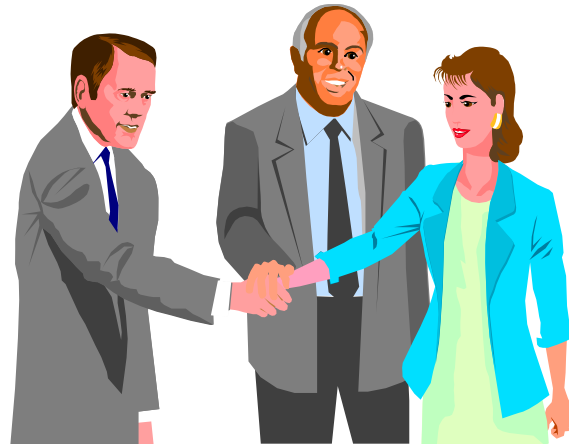


# STATE BAR OF MICHIGAN STATE BAR OF MICHIGAN

## *Legal Administrator Section*

*Summer 2002 Newsletter*

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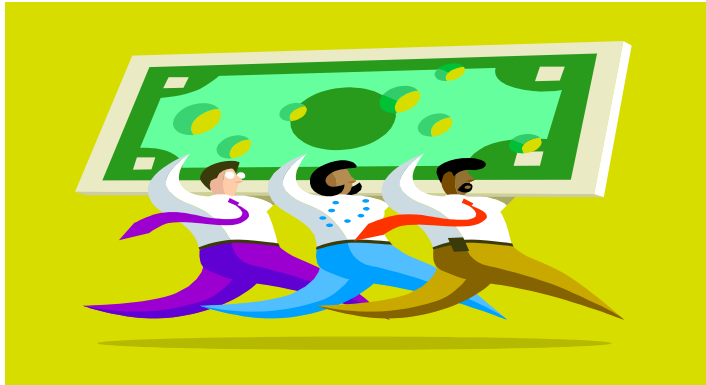
### **Mark Your Calendars - State Bar of Michigan - 67<sup>th</sup> Annual Meeting**

**Date:** Thursday & Friday, September 26<sup>th</sup> & 27<sup>th</sup>  
**Time:** Legal Administrators Section Business Meeting  
10:45 AM, Friday September 27<sup>th</sup>  
Nelson Room, Conference Level  
**Place:** Amway Grand Hotel, Grand Rapids, MI

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## **Notification of Bylaws Amendment Regarding Section Dues**

The State Bar Legal Administrators Council has recently been informed by the State Bar administration that effective for fiscal year 2002 - 2003 there will be a change in the allocation of the \$50 annual dues paid by the Legal Administrators Section Members. Since the formation of affiliate Sections, 100% of the annual State Bar dues paid by affiliate Section members has been allocated directly to the Sections' budgets for funding Section activities. Only the Legal Administrator and Legal Assistant Section members are considered to be "affiliate" members of the State Bar.

Beginning in the 2002 -2003 fiscal year, the \$50 annual dues paid by the affiliate section members will be allocated to the State Bar's Administrative (operating) Fund to fund the activities of the State bar as a whole. This is consistent with both the treatment of dues paid by non-affiliate state bar members and with the interpretation of Rule 4 of the Supreme Court Rules Concerning the State Bar of Michigan regarding Membership Dues which states:

"Annual dues for affiliate members... are established annually by the Board of Commissioners in an amount not to exceed one-third of the portion of dues for active members **which fund State Bar activities** other than the attorney discipline system..."

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As stated in a letter from James C. Horsch, Director of Finance & Administration for the State Bar, "The State Bar's General Counsel has recommended that the correction of this error take place on a prospective basis, effective with the dues billing for the fiscal year 2002 - 2003, which begins on October 1, 2002. At that time, all Legal Administrators dues payments will be credited to the State Bar's Administrative Fund instead of the Legal Administrators Section fund. Based on the number of current Legal Administrator affiliate members, the total amount of affiliate dues that would be impacted is about \$3,000 on an annual basis."

As a result of this change and in order to continue to have annual funds available to fund the Legal Administrators Section activities, the Council has recommended that an annual section dues of \$25 be assessed in addition to the \$50 Bar Administrative Fund dues for the 2002 - 2003 fiscal year. To facilitate this change, the State Bar Board of Commissioners and the Section members will be asked to vote on the following proposed amendment to our Section's Bylaws at the State Bar annual meeting to be held at 10:45 AM on Friday, September 27, 2002 in the Nelson Room at the Amway Grand Plaza Hotel in Grand Rapids, Michigan:

**SECTION 2. DUES.** Each member of the Section shall pay the annual State Bar of Michigan affiliate membership dues required by Rule 4(c) of the Supreme Court Rules Concerning the State Bar of Michigan, and section dues in an amount determined at the annual meeting of the section. ~~Of \$50.00 per fiscal year, October 1<sup>st</sup> through September 30<sup>th</sup>, with the exception of the organizational period of the Section that shall commence on April 1, 1990 and shall terminate on September 30, 1990, for which dues shall be \$25.00.~~ Therefore, the Annual Section dues shall be paid in advance each year beginning on the first day of October next succeeding such enrollment. Members so enrolled and whose dues are so paid shall constitute the membership of the Section. Any member of the Section whose annual dues shall not be paid by December 31st shall thereupon automatically cease to be a member of the Section.

As always, your input on any matters effecting the Section are welcome.

John D. Gorzalski, Chairperson 2001 -2002

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### **2002 - 2003 Slate of Section Officers and Council Members**

The following slate will be presented for approval at the Sections annual business meeting:

Chairperson	Michelle Kimbro	Dykema Gossett
Chairperson-Elect	Jeanne Yee	Jaffe, Raitt, Heuer & Weiss
Treasurer	Bill Parsons	Miller Canfield Paddock & Stone
Secretary	Greg Grass	Sommers, Schwartz, Silver & Schwartz
At Large	Kathy Batts	Patterson, Pirslin & Merry
At Large	David Roback	Harnes, Dickey & Pierce
At Large	Bill Wood	Fenney Kellet Wiener & Bush

### **Upcoming State Bar of Michigan Legal Administrator Section Monthly Council Meeting Dates**

**Check the Section web site for the 2002- 2003 meeting schedule.  
Section council meetings are open to all interested members of the section.  
All members are urged to attend and participate.**

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## **Instant Messaging: Productivity Drain or Efficiency Gain?**

Article provided by David Caldwell, Maner, Costerisan & Ellis, P.C.

Business owners tend to initially view many technological breakthroughs as productivity drains rather than efficiency gains. Do you remember the concern about giving employees e-mail and Internet access? The same is now true of instant messengers - programs that enable two or more users to exchange real-time messages via the Internet. Let's take a closer look at this communications innovation, which may have found its first home with giddy teenagers but now seems ready to take on the business world.

### **Reasons to :-)**

Believe it or not, many businesses are finding instant messaging preferable to both e-mail and voice mail particularly when communicating with telecommuters and

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traveling employees. Why? With instant messaging, you can see when someone is available and you know immediately whether he or she received your message. One study suggests that, because it eliminates phone tag and crossed e-mails, instant messaging can actually decrease Internet use by as much as 40%, and voice mail use by 15%. Also, communication improves because employees are actually inter-acting instead of "talking at" each other.

Some business owners fear instant messaging will distract workers or invade their privacy. They envision an employee working on a big presentation when suddenly Cousin Larry from Albuquerque pops up on the screen. But this needn't present a problem - most instant messengers can block some or all incoming communications with an "I'm unavailable" window.

### **Things That May Make You :-)**

Although instant messaging's cost and speed are well proven, its security is not. For example, say an employee sends a message to a co-worker down the hall. No problem, right? Well, because those workers are using a commercial instant messenger (such as AOL's "AIM" or Microsoft's "Windows Messenger"), they might transmit sensitive company information through a public server where a hacker could intercept it. Companies can, however, implement software (such as jabber) that inhibits users from transmitting data outside their firewalls.

Also, instant messaging's "live" feel gives many users the impression that no one can record it. Not true: A police department recently got in trouble when someone intercepted and revealed some racist remarks its officers made via an instant messenger. Another problem is a lack of standardization. For instance, someone using AOL's AIM can't communicate with a Microsoft Windows Messenger. It took more than two years to establish an e-mail standard, so who knows how long we'll have to wait for an instant-messenger standard. Nevertheless, both AOL and Microsoft ostensibly support a single, universal interface. And several smaller independent companies are striving to provide this solution.

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### **It's Nothing to LOL About**

Your company may not officially allow instant messaging. But if you provide your employees Internet access, odds are they're using it anyway. A recent study reported that more than 40% of workers already communicate via instant messaging - whether their employers sanction it or not. And that's nothing to laugh out loud (or "LOL" in instant messaging shorthand) about.

Bottom line: Instant messaging is nothing to fear. In fact, it can significantly contribute to your company's productivity. But like e-mail and Internet access, you need to establish a policy that balances instant messaging's communication advantages against its security dangers.

### **LawNet 2002 Annual Conference**

The 25th Annual LawNet Educational Conference will be held August 19-22, 2002, in Boca Raton, Florida at the Boca Raton Resort & Beach Club. Questions regarding registration should be directed to Randi Mayes at 512-280-7172.

The goal of the organization is to "make technology work" for the legal profession. The conference begins with a day focused on particular special interest groups with a particular vendor focus such as Corel, Elite, Hummingbird/DOCS, Imanage, Linux, Microsoft, Novell and Solution 6.

The following days of the educational conference offer several tracks such as Applications, Business Strategy, Professional Development, Collaboration, Technology etc. There are also many sessions directed towards specific peer groups such as Finance, Small Firms, Large Firms, Litigation Support, Corporate & Government, International Firms and Information Technology.

## *2001-2002 Section Officers and Council Members*

### **Chairperson**

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

### **Chairperson-Elect**

**Michelle Kimbro** ([mkimbro@dykema.com](mailto:mkimbro@dykema.com))  
Dykema Gossett PLLC - Detroit  
Tele: (313) 568-6643 Fax: (313) 565-5440

### **Secretary-Treasurer**

**Kathy Batts** ([kbatts@mbpia.com](mailto:kbatts@mbpia.com))  
Patterson, Pirslin & Merry - Detroit  
Tele: (313) 877-7002 Fax: (313) 877-7001

### **Corresponding Secretary**

**Jeanne Yee** ([jyee@jafferaitt.com](mailto: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  
Dickinson Wright PLLC  
38525 Woodward Ave, Suite 2000  
Bloomfield Hills, MI 48304-2970

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### **Council Members At Large**

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

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

### **Ex-Officio**

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

### **State Bar of Michigan Liaison**

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