

Michigan Legal Assistant



July 1998

Legal Assistants Section Moves into the 21st Century

Web Site to be Expanded

By John Norris Stone

As some of you may know, the State Bar's website (www.michbar.org) contains a site for the Legal Assistants Section of the State Bar of Michigan. While in the past this resource has remained largely untapped, plans are currently underway to greatly expand the information available to its readers. The council is currently working with the State Bar and hopes to have the "new and improved" site ready for unveiling later this summer. Currently the site contains the Section's Bylaws and the Section's January 1998 Newsletter. (Future newsletters will be available on this site). Along with these items, the following features may be added:



As we will constantly be improving and modifying this site, please check us out often—you will like what you see!

◆ Calendar of events which will include future Section meetings and seminars, and possibly dates for other seminars and meetings for legal assistant associations and groups (*i.e.*, NALA, NFPA, LAAM, etc.).

- ◆ Membership Application and qualification information.
- ◆ Membership Directory.
- ◆ Directory containing information on how to reach your Council Members (address, phone numbers, fax numbers, e-mail address, etc.), along with a description of each Council position.
- ◆ Information on purchasing various Section merchandise (sweatshirts, polo shirts, education videos, etc.).
- ◆ Job Bank.
- ◆ Direct links to other Legal Assistant web sites (*i.e.*, NALA, NFPA, ABA, etc.).

Check out these Web Sites

- National Association of Legal Assistants (NALA) www.nala.org
- American Association for Paralegal Education (AafPE) www.aafpe.org
- National Federation of Paralegal Associations (NFPA) . www.paralegals.org
- State Bar of Michigan www.michbar.org

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Calendar of Events

Date: Description of Event

| | |
|-----------------------|---|
| July 15-18 | NALA Annual Convention Antlers Doubletree Hotel Colorado Springs, Colorado Contact: Marge Dover (918) 587-6828 |
| July 18, 1998 | State Bar of Michigan, Legal Assistants Section Council Meeting Lansing, MI |
| July 24-25 | Nationwide CLA Examinations Applicants will be notified of testing site via mail. Contact: Marge Dover (918) 587-6828 |
| August 15, 1998 | Legal Assistant Association of Michigan (LAAM) Council Meeting Lansing, MI |
| September 16-18, 1998 | State Bar Annual Meeting Lansing, MI |
| September 18, 1998 | State Bar of Michigan, Legal Assistants Section Annual Meeting, Lansing, MI Legal Assistant Association of Michigan (LAAM) Council Meeting Lansing, MI |

MESSAGE FROM THE CHAIR

By Rose E. Bareham

Before I begin this message, I would like to thank and acknowledge the past contributions made by outgoing newsletter chairperson, Linda Jevahirian. Linda has been a tremendous asset to the Council, and has done a great job as newsletter chair. We look forward to her continuing contributions.

By the time you receive this Newsletter, you should have received your Declaration of Candidacy to run for a position on the Council. Please take the time to read over this material and give it some consideration. We are always looking for new people to run for a position on the Council and we find that new people provide a fresh approach to the Legal Assistants Section.

- ★ Want to be involved in how the profession evolves in Michigan? RUN FOR COUNCIL!
- ★ Want to meet other people who share your professional goals? RUN FOR COUNCIL!
- ★ Want to influence the topics and locations of our next Seminars? RUN FOR OFFICE!

Along with the elected positions outlined in the Declaration of Candidacy, we are currently looking for a Public Relations Chair to fill the position being vacated by Beth Johns. If you are interested in this position, please contact me directly.

If you have ever thought about running for a position, but wondered what would be required, Council Members attend five meetings a year held at various locations across the state (usually in the Lansing area, Detroit area, Frankenmuth area, and the May meeting held in the northern lower peninsula). The fifth meeting is held in conjunction with the State Bar's Annual Meeting. Any additional time spent outside of attending a Council Meeting depends on how active a Council Member becomes in the Section (*i.e.*, working on the Newsletter, preparing financials, putting together seminars and workshops, etc.). Also, as a Council Member, most of (if not all of) your expenses are reimbursed by the Section.

If you have ever entertained the thought that you might like to see what our Section is all about from the "inside," please fill out the Declaration and forward it to me by July 31st, and if you have any questions about any of the positions, feel free to contact me or any Council Member. The address and telephone number for each Council Member is located in this Newsletter, and a copy of the Declaration for Candidacy is printed on page 6.

I look forward to hearing from you.

Synopsis of _____ Council Meeting _____

A meeting of the Council of the Legal Assistants Section, State Bar of Michigan was held on May 15, 1998 at Garland Resort, Lewiston, Michigan. The meeting was called to order at 8:10 p.m.

New Council Member, John Stone.

John Stone, who has agreed to fill the vacant council member seat was introduced to those present.

Annual Meeting.

The State Bar of Michigan Annual Meeting will be held September 16, 17, 18, 1998 at the Lansing Center, Lansing, MI. The Legal Assistant Section Annual Meeting will be held on the morning of the 18th, followed by a seminar on research for legal assistants using the Internet. The Section will also have a booth at the conference.

Newsletter

Several changes were made to the newsletter committee. A new chair was selected and new committee members chosen with the hopes of revitalizing this very important publication.

Other Reports

The minutes of the March council meeting were presented and approved. The Treasurer's report was presented and approved. The chairs of the education and membership committees also made reports to the council.

Mentor Award

When warranted in the past, the section has presented a mentor award at the Annual Meeting to someone who has made significant contributions to the profession. If any member would like to nominate someone to receive this award at the 1999 Annual Meeting, they should contact Jaxine Wintjen before June 30, 1999.

NALA Conference

The Section will send representatives to attend the National Association of Legal Assistants Annual Conference to be held July 15 - 18, 1998 in Colorado Springs, Colorado.

The meeting was adjourned at 10:05 p.m.

Lisa J. Silverthorn, CLA, Corresponding Secretary

Legal Assistants Section Logo Sweatshirts Polo Shirts

In response to numerous requests from members of the Section, we are once again selling high-quality sweatshirts and polo shirts that bear the Section's logo. The sweatshirts are 80% cotton and 20% polyester—either grey with navy **embroidered** logo or navy blue with white embroidered logo. The polo shirts are 100% cotton—navy with white embroidered logo.

The sweatshirt and/or the polo shirt can be yours for only **\$20**
Please include \$3 shipping per each shirt ordered

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|---|--|
| Navy/White Sweatshirts Medium, X Large and XX Large <i>Large is out of stock</i> | Grey/Navy Sweatshirts Medium, Large, and XX Large <i>XL is out of stock</i> |
| Polo Shirts Small, Medium, Large, X Large, and XX Large. | |

If you are interested in purchasing a sweatshirt or polo shirt (or both), please fill out the following and remit with your check payable to **State Bar of Michigan** and send to:

Kelly A. LaGrave, CLA
Foster, Swift, Collins & Smith, P.C.
313 S. Washington Square
Lansing, MI 48933-2193

Any questions, please call
Kelly at (517) 371-8287

Name: _____

Mailing Address: _____

Phone number: _____

SWEATSHIRTS: Circle Color: blue/white or grey/navy

Quantity: _____ Size(s): _____

POLO SHIRTS:

Quantity: _____ Size(s): _____

TOTAL ENCLOSED: \$ _____

(\$20ea. + \$3 shipping each)

Council and Committees

Chairperson

Rose Bareham
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Lansing/Jackson
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Debra Jett, Anchor
Washtenaw County
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Vacant*, Anchor
Wayne County

*Please contact Beth Johns if
interested in filling position

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Section Seminar at Garland Resort



By Lisa J. Silverthorn, CLA



On Saturday, May 16, 1998, the Legal Assistants Section sponsored a half day seminar at Garland Resort located in Lewiston, Michigan. The seminar was designed to provide valuable information to legal assistants regarding ethics and retirement planning. The seminar and luncheon following were well attended by members of the section who traveled from around the state. Those in attendance came from the Detroit area, Charlevoix, Alpena, Traverse City, Ann Arbor, Frankenmuth, Grand Rapids, and Lansing.

Vicki Voisin, CLAS, of Pointner, Joseph, Corcoran & Telgenhof, spoke on the topic of "Ethics and the Legal Assistant." Vicki provided an overview of ethical considerations for the legal assistant with emphasis on confidentiality and the unauthorized practice of law. She reminded those present that legal assistants must always be conscious of the rules against the unauthorized practice of law. In the course

of our work, it is easy to answer questions or give information that could be considered the unauthorized practice of law.

Christopher A. Ballard, Attorney at Foster Swift Collins & Smith P.C., gave a very informative presentation on the topic of

planning for retirement. Chris provided those in attendance with an 80-page handout that included valuable information and worksheets. Chris led us through the completion of some of the worksheets designed to assist us with determining the amounts we should be setting aside based on our ages and incomes.

The seminar was followed by a picnic luncheon that was enjoyed by all.

Anyone interested in purchasing the handouts and the video from these very worthwhile presentations, should contact Rose Bareham at 517-485-5525.

The Legal Assistant Association of Michigan (LAAM) would like to announce the election of officers:

Tina Hall, President

Marcie Jankovich, First Vice President

Ninette Koehler, Second Vice President

Bridgette Giampa, Treasurer

Tammy Sayles, Secretary

Sharon Sears, NALA liason

Bud Huysken, Region 7 Director

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. Telephone: 313-961-2007, ext 159; facsimile: 313-961-1270.

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The Michigan Legal Assistant

The Michigan Legal Assistant accepts advertising from companies that provide useful resources to legal assistants. Ads must be camera-ready.

For further information contact Jerri Lynn Luidens of the newsletter committee at (517) 371-8247.

Prices are PER ISSUE

\$150—full page/insert

\$100—half page

\$75—quarter page

\$50—business card/classified



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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
- Law and Ethics on the Cyber Frontier
- Changes in Probate
- Litigation Support Software
- Due Diligence & Public Record Searching
- Estate Settlement Act: An Overview—Judge Bruce Newman—September 1997
- Estate Planning Seminar
- Ethics—Vicki Voisin, CLAS—May 1998
- Investing for Retirement—Christopher A. Ballard, Attorney—May 1998

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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