP MEET BY SEPTEMBER 1, 2009 .***

Get Your NALS Conference T- Shirts! NALS is doing pre-orders only and you can pick it up in Irvine. **THESE SHIRTS WILL NOT BE FOR SALE AT THE CONFERENCE...THEY ARE ONLY AVAILABLE BY PREORDER!** If you are not able to make it to Irvine but would still like to purchase a conference t-shirt you can do so for \$5 more and NALS will ship it to you after the conference. **Show your NALS Pride in this stylish t-shirt and get a great souvenir for only \$15! Go to store@nals.org to place your order**



Deadline is September 15, 2009



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:

HURRY!!! DEADLINE TO APPLY FOR THE NEXT NALS GRANT IS SEPTEMBER 1, 2009. Remember this is for Certification and Education purposes only.



Scales of Justice

Someone in your community deserves this prestigious Award!

The Scales of Justice Award is an award presented by the NALS Foundation to recognize persons or entities who:

- Improve access to justice
- Improve the quality of legal services
- Promote the legal profession
- Support the community where they work and live

Who can receive the NALS Foundation Scales of Justice Award?

Any person or business in your community who promotes the legal profession is eligible to receive the award. Recipients are not required to be NALS members (but they can be). Who to nominate:

- Judges who remove impediments in the court systems to support access to legal assistance for low income persons
- Attorneys who provide pro bono services
- Attorneys and bar associations who develop high school mock trial programs
- Firms or legal professionals who make contributions to law-related education for youth
- Attorneys or bar associations who make contributions to law-related education for the elderly
- Firms, attorneys, or legal professionals who volunteer services to improve their communities
- Media (print and audio) who feature "good news" stories about judges, attorneys, legal professionals or the legal profession.

What does the Award Recipient receive?

The NALS Foundation will present a handsome certificate, suitable for framing, to the Award Recipient along with a statue award with the Scales of Justice etched on it. In addition, the Award Recipient will receive publicity through press releases and recognition on the NALS Foundation web site.

Who can submit nominations?

Individual members of NALS, chapters or state associations can submit a nomination. The submitter will be named in all publicity (unless anonymity is requested). The process is easy and you can submit your application at any time. [You can submit the nomination online](#). If you prefer to mail or fax your nomination, use the nomination form in [PDF](#) or [Word](#) format. Submission instructions are included on the form.

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

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

Some Dates to Remember:

September 1, 2009	Deadline to apply for the next NALS Grant
September 21, 2009	Approximate date ballots will be sent out. Remember, VOTE, VOTE, VOTE
October 8-11, 2009	NALS 58 th Annual Education Conference and National Forum in Irvine, California. NALS will be celebrating its 80 th year by going back to the state that we were formed in. See you there.
October 20-24, 2010	NALS 58 th Annual Education Conference and National Forum in Branson, Missouri at the Chateau on the Lake

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, 7th 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 – July 2009
August not posted yet

ALABAMA

Lisa Youngblood
800 Shades Creek Parkway
Birmingham, AL 35209
lyoungblood@sterneagee.com

Virginia Cole
11100 Anne Lane
Theodore, AL 36582-9702

Kelly L. Isaacson
Murchison & Howard LLC
110 W. Section Avenue
Foley, AL 36535-3570
kelly@mhwlaw.us

Julie Trawick
Pat Wood
P.O. Box 664
Elberta, AL 36530-0664
patwood@gulftel.com

Correll S. Mayfield
P.O. Box 1794
Gulf Shores, AL 36547-1794
csmayfield@hotmail.com

Karen N. Murphy
Kopesky & Britt LLC
451 Magnolia Avenue
Fairhope, AL 36532
Karen.kbnlawfirm.com

Kim Hines
24821 Commercial Avenue
Orange Beach, AL 36561-5820



GEORGIA

Linda Stricker
The Cooper Law Firm
701 Whitlock Avenue SW
Marietta, GA 30064-4658
linda@thecooperfirm.net

TENNESSEE

Brandy L. Allemand
130 Hillview Drive
LaVergne, TN 37086
Brandy.allemand@yahoo.com

Glenice M. James
Baker Donelson
P.O. Box 3038
Johnson City, TN 37602-3038
mjames@bakerdonelson.com

Joy E. Galyon
Baker Donelson
P.O. Box 3038
Johnson City, TN 37602-3038
jgalyon@bakerdonelson.com

Lorrie Hughes
Baker Donelson
P.O. Box 3038
Johnson City, TN 37602-3038
lhughes@bakerdonelson.com

Dawn McCray
Baker Donelson
P.O. Box 3038
Johnson City, TN 37602-3038
dmccray@bakerdonelson.com

Linda Buckland
Baker Donelson
P.O. Box 3038
Johnson City, TN 37602-3038
lbuckland@bakerdonelson.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.

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.