



The Michigan Legal Assistant

Legal Assistants Section Newsletter

LEGAL ASSISTANT MANAGEMENT: MODELS FOR SUCCESS

by Linda S. Jevahirian

Legal assistants are managed in a variety of ways. No one way has become standard, and for the most part, the process lacks consistency from organization to organization. Despite the variety of approaches to this issue, creative organization and consistent management increases profitability, eliminates non-productivity, keeps clients satisfied, and insures a more satisfied legal assistant staff.

In discussions with law firms around the country, four management models were found. Larger firms are more likely to create a Legal Assistant Manager position. Midsize firms are more likely to assign responsibilities for legal assistant management to their legal administrator. Smaller firms rely on the managing partner to manage legal assistants. Many firms, regardless of size, simply assign management responsibilities to the attorney or the section head for whom the legal assistant works.

In the first model, a legal assistant manager oversees a large staff of legal assistants. Depending on the size of the staff, the manager may continue to bill legal assistant hours or act solely as a manager. The manager takes charge of all administrative tasks associated with legal assistants, and acts as an advocate and liaison to the management committee.

A second model is very common in midsize firms. In these environments the responsibilities for managing legal assistants are usually given to the legal administrator. Even though the legal administrator is fully capable of handling the personnel issues, he or she may not be in a position to act as an advocate to management to insure proper utilization and profitability. One way to maximize this type of arrangement is to assign one legal assistant as a coordinator or a liaison to the legal administrator. The legal assistants also benefit from meeting regularly as a group to discuss issues that affect their utilization and management, and to make recommendations that will improve their productivity and client service.

A third model is usually found in smaller firms where it does not make economic sense to dedicate one full-time position to legal assistant management. In these firms the managing partner or the attorney for whom the legal assistants work manages the legal assistants. In these circumstances it is up to the legal assistants to make sure they are being properly managed. Keeping abreast of legal assistant management techniques and communicating those ideas to the person in charge can benefit the attorneys, the clients, and the legal assistants.

A fourth model is found in firms of all sizes. The legal assistants are managed by either the individual attorneys for whom they work, or by a section head. This structure decentralizes the administration of legal assistants and has the potential to create a staff that performs inconsistently. If legal assistants in these firms are polled as to their opinion of this form of management, a wide range of responses emerges. The legal assistants who are rewarded for their achievements and are given professional privileges will say that that the system is much better than one in which they have to report to a person they view more as a peer. Other legal assistants say that the lack of advocacy to the central partnership makes it difficult to gain recognition or status.

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The opinions expressed in *The Michigan Legal Assistant* are those of the writers and not necessarily those of the Legal Assistants Section of the State Bar of Michigan.

MESSAGE FROM THE CHAIR

by Rose E. Bareham

In the next issue of *The Michigan Legal Assistant* we will launch a column which will track how the other states are dealing with licensing or certification of legal assistants. To date, thirteen states have addressed this issue either through the courts or by legislation.

Sherri Bono, of Hauer & Lowenthal, PC, Bingham Farms, has been researching the issue of licensing or certification of legal assistants and will contribute articles on this issue to the newsletter. Sherri will also present the views of the National Association of Assistants (NALA) and of the National Federation of Paralegal Associations, Inc. (NFPA).

This issue has evolved quickly. Only a year ago, Nancy Hess reported that as of April, 1997, no states had any requirements for licensing or certification of legal assistants.

By means of this new column we hope to keep you informed of the current status of this issue in other states. Michigan will soon have to make a decision on this matter. The Legal Assistant Section of the State Bar of Michigan wants to have some input into this decision since it will have a tremendous impact on the profession.

Please let me or any other Council member know your thoughts or suggestions on this new column. ■

LEGAL EASE

by Rochelle R. Smith

To people who are not in the legal field, many of the terms we use have little or no meaning. Here are a few of the definitions I received when I asked some lay people for assistance.

- **Aid and Abet:** *A nurse at a casino.*
- **Felonious Assault:** *Attack of the bad guy on "Xena, Warrior Princess."*
- **Statute of Frauds:** *The likeness of a politician.*
- **Mechanic's Lien:** *Mr. Goodwrench's bad back.*
- **Feudalism:** *How the Beverly Hillbillies settle arguments.*
- **Negotiable Instrument:** *A cheap clarinet.*
- **Adverse Party:** *A group singing a song in the round.*
- **Dereliction:** *Being a social outcast.*
- **Duces Tecum:** *A stupid guy will carry them away.*
- **Easement of Necessity:** *A laxative.*
- **Pendente Lite:** *A Latin version of Miller Lite.*
- **Permanent Fixture:** *Husband on a couch.*
- **Plea Bargain:** *What a husband is forced to do in order to watch football.*
- **Loco Parentis:** *Homer Simpson.*
- **In Omnibus:** *Where you are before you enter Disney World.*
- **Martial Law:** *The Sheriff in the Old West.*
- **Mental Cruelty:** *Watching M-TV. ■*

Rochelle Smith is a Legal Assistant at Miro Weiner & Kramer, and has been working with Michael Kramer for 15 years.

LEGAL ASSISTANT MANAGEMENT: MODELS FOR SUCCESS – *Concluded from page 1*

This in turn may affect their ability to achieve professional goals because they are not systematically given opportunities for growth.

Whatever management system is used, legal assistants should be aware of how they are being managed and be prepared to make recommendations that will benefit their careers and the firms for which they work.

The Legal Assistant Management Association (LAMA) is a great resource for ideas. The association publishes a journal, conducts a compensation survey, and holds annual meetings that include educational sessions on managing legal assistants. LAMA's network is composed mostly of large firm managers, but their principles can be adapted to any size law firm.

One legal assistant manager suggested that, regardless of who manages legal assistants in a law firm, the following be included as part of their responsibilities:

- Interviewing and hiring
- Orienting and training
- Communicating firm or company goals and expectations, along with teaching routine practices and procedures that reduce errors and costs
- Guiding lawyers and legal assistants on how to get assignments done efficiently and cost effectively
- Troubleshooting and deflating sticky situations that develop between lawyers and legal assistants who work in stressful, high pressure environments brought on by constant deadlines
- Staying abreast of the marketplace to establish competitive legal assistant billing rates
- Monitoring trends in the industry with regard to technology in order to keep the firm or legal department competitive
- Controlling department expenses and administering a consistent and competitive salary program
- Monitoring productivity and maintaining appropriate staffing levels that keep the program profitable while servicing lawyers and clients effectively.

This is a substantive list of time-consuming responsibilities for managers who are charged with legal assistant management in addition to their many other duties. Whatever management method is chosen, the only way to insure consistent, profitable and efficient client service is to implement a reliable legal assistant management process. ■

Linda S. Jevahirian is the owner of Legal Search & Management in Farmington, Michigan. Legal Search & Management gives continuing education seminars nationwide and places legal assistants in permanent and temporary positions with law firms and corporations. Linda is the managing editor of The Michigan Legal Assistant, the newsletter of the Legal Assistants Section of the State Bar of Michigan.

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LEGAL ASSISTANT ESCAPE

by Peggy H. Pratt

Once again we Michiganders are suffering from sunlight deprivation. A lucky few escape to the sun in Florida or the Caribbean. The rest of us have to brave the long cold winter. The Legal Assistant Section's answer to the winter blahs is our Annual Mid Year Seminar and Mid-Winter Getaway, held this year in Lansing at the Radisson Hotel Lansing. Approximately 35 hardy souls braved the cold February weather to attend the seminar.

The seminar was designed for personal enrichment and stress management. Douglas A. Mielock, an attorney with Foster, Swift, Collins & Smith, P.C., spoke on personal enrichment. His topic was *Personal Estate Planning for the Legal Assistant*. Mr. Mielock suggested to us, as he does to his clients, that we first gather information about our assets and net worth to better determine what type of estate planning is needed before preparing a will or a trust. A will is useful if we have specific items that we wish to go to specific individuals. Without a will, our property will pass by the laws of intestate secession. However, having a will does not necessarily mean you will avoid probate. It just provides how property titled in an individual's name alone will be distributed upon his or her death.

Mr. Mielock had good news regarding federal estate tax, which he defined as a tax on our privilege to transfer wealth upon death. In 1999, the applicable exclusion amount will rise to \$650,000, up \$25,000 from the prior year. The exclusion will continue to increase at a moderate rate over the next seven years until the amount reaches \$1,000,000 in the year 2006. This exclusion amount is the amount which we can pass to our heirs free of federal estate tax. Contrary to popular belief, the revenue generated by the federal estate tax only amounts to about 1% of federal tax revenues.

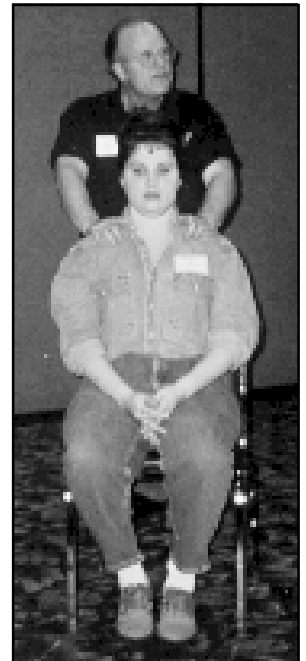


Douglas Mielock being thanked by Jerri Luidens

Mr. Mielock suggested other methods to ensure the federal government gets as little as possible of our money at death, including TOD (Transfer on Death) security registration and POD (Payment on Death) bank accounts. While Michigan has yet to accept POD accounts, some banks will honor such accounts if the POD language is part of their formal language and policy. The TOD security registration is part of the new Estate Settlement Act that is being reviewed by the state Senate and House. However, legislation regarding TOD security registration was passed on its own merits and is currently in effect in Michigan. With a TOD account, unlike joint tenancy, the beneficiary has no rights to the account during the life of the account holder, and there are no estate tax consequences at the death of the account holder.

The stress management portion of the seminar was designed to help the legal assistant handle the day-to-day stress that occurs in both our personal and professional lives.

The speaker, John L. Prame, is a certified massage therapist with Alternative Relaxations Wellness Center. Because long stretches at the computer and desk are required in our work, Mr. Prame provided a hand-out describing Computer & Desk Stretches designed to relieve muscle tension caused by prolonged sitting. The group tried a few of the stretches and felt an immediate improvement. The group then partnered up and partners gave each other a massage. The emphasis was on relaxation without straining the person who is giving the massage. Mr. Prame guaranteed that the person who perfects the Upper Body First-Aid Massage technique and offers it to other people in the office will become the most popular person at work.



John Prame demonstrating on Candy Vanck

Finally Mr. Prame discussed the myths of hypnosis and self-hypnosis. The lights were dimmed, and with soothing music in the background, Mr. Prame had the group close their eyes and relax as he talked. Self-hypnosis provides an opportunity to gain control over emotions and to make positive suggestions for change. He stated that no one can be hypnotized to do anything they would not normally do.

After the seminar, the Section hosted the Annual Mid-Winter Getaway, a networking/social event for members of the Section. Appetizers and drinks were provided. After the

relaxation session conducted by Mr. Prame, we needed food to wake up prior to the long drive home!

In addition, there were a variety of door prizes given away. The prize of a romantic weekend for two at the Radisson Hotel Lansing was generously donated by the hotel and won by Shirley Woock. The two work-place massage sessions were provided by Alternative Relaxation Wellness Center and won by Bud Huysken and Elizabeth Lauer. They were conducted after the seminar, and both praised Mr. Prame's ability.

In addition, the following prizes were won by the attendees of the seminar:

Gray Section sweatshirt	Cookie Prentice
Blue Section polo shirt	Anita Lindgren
Blue Section sweatshirt	Ilka Olivich
Bath care products	Teresa Duddle
Aromatherapy products	Bud Huysken
Section business card and address book	Ellen Brisson
Relaxation CD	Stewart Fegley
Section business card and address book	Elizabeth Lauer
Relaxation CD	Patty Bendzinski
Candy	Jackie Baut
Candy	Marsha Barent
Flowers	Vickie Voisin

For those who were unable to attend, a video of the seminar with handouts will be available for purchase from the Section. ■

Check out these Web Sites and Email Addresses

National Association of
Legal Assistants (NALA) www.nala.org

American Association for
Paralegal Education (AAFPE) www.aafpe.org

Legal Assistants Association
of Michigan golaam@aol.com

Legal Assistant Management
Association lamaoffice@aol.com

Legal Search
& Management www.lindajev.com

National Federation
of Paralegal
Associations (NFPA) www.paralegals.org

State Bar of Michigan www.michbar.org

STATE BAR OF MICHIGAN LEGAL ASSISTANT SECTION MEMORANDUM

TO: Newsletter Committee
FROM: State Bar of Michigan
Legal Assistant Section
RE: Press Release
DATE: February 25, 1997

In **Joerger v Gordon Food Service** 224 Mich App 167 (1997) the Michigan Court of Appeals held that a prevailing party could not recover paralegal fees as mediation sanctions under the Michigan Rules of Court 2.403(O)(6). The Court reasoned that since the court rule is silent on the issue of paralegal fees, they may not be awarded as a separate element of costs. The Court also looked to MCLA 600.2405, which does not specifically define "attorney fees" to include paralegal work charged at hourly rates.

The Court did, however, find merit in the practice of allowing independent recovery for paralegal work when the work performed would otherwise have traditionally been done by an attorney.

The Court acknowledged that federal statutes and caselaw and statutes in other states do recognize paralegal fees as a separate element of "attorney fee" damages. However, the Court was unable to take action on this issue due to a lack of Michigan precedent. The Court encouraged the Michigan legislature and the Michigan Supreme Court to take the action which it was unable to take due to a lack of Michigan precedent on this issue.

In an unusually candid commentary, Justice Clifford W. Taylor pointed out the practical flaw in the reasoning of the rest of the panel, and described a method by which law firms could recoup paralegal fees and still comply with the Joerger decision. Judge Clifford pointed out that the way the bills for attorney fees are presented to the court will determine if the fees are recoverable. He noted that if a lawyer who bills a client separately for paralegal fees but "when submitting the billings to the trial court... folded those into the attorney fees, they would not run afoul... presumably, all sophisticated firms who anticipate mediation sanctions will now adopt that procedure."

The Michigan Bar Association Legal Assistant Section has formed a committee to take action on this ruling. Both the Legislature and the appropriate State Bar committees have been contacted and procedures for changes in the court rules and the statute have been initiated. For further information, contact Committee Chair Suzanne Fogle at (313) 496-8433.

PROFESSIONAL PARTICIPATION

Section members often participate in professional events and donate time to law related activities. If you have participated, or are planning to, please let one of the board members know, so that we can acknowledge you on behalf of the Section. If you are in need of a speaker for an engagement, please contact any board member.

Section Chairperson **Rose Bareham** recently attended the State Bar of Michigan planning session for the 63rd Annual Conference to be held in Lansing in September. The Bar is making many changes to its annual meeting format, in which the Legal Assistant Section participates.

Through the Boy Scouts of America Explorer series, and other career day seminars, a number of Michigan paralegals have spoken to local high school groups about legal careers. Members including **Ron Reyna**, **Christine Schultz**, and **Suzanne Fogle** have donated their time to promoting the paralegal profession. If you are interested in participating in the Explorer program, please contact Diane Drabell at the Boy Scouts Detroit office. It is a limited commitment with many rewards.

The **Foster, Swift** paralegal staff in Lansing will be hosting students from Waverly High School in a career day program at the law firm.

Butzel Long recently invited Suzanne Fogle to speak to its paralegals regarding the issue of certification and the options provided by NALA (the CLA exam) and NFPA (the PACE exam).

The Michigan Association of Legal Support Professionals held its annual meeting in Flint on April 24th. **Suzanne Fogle** presented a program on the paralegal/secretary litigation team.

As she has done for several years, former Section chair **Veeder Wiley** is on the planning committee for the Spring 1998 Michigan High School Mock Trial Tournament. **Jerri Lynn Luidens** participated as a bailiff in the Lansing semi-finals. High school teams participate locally, regionally and at the state and national levels. Mark your calendars for next January to be put on the list as a half day volunteer by calling Veeder at (248) 476-6900.

In Dearborn this March, **Suzanne Fogle** presented "Practical Techniques for Legal Assistants". The seminar, produced by **Linda Jevahirian** of **Legal Search & Management** is given regularly in Michigan and around the U.S.

Kelly LaGrave and **Lisa Silverthorn** administered the 1997 CLA exams at Michigan locations on behalf of NALA. If you have any questions or need advice about the NALA exam, Kelly or Lisa can be contacted at (517) 371-8287 or 8271.

Kathleen Neher continues to participate as an advisory board member at her alma mater, the Oakland University Legal Assistant Program. Paralegal programs are often looking for working legal assistants to sit on the program boards. Contact a program director to volunteer.

Linda Jevahirian, **Suzanne Fogle** and **Kelly LaGrave** spoke at the 1st Annual Michigan Paralegal Student Conference on April 18, 1998. Lansing Community College is hoping to pass the gavel to another school so the conference will become an annual event. Approximately 100 students from around the state attended to hear advice from practitioners on how to find jobs and maintain professionalism. ■

WRITING RIGHT!

by **Susan McIntyre** and **Liz Sherry**

As legal assistants, we perform a wide variety of tasks. The one we all have in common is correspondence, whether it be with clients, courts, government agencies, or providers of various types of services. We may write to inform the recipient of a recent event, notify him or her of an upcoming deadline, or request that the recipient take some type of action. To make sure that our message is getting across, we should try to make our correspondence as clear as possible.

One way to insure clarity in our correspondence is to simplify the way the message is stated. Here are some sentences which contain unnecessary words and redundancies. Each is followed by a simpler sentence which conveys the same message.

- Enclosed please find a self-addressed reply envelope for the purpose of your convenience.
A return envelope is enclosed for your convenience.
- Subsequent to last month's meeting, several new policies have gone into effect.
Since last month's meeting, several new policies have been implemented.
- This case is undeniably one to which each of the following elements apply.
Each of the following elements apply to this case.
- Eliminating unnecessary legalese can be accomplished with the skillful use of a red pen.
Legalese can be eliminated with the skillful use of a red pen.
- Feel free to contact the undersigned if you have any questions.
Please call me if you have any questions.

In each of these examples, unnecessary words and phrases have been eliminated. Clients and others who receive our correspondence will appreciate our efforts to keep it clear and direct. ■

NEWS FROM THE NATIONAL ASSOCIATION OF LEGAL ASSISTANTS

by Evelyn L. Symonds

Michigan Legal Assistant Elected NALA President. At the March 7, 1998 NALA Board of Directors meeting, Vicki Voisin, CLAS, of Charlevoix, Michigan, was elected to serve as President of NALA for the 1998-99 year. Vicki brings many years of experience and leadership to this office. She has served NALA as First Vice President, Second Vice President, Treasurer, Director of Region V, Ethics Chair and Chair of the NALA Professional Development Committee.

Ms. Voisin has been a legal assistant for over 20 years and is currently employed by the firm of Pointer, Joseph, Corcoran & Telgenhof of Charlevoix. She received her CLA credential in 1984 and went on to earn her CLAS in the area of Real Estate in 1992. She has been active in the Legal Assistants Association of Michigan and has been a member of the Lake Superior State University Legal Assistants Advisory Board since 1989.

Legal Assistants to Meet in Colorado Springs – July 15-18, 1998. The 23rd Annual Convention and Educational Workshops of the National Association of Legal Assistants will be held July 15-18, 1998, at the Antlers Doubletree Hotel in Colorado Springs. The convention program features four days of educational seminars on such topics as legal research and writing, intellectual property issues, corporate entities, health care fraud, legal assistants and administrative agencies, and managed care issues.

During this meeting, NALA will unveil *nalacampus.com*, a virtual learning environment for legal assistants. Within the next

12 months, the website will consist of 15 educational seminars for legal assistants authored by Virginia Koerselman, Esq., covering subjects whose mastery is essential to a legal assistant's success. Subjects include written communications, legal analysis, legal research, general law, contracts, and practice areas such as estate administration, civil litigation, criminal law, family law, intellectual property, and more. For more details, visit the NALA website at www.nala.org.

One More Time: NALA to Appear on National Television This Summer! NALA will appear on another episode of THE EXECUTIVE FORUM television series, scheduled to be aired in May or June. The subject of the show will be the challenges to law firms and corporations regarding the efficient management of legal costs and services. NALA will be advocating the increased employment of legal assistants/paralegals as a way of meeting many of these challenges. The 1998 show will be hosted by former astronaut Jim Lovell.

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 website is found at <http://www.nala.org>

Contributing Editor Evelyn L. Symonds is Administrator and Paralegal at the new law firm of Victor & Atorthy, PLLC, 525 North Woodward Avenue, Suite 1100, Bloomfield Hills, MI 48304.

NOTICE . . .

Victoria Voisin, CLAS
of Charlevoix, Michigan,
Pointer, Joseph, Corcoran and Telgenhof, P.C.
elected as President of NALA to serve a
one year term beginning July 1998.
Congratulations Victoria!

PRACTICE HIGHLIGHTS

by Suzanne Fogle

At times, each of us would benefit from the practical advice of other paralegals on how to most effectively and efficiently accomplish our assignments. If there is a question you would like discussed, please submit it to the editor for comment in the newsletter.

What are the considerations a paralegal should make when arranging the videotaping of a deposition?

MCR 2.315 sets forth very specific rules for the use of a video transcript of a deposition in Michigan courts which should be reviewed carefully. Paralegals should be especially aware of the following guidelines and practical considerations:

- Choose a forensic video operator, someone who is familiar with the use of video as evidence and who has the appropriate editing equipment, in the event that portions of the tape later become inadmissible.
- In addition to MCR 2.315, all of the rules applicable to traditional depositions apply to video depositions (MCR 2.306 and 2.308). FRCP 30 governs the use of electronically recorded depositions in federal court actions. Many paralegals include a copy of the court rules in their deposition preparation materials.
- Take extra care in gathering deposition preparation materials; chronologies, document indexes, document notebooks, multiple copies of proposed exhibits, and perhaps suggest the pre-deposition stipulation to exhibits may assist the attorney in presenting an organized, prepared appearance on tape. Insure that the attorney is comfortable with the arrangement of the materials to retrieve information easily.
- The notice of taking deposition must indicate that it will be visually recorded (MCR 2.315(C)(1)).
- If you have some influence over where the deposition will occur, pay attention to lighting, chair height and comfort and anything else that may affect the body language and presentation of the witness.
- The video must be timed, and a digital clock must be displayed in the picture at all times (MCR 2.315(C)(2)).
- Statements must be made at the beginning and end of the tape complying with MCR 2.315(C)(3-7).
- The operator making the video tape must retain possession of it. Copies may be purchased from the operator (MCR 2.315(D)).
- A copy of the tape will only be filed with the court on the request of a party. The procedure for filing and notice is set forth in MCR 2.315(E). The tape may not be used in court unless it has been filed (MCR 2.315(F) and the parties must stipulate that there are no objections, or a transcript must be provided to the court to be used for ruling on objections (MCR 2.315(F)).
- The costs for taking a video deposition may be taxed in the same manner as traditional deposition transcripts (MCR 2.315(I)).
- In civil actions, the court clerk may purge the court file of all discovery material, including video tapes, 18 months after a final judgment has been entered if an appeal has not been taken. To prevent this, a party must move for the retention of the materials, or request that they be surrendered to one of the parties (MCR 2.316).
- If a transcript is played in court, the court reporter must note which portions of the tape are played. In the event of an appeal, a transcript of those portions of the tape must be made and filed with the Court of Appeals (MCR 2.315(H)).
- When you intend to present testimony by video tape deposition, you should contact the judge's clerk for any special rules or protocol and to obtain permission to bring in video equipment, or to use court provided equipment. Generally, the court provided equipment cannot be reserved, so you may want to have a back-up plan for equipment rental.
- If possible, set up the video viewing equipment in advance to determine placement so that the judge, jury and opposing attorneys can view it. You may consider using more than one monitor. Experiment with lighting in the courtroom, cue the tape and insure that everyone is comfortable with the equipment and remote control. The court bailiff can be most helpful with set-up.
- With the exception of family law cases involving the video testimony of minors, there is little Michigan caselaw to date about video depositions. However, in any unusual situation involving the admissibility of evidence, caselaw research is important.

This month's comments were provided by Chair-Elect, Suzanne Fogle, a senior litigation paralegal at the Detroit office of Miller, Canfield, Paddock and Stone, P.L.C.

CALENDAR OF EVENTS

DATE	DESCRIPTION OF EVENT
September	State Bar Annual Meeting Lansing, MI
October 1	Application Deadline for December 4-5 Nationwide CLA Examinations – Testing sites determined prior to test dates. <i>Contact:</i> Marge Dover (918) 587-6828 The NALA CLA Study Guide can be obtained through Delmar Publishers (800) 347-7707
November 5-8	Legal Assistant Management Association (LAMA) Annual Conference Four Seasons Hotel, Toronto, Ontario

For a listing of legal assistant seminars and events available nationally during 1998, visit <http://www.paralegals.org>.

Mark Your Calendars NOW!

CONGRATULATIONS NEW MEMBERS!

Michelle A. Beck
 Faye E. Brown
 Beth Fraser
 Denise Gau
 Renee Jent
 Terri L. Kunz
 Kelly Neville
 Robin Oosterveen
 Mary Schrauben
 Jacqueline Smith
 Gina-Marie Stone
 Sandra Szekely

Back By Popular Demand!

Legal Assistants Section Logo Sweatshirts & Polo Shirts

In response to numerous requests from our members, we are once again selling our high quality logo shirts. The sweatshirts are 80% cotton and 20% polyester. The polo shirts are 100% cotton. Sweatshirts are either grey with navy **embroidered** logo or navy blue with white **embroidery**. Polo shirts are navy with white **embroidered** logo.

The sweatshirt or the polo shirt can be yours for only **\$20.00**. (Please include **\$3.00 shipping per each shirt ordered**).

Sweatshirts come in Large, X Large and XX Large.

Polo Shirts come in Medium, Large, X Large and XX Large.

Remit form and check, made payable to the State Bar of Michigan, 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**

1. Name: _____

2. Mailing Address: _____

3. Phone number: _____

4. **SWEATSHIRTS:**

Sweatshirt color (*circle choice*): blue/white or grey/navy

Qty: _____ Size: _____ Qty: _____ Size: _____

5. **POLO SHIRTS:**

Qty: _____ Size: _____ Qty: _____ Size: _____

Advertise in *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 Marie Castiglione of the newsletter committee at (248) 816-9659.

PRICES ARE PER ISSUE:

- \$150.00 – full page/insert
- \$75.00 – quarter page
- \$100.00 – half page
- \$50.00 – business card/classified

To: State Bar Legal Assistant Members

From: The Pro Bono Committee

Re: Legal Assistant Pro Bono Survey

Oakland and Livingston Legal Aid is currently utilizing paralegals at their Wednesday evening clinic. The paralegal work at this clinic includes initial client interviews and processing forms. The Oakland and Livingston paralegal volunteers commit themselves to Wednesday night clinics once or twice a month from 6:00 to 8:30 p.m.

We will be sending a letter to your local legal aid society to inquire whether or not they would utilize paralegal volunteers in their offices.

Please check the appropriate box below to indicate your interest in pro bono volunteer work as described above:

I would like more information about pro bono volunteer work at a local legal aid society.

I would be interested in another type of pro bono volunteer work. Specify.

I would be interested in working on the Pro Bono Committee.

I am not interested in any pro bono activity at this time.

Please fill out your name, address and telephone number and return.

NAME: _____

ADDRESS: _____

COUNTY OF RESIDENCE: _____

TELEPHONE NUMBER: () _____

Days available: _____ Hours Available: _____

Return to:
Marta W. Lazar
6285 Village Park Drive, #105
West Bloomfield, MI 48322

Legal Assistants Section Videos

The Legal Assistants Section has the following videos of past seminars available for purchase at \$15.00 per video:

- 1. Trends in Fee Agreements and Impact on Legal Assistant Utilization
- 2. How to Afford a Legal Assistant
- 3. How to Enhance Your Career
- 4. Information Management – Litigation in the '90's
- 5. Utilization of Legal Assistants in Trial Practice
- 6. Profile of a Winning Team
- 7. Paralegals – Practice & Profit
- 8. Writing Seminar
- 9. Law and Ethics on the Cyber Frontier
- 10. Changes in Probate
- 11. Litigation Support Software
- 12. Due Diligence & Public Record Searching
- 13. Estate Settlement Act: An Overview – Judge Bruce Newman
- 14. Estate Planning Seminar

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: _____

Volunteer for the Annual Meeting Legal Help Line

The Annual Meeting Legal Help Line affords the general public an opportunity to have their legal questions addressed over the telephone, free of charge, by volunteer lawyers. This service will be available from 9:00 a.m. to 5:00 p.m. during the Annual Meeting on September 16, 17 and 18, 1998.

No matter what your area of practice is, your help is welcomed and needed. Last year volunteers found participation in this service to be a rewarding and worthwhile experience. Plus, the profession received very positive media coverage.

To volunteer, please complete the form at right and return by mail or fax. You may also telephone and volunteer by leaving voicemail at one of the State Bar numbers below. Space is limited, so please respond early.

Return to:

*Annual Meeting
Legal Help Line*
State Bar of Michigan
306 Townsend Street
Lansing, Michigan 48933-2083

or FAX to:

517-482-6248

or Phone:

517-346-6305
800-968-1442
Ext. 6305

I will volunteer for the Annual Meeting Legal Help Line for a two hour block of time on one of the following date(s) and time(s):

Wednesday, September 16 from: _____ to _____

Thursday, September 17 from: _____ to _____

Friday, September 18 from: _____ to _____

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Pin #: _____

Newsletter Deadlines

July Issue – June 1st

October Issue – September 1st

Please submit your articles!

**Check out
The Michigan
Legal Assistant
on the
web . . .**



Legal Assistants Section
State Bar of Michigan
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Lansing, MI 48933-2083

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