

STATE BAR OF MICHIGAN

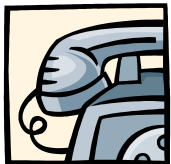
Legal Administrator Section

Fall, 2003 Newsletter

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Upcoming Seminars

Our goal is to provide timely, informative seminars. Two seminar topics for 2004 include the following:



Overview of IP Telephony (scheduled for February 25, 2004): Learn about the implementation of IP Telephony to combine different types of communications such as data, voice and video over a single IP-based infrastructure.



Health Care Cost Containment (date to be determined): We are all experiencing skyrocketing health care cost. What types of innovative programs are available to help us to contain our costs?

We Welcome Your Input

Tell us what type of seminars would be helpful for you. Please forward any suggestions for seminar topics to a member of our Council.

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Legal Administrator Section – Fall, 2003

Letter from the Chair...

As I was pondering what to write for this newsletter, I reflected on my 4 and ½ years of law firm experience. The one thing that I truly enjoy about this industry is the opportunity to network and to learn from my peers.



As legal/departmental administrators, we face a variety of topics, ranging from technology to HR and financial issues.

It's reassuring to know that we have resources available to us. I recently had a problem with our accounting system duplicating invoice numbers. Of course, it happened just before I was going to take a much needed day off. We brainstormed on a number of possibilities but were unable to solve our dilemma. My billing coordinator tried to assure me that this only affected a handful of invoices and that I should go away worry free. While I was gone, she contacted several controllers/assistant controllers to see if anyone else was experiencing the same problem. She said the phone lines were burning with ideas. It was wonderful to see her taking advantage of the networking that she had established in the past. And, yes, we did solve our problem.

I am looking forward to a year of serving on the Council with a very talented group of individuals who have a passion for learning and sharing ideas. I would like to extend a personal welcome to Joe Thimm, who is a new face to our Council this year. We would like to continue the focus of education and service set by our predecessor Councils.

I would encourage all of you to take the opportunity to benefit from networking and learning from our peers. We would love to have your involvement. You are welcome to attend our meetings. If there is anything that we can do to provide better service for you, please let us know.

Jeanne Wong
2003-2004 Legal Administrator Section Chairperson

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Proposed Changes to the Legal Administrator’s Section Bylaws and Membership Application

The following changes to the bylaws and membership application were approved in our annual meeting in September. These amendments will be up for approval at the November Board of Commissioner’s meeting. If you have any comments, please submit them to a section officer.

Membership Bylaws:

- Section 1 (Criteria for Membership), Item (e) – For definition of facilities management, remove reference to “inventory control.”

Application:

- Remove Item 6 – Social security number from application.
- Change Item 8 – College/University – Change Mo. /Yr. To Mo./Yr. To Name of University since dates attended is asked for in the next column.
- Remove Item 9 – Requirement to submit diploma or transcripts.

State Bar of Michigan 2003 – 2004 Legal Administrator Section Monthly Council Meeting Dates

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

| <u>Date</u> | <u>Time</u> | <u>Location</u> |
|----------------------------|-------------|----------------------------------|
| Tuesday, December 9, 2003 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| Tuesday, January 13, 2004 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| Tuesday, February 10, 2004 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| Tuesday, March 9, 2004 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| Tuesday, April 13, 2004 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| Tuesday, May 11, 2004 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| Tuesday, June 8, 2004 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| Tuesday, July 13, 2004 | 7:30 a.m. | Kerby’s Koney Island, Southfield |
| | TBD | Annual Dinner Meeting, site TBD |

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Legal Administrator Section

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