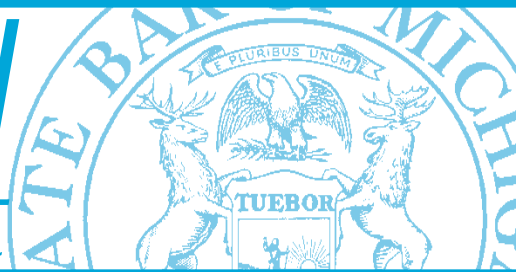


# Michigan Legal Assistant



Winter 2003

## Fourth Annual Day Dedicated to Legal Assistant Education

### CHAIRPERSON

Tracey C. Hammond  
(517)230-1038

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#### Pro Bono

Kathleen D. Kasiorek, CLA, Chair

#### Public Relations and Scholarship

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#### Web Site

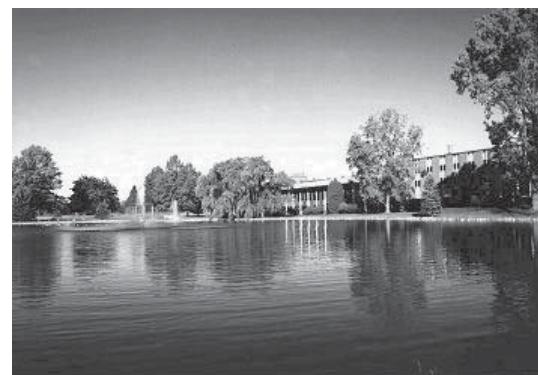
Marcy L. Jankovich, CLAS, Chair

The Fourth Annual Day Dedicated to Legal Assistant Education will be held at Madonna University in Livonia, Michigan, on Friday, May 9, 2003. Be sure to submit your registration and mark your calendars so that you can attend this informative event.

The day will start with registration, coffee and pastries at 8:00 am. A joint session of all participants will be held in the morning. The topic of this session will be Unauthorized Practice of Law and will be presented by Victoria Kremski, Esq. Ms. Kremski is Assistant Regulation Counsel for the State Bar of Michigan. Breakout sessions in the morning will include, Elder Law, Medical Malpractice, Intellectual Property Litigation, Writing for Professional Publications, Real Estate Transactions, Social Security Administration Issues, Trademark Searching and Application Process, and Grant Writing.

Lunch will be served on-site by Sodexho Cafeteria. Tables will be designated by area of law in order to allow participants the opportunity to network with other legal assistants in their area of practice. This will also give students and others an opportunity to find out more information about an area of law by those who work in that area.

The afternoon joint session will be on Risk Management and will be presented by JoAnn Hathaway of ProNational Insurance Company. Afternoon breakout sessions include Immi-



gration Law, Corporate Law, Patent Searching and Application Process, Computer and Internet Security, Westlaw Searching, Probate & Estate Law, Electronic Discovery, and Confidentiality Issues.

Registration materials have been mailed to all Section members and e-mailed to Section members having e-mail addresses on file. Any questions regarding the Seminar may be directed to Patricia J. Towers, CLA, at [pjtowers2001@yahoo.com](mailto:pjtowers2001@yahoo.com) or by calling her at 248-592-0571.

*Patricia J. Towers, CLA, is the Chairperson of the Education Committee of the Legal Assistants Section of the State Bar of Michigan, as well as a council member of the Section. She is currently employed by Rader, Fishman & Grauer in Bloomfield Hills, Michigan, as a legal assistant in the Litigation Section. Ms. Towers received her Bachelor's Degree from Central Michigan University and her Legal Assistant's Certificate from Georgetown University. She passed the Certified Legal Assistant's Exam administered by the National Association of Legal Assistants in 1998. Ms. Towers has over 13 years experience as a legal assistant in the area of Intellectual Property Litigation.*

## CONTENTS

Ask Linda .....	3	Helping Legal Assistants Help	
Day of Legal Assistant		In Their Communities .....	10
Education Agenda Summary ...	7	Message from the Chair .....	2
Calendar of Events .....	2	New Members .....	12
		News from DMBALAS .....	6

# Calendar of 2003 Events

Date	Description
May 9	<p><b>Legal Assistants Section of the State Bar of Michigan</b>  <b>4<sup>th</sup> Annual Day Dedicated to Legal Assistant Education</b>            Madonna University in Livonia, MI            8:00 a.m. to 4:30 p.m.            Members \$85 Non-members \$110            Students \$85            Contact Patricia J. Towers, CLA            (248) 592-0571 or  <a href="mailto:pjtowers2001@yahoo.com">pjtowers2001@yahoo.com</a></p>
May 15	<p><b>National Association of Legal Assistants (NALA)</b>            Deadline for filing applications for March 21-22 CLA examinations</p>
July 9-12	<p><b>National Association of Legal Assistants (NALA)</b>  <b>28<sup>th</sup> Annual Convention &amp; Exhibition</b>            San Antonio, TX            NALA Members \$390            Non-members \$450            For info contact NALA at            (918) 587-6828 or Register at NALA's website at <a href="http://www.nala.org">www.nala.org</a></p>
July 18-19	<p><b>National Association of Legal Assistants (NALA) CLA Exam</b>            For info regarding testing sites contact NALA at (918) 587-6828</p>
Sept. 11-12	<p><b>State Bar of Michigan</b>  <b>68<sup>th</sup> Annual Meeting</b>            Lansing, MI</p>
Oct. 1	<p><b>National Association of Legal Assistants (NALA)</b>            Deadline for filing applications for March 21-22 CLA examinations</p>
Oct. 19-20	<p><b>National Federation of Paralegal Associations, Inc. (NFPA)</b>  <b>Leadership Conference</b>            Kansas City, MO</p>
Dec. 5-6	<p><b>National Association of Legal Assistants (NALA)</b>  <b>CLA Exam</b>            For info regarding testing sites contact NALA at (918) 587-6828</p>

## MESSAGE FROM THE CHAIR

Our January 11, 2003 and March 8, 2003 council meetings sure were exciting. Everyone is working so hard to achieve our goals this year.

I think this year's seminar is going to be our best ever! Patricia J. Towers, CLA, Education Committee Chair, has reserved a great location and has come up with great topics such as: Unauthorized Practice of Law, Medical Malpractice, Social Security Administration, Electronic Discovery, Patent and Trademark Searching and Application Process, Intellectual Property Litigation, Confidentiality Issues, Corporate Law, Probate & Estates, Internet Security, Writing for Professional Publications, Real Estate, Grant Writing, Westlaw Searching, and Elder Law.

Kathy Ann Blunck is working away on the Section's Annual Meeting and Seminar plans as well. Mark your calendars for Friday, September 12, 2003. We look forward to a great turnout this year at the Lansing Center in Lansing, Michigan.

We are always interested in hearing what is happening with our members, local bar associations, and other paralegal associations throughout Michigan and the United States. Please, if you have any news to share with the Great Lakes State or would just like to write on a certain topic, the best way to share information is to write an article for the *Michigan Legal Assistant*. Our Newsletter Committee Chair, Kevin D. Gasiewski, CLAS, always looks forward to receiving articles from our wonderful members.

Our Pro Bono Committee Chair, Kathleen D. Kasiorek, CLA, is really moving along. Greg Conyers, Program Administrator – Justice Initiatives from the State Bar of Michigan came to our January 11, 2003 council meeting to discuss ways that paralegals can assist with pro bono projects. There are a lot of wonderful ideas out there so we will definitely be keeping you posted on these opportunities.

The Legal Assistants Section Scholarship Program, my personal favorite, is once again providing further opportunities for legal assistant education through the 2003 Legal Assistants Section Scholarship Program. I would also like to mention the fact that since the Section has the assistance of the Michigan State Bar Foundation, we have the opportunity to receive outside contributions toward assisting worthy individuals to continue their education toward professional legal assistant training. Contributions are made through the Michigan State Bar Foundation, which is a 501(c)(3) organization. If you, your firm, corporation, organization or attorney is interested in making a charitable contribution to this program, please feel free to have them contact me for further information.

Our Web Site Chair, Marcy L. Jankovich, CLAS, is always working hard to keep our web site updated. Please check it out, at least monthly, to keep updated on all of our current events and education opportunities.

*Continued on page 5*

**Editor's Note:** *The section newsletter is published quarterly.*

*The deadline for submission of articles, calendar items, and letters to the editor for the Spring 2003 issue is May 16, 2003. Please make all submissions to Kevin Dennis Gasiewski, CLAS, Managing Editor, by e-mail ([kgasiew@ford.com](mailto:kgasiew@ford.com)) or facsimile [(313) 323-2647]. Thank you.*

*The views expressed in this column, as well as other expressions of opinions published in the Newsletter from time to time, do not necessarily state or reflect the official position of the State Bar of Michigan Legal Assistants Section, nor does their publication constitute endorsement of the views expressed.*

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# ASK LINDA

*Dear Linda: How can I demonstrate my capabilities when I am being interviewed for a job?*

Employers hire people based on objective and subjective criteria. The objective data usually includes a minimum requirement for education and number of years experience. Some firms and corporations have hard fast rules about degrees and paralegal schooling. Others weigh experience and education and emphasize one or the other depending on the job requirements and the principles they have established in their organization.

The subjective data is twofold. First, it is an interpretation of your accumulated experience. Employers have to ascertain whether or not your experience qualifies you to do the job. Second, and sometimes most importantly, they want to know if your personality and demeanor fit into their corporate culture. Like any other relationship in life, the chemistry has to be right.

As you might suspect, the subjective evaluation is a much harder assessment to make. What I like about it, however, is that it gives you the opportunity to distinguish yourself. And I think this is the crux of your question. How do you communicate what you have done in a way that will be profitable to the employer? In essence, what does the presentation look like?

An interview is simply an exchange of data where you and the employer inform each other of specific goals. Your role is to determine what the employer's problems are. This is the discovery stage of the interview. Once this information has been uncovered you can tell the employer about your work experiences in a way that will cause them to understand how you can solve their problems.

The best way to communicate your experience is to *Interview by Example*. Use your tools to demonstrate past work experiences and how it can solve the employer's current problems. This is where you bring to life what your resume says you are. I like to think of this as show and tell.

*Interviewing by Example* is not an easy task, primarily because of the large accumulation of experience you have had. Detailed preparation is the key. It helps to start with a skills inventory for each and every job you have had. You should list each and every task you have ever performed. Quantify the tasks and include the names of the attorneys you did the work for. Some of the attorneys you list should also function as references. The task list should be added to your portfolio, or at best, be given to the interviewer as a separate document attached to your resume.

Writing samples and attorney acknowledgement memos can also be attached to the list. Writing samples should demonstrate your ability to analyze and editorialize. Use short samples and make sure to redact the client names. Do not use form or boilerplate documents.

An attorney acknowledgement memo is simply a memorialization written by your supervising attorney at the close of a project. It should state the project type, what you did on the project, and include his or her comments about your performance. You can assist this process by keeping an inventory of the work you do as you are working on the assignment.



Employers want to be confident that the people they hire can do the job. Your ability to communicate how you can make their practice profitable in the least amount of time will distinguish you. Convincing the employer that you are capable of handling the work is as easy as demonstrating what you have done in the past and backing it up with specific examples and references. Using my show and tell ideas will assist you in completing this task in a professional and credible manner.

Watch for a discussion about personality detection and fitting into the corporate culture in the spring edition of Ask Linda.

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*Linda S. Jevahirian is the Founder and President of Legal Search & Management, Inc. LS&M is a specialty firm that provides temporary and permanent recruiting to firms and corporations interested in improving their practice through the use of legal assistants.*

*Linda speaks regularly about succeeding in the legal assistant profession. She has been published by Legal Assistant Today, The National Law Journal, Legal Management, and many other legal journals.*

*Linda is in charge of programs for the Detroit Metropolitan Bar Association Legal Assistants Section. She initiated and edited the Michigan Legal Assistant for the State Bar of Michigan for 10 years. She has participated on the advisory boards of several legal assistants programs in Michigan.*

*Linda invites you to attend her talk on resume writing at the LAAM Mid-Year Seminar and Job Fair on April 5, 2003. For further information see [www.laamnet.org](http://www.laamnet.org) or contact Linda at [lindjev@aol.com](mailto:lindjev@aol.com), or 248-471-3443.*

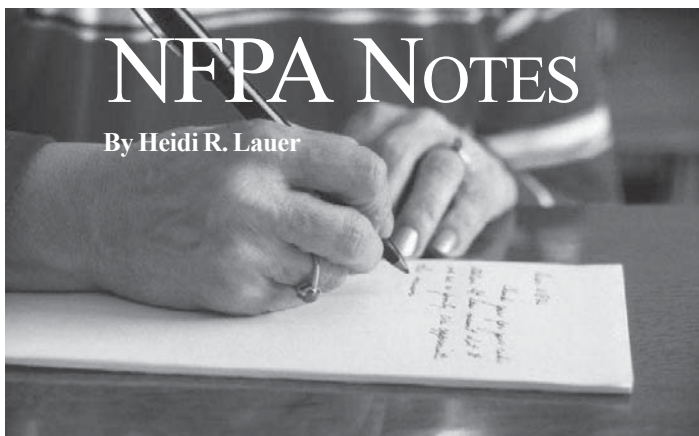


## 2002 Association & Individual Pro Bono Awards

The Georgia Association of Paralegals was awarded the NFPA's 2002 Association Pro Bono Award. Karen Wolfley, a member of the Indiana Paralegal Association was awarded the 2002 Individual Pro Bono Award. Both of these awards are sponsored annually by The Affiliates. The awards were presented at the fall convention in Cleveland, Ohio.

## 2002 NFPA Outstanding Local Leader

Sybil Taylor Aytch, RP was selected as the 2002 NFPA Outstanding Local Leader. Aytch has been a paralegal for more than 20 years and is currently employed by the law firm of Quarles & Brady Streich Lang LLP in



Phoenix, Arizona where she is a senior bankruptcy paralegal. Brenda Thomson, Executive Director of Maricopa County Bar Association recommended Aytch.

## New NFPA President

Karen Belcher RP of Lebanon, Tennessee is the new NFPA President. Belcher has served on the NFPA Board of Directors for

three years and in 1999 was the President of the Georgia Association of Paralegals. She can be contacted at [president@paralegals.org](mailto:president@paralegals.org).

The NFPA is a non-profit professional organization that is headquartered in Kansas City, Missouri that represents more than 17,000 paralegals in the United States and Canada. For more information on NFPA, contact the National Federation of Paralegal Associations, P.O. Box 33108, Kansas City, Missouri 64114; telephone 816-941-4000; facsimile 816-941-2725; website: [www.paralegals.org](http://www.paralegals.org).

*Heidi Lauer is a member of the Legal Assistants Section of the State Bar of Michigan. Heidi currently works at Greatland Corporation in Grand Rapids.*

# NEWS FROM NALA

By Kevin Dennis Gasiewski

NALA's 28<sup>th</sup> Annual Convention & Exhibition is scheduled to be held July 12<sup>th</sup> in San Antonio, Texas. The educational programs this year include: the Institute on Social Security Administration, the Institute II on probate and estate planning, criminal law track, intellectual property track, civil litigation track, and the essential skills track. NALA's planners are working hard to provide high quality educational programs, as well as events providing opportunities to network with other legal assistants. If you haven't already received a brochure, contact NALA for assistance or visit their Web site at [www.nala.org](http://www.nala.org).

If you are seeking information regarding legal assistant salaries, NALA has posted their "2002 Utilization and Compensation Report" on their Web site. This information is free to look up and review merely by visiting their site at [www.nala.org](http://www.nala.org).

Congratulations go out to those individuals who successfully passed the CLA exam last December. Successful completion of the exam is a great professional and personal accomplishment, and those who have done so should be extremely proud. Those individuals are:

- Serena L. Cahill, CLA of Columbus, OH
- Susan A. Earl, CLA of Appleton, WI
- Gloria J. Gayhart, CLA of Circleville, OH
- Wyatt Geist, CLA of Ypsilanti, MI
- Jamie M. Julian, CLA of Portage, WI
- Carrie R. Manser, CLA of Royal Oak, MI

In addition, the following new members are welcomed to Region V:

### Illinois

Jennifer L. Bedard  
Deborah L. Bradd  
Patricia M. Frank  
Janet L. Holdeman, CLA  
Laretha Jones  
Michelle D. Males  
Amelia McClellan  
Susan R. Murphy  
Tiffany L. Rosinski  
Frederick C. Stone

### Indiana

Ellen M. Proctor  
Lindsey M. Yoder, CLA

### Kentucky

Necole D. Clark  
T. Gail Duke  
Vicki Hoover  
Karla A. Messenger  
Dawn Ostertag  
Brittany L. Simmons

### Michigan

Jennifer A. Adams, CLA  
Robin E. Earley  
David M. Gottlieb  
Lesley Kovacevich  
Susan M. McCabe, JD  
Kathleen M. Perrin, CLA  
Andrew P. Plath  
Ruth E. Ploski, CLA  
Brenda Thomas  
Christina J. Wenzel  
Kristen Yerkovich

### Ohio

Diane Barnum  
Nikole M. Barrere  
Kelly Beekman  
Kathryn Bennett  
Diane E. Bess  
Connie Bracken  
Elizabeth Brown  
Janet L. Brumbaugh, CLA  
Valerie A. Bryant



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## Message from the Chair

Continued from page 2

Last but not least, the Legal Assistant v. Paralegal saga continues. I have had a wonderful response from the members and I truly appreciate all of your comments. Please continue to forward your opinions to me.

To give you a quick update, some of our members have told me that this matter is a waste of my time because the terms “paralegal” and “legal assistant” are used interchangeably, and that it doesn’t really matter. Several members are very concerned and continue to encourage me to proceed with the research. Since there are such a variety of responses on this issue, the council has decided to table this matter so that we can arrange for a vote of the members to determine whether or not to proceed with the change in the Section’s title.

The first thought that comes to my mind is that no concern of any member is a waste of my time. The reason that I became a member of the Legal Assistants Section of the State Bar of Michigan, as well as a council member, was to help promote our profession in the State of Michigan. Since several of our members have brought this concern to my attention, whether or not the Section’s name is eventually changed, I feel that it is my duty as the Section’s Chairperson to research the pros and cons of this issue for our members. If this is one way that I can assist in educating attorneys, clients and the public in what part we play in our legal system, then I think we should at least investigate the matter further. I have had responses from individuals quoting NALA and NFPA. Again, this extra information is very informative, however, I do not feel that the Section’s council can make a determination on whether to proceed or not on what other organizations are doing. My concern is for the members of the Legal Assistants Section of the State Bar of Michigan. If our members think that the term “paralegal” will promote appropriate credit and recognition for their education and experience, then I will work to make it happen. There are numerous attorneys, firms and corporations that look at the State Bar as the leader for Michigan. Some of our members have already indicated that their firm follows in the path of the State Bar, including the use of the term “legal assistant” or “paralegal”.

It has also been brought to my attention that quite a few firms, corporations, and universities have already converted to the term “paralegal.” The concern out there is that more and more secretaries now prefer to be called “assistants.” As a matter of fact, on the web site of one of the largest firms in Michigan, it names each Attorney’s secretary as their “assistant.” The term “legal assis-

tant” can easily describe either profession when there is a definite distinction between the two professions. This is why some of our members believe that “paralegal” more appropriately defines our profession and is more easily understood by the public. There have been clients that have refused to pay for legal assistant time because they assume that it is administrative time. When attorneys, firms, corporations are using the term “assistant” for their secretaries, this becomes very confusing to the clients and public. One member recently gave me an example of “paramedic” and that a paramedic is someone with knowledge and skill but who functions within defined parameters and under the direction of a physician. Some of our members believe that the term “paralegal” might be easier for attorneys, clients and the public to understand our profession. People seem to recognize the “paralegal” title before they do “legal assistant.”

Further, this is not an implication that everyone should change their titles in the work atmosphere. Each firm/corporation has to determine that preference. In addition, with regards to the CLA recognition, this recognition shows a commendable certification and should continue to be used proudly by its achievers. Another concern with this change is that there are both legal assistant degrees and paralegal degrees out there. For instance, my Associate Degree from Davenport University happens to be for Paralegal Studies. If the Section does change its name, it does not mean that a Legal Assistant Degree will be obsolete. Please remember that this matter is regarding the Section’s title and what term we, as a Section, should promote in the best interest of our Michigan members. You never know, this could be the beginning of something bigger but, for right now, this is one small step.

Finally, whether you are for or against the name change, I continue to welcome all of your comments regarding this matter. I will continue to keep you updated on any new findings.

I look forward to seeing you at the Fourth Annual Day Dedicated to Legal Assistant Education in May and as always, please do not hesitate to contact me at [diversifiedparalegal@yahoo.com](mailto:diversifiedparalegal@yahoo.com).

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*Tracey C. Hammond, owner of Diversified Paralegal Services, LLC, has been a legal assistant since 1994. She holds an Associate of Science Degree in Paralegal Studies from ABA accredited, Davenport University. Tracey is the current Chairperson, Treasurer and Scholarship Chair of the Legal Assistants Section.*



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## News from NALA

continued

James Lee Campbell  
Susan D. Carpenter  
Layna M. Dail  
Dionna C. Dunn  
Melissa E. Dunn  
Cari Eggleston  
Kelli Ferguson  
Nikko S. Frankboner  
Karen L. Gossage

Shannon Hummel  
Lisa Ann Kaufman  
Eda Lassen  
Lisa Miller  
Julie Lynn Ploeger  
Bonnie L. Pray  
Mike Rieger  
Cynthia Ruffing  
Laurie A. Ryan

Carol Schaffer  
Parrish A. Shoup  
Eva Shannon Simmons  
Diana J. Spoerr  
Debra S. Stouder  
Rebecca L. Waits

Nicole Wildhart-Burr  
Robin M. Willis  
**Wisconsin**  
Dera L. Johnson  
Ora Todd

Thanks to Kelly A. LaGrave, CLAS, NALA’s Region V Director, for her dedication to the legal assistant profession providing the information contained in this column.

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## Section Job Bank

For you, for your firm,  
for the profession

By Margaret Lucas Agius, CLA

The Legal Assistants Section of the State Bar of Michigan operates an Internet Job Bank as a benefit to its members and the legal community. It is free of charge to both paralegal job seekers and prospective employers. The Job Bank debuted in 1999, under the direction of John Norris Stone. Since that time, the section has posted dozens of jobs in all areas of Michigan: Detroit, Lansing, Grand Rapids, and beyond. Major law firms and other employers, such as Miller Canfield and the State Bar of Michigan itself, have had openings listed on this Web site.

If you are looking for a new job, or your employer is looking for a new paralegal, please check out the Section Job Bank at: <http://firms.findlaw.com/SBMjobank/index.htm>. Recommend it to your human resources department or legal assistant coordinator. Job postings for legal assistants and paralegals may be sent by electronic mail to the author at: [mca-cla@justice.com](mailto:mca-cla@justice.com).



*Margaret Lucas Agius, CLA, is currently a legal assistant with the Product Safety Practice Group of Miller, Canfield, Paddock and Stone, P.L.C., Ann Arbor, Michigan. Margaret is a former section council member, and former editor of the Michigan Legal Assistant.*

## The Successful Legal Assistant

### The Detroit Metropolitan Bar Association

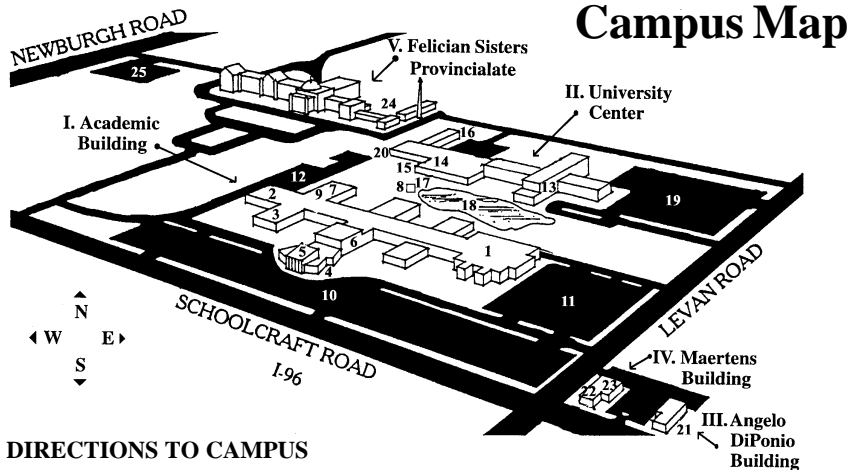
The Detroit Metropolitan Bar Association (DMBA) continues their Paralegal Membership Series "The Successful Legal Assistant". Upcoming sessions include Roundtable Networking; Tackling the Rat Race Head-on; Billing; and Alternative Careers for Paralegals.

"The Successful Legal Assistant" series began in June 2002 with the assistance of Program Director, Linda S. Jevahirian, President and Founder, Legal Search & Management, Inc. When the DMBA indicated an interest in paralegal membership Jevahirian immediately offered to develop the concept and the sessions.

Says Jevahirian, "The new DMBA membership has been a great outlet for some major issues that affect paralegals in the workplace. The sessions focus on very general workday issues and concerns that are critical to effective self-management in a law practice. Speakers have addressed stress management, networking, assertiveness, change management and positive relationships. The consistent turnout has been an excellent venue for networking and expanding resources."

Legal assistants of all levels are encouraged to attend and to bring a friend. Meetings take place the 4<sup>th</sup> Tuesday of each month on the 13<sup>th</sup> floor of the Penobscot Building at Smart Detroit.

For further information please contact Chris Beer at the DMBA (313) 961-6120, ext 206 or [cbeer@voyager.net](mailto:cbeer@voyager.net). Feel free to contact Linda at Legal Search & Management at (248) 471-3443/[lindajev@aol.com](mailto:lindajev@aol.com).



## DIRECTIONS TO CAMPUS

From I-275:

From I-275 take I-96 (Jeffries Freeway) East to Exit 173 at Newburgh/Levan Road. Drive 1/2 mile East, turn North on Levan to the University.

From I-96:

Take I-96 (Jeffries Freeway) West to Exit 173B at Levan Road. Enter parking lot from either the service drive (Schoolcraft Road) or Northbound Levan Road.

## I. Academic Building

1. Activity Center
2. Administration
3. Ford Motor Co. Technology Wing
4. Kresge Hall
5. Library
6. Science Lecture Hall
7. Educational Development Center

8. St. Francis Gazebo
9. Bookstore
10. South University Parking Lot

11. East University Parking Lot
12. West University Parking Lot

## II. University Center

13. Residence Hall
14. Cafeteria and Student Center

15. University Chapel (Ground Floor)

16. Faculty Residence
17. University Center Classrooms
18. St. Francis Pond
19. North Residence Hall Parking Lot
20. Guest House

## III. Angelo DiPonio Building

21. College of Nursing & Health

## IV. Maertens Building

22. School of Business
23. College of Continuing and Professional Studies

## V. Felician Sisters Provincialate

24. Presentation Chapel
25. West Provincialate Parking Lot

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# Fourth Annual Day Dedicated to Legal Assistant Education

## Agenda Summary

### COMPUTER & INTERNET SECURITY.

Robert O'Donnell, Esq., is a senior attorney in Ford Motor Company's Office of the General Counsel. Currently, he works on government investigations and class actions. Within Ford's litigation practice group, he is a subject matter expert on information security, privacy and information technology matters. Mr. O'Donnell will discuss computer and internet security with respect to how it affects the practice of law.

### CONFIDENTIALITY ISSUES.

Danielle Gee, Esq., is an attorney in Ford Motor Company's Office of the General Counsel, Discovery Group. She assists the Company in the defense of product litigation cases across the country, mostly involving personal injuries. Her work requires an in-depth understanding of the liability issues in each case, as well as a strong working knowledge of the Company's business and litigation processes.

**CORPORATE LAW.** Tracey C. Hammond is a freelance paralegal and the owner and founder of Diversified Paralegal Services, LLC. She offers attorneys professional, affordable, and efficient paralegal services on an as needed basis. Ms. Hammond graduated from Davenport University with an Associate of Science Degree in Paralegal Studies and has been working as a paralegal since 1994. Tracey is currently the Chairperson of the Legal Assistants Section of the State Bar of Michigan. Ms. Hammond's presentation will focus on the basics of corporate law for legal assistants.

**ELDER LAW.** James Schuster, Esq., is an attorney in Southfield, Michigan, and is the current Chairman of the Elder Law and Advocacy Section of the State Bar of Michigan. He will discuss issues relating to Elder Law and the legal assistant's role in assisting attorneys in this area of practice.

**ELECTRONIC DISCOVERY.** Gary Hayden, Esq., has worked for Ford Motor Company in various capacities since 1975. Presently he is the managing attorney of the Discovery Group in Ford's Office of the General Counsel. His group is responsible for preparing written discovery responses in virtually all of Ford's litigation, including product liability, employment, commercial, and dealer lawsuits, government investigations, and class actions. Electronic discovery is a major issue in litigation, and the subject of considerable debate. The primary challenge in electronic discovery is one of proportionality — meeting the obligation to make reasonable efforts to locate and produce information relevant to matters at issue in the litigation without incurring costs that are disproportional to the probative value of the information likely to be located or the

8:00 a.m. – 4:30 p.m.  
Friday, May 9, 2003  
Madonna University  
University Center  
36600 Schoolcraft Road  
Livonia, Michigan 48150  
(800) 852-4951

total amount in dispute in the litigation. This presentation will provide an overview of the unique problems in electronic discovery, some proposed solutions, and how electronic discovery affects the work of legal assistants in litigation.

**GRANT WRITING.** Marcy Jankovich, CLAS presented a seminar on Grant and Proposal Writing at the NALA Annual Meeting held in St. Louis in 2000. Marcy recently joined ProAssurance Group in Okemos as Claims Specialist for Lawyer Care, after 8 years as Executive Legal Assistant in the Jackson County, Michigan Prosecutors Office. Her presentation will

focus on the granting writing process.

**IMMIGRATION LAW.** Robert S. Anderson, Esq., is in private practice in Ann Arbor, Michigan. He is presently pursuing a LL.M. in Employment & Labor Law from Wayne State University in Detroit, Michigan. His presentation will include a discussion on immigration issues including the procedures for obtaining temporary work visas and permanent residence applications. Samples of these forms will be provided and an explanation will be given on their preparation and filing.

**INTELLECTUAL PROPERTY LITIGATION.** Eric M. Dobrusin, Esq., a shareholder in the private law firm of Dobrusin & Thennisch PC. Mr. Dobrusin concentrates his practice in patent counseling and strategic patent prosecution mainly in the areas of combinatorial materials science, clinical laboratory chemistry, plastics, automotive technology, and semi-conductor device fabrication. He is a co-author of *Intellectual Property Litigation – Pretrial Practice* (2<sup>nd</sup> Ed.) which was published in 1999. Mr. Dobrusin will discuss the intricacies of intellectual property litigation including the various defenses of the on-sale bar, best mode, enablement, etc.

**MEDICAL MAL PRACTICE.** Richard J. Dimanin, Esq. Is a sole practitioner, devoting the overwhelming majority of his practice to representing victims of medical negligence. Mr. Dimanin is an adjunct professor at Madonna University and has been teaching continuously since 1981. His presentation will focus on how the legal assistant can assist the attorney in medical malpractice cases.

**PATENTS – SEARCHING AND THE APPLICATION PROCESS.** David L. Wisz, Esq., is an Associate at the law firm of Carlson, Gaskey & Olds, P.C., where he specializes in patents, trademarks, copyrights, intellectual property, and intellectual property litigation. His presentation will focus on Patent searching and the application process.



**PROBATE & ESTATE.** Thomas Kuzmiak, Esq., is an attorney specializing in probate and estates. His presentation will focus on how the legal assistant can assist the attorney in preparing wills and trusts, as well as the probate process.

**REAL ESTATE.** Thomas A. Basil, Jr., Esq., is a shareholder and Genevieve “Jenny” Nowak, CLA, is a legal assistant with Shinners & Cook, P.C., in Saginaw, Michigan. Mr. Basil’s practice concentrates on business law and transactions, real estate, labor and employment, and computers and software. Ms. Nowak’s practice areas include real estate, Liquor Control Commission Licensing and Transfers, and Business Law. Their presentation will include a discussion on how the legal assistant can assist the attorney in real estate transactions for both residential and commercial transactions.

**RISK MANAGEMENT FOR LAW FIRMS.** JoAnn Hathaway is a Claims Director with ProNational Insurance Company. She holds an Associates’ Degree in Business/Legal Assisting from Lansing Community College, a Bachelor of Arts Degree in Management and Organizational Development from Spring Arbor University, and a Masters’ Certificate in Administration from Central Michigan University. Ms. Hathaway’s presentation will focus on the risk factors associated with law firm and the practice of law.

**SOCIAL SECURITY.** Steve Stillman, Esq., is a 2003 graduate of Detroit College of Law. His practice focuses on social security and workman’s compensation. His presentation will be on how the legal assistant can assist the attorney in social security issues as well as how the legal assistant can practice before the Social Security Administration.

**TRADEMARKS – SEARCHING AND THE APPLICATION PROCESS.** Donald B. Aiken, Esq. Has been employed by the Ford Motor Company since 1996. He currently serves as Chief Trademark Counsel. Kevin D. Gasiewski, CLAS, has been a legal assistant for over 7 years. He is currently a legal assistant at Ford Global Technologies, LLC, specializing in trademarks. Their presentation will focus on Trademark searching and the application process.

**UNAUTHORIZED PRACTICE OF LAW.** Victoria V. Kremski, Esq., is Assistant

Regulation Counsel at the State Bar of Michigan. Ms. Kremski is responsible for investigating and litigating unauthorized practice of law cases, handling ethics inquiries, and serving as staff liaison to the Client Protection Fund and Unauthorized Practice of Law Committees. Prior to attending law school, Ms. Kremski was a paralegal for seven years. She is a graduate of the University of Denver School of Law and Fort Lewis College and is the author of “The Unauthorized Practice of Law and Landlord Tenant Cases”, 78 Mich Bar Journal, p. 964, Sept. 1999; “Multidisciplinary Practices and the Main Street Lawyer,” 79 Mich Bar Journal, Sept. 2000 and “Ethical Ramifications for Michigan Attorneys Involved With Will and Trust Kit Companies,” 79 Mich Bar Journal, May 2000. Ms. Kremski’s presentation will discuss the unauthorized practice of law as it relates to legal assistants in Michigan.

**WESTLAW.** Jennifer DeCook Hatchett, Esq., is an attorney with West Group in Detroit. In her current position, Ms. Hatchett gives presentations, conducts classes on the various Westlaw products, and assists practitioners. Her presentation will include hints on searching in Westlaw, as well as a demonstration of the various features of the Westlaw software.

**WRITING FOR PROFESSIONAL PUBLICATIONS.** Margaret Lucas Agius, CLA, is currently a legal assistant with the Product Safety Practice Group of Miller, Canfield, Paddock & Stone, PLC, in Ann Arbor, Michigan. Her presentation will include ideas ranging from choosing a topic to choosing a publication. Ms. Agius will provide examples from a variety of sources including her own experiences.

### Schedule of Events

8:00–8:30	<b>Registration / Coffee, Etc.</b>			
8:30–8:45	<b>Introduction &amp; Welcome</b>			
8:45–9:45	<b>Unauthorized Practice of Law</b>			
9:50–10:50	<b>Elder Law</b>	<b>Medical Malpractice</b>	<b>Intellectual Property Litigation</b>	<b>Writing for Professional Publication</b>
11:00–12:00	<b>Real Estate</b>	<b>Social Security</b>	<b>Trademark – Searching &amp; Application Process</b>	<b>Grant Writing</b>
12:00–1:00	<b>Networking Lunch</b> Lunch will be provided			
1:00–2:00	<b>Risk Management</b>			
2:15–3:15	<b>Immigration Law</b>	<b>Corporate Law</b>	<b>Patents – Searching &amp; Application Process</b>	<b>Computer &amp; Internet Security</b>
3:30–4:30	<b>Westlaw Searching</b>	<b>Probate &amp; Estate</b>	<b>Electronic Discovery</b>	<b>Confidentiality Issues</b>

### Hotels Near Madonna University

<b>AmeriSuites</b> – Livonia 19300 Haggerty Road (734) 953-9224
<b>Best Western</b> – Laurel Park Suites 16999 South Laurel Park Drive (734) 464-0050
<b>Comfort Inn</b> – Livonia 29235 Buckingham Avenue (734) 458-7111
<b>Courtyard By Marriott</b> – Livonia 17200 North Laurel Park Drive (734) 462-2000
<b>Days Inn</b> – Livonia 36655 Plymouth Road (734) 427-1300
<b>Embassy Suites</b> – Livonia 19525 Victor Parkway (734) 462-6000
<b>Fairfield Inn</b> – Livonia 17350 Fox Drive (734) 953-8888
<b>Holiday Inn</b> – Livonia West 17123 North Laurel Park Drive (734) 464-1300
<b>Livonia Marriott Detroit</b> 17100 North Laurel Park Drive (734) 462-3100
<b>Residence Inn By Marriott</b> – Detroit-Livonia 17250 Fox Drive (734) 462-4201
<b>Super 8 Motel</b> – Livonia 28512 Schoolcraft Road (734) 425-5150
<b>Towne Place Suites by Marriott</b> – Livonia 17450 Fox Drive (734) 542-7400

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# Fourth Day Dedicated to Legal Assistant Education

## Registration Form

Send this form and your check payable to the  
*State Bar of Michigan* to:  
Patricia J. Towers, CLA  
Legal Assistant & Auditing Services, LLC  
6477 Nadine Lane  
West Bloomfield, Michigan 48322  
Telephone: (248) 592-0571  
Email: [pjtowers2001@yahoo.com](mailto:pjtowers2001@yahoo.com)

**Registration Deadline: April 30, 2003**

Name(s): \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*Confirmation of registration will be sent via email. If you do not have email, confirmation of registration will be sent via US Mail.*

***Please accept my registration for:***

\_\_\_\_\_ Number of Seminar Non-member registrations (@ \$110 each)

\_\_\_\_\_ Number of Seminar Member registrations (@ \$85 each)

\_\_\_\_\_ Number of Seminar registrations for Students (@ \$60 each)

\_\_\_\_\_  
**Program Coordinator Signature**

**Total Amount Enclosed : \$** \_\_\_\_\_

**Please indicate your preferred choice (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>) for the following break-out sessions:**

\_\_\_\_\_ Elder Law  
\_\_\_\_\_ Medical Malpractice  
\_\_\_\_\_ Intellectual Property  
\_\_\_\_\_ Writing for Publications

\_\_\_\_\_ Real Estate  
\_\_\_\_\_ Social Security  
\_\_\_\_\_ Trademark  
\_\_\_\_\_ Grant Writing

\_\_\_\_\_ Immigration Law  
\_\_\_\_\_ Corporate Law  
\_\_\_\_\_ Patents  
\_\_\_\_\_ Computer and Internet

\_\_\_\_\_ Westlaw Searching  
\_\_\_\_\_ Probate & Estate  
\_\_\_\_\_ Electronic Discovery  
\_\_\_\_\_ Confidentiality Issues

Practice Area to use for networking lunch: \_\_\_\_\_

***Space is limited. Placement will be on a 1<sup>st</sup> come 1<sup>st</sup> serve basis – register early to secure your preferred space!***

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# Helping Legal Assistants Help In Their Communities

When it comes to volunteerism, many professionals choose to help better their communities by donating services in their respective fields. It makes sense; if you have an expertise in a particular area, why not help better society in that area? For instance, some doctors and nurses donate time to a free clinic or on trips to developing countries.

## How Attorneys Are Helping

Attorneys, on the other hand, may offer pro bono legal services. As a matter of fact, the State Bar strongly encourages this. The Michigan Rules of Professional Conduct state, “A lawyer should render public interest legal service.” It goes on to comment that, “The ABA House of Delegates has formally acknowledged ‘the basic responsibility of each lawyer engaged in the practice of law to provide public interest legal services’ without a fee or at a substantially reduced fee in one or more of the following areas: poverty law, civil rights law, public rights law, charitable organization representation and the administration of justice.”

## Can Legal Assistants Help?

Many of us know the rewarding experience of volunteering our time for a worthwhile cause. However, due to the nature of our profession, it is impractical for us to provide pro bono legal services. By law, legal assistants may not practice law without the direct supervision of an attorney. This makes it difficult to do pro bono work, unless one’s attorney employer is engaged in such work.

## A New Initiative

The Legal Assistant Section recently discussed this issue and pondered how paralegals may be able to assist attorneys in the delivery of pro bono services. While there is no rule or guideline obligating legal assistants to provide pro bono services, as professionals, we feel a sense of responsibility to help contribute to our communities in this way.

At the regular meeting of the Council of the Legal Assistants Section on January 11, 2003, we met with Gregory Conyers, Administrator of the Justice Initiatives Program at the State Bar. Together with Mr. Conyers, we developed a plan for coordinating a database of legal assistants willing to provide pro bono services. The State Bar will use this database to match legal assistants with attorneys when assigning pro bono cases. Each legal assistant will be listed by geographic and specialty area and will be called upon on an “as needed” basis.

## Many Types of Service

Attorneys involved in pro bono service take on many types of projects other than traditional cases. The Voluntary Pro Bono Standards, as adopted by the representative assembly, states that, “In recognition of the fact that some individuals may not be able to provide direct client representation, the time obligation may be fulfilled by active involvement in activities such as serving on a

local pro bono committee or the board of directors of a legal aid or legal services program, training other lawyers through a structured program, engaging in community legal education programs or advising nonprofit low income or public interest organizations or groups.” Opportunities for assisting in the pro bono services arena abound.

## Our Invitation to You

The Legal Assistant Section of the State Bar of Michigan invites legal assistants throughout Michigan to include themselves in our new database. Please give careful consideration to this invitation. With our help, many attorneys will better be able to serve those in need of pro bono legal services.

Legal assistants of all levels of experience and expertise are welcome. Legal assistants from all specialty practice areas are welcome. Those of us who work in specialty areas that don’t lend themselves to pro bono service should consider helping in another area. In most cases the organizational, analytical and practical skills that you already possess, coupled with some brief “on-the-job training,” are sufficient to prepare you to assist in the case.

## How to Get Involved

What better way to serve your community and your profession than by using the skills and expertise that you use to make your living! If you would like to be involved in this exciting new program, please contact:

Kathleen Kasiorek, CLA  
Warner Norcross & Judd LLP  
900 Fifth Third Center  
111 Lyon Street NW  
Grand Rapids, Michigan 49503  
Phone: (616) 752-2264  
Fax: (616) 222-2264  
Email: [kkasiorek@wnj.com](mailto:kkasiorek@wnj.com)

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*Kathleen Kasiorek is a counsel member of the State Bar of Michigan, Legal Assistant Section. She is a member of the Grand Rapids Bar Association, Legal Assistant Section and the Greater Grand Rapids Intellectual Property Paralegal Association. She is an Intellectual Property Legal Assistant at Warner Norcross and Judd LLP in Grand Rapids, Michigan.*



## STATEWIDE CALL FOR VOLUNTEER ATTORNEYS AND MENTORS

**WHAT?** This project of the Michigan Coalition Against Domestic and Sexual Violence and the State Bar of Michigan is designed to encourage and enhance pro bono legal services to domestic violence survivors by providing statewide training programs, manuals, and other support materials to assist attorneys representing survivors in civil proceedings including divorce, custody and parenting time, post-judgment proceedings, and hearings on personal protection orders. Statewide experts, professionals, service providers, attorneys, judges and trainers will be presenting at this invaluable **free** training opportunity.

**WHY?** Domestic violence survivors often do not get legal representation. Although legal services attorneys, those from special legal clinics, and others provide legal counsel for many survivors, such services are not consistently available across the state. The limitations on legal services often exclude certain proceedings such as contested personal protection orders and post-judgment divorce proceedings. Many attorneys do not feel competent to represent domestic violence survivors in divorce, custody, personal protection orders, or other related matters.

**WHEN?** We need to enlist pro bono attorneys and mentors **now** while materials are being developed. Statewide training sessions will be held **May 15, 2003**.

**WHO?** **YOU!** Attorneys at any level of experience and in any field of practice are welcome. Attorneys with little or no experience in family law can build that aspect of their practice with the help of the training sessions and *free training materials* provided. Attorneys less experienced in the areas of family law and domestic violence will be assigned a mentor. More experienced attorneys are needed as mentors, as well as to directly represent clients.

**WHERE?** The live video teleconference and live afternoon local panel will be available at the following locations – Dearborn, Detroit, East Lansing, Grand Rapids, Kalamazoo, Marquette, Saginaw, Troy, Traverse City and Ypsilanti.

# SAVE THE DATE!

Go to the State Bar website at [www.michbar.org/oj/content.html](http://www.michbar.org/oj/content.html) for further information or to enroll online.  
For training questions, contact Kathleen Conklin at (517) 347-7000 ext. 26 or [kconklin@mcadsv.org](mailto:kconklin@mcadsv.org).  
For enrollment questions contact Judy Hershkowitz at (800) 968-1442, ext. 6335 or [jhershkowitz@mail.michbar.org](mailto:jhershkowitz@mail.michbar.org).

LEGAL ASSISTANTS SECTION  
STATE BAR OF MICHIGAN  
SCHEDULE OF MEETINGS  
FOR 2002-2003

**COUNCIL MEETING**  
Thursday, May 8, 2003  
6 p.m. Madonna University  
Livonia, Michigan

**FOURTH ANNUAL DAY DEDICATED TO LEGAL ASSISTANT EDUCATION**  
Friday, May 9, 2003  
8:00 a.m.  
Livonia, Michigan

**COUNCIL MEETING**  
Saturday, July 26, 2003  
10 a.m.  
12727 Fall River Drive  
South Lyon, Michigan

**COUNCIL MEETING**  
September 11 or 12, 2003  
TBD\*  
Lansing, Michigan

**STATE BAR OF MICHIGAN ANNUAL MEETING**  
Thursday, September 11, 2003 to Friday September 12, 2003  
Lansing, Michigan

**COUNCIL MEETING**  
September 12, 2003  
TBD\*  
Lansing, Michigan

\*TBD = To Be Determined

NEW MEMBERS  
LEGAL ASSISTANTS SECTION  
STATE BAR OF MICHIGAN

Christina M. Lombera  
Farmington Hills, MI

Shari G. Mitchell  
Detroit, MI

John P. O'Connor  
Kalamazoo, MI

Tanya Y. Parker  
Clawson, MI

Maureen P. Pomeroy  
St. Joseph, MI

Rachel S. Trujillo  
Westland, MI

Connie L. Wick  
Rochester Hills, MI

Bradford T. Wilson  
Rochester, MI

Mary Lynn Zarembski Cole  
Detroit, MI



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