



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

Online Security and Safety

From: [USgov.com](https://www.usgov.com)

The internet makes many everyday tasks faster and more convenient, like shopping and banking, but it's important to be safe and responsible online. Scammers use the internet to try to trick you into sending them money or your personal information.

Report Cyber Crime

If you believe you have been a victim of an internet-related crime, report it to these government authorities:

The [Internet Crime Complaint Center \(IC3\)](https://www.ic3.gov) refers internet-related criminal complaints to federal, state, local, or international law enforcement. Keep in mind, you will need to contact your credit card company directly to notify them if you are disputing unauthorized charges on your card or if you suspect that your credit card number has been compromised.

The [Federal Trade Commission \(FTC\)](https://www.ftc.gov) shares consumer complaints covering a wide range of categories, including online scams, with local, state, federal, and foreign law enforcement partners. It cannot resolve individual complaints, but can give you information on the next steps to take.

[EConsumer.gov](https://www.consumer.gov) accepts complaints about online and related transactions with foreign companies.

The [Department of Justice \(DOJ\)](https://www.doj.gov) helps you report computer, internet-related, or intellectual property crime to the proper agency based on the scope of the crime.

How to Protect Yourself

Here are some ways to keep your computer and personal information safe when going online:

Do

- Learn how to spot common scams and fraud - Find out the warning signs of [internet fraud](#), [phishing](#), and other [online scams](#).
- Update your computer software - Download the latest versions of your operating system, web browsers, and apps.
- Talk to your kids about being safe and responsible online - If you are a parent, help

(Continued on page 2)

SPOTLIGHT

(Continued from page 1)

[protect your kids online](#) by teaching them about the risks.

Don't

- Don't share your passwords or sensitive information with anyone you don't trust - Think about why someone needs it and if you can really trust the request. [Laptop security](#) is also important when using a portable computer in public to help prevent all your valuable information stored on it from falling into the hands of an identity thief.
- Don't use the same passwords for multiple accounts - Try to make your passwords unpredictable and avoid using names, dates, or common words.
- Don't give out personal information over unencrypted websites - When shopping or banking online, only use websites that use encryption to protect your information as it goes from your computer to their server.

Internet Fraud

Scam artists defraud millions of people each year by using internet services or software with internet access to trick victims into sending money or giving out personal information. That's why it's important to take steps to protect yourself from and report internet fraud.

Types of Internet Fraud

Common examples of internet fraud include:

- [Data breaches](#) - When sensitive data (personal or financial information) is leaked from a secure location to an untrusted environment at a corporate or personal level
- **Malware** - This involves dangerous software that is designed to disable computers and computer systems.
- [Phishing or spoofing](#) - When a scammer uses fake email, text messages, or copycat websites to try to steal your identity or personal information, such as credit card numbers, bank account numbers, debit card PINs, and account passwords.
- **Internet auction fraud** - This involves the misrepresentation of a product advertised for sale on an internet auction site, or non-delivery of merchandise.
- **Credit card fraud** - When scammers fraudulently

obtain money or property through the unauthorized use of a credit or debit card or card number.

Report Internet Fraud

If you believe you've been a victim of internet fraud or cyber crime, report it to the [Internet Crime Complaint Center \(IC3\)](#) or by using the [FBI's online tips form](#).

Your complaint will be forwarded to federal, state, local, or international law enforcement. You will need to contact your credit card company directly to notify them if you are disputing unauthorized charges from scammers on your card or if you suspect your credit card number has been compromised.

How to Protect Yourself

Take these actions before browsing or shopping for products and services on the internet:

Do

- Learn how to spot internet fraud - Find out the warning signs of common fraud schemes, including phishing or spoofing, data breaches, and malware.
- Know your buyer or seller - If you don't know who you're buying from or selling to online, do some research.
- Update your antivirus software and antispyware programs - Most types of antivirus software can be set up to make automatic updates. If your operating system does not offer free spyware protection (programs to prevent software from collecting information about you without your consent), you can find inexpensive software to download from the internet or at your local computer store. But be careful of ads on the internet offering downloadable spyware protection. You should only install programs from a trusted source.

Don't

- Don't give out your personal information to anyone you don't trust - Never provide it in response to an email, a pop-up, or a website you've linked to from an email or web page.
- Don't keep your computer on all the time - Leaving your computer running all the time will make it more prone to spyware and other attacks from hackers and identity thieves.

(Continued on page 22)

Inside this issue:

President's Report	3-4
Officer & Committee Reports	5-9
Notice of Summer Meetings (August 23-24, 2019)	10
Summer Meeting Registration & CLE Form	11
Community Projects	12
Spotlight Ad Request Form	14
Happy Gram Request Form	15
Chapter Reports	16-18
Meet Our Members	19-20
Test Your Latin Skills	23
2018-2019 Annual Membership Meeting Minutes (April 6, 2019)	31-35
2019-2020 Spring Membership Meeting (April 7, 2019)	36-40
NALS Affinity Providers	41
2019-2020 Officers & Committee Chairs	42
2019-2020 Calendar	43

Spotlight

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Legal Staff Professionals of
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2019-2020 Editors:
Susan Church
Lois J. Belle, PLS



President's Report

by **Tara Brown, PP, PLS, SCCP**
2019-2020 President

I would like to say a big Thank you to Spartanburg County LSP for a fantastic weekend and annual meeting. I would also like to thank each of the wonderful ladies that stepped up to serve on the LSPSC Board this year. I look forward to serving as your President and with each of the Board members this year. As I mentioned at the spring meeting my theme for this year is "Your Why". Is it NETWORKING, EDUCATION, AND FELLOWSHIP? You will hear more about that over the course of the year. But be thinking about "Your Why".

This year we will be continuing with the cash incentives at the membership meetings. The officers' retreat will be July 19-21, 2019 and we hope to have some new and exciting ideas to bring to you. The summer membership meeting will be August 23-24, 2019 in Santee, South Carolina, and we will again offer the Friday night social, with the seminars and membership meeting on Saturday. We hope that you will plan to come and enjoy some fun and laughter with the board and our LSPSC members.

This year we will be offering chapter Grants to each chapter for the Application fee to become accredited with the South Carolina Bar Paralegal Division. You will need to submit your Application to Tara@davidgreeneattorney.com by July 1, 2019. For more information regarding this chapter grant please email me. The LSPSC Board is also offering a study library. If you are interested in taking an exam or just want to refresh your skills please contact Naomi Nation, Functional Director of Education and Certification for the log in information. We hope that these two incentives will help both the chapters and the members. We have seen tremendous growth over the past year and we hope to continue to grow and enhance our association.

Officer Visitations will take place throughout the fall. I hope that the Board can come and visit with your chapters and hear all the wonderful things that each of the chapters is doing. I plan to try to get to all the chapters on my own just as a social visit and partake in the activities that you are doing. I was able to get to Hilton Head and do the 5K American Heart Association walk and spend time with the

(Continued on page 4)

(President's Report Continued from page 3)

Hilton Head ladies. I even got to meet a newer member, Christine Vandenberghe and her dog. From there I traveled to Charleston and spent time at the 2019 Spring Meeting, CLE and Installation of Officers. It was an honor to be there and see Amy Baker be sworn in as the Charleston Chapter President. If you have something going on in your chapter please let me know so I can make plans to come and participate. Again, thank you for allowing me to serve as your President. Here's to another great year.

Pictures from LSPSC Annual Meeting CLE



Charleston Installation: Installing Marshall - Rebecca L. Cutler, Esquire, Installing Officer Katherine Helms, Amy Baker, CP, SCCP, Cheryl Legrand and Naomi Nation, PP,



Hilton Head: Betty Parks, Meredith Lazarski, Carlene Kilgore, Tara Brown, Susan Olmstead and Christine Vandenberghe





**President-Elect
Meredith Lazarski,
ACP, SCCP**

**OFFICER &
COMMITTEE
REPORTS**

August 23rd and Saturday, August 24th. I hope everyone has a happy, healthy, and safe summer! Stay cool!!



First and foremost, I would like to thank the members of Legal Staff Professionals of South Carolina for the opportunity to serve again as your President-Elect.

**Functional Director of
Certification/Education
Naomi Nation, PP, PLS, CLA,
SCCP**

I also want to thank you for allowing me to represent LSPSC at the 68th NALS Education Conference & National Forum in September. I look forward to traveling with President Tara and other LSPSC members to Little Rock, Arkansas and taking part in all that NALS has to offer during this awesome annual conference.

Things have truly changed since the last time I was functional director of anything! Yet, I am honored to serve as your Functional Director of Certification and Education, and I look forward to the experience of assisting the 2019-2020 Board at providing and maintaining continued education to the community of Legal Staff Professionals of South Carolina.

Thank you to those chapters that have uploaded/inputted your chapter's officers' roster on the NALS website. If you haven't already done so, the link is to upload/input your local chapter officers' roster is -

With the advancement of technology comes changes to NALS' certification process. Testing for the ALP (Accredited Legal Professional), PLS/CLP (Certified Legal Professional), and the PP (Professional Paralegal) is now conducted online. You will need the proper internet connection, a microphone, and a webcam to complete the examinations.

<https://www.nals.org/page/officerroster?&hhsearchterms=%22chapter+and+roster%22>

Thank you also to those who have forwarded your 2019-2020 officer, committee (if applicable), and membership rosters to the Handbook Committee (Jasmine Williams jazzylegal803@gmail.com and Tara Brown tara@davidgreeneattorney.com). If you have not already done so, please forward these at your earliest convenience. Please also copy me on the email when sending your rosters.

Certification examinations are offered at the first of every month. Registration information is available for all examinations from June through next year. The following locations are listed as hosting sites if you wish to use them (contact NALS regarding your arrangements). Keep in mind that the **proctoring fees are not included in the registration fees** for the examinations:

In the next couple of weeks, I will be reaching out to the local chapter Presidents to get your chapter's availability for LSPSC Officer Visitation. President Tara's plan for this year is to have officers visit throughout the year so we'd love to visit during a membership drive, holiday gathering, guest speaker, etc. If you plan on having any special event, please let me know.

- Aiken Technical College - Graniteville
- Coastal Carolina University - Conway
- Horry-Georgetown Technical College - Multiple locations
- Trident Technical College
- (TTC) - Charleston
- Clemson University
- Midlands Technical College
- South University

I look forward to seeing everyone at the LSPSC Summer Meeting in Santee on Friday,

We now have our own online library for study material. Feel free to contact me if you need this information (naomi@scsolicitor9.org or 843 958-

1945). If you have additional questions about certification, I am here or you can email NALS at cert-edu@nals.org.

We have secured two candidates as speakers for our Summer Educational and Membership Meeting, which is scheduled for Saturday, August 24, 2019, in Santee, South Carolina. Registration information is available on page 11.

Congratulations to South Carolina's recently certified individuals listed on the NALS website:
Pamela Bennett, PP
Nita S. Matthews, CLP

Congratulations to South Carolina's recently recertified individuals listed on the NALS website:
Darlene C. Lewis, PP, PLS
Jamie I. Early, PP, PLS-SC, SCCP
Tara J. Brown, PP, PLS-SC, SCCP

Extra kudos to Tara J. Brown, PP PLS-SC, SCCP, for also earning her 2019 CLE Award.

Certification Statistics:

2 Accredited Legal Professionals
23 Certified Legal Professionals (formerly known as PLS)
18 Professional Paralegals
15 South Carolina Certified Paralegals
1 Specialty

Deadlines Approaching:

June 30, 2019-Renewals of South Carolina Certified Paralegal Credential

Have you renewed your any of your certification? Do you know when they expire? Now is the time to check. Looking to see you in Santee!

Functional Director of Membership and Marketing

Katherine Helms, PP, SCCP

Thank you all again for the privilege of representing you at our state level as the Functional Director of Membership and Marketing. I continue to look forward to sharing ideas with you all and working with the local chapters on ways to encourage new members and retaining current members.

We have accomplished so much since our last meeting and we will continue our efforts to retain and build our membership.

PUBLICATIONS:

Spotlight:

Please submit a new member for the upcoming December and March issues. Deadlines are November 15th for the December issue, and February 16th for the March issue.

Carolina Paralegal News ("CPN"):

If you have not subscribed to the CPN, please do so for your free online subscription at:
www.carolinaparalegalnews.com

SOCIAL MEDIA: Facebook/LinkedIn/Twitter:

Please continue to like and follow our associations' state and local social media pages and add anyone whom you believe would benefit or be interested in these pages. Also, please feel free to share posts, create your own postings and continue to interact with others.

FUNDRAISERS:

Each chapter and individual members please continue to solicit Happy Grams, Spotlight Ads, and Chapter Sponsorships for the upcoming issues.

MARKETING OPPORTUNITY:

We will be discussing these at the board retreat in July at Clark's Inn in Santee.

LSPSC'S CURRENT ROSTER:

LSPSC-97; Greenville 29; Hilton Head 12; Lowcountry 10; Midlands 25; Orangeburg 6; Spartanburg 10; and Members at Large 5.

MEMBERSHIP BROCHURE

It will be updated and added to the LSPSC website.

MORE TO COME

I would like to work with local chapters in reaching out and obtaining relationships with your local paralegal schools and encouraging new student memberships.

NALS Court Observance Week/Law Day- Free Speech, Free Press, Free Society is scheduled for October 7-11, 2019. To find out more about this event, please go to www.lawday.org. Each chapter should plan for this to be a Membership and Marketing drive and post invitations on your local

social media pages. After the drive, post pictures on your social media pages, and publish an article in the December Spotlight.

I continue encourage each local chapter to bring a prospective member and/or current member who has not attended regularly to each of your local meetings.

Community Projects

Angel E. Reid

Members, Thank you for your support of the Spring Meeting. Your donations are always appreciated. Our charity for the next meeting will be for REACH Community Arts Outreach of Myrtle Beach, South Carolina. Beach Reach, Inc. is a non-profit organization, and exists to empower underserved youth along the Grand Strand with hope for a successful future by minimizing & negating cultural and academic inequities through the development of a Christian paradigm. REACH goals and visions inspire values and respect through a community of youth in desperate need for positive guidance. For additional information, please direct any questions / comments / suggestions to Paige Raszman at reachmisspaige@gmail.com.

REACH offers a wide array of programs that provide a safe environment for underserved youth to discover and use their God-given potential through multiple arts platforms. They need any type of art supplies (see list on page 12), any monetary donation is greatly appreciated and most importantly your prayers for their continued success. The cost for transportation of participating youth from their community to the mentoring program runs approximately \$25,000.00 per community. Currently REACH has expanded into its 3rd Community, REACHing youth and leading them to smARTS, CANVAS, and smARTS AFTER SCHOOL.



Employment **Traci Wolfe**



Thank you all for the opportunity to serve in this capacity at the state level.

There have been several employment opportunities that have been passed along to the chapter presidents and distributed to the members and members at large. These opportunities are to allow employers to get a quality candidate for job openings. Thank you for allowing me to pair quality employers with quality candidates.

If you know of an opening, please send to me at Twolfe@burnetteshutt.law

Finance

Deborah J. Reynolds, PP, PLS, SCCP, and Lois J. Belle, PLS

We are looking forward to seeing everyone at the LSPSC Summer Meeting in Santee. Our host city's slogan is "It's a Brand New Day." We will get our year started off right in Santee with an auction theme of "It's a Beautiful Morning." Let's bring items that get our days off to a great start—a favorite coffee blend or inspirational book. An eye opening beauty product or something to attract the song birds. I know this creative group will have some sunshine to spread around! Thank you to LSP of Orangeburg for providing the premium prize for our Summer Meeting.



Scholarship Committee (2018-19)
Debra Bailey, CLP & Linda Wilson, PLS

Congratulations to Lisa Cherry, our 2018-19 Scholarship Recipient. She is a student at Greenville Technical College. Lisa was able to join us to receive her recognition during our LSPSC Annual Meeting on Saturday, April 5.



Handbook
**Jasmine Y. Williams and Tara Jean Brown, PP,
PLS, SCCP**

A special thank you to everyone for providing your new and updated information for the LSPSC Handbook. As we prepare to move into a new year, copies of each chapter's officers, committees, and membership lists will be forwarded to chapter presidents and membership chairs. As each Chapter grows we would request that you provide us with your updated information, along with changes in names, addresses, phone numbers, emails or working status. Please be sure to provide the address, phone number and email address that you wish to receive correspondence

about the State organization. We appreciate your assistance with this matter. If you have any questions please don't hesitate to email either one of us for information.

NALS Foundation
Jan W. Berger, ALP



NALS 90th Anniversary

An Invitation

NALS celebrates its 90th anniversary this year! The NALS Foundation is at the HEART of our association. So what is happening this year? We're going to celebrate the 90th anniversary with a 90th JUBILEE at the National Conference in Little Rock, AR in September.

How can WE celebrate with NALS you might ask?

Let's get involved in the **#StandBesideMeDoYour90!** Campaign. NALS will be announcing this soon.

One of the highlights of National Conference is the NALS Foundation Sweepstakes Event. We purchase sweepstakes tickets and put our tickets in the bag beside the item(s) we hope to win. It's so exciting to wait in anticipation of hearing your name called! And the cheers that go on as you are presented with your item! Not able to go to the conference? Send \$\$ with someone going so they can help you win! I do it.

So what does the **#StandBesideMeDoYour90!** mean? NALS Foundation is pushing the envelope and asking for donations to be valued at least \$90! How fun to know that any item you might win would be valued at \$90 (or more)! I would definitely purchase more tickets!

How can WE help? **I CHALLENGE each chapter to donate an item to the NALS Foundation Sweepstakes.** Remember, an item

(Continued)

valued at \$90 might not cost you that amount. I purchased a Coach wallet valued at \$110 for \$30! (Charlotte, NC Premium Outlet, ladies!) I encourage you to work together and ask for donations from friends, law firms, employers, vendors, suppliers, etc. and bundle a package for \$90 or more. It's easy! And it's fun!

Will you accept the challenge? The Foundation has always supported our local and State efforts. Let's pay it forward! Check out the NALS website soon for information on how to donate items. More to come!!

Happy summer to all!! Enjoy those much needed vacations!

Ways to give to the NALS Foundation

Monetary Contributions can be made at: <http://www.nals.org/donations>

Gift in Kind Contributions can be made at AmazonSmile

AmazonSmile is a simple and automatic way for you to support the NALS Foundation every time you shop, at no cost to you! When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection, and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. On your first visit to AmazonSmile, select a charitable organization (NALS Foundation) to receive donations from eligible purchases before you begin shopping. Amazon will donate 0.5% of the price of your eligible AmazonSmile purchase to the NALS Foundation. AmazonSmile will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation. Donations are made by the

AmazonSmile Foundation and are not tax deductible by you.

Scrapbook

Lauritza S. Hill and Sonia L. Hunt



We are starting to lay out Kerry's scrapbook. If you have anything from your chapter that you would like included from this past year, please forward that information to us. Needless to say, we are excited to see it come together.

As for President Tara's book, we are putting on the thinking caps to see what unique theme we can come up with for her book. As the year progresses, please be sure to share your photos of your chapter events with us for inclusion in the scrapbook.



Passing of the Gavel



Summer Meeting Santee Cooper



NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the 2019-2020 Summer Membership Meeting will be held on Saturday, August 24, 2019 at 1:45 p.m.

At:

**Clark's Inn and Restaurant
114 Bradford Boulevard
I-95 exit 98, Hwy 6
Santee, South Carolina 29142
(Dress is business attire)**

Exact meeting information is available on the meeting registration form

Legal Staff Professionals of South Carolina

/s/ Ann Marie Minerva, PP, SCCP

**Ann Marie Minerva, PP, SCCP
Secretary**



Legal Staff Professionals of South Carolina
2019 SUMMER MEMBERSHIP MEETING & CLE REGISTRATION FORM
Saturday, August 24, 2019
 Clark's Inn & Restaurant
 114 Bradford Blvd., Santee, SC

Deadling for Registration: Wednesday, August 7, 2019 (Add \$10.00 after this date)
NO REFUNDS AFTER AUGUST 9, 2019

MEMBERSHIP MEETING (*FULL REGISTRATION DOES NOT INCLUDE CLE)

FRIDAY SCHEDULE

6:00 p.m. – 7:30 p.m. Friday Night Social

SATURDAY SCHEDULE

9:00 a.m. – 9:30 a.m. Registration ___ \$45 Meeting Registration & Lunch*
 9:30 a.m. – 10:30 a.m. Seminar ___ \$15 Membership Meeting Only
 10:30 a.m. – 10:45 a.m. Break
 10:45 a.m. – 12:15 p.m. Seminar
 12:30 p.m. – 1:30 p.m. Lunch
 1:30 p.m. – 3:30 p.m. Membership Meeting and Theme Auction

CONTINUING LEGAL EDUCATION

9:30 a.m. – 10:30 a.m. TOPIC: INTELLECTUAL LAW: TRADEMARKS AND COPYRIGHTS

Speaker: Lawrence “Trey” Jameson III, Attorney at Law

Trey is the owner and principal attorney of Jameson Law. He focuses on intellectual property and franchising. Additionally, Trey serves as Associate Municipal Judge for the Town of Summerville, South Carolina.

10:45 a.m. – 12:15 p.m. TOPIC: EMPLOYMENT LITIGATION: THE EMPLOYER

Speaker: Emmanuel Ferguson, Attorney at Law

Emmanuel is a staff attorney with Cleveland and Conley, LLC in Charleston, South Carolina, and a former assistant solicitor. Emmanuel’s primary focus is employment litigation, defending public and private employers. He is also a new dad!

Registration and attendance at the LSPSC seminars, meetings, events and other activities constitutes an agreement by the registrant and LSPSC to use and distribute (both now and in the future) the registrant’s image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

I will be attending the following seminars:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
___ Intellectual Law: Trademarks and Copyrights	___ \$20 for one CLE	___ \$25 for one CLE
___ Employment Litigation: The Employer	___ \$30 for both CLEs	___ \$40 for both CLEs
		___ \$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:
 Sonia L. Hunt, Treasurer
 Post Office Box 124
 North, South Carolina 29112-0124
slhunt1963@gmail.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.

Seminars qualify for a total of 3 CPE credits by the South Carolina Paralegal Certification Board.

**NOTE: Room reservations may be made by calling Clark's Inn at (803) 854-2141 and reference LSPSC.
 The room rate is \$88.50 plus tax**

Summer Meeting-Community Project

REACH Community Arts Outreach - Myrtle Beach, SC



Suggested Supplies Needed for Donation:

Make your mark:

crayons
markers
colored pencils
oil pastels
colored chalk

Paints:

watercolors
tempera paint
acrylic paint

Textiles:

yarn
craft felt
fabric scraps
thread
embroidery floss
muslin
burlap
wool felt

Three Dimensional:

homemade dough
air dry clay
aluminum foil
chenille stems
toothpicks
scrap wood
craft/popsicle sticks
wood shapes
polymer clay
clay

Strings & Beads:

string
straws
pony beads

wood beads
glass beads
fishing line

Printing:

ink pad
sponge
brayer
rubber stamps
printing ink

Fun to have:

glitter
pom poms
feathers
cotton balls
googly eyes
craft foam
sequins
floral wire

Stick it together:

white glue
glue stick
painter's tape
brads
Mod Podge
liquid starch
fabric glue
wood glue

Tools:

scissors
paintbrushes
foam brushes
hole punch
variety of needles

ruler
wire clippers

Papers:

copy paper
construction paper
tag board/card stock
wax paper
colored tissue paper
coffee filters
paper towels
clear contact paper
freezer paper
roll of white paper (i.e.
butcher paper,
wrapping paper)
brown paper bags
newspaper
crepe paper
bleeding tissue paper

The Recycle Bin

cardboard
magazines
junk mail
egg cartons
milk cartons
empty boxes
clean cans & jars
small plastic
containers
netting from produce
bags
bubble wrap
packaging peanuts
styrofoam trays
plastic lids

SC Bar Paralegal CLE



Charmy Medlin, SC Bar Membership Services Director, Katherine Helms, Jamie Early, Tara Brown, Ann Marie Minerva, Fran Powell, Traci Wolfe, and Marley Lybrand Douglas, SC Bar Assistant CLE Director



SC Bar Paralegal CLE - In attendance were Ann Marie Minerva, Traci Wolfe, Christi Bradley, Jamie Early, Tara Brown, Katherine Helms and Fran Powell

68th Annual Education + Networking Conference
LITTLE ROCK, AR
September 26-28 | NALS.org/LR19

Since 1929
90 YEAR ANNIVERSARY
NALS...the association for legal professionals

EDUCATION SCHEDULE + REGISTRATION NOW OPEN

Go to <https://www.nals.org/events/EventDetails.aspx?id=1168957&group=> to register



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

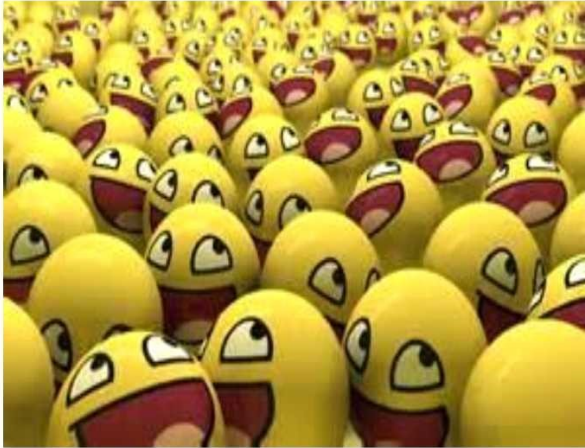
** Full Page advertisements include a web link to the business's webpage.*

**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: **Katherine R. Helms, PP, SCCP**
LSPSC Functional Director of Marketing/Membership
Gaffney, Lewis & Edwards, LLC
3700 Forest Dr., Suite 400
Columbia, SC 29204
E-mail: khelms@glelawfirm.com

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.



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: khelms@glelawfirm.com
2. Submit payment and this form by mail to: **Katherine R. Helms, PP, SCCP**
**LSPSC Functional Director of Marketing/
Membership**
Gaffney, Lewis & Edwards, LLC
3700 Forest Dr., Suite 400
Columbia, SC 29204
3. Deadline for Happy Grams: November 4, 2019 (December issue)

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____

Chapter Reports

Legal Staff Professionals of Greenville

Lois Belle, PLS

LSPG 2019-2020 President

In April we installed our new officers:

President: Lois J. Belle, PLS

President-elect: Jimi L. Bullard

VP/Membership: Ann Marie Minerva, PP, SCCP

Secretary: Susan Church

Treasurer: Lauren Rentz

Immediate Past President: Michelle Dender



Installing officer: Morgan Arndt, Womble attorney; Lois J. Belle, PLS; Jimi L. Bullard, ALP; Ann Marie Minerva, PP SCCP; Susan Church; Installing Marshall: Patti Bacon; [missing-Michelle Dender & Lauren Rentz]

We look forward to a terrific 2019-2020! We are working on speakers for the year in addition to planning a few events. In 2019 LSPG chose to support "Let There Be Mom". LTBM is a non-profit organization dedicated to serving local moms and dads who are battling a life-threatening illness. We hope for an opportunity to work with them as they plan for their annual Fall event.

LSPG's 2019 Award of Excellence recipient is Cathi Tankersley. Cathi is a dedicated member of this Association and an ultimate professional. Cathi serves as our reservation chairperson and greeter at our meetings. Cathi has served on our board and continues to serve on committees every year. Congratulations Cathi!

Since our last Spotlight LSPG has welcomed new member: Holly Smith with Hawk Law Firm. We look forward to getting to know Holly!

We look forward to being with many of you in Santee at LSPSC's Social event and Summer Membership Meeting.

Hilton Head Legal Staff Professionals **Meredith Lazarski, ACP SCCP, President-Elect**

Members met in February at the Going Law Firm and we installed our newest (returning) member, Christine Vandenberghe of Burr Forman McNair. Afterwards, members and guests attended Chicago Title Insurance Company's Happy Hour at Poseidon in Shelter Cove on Hilton Head Island.

Members met in March at Phipps Family Law. Our guest speaker was Attorney William "Randy" Phipps of Phipps Family Law, who gave an informative presentation on a general overview of family law. We also had two guests: Catherine McLean and Carmen Freeman of Phipps Family Law.

In April, we held our 2019-2020 installation and members and guests enjoyed a potluck dinner at the Olmstead residence. Members also participated in the 2019 Palmetto Heart Walk, with Team HH Legal Staff Professionals raising \$1,420.00 for the American Heart Association. A special thank you to LSPSC President, Tara Jean Brown, for joining us.

Members met at Hale & Hale, P.A. for our May meeting. Our guest speaker was Attorney Meredith Bannon of Bannon Law Group, who gave an interesting and informative presentation on criminal law. We also had one guest: Joanna Albertson of Wiseman Law Firm.

We look forward to seeing everyone again in Santee on August 23rd and 24th for our Summer Meeting festivities.

Legal Staff Professionals of the Lowcountry
Amy Baker
2019-2020 President

WHAT A BUSY SPRING FOR LSPL!

Legal Staff Professionals of the Lowcountry (LSPL) started Spring with the Annual Meeting in Spartanburg, South Carolina, April 5-7, 2019. With five of our members participating, as well as our young guest (and aspiring future legal professional), we all had a great time. Kudos to Spartanburg Legal Staff Professionals and the State Board, as the idea of tying in the criminal investigation CLEs with a murder mystery entertainment/banquet was perfectly thrilling! Charleston has no idea how to top that meeting, but we're looking into some exciting ideas we hope everyone will enjoy.

On Saturday, April 27, 2019, we had our Spring Seminar which featured Attorney Ryan Schwartz. We all came away with a better understanding of divorce law and truly enjoyed Ryan's candid approach to explaining many of the issues faced in the litigation of domestic cases.

At the end of the session, we moved into our Installation Ceremony with two of our State Officers in attendance: Tara Jean Brown, PP SCCP, President; and Katherine Helms, PP SCCP, Functional Director of Membership, who also was gracious enough to serve as our Installing Officer. Ms. Rebecca Cutler, Esquire served as Installing Marshall. Our 2019-2020

(continued on page 18)



Left to Right: Tara Jean Brown, PP, PLS, SCCP, Amy Baker, CP, SCCP, Katherine Helms, PP, SCCP



Passing of the gavel from Naomi Nation, PP, PLS, CLA, SCCP to Amy Baker, CP, SCCP

Below-Left to Right: Rebecca Cutler, Esq.; Naomi Nation, PP, PLS, CLA, SCCP; Cheryl LeGrand; Amy S. Baker, CP, SCCP; and Katherine Helms, PP, SCCP



Officers for Legal Staff Professionals of the Lowcountry are as follows:

Amy Baker, CP, SCCP	President/ Functional Director Membership/Marketing
Chrisanne Porter, PLS	President-Elect
Cheryl LeGrand	Secretary
Paula Taylor, PLS	Treasurer
Amy Johnson	Functional Director Education
Naomi Nation, PP SCCP	Past President/ Parliamentarian

LSPL is excited for the 2019-2020 year and we're looking forward to seeing everyone in Santee, South Carolina for the Summer Meeting!

Legal Staff Professionals of the Midlands

Debra Bailey, CLP, President

Thank you to Spartanburg County LSP for hosting a great Annual Meeting! Our members enjoyed the fellowship, CLE, installation of our new LSPSC officers, and the fun murder mystery entertainment! We look forward to seeing all of our friends again this August at the summer membership meeting.

At our March meeting, Rebekah Hiatt spoke to us on Immigration Law. In April, we elected and installed our new slate of officers. In May, we had a great presentation by Sarah Bailey, Staff Attorney with SC Victim Assistance Network, and we pinned our newest member Ashley Haworth with the Federal Public Defender's Office. We are working on our slate of speakers for the remainder of this year.

We have certification study sessions starting again in June that Jamie Early, PP, PLS-SC, SCCP is spearheading. One last tidbit – we have 284 Facebook followers on our local chapter Facebook page. A great way to get your name out!

Legal Staff Professionals of Orangeburg

Lauritza S. Hill, President-Elect

The Orangeburg Chapter met in April at the law firm of Horger, Barnwell and Reid. Our officers elected for 2019-2020 are: Sonia

Hunt, president; Lauritza Hill, president-elect; Dee Dee Prickett, secretary/treasurer; Jasmine Williams, FD of Membership; and Mary Kay Oliver, FD of Education. Our next meeting is May 20th, and our officers will be installed then. We will also finalize our community project for CCMO. We are planning a membership drive in the very near future.

Sonia and I attended the April Annual membership meeting and had a wonderful time. Congratulations to our local member, Sonia, who was elected to the State Board as treasurer. We enjoyed the CLEs by Sgt. Harwell and his team from the city of Spartanburg police department. They showed us how to fingerprint and gave us a wealth of information about crimes and prevention. On Saturday night, we had a great time with dinner and a murder mystery, which was the brain child of Tara Brown. We had so much fun. If you weren't there, you missed a good one. The Spartanburg Chapter did a great job of organizing the events, and we thank them for their hospitality. The vendors were great, too. I even got to buy some handmade jewelry. We look forward to seeing everyone in August.



Meet Our Members



Name: Holly Smith

Local Chapter: Legal Staff Professionals of Greenville

Join Date: March 2019

Position/Occupation: Paralegal/PI Team Leader

Firm/Company: HawkLaw

Current Certifications: DE Certified Paralegal

Education/Legal Experience: Personal Injury, Worker's Compensation and Medical Malpractice.
Worked for Plaintiffs and on the defense side as well.

Positions held on the local, state and national level: N/A

How did you become involved working in the legal profession? I was introduced/interviewed at a law firm while in high school and worked up from Runner, Legal Secretary, Legal Assistant, Paralegal to Team Leader/Supervisor

What do you enjoy most about working in the legal profession? I enjoy helping others that are hurt/injured and enjoy working on case management programs.

If you were not working in the legal profession, what would you be doing? Vet/working with animals

Spouse/Significant Other/Children (Family): Brandon – Husband; Tiant – son and Roschae – daughter.

Hobbies/Extracurricular Activities: Camping, dog shows, family fun, traveling.



Meet Our Members-Continued



Name: Ashley Haworth

Local Chapter: LSPM

Join Date: April 7, 2019

Position/Occupation: Legal Assistant

Firm/Company: Federal Public Defender's Office

Current Certifications: _____

Education/Legal Experience: B.S. in Criminology and Criminal Justice from Indiana State and Paralegal Certificate from William Rainey Harper College; Published by the South Carolina Bar: South Carolina Post-Conviction Relief Manual, Third ed. 2017.

Positions held on the local, state and national level: _____

How did you become involved working in the legal profession? Originally had planned on going into law enforcement, however while in college I had to have 2 ankles surgeries forcing me to change my career path

What do you enjoy most about working in the legal profession? It is constantly changing and evolving and working in criminal law never ceases to surprise me

If you were not working in the legal profession, what would you be doing? Law enforcement

Spouse/Significant Other/Children (Family): Husband Chris and 2 dogs

Hobbies/Extracurricular Activities: Hiking, avid nonfiction reader, football, food, traveling, swimming, Pilates

Where do you see yourself in five years? Hopefully praising God my husband is done with school (a M.D. and Ph.D. in cognitive behavioral neuropsychology takes way too long) so that we can travel and have leisure time together not scheduled around his school schedule



LSPSC Annual Meeting Installation—Murder Myster Dinner Pictures



See the LSPSC Snapfish Account for more great pictures

(continued from page 2)

Phishing and Vishing

Scammers use a variety of methods to try to steal your personal and financial information. They often try to make you feel comfortable with giving up your sensitive information by spoofing trusted logos of legitimate companies in an email or by pretending to be a family member or friend on the phone.

Phishing

Phishing is when a scammer uses fake email, text messages, or copycat websites to try to steal your identity or personal information, such as credit card numbers, bank account numbers, debit card PINs, and account passwords. The scammer may state that your account has been compromised or that one of your accounts was charged incorrectly.

A scammer will instruct you to click on a link in the email or reply with your bank account number to confirm your identity or verify your account. They will sometimes threaten to disable your account if you don't reply, but don't believe it. Legitimate companies never ask for your password or account number by email.

Report Phishing Scams

Forward phishing email messages to spam@uce.gov or [file a complaint with the Federal Trade Commission \(FTC\)](#). Include the full email header of the scam message in your report. Find out how to do this by searching online for the name of your email service and the words “full email header.”

How to Protect Yourself

Here are some ways to protect yourself from phishing scams:

Do

- Reach out if you're unsure - If you believe that a company needs personal information from you, call the number from their legitimate website or your address book. Do not call the number or use the links in the email. Tell the customer service representative about the request and ask if your account has been compromised.
- Turn on two-factor authentication - If your account supports it, you can set it up to require your password and an additional piece of information (code sent to your phone or a random number generated by an app) when you log in. This protects your account even when your password has been stolen.

Don't

Don't click on any links or attachments in the email - Any links, attachments, or phone numbers that you click on may contain a virus that can harm your computer. Even if links in the email say the name of the company, don't trust them. They may redirect to a fake website.

Vishing and Smishing

Similar to phishing, vishing (voice and phishing) and smishing (SMS texting and phishing) scammers also seek to steal your personal information. However, these scams target your mobile or landline phone instead of your computer. You may be directed to call a phone number to verify an account or to reactivate a debit or credit card.

Report Vishing and Smishing Scams

If you have received one of these requests, report it to the [Internet Crime Complaint Center \(IC3\)](#). Your complaint will be forwarded to federal, state, local, or international law enforcement. You will need to contact your credit card company directly to notify them if you are disputing unauthorized charges on your card from scammers, or if you suspect your credit card number has been compromised.

Victims of these scams could also become victims of identity (ID) theft. Visit [IdentityTheft.gov](#) to learn how to minimize your risk.

This entire article with links can be found at <https://www.usa.gov/online-safety>.



Test Your Latin Skills

CARPE DIEM!

About a thing	a.	ab initio
About minimal things	b.	ad hoc
Among others	c.	ad litem
And husband	d.	amicus curiae
And the following ones	e.	bona fide
And wife	f.	caveat emptor
At the threshold	g.	corpus delicti
Between the living	h.	de facto
Body of the crime	i.	de jure
Bring with you	j.	de minimis
By the fact itself	k.	duces tecum
Concerning fact	l.	et sequens
For the case	m.	et uxor
For the sake of example	n.	et vir
For this	o.	ex parte
Friend of the court	p.	exempli gratia
From [for] one party	q.	habeas corpus
From the beginning	r.	ibidem
In good faith	s.	in limine
In the place of a parent	t.	in loco parentis
In the same place	u.	in rem
In total	v.	in toto
Let the buyer beware	w.	inter alia
Of the law	x.	inter vivos
You have the body	y.	ipso facto

See Answers Page 24

Submitted by: Jamie Early, PP, PLS-SC, SCCP



Answers to Carpe Diem!:

1u / 2j / 3w / 4n / 5l /
6m / 7s / 8x / 9g / 10k /
11y / 12h / 13c / 14p / 15b /
16d / 17o / 18a / 19e / 20t /
21r / 22v / 23f / 24i / 25q



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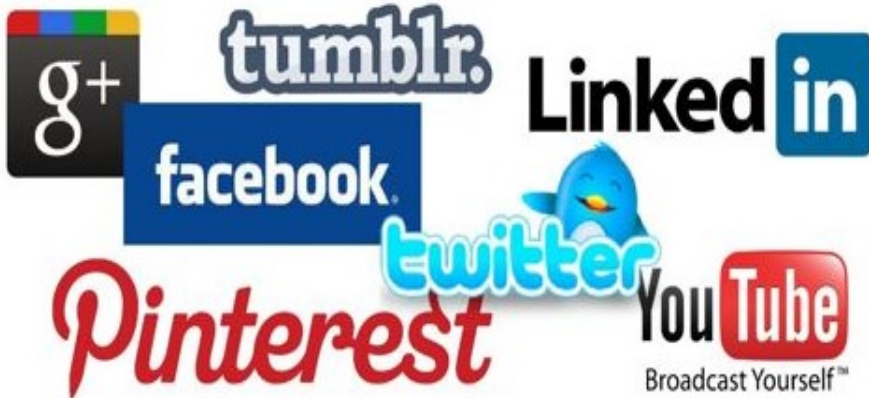
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If your contact information has changed,
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STAY CONNECTED TO LSPSC . . .



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www.NALS.org
www.ning.com
LSPSC/NALS on Facebook
LSPSC/NALS on LinkedIn



Congratulations to Hilton Head Legal Staff Professionals member Susan L. Olmstead, Certified PLS - Legal Staff Professionals of South Carolina's 2018-2019 Award of Excellence Recipient.

and

Congratulations to Hilton Head Legal Staff Professionals 2019-2020 Board. Thank you for your service and dedication to our chapter.

Bottom picture left to right: Birdie Sargent, Functional Director of Marketing & Membership; Betty Parks, Secretary; Susan L. Olmstead, Certified PLS, President; Meredith Lazarski, ACP SCCP, President-Elect; Carlene B. Kilgore, PLS, Functional Director of Certification & Education; and Christine Vandenberghe, Treasurer.



**Team HH Legal Staff Professionals
raised \$1,420.00 for the American Heart
Association at this year's Palmetto Heart Walk.**

Great job ladies!!



(Left to Right: Betty Parks; Meredith Lazarski, ACP SCCP; Christine Vandenberghe w/ her dog, Memphis; Carlene B. Kilgore, PLS; Tara Jean Brown, Certified PLS, PP, SCCP; Susan L. Olmstead, Certified PLS)



Lois Belle, PLS presents Past President Sonia Hunt with her Scrapbook



PALMETTO LEGAL GOPHERS

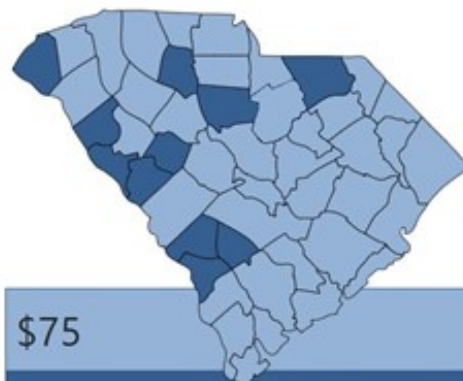
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MINUTES
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
ANNUAL MEMBERSHIP MEETING
1881 EVENT CENTER
805 SPARTAN BOULEVARD, SPARTANBURG, SC
Saturday, April 6, 2019
2:00 P.M.

The Annual Membership Meeting of Legal Staff Professionals of South Carolina for the year 2018-2019 was held on Saturday, April 6, 2019, at the 1881 Event Center in Spartanburg, South Carolina.

CALL TO ORDER: President, Kerry A. Waldrop, called the meeting to order at 2:00 p.m. and reminded everyone to check in with the Credential Chairperson, Lois J. Belle, PLS. She announced that the Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2018-2019 was in session. She reminded everyone to please silence all electronic devices while in the meeting room. She also requested that all officers and chairs giving reports please go to the lectern and all members addressing the meeting were asked to please stand, give their name, certification, and chapter, and to please speak loudly and clearly to ensure proper identification in the minutes of the meeting. President Kerry Ann Waldrop introduced herself as the LSPSC President for 2018-2019.

THOUGHT FOR THE DAY: The Thought for the Day was given by Jamie I. Early, PP, PLS, SC Corporate, SCCP, of Legal Staff Professionals of the Midlands.

PLEDGE OF ALLEGIANCE AND CODE OF ETHICS: The Pledge of Allegiance was presented by Katherine R. Helms, PP, SCCP, Functional Director of Membership/Marketing, and the NALS Code of Ethics was presented by Ann Marie Minerva, PP, SCCP, Functional Director of Certification/Education.

WELCOME: President Kerry welcomed everyone to the 2019 Annual Membership Meeting. She also thanked the members of Spartanburg County Legal Staff Professionals for hosting the membership meeting. She stated that the members all appreciated the time and hard work that was put into organizing the meeting for LSPSC.

President Kerry asked that any members attending their first LSPSC membership meeting to please stand and give their name, certification, and chapter. Traci Wolfe stated this was her first Annual Meeting, but she had attended a membership meeting before. President Kerry welcomed her. President Kerry then asked if there were any members-at-large present. Angel Reid and Elaine Sumerel, PLS, were present. There were no visitors. President Kerry then acknowledged the Past Presidents of the association in attendance and asked if they would please stand to be recognized. There were 17 past presidents in attendance.

INTRODUCTION OF LSPSC OFFICERS FOR 2018-2019: President Kerry introduced the LSPSC Officers for 2018-2019 as follows:

- President Kerry A. Waldrop (Spartanburg)
- President-elect Tara Jean Brown, PLS, PP, SCCP (Greenville)
- SecretaryLauritza S. Hill (Orangeburg)
- Treasurer Deborah L. Brown, PLS (Spartanburg)
- Functional Director – Education/Certification Ann Marie Minerva, PP, SCCP (Greenville)
- Functional Director – Membership/MarketingKatherine R. Helms, PP, SCCP (Midlands)
- Immediate Past President.....Sonia L. Hunt (Orangeburg)

PRESIDENT'S REMARKS: President Kerry gave a few brief remarks and reminded everyone of her theme, Together As One (TAO), stating that it was amazing what the association had accomplished in regard to the increase in members from the last Annual Meeting. She then thanked everyone for letting her serve as President for the past year.

BUSINESS MEETING: President Kerry reminded everyone that any member of LSPSC may offer motions, second motions, and enter discussions. All motions should be reduced to writing; and Sonia L. Hunt, Immediate Past President/-Parliamentarian, had forms for this purpose.

ROLL CALL: The Credential's Chair, Lois J. Belle, PLS provided the roll call attendance. Lois reported there are 28 members present and 15 represents a quorum, which is one member over one-half. Two-thirds is 19.

CONSENT AGENDA: President Kerry stated at the beginning of this meeting that all members were provided with information in the Consent Agent packet for review. The Board approved those items at the meeting on Friday, April 5, 2019:

- (a) Minutes of the Winter Membership Meeting (2018-2019); and
- (b) Treasurer's Third Period Report (2018-2019).

President Kerry stated that the minutes of the membership meeting were published in the March 2019 edition of Spotlight and asked if there were any comments or questions regarding the items approved by the board. There were none. President Kerry stated, as a reminder, the Board Minutes of the Winter Meeting were posted on the website behind the Members Only page.

The first incentive drawing was held, and Judith Morgan-Glenn was the winner of \$25.00.

REPORTS FROM ELECTED OFFICERS:

President Kerry Ann Waldrop. Kerry stated that if members are not receiving their @Law, NALS Docket, NALS e-news, or the Spotlight (if you have requested a hard copy by mail), to make sure their mailing address is correct. She asked that everyone visit www.NALS.org to update their membership profile and enter CLE hours. She also asked the members to please update their email addresses. President Kerry stated that the community service donation of \$100 from LSPSC would be going to the charity Safe Homes/Rape Crisis, which was chosen by the Annual Meeting host chapter, Spartanburg County Legal Staff Professionals. She thanked everyone for their donations and monetary contributions. She announced that Deborah L. Brown, PLS, had the box for any donations.

President-elect Tara Jean Brown, PLS, PP, SCCP. Tara stated that her report was printed in the Spotlight and thanked everyone for letting her serve.

Secretary Lauritza S. Hill. Lauritza stated that if committee chairs have not done so, to please send original reports to her, signed, for the permanent records and with the minutes approved by consent, she will have them signed and scanned into the permanent records. She reminded members that the Board minutes were posted on the LSPSC website behind the Members Only page. She also stated that she enjoyed her tenure as secretary and thanked them for letting her serve.

Treasurer Deborah L. Brown, PLS. Deborah gave an update and status of all bank accounts.

Immediate Past President/Parliamentarian Sonia L. Hunt. Sonia reported that she would present the proposed changes under the Committee Reports.

Functional Directors President Kerry stated that the functional directors' reports will be given with Committee Reports.

The second incentive drawing was held, and Katie Johnson was the winner of \$50.00.

COMMITTEE REPORTS

President Kerry asked that the 2018-2019 LSPSC committee chairs please stand and give their reports as they are called.

Annual Meeting 2019, Kerry Ann Waldrop/Deborah L. Brown, PLS. No report.

Award of Excellence, Carlene Kilgore, PLS, Meredith Lazarski, ACP, SCCP. Meredith stated that the winner will be announced at the banquet tonight.

Education/Certification, Ann Marie Minerva, PP, SCCP. Ann Marie gave an update on the two seminars and that there were 28 attendees at the two seminars. She announced that speakers were Sgt. Harwell and his team from the City of Spartanburg Police Department. Their charities were Upstate Warriors and Children's Advocacy. Ann Marie reminded members that NALS continues to offer online webinars, and she also reminded members about the CLE award and that members need 60 hours of CLEs over a three-year period to be eligible for the award. Ann Marie noted that there were three recipients of the free NALS certification exams from LSPSC. They were Lori Ignacio, Samantha Beaver and Jasmine Williams. Ann Marie noted that there were currently 17 PPs and 13 SCCPs. Fran Powell of Greenville was a new SCCP, and Tara Jean Brown, PLS, PP, SCCP, had renewed.

Community Projects, Jimi L. Bullard, ALP. No report.

Credentials, Lois Belle, PLS. No report.

Employment, Deborah J. Reynolds, PP, PLS/Patti Bacon. Deborah reminded members to continue to send in employment information to them and they would forward that information on to the membership.

Finance, Jamie I. Early, PP, PLS, SC Corporate, SCCP and Sharon K. Wotherspoon, CLP. Jamie reported on the amount collected for the theme auction.

Financial Review, Susan Olmstead, PLS/Judith Morgan-Glenn. Susan stated the report was in the Committee packet.

Handbook, Camilla G. Pitman, MMC, PLS. No report.

Historian, Sonia L. Hunt. No report.

Membership/Marketing, Katherine R. Helms, PP, SCCP. Katherine reported that we currently have 98 members. She encouraged members to provide member and new member questionnaires for the Spotlight. She reminded members to send articles/pictures to Carolina Paralegal News. She also encouraged members to send items for posting on the LSPSC social networks, such as Facebook and LinkedIn and she reminded of the LSPSC policy for social media posting. She will coordinate with Katie

Johnson on posting items on the website. She encouraged Spotlight advertisements from local chapters.

NALS Foundation, Jan W. Berger, ALP. No report.

Nominations and Elections, Meredith Lazarski, ACP, SCCP. No report.

Publication, Susan Church, Lois Belle, PLS, Cristy Bradley, PP, SCCP. Lois thanked everyone for their contributions and asked members to please continue to send in articles for the Spotlight.

Scholarship, Debra H. Bailey, PLS/Linda S. Wilson, PLS. Debra stated that the winner was Lisa Cherry. Lisa attends Greenville Technical College. Debra read an excerpt from one of the judges and noted that Lisa was a real leader, who held down two jobs, with a family and had community connections all while holding a 4.0 average in her paralegal studies.

Scrapbook, Lauritza S. Hill/Sonia L. Hunt. Sonia stated her report was in the Spotlight.

Standing Rules and Bylaws, Sonia L. Hunt. Sonia stated that on February 16th, she emailed everyone a copy of the proposed changes to the Standing Rules. She indicated that the Debit/Credit Card Policies were emailed to the membership and would be posted to the website. Sonia made a motion that the proposed Standing Rule changes be approved as noticed and Deborah L. Brown, PLS, seconded the motion. The motion carried. Sonia will make sure the changes are made and sent for posting on the website.

Technology, Katie M. Johnson. No report.

The third incentive was held, and Betty Parks was the winner of \$75.00.

UPCOMING MEETINGS

NALS 68th Annual Education Conference and National Forum

September 28, 2019 – Little Rock, Arkansas

Hosting Chapters for Annual Meetings

2020	Legal Staff Professionals of the Lowcountry
2021	Legal Staff Professionals of the Midlands
2022	Legal Staff Professionals of Greenville
2023	Hilton Head Legal Staff Professionals
2024	Legal Staff Professionals of Orangeburg
2025	Spartanburg County Legal Staff Professionals

NEW BUSINESS

Nominations and Elections for 2019-2020 LSPSC Board of Officers:

President Kerry stated that during the January 26, 2019 Winter Membership meeting, a call for nominations from the floor for the Office of **President-Elect** was held open until the Annual Meeting to be held on April 6, 2019. President Kerry asked before she opened the floor for nominations, if anyone

had any questions and/or comments. There were none. She then opened the floor for nominations for the office of President-Elect:

President Kerry read the following: A member seeking the office of **President-elect** shall have been a member in good standing for three (3) years; shall have served this Association for at least two (2) years as an elected officer; must have attended State Membership Meetings and Annual Meetings as of the date for call for nominations; and shall have been active in his/her local chapter as approved by his/her Chapter Board and verified by a Chapter Board member to the State Nominations and Elections Committee Chair, who will be responsible to provide a “verification of qualification” form to Chapter Presidents.

A member seeking the office of President-Elect shall assume the duties of president in the absence of the president, is a signer on all bank accounts, and shall perform such other duties as are assigned by the president or the board of directors. All matters of violation of the NALS Code of Ethics and Professional Responsibility shall be referred to this officer for attention. She then called for nominations. Sonia nominated Meredith Lazarski, ACP, SCCP, Deborah L. Brown, PLS, seconded the same, and Tara Jean Brown, PLS, PP, SCCP, made a motion to close the nominations and Deborah Brown seconded the same. The motion was carried to close the nominations for the office of President-Elect and to elect Meredith Lazarski, ACP, SCCP, as President-Elect. President Kerry thanked Meredith for her willingness to serve. She stated that there was now a full Board of Officers who will be installed that evening.

President Kerry stated that the Premium Prize for the Annual Membership Meeting was provided by **Hilton Head Legal Staff Professionals**. She then asked if there was any new business, or if any member had anything to share. There was none.

President Kerry announced that she looked forward to seeing everyone at the President’s Reception that evening at 6 p.m. and at 6:30 p.m. there would be the traditional toasting for the incoming President, Tara Jean Brown, PLS, PP, SCCP. President Kerry announced that the Officer’s Installation and Awards Banquet would begin at 7 p.m.

ADJOURNMENT

President Kerry then noted that if there were no objections, the Annual Membership Meeting of Legal Staff Professionals of South Carolina for 2018-2019 was hereby adjourned at 3 p.m.

Respectfully submitted,

Lauritza Hill, Secretary
Legal Staff Professionals of South Carolina

Approved by:

Kerry A. Waldrop, President
Legal Staff Professionals of South Carolina



Thanks to our 2018-2019 Officers

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2019-2020 SPRING MEMBERSHIP MEETING
1881 Event Center
805 Spartan Blvd, Spartanburg, SC
Sunday, April 7, 2019
10:00 a.m.**

The Spring Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2019-2020 was held on Sunday, April 7, 2019, at 1881 Event Center in Spartanburg, SC.

CALL TO ORDER: President, Tara Jean Brown, PP, PLS, SCCP, called the meeting of Legal Staff Professionals of South Carolina to order at 10:00 a.m. She reminded everyone to check in with Lauritza S. Hill, Chairperson for Credential. She also reminded everyone to please silence all electronic devices while in the meeting room.

President, Tara Jean Brown PP, PLS, SCCP, asked that all officers and chairpersons giving reports to please come to the lectern. All members addressing the meeting were asked to please stand, give their name, certification, and chapter. She also asked that they please speak loud and clear to ensure proper identification in the minutes of the meeting. President, **Tara Jean Brown, PP, PLS, SCCP**, introduced herself to the membership as the LSPSC President for 2019-2020.

THOUGHT FOR THE DAY: **Amy S. Baker, CP, SCCP** from Legal Staff Professionals of the Lowcountry (LSPL), gave the thought for the day.

PLEDGE OF ALLEGIANCE AND CODE OF ETHICS: President, Tara Jean Brown, PP, PLS, SCCP, asked members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. **Katherine R. Helms, PP, SCCP, Functional Director of Membership and Marketing** led the Pledge of Allegiance, and the NALS Code of Ethics was presented by **Naomi W. Nation, PP, PLS, CLA, SCCP, Functional Director of Education and Certification**.

WELCOME: President, Tara Jean Brown, PP, PLS, SCCP, welcomed everyone to the 2019 Spring Membership Meeting. She also thanked the members of Spartanburg County Legal Staff Professionals for hosting the conference. She stated that we all appreciated the time and hard work they put into organizing the meeting for the members. She asked all the members of the Spartanburg chapter to stand and be recognized. The President also recognized first time attendees, Members-at-Large, and LSPSC Past Presidents.

INTRODUCTION OF LSPSC OFFICERS FOR 2019-2020: **President, Tara Jean Brown, PP, PLS, SCCP, introduced the officers of LSPSC for 2019-2020 as follows:**

President-Elect	Meredith Lazarski, ACP, SCCP (Hilton Head)
Secretary	Ann Marie Minerva, PP, SCCP (Greenville)
Treasurer	Sonia L. Hunt (Orangeburg)
Functional Director – Membership and Marketing.....	Katherine R. Helms, PP, SCCP (Midlands)
Functional Director – Education and Certification	Naomi W. Nation, PP, PLS, CLA, SCCP (Lowcountry)
Immediate Past President	Kerry Ann Waldrop (Spartanburg)

PRESIDENT’S REMARKS: President, Tara Jean Brown, PP, PLS, SCCP, spoke to the membership about her theme for 2019-2020, “Your Why?” She asked members what was their “Why.” Traci Wolfe said she saw an ad that sparked her interest; she sent an email and received a response from Katherine Helms. Her “Why” is the group of women she met who treated her as an old friend and were so welcoming. Amy S. Baker, CP, SCCP’s “why”

was she was looking for an active association and the women she met were so welcoming. Susan Olmstead continues to come for the fellowship. Paula Taylor is retired and enjoys the people and education. A COMMON THEME: NETWORKING, EDUCATION, AND FELLOWSHIP.

President, Tara Jean Brown, PP, PLS, SCCP, presented trivia questions about our association: SCALS (South Carolina Association of Legal Secretaries); in 1964 there were four chapters: Columbia, Greenville, York, and Charleston; convention in 1966 in Charleston; in 1971 at USC five members sat for the PLS exam and three passed: Norma in Aiken, Harriet and Jane in Charleston; Jaime I. Early, PP, PLS, SCCP, SC-CORP was first to take and pass the PP exam; and Past President's themes such as "Leave a Legacy."

BUSINESS MEETING: President, Tara Jean Brown, PP, PLS, SCCP, reminded members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing; and **Kerry Ann Waldrop**, Immediate Past President/Parliamentarian, has forms for this purpose.

ROLL CALL: **Lauritza S. Hill, credentials chairperson provided** us with our roll call attendance. *Lauritza reported that there were 19 members present and 10 represented a quorum, which is one member over one-half. Two-thirds of the members present was 13.*

CONSENT AGENDA: President, Tara Jean Brown, PP, PLS, SCCP, stated that members were provided with information in the Consent Agenda packet for review. The board approved the following items at its meeting on Friday, April 5, 2019: 2019-2020 LSPSC Budget; 2019-2020 LSPSC Calendar; and 2019-2020 LSPSC Committees. President, Tara Jean Brown, PP, PLS, SCCP, asked if there were any comments or questions regarding the items approved by the board. There were none. The above items were approved by consent.

REPORTS FROM YOUR ELECTED OFFICERS:

President: Tara Jean Brown, PP, PLS, SCCP, reminded members if they were not receiving their @Law, NALS Docket, NALS e-news, or their *Spotlight*, make sure we have your correct email address. She encouraged members to visit www.NALS.org to update their membership profile in the member log-in section. The deadline for the June issue of the *Spotlight* is May 13, 2019.

The 2019-2020 officers' planning retreat is set for July 19-21, 2019, at Clark's Inn in Santee. The 2019-2020 LSPSC Handbook is scheduled to be complete by June 14, 2019. Each chapter president will make the Handbook available to the members.

Nomination form for NALS Award of Excellence is due May 15, 2019. We will continue the cash incentives at Winter, Annual and Summer meetings.

President-Elect, Meredith Lazarski, ACP, SCCP and President, Tara Jean Brown, PP, PLS, SCCP, will be attending the NALS 68th Annual Education Conference and National Forum- in Little Rock, AR.

Summer Friday night social will be held at the Summer Membership Meeting at Clark's Inn in Santee, South Carolina, August 23 -24, 2019.

President, Tara Jean Brown, PP, PLS, SCCP, announced her President Incentives: Chapter grants for the SCCP accreditation and an LSPSC Educational Library for all LSPSC members.

President-Elect: Meredith Lazarski, ACP, SCCP, thanked the membership for allowing her serve. Meredith asked for the chapter rosters of officers and members for the handbook. Chapter visitations will be later this year between August and December, perhaps to participate in socials/holiday events. May possibly visit the Myrtle

Beach members-at-large.

Secretary: Ann Marie Minerva, PP, SCCP, reminded members they are to send her their signed and dated original reports to her for the permanent records.

Treasurer: Sonia L. Hunt will be responsible for the cash incentives for the future meetings.

Immediate Past President/Parliamentarian: Kerry Ann Waldrop did not have a report, but she thanked the members for allowing her to serve and she will contact the Past Presidents to get their themes for the handbook.

Functional Directors: President, Tara Jean Brown, PP, PLS, SCCP, stated that Functional Director reports will be given with Committee Reports.

COMMITTEE REPORTS: President, Tara Jean Brown, PP, PLS, SCCP, asked that persons giving reports for the 2019-2020 LSPSC committees please stand and give their reports as they are called:

Annual Meeting 2020: Amy S. Baker, CP, SCCP/Naomi W. Nation, PP, PLS, CLA, SCCP - Naomi informed the membership to expect increased room rates for the 2020 Annual Meeting in Charleston, SC. The tentative dates are April 24-26, 2020.

Award of Excellence: Susan L. Olmstead, PLS/Christine Vandenberghe – no report

Certification and Education: Naomi W. Nation, PP, PLS, CLA, SCCP, reminded members that the exams are offered online the first of every month; that the NALS' webinars offered online and the NALS' quizzes offered in the @Law magazine are worth .5 CLE credits; in order to apply for the CLE award, members must have 60 hours of CLEs within a three-year period. She also asked members to contact her with ideas for speakers.

Community Projects: Angel E. Reid – no report

Credentials: Lauritza S. Hill/Mary Kay Oliver – no report

Employment: Traci Wolfe – employment will be sent out to all members and we will start posting them to our Facebook page.

Finance: Lois J. Belle, PLS/Deborah J. Reynolds, PP, PLS, SCCP – no report

Financial Review: Judith Morgan Glenn/Jimi L. Bullard, ALP – no report

Handbook: Jasmine Y. Williams/President, Tara Jean Brown, PP, PLS, SCCP, reported that the handbook will be completed by June 14, 2019. Please get chapter information to Jasmine and Tara Jean.

Historian: Kerry Ann Waldrop – no report

Membership and Marketing: Katherine R. Helms, PP, SCCP - Katherine encouraged the chapters to use social media because it is working and to advertise in the *Spotlight*. She reminded members that there are still a few monogram items available for purchase.

NALS Foundation: Jan W. Berger, ALP – President, Tara Jean Brown, PP, PLS, SCCP, reported that there will be a

carnival theme for the 90th NALS Jubilee in Little Rock, Arkansas. Also, the NALS Foundation is challenging all members to do 90 minutes of community service. The tagline is #StandBesideMeandDoYour90.

Nominations and Elections: Debra H. Bailey PLS/Linda W. Wilson PLS – no report

Publication: Susan Church/Lois J. Belle PLS – Deadline for *Spotlight* is May 13th.

Scholarship: Deborah League Brown, PLS/Kaylan M. Looper – The winner of the scholarship was Lisa Cherry, from Greenville Technical College.

Scrapbook: Sonia L. Hunt/Lauritza S. Hill volunteered to do President, Tara Jean Brown, PP, PLS, SCCP, scrapbook. They reminded members to take pictures, post on the Snapfish website or send to them by U.S. mail.

Standing Rules and Bylaws: Kerry Ann Waldrop – no report

Technology: Katie M. Johnson – no report

President, Tara Jean Brown, PP, PLS, SCCP, announced the upcoming meetings as follows:

LSPSC Summer Membership Meeting – August 23-24, 2019

Clark's Inn, Santee, South Carolina

NALS 68th Annual Education Conference and National Forum

September 26-28, 2019 – *Information for Conference Registration – not yet available*

Hotel Reservation – Crowne Plaza Little Rock, 201 S Shackleford Rd Little Rock Arkansas 7221

You can go online at **NALS.org** for the reservation link or you can call Crown Plaza Reservations at 501-223-3000 and use "**NALS Education Conference**" room block.

Room Rates are \$109-\$129 plus tax. (Rate is good for September 23-30, 2019 – Deadline for reservations is September 2, 2019)

Hosting Chapters for Annual Meetings

2020	Legal Staff Professionals of the Lowcountry
2021	Legal Staff Professionals of the Midlands
2022	Legal Staff Professionals of Greenville
2023	Hilton Head Legal Staff Professionals
2024	Legal Staff Professionals of Orangeburg
2025	Spartanburg County Legal Staff Professionals

President, Tara Jean Brown, PP, PLS, SCCP, announced the premium prize for our Summer Membership Meeting on August 24, 2019 will be provided by Legal Staff Professionals of Orangeburg.

ADDITIONAL BUSINESS

President, Tara Jean Brown, PP, PLS, SCCP, then asked if there was any new business or if any member had anything to share.

ADJOURNMENT: With there being no objection, the Spring Membership Meeting of Legal Staff Professionals of South Carolina for 2019-2020 was adjourned.

Respectfully submitted,

Ann Marie Minerva, PP, SCCP
2019-2020 Secretary
Legal Staff Professionals of South Carolina

Approved:

Tara Jean Brown, PP, PLS, SCCP
2019-2020 President
Legal Staff Professionals of South Carolina

LSPSC 2019-2020 Officers



Naomi Nation, PP, PLS, CLA, SCCP; Ann Marie Minerva, PP, SCCP; Kerry Waldrop; Tara J. Brown, PP, PLS, SCCP; Meredith Lazarski, ACP, SCCP; Sonia Hunt; Katherine Helms, PP, SCCP



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NALS AFFINITY PROVIDERS

Benefits For Members

Through outside sources NALS is able to provide our members with many discounted services that otherwise would be substantially more expensive. Below is an overview; to access pertinent member-only information required to take advantage of these benefits.

- **Aflac:** NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. Aflac offers a distinct type of protection. Unlike major medical health insurance, Aflac pays you (unless otherwise assigned) not the doctor or hospital. You control the cash benefits and spend them as you like to help with financial challenges an accident or illness could have to your standard of living.
- **Avis Car Rental:** We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. NALS members can enjoy special member rates, considerable value-added discounts and the latest in technology, products, and services to make your car rental experience better than ever. Some of Avis' programs include: Complimentary Preferred® Service Enrollment, Where2™ GPS, and Avis e-Receipt.
- **Email Marketing by Constant Contact®:** Are you looking for an easy, effective, and highly affordable way to get your message out to your members and build strong, successful, and lasting relationships with them? With Email Marketing by Constant Contact, you'll create high-impact email newsletters and promotions in minutes, no technical expertise necessary. With more than 400 easily-customized templates, a simple point-and-click tool, and award-winning free customer support, you can create professional, compelling messages your audience will act on. And we make it easy for you to manage your contact lists, sign up website visitors, track your clicks and open rates, and send automated communications to new subscribers.
- **FedEx® Advantage Program:** 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® services
- **Hertz Car Rental:** Take advantage of special discounts available through NALS Hertz Member Savings program.
- **Liberty Mutual Insurance:** Liberty Mutual has partnered with NALS to offer member-exclusive savings on quality auto and home insurance. (**Discounts and savings are available where state laws and regulations allow, and may vary by state. To the extent permitted by law, applicants are individually underwritten; not all applicants may qualify.*)
- **Hosted~FTP~:** Want more from FTP? Move to the Cloud! Hosted~FTP~ is an easy, secure way for businesses to share files and replace their FTP servers. Visit our website at hostedftp.com and take a Speed Test! Try it free for 21 Days. No credit card required, upgrade anytime.
- **UPS:** UPS was founded in 1907 as a messenger company in the United States. UPS has grown into a multi-billion-dollar corporation by clearly focusing on the goal of enabling commerce around the globe. Today, UPS serves more than 200 countries and territories, reaching 90% of the world's population. Whether you need a shipment to arrive the same day, the next day, or in a few days, UPS will get your package there on time – guaranteed. UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%.

LSPSC OFFICERS 2019-2020

PresidentTara Jean Brown, PP, PLS, SCCP
 President-elect.....Meredith Lazarski, ACP, SCCP
 SecretaryAnn Marie Minerva, PP, SCCP
 TreasurerSonia L. Hunt
 Functional Director – Certification/
 EducationNaomi W. Nation, PP, PLS, CLA, SCCP
 Functional Director – Marketing/
 Membership.....Katherine R. Helms, PP , SCCP
 Immediate Past President.....Kerry Ann Waldrop



LSPSC COMMITTEE CHAIRS 2019-2020

Annual MeetingAmy S. Baker, CP SCCP and
Naomi W. Nation, PP, PLS, CLA, SCCP
 Award of ExcellenceSusan L. Olmstead, PLS, and
Christine Vandenberghe
 Bar LiaisonMeredith Lazarski, ACP, SCCP
 Community ProjectsAngela E. Reid “Angel”
 CredentialsLauritza S. Hill and Mary Kay Oliver
 EmploymentTraci Wolfe
 FinanceLois J. Belle, PLS and
Deborah J. Reynolds, PP, PLS, SCCP
 Financial ReviewJudith Morgan-Glenn and
Jimi L. Bullard, ALP
 HandbookJasmine Y. Williams and
Tara Jean Brown, PP, PLS, SCCP
 Historian/Standing Rules and ByLawsKerry Ann Waldrop
 NALS FoundationJan Berger, ALP
 Nominations and ElectionsDebra H. Bailey, CLP and
Linda W. Wilson, PLS
 PublicationSusan Church, and Lois Belle, PLS
 ScholarshipDeborah League Brown, PLS and
Kaylan M. Looper
 ScrapbookSonia L. Hunt and Lauritza S. Hill
 TechnologyKatie M. Johnson





Legal Staff Professionals of South Carolina 2019-2020 Calendar

*subject to change

<p>May 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 1 American Bar Association Law Day Theme: Free Speech, Free Press, Free Society</p> <p>12 Deadline – LSPSC Chapter Rosters to NALS 13 NALS 2019 Online Membership Meeting 13 Deadline – LSPSC <i>Spotlight</i> (June) 15 Deadline – NALS Award of Excellence 27 NALS closed for Memorial Day</p>	<p>November 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 1 Call for Nominations – 2020-2021 LSPSC Officers 11 NALS 2019 Online Membership Meeting 15 Close of Nominations – 2020-2021 LSPSC Officers 15 Deadline – LSPSC <i>Spotlight</i> (December) 24 Nominations Acceptance and Qualification forms for 2020-2021 sent to qualifying nominees 28-29 NALS closed for Thanksgiving</p>
<p>June 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 10 <i>SPOTLIGHT Published</i> 14 Deadline – LSPSC Handbook 15 Deadline – Early Registration NALS Educational Conference and National Forum (September 26-28)</p>	<p>December 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 1 Deadline – NALS Foundation Grant 4 Deadline to return Nominations Acceptance and Qualification Forms for 2020-2021 LSPSC Nominees 9 <i>SPOTLIGHT Published</i> 23-31 NALS closed for holidays</p>
<p>July 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 4 NALS closed for Independence Day 5 NALS 2019 Leadership Appreciation – THEME: We are OrigiNALS 19-21 LSPSC Officer Retreat [Santee]</p>	<p>January 2020</p> <p>1 Online Exam ALP, PLS/CLP, PP 15 Distribute – 2019-2020 LSPSC Scholarship Award Application 15 Distribute – 2019-2020 LSPSC Award of Excellence Application 10 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting in Columbia 24 LSPSC Winter Board Meeting in Columbia 25 LSPSC CLE Seminars and Winter Membership Meeting in Columbia</p>
<p>August 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 9 Deadline – Registration for LSPSC CLE Seminars and Summer Membership Meeting in Santee 12 NALS 2019 Online Membership Meeting 23 LSPSC Summer Board Meeting in Santee 23 LSPSC Summer Social Event in Santee 24 LSPSC CLE Seminars and Summer Membership Meeting in Santee</p>	<p>February 2020</p> <p>Online Exam ALP, PLS/CLP, PP 5 Prepare official ballots for mailing [If applicable] 14 Deadline – LSPSC <i>Spotlight</i> (March)</p>
<p>September 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 2 Deadline – Hotel Reservation for NALS Educational Conference and National Forum Little Rock, AR (September 26-28) 2 NALS closed for Labor Day 15 Deadline – File IRS Form 990N 26-28 NALS Educational Conference and National Forum Little Rock, AR</p>	<p>March 2020</p> <p>Online Exam ALP, PLS/CLP, PP 9 <i>SPOTLIGHT Published</i> 15 Deadline – Submit 2019-2020 LSPSC Scholarship Award Application 15 Deadline – Submit 2019-2020 LSPSC Award of Excellence Application</p>
<p>October 2019</p> <p>1 Online Exam ALP, PLS/CLP, PP 7-11 NALS Court Observance Week Theme: Free Speech, Free Press, Free Society</p>	<p>April 2020</p> <p>1 Online Exam ALP, PLS/CLP, PP 9 Deadline – Registration for LSPSC 55th Annual Meeting and Educational Conference [TBD] (hosted by Charleston) 24 LSPSC Outgoing Board Meeting and Incoming Board Meeting 25 LSPSC 55th Annual Meeting and Educational Conference and 2019-2020 Officer Installation 26 LSPSC Spring Membership Meeting</p>

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: Susan Church
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TO: