



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

IDENTITY THEFT

How to Avoid It and What to Do if You Are a Victim

By Marie Schoenfeldt, PLS, CLA

Despite your best efforts, skilled identity thieves may still gain access to your information. Identity thieves use a variety of methods such as stealing records while on the job, bribing employees who have access to your records, hacking, and conning information out of employees.

Identity thieves steal your mail, which might include bank and credit card statements, new checks, and tax information. They rummage through your trash and that of businesses or public dumps. They will get your credit reports by abusing authorized access or by posing as a landlord, employer, or someone else who may have a legal right to access your report.

They may steal your credit or debit card numbers by obtaining information from a data storage device in a practice known as "skimming." They may steal your wallet or purse, obtain information through email or the phone by posing as legitimate companies and claiming that you have a problem with your account (known as "phishing" online or "pretexting" by phone).

Using your personal information, identity thieves may call your credit card issuers and change the billing address on your account—then run up charges. With your statements being directed elsewhere, it may be some time before you realize

(Continued on page 17)

SPOTLIGHT

WHEN YOU DUPLICATE
DOCUMENTS
LIKE WE CAN,
THE U.S. TREASURY
WATCHES YOU
VERY, VERY CLOSELY.



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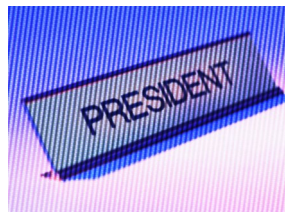
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Spotlight

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Yvonne Fortner, PP, PLS
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Greenville, SC 29603



President's Report

by
Jan W. Berger, ALP
2014-2015 President



By the time you read my report, we will be in the throws of the Holiday Season: decorating Christmas trees; baking cookies; get-togethers with friends and family. What a wonderful time of the year to do special things as we celebrate Christmas and the anticipation of a new year!

I ask you again . . . where are you in your efforts to stay firmly rooted in greatness? Are you:



- Supporting each other this year
- Reaching out to others to tell them of this great association
- Promoting the ideals of NALS
- Participating in more programs offered by NALS
- Attending as many local, state, and national meetings as you can
- Saying YES to something new this year to support of LSPSC
- Saying YES to something new this year to support your local chapter

If someone asked you about NALS and your local chapter, how would you answer? Do you have your "elevator speech" ready and prepared? Keep that thought in mind for our January meeting.



Our marketing, education, and membership contests will be ending soon! **MONEY IS AT STAKE**, folks! Get moving and submit entries for our contests. VISA gift cards are being awarded and the cards are donated, so no association funds are being used! This is an easy way to win a few **\$\$\$!** Secure an ad for the

Spotlight! Invite a friend to join you at your local chapter meetings! Take advantage of NALS CLE on-line or download a free webinar to enhance your legal knowledge and skills. All these things equate to **\$\$\$\$!**

The Winter Education and Membership meeting is just around the corner. Look for registration forms in this Spotlight! I hope you've noticed something new! We redesigned the forms and now you only have to submit **ONE** form for both CLE and meeting registration!

I look forward to seeing everyone at our Winter meeting in January. I wish for you the best Holiday Season and the happiest New Year!!!

Jan

President's Report

NALS Conference in Houston, TX

October 2-4, 2015



I want to start my report with a huge THANK YOU for sending me to Houston to the NALS Education Conference. I had a wonderful time learning, networking, spending a little money on auction items, and having some plain 'ole fun, Texas Style! As usual, the first people you see when you get to the hotel is our favorite two Georgia members, Leslie Keys and Lisa Mitchum, both former Region IV Directors! That always puts you in a good mood.

The conference couldn't have started on a better note with our keynote speaker, Courtney Clark, who spoke on challenges and overcoming adversity! She shared her story of her battle with cancer at a young age; her story of becoming a parent - - in a different way than most – she and her husband adopted a "teenager." The room was quiet as a mouse – except for the tears. You could not have left the room without being changed!!!

I gained about 17 hours of CLE credit from the powerful seminars presented throughout the weekend. My favorite was the handwriting analysis – I believe we had almost 150 people in that session. I attended most sessions in the General or Estate Planning areas. I attended as many seminars on healthcare, estate planning, and especially the seminar on the Affordable Care Act as that's a big part of my job at Nelson Mullins. I was overwhelmed by the number of people who attended because they want to become knowledgeable about how to look for great health insurance in the market today and how to move towards Medicare coverage. I attended the NALS Open Forum where I heard many NALS members speak about their passion and love for the association. It was a time where members spoke of their concerns from a state or local chapter's perspective. I learned a lot!



Have you ever seen a bigger plate of food? The hotel recommended Pappasito's, which was near the hotel. Best Tex Mex I've ever had! Just FYI - - couldn't eat it all! We told the waiter it was our first time in Houston and Pappasito's, so the manager came over and offered us a free appetizer. YUM! Best cheese dip we ever tasted!

I spoke with many of the NALS Board members to gain insight on where NALS is moving in the future. I saw the hard work put into such a successful conference.

Let me say that if you haven't attended a NALS National Conference, or even attended the Leadership Conference in Tulsa, YOU ARE MISSING OUT! If you are being "tugged" to attend, talk to your chapter about a financial sponsorship to help you attend! It's worth it, I promise! I'm saving my money for the 2015 Conference in Las Vegas!! Hope to see you there!

I'll end with a picture of Camilla and myself! She soaked in as much information as possible at this conference! She is PREPARED and READY to be our LSPSC President for 2015-2016!

Jan



Report of President-Elect, Camilla G. Pitman, MMC, PLS

NALS 63rd Annual Education Conference and National Forum

Thank you to LSPSC for allowing me the opportunity to attend the NALS Annual Conference in Houston in October. Other LSPSC members in attendance were LSPSC President Jan and Board Members Jamie, Sharon, and Vickie. We had a wonderful time and the experience has given me extra energy and excitement as I work towards preparations in serving as your President next year.

The Keynote Speaker was Courtney Clark who shared information on surviving adversity and adapting to change and crisis in our high-stakes industry. Courtney shared stories and techniques in how to find clarity in the most stressful situation. "It's about how you deal, not what you're dealt," or in my own words "We are all handed different but similar situations in life; it's how you deal with those situations that makes the difference."

Some of the most interesting sessions I attended included a handwriting expert who assisted in the search for Unabomber Ted Kaczynski, litigation involving arson cases, which is right up my alley with a firefighting husband and son, and the development and implementation of Veterans' Court which was originally implemented in Houston and the focus of an article on CBS's *60 Minutes*. The South Carolina General Assembly passed a bill in December 2013 creating a Veterans' Court in South Carolina which will deal with rehabilitation of soldiers who have had no prior records but are affected by post-traumatic stress disorder, brain injuries, or mental illness symptoms and commit an uncharacteristic crime or act.



I personally sat beside NALS President Karen McElroy during the Exhibitor's lunch on Thursday which provided an opportunity for one on one time to discuss the issues LSPSC has been reviewing involving paralegal licensing in South Carolina and support from NALS in our efforts. I hope to share that information with the membership at our

next meeting in January.

While the education sessions were wonderful, I enjoyed the food, fun, and fellowship in meeting other NALS members from across the United States during the NALS Welcome Party and the NALS Foundation Gala where members wore cowboy hats and boots and everyone line danced to the Boot Scootin' Boogie. On Saturday, I attended the Recognition Luncheon where Tara Hughes, PP-SC, ACP, of Phoenix, Arizona, was awarded the 2014 Award of Excellence.

During the Open Forum on Saturday afternoon, the Board of Directors discussed changes at NALS including the new website and how to utilize the information on the website. Saturday evening was a free night for attendees with no NALS event, so the ladies of South Carolina took to downtown Houston for a tour of the city before flying home early the next morning.

Again, thank you for allowing me this opportunity to participate in the NALS Conference. It is a wonderful professional experience and I hope you will consider joining me next October 8-10, 2015 in Las Vegas for the 2015 NALS Annual Conference. Start saving now to attend!



Social Networking



Come Join Us Online!



www.lspsc.org

www.lspg.org (Greenville Chapter)

You can now enjoy LSPSC on Facebook! Just search for our name once you've signed on.



www.facebook.com

Get Linked-In or Ning'd with **NALS** by searching for us on:

www.linkedin.com

www.ning.com

www.nals.org

Click on "NALS Community"



OFFICER & COMMITTEE REPORTS

President-Elect Camilla G. Pitman, MMC, PLS

LSPSC OFFICER VISITS . .

. Thanks to all of the local chapters for allowing the LSPSC Board to participate in your chapter meetings during the scheduled Officer Visits. The Board had a wonderful time at each of the meetings and photographs of those visits are posted on Facebook for your viewing pleasure at “Legal Staff Professionals of South Carolina.” It is always exciting to have an opportunity to visit with the local members and encourage participation in the local and state chapters.

NOMINATIONS AND ELECTION . . .

A special thanks to everyone who submitted a nomination form and to the members who accepted a nomination for the 2015-2016 LSPSC Board. I have determined over the years the best way to make a difference and get the most out of an experience in any organization is to become engaged in it. Special thanks also to those who have offered to serve as a 2015-2016 LSPSC Committee Chairman. I look forward to contacting you soon and confirming your participation. If you are willing to serve on a committee, please let me know by emailing me at cpitman@greenvilleesc.gov.

As we enter into the holiday season, I want to encourage you to consider how you are making a difference in the lives of others around you. It does not take a lot of effort to make someone smile, to lend an ear, or to extend a helping hand. Thanks to those of you who are making a difference in your community as provided below in the Community Service Reports. Be thankful for what you have and the special gifts you can share with others during this holiday season and throughout the year. I look forward to seeing you at the LSPSC Winter Membership Meeting in Columbia on Saturday, January 31.

Community Service Reports

HHLSP – Betty Parks assisted her church with food distribution as well as donating blood. Susan Olmstead participated in October in Zonta Club of Hilton Head’s candlelight walk on the beach to Stop Domestic Violence. HHLSP teamed up with Palmetto Heart Walk to sell tickets for Belk Charity Day and will be walking in the 2015 Palmetto Heart Walk on May 9, 2015.

LSPG – LSPG partnered with SCUPA (South Carolina Upstate Paralegals Association) to sponsor a banquet for the Green Beret Foundation. The event raised over \$11,000 for the Foundation. LSPG sponsored two college scholarships this year which were awarded to Greenville Technical College students Amanda Braswell and Carol Carson. On November 1, LSPG provided a meal to Serenity Place which is a women’s residential treatment program that primarily focuses on substance abuse services. On November 8, LSPG participated in Belk Charity Day.



Functional Director of Certification
Carlene B. Kilgore, PLS

Since my last report congratulations are in order to Naomi W. Nation, PP, PLS for obtaining her PP recertification; Debra Bailey, PLS for obtaining her PLS recertification; and Meredith Lazarski, ACP for obtaining her CLE renewal.

ALP, PLS, PP Exams. The next testing will be Saturday March 28, 2015. The deadline to submit your application is January 1, 2015. Applications can be obtained at www.nals.org/certification. If you have any questions, don’t hesitate to contact me at ckilgore@mcnair.net.

Total NALS Certifications:

Professional Paralegal	574
Professional Legal Secretary	5,742
Accredited Legal Professional	3,215

Total SC Certifications:

PLS	18
ALP	3
PP	9

Please take advantage of upcoming WebEd sessions: they are now offered at different times of the day. Be sure to click on the “TIME” column when you register. You must register by Noon on the day of the session. Registration Fees are \$35 for members and \$50 for non-members. Please note some sessions are free for members.

Proposed SC Certified Paralegal Program.

We are still looking into issues as to having our PP certification added as an option to the proposal. There will be more discussion at our January meeting.

I look forward to seeing everyone at our winter meeting on January 31, 2015, in Columbia. Merry Christmas and Happy New Year!



Functional Director of Education
Sharon K. Wotherspoon, PLS

The year is almost over and we are heading into 2015 for our next meeting. I am excited about our speakers for the January meeting.

While attending the NALS Conference in Houston, Texas this past October I attended a seminar entitled Veterans Court and felt that since South Carolina has also created a program to assist our veterans, this would be a great topic for one of our seminars.

Our first seminar will deal with the Veterans Court Program. We will have a speaker from the Fifth Judicial Circuit Solicitor’s Office speak to us on the programs offered to our Veterans who find themselves facing charges in Richland or Kershaw counties. So many of our veterans return home from duty and for one reason or another find themselves going down the wrong path. This program is designed to help them help themselves and give them a second chance at adjusting to life outside the military. There is a brochure which will give you some information prior to our seminar so please take a couple minutes to review and sign up for this seminar.

Our second seminar will hit home now or pretty soon for many of our members. “Coming of Age – Social Security 101”. Chris Jenkins of the Social Security Administration will present a seminar showing us how easy it will be to begin our new “age” by accessing the Social Security Website and establishing our profile/account. He will answer questions on what we can expect – so get some questions written down now and bring them with you.

Hope everyone is working on the Education Promotion – remember, all you have to do is participate in one (1) paid or two (2) free NALS WebEds before January 15, 2015, send a copy of the CLE certificate to me to be entered in the drawing at our Winter Meeting (January 31, 2014) to win a \$50 VISA card. Single WebEd is \$35 and you can sign up for six (6) WebEds for \$99. Some are actually FREE but registration is required. You can enter more than once, you just have to complete the requirement for each time you want to enter, so if you participate in two paid WebEds and send me two certificates then your name will be put into the drawing twice. Better hurry – I ALREADY have names in my pot!!

Looking forward to seeing everyone on January 31, 2015 here in Columbia, SC. Wishing everyone a wonderful holiday season with lots of friends and family.



Functional Director of Marketing
Meredith Lazarski, ACP

A big THANK YOU to those members and chapters who continue to help promote LSPSC by purchasing shirts, blankets, Happy Grams and soliciting Spotlight advertisements, as well as those who have provided information to Carolina Paralegal News, Facebook and other media publications and social media outlets.

Just in time for those chilly Carolina winters, LSPSC is offering monogrammed fleeces for only \$20.00! Colors: Black, Red, Fuchsia, Caribbean Blue, Purple,

Grey, Cream, Green and Royal Blue; Sizes: Small, Medium, Large and X-Large. Order now for delivery at our Winter meeting. Special delivery before January 31st may be arranged. Orders can be made through me (mlazarski@haleandhalelaw.com or (843) 837-3000) or Camilla Pitman (cpitman@greenville.org or (864) 467-4431).

Don't forget about our **MARKETING PROMOTION!** We already have 7 entries! You ladies rock!! Secure a business card ad for 3 issues of Spotlight (only \$25), a quarter page ad for 2 issues of Spotlight (only \$40) or any other ad combination of \$40 or more between now and January 15, 2015 for entry in a drawing at the Winter meeting for a \$50 VISA gift card. Ads are submitted through me. Multiple ads/entries are welcome! Each chapter is encouraged to solicit one advertisement to run three times a year in the Spotlight. A free website link is provided for each sponsor purchasing a full page advertisement. Don't forget to think outside the box – they don't need to be legal related. The advertising form can be found in this issue of the Spotlight.

Did you or a fellow member recently celebrate a birthday or anniversary, get married, have a baby, become a grandparent, receive a promotion or certification, do something wonderful for the community? Share your happiness or celebrate a fellow member by purchasing a Happy Gram! The Happy Gram form can also be found in this issue of the Spotlight.

If you have any information (and pictures) regarding your chapter, including community service events, certifications, guest speakers, etc., please send them to me. The LSPSC Board continues to discuss promotional opportunities and we still have LSPSC shirts and blankets for sale. If you have an idea for a logo promotional item, please feel free to share it with me. And don't forget, if you have an item you would like monogrammed, please contact me and we'll arrange it. Cost for the monogram on any item provided by a member is \$10.00.

Lastly, don't forget to check out the listing of NALS Affinity Providers found in this issue of the Spotlight for information regarding the special discounts they provide NALS members.

Functional Director of Membership
Lois J. Belle, PLS

The Board is grateful to Dee Dee Callison for her service as Functional Director of Membership. Unfortunately, Dee Dee resigned due to personal matters. I have been appointed by LSPSC President Jan and approved by the Board to finish out Dee Dee's term as Functional Director of Membership. I love our members and appreciate the opportunity to serve in this capacity.



WELCOME NEW MEMBERS

In 2014, we added the following new members. (*Look for more information on several of these ladies on the "New Members" page.*) Please join me in welcoming:

- **Lashyae Pringle-Johnson** – LSP Midlands
- **Stella Terrana-Kasten** – LSP Midlands
- **Cynthia Powell** – LSP Greenville
- **Darlene Lewis** – LSP Greenville
- **Samantha McDowell** – LSP Greenville
- **Elizabeth (Libby) Holleman** – LSP Greenville

Celebrating a one-year anniversary this fall (*all from the Greenville chapter*):

- **Cathi Tankersley**
- **Kathleen Damico**
- **Tanya Owens**
- **Judith Morgan-Glenn**
- **Terri Coker**
- **Betty Owens**

Have you taken advantage of the below promotion? Just invite one person to your local chapter meeting and submit a picture of you and

your guest(s) to me to be entered into this drawing. Who wouldn't want to have the chance to receive a \$25 gift card! Your name will also be entered into the Grand prize drawing!

MEMBERSHIP PROMOTION:

Invite 1 person to attend local chapter meeting with you between now and January 15, 2015. Take picture of you and visitor at meeting. Submit picture to Lois J. Belle, PLS, FD-Membership, for entry in drawing at Winter meeting in January 2015 for a **\$25 VISA card**. Multiple entries are welcome! (family members do not qualify; current visitors do not qualify). (LBelle@wcsr.com)

ADDITIONAL INCENTIVE:

If one of your guests becomes a member after visiting with you – you will receive one additional entry into the drawing!

As of November 2014, we have 72 members. Greenville tops off with 31 members, followed by Midlands with 10 members, bringing them into the double digit category, Spartanburg also has 10 members, Hilton Head continues with 8 members, Lowcountry is holding steady with 7 members, and Orangeburg has 4 faithful members. We also have 2 Members-at-Large.

I hope you plan to join us at our Winter Membership Meeting in Columbia in January. See you there!

Wishing you and your family a blessed Christmas & New Year!

Immediate Past President/Parliamentarian
Lois J. Belle, PLS

I hope you are enjoying the ever changing seasons as much as I am. Our weather this autumn has been just wonderful – and now as you read this I am sure that there's a chill in the air as preparations are well under way for a wonderful Christmas!

The LSPSC Board continues to fine tune our Bylaws and Standing Rules to be sure they conform to NALS. We will continue to review our Bylaws and Standing Rules so that remain clearly defined for our upcoming board and members. We will present proposed minor changes as they are available, with the required 30-day notice to our membership.

As our association moves forward Firmly Rooted in Greatness you'll want to be sure to join in wherever you can by attending local, state and national meetings. You'll watch your career bloom and your career (and life) will be better for it.

Be sure to make plans to register for our Winter Membership Meeting in Columbia in January. It's a great time of education, fun and fellowship. See you there!



Award of Excellence
Jimi L. Bullard, ALP

Members, in this issue of The Spotlight you will find the nomination form for the Award of Excellence. Please take a few minutes to nominate someone who has given unselfishly of themselves to our association as well as to her community. Three years of service to a local chapter, LSPSC or NALS qualifies them as a candidate.

It is important to take advantage of every opportunity to recognize talent and to say thank you to those who has given to us and others. Nothing says you are special as an award given by your peers. The most difficult part of submitting a nomination form is the selection of the nominee – you have over 70 EXCELLENT choices. March 15, 2015 is the deadline for nominee submissions. My contact information is on the nomination form as well as below.



Jimi L. Bullard, ALP
 LSPSC Award of Excellence
 Chairperson
 1001 East Washington St.
 Greenville, SC 29601
jimi@theclardyfirm.com
 864-233-8888 (o)
 864-233-8889 (f)
 864-430-7027 ©

Community Projects

**Susan Olmstead, PLS
 Betty Parks**

**HARVEST HOPE
 FOOD BANK**



The Harvest Hope Food Bank is our featured charity at the Winter Board Meeting, January 31, 2015. The Bank is in need of: canned vegetables, canned meats, dry goods, peanut butter, beans, toiletries, diapers, detergent, and plastic/paper bags. Let's fill a shopping cart to the brim. We can all be "bag" ladies.



Finance
**Mary F. Brant
 Sonia L. Hunt**

Thank you for making the "Great Outdoors" theme for the summer membership meeting a huge success. At this time of year, we hear "Baby it's cold outside!" or "I'm sooooo BORED." I'm sure we have all heard these things at some point in our lives and the winter time can bring on those cold winter blues. So keeping that in mind, what are some things that could be done to "warm up" and "spice up" our winter? Is it a special dessert, dinner at a special restaurant, a warm blanket, the sweet aroma of candles or a good book to read? Is it taking a trip with a loved one or just daydreaming about the summer months when we can finally thaw out? It's time to start thinking of things that will "warm" us up and "spice" up our winter to help us get rid of those Winter Blues. Help us make the "Kick Those Winter Blues" theme a huge success.

IT'S BACK!!!! We will be holding the "Buck A Book" during the Winter Membership meeting. Bring your DVD's, CD's or books that you want to donate. A special table will be set up for these items and remember they can be bought for just \$1.00 each!!!!



The Greenville Chapter will be responsible for the premium prize for the Winter Membership Meeting.



Nominations & Elections

Linda W. Wilson, PLS

The call for nominations of elected officers of Legal Staff Professionals of South Carolina was made by November 3, 2014. The nominations came to a close on Friday, November 14, 2014. Copies of the nomination chart were sent to the chapter presidents via email on November 21, 2014. Since that time, all nominated members have been notified and by now, should have received an Acceptance/Declination Form. If you are a recipient of this form, please be sure to return it to me no later than Monday, December 15, 2014. If sending by U.S. Mail, it would be wise to mail it by Wednesday, December 10, 2014.

Currently, there are seven positions to fill: President-Elect/NALS Liaison; Treasurer; Secretary; Functional Director of Membership; Functional Director of Public Awareness/Marketing; Functional Director of Education; and Functional Director of Certification. Election ballots will be distributed no later than February 5, 2015, and are due back to me no later than February 15, 2015.

The newly elected officers will be installed at the 2015 Annual Meeting in Columbia, South Carolina, during the weekend of April 24-26, 2015. If you have any questions regarding Nominations and Elections, feel free to give me a call at 803-255-9264, or you may email me at linda.wilson@nelsonmullins.com. Thank you.



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NOMINATION FORM
AWARD OF EXCELLENCE

2014-2015

Eligibility Requirements: Must be a member of the tri-level association
Must be active in the legal profession in accordance with the
By-laws and Standing Rules of LSPSC
Must have a minimum of three years service to a local chartered chapter,
LSPSC, or NALS

Deadline: March 15, 2015

Submit to: Jimi L. Bullard, ALP
The Clardy Law Firm, P.A.
1001 East Washington Street
Greenville, SC 29601
Email: jimi@theclardylawfirm.com

Nomination Date: _____ Nominee's Local Chapter: _____

Nominee Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____ Office Phone: _____

1. Experience and Achievements (NALS, LSPSC and Local Chapter)

A. Years of Experience in legal profession: _____

B. Years of membership in NALS: _____

C. List of elected or appointed positions held in a local chapter:

D. List all elected or appointed positions held in LSPSC:

E. List all elected or appointed positions held at the national level:

2. Professional Achievements (including years attained)

A. Professional Designations/Certifications:

B. Awards or recognitions received from any level of the tri-level organization

C. Recommendation (250-word limit)

I believe the above-named person should be considered for the LSPSC Award of Excellence for the following reasons:

NOMINATION SUBMITTED BY:

Signature: _____

Name/Title: _____

Address: _____

City/State/Zip: _____

Local Chapter: _____

Telephone: _____

Email: _____

Date Received by LSPSC Chairperson: _____

WELCOME

LSPSC New Members

Tanya Owens

Tanya has worked as a legal secretary at Gallivan White & Boyd, PA in their Greenville office for eight years. Prior to working at Gallivan she spent two years with the Kent County Circuit Court and six years with Clausen Miller in Chicago. Tanya has a yearning to learn more in the legal field. (LSPSC will certainly help you with that!)

She has been a member of Legal Staff Professionals of Greenville since October 2013. Tanya answered one question on our Membership Information Form the same way that many others of us would answer: "What one task in your office would you get rid of if you could?" – her answer was FILING. Wouldn't we all like that task to go away!

Tanya's favorite means for communication is texting. She has a special gift of listening and hopes to be retired in five years. Please join me in welcoming Tanya to our legal association and circle of friends!

Darlene Lewis, PP, PLS

Legal Staff Professionals of Greenville is glad to welcome back Darlene Lewis, a paralegal with Chace Campbell, P.A. Darlene recently received her PP certification and we congratulate her for that too! Prior to moving to Greenville in 2007, Darlene worked for Carmichael & Zajac, PC in Massachusetts. Previously, Darlene taught in a private Christian school. A parent of one of her students, who happened to be an attorney, asked Darlene to work with her and she did.

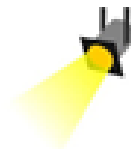


If Darlene were not working in the legal field she would be a teacher. Darlene's favorite means of communication is a face-to-face conversation. She loves to bring out the best in people – what a great attitude! In her free time Darlene enjoys knitting, crocheting and other craft activities, often making gifts for friends. Please be sure to meet Darlene and give her a warm welcome!



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

SPOTLIGHT
ADVERTISEMENT FORM



A publication of Legal Staff Professionals of South Carolina

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____

EMAIL: _____

WEBSITE: _____

Circle desired advertisement:

	Full Page *	Half Page	Quarter Page	Business Card
Three Issues	\$125	\$75	\$40	\$25
Two Issues	\$85	\$50	\$25	
One Issue	\$50	\$20	\$10	\$10

* Full Page advertisements include a web link to the business's webpage.

The SPOTLIGHT is published three times per year: March, June and December.
Advertisements must be provided in camera ready format.

Email advertisement and mail payment to:

Meredith Lazarski, ACP
Functional Director of Marketing
Hale & Hale, PA
PO Box 22561
Hilton Head Island, SC 29925
mlazarski@haleandhalelaw.com

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.

(Continued from page 1)

there is a problem. They may open new accounts in your name. When they become delinquent on the payments, it will be reported on your credit report.

Identity thieves may establish phone or wireless service in your name, open a bank account, and write bad checks. They may use counterfeit checks or credit or debit cards and drain your bank account.

If you have lost personal information or identification, or it has been stolen from you, there are certain steps that quickly minimize the potential of identity theft.

Close all accounts—credit cards, checking, and savings—immediately. Place passwords on your new accounts. Avoid using your mother's maiden name, your birth date, the last four digits of your social security number, or phone number.

Call the toll-free fraud number of any of the three nationwide consumer reporting companies and place an initial fraud alert on your credit reports. This will help stop someone from opening new credit accounts in your name. Companies to call are:

Equifax: 1-800-525-6285, www.equifax.com
Experian: 1-888-397-3742, www.experian.com
TransUnion: 1-800-680-7289, www.transunion.com

Once you place a fraud alert with anyone of these companies, they are required to contact the other two. When you get your credit reports, check for inquiries from companies you have not contacted, accounts you did not

open, and debts on your accounts that you cannot explain. Make sure all information, such as social security number, address, etc., is correct. An initial fraud alert remains on your credit report for at least 90 days; an expanded alert for several years.

Close out any accounts that you believe might have been compromised or tampered with. Call someone in the security or fraud department and follow-up in writing, sending pertinent copies (not originals) of the various documents. Send your letters by certified mail, return receipt requested. Keep a file of your correspondence and enclosures.

For government-issued identifications, contact the agency that issued the document—driver's license, etc. Ask them to flag your file to stop someone else from getting documents issued in their own name.

After you have resolved your identification theft problem, stay on top of the situation. Be cognizant of not receiving bills or bank statements in the mail, receiving credit cards that you did not apply for, being denied credit or being offered less favorable credit terms, and getting calls or letters from debt collectors or businesses about merchandise or services you did not buy.

Check your credit report at least every three months for a year and then every year to make sure there are no residual problems. A recent amendment to the federal Fair Credit Reporting Act requires each of the major nationwide consumer reporting companies to provide you with a free copy of your credit report, at your request, once every 12 months.

Mark your calendars for a certain day each year to request this.

Your annual credit report is free; however, it does not include your credit score. You must pay a small fee for that information. The credit report gives you a summary of your mortgage, installment, and revolving accounts,

listing the balances, credit limits, and monthly payments. freecreditreport.com will give your credit report to you within two days. For a dollar, you will get an instant report as well as your score.

A big problem that has doubled this past year is child identity theft. Your child is like a blank slate—an easy target for identity theft. Once someone gets that Social Security number, they have free rein until that child becomes of age: the sky is the limit. This can have a devastating impact on a child's life. It can affect his or her ability to get a student loan, a scholarship, internship/job, or a credit card. It can go undetected for years.

Running your child's credit report will not provide as much information as your using AllClearid. AllClearid and Trans Union, a national leader credit bureau, have partnered to deliver ChildScan, a free child identity theft report. ChildScan actively scans databases to find out if thieves are using your child's social security number. If fraud is detected, AllClearid investigators conduct a full inquiry and completely repair your child's identity. It is free!

You can sign up with AllClearid for free basic protection. They scan the Internet and thousands of sources to detect fraud linked to your credit cards, social security number, bank accounts, etc. Advanced technology sends secure phone alerts so you are quickly notified if thieves have obtained your personal information.

Source: AllClearid.com

Take Charge, fighting back against identity theft, Arkansas Attorney General



Since 1974, Marie Schoenfeldt, PLS, CLA, has been a member of the Garland County Legal Support Professionals of Arkansas, serving in almost every capacity on the local and state levels and NALS committees. She has served two years each as NALS National Director and NALS Area Membership Chairman and was the 1998 recipient of the NALS Award of Excellence. She is a past President of AALS—the Association for Arkansas Legal Support Professionals. Marie was the power behind the first continuing legal education course of AALS and led her team to a \$10,000 plus profit for the first year. Marie was an office manager and is a big promoter of NALS. Currently, Marie is teaching computer courses for senior citizens.

Timely Reprinted from *the NALS docket*, May 2014.

HAPPY GRAMS!



From today forward, you'll be partners in a great adventure. Here's a wish that you'll grow even closer as you work together to make your dreams come true and that you'll look back on your wedding day as only the beginning of your beautiful happily-ever-after. Congratulations Rebekah & John!

Hilton Head Legal Staff Professionals

CONGRATULATIONS First time Grams, Two-time Gram(my) Winner!

YVONNE FORTNER

Yvonne is accustomed to doing things in twos – so why not have two grandsons this Fall. Holly delivered Bryson in September and Ashleigh delivered Everett in November!



Welcome to GRANDmotherHood

from your FAB4 friends





HAPPY GRAMS

MAKE SOMEONE

HAPPY

BY PURCHASING A HAPPY GRAM

Congratulate, recognize, or encourage your fellow chapter members in the *Spotlight* and support Legal Staff Professionals of South Carolina while sending out good thoughts to those who deserve them.

Business Card	\$ 5.00
Half Page	\$15.00
Full Page	\$25.00

1. Submit Happy Gram camera ready to
Functional Director of Marketing at: mlazarski@haleandhalelaw.com
2. Submit payment and this form by mail to: Functional Director of Marketing
Meredith Lazarski, ACP
Hale & Hale, PA
PO Box 22561
Hilton Head Island, SC 29925
3. Deadline for Happy Grams: February 9, 2015 (for March issue)

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____



Legal Staff Professionals of South Carolina
2015 WINTER MEMBERSHIP MEETING & CLE REGISTRATIONS
Saturday, January 31, 2015

Nelson Mullins Riley & Scarborough, LLP
 Meridian Building, 1320 Main Street, 17th Floor, Columbia, SC

Deadline for Registration: January 23, 2015 (Add \$10.00 after this date)
NO REFUNDS AFTER JANUARY 27, 2015

MEMBERSHIP MEETING

SCHEDULE

9:30 a.m. – 10:00 a.m.	Registration	<input type="checkbox"/> \$45 Meeting Registration & Lunch *
10:00 a.m. – 11:00 a.m.	Seminar	
11:00 a.m. – 11:15 a.m.	Break	
11:15 a.m. – 12:45 p.m.	Seminar	<input type="checkbox"/> \$15 Membership Meeting Only
12:45 p.m. – 1:45 p.m.	Lunch	
1:45 p.m. – 3:30 p.m.	Membership Meeting and Theme Auction	

* FULL REGISTRATION DOES NOT INCLUDE CLE

CONTINUING LEGAL EDUCATION

10:00 a.m. – 11:00 a.m. TOPIC: Veterans Court Program
 SPEAKER: Fifth Judicial Circuit Solicitor's Office

Created in November 2011, the first of its kind in South Carolina, the purpose of this program is to successfully habilitate veterans by diverting them from the traditional criminal justice system and providing them with the tools they need to lead successful lives. The goal of the Court is to provide needed substance abuse counseling, mental health treatment, and assistance with needs unique to veterans.

11:15 a.m. – 12:45 p.m. TOPIC: Coming of Age – Social Security 101
 SPEAKER: Chris Jenkins

Mr. Jenkins has been with the Social Security Administration for over 36 years. He started as a co-op college student while attending Miles college in Birmingham, Al. He has served as the Public Affairs Specialist for the last 13 years.

I will be attending the following seminars:

- | | | |
|--|---|---|
| <input type="checkbox"/> "Veterans Court Program" | <u>MEMBER</u> | <u>NONMEMBER</u> |
| | <input type="checkbox"/> \$20 for one CLE | <input type="checkbox"/> \$25 for one CLE |
| | <input type="checkbox"/> \$30 for both CLEs | <input type="checkbox"/> \$40 for both CLEs |
| <input type="checkbox"/> "Coming of Age – Social Security 101" | | |

\$10 LATE FEE

TOTAL Amount: \$ _____

NAME: _____ EMAIL: _____

CHAPTER: _____ PHONE #: _____

Please make check payable to: **Legal Staff Professionals of South Carolina** and return completed form to:

Debra Bailey, PLS • Nelson Mullins Riley & Scarborough • P.O. Box 11070 • Columbia, SC 29211
 (803) 255.9345 / (800) 237.2000 • debra.bailey@nelsonmullins.com

Legal Staff Professionals of South Carolina is an affiliate of NALS . . . the association for legal professionals – dedicated to enhancing the competencies and contributions of members to the legal services profession

THE FIFTH CIRCUIT VETERANS COURT PROGRAM IS A JOINT PROJECT BETWEEN:

Fifth Circuit Solicitor's Office

City of Columbia

City of Columbia Police Department

Richland County Government

Richland County Public Defender's Office

Richland County Sheriff's Department

S.C. Association of Criminal Defense Lawyers

S.C. State Department of Veterans Affairs

U.S. Department of Veterans Affairs

Fifth Judicial Circuit Solicitor's Office

VETERANS COURT PROGRAM



For more information or to apply please contact:

VETERANS COURT PROGRAM

Fifth Judicial Circuit Solicitor's Office

Post Office Box 192

1701 Main Street, Suite 406-A

Columbia, South Carolina 29202

Phone: 803.576.1857

Fax: 803.576.1592

OUR MISSION

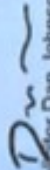
Our mission is to serve as ministers of justice in the fair and diligent prosecution of citizens charged with criminal offenses occurring in the Fifth Judicial Circuit, thereby preserving peace, safety and dignity for all citizens of this Circuit.

WHAT IS VETERANS COURT?

Created in November 2011 as the first of its kind in South Carolina, the Fifth Circuit's Veterans Court program is designed to assist veterans who have pending charges in Richland or Kershaw counties.

The purpose of this program is to successfully rehabilitate veterans by diverting them from the traditional criminal justice system and providing them with the tools they will need to lead productive lives. Veterans Court program participants are offered assistance from fellow veteran mentors, the U.S. Department of Veterans Affairs and veterans service organizations such as the American Legion, Veterans of Foreign Wars and the Disabled American Veterans.

The goal of Veterans Court is to help the men and women who served our nation and honor their service by providing needed substance abuse counseling, mental health treatment and assistance with other needs unique to veterans.


- Solicitor Dan Johnson

WHO IS ELIGIBLE?

Veterans...

- Charged with non-violent misdemeanor and/or felony offense(s) in Richland or Kershaw counties
- Who are eligible for veterans services benefits
- With a diagnosis of a treatable behavioral, mental health and/or chemical dependency problem

Treatment may include but is not limited to: Anger Management or Domestic Abuse counseling; Family/Marriage counseling; Substance Abuse/Mental Health counseling and other therapies geared toward PTSD and other combat trauma.

WHAT IS REQUIRED?

The Solicitor's Office will review and present cases to the Veterans Court judge. The Solicitor's Office has the final authority to accept or refuse applications to the program. The Veterans Court judge has the final authority on all admissions.

To enter the program the veteran must admit his/her guilt. Jurisdiction of the charges will be transferred by the court system to the Veterans Court. The transferring court will accept the guilty plea and will issue a conditional discharge for the offenses after successful completion of the program. Successful completion of the Veterans Court program will result in the dismissal of charges and eligibility for expungement.

Performance, compliance and sobriety determine how long a veteran remains in the program. All participants spend at least twelve (12) months under the supervision of the Veterans Court.



Veterans Court employs escalating sanctions in response to non-compliance with program requirements. Should the veteran use drugs or alcohol, miss counseling or court appointments, become medically non-compliant, display a poor attitude, or in any other way NOT comply with the program requirements, the judge will order sanctions. These sanctions include, but are not limited to community service, additional counseling sessions, increased drug testing, jail time or dismissals from the program.

PROGRAM REQUIREMENTS

- Legal, mental health, alcohol and drug use assessments to establish treatment needs
- Screening by the VA to determine eligibility for services
- Veterans Court appearances three (3) times per month
- Weekly attendance to AA/NA or other self-help meetings
- Weekly random drug testing
- Compliance with treatment as required by clinical staff
- Compliance with requirements for other habilitation services: job training, employment, or medical
- Maintaining contact with assigned veteran mentor

VOLUNTEER VETERAN MENTORS

The purpose of veteran mentors is to ensure that every veteran receives the assistance and services needed, including being able to adequately navigate court, the Department of Veterans Affairs and other systems. The mentor acts as ally, advocate and friend. Mentors do not give legal advice or engage in counseling.



Understanding my Social Security



Millions Are Already Doing It...Are You?

(NAPS)—Whether retirement seems like it's just around the corner or years away, it's good to know that Social Security is working for you now—even if you're not receiving benefits yet. How? By providing you with the information you need to plan ahead for the retirement you want.

One of the best tools for planning a secure retirement is waiting for you at socialsecurity.gov: a *my* Social Security account. When you create your personal *my* Social Security online account, you'll be able to get your online Social Security Statement, review your lifetime earnings history (and catch any errors while it's easier to fix them), see estimates of your future benefits, and more—important information that can help you plan and save for greater peace of mind.

How to get started.

Opening a *my* Social Security account online is quick, safe, free, and easy. It takes only minutes. Go to the Social Security website at www.socialsecurity.gov and click on *my* Social Security. Then follow the instructions for creating your secure, online account. You must be at least 18 years of age and have:

- A valid e-mail address,
- A Social Security number, and
- A U.S. mailing address.

You'll also need to provide some personal information and answer some questions only you are likely to know. This process protects you and keeps your information private. There are extra security features, too. You can have unique text message codes sent to your cell phone each time you want to sign in. There's even a green address bar at the top of your screen indicating the website has an extended validation certificate. This means the information you



It's never too early—or too late—to plan for retirement.

provide to Social Security will be encrypted and that the website has been verified by a certification authority.

You've created an account.

Now what?

Once you see your estimated retirement benefits, you can really start to plan, invest, and save with more confidence. You can even explore when you might retire.

While Social Security will be here to provide you with a secure foundation in the future, it was never intended to be your sole source of retirement income. You may want to put aside more for a comfortable retirement.

And once you do retire, or start receiving benefits for any reason, your *my* Social Security account is the best place to manage those benefits. You can use your account to get an instant benefit verification letter, change your address and phone number on Social Security's records, and start or change direct deposit of your benefit payment.

More than 10 million people have opened a safe and secure *my* Social Security account. Join them—take control of your future retirement security by signing up for a *my* Social Security account. Learn more and create yours today at www.socialsecurity.gov.

Did You Know?

A *my* Social Security account is quick, safe, free, and easy. You can get your online Social Security Statement, review your lifetime earnings, see estimates of your future benefits, and more. To open yours, go to www.socialsecurity.gov and click on *my* Social Security.

Valuable information can make a real difference in helping you prepare for your retirement. // *my* Millions Are Already Doing It...Are You?

1

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Harvest Hope Food Bank Food Drive



HERE ARE SOME OF THE MOST NEEDED ITEMS

Canned Vegetables
Canned Meats
Dry goods
Peanut butter
Beans

Toiletries
Diapers
Detergent
Plastic / Paper bags

Mobile Food Pantry Sponsors
Kids Cafe Locations
Volunteers

We ask that food be kept separate from household cleaning supplies and health and beauty items.



Columbia Location
2220 Shop Rd.
Post Office Box 451
Columbia, SC 29202
(803) 254-4432
Fax : (803) 254-6011

Lexington EFP
1775 12th Street Ext.
Building 4
Cayce, SC
(803) 794-1627
Fax: (803) 794-1630

Greater Greenville Branch
5200 Pelham Road Ste. A
Greenville, SC 29615
(864) 281-3995
Fax: (864) 281-3998

Pee Dee Branch
2513 West Lucas Street
Florence, SC 29501
(843) 661-0826
Fax: (843) 661-0699

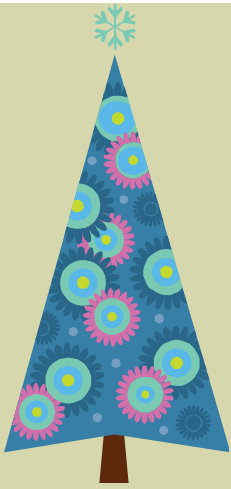
All Food collected will be distributed by Harvest Hope Food Bank throughout 20 counties in South Carolina.
Please Donate non-perishable items and help us end hunger in our area.



www.harvesthope.org



Chapter Reports



Hilton Head Legal Staff Professionals Betty Parks

Our Chapter met in May for a business meeting. June and July meetings we watched and discussed the CLE NALS video presentation Ten Tips to Avoid Malpractice. Susan L. Olmstead, PLS, Carlene Kilgore,

PLS, Meredith Lazarski, ACP and Betty Parks attended the 2014 Summer Membership Meeting on July 26, 2014 in Columbia, SC.

Lois J. Belle, PLS attended our August 12th dinner meeting which we all enjoyed and participated in the tree of ideas that Lois presented to us on behalf of our President Jan W. Berger, ALP. September, members attended the Notary Public seminar.

Our October speaker was Mr. Dale L. Butts, Register of Deeds for Beaufort County, SC, he was very informative and we all learned more about what happens in that department. November 8, 2014 found members participating in the Belk Charity sale of tickets for our scholarship fund. Our meeting held November 11, 2014 was a business meeting to discuss a Christmas dinner for us and what charity or charities we were going to adopt for Christmas. Happy Holidays everyone



Legal Staff Professionals of the Midlands Debra Bailey, PLS

Hard to believe that winter is here – this year has flown by! We spent our summer meetings with CLE on Ethics and Professional Dress and Appearance. We were joined in August by State officers Vickie Halstead and Meredith Lazarski, ACP. We held a night meeting that month and enjoyed dinner at Grecian Gardens with Vickie and Meredith. In September and October our own

Jamie Early, PP, PLS, tested our Legal Knowledge skills. We are preparing to serve our annual Thanksgiving dinner to the residents of the Finlay House, a tradition we have enjoyed for many years.

We have also been busy securing a location for the upcoming LSPSC Annual Meeting in April. We will have details to share at our next State meeting.

Hope everyone has wonderful holidays - we look forward to seeing everyone in January!



Legal Staff Professionals Of Orangeburg Lauritza S. Hill

The Legal Staff Professionals of Orangeburg have been very busy with all the holidays approaching. The time has gotten away from us. We were happy to have Camilla, Carlene and Jamie in August for Officer Visitation. We had a great time at the Chestnut Grill restaurant. We certainly enjoyed having them in Orangeburg.

We worked with a group to provide personal hygiene items to boys and girls at DJJ in October. Mary Brant assisted our group with contacting April Fogle who told us of the needs that they have.

We have also adopted a family that consists of a mom and three daughters. Sonia obtained enough information so that we can provide a special Christmas for this single mom who doesn't receive child support. We are still in the planning stages of some other projects that we are trying to complete. We hope to partner with the Orangeburg office of Legal Services so that we can reach out even farther on our Christmas projects.

Our Chapter looks forward to meeting everyone in January. We pray that everyone will have a safe holiday and a prosperous New Year and remember to remind your children and grandchildren-no texting while driving.

All of our members send greetings to all the Chapters.

Rachel E. Payne

thirty-one[®]

independent consultant

Email: chapinmom267@yahoo.com

Cell: 803-622-7357

Website: www.mythirtyone.com/541537



Merry Christmas!

Legal Staff Professionals of South Carolina



Are you ready to maximize your potential?

We Need You!



Nominations for LSPSC Officers and Chairmen are just around the corner. Please consider serving for 2015-2016.

**NOTICE TO ALL MEMBERS OF
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

NOTICE is hereby given that the Winter Membership Meeting for 2014-2015 will be held on Saturday, January 31, 2015 at 1:45 p.m.

At:

Nelson Mullins Riley & Scarborough LLP
17th Floor Conference Center
1320 Main Street, Meridian Building
Columbia, South Carolina
(Dress is business attire)

Exact meeting information is available on the meeting registration form

Legal Staff Professionals of South Carolina

/s/ Vickie Halstead

Vickie Halstead
Secretary



Just in time for those chilly Carolina winters, LSPSC is offering monogrammed fleeces for only \$20.00!

Order now for delivery at the LSPSC Winter Meeting on January 31, 2015. Special delivery before then may be arranged.

Orders can be made through Meredith LazarSKI (mlazarSKI@haleandhalelaw.com or (843) 837-3000) or Camilla Pitman (cpitman@greenvillesc.gov or (864) 467-4431).



Fleeces will have the LSPSC logo  on the upper left hand corner.

Colors: Black, Red, Fuchsia, Caribbean Blue, Purple, Grey and Cream (Green and Royal Blue available but not pictured)

Sizes: Small, Medium, Large and X-Large



LSPSC

*Engage / Inspire / Enhance /
Promote*

Contact Meredith at (843) 837-3000 or
mlazarski@haleandhalelaw.com



ORDER YOUR LSPSC SHIRT OR BLANKET TODAY!

Blankets	\$20
Shirts	\$20
Monogram only	\$10 *
(* item provided by member)	



WELCOME TO THE NEW NALS WEBSITE . . .



Have you checked out
“My Profile”?

My Profile

- Profile Home
- Manage Profile
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Membership Info
- Refer a Friend
- Member Rewards (NEW)

Welcome to the brand NEW website for NALS... *the association for legal professionals!* Here you will find everything NALS has to offer to paralegals, legal secretaries, legal assistants, and all members of the legal support industry. Receive real-time answers to your questions through our membership forums, network with peers through social media and in-person events, participate in surveys, advance your career with a NALS certification, read specialty specific articles over litigation/civil law, corporate law, estate planning/family law, ethics, etc., or enjoy one of our online education sessions from the comfort of your own home. The NALS website is meant to be a resource; providing the content you need from your choice in a professional association... right at your fingertips.

With the new website and “My Profile,” NALS members can:

NETWORK AND MESSAGE with other NALS, state, and local chapter members.

OBTAIN the most current membership lists for your state and local chapters.

POST AND MANAGE your certification hours.

PROMOTE yourself by updating your professional and biographical information.

SHARE photos and information from your NALS, state, and local conferences.

SUBMIT applications and fees on line for annual membership, online CLEs and NALS Conferences.

Go to www.NALS.org today to begin your professional journey.

Hear ye, Hear ye. Have you heard? Check out LSPSC...

www.lspsc.org

Carolina Paralegal News
<http://nclawyersweekly.com/paralegal>



Legal Staff Professionals of South Carolina



Don't Worry . . . Be Happy

***Purchase a Happy Gram today
for the next Spotlight Issue.***

***Send Happy Gram to
mlazarski@haleandhalelaw.com***

How are you promoting your local chapter?



Write an article for a publication?

Attend a local chapter meeting?

Attend a LSPSC meeting?

Attend a NALS meeting?

Tell anyone about local/state/NALS today?

Invite someone to your local/state/NALS meeting?



Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. What better way to value your profession – promote!

If you have a great idea for promoting that has worked for you and your chapter, pass it along to Meredith at mlazarski@haleandhalelaw.com

FROM THE NALS WEBSITE ... DID YOU KNOW?



1. WHAT ARE THE QUALIFICATIONS FOR MEMBERSHIP?

Individual members consist of those persons engaged in work of a legal nature and who agree to comply with the NALS Code of Ethics and Professional Responsibility.

2. HOW DO I BECOME A MEMBER?

You can use the secure online application, or you may choose to print out the application in PDF format and mail/fax it. Simply choose the method you want to apply, fill out the NALS Membership Application, select a method of payment, and submit your application. You then just sit back and will receive your new member package from the NALS Resource Center within four weeks.

3. WHY SHOULD I JOIN NALS?

The legal support profession is fast-paced and ever-changing, and NALS can help you stay up-to-date on the tools, skills, and resources you need to adapt and grow. Becoming a member helps you stay informed, stay connected to fellow legal professionals, improve your skill set, and support your career, all while ensuring that there is a large organization able to advocate on your behalf for the issues that matter most. Our community forums will allow you to expand your knowledge and mentor/learn from peers who share your passion and interests. Whether you're looking to learn more about e-Discovery, the latest on revocable trusts, share your legal writing expertise, or connect with others in the industry, NALS allows you to create forum topics based on your needs! Get involved in your local and state NALS chapters to enjoy events, education and networking with colleagues near you. While traveling, see if there's a chapter near your destination and meet other members around the country! Visit our Member Benefits section to learn more about all the available benefits of a NALS membership.

4. WHO DO I CONTACT WITH REGARD TO MEMBERSHIP QUESTIONS?

Sandra Bates, NALS Membership Services Manager, is the staff person at the NALS Resource Center in charge of membership services. Sandra's contact information can be found on the Staff Directory page.

5. WHO ARE THE STAFF MEMBERS AT THE NALS RESOURCE CENTER?

View the staff directory listing on the Staff Directory page.

6. WHEN WAS NALS FOUNDED AND WHO ARE THE MEMBERS?

Since 1929, **NALS... the association for legal professionals** has been, and continues to be, the premiere association for professional legal support staff, providing many opportunities to improve individual performance and enhance knowledge of the legal profession through continuing legal education, networking with peers, NALS publication @LAW, and certification. The name NALS was not adopted or incorporated until 1949.

7. WHAT DO THE FOLLOWING ACRONYMS MEAN?

- **ALP:** Accredited Legal Professional
- **PLS:** Professional Legal Secretary
- **PP:** Professional Paralegal
- **SMC:** State Membership Chairman
- **LMC:** Local Membership Chairman
- **CLE:** Continuing Legal Education
- **CLA:** Certified Legal Assistant
- **@Law:** The Official NALS Magazine. As a member of NALS, you will receive @Law four times a year. Each issue features informative articles and time-saving resources. @LAW is so informative it won the coveted Gold Circle Award for Most Improved Magazine from the ASAE. The @Law subscription rate for nonmembers of NALS is \$40.00 per year.

Chicken Pot Pie
By Lois Belle, PLS

- 2 pie crusts
- 1 can chicken
- 1 can chicken rice soup
- 1 can cream of chicken soup
- 1 can Veg All

Place 1 pie crust into 9" deep pie plate. Mix together next 4 ingredients. Pour into unbaked pie crust. Top with 2nd pie crust and crimp edges. Bake at 400° for 45 minutes. Let set 5-10 minutes before serving.



Chocolatey Raspberry Crumb Bars
By Lois Belle, PLS

Chocolatey Raspberry Crumb Bars feature a delicious thin layer of fruit jam, a tasty brown sugar crust and a walnut-flavored topping. Melted chocolate chips are spread over the top to finish these bars off. This is perfect for all occasions.

- 1 cup butter softened
- 2 cups all-purpose flour
- 1/2 cup packed lt brown sugar
- 1/4 teaspoon salt
- 2 cups (12-ounce package) NESTLÉ® TOLL HOUSE® Semi-Sweet Chocolate Morsels, divided
- 1 can (14 ounces) NESTLÉ® CARNATION® Sweetened Condensed Milk
- 1/2 cup chopped nuts (optional)
- 1/3 cup seedless raspberry jam

Recipes!

PREHEAT oven to 350° F.
Grease 13x9-inch baking pan

BEAT butter in large mixer bowl until creamy. Beat in flour, sugar and salt until crumbly. With floured fingers, press 1 3/4 cups crumb mixture onto bottom of prepared baking pan; reserve remaining mixture.

BAKE for 10 to 12 minutes or until edges are golden brown.

MICROWAVE 1 cup morsels and sweetened condensed milk in medium, uncovered, microwave-safe bowl on HIGH (100%) power for 1 minute; STIR. Morsels may retain some of their original shape. If necessary, microwave at additional 10- to 15-second intervals, stirring just until morsels are melted. Spread over hot crust.

STIR nuts into reserved crumb mixture; sprinkle over chocolate filling. Drop teaspoonfuls of raspberry jam over crumb mixture. Sprinkle with remaining morsels.

BAKE for 25 to 30 minutes or until center is set. Cool completely in pan on wire rack.

3 Layer Christmas Salad
By Lois Belle, PLS

Use large pan or 2-3 molds

1st Layer
2 pkgs lime jello
2 c. hot water
1 1/2 c. cold water
green food coloring
Let set until tacky before adding 2nd layer

2nd Layer

1 pkg. Lemon jello - Dissolve with....
1 c. hot water
Then melt above in double boiler with...
1/2 lb. Mini marshmallows
Add 1 c. pineapple juice (from crushed pineapple)
Beat in 8 oz. cream cheese (softened)
Add 1 small can crushed pineapple
Cool slightly
Add 1/2 pint whipping cream – whipped
Whip with 1/4 c. mayonnaise
Let set until tacky before adding 3rd layer

3rd Layer

2 pkg. Cherry jello
2 c. hot water
1 c. cold water (juice from strawberries can be used to make 1 c cold water)
1 sm. Pkg. Frozen strawberries



Pumpkin Dip
By Sharon Wotherspoon, PLS

2 Cups sifted powdered sugar
1 8oz package Cream Cheese, softened
Blend well with mixer
Add:
15 oz. Pumpkin pie filling mix (use 1/2 of a 30oz can unless you can find a smaller can)
1/2 teaspoon ginger
1 teaspoon cinnamon
Blend well – chill before serving
Serve with Ginger Snaps



Old Fashioned Cream Cheese Pound Cake
 By Camilla G. Pitman,
 MMC, PLS

- 8 oz Cream Cheese
- 3 cups Sugar
- 3 sticks of margarine
- 6 eggs
- 2 tsp vanilla
- ½ tsp baking powder
- 3 cups all-purpose flour

Blend cream cheese, sugar, and margarine together. Add each egg one at a time mixing between each one. Add Vanilla. Add flour, along with baking powder. Bake at 350 degrees for 1½ hours. (NOTE: Recipe does not work with substituting sugar with Splenda.)

Fresh Cranberry Salad
 By Carlene Kilgore, PLS

- 1 – 16 oz. package cranberries (crushed)
 - 1 1/2 C. Sugar
 - 2 – 10.5 oz. packages of miniature marshmallows
 - 1 – 8.75 oz. can crushed pineapple (in heavy syrup)
 - 1/2 pint whipping cream
 - 1 C. pecans (chopped)
- Mix together first four ingredients in large bowl; cover and let stand three hours or overnight. Whip 1/2 pint whipping cream; stir same and the pecans into the other ingredients. Enjoy!

Lemon Cookies
 By Jan Berger, PLS

- 1 box of lemon cake mix
- 1 egg lightly beaten
- 8 oz pkg of cool whip
- Powdered sugar

Mix first 3 ingredients. Dough will be sticky. Form into balls and roll in powdered sugar. Bake on lightly greased cookie sheet for 8-10 minutes at 350 degrees. Let cool 1 minute on cookie sheet before removing. Enjoy!!

(This is a wonderful, light cookie! You would think the powdered sugar would melt during baking, but it doesn't! Don't use fat free cool whip – use the "real" stuff as you need it for the fluffiness!)

"Greet and Eat Treats"
(Best Ever Rice Krispy Treats)
 By Jan Berger, PLS

- 2 bags DOVE milk or dark chocolate miniatures
- 1 bag M&M's milk chocolate candies for the holidays
- 1 bag M&M's peanut chocolate candies for the holidays
- 8 cups Rice Krispies (store brand works great)
- 1 bag miniature marshmallows
- 6 tablespoons butter or margarine
- 1 16-oz bag regular size marshmallows
- Aluminum foil
- 9 X 13 baking pan (metal or glass works fine)

1. Preheat oven to 350 degrees.



2. Line the pan with foil and arrange all unwrapped DOVE miniatures on the foil. Place in the oven for 2 minutes, just to soften the candy. Then set aside.
3. In a large mixing bowl, mix the Rice Krispies, 2 cups of mini marshmallows and M&M's peanut chocolate candies.
4. In a large pot, melt the butter and regular size marshmallows over medium heat.
5. Pour the marshmallow mixture over the Rice Krispies mixture and mix to coat well. Spread the mixture event on top of the melted DOVE miniatures.
6. Then, sprinkle M&M's chocolate candies on top, pressing them in slightly. Refrigerate until set, about 30 minutes. Remove from pan and remove tin foil. Cut into 1-1/4 inch squares.

Makes approximately 55 squares. This is the most heavenly, chocolately treat ever! And it looks beautiful. Great to bake and give as gifts!!!

Old Fashioned Fruit Cake Bars
 By Jan Berger, PLS

Sprinkle 2 cups of chopped nuts (I prefer pecan) over bottom of greased and floured oblong pan (9 x 13). Cream 1 1/3 cups of brown sugar and 1 stick of margarine or butter. Add 2 eggs, one at a time, and mix. Add 1 cup plain, unsifted flour and 1 T vanilla and mix. Pour batter over nuts and spread evenly.

Mix ½ pound each of diced candied pineapple, candied cherries, and chopped dates. Mix together and

then pour over batter evenly, pressing fruit into the batter.

Bake at 205 degrees for 1 hour.
Cut into bars and serve.

(This is my Mom's old "fruit cake bars" recipe. I never liked fruit cake, but loved the bars! But I did enjoy watching my dad "soak" the fruit cake each night with wine; then wrap it back up in cheese cloth to keep it moist! A wonderful childhood memory!)

Million Dollar Pie
By Jamie Early, PP, PLS

- 1 cup of crushed pineapple (drained)
- 1 can of sweetened condensed milk
- 1 cup of chopped nuts
- 1/2 cup of chopped Maraschino cherries
- 1/4 cup of lemon juice
- 1 1/2 cups of whipped topping
- 12 individual graham cracker pie crusts

Blend whipped topping, lemon juice, and sweetened condensed milk. Add nuts, pineapple, and cherries. Spoon into pie crusts. Refrigerate. Then eat a whole pie!!



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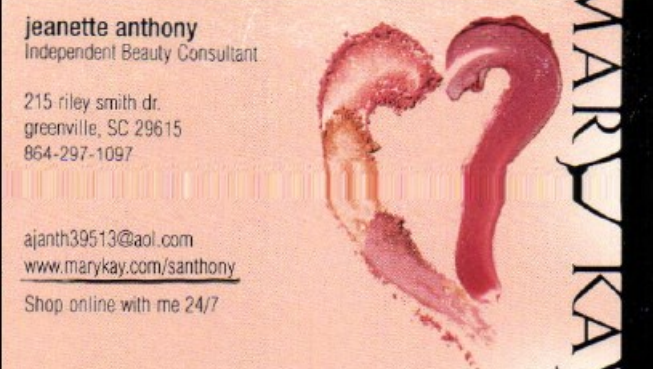
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2014-2015 BOARD MEETING
JULY 25, 2014
COLUMBIA, SOUTH CAROLINA**

The second regularly scheduled meeting of the 2014-2015 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Jan W. Berger, ALP, on Friday, July 25, 2014, at 4:15 p.m. at Womble Carlyle Law Firm, 1224 Hampton Street, Columbia, South Carolina.

President Jan welcomed everyone and reminded them that matters discussed in the board meeting stay in the board meeting.

Roll Call. The following board members were in attendance:

President:	Jan W. Berger, ALP
President-elect:	Camilla G. Pitman, MMC, Certified PLS
Secretary:	Vickie Halstead
Treasurer:	Jamie I. Early, Certified PP, PLS
Functional Director of Marketing:	Meredith Lazarski, ACP
Functional Director of Education:	Sharon K. Wotherspoon, Certified PLS
Functional Director of Certification:	Carlene B. Kilgore, Certified PLS
Immediate Past President/Parliamentarian:	Lois J. Belle, Certified PLS

Functional Director of Membership, Dee Dee Callison, was unable to attend.

Secretary – Vickie Halstead.

Consent Agendas will be distributed at the Summer membership meeting on Saturday July 26, 2014, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain Minutes of Annual (outgoing) Board Meeting (2013-2014), Minutes of Annual Membership Meeting (2013-2014), Minutes of Spring (incoming) Board Meeting (2014-2015), Minutes of Spring Membership Meeting (2014-2015), Treasurer's Supplemental Period Report (2013-2014), and Treasurer's First Period Report (2014-2015).

President – Jan W. Berger, ALP.

President Jan asked for proofreaders of the minutes for the Summer board meeting of July 25, 2014, and the Summer membership meeting of July 26, 2014. Jamie and Camilla volunteered to do so.

President Jan presented the Consent Agenda for the membership meeting to be approved by the Board. After further review and discussion, and upon motion duly made by Camilla and properly seconded by Lois, the board unanimously approved the Consent Agenda.

President Jan stated she would be attending the 2014 NALS 63rd Annual Education Conference and National Forum in Houston, Texas and that her flight and hotel reservations have been made. She also announced for those who would like to attend that the Hotel code is TAL and that the reservation deadline is September 16, 2014.

President Jan noted that Court Observance Week is October 13-17, 2014, and the theme is "A Day in the Life of a Legal Professional – From Shadows to the Spotlight! A Job Shadow Day." President Jan mentioned ideas to pass along to chapters to honor Court Observance Week, such as contacting local high schools and/or paralegal schools for shadow opportunities; coordinate with member's employer, scheduling a courthouse tour and inviting members/PL school students, or having someone from the Courts speak at a "brown bag lunch and learn" held at the office of one of our members.

President Jan next mentioned that the *Spotlight* deadline for the December issue is November 15, 2014.

President Jan spoke about community service and the continuing LSPSC donation between SCCADVASA/Harvest Hope. This topic was brought up at the Spring membership meeting that we may want to choose different organizations. President Jan asked Community Service Committee Chairs to poll the membership for charity sponsor ideas and report at the Summer meeting. She also would like to continue *Spotlight* reports on what individuals/chapters are doing in the community.

President Jan would like to continue the Recipe section in *Spotlight*. She also recommended a Helpful Hints Corner to share helpful hints with others; from cooking to cleaning to crafts and from work shortcuts to almost anything.

President Jan asked Lois and Meredith to discuss combining the Meeting and CLE Registration forms for State Meetings. The consensus is that we would like to combine them.

President Jan proposed that the LSPSC Scholarship Winner would be offered a Student Membership to the chapter closest to winner. After discussion a motion was made by Jamie and duly seconded by Camilla to offer the student membership. Motion carried.

President Jan spoke about promotions she is offering to the membership and the winners would receive VISA gift cards. She stated that no LSPSC funds will be used as the cards would be donated. All entries will be entered to win a \$50 VISA gift card.

President Jan mentioned attending LSP Greenville Soldier Soiree Event on July 19, 2014 and how LSPG marketed their association by working with another legal association group to plan this fundraiser.

President-elect – Camilla G Pitman, MMC, Certified PLS.

Camilla stated she would also be attending the 2014 NALS 63rd Annual Education Conference and National Forum in Houston, Texas. Camilla stated that the August 2014 Chapter visitation schedule is confirmed. Camilla will remind chapters that members enjoy hearing about their community involvement. Camilla offered the Board's help to chapters who want/need assistance with marketing, membership, etc.

Functional Director of Membership –Mary D. (Dee Dee) Callison (Absent).

In Dee Dee's absence, President Jan asked Sharon K. Wotherspoon, Certified PLS, to lead the Pledge of Allegiance at the Summer membership meeting on Saturday. Sharon will also update on membership numbers for State/each chapter (share SC Retention Rate/Email from NALS), and announce the MEMBERSHIP promotion: Invite persons to attend local chapter meeting with you between now and January 15, 2015. Take picture of you and visitor at meeting. Submit picture to

Dee Dee for entry in drawing at Winter meeting for a \$25 VISA card. Multiple entries are welcome! (family members do not qualify; current visitors do not qualify)

Functional Director of Marketing – Meredith Lazarski, ACP.

Meredith stated that she will remind members to send articles/pictures to *Carolina Paralegal News*. Next deadline is September 12, 2014. Meredith will also speak about the LSPSC Facebook page and sending items for posting, as well as the LSPSC website and coordinating through Meredith and Yvonne Fortner, website host. Meredith will also mention the monogramming items (i.e., t-shirts, blankets) and that 1 pink monogrammed shirt is left. Meredith will remind chapters of Belk fundraising events and what a great way to earn money for chapter use. Meredith will announce the MARKETING promotion: Secure a business card ad for 3 issues of Spotlight for only \$25; secure a quarter page ad for 2 issues of Spotlight for only \$40 or any ad combination of \$40 or more for an entry in a drawing at the Winter meeting for a \$50 VISA gift card. Multiple ads/entries are welcome! All entries will then be placed in the grand prize drawing for a \$50 VISA gift card.

Functional Director of Education –Sharon K. Wotherspoon, Certified PLS.

President Jan asked Sharon to read the NALS Code of Ethics at the Summer membership meeting on Saturday. Sharon spoke about Seminar topics for the Winter 2015 membership meeting and will promote webinars being offered on-line with NALS. Sharon will announce the EDUCATION promotion: Participate in 1 paid or 2 free NALS WebEds between now and January 15, 2015. Just send a copy of the CLE certificate to Sharon for entry in drawing at Winter Meeting for \$50 VISA card. She stated that single WebEd is \$35 and you can sign up for 6 WebEds for only \$99. Registration is required. Any entries will be placed in the grand prize drawing for a \$50 VISA gift card. Sharon will also promote the CLE award. Sharon also discussed stopping the gold seal and embossing on CLE certificates. NALS does not do this and it's an expense that could be removed.

Treasurer –Jamie I. Early, Certified PP, PLS.

Jamie stated that she will report on the 2013-2014 Supplemental Period Treasurer's Report; the 2014-2015 First Period Treasurer's Report; and all finance monies to the President and Finance Chair after each meeting, including auction, and monogram items will be counted. Jamie will be responsible for getting money for cash incentives at meetings in the amounts of \$25, \$50, and \$75. Jamie will also be responsible for the Annual Meeting Checkbook of finalizing from 2014 and passing, with new signature cards, to 2015 hosting chapter (Columbia), the IRS Form 990-N, which is to be filed by September 15, 2014 for all chapters. Jamie will announce that each chapter is to send her a copy of IRS Acceptance email. Jamie stated that the CD Maturity/Reinvestment as of May 30, 2014, which was voted on at Retreat, will continue with the same bank. Jamie spoke about the discrepancy of \$100 deposited but not recorded in checkbook. A motion was made by Vickie and duly seconded by Sharon to record the \$100 discrepancy in the checkbook so the bank statements could be reconciled. Motion carried.

The meeting was paused at 7:20 p.m. and was reconvened at Harper's Restaurant.

Functional Director of Certification – Carlene B. Kilgore, Certified PLS.

Carlene stated she will recognize all new ALP/PLS/PP certifications and re-certifications at the Summer membership meeting and remind members of the upcoming application deadline and next examination date. She will advise that NALS requires an annual filing of the exam site and administrator for each chapter, and she will remind the membership to submit applications to her and NALS and she will promote certification. Carlene asked if we have administrators from each chapter

and enough for the state. Carlene will also give an update on the SC Bar recognition of NALS PP certification issue and we may ask for a subcommittee to convene to further look into this issue.

Immediate Past President/Parliamentarian – Lois J. Belle, Certified PLS.

Lois stated she will announce her review and update of the Bylaws and Standing Rules as needed specifically in the areas of Nominations and Elections, File Retention (Standing Rules, Article II, 2.5), and Annual Meeting Accounting Review (Standing Rules, Article II, 2.8, B(1-7)). Lois also asked where we housed Annual meeting forms templates and it was decided that the President would keep these and pass along to the Annual Meeting Host Chapter.

There being no further business to be discussed, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Vickie Halstead
Secretary

Jan W. Berger, ALP
President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2014-2015 SUMMER MEMBERSHIP MEETING
JULY 26, 2014
COLUMBIA, SOUTH CAROLINA**

The Summer Membership Meeting of Legal Staff Professionals of South Carolina for the year 2014-2015 was held on Saturday, July 26, 2014, at 1:45 p.m.

Call to Order. President Jan W. Berger, ALP, called the second membership meeting for 2014-2015 to order. She reminded everyone to check in with the Credentials Chairperson, Mary Kay Oliver. She asked members to turn off all cell phones and electronic devices. Each chairperson or officer giving a report was asked to make it from the lectern. She also requested members addressing the meeting to stand and give their name, certification and chapter. President Jan introduced herself to the membership as the 2014-2015 President.

Thought for the Day. Deborah League Brown, Certified PLS, from Spartanburg County LSP gave the Thought for the Day. Deborah spoke about "Stinkin Thinkin" which results in hardening of the attitudes, written by Zig Zigler.

Pledge of Allegiance and Code of Ethics. President Jan asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance and a reading of the NALS Code of Ethics was led by Sharon K. Wotherspoon, Certified PLS, Functional Director of Education.

Welcome.

President Jan welcomed everyone to the Summer Membership Meeting. She expressed a thank you to the members of Legal Staff Professionals of the Midlands for hosting the membership meeting and expressed appreciation for the time and hard work put into organizing this meeting.

President Jan asked that all members attending their first LSPSC membership meeting to please stand and give their name, certification, and chapter. She also asked any members-at-large to stand and give their certification and hometown. There were no first-timers or members-at-large in attendance.

President Jan acknowledged the past presidents of this association who were in attendance and asked them to stand to be recognized:

Sonia L. Hunt	1996-1997	
Debra H. Bailey, PLS	1998-1999	Region 4 Director, 2002-2004
Deborah League Brown, PLS	2001-2002	
Naomi W. Nation, PP, PLS, CLA	2003-2004	
Susan L. Olmstead, PLS	2004-2005	
A. Yvonne Fortner, PP, PLS	2005-2006	
Deborah J. Reynolds, PP, PLS	2007-2008	
Sharon K. Wotherspoon, PLS	2008-2009	
Tara Jean Brown, PP, PLS	2011-2012	
Lois J. Belle, PLS	2013-2014	

President Jan next introduced the LSPSC Officers for 2014-2015 and asked them to stand and be recognized:

Camilla G. Pitman, MMC, PLS.....	President-Elect (Greenville)
Vickie Halstead	Secretary (Greenville)
Meredith Lazarski, ACP.....	FD of Marketing (Hilton Head)
Sharon K. Wotherspoon, PLS	FD of Education (Columbia)
Carlene B. Kilgore PLS.....	FD of Certification (Hilton Head)
Lois J. Belle, PLS.....	Immediate Past President (Greenville)

President Jan noted that Dee Dee Callison, Functional Director of Membership (Greenville), and Jamie I. Early, PP, PLS, Treasurer (Columbia) were not in attendance due to family commitments.

President's Remarks. President Jan began by saying how firmly rooted we are. She stated that there is a tree in front of you that will not fall if it has firm roots. She asked what makes us stronger after each storm we face. She said that she had a little activity for us. She stated that our tree needs to be rooted and we will do that my making a

thumbprint tree. She asked each of us to put our thumbprint and initials on the tree and write what we think it is that keeps this association rooted. She stated that a group of frogs is called an army, so we must continue to move forward like an army!

The business meeting continued as President Jan reminded the members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing, and Lois J. Belle, PLS, Parliamentarian, has forms for this purpose.

President Jan asked Mary Kay Oliver to announce roll call. Mary Kay announced that there were 20 members present and 11 represents a quorum, which is one member over one-half. Two-thirds is 13.

President Jan stated that at the beginning of this meeting, we were provided with information in the Consent Agent packet for review. The Board approved the following items at its meeting on Friday, July 25, 2014:

- (a) Minutes of Annual (outgoing) Board Meeting (2013-2014)
- (b) Minutes of Annual Membership Meeting (2013-2014)
- (c) Minutes of Spring (incoming) Board Meeting (2014-2015)
- (d) Minutes of Spring Membership Meeting (2014-2015)
- (e) Treasurer's Supplemental Period Report (2013-2014)
- (f) Treasurer's First Period Report (2014-2015)

President Jan announced that the minutes were published in the June 2014 edition of *Spotlight*.

President Jan asked if there were any comments or questions regarding the items approved by the board and hearing no comments or questions, the above items were approved by consent.

The first incentive drawing was held and Camilla Pitman, MMC, PLS, won \$25 cash.

President Jan continued with reports from elected officers and committee chairs, asking each chairperson to stand and give a report.

President Jan Berger, ALP. President Jan reminded members that if you are not receiving your @Law, NALS Docket, NALS e-news, or your *Spotlight* (if you have requested a hard copy by mail), make sure we have your correct address. Please visit www.NALS.org and update your profile address in the member log-in section of the website. She also stated that the July 2014 NALS Docket came out July 10 and it has lots of good articles, CLE calendar, etc.

The next NALS @Law magazine will be mailed September 2, 2014, so watch your mail. She further stated that the @Law magazine is full of informative articles and information to keep us connected to NALS.

The deadline for the December issue of *Spotlight* is November 15, 2014, and she asked members not to wait until November to work on their reports/articles and to please start early. She mentioned the Recipe Section and stated that we will continue this. She said that feedback has been great as many members have tried the recipes published. She announced a new section, Helpful Hints Corner, and asked that if you have a helpful hint, to please have that "cornered" in our *Spotlight*. She said that she was excited to see what tips she can use when she reads the December *Spotlight*!

President Jan announced that the 2014-2015 LSPSC Handbook is available and to check LSPSC.org and visit the Handbook section as well.

President Jan thanked everyone for submitting reports today or having them published in *Spotlight*. She asked members to please continue to let us know how you are helping others/serving in your community. She expressed how much members enjoy reading them.

President Jan announced that Court Observance Week is October 13-18, 2014, and that Sharon will give you some information on this important event during her officer report.

President Jan stated that she is pleased to announce that we will have some fun between now and our January meeting with some promotions for our members. She stated that several officers will announce some activities you can participate in to win money.

President Jan expressed her gratitude to the Greenville chapter for inviting her to the Professional Soldier Soiree hosted by LSPG and SCUPA on Saturday, July 19, 2014. She shared that it was a wonderful event to benefit the Green Beret Foundation, which assists wounded soldiers through financial and emotional assistance. She stated that the event raised over \$10,000 and that the chapter took advantage of an opportunity to partner with another professional association to continue to promote LSPG.

President-elect Camilla G. Pitman, MMC, PLS. Camilla's report was printed in *Spotlight*. She stated that hopefully you have updated your chapter rosters with NALS online and that, should you make changes to your roster, please send that information to Debra Bailey, Handbook Chairperson, so we can update LSPSC information. Chapter visitations by state officers will be happening in August and that we all look forward to our visits. Camilla also stated that she would be attending the NALS conference in Houston, TX. In closing she spoke about how we are the liaison with all the chapters on behalf of Board and that we are here to assist.

Secretary Vickie Halstead. Vickie reminded everyone that all signed, original reports should be submitted to her for the association's permanent records. She stated that she would like to have an original copy to scan rather than pulling from the *Spotlight*. She also asked that everyone please print on white paper as it's easier to scan a white copy rather than colored paper. She stated that the minutes approved by consent will be signed and scanned in our permanent records.

Treasurer Jamie I. Early, PP, PLS. In Jamie's absence, President Jan announced that the CD Maturity/Reinvestment in May rolled over at the same bank with the same interest rate. She also explained the note on the First Period Treasurer's Report regarding the \$100 discrepancy in the checkbook – \$100 had been transferred from savings in 2012, but in error had not been written in the checkbook; therefore, the bank statements would not reconcile with the checkbook. This has now been corrected. She stated that the IRS Form 990 is to be filed by September for chapters and to send confirmations to Jamie for our records.

Immediate Past President/Parliamentarian Lois J. Belle, PLS. Lois provided the members with updates on the review of the Bylaws and Standing Rules for any changes that need to be made. Lois also spoke about the combined Meeting/CLE registration forms.

The second incentive drawing was held and Meredith Lazarski, ACP, won \$75 cash.

Committee Reports

President Jan continued with the committee reports by asking each chairperson to stand and give their report as their name was called. The reports were given by the following:

Annual Meeting 2015 [Legal Staff Professionals of the Midlands (LSPM)]. Debra H. Bailey, PLS. The Columbia chapter is working on securing a venue for the 2015 annual meeting and will have more information in January.

Award of Excellence. Jimi L. Bullard, ALP. Applications will go out in January.

Certification. Carlene B. Kilgore, PLS. Carlene discussed the Paralegal Certification Recognition proposal in front of the South Carolina Bar Association, which does not have NALS' PP certification listed. After discussion, volunteers were asked to form a subcommittee to research this in more detail and report at the January meeting. Volunteers were: Yvonne Fortner, Vickie Halstead, Naomi Nation, and Carlene Kilgore, as Certification Chairperson.

Community Projects. Susan L. Olmstead, PLS and Betty M. Parks. Susan announced that LSPSC will continue to alternate between Harvest Hope and SCCADVASA unless other charities are presented.

Continuing Legal Education. Sharon K. Wotherspoon, PLS. Sharon announced the Education Promotion: Participate in 1 paid or 2 free NALS WebEds between now and January 15, 2015. Send a copy of the CLE certificate to Sharon for entry in drawing at Winter Meeting for \$50 VISA card. She stated that single WebEd is \$35 and you can sign up for 6 WebEds for only \$99. Registration is required. Any entries will be placed in the grand prize drawing for a \$50 VISA gift card. Sharon also mentioned Court Observance Week, October 13-17, 2014, and the theme is "A Day in the Life of a Legal Professional – From Shadows to the Spotlight! A Job Shadow Day." Sharon mentioned ideas to pass along to chapters to honor Court Observance Week, such as contacting local high schools and/or paralegal schools for shadow opportunities; coordinating with member's employer; scheduling a courthouse tour and invite members/PL school students; or having someone from the Courts speak at a "brown bag lunch and learn" held at the office of one of our members.

Credentials. Mary Kay Oliver. No Report

Employment. Deborah League Brown, PLS and Robin Deming, PLS. Deborah asked the members to continue sending any employment opportunity information to Deborah and Robin and make sure when you share the job posting, you tell the applicant to say they received the job posting through LSPSC.

Finance. Sonia Hunt and Mary Brant. Sonia announced that more tickets were available for the Theme Auction.

Financial Review. Deborah J. Reynolds, PP, PLS and Tara Jean Brown, PP, PLS. No report.

Handbook. Debra H. Bailey, PLS and Linda W. Wilson, PLS. The 2014-2015 Handbook was distributed to members. Debra made available a CD for each chapter and several hard copies were available for pick up.

Historian. Lois J. Belle, PLS. Lois is working on her President History for the Handbook. Lois noted that she drafted the history of Past President Saporita for inclusion.

Marketing. Meredith Lazarski, ACP. Meredith announced the Marketing promotion: Secure a business card ad for 3 issues of *Spotlight* for only \$25; secure a quarter page ad for 2 issues of *Spotlight* for only \$40 or any ad combination of \$40 or more for an entry in a drawing at the Winter meeting for a \$50 VISA gift card. Multiple ads/entries are welcome! All entries will then be placed in the grand prize drawing for a \$50 VISA gift card. Meredith also announced that there are pictures of the installation ceremony on Facebook. She also mentioned the embroidered marketing items still available for sale.

Membership. Dee Dee Callison. In Dee Dee's absence, Meredith Lazarski announced the Membership promotion: Invite persons to attend local chapter meetings with you between now and January 15, 2015. Take a picture of you and visitor at meeting. Submit picture to Dee Dee for entry in drawing at the Winter meeting for a \$25 VISA card. Multiple entries are welcome! (family members do not qualify; current visitors do not qualify). Meredith also announced that as of July 22, 2014, LSPSC is 72 members strong, which includes three new members.

NALS Foundation. Chrisanne T. Porter, PLS. No report.

Nominations and Elections. Linda W. Wilson, PLS, Patti Bacon, and Naomi W. Nation, PP, PLS, CLA. Naomi announced that they will be sending out verification forms soon to begin the nomination process for 2015-2016.

Publication. A. Yvonne Fortner, Certified PP, PLS. No report.

Scholarship. Maris Canon, CM and Kerry Ann Waldrop. No report.

Scrapbook. Myriam Y. Brown, PLS. Myriam asked that members send any pictures to her for President Jan's scrapbook.

Standing Rules and Bylaws. Lois J. Belle, PLS. Lois is reviewing the ByLaws and Standing Rules for any needed changes.

Technology. A. Yvonne Fortner, Certified PP, PLS and Katie Johnson. No report.

The third incentive drawing was held and Sonia Hunt won \$50 cash.

President Jan next informed members of the following:

Upcoming Meetings

NALS 63rd Annual Education Conference and National Forum. October 2-4, 2014, Crowne Plaza Houston Near Reliant Medical. NALS Rate for Single/Double of \$109 plus tax. Rate Code: TAL (call 800-227-6963), Hotel Rate Deadline of September 16, 2014, Regular Registration before August 1, 2014 of \$329 Late Registration after August 1, 2014 of \$355

LSPSC Winter Membership Meeting. January 31, 2015, Nelson Mullins Riley & Scarborough LLP, 1320 Main Street, 17th Floor, Columbia, SC

NALS Professional Development Conference. February 25-28, 2015, DoubleTree – Warren Place, Tulsa, OK, 10.5 hours of CLE offered, in addition to professional development training, Early Bird Registration before December 1, 2014, Regular Registration before January 15, 2015, Late Registration after January, 2015

NALS 64th Annual Education Conference and National Forum. October 8-10, 2015, Riviera Casino and Hotel, Las Vegas, NV

Hosting Chapters for Annual Meetings.

2015 Legal Staff Professionals of the Midlands

2016 Legal Staff Professionals of Greenville

2017 Hilton Head Legal Staff Professionals

2018 Legal Staff Professionals of Orangeburg

2019 Spartanburg County Legal Staff Professionals

2020 Legal Staff Professionals of the Lowcountry

New Business. President Jan asked if there any new business or does any member have anything to share.

Naomi Nation announced she had Annual Meeting 2014 ad rebate checks for chapters and asked for a representative from each chapter to see her to pick up their rebate check.

President Jan then announced the Premium Prize for the Summer Membership Meeting is provided by **Legal Staff Professionals of the Midlands** and the Premium Prize for the Winter 2015 Membership Meeting will be provided by **Legal Staff Professionals of Greenville**. Naomi Nation was the winner of the Premium Prize.

Adjournment. President Jan stated that, if there is no objection, the Summer Membership Meeting of Legal Staff Professionals of South Carolina for 2014-2015 is hereby adjourned at 3:15 p.m. President Jan thanked everyone for coming stated she looks forward to seeing everyone in Columbia in January 2015 for our Winter meeting. She ended by reminding members that we are always a F-R-O-G! We are firmly rooted in greatness and she asked us to carry that back to our chapters and to keep moving forward in greatness.

Respectfully submitted,

Vickie Halstead, Secretary

Approved:

Jan W. Berger, ALP, President



NALS AFFINITY PROVIDERS

Through outside sources NALS is able to bring members many services that otherwise might be substantially more expensive.

Current NALS Affinity Providers

- **Aflac**
NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. For more information visit www.aflac.com/nals/.
- **Avis Car Rental**
We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. For personal and/or business rentals when making a reservation, use Avis Worldwide Discount number (AWD) S018600.
- **FedEx**
By participating in the FedEx® Advantage Program, NALS members are eligible for the following discounts:
 - Up to 16% off select FedEx Express® U.S. shipping
 - Up to 12% off select FedEx Ground® shipping
 - Up to 20% off select FedEx Office® servicesThere are two ways for NALS members to enroll in the Advantage Program — [apply online](#) using passcode MW2LGZ and your NALS membership number or call a FedEx Advantage enrollment specialist at 1.800.345.6227 and provide passcode MW2LGZ and your NALS membership number to enroll over the phone.
- **Hertz Car Rental**
Take advantage of special discounts available through your organization's Hertz Member Savings program. [Your Association Hertz CDP# 1485573 is the key.](#) Be sure to include it on all your reservations and be sure to present your membership card or Hertz discount card for identification at the time of rental. Visit Hertz.com or call Hertz at 1-800-654-2210.
- **Liberty Mutual**
Special Offer on Auto and Home Insurance
As an NALS member, you could receive exclusive savings on Liberty Mutual Auto and Home Insurance. You may visit a local office or call 1-800-524-9400 and mention client #4606.
- **UPS**
UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%. For complete details or to let other members know how to sign up, visit <http://www.savewithups.com/nals/> or call (800) 325-7000. Use promo code WES403 to enroll.



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

2014-2015 ELECTED AND APPOINTED OFFICERS

PRESIDENT Nelson Mullins Riley & Scarborough, LLP Post Office Box 11070 Columbia, SC 29211 Email: jan.berger@nelsonmullins.com	Jan W. Berger, ALP Office (direct) 803.255.9314 Fax 803.255.9008 Home 803.788.0057 Cell 803.331.5101
PRESIDENT-ELECT City of Greenville Post Office Box 2207 Greenville, SC 29602 Email: cpitman@greenvillesc.gov	Camilla G. Pitman, MMC, PLS Office 864.467.4431 Fax 864.467.5725 Home 864.895.5473 Cell 864.608.1893
SECRETARY Nelson Mullins Riley & Scarborough LLP 104 South Main Street, Ninth Floor Greenville, SC 29601 Email: vickie.halstead@nelsonmullins.com	Vicki Halstead Office 864.250-2337 Fax 864.250-2394 Cell 304.543-0975
TREASURER 124 Mariners Pointe Road Prosperity, SC 29127 Email: jpie1802@gmail.com	Jamie I. Early, PP, PLS Office (direct) 803.264-3555 Fax 803.736-2713 Cell 803.422-6813
Functional Director – MEMBERSHIP 400 Falling Rock Way Greenville, SC 29615 Email: mdjcall@gmail.com	Mary D. Callison (Dee Dee) Office 864.233.8888 Fax 864.233.8889 Cell 864.325-1459
Functional Director – EDUCATION Nelson Mullins Riley & Scarborough LLP P.O. Box 11070 Columbia, SC 29211 Email: sharon.wotherspoon@nelsonmullins.com	Sharon K. Wotherspoon, PLS Office (direct) 803.255-9242 Fax 803.255-9333 Home 803.438-0343 Cell 803.237-3873
Functional Director – MARKETING Hale & Hale, PA Post Office Box 22561 Hilton Head Island, SC 29925 Email: mlazarski@haleandhalelaw.com	Meredith Lazarski, ACP Office 843.837.3000 x3 Fax 843.837.3001 Home 843.815.3628 Cell 843.816.3015
Functional Director - CERTIFICATION McNair Law Firm, P.A. Post Office Drawer 3 Hilton Head Island, SC 29938 Email: ckilgore@mcnair.net	Carlene B. Kilgore, PLS Office (direct) 843.341.4945 Fax 843.686.5991 Home 843.785.4766 Cell 843.290.5276
PAST PRESIDENT/PARLIAMENTARIAN Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: lbelle@wcsr.com	Lois J. Belle, PLS Office (direct) 864.239.5990 Fax 864.255.5440 Home 864.268.1009 Cell 864.979.7180

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

2014-2015 COMMITTEE CHAIRS

<p>ANNUAL MEETING – LSP MIDLANDS Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: debra.bailey@nelsonmullins.com</p>	<p>DEBRA H. BAILEY, PLS Office: 803.799.2000 Office (direct): 803.255.9242 Fax: 803.255.9333 Home: 803.438.0343 Cell: 803.237.3873</p>
<p>AWARD OF EXCELLENCE 602 Cannon Circle Greenville, SC 29607 E-mail: jimi@theclardyfirm.com</p>	<p>JIMI L. BULLARD, ALP Office: 864.233.8888 Office (direct): 864.233.8889 Cell: 864.430.7027</p>
<p>405 Grasshopper Court Orangeburg, SC 29118 Email: lauritza@sclegal.org</p>	<p>LAURITZA HILL Office: 803.533.0116 Fax: 803.534.5556 Home: 803-707.4059</p>
<p>COMMUNITY PROJECTS 2 Coopers Hawk Hilton Head Island, SC 29926 Email: susan@goinglaw.com</p>	<p>SUSAN L. OLMSTEAD, PLS Office: 843.682-2111 Fax: 843.682-2112 Home: 843.681.5540 Cell: 843.338.3313</p>
<p>Wiseman & Reilley, LC Post Office Box 7605 Hilton Head Island, SC 29938 Email: betty@wr-lawfirm.com</p>	<p>BETTY M. PARKS Office: 843.842.2750 Fax: 843.842.2760 Home: 843.837.4511</p>
<p>CREDENTIALS 1326 Riverbank Drive Orangeburg, SC 29115 Email: mkoliver@hbrllp.com</p>	<p>MARY KAY OLIVER Office: 803.531.3000 Fax: 803.531.3030 Home: 803.534.5851</p>
<p>EMPLOYMENT Butler, Means, Evins & Browne, P.A. Post Office Drawer 451 Spartanburg, SC 29304-0451 Email: deborahbrown@butlermeans.com</p>	<p>DEBORAH LEAGUE BROWN, PLS Office (tollfree): 877.582.5630 Office (direct): 864.699.5655 Fax: 864.585-2034 Home: 864.583.5264</p>
<p>5148 Henderson Hill Road Chesnee, SC 29323 Email: demingcatr@chesnet.net rdeming@srhs.com</p>	<p>ROBIN DEMING, PLS Office (direct): 864.560.6101 Fax: 864.560-7387 Home: 864.461.4765 Cell: 864.809.4638</p>
<p>FINANCE 2345 Broughton Street Orangeburg, SC 29115 Email: Sonia@hbrllp.com</p>	<p>SONIA L. HUNT Office: 803-531.3000 Fax: 803-531.3030 Cell: 803-837.2011</p>

P.O. Drawer 329 Orangeburg, SC 29116 Email: mbrant@hbrllp.com	MARY BRANT Office: 803.531.3000 Fax: 803-531.3030 Home: 803-536-3325 Cell: 803-707-0098
FINANCIAL REVIEW 202 View Drive Travelers Rest, SC 29690 Email: debbie.reynolds@nelsonmullins.com	DEBORAH J. REYNOLDS, PP, PLS Office (direct): 864.250.2251 Fax: 864.250.2377 Home: 864.834.4615 Cell: 864.430.7026
Greene Law Firm, PA 11 McGee Street Greenville, SC 29601 Email: tara@davidgreeneattorney.com	TARA JEAN BROWN, PP, PLS Office: 864.271.7940 Fax: 864.370.3413 Cell: 864.350.0937
HANDBOOK Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: debra.bailey@nelsonmullins.com	DEBRA H. BAILEY, PLS Office: 803.799.2000 Office (direct): 803.255.9242 Fax: 803.255.9333 Home: 803.438.0343 Cell: 803.237.3873
Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: linda.wilson@nelsonmullins.com	LINDA W. WILSON, PLS Office: 803.799.2000 Office (direct): 803.255.9264 Fax: 803.255.9117 Home: 803.791.8469 Cell: 803.622.3384
HISTORIAN Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: lbelle@wcsr.com	LOIS J. BELLE, PLS Office (direct) 864.239.5990 Fax: 864.255.5440 Home 864.268.1009 Cell 864.979.7180
NALS FOUNDATION Charleston County Government Lonnie Hamilton III, 4045 Bridgeview Drive Charleston, SC 29405 Email: cporter@charlestoncounty.org	CHRISANNE T. PORTER, PLS Office: 843.958.4500 Fax: 843.958.4507 Home: 843.795.9695
NOMINATIONS AND ELECTIONS Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: linda.wilson@nelsonmullins.com	LINDA W. WILSON, PLS Office: 803.799.2000 Office (direct): 803.255.9264 Fax: 803.255.9117 Home: 803.791.8469 Cell: 803.622.3384
Charleston County Solicitor's Office 101 Meeting Street, Suite 400 Charleston, SC 29401 Email: naomi@scsolicitor9.org	NAOMI W. NATION, PP, PLS, CLA Office: 843.958.1945 Fax: 843.958.1905 Home: 843.552.0632

<p>500 Bouchillion Drive Greenville, SC 29615 Email: mandpbacon@gmail.com</p>	<p>PATTI E. BACON Office: 864.675.5766 Fax: 864.675.5766 Home: 864.675.5766 Cell: 864.430.0173</p>
<p>PUBLICATION Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: yfortner@wcsr.com</p>	<p>A. YVONNE FORTNER, PP, PLS Office (direct): 864.239.5950 Fax: 864.255.5440 Home: 864.895.2314 Cell: 864.704.9468</p>
<p>SCHOLARSHIP PO Box 290243 Columbia, SC 29229 Email: mdcann128@aol.com</p> <p>Post Office Drawer 451 Spartanburg, SC 29304-0451 Email: kerrywaldrop@butlermeans.com</p>	<p>MARIS D. CANON, CM Office: 803.360.1054 Fax: 803.736.9301</p> <p>KERRY ANN WALDROP Office: 864.699.5652 Fax: 864.585.2034 Home: 864.472.5486</p>
<p>SCRAPBOOK Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: myriam.brown@nelsonmullins.com</p>	<p>MYRIAM Y. BROWN, PLS, AIS Office: 803.799.2000 Office (direct): 803.255.9481 Fax: 803-256-7500 Home: 803.337.8655 Cell: 803.447.0078</p>
<p>STANDING RULES Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: lbelle@wcsr.com</p>	<p>LOIS J. BELLE, PLS Office (direct) 864.239.5990 Fax: 864.255.5440 Home: 864.268.1009 Cell: 864.979.7180</p>
<p>TECHNOLOGY Womble Carlyle Sandridge & Rice Post Office Box 10208 Greenville, SC 29603 Email: yfortner@wcsr.com</p> <p>Nelson Mullins Riley & Scarborough LLP 104 South Main Street, Suite 900 Greenville, SC 29601 Email: katie.johnson@nelsonmullins.com</p>	<p>A. YVONNE FORTNER, PP, PLS Office (direct): 864.239.5950 Fax: 864.255.5440 Home: 864.895.2314 Cell: 864.704.9468</p> <p>KATIE M. JOHNSON Office (direct): 864.250.2267 Fax: 864.250.2328 Home: 864.276.5840</p>

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2014 – 2015 CALENDAR**

MAY 2014

- 1 Deadline for NALS Award of Excellence Nomination
- 9 *Carolina Paralegal News* Deadline (May)
- 15 Deadline for LSPSC Chapter Rosters to NALS
- 15 LSPSC Handbook Deadline
- 15 Deadline for LSPSC *Spotlight* (June)
- 26 NALS Closed for Memorial Day

JUNE 2014

- 1 Deadline for NALS Foundation Grant
- 2 Mailing of NALS Summer @Law
- 7 NALS ALP Examination Date (National)
- 7-8 LSPSC Officer Retreat, Columbia, SC

JULY 2014

- 1 Early Registration Deadline for NALS 63rd Education Conference & National Forum in Houston, TX (October 2-4, 2014)
- 4 NALS Closed for Independence Day
- 13 *Carolina Paralegal News* Deadline (July)
- 18 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 25 LSPSC Summer Board Meeting, Columbia, SC
- 26 LSPSC Summer Membership Meeting in Columbia, SC

AUGUST 2014

- 1 Regular Registration Deadline for NALS 63rd Education Conference & National Forum in Houston, TX (October 2-4, 2014)
- 1 NALS September ALP/PLS/PP Exam Application Due

SEPTEMBER 2014

- 1 NALS Closed for Labor Day
- 1 Deadline for NALS Foundation Grant
- 2 Mailing of NALS Fall @Law
- 12 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 16 Hotel Reservation Deadline for NALS 63rd Education Conference & National Forum in Houston, TX (October 2-4, 2014)
- 27 NALS ALP/PLS/PP Examination Date

OCTOBER 2014

- 2-4 NALS 63rd Education Conference & National Forum in Houston, TX
- 13-18 NALS Court Observance Week
- 15 NALS December ALP Exam Application Due
- 31 *Carolina Paralegal News* Deadline (Nov.)

NOVEMBER 2014

- 3 Call for Nominations of LSPSC Officers for 2015-2016
- 14 Close of Nominations of LSPSC Officers for 2015-2016

- 15 Deadline for LSPSC *Spotlight* (December)
- 27-28 NALS Closed for Thanksgiving

DECEMBER 2014

- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2015)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Winter @Law
- 5 Dissemination of Acceptance and Qualification Forms to LSPSC Nominees for 2015-2016 officers
- 6 NALS ALP Examination Date (National)
- 15 Deadline for return of Acceptance and Qualification Forms by LSPSC Nominees for 2015-2016 officers
- 22-1/1 NALS closed for Holidays

JANUARY 2015

- 1 NALS March ALP/PLS/PP Exam Application Due
- 9 *Carolina Paralegal News* Deadline (Jan.)
- 15 Regular Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2015)
- 15 Distribution of Rules and Applications for LSPSC Scholarship Award for 2015-2016
- 15 Distribution of Rules and Applications for LSPSC Award of Excellence for 2015-2016
- 23 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 30 LSPSC Winter Board Meeting in Columbia
- 31 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

FEBRUARY 2015

- 5 Dissemination to Members of Ballots to Elect LSPSC 2014-2015 Officers
- 9 Deadline for LSPSC *Spotlight* (March)
- 25-28 NALS Professional Development and Education Conference in Tulsa, OK

MARCH 2015

- 1 Deadline for NALS Foundation Grant
- 2 Mailing of NALS Spring @Law
- 13 *Carolina Paralegal News* Deadline (March)
- 28 NALS ALP/PLS/PP Examination Date

APRIL 2015

- 14 Registration Deadline for LSPSC Annual Meeting hosted by LSP Midlands Chapter (Columbia)
- 15 NALS June ALP Exam Application Due
- 24 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Columbia, SC
- 25 LSPSC Annual Education Conference and 2015-2016 Officer Installation in Columbia, SC
- 26 LSPSC Spring Membership Meeting in Columbia, SC

NALS Code of Ethics

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

- ◆ Encourage respect for the law and the administration of justice;
- ◆ Observe rules governing privileged communications and confidential information;
- ◆ Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- ◆ Perform all duties of the profession with integrity and competence; and
- ◆ Pursue a high order of professional attainment.



**LEGAL STAFF PROFESSIONALS OF
SOUTH CAROLINA**
Attn: Yvonne Fortner, PP, PLS, Editor
Post Office Box 10208
Greenville, SC 29603

TO: