

STATE BAR OF MICHIGAN

Legal Administrator Section

Fall 2001 Newsletter

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Mark Your Calendars - "Disaster Response and Recovery For Law Firms"

Date: Wednesday, November 28, 2001
Time: 7:30 AM Breakfast
8:00 - 9:00 AM Program
Cost: No Charge
Place: Dickinson Wright's Detroit Office - 40th Floor
Topic: "Disaster Response and Recovery For Law Firms"
Presenter: Craig A. Parrish (Integrated Technologies Management)

Please Mark Your Calendars: The Legal Administrators Section of the State Bar will be hosting a seminar presented by Craig Parrish on disaster response and recovery issues for law firms. Craig has presented this topic to several audiences throughout the country. Recent headline events make this an especially timely topic for all administrators. Please plan on attending to hear about all of the "bases that need to be covered" in a well thought out disaster response and recovery plan. You will come away with a head start on preparing your own plan or new ideas for updating your existing plan.

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We Are Here For You!

After recently completing my 4th year in the first and only position I have had in the legal profession as Controller for Dickinson Wright PLLC, it seems to me that a law firm/ department administrator's success boils down to having an effective service like approach in meeting the needs of others. This approach involves leading in difficult situations. Implementing cost reduction strategies (e.g. converting to a 3 attorneys to 1 secretary ratio), being diligent in monitoring for computer viruses and stepping up to maintain a sense of fairness to the extent it is in one's control to do so in making policy decisions are all examples of serving others in the workplace.



Until recent NYC headline events, I think this service approach has been undervalued, but we see examples of it on a regular basis. As I drive to work on this dark, drizzly autumn morning, I turned off the car radio to reflect on what topic I might address for this newsletter. Heading north on Telegraph Road at 7:45 am, I passed an accident on the south side of Telegraph at 12 Mile Road. The string of motionless headlights extended all the way back to 16 Mile Road in this log jam mess. I thought about the impact the involved Public Servants made as they not only attended to those involved in the accident, but indirectly how they impacted everyone in the 4 mile log jam. It occurred to me that this is not too different from the day to day legal administrator profession. With the right service approach, we make a difference in solving problems that keep the flow of work moving within our firms and legal departments.

It is an honor to serve as Chairperson of the State Bar Legal Administrator Section for the 2001 – 2002 fiscal year. I want you to know that the Council Members of your Section and I are here to help you in any way we can. I must admit I really enjoy serving on the Council with such an excellent group of talented individuals. Their "can do" attitude is contagious. It is a great group to be involved with and I encourage you to get involved in the year ahead. A list of our Council meetings for 2001 – 2002 is posted on our web page www.michbar.org/sections/legaladmin. Please feel free to join us at any time. We welcome your input.

John D. Gorzalski

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State Bar of Michigan 2001 - 2002 Legal Administrator Section Monthly Council Meeting Dates

**Section council meetings are open to all interested members of the section.
All members are urged to attend and participate.**

Date	Time	Location
Tuesday, November 13, 2001	7:30 a.m.	Baker's Square, Birmingham
Tuesday, December 11, 2001	7:30 a.m.	Baker's Square, Birmingham
Tuesday, January 8, 2002	7:30 a.m.	Baker's Square, Birmingham
Tuesday, February 12, 2002	7:30 a.m.	Baker's Square, Birmingham
Tuesday, March 12, 2002	7:30 a.m.	Baker's Square, Birmingham
Tuesday, April 9, 2002	7:30 a.m.	Baker's Square, Birmingham
Tuesday, May 14, 2002	7:30 a.m.	Baker's Square, Birmingham
Tuesday, June 11, 2002	7:30 a.m.	Baker's Square, Birmingham
Tuesday, July 9, 2002	7:30 a.m.	Baker's Square, Birmingham
Tuesday, August 14, 2002	TBD	TBD
Friday, September 27, 2002	9:00 a.m.	Annual Meeting - Grand Rapids

Anything to Add???

Would you like to become more involved with the Legal Administrators Section? Would you like to see and article or speaker on a specific topic? Or would you like to suggest a tip that has worked for you? Then let us hear from you! We look forward to your ideas and input.

Questions and suggestions can be forwarded to:

Educational Topics:	Michelle Kimbro (248-568-6643, mkimbro@dykema.com)
Newsletter Suggestions:	John Gorzalski (248-433-7577, jgorzals@dickinson-wright.com) Dave Roback (248-641-1201, daroback@hdp.com)
Publicity Suggestions:	William Parsons (313-963-6420, parsons@mcps.com)
Web Site Input:	John Gorzalski (248-433-7577, jgorzals@dickinson-wright.com)

Membership applications are available on our web site at
www.michbar.org/sections/legaladmin

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A Message from our Liaison



Evanne L. Dietz

I have been invited to introduce myself to you as the liaison between the State Bar Board of Commissioners and the Legal Administrator

Section. I look forward to learning more about the Section, and fostering communication between the Section and the Board.

To give you a brief background sketch, I am a triple graduate of the University of Michigan, with a B.A. in Russian Language & Literature, an M.A. in Russian and East European Studies and a Law degree. Currently, I work for the Family Division of the Third Judicial Circuit Court in Wayne County as Associate Family Division Legal Counsel. My main duties include: conducting research and conferring with the Family Division judges on matters of procedure and substantive law, analyzing pleadings for comment and recommendation, studying and summarizing pending legislation and current decisions regarding family law for the Family Division judges and referees, and acting as official legal advisor to the Family Division.

With regard to bar activities, I am a member of the American Bar Association (ABA), the Family Law Section of the State Bar of Michigan and the ABA, the International Law Section of the State Bar and the ABA, the Government and Public Sector Lawyers Section of the ABA, and the Women Lawyers Association of Michigan. Earlier this year, I helped to organize the State Bar's Open Justice Commission Pro Bono Project for Domestic Violence Victims, which trained

almost 300 attorneys around the state on May 1, 2001. This year I am serving as the Chair of the Young Lawyers Section of the State Bar, which entitles me to sit on the State Bar Board of Commissioners.

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CDC Health Advisory - "Do Not Panic"

CDC Health Advisory distributed via Health Alert Network, October 12, 2001, 21:00 EDT

The Center for Disease Control issued a Health Advisory to help us handle Anthrax and other biological agent threats. The purpose of these guidelines is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

ENVELOPE WITH POWDER AND POWDER SPILLS OUT ONTO SURFACE:

1. **DO NOT** try to **CLEAN UP** the powder. **COVER** the spilled contents immediately with anything (e.g. clothing, paper, trash can, etc.) and do not remove this cover!
2. Then **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away)
3. **WASH** your hands with **SOAP AND WATER** to prevent spreading any powder to your face
4. What to do next...
 - If you are at **home**, then report the incident to the local police.
 - If you are at **work**, then report the incident to the local police, **and** notify your building security official or an available supervisor.
5. **REMOVE** heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. **SHOWER** with **SOAP AND WATER** as soon as possible. **DO NOT USE BLEACH OR OTHER DISINFECTANT ON YOUR SKIN.**
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

2001-2002 Section Officers and Council Members

Chairperson

John Gorzalski (jgorzals@dickinson-wright.com)
Dickinson Wright PLLC - Bloomfield Hills
Tele: (248) 433-7577 Fax: (248) 433-7274

Chairperson-Elect

Michelle Kimbro (mkimbro@dykema.com)
Dykema Gossett PLLC - Detroit
Tele: (248) 568-6643 Fax: (248) 565-5440

Secretary-Treasurer

Kathy Batts (kbatts@mbpia.com)
Patterson, Pirslin & Merry - Detroit
Tele: (313) 465-4795 Fax: (313) 465-4801

Corresponding Secretary

Jeanne Yee (jyee@jafferaitt.com)
Jaffe, Raitt, Heuer & Weiss - Detroit
Tele: (313) 964-8637 Fax: (313) 965-5448

Legal Administrator Section

State Bar of Michigan

c/o John Gorzalski
Dickenson Wright PLLC
38525 Woodward Ave, Suite 2000
Bloomfield Hills, MI 48304-2970

Council Members At Large

Bill Parsons (parsons@mcps.com)
Miller Canfield Paddock & Stone, PLC - Detroit
Tele: (313) 963-6420 Fax: (313) 496-7699

David A. Roback (daroback@hdp.com)
Harness, Dickey & Pierce - Troy
Tele: (248) 641-1201 Fax: (248) 641-0270

Ex-Officio

Anita Monaco (amonaco@bcbsm.com)
Blue Cross Blue Shield of Michigan - Detroit
Tele: (313) 225-7831 Fax: (313) 983-2470

State Bar of Michigan Liason

Evanne L. Dietz (evanne.dietz@3cc.co.wayne.mi.us)
Third Judicial Circuit Court - Family Division
Tele: (313) 967-6968