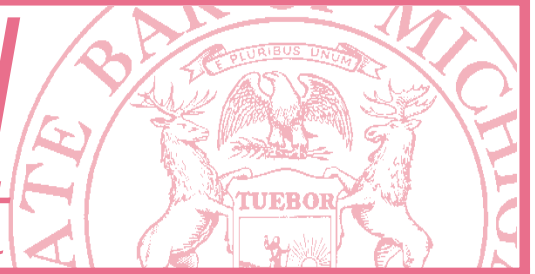


Michigan Legal Assistant

Fall 2002



2002 Annual Meeting & Seminar Amway Grand Plaza Hotel Grand Rapids, Michigan

By Kathy Ann Blunck

The Legal Assistants Section held their Annual Meeting on Friday, September 27th, 2002, at the Amway Grand Plaza Hotel in Grand Rapids, Michigan. The meeting took place in the Imperial Room which is one of the most elegant meeting rooms in the Amway.

Council members were elected and scholarship recipients were announced at the meeting. The members of the Section elected the following to open positions on the Council:

- ◆ Kathy Ann Blunck, Chairperson-Elect
- ◆ Marcy Jankovich, CLAS, Council Member (2-year term)
- ◆ Kathleen Munoz (2-year term)
- ◆ Jill Schneider (2-year term)

The Legal Assistants Section announced the following 2002 Scholarship recipients:

- ◆ Paula Boyce, Portage, Michigan
- ◆ Sheana Burk, Ellsworth, Michigan
- ◆ Celia Lowe, Detroit, Michigan
- ◆ Laura Marji, Fair Haven, Michigan
- ◆ Andrea Mitcham, Detroit, Michigan

Following the meeting, David Y. Wright, presented a multi-media seminar on forensic and technical animation. He used video, overhead and computer to present the topic. Of particular interest were the animations that he has produced and the results achieved from his product. We learned that animations are expensive but an effective tool that an attorney can use to

demonstrate a scenario. Mr. Wright provided us with a very good handout on forensic animation. If you would like a copy of the handout, please contact me and I will mail a copy to you.

The State Bar of Michigan's Annual Meeting for 2003 will be in Detroit. If you have an idea for a good speaker or topic, please call or email me.

For a copy of the of the handout, please contact:

KathyAnn Blunck, Legal Assistant
Smith Haughey Rice & Roegge
Traverse City, Michigan
kblunck@shrr.com
(231) 486-4526.



Kathy Ann Blunck

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Calendar of 2003 Events

MESSAGE FROM THE CHAIR

Date	Description
January 15:	National Association of Legal Assistants (NALA) Deadline for filing applications for March 21-22 CLA examinations
March 21-22:	National Association of Legal Assistants (NALA) CLAEExam Contact NALA for testing sites
March 27-30:	National Federation of Paralegal Associations, Inc. (NFPA) 2003 Spring Convention The Hotel Viking, Newport, RI
May 9:	Legal Assistants Section of the State Bar of Michigan Annual Seminar Madonna University, Livonia, MI
May 15:	National Association of Legal Assistants (NALA) Deadline for filing applications for March 21-22 CLA examinations
July 9-12:	National Association of Legal Assistants (NALA) 28 th Annual Convention San Antonio, TX
July 18-19:	National Association of Legal Assistants (NALA) CLAEExam Contact NALA for testing sites
Sept. 11-12:	State Bar of Michigan Annual Meeting Lansing, MI
Oct. 1:	National Association of Legal Assistants (NALA) Deadline for filing applications for March 21-22 CLA examinations
Oct. 19-20:	National Federation of Paralegal Associations, Inc. (NFPA) Leadership Conference Kansas City, MO
Dec. 5-6:	National Association of Legal Assistants (NALA) CLAEExam Contact NALA for testing sites

I would like to begin by saying that I am absolutely thrilled to be serving as Chairperson to the membership of the Legal Assistants Section this year. Becoming an active member in the Legal Assistants Section of the State Bar of Michigan has been one of the most rewarding experiences of my career.

I have had the wonderful opportunity of working with previous Chairs such as Kelly A. LaGrave, CLAS, John Norris Stone, and Kevin D. Gasiewski, CLAS. These individuals have been amazing mentors to me. I have received so much support and encouragement from them together with the rest of the Section's council members.

I have already had the opportunity to address legal assistant students at Lansing Community College and Madonna University. I encourage all legal assistants and upcoming legal assistants to get involved in their profession. Being a council member or committee chairperson may not be for you, however, being a member of the Legal Assistants Section will keep you updated on all of our current professional and educational events. The most important advantage to me is being able to network with so paralegals that are experienced in a variety of practices. I encourage all of our current members to spread the word to co-workers, friends and family.

I think my biggest challenge this year is the consideration and proposal of the Section to change its name from the Legal Assistants Section to the Paralegal Section. The council is currently in the process of researching this issue and we are aware of some other organizations as well as universities that are making the change. I would like to hear from our members on this issue. If you have any thoughts, please email me at diversifiedparalegal@yahoo.com.



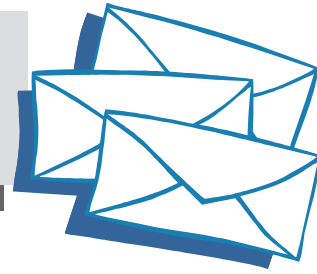
Tracey C. Hammond, owner of Diversified Paralegal Services, LLC, has been a legal assistant for ten years. She holds an Associate of Science Degree from ABA accredited, Davenport University. Tracey is an active member of the Legal Assistants Section of the State Bar of Michigan and is currently the Chairperson as well as the Scholarship and Public Relations Committee's Chair.

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

The deadline for submission of articles, calendar items, and letters to the editor for the Winter 2003 issue is February 14, 2003. Please make all submissions to Kevin Dennis Gasiewski, CLAS, Managing Editor, by e-mail (kgasiews@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.

Ask Linda



Dear Linda:

I was recently offered a new position as a legal assistant. The offer is over and above my current salary, but I still don't know if it is the competitive with the current market. Can you please tell me how I might find out?

One of the most critical stages of a job search is negotiating and accepting an offer. Researching the market average is a quantifiable task. Determining the value of the job, however, is a different exercise altogether. Since your question is focused on the salary in particular, let's talk about that first.

As an active job seeker I encourage you to do your homework before you start applying for new jobs. Find out what the average salary is for the type of position you are seeking. I don't suggest you start polling other paralegals about their salaries. As much as anyone might want to help you, compensation is a personal issue, and, most people are not willing to discuss this topic. The most honorable way to determine an average pay range is to consult industry surveys, and to ask personnel managers what their ranges are for a person with your background and qualifications.

Start with your own employer. You should have a pretty good idea what your organization starts its entry-level legal assistants at, and what the ceiling is. (You should have found this out when you interviewed for the job: "What are your salary ranges for this position?") If you don't, then ask.

I would also encourage you to cold call a few firms who employ paralegals at your level and ask the same questions. You can do a quick anonymous survey, which may or may not work, depending on who you talk too. If not, consider your network and what administrators and/or managing partners you already know. Ask your peers to put you in touch with people in their organizations who have this information. If jobs are listed on the internet or in the want ads, the ranges may already be published. Legal assistant schools should also have this data.

All of the national paralegal organizations do compensation surveys, as does Legal Assistant Today Magazine. Most of the surveys have to be purchased, but you might find that your own human resource department has copies. If not, consult your paralegal school placement director. At best read the survey summaries, which are usually published in association magazines or on their websites. Salary information can also be found on the Department of Labor website.

Keep in mind that there are a number of things that are going to affect a job offer: The employer's budget for the entire compensation package; what the firm pays its current paralegals; what the 'going rate' is for the someone with your background and experience in your region, and; your billable rate and total contribution to the firm and/or its clients.

What most people don't realize is that negotiating a job offer begins at the time the application is made. Interviewers are in a constant state of trying to determine what you are worth. The way they establish this is by analyzing your background and experience. Years of working in the field marked by achievements in each position are quantifiable. The skills you bring to the table and how you and your references view your contributions are all part of the total equation.

While the prospective employer is sizing up your abilities and value, you should be doing the same of them. Any job consideration should include a careful analysis of how it meets your goals and priorities for employment. This is why it is very important to do some soul searching and some due diligence before you start the interview process.

You should be able to answer the following questions before you accept or reject an offer:

- ◆ What is the potential of the job?
- ◆ How are reviews and performance evaluations handled?
- ◆ What is the history of the firm regarding its use of paralegals?
- ◆ What is the work environment, including your workspace and clerical support?
- ◆ What are your work preferences?
- ◆ What are the hours and how flexible are they?
- ◆ What is the quality of the work and the quality of the people?
- ◆ What is the reputation of the firm?
- ◆ What is the total package including benefits?
- ◆ Where will you park and who will pay for it?
- ◆ What are the values and philosophies of management?
- ◆ What is the firm's position on extra-curricular professional activities?
- ◆ Does the firm pay for professional membership dues and/or continuing legal education?
- ◆ Does the company pay for tuition reimbursement (which could indicate their flexibility toward a student schedule)?

Each of these areas will have a different magnitude and consequence depending on what exactly it is that you are looking for. It is only at the point where you have answers to all of these questions that you can determine if a job is right for you. Once you have established whether or not the job is going to satisfy your objectives, then you can begin to evaluate whether or not the pay is sufficient.

In your case, the prospective employer has offered you some incentive to accept a new position. Have you analyzed their entire compensation package and made a line-by-line comparison to your current package, including benefits? If you don't already have the total breakdown of your current salary and benefits, you should request it from your employer. Your employer probably updates



Ask Linda

Continued from page 3

this analysis yearly when they adjust your compensation. If they don't already give it to you, make it a point to request a copy once a year when you receive your performance review.

If you find you are unable to determine whether the current offer is fair you have not been able to determine the value of the position. Sizing up an offer is not just about quantifying the compensation. It includes knowing how the job meets your goals in terms of professional growth and opportunity. Until you know the total value of the job to you, you will not be able to determine if the compensation is the right compensation.

Linda is a noted speaker, trainer and author. Her articles have appeared in numerous legal publications, including, the Michigan Bar Journal, Michigan Lawyers Weekly, The National Law Journal and Legal Assistant Today.



Linda speaks regularly to legal assistants on job related issues. Her most recent engagement was for the Broward Chapter of the Paralegal Association of Florida, Inc., entitled 'What to Keep in Your Briefcase: Career Positioning for Paralegals.' You are invited to contact Linda by telephone or email at: 248-471-3443 or lindajev@aol.com. Watch for LS&M's new web site at www.legalsearch.bz.

Become a Member of the Legal Assistants Section

Our high quality, low-cost programs provide you with discounts on everything from legal research services to insurance. In addition, every time you participate in a State Bar of Michigan program, you give something back to your profession.

Membership Benefits Include:

- ◆ **The Quarterly *Michigan Legal Assistant* Newsletter, the monthly *Michigan Bar Journal*, and the Annual Membership Directory**
- ◆ **A discount on your first section educational seminar**
- ◆ **Insurance** (including health and reduced auto insurance)
- ◆ **State Bar Platinum or Gold MasterCard** (to those who qualify)
- ◆ **Verizon Wireless** (miscellaneous discounts)
- ◆ **Many, many, many more benefits**

For information contact:

Kevin D. Gasiewski, CLAS (313) 845-1053



NFPA Notes

By Heidi R. Lauer



The following is a list of 2003 upcoming deadlines

Paralegal of the Year Award. All entry forms must be submitted by February 1, 2003. This award is sponsored by LexisNexis Document Solutions. The winner of this award will have their expenses paid to attend the 2003 Annual Convention, will receive a plaque, their essay will be printed in *Reporter* and at www.paralegals.org. For more information and an official entry form go to www.paralegals.org/News/Awards/99corpap.htm.

◆
William R. Robie Award. All applications must be submitted by February 1, 2003 or postmarked no later than March 1, 2003. The William R. Robie Leadership Award winner will be announced at the NFPA Spring Convention. For more information and an application go to www.Paralegals.org/News/Awards/RobieAward.htm.

◆
NFPA and West Group Scholarships. Scholarships of \$3500 and \$1500 will be presented at the 2003 NFPA Spring Convention. All applications and supporting documentation must be postmarked

on or before February 1, 2003. For more information and an application go to www.paralegals.org/Choice/2000west.htm.

◆
The 2003 NFPA Spring Convention will take place in Newport, Rhode Island March 27-30, 2003.

◆
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.

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.

Bylaws of the Legal Assistants Section of the State Bar of Michigan

ARTICLE I NAME AND PURPOSES

SECTION 1. NAME. This Section shall be known as the Legal Assistants Section of the State Bar of Michigan.

SECTION 2. PURPOSE. The purposes of this Section shall be to encourage a high order of ethical and professional attainment; to further education among members of the Section; to support and carry out the programs, purposes, aims, and goals of the State Bar of Michigan; and to establish good fellowship among Section members, the State Bar of Michigan, and the members of the legal community at large.

ARTICLE II MEMBERSHIP

SECTION 1. QUALIFICATIONS FOR SECTION MEMBERSHIP. A person shall be deemed to be qualified for Section membership if the person is currently employed or retained by a lawyer, law office, governmental agency or other entity engaged in the practice of law, in a capacity or function which involves the performance under the direction and supervision of an attorney of specifically-delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal concepts such that, absent that legal assistant, the attorney would perform the task, and which work is not primarily clerical or secretarial in nature, and:

- a. who has graduated from an ABA approved program of study for legal assistants and has a baccalaureate degree; or
- b. has received a baccalaureate degree in any field, plus not less than two years of in-house training as a legal assistant; or
- c. who has received an associate degree in the legal assistant field, plus not less than two years of in-house training as a legal assistant;
- d. who has received an associate degree in any field and who has graduated from an ABA approved program of study for legal assistants, plus not less than two years of in-house training as a legal assistant; or
- e. who has a minimum of four (4) years of in-house training as a legal assistant.

Any affiliate member of the State Bar of Michigan, upon request to the Executive Director of the State Bar of Michigan and upon payment of dues for the current fiscal year (October 1 - September 30), shall be enrolled as a member of the Section.

SECTION 2. DUES.

- a. **Affiliate Members of the State Bar of Michigan.** Each affiliate member of the State Bar of Michigan who applies for and is accepted as an affiliate member of the Section, and who meets the criteria of Article II, Section 1 shall pay annual dues of Fifty Dollars (\$50.00) per fiscal year, which fiscal year is October 1st through September 30th. However, if a person applies for and is accepted as an affiliate member of the Section after April 1st, the State Bar dues for the remainder of the fiscal year shall be Twenty-five Dollars (\$25.00). Additionally, each affiliate member of the State Bar of Michigan joining the Legal Assistants Section shall pay annual section dues of twenty-five dollars (\$25.00) per fiscal year, regardless of the date of application and acceptance.
- b. **Active Members of the State Bar of Michigan.** Active members of the State Bar of Michigan shall pay annual Section dues of twenty-five dollars (\$25.00) per year, October 1st through September 30th.
- c. **Annual Dues.** Thereafter, the annual Section dues shall be due and payable on or before the 1st day of October of each year thereafter or shall be due and payable immediately upon receipt of receiving the dues notice from the State Bar of Michigan, whichever is later. Members so enrolled and whose dues are so paid shall constitute the membership of the Section.
- d. **Delinquent Dues.** 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.

ARTICLE III OFFICERS AND COUNCIL

SECTION 1. OFFICERS. The officers of this Section shall be a Chairperson, Chairperson-Elect, Secretary, and Treasurer. No person shall serve as Chairperson or Chairperson-Elect for two (2) consecutive terms.

SECTION 2. COUNCIL. There shall be a Section Council consisting of eleven (11) members, including the Chairperson, Chairperson-Elect, Secretary, and Treasurer, all of whom shall be members of the Section, together with seven (7) other members, six (6) of whom shall be elected by the Section as hereinafter provided. The retiring Chairperson shall also remain a member of the Council



for one (1) year immediately following the expiration of his or her term as Chairperson and shall be referred to as the “Ex Officio Chairperson.” This additional one (1) year term shall not be considered a second consecutive term for the purposes of Section 3 of Article IV.

ARTICLE IV NOMINATION AND ELECTIONS

SECTION 1. NOMINATING COMMITTEE. By June 1st of each year, the Chairperson, with the advice of the Chairperson-Elect, shall appoint a Nominating Committee of three (3) members of the Section. By August 1st of each year, the Nominating Committee shall make and report nominations to the Section for the offices of Chairperson-Elect, Secretary (when applicable), Treasurer (when applicable), and those Council member positions which will expire at the close of the annual meeting and to fill vacancies then existing for unexpired terms. Additional nominations for elected positions may be made from the floor by members of the Section during the annual meeting of the Section. Prior to nominating candidates, the Committee shall consider the need for representation on the Council of members with diverse responsible legal viewpoints and who reside in various geographic areas of the State.

SECTION 2. ELECTIONS. The following officers and Council members of the Section shall be elected at the annual meeting of the Section as specified in Article VII of these Bylaws:

- a. **Chairperson.** The present Chairperson-Elect shall assume the position of Chairperson at the next election.
- b. **Chairperson-Elect.** The Chairperson-Elect shall be nominated and elected, as specified in these Bylaws, at each annual meeting of the Section, to hold office for a term beginning at the close of the annual meeting at which he or she shall have been elected and ending at the close of the next succeeding annual meeting of the Section (and until his or her successor has been elected and qualified).
- c. **Secretary and Treasurer.** The Secretary and Treasurer shall hold office for a period of two (2) years. The Secretary and Treasurer shall be nominated and elected, as specified in these Bylaws, at every second consecutive annual meeting of the Section, beginning with the annual meeting to be held in September of 2000, to hold office for a term beginning at the close of the annual meeting of the Section.
- d. **Council Members.** Three (3) Section members shall be elected, as specified in these Bylaws, at each annual meeting of the Section to serve on the Council for a term of two (2) years, which term shall begin at the close of the annual meeting of the Section at which the Council member is elected.

SECTION 3. ELIGIBILITY FOR ELECTION. No person shall be eligible for election to a position on the Council if that person is currently a member of the Council and has been continuously a Member of the Council for a period of two (2) full terms.

SECTION 4. CONTESTED ELECTIONS. Any contested elections shall be by written ballot.

ARTICLE V DUTIES OF OFFICERS

SECTION 1. CHAIRPERSON. The Chairperson shall preside at all meetings of the Section and of the Council. The Chairperson shall formulate and present at each Annual Meeting of the State Bar of Michigan a report of the work of the Section for the past year. The Chairperson shall perform such other duties and acts as usually pertain to the office.

SECTION 2. CHAIRPERSON-ELECT. Upon the death, resignation, disability of the Chairperson, or upon the Chairperson’s refusal to act, the Chairperson-Elect shall perform the duties of the Chairperson for the remainder of the Chairperson’s disability.

SECTION 3. SECRETARY. The Secretary shall conduct all correspondence on behalf of the Section and shall be custodian of all books, records, papers, documents, and other property of the Section. The Secretary shall keep a true record of the proceedings of all meetings of the Section and of the Council, whether assembled or acting under submission. The Secretary shall assist the Chairperson in preparing the Annual Report of the Section. The Secretary, in conjunction with the Chairperson, and as authorized by the Council, shall attend generally to the business of the Section.

SECTION 4. TREASURER. The Treasurer shall keep a true record of all monies received and disbursed and shall report to the Council whenever requested. Annually, the Treasurer shall submit a financial report to the membership of the Section. Consistent with the Bylaws of the State Bar of Michigan, the Treasurer shall be responsible for forwarding all monies of the Section which come into the Treasurer’s hands, to the Bookkeeping Department at State Bar Headquarters in Lansing, Michigan for deposit and credit to the account of the Section. Further, unless waived on a meeting-by-meeting basis by vote of the Council, the Treasurer shall present a current financial report at each meeting of the Council. The Treasurer, in conjunction with the Chairperson and as authorized by the Council, shall attend generally to the financial business of the Section.

ARTICLE VI DUTIES AND POWERS OF THE COUNCIL

SECTION 1. DUES AND POWERS. The Council shall have general supervision and control of the affairs of the Section, subject to the provisions of the Bylaws of the Section, the Supreme Court Rules Concerning the State Bar of Michigan and the Bylaws of the State Bar of Michigan. It shall specifically authorize all commitments or contracts which shall entail the payment of money, and shall authorize the expenditure of all monies appropriated for the use or benefit of the Section. It shall not, however, without prior approval of the State Bar Board of Commissioners, authorize commitments or contracts which shall entail the payment of more money during any fiscal year than the total of: (a) all income re-

ceived by the Section, including but not limited to Section dues for such fiscal year; and (b) any expended funds remaining in the Section treasury from prior years.

SECTION 2. COMMITTEES. The Council may authorize the Chairperson to appoint committees consisting of Section members to perform such duties and exercise such powers as the Council may direct, subject to the limitations of these Bylaws and the Bylaws of the State Bar of Michigan. Further, the Council, at its discretion, may discontinue any Section Committee. The Chairperson shall appoint the Chairperson and members of such committees and may, on direction from the Council shall, remove any members so appointed.

SECTION 3. VACANCIES. The Council, during the interim period between annual meetings of the Section, may fill vacancies in its own membership or in the office of Secretary, Treasurer, or in the event of a vacancy in both the office of Chairperson and Chairperson-Elect, in the office of Chairperson. Members and officers of the Council so appointed shall serve until the close of the next annual meeting of the Section. At the annual meeting the vacancies shall be filled for the remainder of their respective terms by a special election conducted concurrently with the regular elections as provided in Article IV herein.

SECTION 4. REGULAR MEETINGS. Regular meetings of the Council may be called by the Chairperson or by a majority of the voting members of the Council at such times and place as either may determine. At least one regular meeting of the Council shall be held in each fiscal year.

SECTION 5. SPECIAL MEETINGS. Special meetings of the Council may be called by the Chairperson or a majority of the voting members of the Council at such time and place as either may determine.

SECTION 6. QUORUM OF THE COUNCIL. Six members of the Council physically present shall constitute a quorum at both regular and special meetings of the Council.

SECTION 7. VOTING. The Council shall act pursuant to a majority of a quorum of those present at a regular or special meeting of the Council. Voting by proxy is not permitted.

SECTION 8. RESIGNATION. If any Council member fails to attend two (2) consecutive Council meetings without an excused absence, or fails to attend three (3) consecutive Council meetings for any reason, such failure shall constitute an automatic, irrevocable, notice of resignation. The Council shall then fill the vacancy in accordance with Section 3 of this Article.

SECTION 9. PROPOSITIONS. The Chairperson of the Section at any time may, and upon the request of any three (3) members of the Council shall, submit or cause to be submitted in writing, to each of the members of the Council, any proposition upon which the Council may be authorized to act. The members of the Council shall vote upon such proposition or propositions so submitted by communicating their vote to the Secretary. The Secretary shall record upon the minutes each proposition so submitted; when,

how, at whose request the proposition was submitted; and the vote of each member of Council. The Secretary shall retain on file documentation of such votes. Action supported by a majority of all the Council members entitled to vote with respect to a proposition submitted in that manner shall constitute binding action of the Council.

SECTION 10. ELECTRONIC MEETINGS. The Council or any committee designated by the Council, may participate in a meeting of the Council or committee by means of conference telephone, e-mail or similar communications equipment by means of which all persons participating in the meeting can communicate with each other. Participating in a meeting pursuant to this Section shall constitute presence in person at the meeting.

ARTICLE VII MEETINGS OF THE SECTION

SECTION 1. ANNUAL MEETING. The annual meeting of the Section shall be held during and at the same place as the Annual Meeting of the State Bar of Michigan and shall include such programs and order of business as may be arranged by the Council.

SECTION 2. SPECIAL MEETINGS. Special meetings of the Section may be called by the Chairperson or by a majority of the members of the Council at such time and place as either may determine.

SECTION 3. QUORUM. Twenty (20) members or ten percent (10%) of total membership of the Section physically present at any Section meeting, whichever is less, shall constitute a quorum for the transaction of business.

SECTION 4. VOTING. All actions of the Section other than the amendment of the Bylaws shall be taken pursuant to a majority vote of a quorum of the members present.

SECTION 5. PROXY. Voting by proxy is not permitted.

ARTICLE VIII MISCELLANEOUS PROVISIONS

SECTION 1. FISCAL YEAR OF THE SECTION. The fiscal year of the Section shall be the same as that of the State Bar of Michigan.

SECTION 2. DEBTS OF THE SECTION. All debts incurred by the Section, before being forwarded to the Assistant Executive Director - Finance of the State Bar of Michigan for payment, shall first be approved by the Chairperson or the Treasurer; or, if the Council shall so direct, by both of them.

SECTION 3. COMPENSATION. No salary or compensation of any kind shall be paid to any Section member, officer, Council or committee member.



SECTION 4. REIMBURSEMENT OF EXPENSES. Reasonable expenses of Section members, officers, Council or committee members incurred while engaged in Section business or when acting on behalf of the Section will be reimbursed pursuant to the provisions of Article VIII, Section 2 and any and all guidelines as specified by the State Bar of Michigan and the Council.

SECTION 5. APPROVAL OF BOARD OF COMMISSIONERS OR REPRESENTATIVE ASSEMBLY. Any action made by this Section as an official act of the State Bar of Michigan must be approved by the Board of Commissioners or the Representative Assembly of the State Bar of Michigan before it become effective. No public statement of a Section or Council position may be made unless in full compliance with the provisions of Article IX of the Bylaws of the State Bar of Michigan. Any resolution adopted or action taken by the Section may, on request of the Section, be reported by the Chairperson of the Section to the Board of Commissioners or Representative Assembly of the State Bar of Michigan for action.

SECTION 6. EFFECTIVE DATE OF BYLAWS. These Bylaws shall become effective upon their adoption by the Section and the approval thereof by the Board of Commissioners of the State Bar of Michigan.

**ARTICLE IX
AMENDMENTS**

SECTION 1. VOTING. These Bylaws may be amended at any annual meeting of the Section by a two-thirds (2/3) vote of the members of the Section physically present and voting, provided there is a quorum; and provided further that any such proposed amendment shall first have been submitted for its recommendation to the Council; and provided further that no amendment so adopted shall become effective until approved by the Board of Commissioners of the State Bar of Michigan.

SECTION 2. PETITION AND PUBLICATION. Any proposed amendment of these Bylaws shall first be submitted in writing to the Council in the form of a petition signed by at least ten (10) members of the Section and considered by the Council at a regular or special meeting prior to the annual meeting of the Section at which it is to be addressed. The Council shall consider the proposed amendment at such a meeting and shall prepare recommendations; and those recommendations, together with a complete and accurate text of said proposed amendments, shall be published in the *Michigan Bar Journal* or Section newsletter at least thirty (30) days prior to the Annual Meeting of the Section at which the amendment is to be considered.

Created 1990
Amended 10/99
Amended 9/27/02

The Legal Assistants Section has the following videos of past seminars available for purchase at \$15 per video:



- Trends in Fee Agreements and Impact on Legal Assistant Utilization
- How to Afford a Legal Assistant
- How to Enhance Your Career
- Information Management—Litigation in the ‘90’s
- Utilization of Legal Assistants in Trial Practice
- Profile of a Winning Team
- Paralegals—Practice & Profit
- Writing Seminar (5/96—Speaker: Brian A. Kaser, Esq.)
- Law and Ethics on the Cyber Frontier (9/96—Speaker: Todd Smith, Esq.)
- Litigation Support Software (1/97—Speaker: Ciara, Inc.)
- Due Diligence & Public Record Searching (1/97—Speaker: CT Advantage, Inc.)
- Changes in Probate Code (5/97—Speaker: Judge Joseph E. Deegan)
- Estate Settlement Act: An Overview (9/97—Speaker: Bruce Newman)
- Personal Estate Planning for the Legal Assistant (2/98—Speaker: Douglas A. Mielock, Esq.)
- Ethics for Legal Assistant (5/98—Speaker: Vicki Voisin, CLAS)
- Investing for Retirement (5/98—Speaker: Christopher A. Ballard, Esq.)
- Internet Research for the Legal Assistant (9/98—Speaker: Jenny E. Upham)
- Privacy in the Workplace (2/99—Speaker: Michael J. Bommarito, Esq.)
- Sexual Harassment (2/99—Speaker: Robert A. Boonin)
- Educational Seminar: Looking at the Past and the Future of the Legal Assistant Profession (9/99—Speakers: Vicki Voisin, Ruth Stevens and Jennifer Coté)

If you are interested in purchasing any of the Legal Assistants Section videos, please complete this form and send it with your check, made payable to the State Bar of Michigan to:

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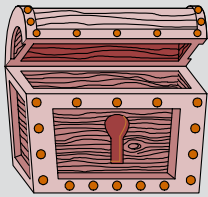
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Of General Interest

Maurine Payne is our section historian. Should you have pictures or articles for the history books, you may contact Maurine at:

Lewis & Munday, P.C.
660 Woodward Avenue
1300 First National Building
Detroit, Michigan 48226

Phone: 313-961-2007, ext. 159
Fax: 313-961-1270.



Scholarship Report

By Tracey Hammond

- ◆ The 2002 Legal Assistants Section Scholarships have been awarded to the attending colleges for assistance with tuition and books for the following individuals:
- ◆ Paula Boyce, from Portage, Michigan received a \$1,000 scholarship to assist her at Davenport University in Kalamazoo.
- ◆ Sheana Burk, from Ellsworth, Michigan received a \$1,000 scholarship to assist her at North Central Michigan University in Petoskey.
- ◆ Celia Lowe, from Detroit, Michigan received a \$1,000 scholarship to assist her at Madonna University in Livonia.
- ◆ Laura Marji, from Fair Haven, Michigan received a \$1,000 scholarship to assist her at Macomb Community College – South Campus.
- ◆ Andrea Mitcham, from Detroit, Michigan received a \$1,000 scholarship to assist her at Wayne County Community College.

The 2003 applications are going to be sent out to Michigan high schools and colleges in December. The deadline for 2003 applications is April 1, 2003.

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The Successful Legal Assistant V

New Membership with the Detroit Metropolitan Bar Association Continues to Thrive



“The Successful Legal Assistant,” is a thriving new venture for the Detroit Metropolitan Bar Association (DMBA). Detroit legal assistants meet monthly to discuss topics that affect the profession. The new membership meetings started in June 2002 and have featured discussions and presentations on networking, assertiveness and stress management.

The October meeting focused on “Options and Resources for Responding to Concerns at Work.” Participants joined in a series of roundtable discussions moderated by Program Director, Linda S. Jevahirian, President and Founder, Legal Search & Management, Inc., and networked for solutions to improve their paralegal practice.

The first four meetings focused on one topic and speaker. The reprieve to a more casual networking theme gave participants a chance time to get to know one another and share unique ideas for future resources and problem solving. This, after all, is what the entire project has been about: Networking and resourcing.

The December 3 meeting will feature David B. Harrell and his Change Management techniques. Change Management is a method for gaining a level of awareness about the need to change, and; learning about the skills and tools to make the change.

Whether the change takes place at the support level, the paralegal level or the attorney and administrative level, legal assistants are prone to feeling the burden of being sandwiched and can be smothered by having to adapt in two different directions. Harrell’s approach teaches people how to adapt to changes that are made from the top down, and changes that are made from the bottom up.

The meetings are conveniently scheduled, and offer just enough time to share a meal, to get to know a few new people, and to swap ideas about what it takes to succeed as a legal assistant. Participants broaden their resources, and gain useful information about topics that affect their jobs and their daily lives.

The next meeting will take place on Tuesday, December 3, 2002 on the 13th floor of the Penobscot Building at Smart Detroit. Reservations are being taken by the DMBA at www.detroitlawyer.org or Nancy Lee Jacka at the DMBA (313) 961-6120 ext. 210. Feel free to contact Linda at Legal Search & Management at (248) 471-3443 or lindajev@aol.com for further information. Legal assistants of all levels are encouraged to attend and to bring a friend.

Fourth Annual Day Dedicated to Legal Assistant Education

By Patricia J. Towers, CLA

The Fourth Annual Day Dedicated to Legal Assistant Education will be held at Madonna University in Livonia, Michigan, on Friday, May 9, 2003. The day will start with registration and continental breakfast 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, Intellectual Property Litigation, Corporate Law, and others.

Lunch will be served on-site by Sodexo 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 Electronic Discovery and will be presented by Gary Hayden, Esq., of Ford Motor Company. Afternoon breakout sessions include Social Security Admin-

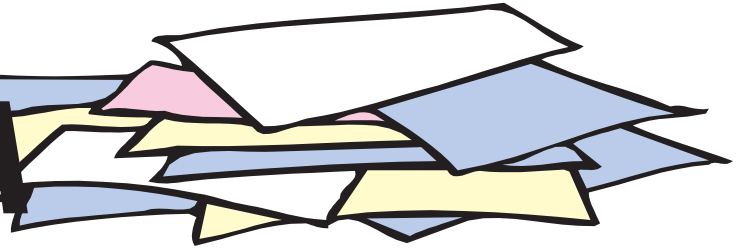
istration, Real Estate, Trademark Searching, Computer and Internet Security, Westlaw, and others.

Registration materials will be mailed and e-mailed to all Section members in early March. Any questions regarding the Seminar may be directed to Patricia J. Towers, CLA, at pjtowers2001@yahoo.com or by calling her at 248-813-3470.

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 Delphi Automotive Systems in Troy, 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.

News

from **NALA**



By Kevin Dennis Gasiewski

NALA held their Annual Convention in Savannah, GA on July 10-13, 2002, resulting in quite a bit of good news for Region V members. Debra J. Monke, CLAS was elected as First Vice President and Kelly A. LaGrave, CLAS was elected to serve as Region V Director for a second term. During the first Board Meeting of the 2002-2003 year, the Board ratified the appointment of the following Region V members: Sharon A. Werner, CLA as the Chairperson of the Continuing Education Council and Marcy L. Jankovich, CLAS as Affiliated Associations Secretary. During the awards banquet, Lora L. Roberts, CLAS of the Western Kentucky Paralegals and Claudia D. Sundberg, CLA of the Toledo Association of Legal Assistants were honored with the very prestigious NALA Affiliated Associations Award. These two individuals were recognized for their steadfast service and valuable contributions to the members' affiliated associations.

Congratulations go out to those individuals who successfully passed the CLA and CLAS exams held in March of 2002. It's a great personal and professional accomplishment, and those who passed should be extremely proud. They are:

- ◆ Debi K. Edwards, CLA of Belleville, IL
- ◆ Kimberly K. Holland, CLAS of Muskegon, MI
- ◆ Renee J., CLA of Lincoln, MI
- ◆ Norma J. Kropp, CLAS (Real Estate Specialty) of Madison, WI
- ◆ Patricia M. LaRue, CLAS (Probate & Estate Planning Specialty) of Detroit, MI

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

Illinois

Joysun I. Howard
Margaret R. Santucci

Indiana

Sherry L. Cortie

Kentucky

Linda D. Hatfield
Heather L. Roberts

Michigan

Raimi Blackerby
Paula Boyce
Melissa M. Higgins-Yaw
Kimberly K. Holland
Larry Benjamin Hughes
Maria Silva
Joe L. Stigler

Ohio

Amanda L. Basista

Wisconsin

Gail Dallman



Kevin Dennis Gasiewski, CLAS, has been a legal assistant for more than seven years. He holds a Bachelor of Science with Highest Honors from Madonna University's American Bar Association-approved Legal Assistant Program. He earned his Certified Legal Assistant (CLA) credentials in August 1996 and his Specialist in Intellectual Property (CLAS) credentials in May 2000. Kevin is an active member of the Legal Assistants Section of the State Bar of Michigan and is currently the Ex-Officio Chairperson as well as Membership Committee Chair and Newsletter Committee Chair. He is currently a legal assistant at Ford Global Technologies, Inc., specializing in trade-marks.

Legal Assistants Section State Bar of Michigan Schedule of Meetings For 2002-2003

Council Meeting	Saturday, March 1, 2003	10:00 a.m.	Dearborn, Michigan
Council Meeting	Thursday, May 8, 2003	TBD*	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.	TBD*
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



Jeffrey A. Alcorn – Bloomfield Hills, MI Robin L. Kowalski – Bloomfield Hills, MI
Darcie M. Baker – Dearborn, MI Pamela S. Martin – Mancelona, MI
Patricia M. Bartos – Canton, MI Heidi H. McInnes – Detroit, MI
Sonya M. Basaj – Birmingham, MI Jane McKune – Saginaw, MI
Angela M. Carrera – Detroit, MI Victoria L. Niemczycki – Farmington Hills, MI
Caron P. Cebulak – Canton, MI Rachel R. Olin – Traverse City, MI
Heather F. Curnow – Gaylord, MI Rebecca C. Opipari – Bloomfield Hills, MI
Tabitha A. Framak – Bangor, MI Richard A. Sands – Southgate, MI
Careen T. Giltrow – Ann Arbor, MI Rachelle D. Smokovitz – Plymouth, MI
Vicki A. Hannigan – Ada, MI Alexia K. Stanko – Clinton Township, MI
Debra A. Hooper – Detroit, MI Vicki S. Ulrich – Sault Ste. Marie, MI
Melanie L. Jensen – Frankfort, MI Nancy H. Zanlungo – Flint, MI
Pamela S. Johnson – Detroit Holly G. Zylstra – Galesburg, MI
Lesley A. Kovacevich – Midland, MI



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