

Michigan Legal Assistant



November 1998

Advantages of Membership

By Ronald A. Reyna

As we commence a new year in the section, we see membership growing at a steady rate every month. However, before we can discuss the number of members in the section, we must first ask, what is membership?

Membership in the State Bar of Michigan, Legal Assistants Section, is not automatic. There are strict guidelines that must be met before a legal assistant qualifies for membership in the section. Upon qualifying, there are many benefits of membership. Each member receives a copy of the Michigan Legal Assistant, the Newsletter published by the Section for its members. It advises of upcoming seminars, both presented by the Section and presentations by other entities. The newsletter serves to keep members informed as to the section activities, and career developments. A member also receives the Michigan Bar Journal as well as the annual Michigan Bar membership directory.

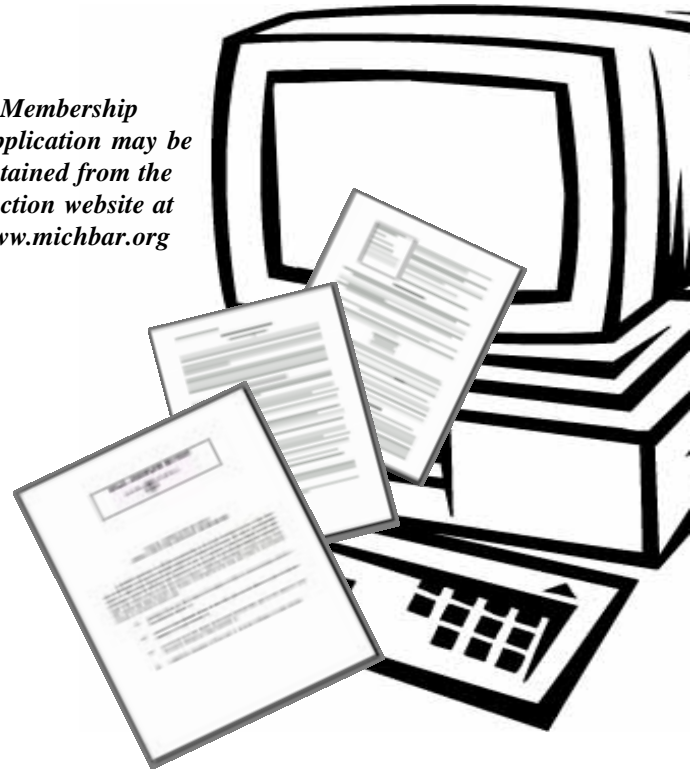
Second, membership offers you the opportunity to network with other legal assistants throughout the State of Michigan. It provides the opportunity to assist in promoting the section and the profession through attendance at seminars and activities sponsored by the section.

The membership committee provides meetings and, in conjunction with the education committee, sponsors seminars to members, and non-members, to "network" with each other. There are usually two or three seminars throughout the year, as well as one or two "networking" functions where legal assistants from around the State of Michigan come together. Last year we held seminars in Lansing, Gaylord and Detroit. In the upcoming year we plan to offer seminars in Frankenmuth, northern lower Michigan, and Grand Rapids.

Membership in the State Bar of Michigan, Legal Assistants Section, has a lot to offer a legal assistant. I invite each one of you to become an active member of the section. Why just join the Section when you can JOIN the section?

Ronald A. Reyna is the Membership Chairperson of the State Bar of Michigan, Legal Assistants Section. Ron is currently working as a firm investigator with Garan, Lucow, Miller, Seward & Becker, P.C., in Detroit, MI.

A Membership Application may be obtained from the Section website at www.michbar.org



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Calendar Events

MESSAGE FROM THE CHAIR

Date	Description of Event
November 4-7	LAMA Annual Conference Four Seasons Hotel, Toronto, Canada <i>Topic: Beyond Borders—Managing Global Economy</i> Contact: LAMA Headquarters (404) 367-4770
November 5	Professional Education Systems, Inc. (PESI) Seminar Fort Lauderdale, Florida <i>Topic: Medicaid, Medicare & Elder Law Update '98</i> Contact: 1-800-843-7763 for more information
November 21	Legal Assistant Association of Michigan (LAAM) Council Meeting, Lansing, MI
December 4-5	Nationwide CLA Examinations Contact: Marge Dover (918) 587-6828
December 8	National Capital Area Paralegal Association (NCAPA) Litigation Network Meeting Washington, DC Contact: Inez Fields (202) 371-2542
December 9	Virginia Trial Lawyers Association Charlottesville, Virginia <i>Topic: Annual Paralegal Seminar</i> Contact: Allison Love (804) 343-1143

By Suzanne K. Fogle

As the new Chairperson of the Legal Assistants Section I look forward to a challenging and productive year. As we begin this new year, the Council renews its mission to continue providing you with quality education, resources, events and opportunities that will assist you in your career development.

Further, if you missed the presentation about legal resources on the Internet, presented at the Annual Meeting, please obtain a copy of the video, as it was an outstanding presentation. The course materials from the presentation alone have become my favorite resource.

In 1998 we had a record number of candidates for office, and volunteers for activities—hope each of you will join us in the coming year. Also, check out the legal assistants section web site at www.michbar.org.

I look forward to this year and am excited about this opportunity.

Suzanne K. Fogle is the newly elected Chairperson of the State Bar of Michigan, Legal Assistants Section. Suzanne is currently working as a legal assistant in the litigation department of Miller, Canfield, Paddock and Stone, PLC., in Detroit, MI.

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.

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 October 24, 1998 at the offices of Sullivan, Ward, Bone, Tyler, & Asher, P.C. in Southfield, Michigan. The meeting was called to order at 10:05 a.m.

Minutes and Other Reports

The minutes of the July and September (annual) council meetings were presented and approved, as was the treasurer's report. After discussion, the proposed budget was accepted with revisions. In addition, the committee chairs present made reports to the council and ideas for projects and committees were presented to the council for review and further discussion in the future.

Advertising

The council will review the possible costs and benefits of advertising the section in professional publications.

Section Records

An attempt will be made to consolidate all past section records and documentation for official storage and retention.

Register of Deeds Poll

When all of the data from the poll has been collected, a report will be made to the council and to section members.

Certification/Licensing

Data will be gathered relative to developments in the area of certification/licensing of legal assistants across the country for the purpose of informing our members.

New Sweatshirts

The council approved the purchase of new sweatshirts and denim shirts that will carry the section logo and will be available for purchase by members.

The meeting was adjourned at 3:00 p.m.

Lis J. Silverthorn, CLA is the Secretary-Treasurer of the State Bar of Michigan, Legal Assistants Section and for the past 10 years has worked as a legal assistant in the business and tax department of Foster, Swift, Collins & Smith, P.C. in Lansing, MI.

Tentative Council Calendar For 1999

	Date	Place
Council meeting	January 9	Lansing
Winter Cruise	February 19	Frankenmuth
Council meeting	March 6	Birmingham
Council meeting and Spring seminar	May 14-15	Shanty Creek/Bellaire
Council meeting	July 17	to be decided
Annual meeting	Sept 16-17	Grand Rapids

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)

The State Bar Legal Assistants Section Annual Meeting



Pictured: (Left to right) Jaxine Wintjen, Kelly A. LaGrave, Rose E. Bareham, Kevin D. Gasiewski, Kathy A. Blunck, Suzanne K. Fogle, Lisa J. Silverthorn, Margaret Lucas Agius, Peggy H. Pratt, John N. Stone, Ronald A. Reyna

By Kelly A. LaGrave, CLA

The Annual Meeting of the Legal Assistants Section of the State Bar of Michigan was held in conjunction with the State Bar Annual Meeting in Lansing on September 18, 1998. Suzanne K. Fogle was installed as the Chairperson of the Section for the upcoming year. In addition, the following individuals were either elected or will continue to serve out their terms as follows:

- | | | | |
|---------------------------------|--|--|---|
| Chairperson: | Suzanne K. Fogle (who currently works for <i>Miller, Canfield, Paddock and Stone, PLC</i> , in Detroit) | Council Members: | Kathy A. Blunck (who currently works for <i>Running, Wise, Ford & Phillips, P.L.C.</i> in Traverse City) |
| Chairperson-Elect: | Kelly A. LaGrave, CLA (who currently works for <i>Foster, Swift, Collins & Smith, P.C.</i> , in Lansing) | | Kevin D. Gasiewski,
CLA (who currently works for <i>Ford Global Technologies, Inc.</i> in Dearborn) |
| Ex-officio Chairperson: | Rose E. Bareham (who currently works as a U.S. Bankruptcy Trustee in Lansing) | | John N. Stone
(who currently works for <i>Varnum, Riddering, Schmidt & Howlett, L.L.P.</i> in Grand Rapids) |
| Secretary/Treasurer: | Lisa J. Silverthorn, CLA (who currently works for <i>Foster, Swift, Collins & Smith, P.C.</i> , in Lansing) | | |
| Corresponding Secretary: | Peggy H. Pratt (who currently works for <i>Sullivan, Ward, Bone, Tyler & Asher, P.C.</i> , in Southfield) | Council Members (completing 2 year term): | Margaret Lucas Agius
(who currently works for <i>the Attorney Discipline Board</i> , in Detroit) |

Following the election of officers, certificates of appreciation were given to the outgoing council members, officers and committee chairs.

An educational seminar on using the Internet for Research was presented by Jenny Upham. Video copies of the presentation are available from the Section's Ex-officio Chairperson, Rose Bareham, by calling (517) 485-5525.

Kelly A. LaGrave, CLA is the Chairperson Elect and the Annual Meeting Coordinator 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.

Council and Committees

Chairperson

Suzanne K. Fogle
(313) 496-8433

fogle@millercanfield.com

Chairperson-Elect

Kelly A. LaGrave, CLA
(517) 371-8287

klagrave@fosterswift.com

Ex-officio

Rose E. Bareham
(517) 485-5525

rbareham@juno.com

Secretary-Treasurer

Lisa J. Silverthorn, CLA
(517) 371-8271

lsilverthorn@fosterswift.com

Corresponding Secretary

Peggy H. Pratt
(248) 746-2803

ppratt@swbta.com

Standing Committees

Education

Jaxine L. Wintjen, CLA
(517) 371-8267

jwintjen@fosterswift.com

Membership

Ronald A. Reyna
(313) 446-1530

ronald.a.reyna@glmsb.com

Pro Bono

[vacant] Chairperson

Council

Margaret Lucas Agius
(313) 963-5555 x 225
mlagius@yahoo.com

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(248) 258-1430
bulkley@butzel.com

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

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

Kevin Gasiewski, CLA
(313) 845-1053
kgasiewk@ford.com

KathyAnn Blunck
(616) 946-2700
kathy@rwwfp.com

Public Relations

[vacant] Chairperson

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

Rachel Merrick
Wayne County
(313) 256-6419

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
fogle@millercanfield.com

Annual Meeting Coordinator

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

Section Booth a Hit at Annual Meeting

By Lisa J. Silverthorn, CLA

If you attended the State Bar of Michigan's Annual Meeting in Lansing on September 16 -18, you probably visited many booths sponsored by various groups and vendors. This year, after a two year absence, the Legal Assistants Section sponsored a booth. The Section's booth was one of the most popular, and not just because of the fantastic give-aways. Many lawyers, legal assistants, and other visitors to the exhibit hall stopped by the booth to ask questions and gather information regarding the Section and the legal assistant profession in general.

Information available at the booth included copies of Section newsletters, applications for membership to the Section, articles regarding certification and licensing, pamphlets about the utilization of legal assistants, compensation survey results, and more.

The items available as free give-aways included water bottles, mouse pads, pens, business card holders, globe paperweights, and sewing kits - all carrying the Legal Assistants Section logo. The sewing kits and paperweights were especially popular among the visitors to the booth!

While not as popular as the freebies, Section polo shirts and sweatshirts were available for purchase at the booth. Several legal assistants and even attorneys purchased shirts. Many favorable comments and inquiries were received concerning the shirts.

If you were unable to attend this year's annual meeting or missed our booth while there, you missed something special. Hope to see you next year!

Lisa J. Silverthorn, CLA is the Secretary/Treasurer of the State Bar of Michigan, Legal Assistants Section and for the past 10 years has worked as a legal assistant in the business and tax department of Foster, Swift, Collins & Smith, P.C. in Lansing, MI.

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.

Mentor Award

By Jaxine L. Wintjen

Each year the Council seeks to honor an individual who has contributed to and promoted the legal assistant profession in a unique way. Nominations for the award come from members of the legal assistants section throughout each fiscal year (October 1 through September 30).

This year, the Council voted to honor Kelly A. LaGrave, CLA. In addition to her full time duties as a corporate legal assistant at Foster, Swift, Collins & Smith, P.C., Kelly served as Secretary/Treasurer of the legal assistant section from 1995 through 1997, and was instrumental in setting up the accounts that we presently utilize. She has also served as Education Chairperson, and has recently been elected to the position of Chair-Elect of the Council. Kelly has also been instrumental in setting up the section's web site, which is presently evolving, and is proving to be a valuable tool for providing useful information to legal assistants throughout the State of Michigan.

Kelly has promoted the legal assistant profession and the section by participating in panel discussions and other educational programs regarding career development, licensing and certification issues for legal assistants, and legal assistant students.

Kelly's excellent job knowledge and her professional attitude, has gained the respect of all who work with her, attorneys and support staff alike. Congratulation Kelly, with our thanks.

Jaxine L. Wintjen is the 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.

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

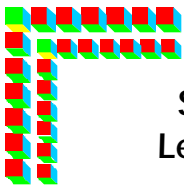
\$150—full page/insert

\$100—half page

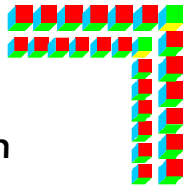
\$75—quarter page

\$50—business card/classified

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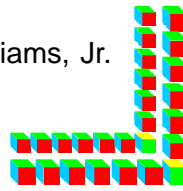
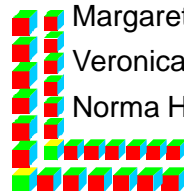
New Members



State Bar of Michigan
Legal Assistants Section

We welcome our newest members!

Susan Brewer	Delores Hunter
Eileen Carty	Cynthia Jones
Heather Casaceli	Marilyn Lauth
Linda Cochran	Jennifer McDonald
Dona M. Czapp	Sandra R. Mesh- Witucki
Mary Daniel	Michelle Payne
Trish Devellis	Sheree L Pratt
Sandra Donnan	Kelli Provost
Carol Eliel	Millicent Sloan
Cheryl Featherstone	Susan Verble
Margaret Fritz	Lawrence Williams, Jr.



Document Storage

The council is attempting to locate materials and documents being stored by previous council members and officers in order to provide a central storage location. Should you have pertinent documents in your possession, please contact:

Peggy H. Pratt at (248) 746-2803; email pprat@swbta.com	or Kevin Gasiewski, at (313) 845-1053; email kgasiewk@ford.com
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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

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





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

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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 (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)

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