



REGION 4 NEWSLETTER

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

Issue 11 - November – December, 2009

A WORD FROM YOUR DIRECTOR

I just returned from a site visitation of the hotel for our next Region 4 meeting. I was extremely pleased with the Holiday Inn. It has recently been renovated. I have included some pictures of the site. When you walk into the hotel, you enter an extremely large atrium area which includes the following: Swimming area, registration, restaurant and welcome area. The meeting rooms are off of this atrium. Also the hotel offers game rooms for the kids, fitness room, indoor and outdoor pools as well as free high-speed internet service throughout the hotel. Close by are all kinds of sights to see. This is an ideal spot to make a family vacation out of this conference.





Start planning for your next trip Region 4 meeting. Registration form will be sent out at the first of the year.

Donice Alford, PP, PLS of Tennessee was the winner of the second drawing for \$100.00 for the Think Big Campaign. We have one more \$100 for the drawing for bring in new members for the months of November, December, January, and February. Drawing will be the first of March. Then we will have a drawing from all of those that have brought in new members during this campaign as follows: One for Tulsa for \$250; one for Branson for \$350; and one for Region 4 for \$100.

Congratulations to the 2010-2011 NALS Board of Directors!

OFFICERS

President -- Patricia Infanti, PP, PLS (PA)

President Elect -- Kathie Amirante, PP, PLS (MI)

Secretary/Treasurer -- Helene L. Wood, PP, PLS, TSC (TX)

FUNCTIONAL DIRECTORS

Certification Director -- Doris Compton, PP, PLS (AR)

Education Director -- Jeannie Shaw, PP, PLS (MS)

Marketing Director -- Karen McElroy, PP, PLS (AZ)

Membership Director -- Tina Boone, PLS (TN)

OTHERS

Immediate Past President -- Julie Abernathy, PP, PLS (TX)

NALS Foundation Chair -- Faynell Poe, PP, PLS (TX)

Executive Director -- Tammy Hailey, CAE (OK)

REGIONAL DIRECTORS

Region 1 Director -- Antoinette Van Schaick, PP, PLS (NY)

Region 2 Director -- Rita Ann Gilson, PP, PLS (PA)

Region 3 Director -- Barbara Stone, PP, PLS (MI)

Region 4 Director -- Lisa Mitchum, PLS (GA)

Region 5 Director -- Renee Kleinjan, PLS (MN)

Region 6 Director -- Tina Hurley, PP, PLS (TX)

Region 7 Director -- Brynne Williamson, PP, PLS (WA)

Region 8 Director -- Karen Becker, PP, PLS (CA)

The region casting the highest percentage of ballots in this election is Region 3 with 46% of their ballots returned. For their efforts, Region 3 receives a free registration to the NALS 2010 Professional Development & Education Conference in Tulsa, Oklahoma.

Region 4 came in at second place with 43.49% of its ballots being returned.

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.



I will be out of the office most of the month of December recovering from major surgery on December 7. Let me take this time to wish each of you a very Merry Christmas and a Happy New Year. I will have access to emails and will answer any I receive as soon as I can. I may not respond as quickly as when I am at work because I am constantly in front of the computer at work.



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The next NALS WebEd Session will be December 8, 2009 - 7:00 p.m. Central
Chapter 11 Bankruptcy Primer
Instructor: Autumn Highsmith

This webinar will cover the various chapters in bankruptcy as well as information regarding the most common issues that arise in bankruptcy cases along with information about dealing with bankrupt companies. This webinar will also discuss the principal players in a bankruptcy case, the automatic stay, types of claims, executory contracts, preferences, reclamation, critical vendors, and other common issues.

Register Today!

<http://www.facebook.com/l/dceaf;www.nals.org/WebEd>

“THINK BIG” MEMBERSHIP CAMPAIGN

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REGION	MARCH 09 Total Net	December 09 Total Net	%
Region 1	145	124	-14.482%
Region 2	417	380	-8.872%
Region 3	436	398	-8.715%
Region 4	634	575	-9.305%
Region 5	332	297	-10.54%
Region 6	1054	978	-7.210%
Region 7	554	525	-5.234%
Region 8	344	327	-4.941%
National	3916	3604	-7.967%

Campaign regional rank from the lowest decrease to highest.

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

For a comparison of where you were at the end of the fiscal year this time last year, R5 with the lowest decrease and R8 coming in second with the lowest decrease. Let's figure out how to keep those members!

- R1 -16.77
- R2 -18.45
- R3 -7.87
- R4 -14.17
- R5 -3.88
- R6 -13.29
- R7 -9.63
- R8 -4.10



Our membership numbers have climbed. Keep up the good work. 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.

YOU CAN GET YOUR NATIONAL DUES WAIVED!!

NALS members that signs up five NEW members within a 12 month period, beginning November 1st, will get their national dues waived for the year (this excludes state and local dues). The five new memberships must be in the same category of membership as the waived member, for example if you are a regular member who pays \$98 national dues then you must sign up five new members in that same category. The new members must report you as their sponsor when they submit their application to NALS and you must **fill out the waiver that COMES IN your renewal notice** when your Dues are due. On the waiver form you will indicate all five NEW members by name that you sponsored and submit it back to NALS. As long as everything matches up and all five new members have been acquired within a 12 month period then your national dues will be waived for the year and you will only be required to pay your state and local dues along with submitting the completed waiver form. The five individuals you list must again be in your same category of membership and they must have listed you on their application as their sponsor. This Campaign begins November 1, 2009 and will run for a minimum of two years.

Then **Pay It Forward**, tell the five members you signed up that they too can get the following year's dues waived if they sign up five new members. Let's get excited about our association and share it with others that can benefit as well!



Recipe for Christmas All Year Long

Take a heap of child-like wonder
That opens up our eyes
To the unexpected gifts in life—
Each day a sweet surprise.
Mix in fond appreciation
For the people whom we know;
Like festive Christmas candles,
Each one has a special glow.
Add some giggles and some laughter,
A dash of Christmas food,

(Amazing how a piece of pie
Improves our attitude!)
Stir it all with human kindness;
Wrap it up in love and peace,
Decorate with optimism, and
Our joy will never cease.
If we use this healthy recipe,
We know we will remember
To be in the Christmas spirit,
Even when it's not December.

By Joanna Fuchs

And a note from the upcoming NALS President

NALS Greetings to you!

RE: NALS 2010-11 Committee Preference Sheet.pdf

I know that your work on this year's Leadership Team is not yet completed, but it is time for me as incoming President to extend an invitation to you to serve on the 2010-11 Leadership Team.

I need YOU to **Think Big!** so that next year will be as awesome as this year.

I am a firm believer that the more hands available, the less the amount of work per person. That being said I hope you will consider serving NALS once again as a national committee member. National committee work is the backbone of NALS and, as you know, it is an awesome feeling to see one's committee work benefit all NALS' members.

Please review the committee descriptions on the Committee Preference Sheet and contact me with any questions. When you have made a decision, please complete page 3, include your first, second, and third committee choices, and forward the completed page to me. I promise to do my very best to place you in your first choice. I will begin filling committees in earnest shortly after the election results are announced.

My apologies if you have already received and completed this year's Committee Preference sheet. I want to be sure that everyone receives the same opportunity to serve.

I would be honored to work with you during the 2010-2011 year! Accept the challenge to **Think Big!** and sign up today!!

In sincere friendship,

Patti

Patricia E. Infanti, PP, PLS
2009-10 NALS President-Elect
215-864-8780/infanti@ballardspahr.com

Think Big.
Change your association. Change yourself.



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:

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 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.

ALL NEW CERTIFICATION CRAM SESSION - March 10, 2010

For the first time in Tulsa NALS will be offering a one-day cram session followed by the opportunity to sit for the exam of your choice while you are here!

The cram session will be listed on the Conference Registration as a Ticketed Event for the low cost of \$99!

1. [CLICK HERE TO REGISTER FOR THE CRAM SESSION!](#)
2. *Registering for the Cram Session DOES NOT automatically register you for the exam...you must apply for the exam you wish to take and enter "Professional Development Conference" as your testing site.*

CRAM SESSION schedule

Wednesday, March 10, 2010

9:00 – 10:15 a.m.

Written Communications (ALS, PLS, and PP)

10:15 – 10:30 a.m.

Break

10:30 – 11:45

Office Procedures and Technology (ALS and PLS)

Legal Knowledge and Skills (PP)

11:45 – 1:00 p.m.

Lunch on your own

1:00 – 2:15 p.m.

Ethics, Human Relations and Judgment (ALS)

Ethics and Judgment Skills (PLS and PP)

2:15 – 2:30 p.m.

Break

2:30 – 4:30 p.m.

Legal Knowledge and Skills (PLS)

Substantive Law (PP)

4:30 – 5:00 p.m.

Q&A and Discussion

Schedule for Online Learning Center and
Online Study Group Sessions

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

Mark your calendar for future sessions:

December 16 - Certification

January 5 - [Online Study Group](#) - Written Communications (Part 1)

January 12 - [Online Study Group](#) - Office Procedures/Legal Knowledge (Part 2)

January 13 - Marketing

January 19 - [Online Study Group](#) - Ethics, Human Relations (Part 3)

January 26 - [Online Study Group](#) - Legal Knowledge (Part 4 - PLS, PP)

January 27 - Changes in Tax Requirements 1 CLE ([certificate](#))

February 2 - [Online Study Group](#) - ALS Review

February 9 - [Online Study Group](#) - PLS Review

February 10 - Membership

February 16 - [Online Study Group](#) - PP Review

February 24 - Certifying Board 1 CLE ([certificate](#)) - Test Taking Tips

Some Dates to Remember

March 11-13, 2010 NALS Professional Development & Education Conference
Tulsa, OK
DoubleTree Warren Place
6110 South Yale Avenue • Tulsa, OK 74136
(918) 495-1000 (phone) • (918) 495-1944 (fax)

Hotel reservations must be made through the DoubleTree Warren Place. When you contact them, identify yourself as a NALS conference attendee so you will receive the group rate. Rate is \$99.00 per night plus tax. Deadline for this room rate is 2/1/2010. Deadline for early bird registration is December 1, 2009.

July 30 – August 1, 2010 Region 4 Meeting in Ashville, NC, Holiday Inn, Ashville, NC. More information to follow.

October 20-24, 2010 NALS 58th Annual Education Conference and National Forum in Branson, Missouri at the Chateau on the Lake. More information to follow. Room rate is \$119.00 September 21, 2010 is deadline for this rate.

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
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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.

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 –
October and November, 2009
December not posted yet

ALABAMA

Janis L. Russell
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Nicole Gambino
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Bill Chappell
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FLORIDA

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SEND THESE MEMBERS 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.