

Michigan Legal Assistant



September 1998

1998 Annual Meeting

By Kelly A. LaGrave



This year, the State Bar of Michigan's Annual Meeting will be held at the Lansing Center and the Radisson Hotel located in downtown Lansing. The Annual Meeting starts on Wednesday, September 16th and concludes on Friday, September 18th. Although several of the events require the payment of a fee, most of the seminars are free to State Bar members—including the Annual Meeting and seminar being sponsored by the Section.

If you haven't received the program for the Annual Meeting (included in July's issue of the *Michigan Bar Journal*), please call the State Bar at 517/346-6300 to get your copy. The program contains valuable information for those who will attend the annual conference.

The Section's business meeting and election will be held from 9:00-9:45 on Friday, September 18th and the seminar will begin at 10:00 am. Both events will be held in Banquet Room 4, 1st Floor of the Lansing Center. After a two-year hiatus, the Section is again sponsoring a booth in the Exhibit Hall located in the Lansing Center. Please take an opportunity to stop by the booth. There will be many informational items to pass along and several great "give-aways". You won't want to miss them! The booth will be open on Wednesday and Thursday, September 16th and 17th from 8:00 - 5:00. The booth will not be open during the Section's Annual Meeting and seminar on Friday.

As many of you know, the Section has been selling high-quality sweatshirts and polo shirts that carry the Section's logo. These items will be available for purchase at the booth for \$20 each— you save the \$3.00 shipping charge.

Also, if you are interested in doing some *pro bono* work, the State Bar is seeking volunteers to assist with the Legal Help Line that once again will be part of the Annual Meeting. The help line provides the general public with an opportunity to have their legal questions addressed over the telephone free of charge. No matter what your area of practice, you are welcomed and needed. Last

year, several legal assistants helped with this very worthwhile project and enjoyed the experience. If you're interested, please call (517) 346-6304 or (800) 968-1442, ext. 6305.

Finally, the Section is going to be one of many sponsors of the 2nd Annual Jack Born Memorial Golf Tournament that is being organized by the Lawyers and Judges Assistance Committee and Senior Lawyers Section of the Bar. The purpose of the tournament is to raise funds for a confidential help line for State Bar members and their families who are seeking help with an alcohol or drug problem.

If you have any questions, please feel free to contact Kelly A. LaGrave, CLA at (517) 371-8287 or klagrave@fosterswift.com.

Kelly A. LaGrave, CLA is the Annual Meeting Chair and Education Chair of the State Bar of Michigan, Legal Assistants Section, and is currently working as a legal assistant in the business and tax department at Foster, Swift, Collins & Smith, P.C. in Lansing, MI.

EXHIBIT HALL AND TECH SHOW

Section Annual Meeting program information appears on page 5.

Contents

Calendar of Events	2
Message from the Chair	2
Synopsis of Council Meeting	3
Newsletter Update	3
Council and Committees	4
Annual Meeting Program	5
Candidates for Council Positions	6
Education Committee Report	7
NALA Annual Meeting Notes	8
News from NALA	9
Public Relations Report	10
Web Site Update	11

Calendar of Events

Date: Description of Event

- 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
- October 1 **Application Deadline for December 4-5 Nationwide CLA Examinations -**
Testing sites determined after application deadline
Contact: Marge Dover (918) 587-6828
The NALA CLA Study Guide can be obtained through Delmar Publishers: (800) 347-7707
- October 7-10 **American Association for Paralegal Education (AAFPE) Annual Conference - Presentations for Novice and Experienced Paralegals**
Phoenix, AZ
Contact: (913) 381-4458 or e-mail Sandra Sabanske at info@aafpe.org
- October 15-18 **National Federation of Paralegal Associations (NFPA) Fall Convention**
Fort Worth Ramada Plaza, Fort Worth, Texas
Special hotel rates are available until 9/14/98 - call (817) 335-7000
For a seminar brochure or other information, contact NFPA at (816) 941-4000; or visit <http://www.paralegals.org/Clandar/98Fseminar>
- November 5-8 **Legal Assistant Management Association (LAMA) Annual Conference**
Four Seasons Hotel, Toronto, Ontario

MESSAGE FROM THE CHAIR

By Rose E. Bareham

This will be my final message from the chair. I cannot believe that another year has passed. I would like to take this opportunity to thank the council members who helped make this a successful year for me by giving me their support and their great ideas.

I would like to give special thanks to Jaxine Wintjen for taking over council meetings for me when I had family commitments that prevented my attendance. Jaxine also took over the role of Ex-Officio when Nancy Hess moved to Georgia, and provided me with the wisdom and support that I needed to make this past year a success. Thanks, Jax!

Another special thanks goes to Kelly LaGrave. Kelly worked with the State Bar office to set up our new newsletter. Jerri Lynn Luidens, who is the new editor, deserves a special thank you as well. The newsletter has a new look and will now be issued every other month. I wish Jerri all the best in the future! I would also like to thank Linda Jevahirian who first put the newsletter together and gave up a lot of time and energy for many years to make the newsletter the great publication it is today. Thanks, Linda!

A special thank you also to Kelly LaGrave and John Stone who have worked hard to get the section's web site up and running. This has been a great achievement for our section. If you haven't checked out the web site, I strongly encourage you to do so. John will work to maintain the site and it will continue to grow and change. Thanks, Kelly and John!

Kelly LaGrave also deserves a special thank you for her efforts as education chair and Annual Meeting chair this past year. The amount of time and effort that she put into the seminars was evidenced by the quality of the events—we had some great speakers this year. If you haven't attended any of our seminars, please make every effort to do so in the future. This year's final seminar, in conjunction with the Annual Meeting, promises to be another great one—we would like to see all of you there.

Have you noticed that Kelly LaGrave's name appears a lot this year? That is because Kelly has done so much to prepare the section for the next millennium. Kelly is running unopposed for the position of Chairperson to serve in the year 2000 and I know she will make a great leader!

If the number of people willing to run for office or serve on a committee is any indication, a greater number of our members are becoming involved with the section than in previous years. This has been one of the goals of the section for a very long time and I am happy to see it happening. I hope it will continue into the future.

Finally, I would like to express my hope for our incoming Chairperson, Suzanne Fogle, that she has as successful and fulfilling a term as I have had this past year. Good luck, Suzanne! I know you will do a great job!

Once again, I would like to thank everyone for the help that you have all given this past year!

Rose E. Bareham is the outgoing Chairperson of the State Bar of Michigan, Legal Assistants Section. Rose is currently working as a Bankruptcy Trustee with the U.S. Bankruptcy Court in Lansing, MI.

Synopsis of Council Meeting

By Lisa J. Silverthorn, CLA

A meeting of the Council of the Legal Assistants Section, State Bar of Michigan was held on July 18, 1998 at the offices of Foster, Swift, Collins & Smith, P.C., Lansing, Michigan. The meeting was called to order at 10:00 a.m.

Minutes and Other Reports

The minutes of the May council meeting were presented and approved, as was the treasurer's report. In addition, the committee chairs present made reports to the council.

Annual Meeting

The section will maintain a booth at the Annual Meeting. Ideas or items to give away at the booth were discussed and voted on.

Mentor Award

The council was presented with one nomination for the Mentor Award.

Register of Deeds Poll

The council approved funding for a poll of the register of deeds offices across Michigan regarding their interpretation of the recording requirements as imposed by Act 459 of the Public Acts of 1996.

The meeting was adjourned at 12:30 p.m.

Lisa J. Silverthorn, CLA is the corresponding secretary of the State Bar of Michigan, Legal Assistants Section and is currently working as a legal assistant in the business and tax department at Foster, Swift, Collins & Smith, P.C. in Lansing, MI.

Newsletter Update

By Jerri Lynn Luidens

As many of you are now aware, at the May 1998 council meeting of the State Bar of Michigan, Legal Assistants Section, it was decided that future newsletters would be published through the State Bar of Michigan. This is a new service offered to sections of the State Bar of Michigan. We hope that you find the new format of the newsletters attractive. The Council welcomes your comments and suggestions regarding the newsletter format and articles.

The newsletter will now be published every two months, beginning with the July 1998 newsletter. Deadlines for time sensitive items will be on the 10th day of each even numbered month, i.e., items for the November newsletter must be received by me on or before October 10. Items to be considered for publication can be forwarded to me as follows:

E-mail: jluidens@fosterswift.com

Fax: 517/371-8200 (ATTN: Jerri Lynn Luidens)

U.S. Mail: 313 S. Washington Square, Lansing, MI 48933

Jerri Lynn Luidens is the Newsletter Committee Chair and a Council Member of the State Bar of Michigan, Legal Assistant Section. Jerri is currently working as a legal assistant in the business and tax department at Foster, Swift, Collins & Smith, P.C. in Lansing, MI.

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.



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
(517) 485-5525
rbareham@juno.com

Chairperson-Elect

Suzanne Fogle
(313) 496-8433

Secretary-Treasurer

Jaxine Wintjen, CLA
(517) 371-8267
hwintjen@fosterswift.com

Corresponding Secretary

Lisa Silverthorn, CLA
(517) 371-8271
lsilverthorn@fosterswift.com

Standing Committees

Education

Kelly A. LaGrave, CLA,
Chairperson
(517) 371-8287
klagrave@fosterswift.com

Membership

Ron Reyna, Chairperson
(313) 446-1530
ronald.a.reyna@glmsb.com

Pro Bono

Marta Lazar, Chairperson
(248) 253-3854
mo00ooby@aol.com

Council

Margaret Lucas Agius
(313) 963-5555, x225
mlagius@yahoo.com

Sinikka Bulkley
(248) 258-1430
bulkley@butzel.com

Jerri Lynn Luidens
jluidens@fosterswift.com
(517) 371-8247

Beth Johns
bjohns@mpmlc.com
(517) 333-0306

Peggy Pratt
(248) 746-2803
ppratt@swbta.com

John Stone
(616) 336-6619
jnstone@vrsh.com

Public Relations

Beth Johns, Chairperson
(517) 333-0306
bjohns@mpmlc.com

Nancy Borst, Anchor
Grand Rapids, Kalamazoo
Battle Creek
(616) 459-8311

Janet Borgerding, Anchor
Genesee County
(810) 232-5100

Margaret Scott, Anchor
Traverse City
(616) 947-0400

Jaxine Wintjen, Anchor
Lansing/Jackson
(517) 371-8267

Debra Jett, Anchor
Washtenaw County
(313) 349-6027

Vacant*, Anchor
Wayne County

*Please contact Beth Johns if
interested in filling position

Newsletter Committee Chair—Managing Editor

Jerri Lynn Luidens
313 S. Washington Square
Lansing, MI 48933
(517) 371-8247 · (FAX) 371-8200
jluidens@fosterswift.com

Calendar

Kimberly Holland
(616) 893-1508

Contributing Editors

Marta Lazar
Susan McIntyre
Elizabeth Sherry
Rochelle Smith
Evelyn Symonds
Linda Jevahirian

Task Force on Recovery of Legal Assistant Fees

Suzanne Fogle
Chairperson
(313) 496-8433

Annual Meeting Coordinator

Kelly A. LaGrave, CLA
(517) 371-8287
klagrave@fosterswift.com

Mark Your Calendar!

*Annual Meeting ad--pickup from
July*

Candidates for Council Positions

The following is a list of this year's candidates, the office each individual is running for, and a brief outline in the candidate's own words of his or her qualifications to fill the respective position. Ballots have been mailed to all voting members and completed ballots should be returned to Rose E. Bareham, Section Chairperson, 412 West Ionia, Lansing, MI 48933-1712 no later than Friday, September 11, 1998. Ballots can also be cast in person at the Annual Meeting in Lansing, Michigan, on Friday September 18, 1998.

Candidate for Chairperson-Elect

Kelly A. LaGrave, CLA 05048158

Foster, Swift, Collins & Smith, P.C., 313 South Washington Square, Lansing, MI 48933-2193. I have been employed as a legal assistant for over 10 years in Michigan, Arizona and Texas. I obtained my certification from NALA in 1994 and received a B.A. from Michigan State University, James Madison College in 1984. I first served the Section as Secretary-Treasurer from 1995 through 1997 and I am currently serving as Education and Annual Meeting Chairperson. At the present time, I am working closely with the State Bar of Michigan to construct the Section's web site to its fullest potential. Once completed, this site will become a valuable informational tool for legal assistants in Michigan. I would like to continue to serve the Section and believe I have much to offer if elected as Chairperson Elect-Chairperson.

Secretary-Treasurer

Candidate for 1-year term

Lisa J. Silverthorn, CLA 0504219

Foster, Swift, Collins & Smith, P.C., 313 South Washington Square, Lansing, MI 48933-2193. I attended Ferris State University's Legal Assistant Program where I graduated in 1988 with highest distinction. I attained NALA's CLA designation in 1994. I have been a legal assistant for 10 years and a member of the Section for seven years. For the past year, I have served as Corresponding Secretary of the Section. I have enjoyed my term and would like to continue my involvement. The Council has made great strides on behalf of the Section over the past year and I am excited about our future.

Corresponding Secretary

Candidate for 1-year term

Peggy H. Pratt 0503467

Sullivan, Ward, Bone, Tyler & Asher, 25800 Northwestern Highway, #1000, Southfield, MI 48075-1000. I became a legal assistant over ten years ago and have enjoyed the experience and the continued learning. Last year, I was appointed to complete a one year council term which was vacant. I would like to continue assisting in the Section by being the Corresponding Secretary.

Council Member

Candidates for 2-year term

3 positions to be filled

John Norris Stone 05048497

Varnnum, Riddering, Schmidt & Howlett, Bridgewater Place, P.O. Box 352, Grand Rapids, MI 49501-0352. I was appointed as a Council Member in the Spring of 1998 and have been working on updating the Legal Assistant Section of the State Bar web site. I have over nine years of experience as a Legal Assistant and am also an adjunct instructor at Davenport College, teaching courses in the Paralegal Program.

Ronald A. Reyna 0503491

Garan, Lucow, Miller & Seward, P.C., 1000 Woodbridge, Detroit, MI 48124. Charter member of the Legal Assistants Section; past Chairperson of the Section (1993-1994); Membership Chairperson of the Section; past Council Member (1991-1993 and 1994-1995).

Cami M. McEvers 05056013

David R. McEvers, Attorney at Law, 100-A South Main, P.O. Box 624, Leslie, MI 49251-0624. I am very interested in the fast changes that the Legal Assistants Section is making. I believe that with new laws and a strong membership that we will all benefit from same. I am noticing that we as legal assistants and paralegals are starting to gain new respect in the legal profession from attorneys, judges and the public in general. We are a growing profession!

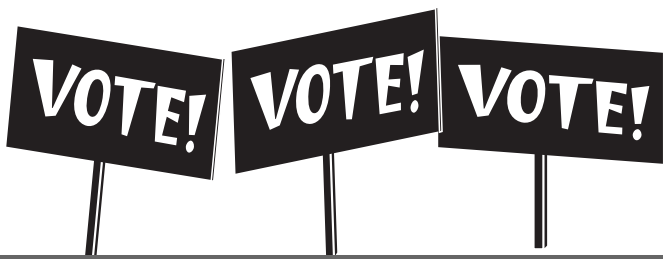
Georgeann K. Mach 0504216

Rader, Fishman & Graver, 1533 North Woodward Avenue, Suite 140, Bloomfield Hills, MI 483304-22862. Legal assistants are not attorneys! We have separate and distinct needs and issues within the legal profession. It is projected that the demand for legal assistants will increase dramatically during the coming years. We must work hard to be organized and provide meaningful services to our membership. I promise to work hard for change.

Candidates continued on next page

Kevin Dennis Gasiewski, CLA 05054206

Ford Global Technologies, Inc., Parklane Towers East, Suite 911; One Parklane Blvd., Dearborn, MI 49126-2490. Fourteen years of law enforcement experience and three years of experience as a legal assistant. Successful completion of the Legal Assistant Program as set forth by Madonna University, and approved by the American Bar Association, and recipient of Bachelor of Science Degree with Highest Honors. Fulfilled requirements and successfully completed the examination to become a Certified Legal Assistant (CLA). Currently employed by Ford Global Technologies, Inc. as a legal assistant specializing in intellectual property with membership in the Legal Assistant, Litigation and Trademark Committees. Strong supporter of continued education and growth of the legal assistant profession in Michigan.

**Timothy A. Busch 05057771**

Butzel Long, 32270 Telegraph Road, Suite 200, Birmingham, MI 48025-22457. Excellent leadership skills with the ability to properly delegate and work in a team environment. Dependable, trustworthy, and perceptive. Good communication skills. I have served in a few supervisory positions which have provided me with opportunities to assist others in determining and achieving their goals. I am a determined individual who can be innovative and practical. I believe that my desire to assist in strengthening the paralegal profession is my greatest qualification.

Kathy Ann Blunck 05055812

Running, Wise, Ford & Phillips, P.L.C., 326 East State Street, P.O. Box 686, Traverse City, MI 49685-0686. I have been employed as a legal assistant for 6 years and a member of the Section for about two years. I have a paralegal certificate from Fisher College in Boston and a B.A. in political science from Bridgewater State College in Bridgewater, MA. I have served on several boards as treasurer (USCG Officer Wives' Club and Grand Traverse Area Legal Support Professionals) and am currently the Vice President of the Grand Traverse Area Legal Support Professionals.

Education Committee Report

By *Kelly A. LaGrave, CLA*

This past year has been a very busy one for the Education Committee. The Section has sponsored 3 seminars this year with topics ranging from stress management and investing for retirement to ethics and the legal assistant. The seminars have been held at various locations across the state and have been very well attended.

The Section's 3rd seminar this year will be held in conjunction with the State Bar's Annual Meeting this September in Lansing (see the flyer in this newsletter for more information about the Annual Meeting). The topic for this year's fall seminar will be Research and the Internet. As the Internet expands and more people have access either on their desktop at work or at home, the Internet is becoming a great source of information for those practicing in the legal field. From obtaining information directly from various State agencies, to locating an applicable federal rate or conducting legal research online, the possibilities for obtaining information on the Internet are endless. Therefore, it was decided that this topic would be a very timely subject for those in the legal field, especially for legal assistants who are constantly trying to obtain that "elusive" piece of information for their attorney and client—and to obtain it quickly and inexpensively.

The speaker for this year's annual seminar, Jenny Upham, is highly qualified to speak about this subject. Jenny is currently employed as the law librarian at Foster, Swift, Collins & Smith, P.C. She has a Masters Degree in Library and Information Science from Louisiana State University in Baton Rouge; a B.S. in Plant Science from the University of New Hampshire in Durham, NH;

and Associate Degrees in Computer Programming and Business Administration from the College of West Virginia. Jenny's primary duties as a law librarian include all administration and management details of library maintenance as well as instruction in legal research for attorneys, legal assistants, and law clerks including LEXIS, WESTLAW, the INTERNET and CD-ROM services.

If you haven't attended one of the Section's seminars in the past, you are missing a great opportunity to network with your fellow legal assistants. You are also missing the opportunity to gain valuable educational knowledge that is geared toward the legal assistant. The seminars qualify for CLE credit. Whether or not you have attended the Section's seminars in the past, you won't want to miss this one, as it promises to be very informative and worthwhile!

Kelly A. LaGrave, CLA is the Annual Meeting Chair and Education Chair of the State Bar of Michigan, Legal Assistants Section and is currently working as a legal assistant in the business and tax department at Foster, Swift, Collins & Smith, P.C. in Lansing, MI.

**If you have any questions or ideas
for future seminars:**

**Please contact Kelly A. LaGrave, CLA at 517-371-8287
or klagrave@fosterswift.com.**

NALA Annual Meeting Notes

By Suzanne Fogle

On behalf of the section, Sini Bulkey and I attended the National Association of Legal Assistants (NALA) Annual Meeting that was held July 15-18 in Colorado Springs, CO.

The annual meeting consisted of four mornings of substantive legal seminar presentations and four afternoons/evenings of NALA business meetings, seminar presentations on professional development topics, and networking events. The annual meeting was attended by paralegals from all across the United States, Canada, and the Virgin Islands.

Our purpose for attending the annual meeting on behalf of the section was multifold. We intended to make contacts with active members of successful associations around the country to get ideas for projects and activities that would be beneficial to our members. We wanted to determine which current events involving our profession may impact us in Michigan and get an in-depth view of NALA's activities and positions that might be helpful to us. We also wanted to continue to establish a national presence and leadership position on behalf of our section.

We believe that we were successful in our mission. Sini and I established relationships with paralegals from more than 20 states and we are hopeful that those relationships will continue into the future. We attended a meeting of the NALA affiliated organizations from all over the country and participated in round table discussions on issues relating to professional organizations. We collected newsletters and annual reports from numerous state organizations and identified ideas for a number of new projects for our section. We also received advice on how best to implement those ideas while maximizing our resources.

There were six attendees from Michigan at the annual meeting. They were: Sini and me, Sharon Sears and Marcy Jankovich representing the Legal Assistants Association of Michigan (LAAM), Terri Pryzbyliski, and Vicki Voisin who was inducted as the new NALA president. All six of the Michigan attendees are members of the State Bar of Michigan, Legal Assistants Section.

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.

During the networking events, we spent individual time with each of the new NALA officers and board members, including extensive time with Julie Hunt who is the Regional Director for the area that includes Michigan. We attended the NALA business meetings and learned about the success of their recent projects as well as their plans for the coming year. Some of NALA's most successful recent projects include the establishment of continuing legal education courses on the Internet, a nationally televised interview with immediate past president Brenda Mientka, and a complete revision of the CLA study manual.

As members of the legal assistant profession and members of the section, we are fortunate to have Vicki Voisin as NALA president. She was a founding member of the State Bar of Michigan, Legal Assistants Section, and understands the differences between a bar affiliated organization and other types of professional organizations. Vicki has already been helpful in steering valuable contacts in our direction such as a paralegal organization from Idaho that is working to make changes to a court rule and statute in that state regarding the recovery of legal assistant fees. The Idaho Court of Appeals recently handed down a decision denying legal assistant fees as part of an award for attorney fees. This is very similar to a decision in Michigan which resulted in the formation of a task force to work toward changes in the law here. Our task force plans to work with the Idaho organization in the future.

Our final goal was to strengthen the presence of our organization as a national leader in the profession. Very few states have been able to establish State Bar affiliation. As a result of contacts made at this meeting, we hope to begin working with organizations from Maine, Louisiana, and Florida to guide them toward establishing bar affiliation in their states. Representatives from several other states have also expressed an interest in participating in a mentoring relationship with the organizations in Michigan.

Due to the interest and ideas generated at the NALA Annual Meeting, we are hopeful that a variety of new projects will be undertaken by the section in which members can be involved with a limited commitment. If you are interested in participating, please call me at 313/496-8433 for more information.

Suzanne Fogle is the Chair of the Task Force on Recovery of Legal Assistant Fees and the Chairperson-Elect of the State Bar of Michigan, Legal Assistants Section. Suzanne is currently working as a legal assistant at Miller, Canfield, Paddock and Stone, PLC in Detroit, MI.

News from the National Association of Legal Assistants

By Evelyn L. Symonds

The National Association of Legal Assistants, Inc. has established **NALA ONLINE CAMPUS**, an Internet site for Continuing Legal Education. NALA, together with West Paralegal Publishing, has developed this Internet site for legal professionals, and you can now participate in legal education via your computer. The courses are based on key areas of legal study and supported by *The CLA Review Manual, 2E*, written by Virginia Koerselman, published and available from West. If you are looking for a convenient and efficient means to further your legal education, visit the **NALA ONLINE CAMPUS** at www.NALACampus.com.



If you would like to:

- ⇒ Brush up on your paralegal skills;
 - ⇒ Prepare for the Certified Legal Assistant examination;
 - ⇒ Earn continuing legal units to maintain your Certified Legal Assistant (CLA) credential;
 - ⇒ Reduce your time and costs out of the office for your continuing legal education obligations.
- ⇒ Administrative Law;
 - ⇒ Bankruptcy;
 - ⇒ Business Organizations;
 - ⇒ Criminal Law and Procedure;
 - ⇒ Family Law;
 - ⇒ Probate and Estate Planning;
 - ⇒ Real Estate.

There will be 15 courses available. Those that are now available are:

- ⇒ Communications (ISBN 0-7668-0606-5);
- ⇒ Judgment and legal analysis (ISBN 0-7668-1025-9);
- ⇒ Legal Research;
- ⇒ American Legal System.

Courses that will be coming soon are:

- ⇒ Contracts;
- ⇒ Litigation;
- ⇒ Human Relations and Interviewing Techniques;
- ⇒ Ethics;

You can also obtain information about:

- ⇒ CLA preparation courses;
- ⇒ CLA examinations;
- ⇒ Library;
- ⇒ Information concerning America OnLine;
- ⇒ Career information.

For further information about NALA and its programs, contact the National Association of Legal Assistants, Inc., 1516 South Boston, Suite 200, Tulsa, OK 74119 (918-587-6828, FAX 918-582-6772). NALA's web site is found at <http://www.nala.org>.

Evelyn L. Symonds is a contributing editor and is currently working as a legal assistant at Victor & Atorothy, PLLC in Bloomfield Hills, MI.

Public Relations Committee Report

By Beth M. Johns

The Public Relations Committee is responsible for informing the legal community of upcoming events organized by the Legal Assistants Section of the State Bar of Michigan. Press releases are prepared by the chair, who distributes them to the committee anchors. The anchors then distribute them to appropriate media in their region, primarily newspapers.

The committee also coordinates the Speakers Bureau, which is a list of members who are willing to speak about the legal assistant profession. Legal assistant advisors from schools around the state can call the public relations chair for assistance in obtaining a speaker for their functions, such as classes, dinners, career days, etc.

Further expansion of the role of this committee is being considered by the Section Council for the upcoming year. Any member of the Section who is interested in serving on the committee should call me at 517/333-0306.

Beth M. Johns is the Public Relations Committee Chair of the State Bar of Michigan, Legal Assistants Section and is currently working as a legal assistant at Hackney & Grover in East Lansing, MI.

New Members State Bar of Michigan Legal Assistants Section

We welcome our newest members!

Christine McNally
Kyle Bowers
Cynthia Black
Malvis Ozier
Mary Ann Crawley
Carolyn Sebestyen
Karen Hart
Diane M. Brown
Barbara Gracki
Jennifer Wong
Michele Walker

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

YEAR IN REVIEW

State Bar of Michigan Legal Assistants Section

The section's 1997 Annual Meeting, was held in conjunction with the State Bar's 62nd Annual Meeting in Detroit. Our Friday morning activities began with a short business meeting, followed by election and installation of our new officers and council members, and the presentation of some well deserved awards, including the Mentor Awards.

Our Friday morning program, entitled "Estate Settlement Act: An Overview", was a look at the proposed changes in the probate code and was given by Judge Bruce Newman from Genesee County. Judge Newman served on the committee that helped make up the proposed changes.

Our council meetings were again held at various locations around the state, beginning in Lansing, then on to Ann Arbor, Grayling and Frankenmuth. They will end with the 1998 Annual Meeting in Lansing.

On February 20th, the Membership and Education committees of the section sponsored a well attended technology seminar at the Radisson in Lansing on "Personal Estate Planning for the Legal Assistant" given by Douglas A. Mielock, an attorney with Foster, Swift, Collins & Smith P.C. The other half of the seminar was on "Stress Management" and was given by John L. Prame, who is a certified massage therapist with Alternative Relaxations Wellness Center. After the seminar, the section hosted the Annual Mid-Winter Getaway, a networking/social event for members of the section.

Our spring seminar was held at Garland Resort in Lewiston. Our guest speakers were Vicki Voison, CLAS, Legal Assistant with Pointner, Joseph, Corcoran & Telgenhof. Vicki spoke on "Ethics and the Legal Assistant". Our second speaker was Christopher A. Ballard, attorney at Foster, Swift, Collins & Smith, P.C. He spoke on "Investment Planning for Retirement". Both of their presentations were well received by all those in attendance.

At the 1998 Annual Meeting which will be held in Lansing, our topic will be "Legal Research on the Internet for Legal Assistants". Our featured speaker will be Jenny Upham from Foster, Swift, Collins & Smith, P.C.

Our section should be looking forward to the new and improved changes to our newsletter. We also established a web site which will include our newsletter, the minutes from our meeting, and all of the council members' names, addresses and e-mail addresses so that our section members have better access to the council.

Excerpts from the Annual Report of the State Bar of Michigan, Legal Assistants Section, prepared by Rose E. Bareham, Chairperson. See pages 835 and 836 of the Michigan Bar Journal, August 1998 issue, for the complete report.

Section Web Site Update

By John Norris Stone

“Construction” on the newly designed Section web site (www.michbar.org) continues. While new features such as the inclusion of videos available for sale and the addition of the most recent newsletters have been added to the web site, we are still working to expand the information available to our readers. Some of the upcoming additions to look for will include: a synopsis of the council meeting minutes, a calendar of events, speaker and job banks, a description of the various council positions, and links to other web sites of interest to legal assistants.

If you have any suggestions regarding information you feel would be beneficial to members of the Section and that should be included on the web site, please contact me at (616) 336-6619 or jnstone@vrsh.com.

John Norris Stone is the Web Site Coordinator and a Council Member of the State Bar of Michigan, Legal Assistants Section. John is currently working as a legal assistant at Varnum, Riddering, Schmidt & Howlett, LLP in Grand Rapids, MI.

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

Check out these Web Sites

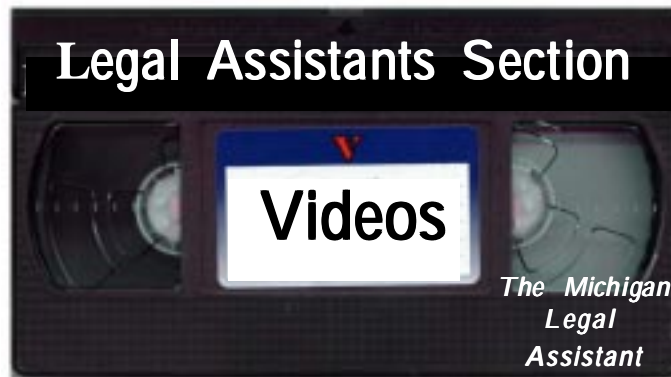
National Association of
Legal Assistants (NALA) www.nala.org
American Association for
Paralegal Education (AafPE) www.aafpe.org
National Federation of
Paralegal Associations (NFPA) . www.paralegals.org
State Bar of Michigan www.michbar.org

The screenshot shows a Netscape browser window titled "Netscape - [State Bar of Michigan]". The address bar is empty, and the menu bar includes File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help. The main content area has a black header with "Legal Assistants Section" in yellow. Below the header is a paragraph of text: "The Legal Assistants Section of the State Bar of Michigan provides education, information and analysis about issues of concern through meetings, seminars, this site, public service programs, and publication of a newsletter. Membership in the Section is open to qualified legal assistants and to all members of the State Bar of Michigan. Statements made on behalf of the Section do not necessarily reflect the views of the State Bar of Michigan." To the right of this text is a list of links: "Member List - coming soon!", "Bylaws", "Publications - Michigan Legal Assistant Newsletter" (with sub-links for January 1998, May 1998, and July 1998), "Download Acrobat .pdf Reader", "Council Members and Committee Chairpersons", "Membership" (with sub-links for Application for Affiliate Membership and Merchandise For Sale), and "Meetings & Events" (with sub-links for 1998 Annual Meeting Legal Help Line and 1998 Annual Meeting Program). On the left side of the page, there is a vertical navigation menu with links for MEETINGS & EVENTS, DESKTOP DIRECTORY, MEMBER SERVICES, COURT OPINIONS, ETHICS OPINIONS, NEWS FROM THE STATE BAR SECTIONS, COMMITTEES, LOCAL/SPECIAL BARS, PUBLICATIONS, INTERNET RESOURCES, CONTACT/HELP, and COPYRIGHT | DISCLAIMER. At the bottom left, there is a "Get Acrobat Reader" button and a note: "Needed to View Our PDF Files" with a "Help" link.



Legal Assistants Section
 State Bar of Michigan
 Michael Franck Building
 306 Townsend Street
 Lansing, MI 48933-2083

Presorted
 First Class Mail
 U.S. Postage Paid
 Lansing, MI 48933
 Permit No. 191



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.)

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:

Rose E. Bareham
412 W. Ionia
Lansing, Michigan 48933
 (517) 485-5525
 Fax (517) 485-0032

Name

Address

City

State

Zip