

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



Don't Let Typos Crush Your Practice's Reputation

By Jessica Taylor

Medical personnel know attitude, tone and body language are key to patient satisfaction. I recently had the pleasure of visiting a practice where the atmosphere was great and the personnel were friendly.

That said, one thing killed the experience: document errors. After receiving one of their forms, I immediately noticed that HIPAA was spelled incorrectly as "HIPPA," which automatically made me think HIPPA-potomus. Although it was funny at the moment, I began to question the professionalism of this practice.

Here's a tip: If you think most of your patients won't care about spelling errors, think again. Ignoring these mistakes could be bad for business.

And it's not just spelling errors that are the issue. Using multiple fonts, paper types, logos, colors, etc., can all be considered bad moves. In order to avoid these petty mistakes, here are three tips to live by:

1. Follow your brand

Consistency is key when building your brand. If your practice doesn't already have one, it's time to build one.

In other words, you want to create a style guide for your office. This means a solid logo, font style, colors and paper type should all be determined for promotional and business materials. It should look like one person is writing and creating all materials — and they should all share the same "voice."

(Continued on page 2)

SPOTLIGHT

(Continued from page 1)

2. Let your layout flow

When you print out your document for proofreading, pay close attention to the flow. Does it easily read from left to right and top to bottom?

Usually, just one type face should be used for a business document, but using a different one for headlines is acceptable. If you use one, you can separate information by using different sizes, bold and italics. If you're using images, don't overload it. One or two images will suffice for a one-page document.

3. Give a fresh look

Don't rely on your spell-check from the computer. Print your materials out and read over them. Better yet, have someone else read them over for a fresh look. As the saying goes, two heads are better than one.

You want to make sure the structure of the document is logical, the punctuation is accurate and the words are easily readable. Don't let these common misspelled and misused words hurt you: affect vs. effect, loose vs. lose, there vs. their, or in the case I saw, HIPAA vs. HIPPA.

No matter what type of document your office is preparing, it's a necessity to proofread because it will benefit you more than you could imagine. Not

only will you improve your reputation, but you'll also improve your communication with patients. They will understand the document better if it is proofread.

If you leave mistakes uncorrected, you're showing your patients that you either do not have the ability to properly edit, the document is unimportant and/or the document has no value. Mistakes can also lead to misunderstanding, which will tie up more of your time in order to explain the issue in more detail.

It's not easy to become a master at making all of your documents clear, concise and efficient. It will require both the knowledge of proofreading and patience. Medical practices are highly involved businesses, so time is precious for you, I know. All you need is 5-10 minutes before each new document is finalized and approved.

Don't let your patients be distracted by a HIPPA-potomus while visiting your practice. Instead, give them what they want — an easy process to get through, along with the accurate information needed.

~~~~~About the Author~~~~~

Jessica Taylor is the medical editor for MultiBriefs and has been a journalist and writer for more than 10 years. Jessica received her bachelor's degree in communications with a dual concentration in media studies and journalism from Virginia Wesleyan College. She's been awarded first place in headline writing from the Virginia Press Association and an honorable mention for design and content from the Society of Collegiate Journalists.

## STAY CONNECTED TO LSPSC . . .



[www.lspsc.org](http://www.lspsc.org)

[www.lspg.org](http://www.lspg.org) (Greenville chapter)

[www.NALS.org](http://www.NALS.org)

[www.ning.com](http://www.ning.com)

LSPSC/NALS on Facebook

LSPSC/NALS on LinkedIn

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### Spotlight

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2015-2016 Editor:  
Yvonne Fortner, PP, PLS  
Post Office Box 10208  
Greenville, SC 29603



## President's Report

by **Camilla G. Pitman, MMC, PLS**  
2015-2016 President

In 2015 my son Drew participated in the 100th Anniversary of the Greer Fire Department. The Fire Chief recognized my husband as well and included him in the ceremony. During the ceremony, the Fire Chief presented each member of the Fire Department, as well as my husband, with a challenge coin. A challenge coin is a small coin or medallion bearing an organization's insignia or emblem and carried by the organization's members. Traditionally, it is given to prove membership when challenged and to encourage and enhance morale.

During our Winter Meeting in Columbia, I took the opportunity to challenge members by presenting them with a challenge coin and encouraged them to become a bigger and brighter beacon in the legal profession and to their local chapter, LSPSC, and NALS by "making a difference" in the lives of other legal professionals. I challenged members to "make a difference" in passing the challenge coin on to someone else and encouraging them to make a difference by (1) igniting someone's fire to become involved, (2) sharing the fire through recruitment, and (3) stoking the fire through retainment.

You are a beacon of LSPSC and you make a difference! If you were unable to attend our Winter Meeting, I would like to challenge you to make a difference by providing you with a challenge coin. Please see me during the Annual Meeting so I can pass a challenge coin on to you.

Remember . . .

*Success is making a difference in the lives of others;*

*Happiness is watching them grow from it;*

*Make a difference!*



# HAPPY GRAM!

## 2015-2016 Legal Staff Professionals of South Carolina Board of Directors



### *What a difference you've made in my life*

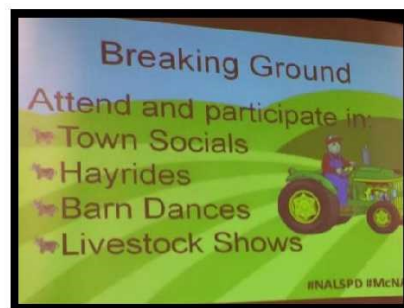
By: Ronnie Milsap

*What a difference you've made in my life  
What a difference you've made in my life  
You're my sunshine day and night  
Oh what a difference you've made in my life*

*Love to me was just a word in a song  
That had been way over-used  
But now I've joined in the singin'  
'Cause you've shown me love's true meanin'  
That's why I want to spread the news*

*What a difference you've made in my life  
What a difference you've made in my life  
You're my sunshine day and night  
Oh what a difference you've made in my life*

*Thanks for making a difference! President Camilla*





**OFFICER &  
COMMITTEE  
REPORTS**

**Functional Director of  
Certification**  
Tara Jean Brown, PP, PLS



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

As April and our annual meeting quickly approaches, I am getting very excited about my new role as your 2016-2017 LSPSC President. Many, many thanks to Sonia, Jan, Tara, Stacy, and Lauritza for accepting your nomination on the 2016-2017 Board. I'm also very excited that I have almost all of the LSPSC Committee Chairman positions filled. I look forward to getting to know all of you better during the 2016-2017 year, and beyond, and I am very excited to be working with each and every one of you in the coming year. I feel confident that the vast years of experience we bring to the board from serving both LSPSC and our local chapters will result in great things next year.

I also want to thank you for allowing me to attend the NALS Professional Development and Education Conference in Tulsa at the end of February. While I'm disappointed that this will be our last Tulsa conference, I look forward to taking part in all that is offered during this awesome conference – from the leadership seminars to help prepare me for my new role as your president to participating in the NALS Leadership Team's Education Product Development Task Force committee. I'm also looking forward to bringing back new ideas and a lot of enthusiasm to LSPSC and our local chapters.

Wishing everyone a Happy Spring and I can't wait to see everyone at our Annual Meeting April 22-24, 2016 at the Hyatt Regency in downtown Greenville, SC.



I would like to thank everyone for allowing me to serve in this position this year. I am honored to have been able to be a part of the board this year.

I would like to wish anyone that is sitting for the exams in March the best of luck. I hope to be able to pin you at the Annual Meeting.

As you all know by now the South Carolina Supreme Court adopted Rule 429, SCACR regarding Certification of Paralegals by Order dated November 12, 2015. To read the Order please go to: <http://www.sccourts.org/courtOrders/displayOrder.cfm?orderNo=2015-11-12-02>. The Board Members have now been selected and began their term February 1, 2016. We are waiting to hear when they will have their first meeting so that we can be added to the agenda.

For those who did not know, the NALS PP is recognized by the American Bar Association and is listed on their website.

*New and exciting NEWS from NALS Certification*  
– they now offer 21 Specialty Certification areas for your certification pleasures. Also, if you are a PLS you will now have the opportunity to change your certification from PLS to CLP [Certified Legal Professional]. You can either do it now or you can wait until you recertify. If you want more information regarding this designation change please contact the NALS Resource Center or me.

Discount For Students - Effective immediately, NALS will be offering a one-year FREE membership to students of approved legal studies and paralegal studies programs who take the ALP or PP certification exam! If you are a student who is registered to take the ALP or PP exam, please contact [NALS Education/Certification Manager](#) to

ensure that you receive your free one-year membership.

The current Certification numbers for NALS are: ALP's 3,356; PLS's 5,766 and PP's 612.

I look forward to seeing everyone at Annual meeting in Greenville.

**Functional Director of Education**  
**Lauritza S. Hill**



Members are encouraged to review the online NALS newsletter, and also check the NALS on Demand Library for a wealth of information.

The NALS deadline to apply for grants to support education, leadership development and/or certification is March 1. You are encouraged to check the NALS website for education webinars online. The next NALS webinar is a free webinar scheduled for February 23 on *Important Rules for Professional Document Creation and Templates: part 2 at noon*. Part 3 is scheduled for March 22. You are also encouraged to get more CLE hours in. An award is issued to any member who attains a minimum of 60 qualified hours of continuing education approved by NALS within a three-year period. Education is important.

We are excited to announce there will be three speakers for the April Annual Meeting. One of those speakers is dynamic professional development speaker Marianne Frederick who will be speaking on the topic, "Understanding Your Multi-Generational Staff and Customers." It will be an interactive program that you will not want to miss.

I look forward to seeing everyone in Greenville in April.



**Functional Director of Marketing**  
**Sharon K. Wotherspoon, PLS**

*Marketing Marketing Marketing*

Goes  with Membership

The End and Beginning of a new era for our Association is here. The joining of the FD Marketing and Membership is really nothing new. These two positions have always worked hand in hand. Without Marketing you don't get your name out there, without your name out there Membership doesn't continue to grow. Although we elect individuals for these positions on our board it's really about all of us. Without everyone in the Association's involvement, we would not see the growth we have this past year. I would like to thank and congratulate our Chapters for their efforts and successes in growing our Association.

Getting our name out there involves work and we have a couple ways we have been doing that in the past. Sending articles and pictures to Carolina Paralegal News gets us out to other associations – so don't forget the next deadline is March 10, 2016. Another way is in our community and by participating in the Belk Charity Days not only do the Chapters "get their names out there", they also make money for future endeavors. The next Belk Charity Day Sale is scheduled for April 30, 2016. Get your Chapter's name in the pot and out to the community.

We continue to offer the opportunity to have special items monogrammed with our LSPSC Logo. A minimum of four (4) items are now required for an order to be placed.

**YOUR AD HERE** Advertisements are also a way for companies to know who we are. Offering them the opportunity to have their ad in our Spotlight AND on our website is a win win for them and LSPSC. We make some revenue and they get their names out all over, not just in South Carolina. With our upcoming Annual Meeting in April, let's push for lots of ads in the program and Spotlight. Please remember that your camera-ready ad and payment (cash or check), must be sent together to the FD Marketing who will provide the ad to our Spotlight editor and record and send your payment to the

Treasurer. As a reminder for our annual meeting, Chapters are to procure at least one Ad for the Program.

Happy Grams are always a nice way to say something to someone and let everyone know how you feel. Again, send your Happy Gram (camera-ready) with payment to the FD Marketing.

We still have several 50th Anniversary pins and LSPSC lunch bags for sale. If you wish to purchase one or several of these, please let me know. They will be available at the annual meeting also.

This past year has been another chapter in my life that I will cherish in more ways than one. I thank each and every one of you for your support in making LSPSC a wonderful Association that we are all so proud of and I challenge each and every one of you to continue with this support with the 2016-2017 LSPSC Board. I look forward to the installation in April and hope to see lots of members in attendance to share the wonderful ceremony with Meredith and her Board.

Thank you for allowing me to serve as your 2016-2016 FD Marketing.



**Functional Director of Membership**  
**Paula M. Taylor, PLS**

Easter Greetings!

Hilton Head's Meet and Greet turned out to be quite the success in gaining new members. The Charleston Chapter (aka LSP Lowcountry) has a new prospect which we hope will be our newest member.

Thanks to all the wonderful members who support and love this organization and work so hard to keep it going.



**Award of Excellence**  
**Jimi L. Bullard, ALP**  
**Ann Marie Minerva, PLS**

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, 2016 is the deadline for nominee submissions. My contact information is on the nomination form [see pp. 20-21 of this *Spotlight*] as well as below:

Please forward all nominations to Jimi @ [jimi@theclardylawfirm.com](mailto:jimi@theclardylawfirm.com).  
1001 East Washington Street  
Greenville, SC 29601  
864-233-8888 (o)  
864-233-8889 (f)  
864-430-7027 ©



**Community Projects**  
**Susan Olmstead, PLS**  
**Betty Parks**

**Pendleton Place** is our featured charity at the Annual Meeting, April 22-24, 2016. They are in need of: gift cards, cleaning supplies, paper products, clothing, personal hygiene products, over-the-counter medications, baby items, batteries, and lots more. The full list of needs



can be found on page 11 herein. Visit their website here: <http://www.pendletonplace.org/>.



**Employment**

**Deborah League Brown, PLS  
Cathy Boggs**

Our committee has disseminated employment opportunities to all the Members at Large and the chapter presidents/employment chairs as received, asking that they forward the information on to their members and other contacts.

Don't Forget!! Any time our members hear of any job opportunities, please forward the information to our committee so we may disseminate it to our members. Even if our members are not in the area of the job opening, they may have friends who are!! You never know when that perfect opportunity presents itself!!

We ask that whenever anyone receiving our employment emails and responds to one of the job opportunities, please let the employer know that you heard about the job opportunity through LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA.

**Deborah League Brown, Certified PLS  
deborahbrown@butlermeans.com  
Direct Work Phone # 864/699-5655**

**Cathy Boggs  
cathy@godshall.com  
Work Phone #864/242-3491**



**Finance**

**Mary F. Brant  
Mary Kay Oliver**

Our theme auction will be "All Wrapped Up" for our Annual Meeting in Greenville. Just bring gifts that are wrapped or bagged with clues on the outside as to what's inside. Examples would be blankets, scarves, wrapping paper, etc. Your support in this project will be greatly appreciated.



Legal Staff Professionals of the Lowcountry are responsible for the Premium Prize.



Stay warm and we'll see you in Greenville.

**Nominations and Elections  
Patti Bacon**

Thanks to everyone for your participation in the 2016-2017 LSPSC Board of Directors Elections. Congratulations to the following who will be installed on April 23 during the 2016 LSPSC Annual Meeting and Educational Conference in Greenville:

- |                            |                             |
|----------------------------|-----------------------------|
| President                  | Meredith Lazarski           |
| President-Elect            | Sonia Hunt                  |
| Secretary                  | Jan W. Berger, ALP          |
| Treasurer                  | Tara J. Brown, PP, PLS      |
| FD Education/Certification | Stacy Russo, PP, PLS        |
| FD Marketing/Membership    | Lauritza Hill               |
| Immediate Past President   | Camilla G. Pitman, MMC, PLS |



# SCRAPBOOKING ~ Lois J. Belle, Certified PLS

**D**id you take photos at our winter meeting, summer meeting or national meeting in Vegas with your phone or camera?

**I NEED A COPY OF THOSE PHOTOS.** PLEASE either:



(1) download them to our LSPSC snapfish+ account ([www.snapfish.com](http://www.snapfish.com) – Email address: info@lspsc.org / Password: (our LSPSC President's last name)

(2) send me a disc with the photos on it; or

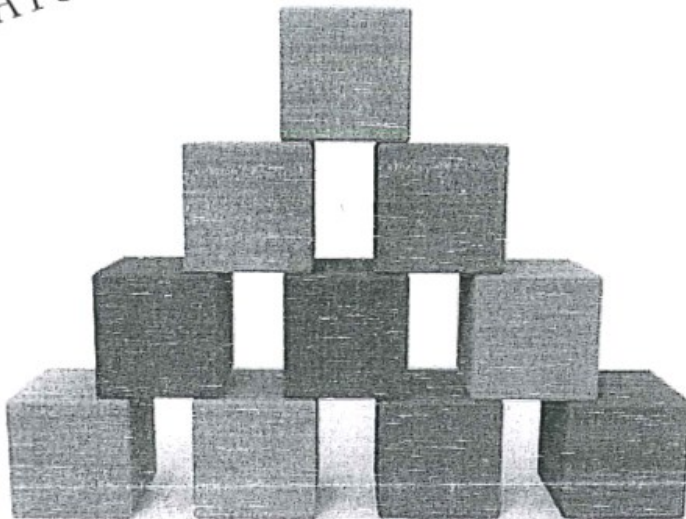
(3) print them and mail them to me. Thanks!



*\* Let me know if you need assistance with the website. I usually add my photos into a new 'folder' and tag it with my name in case someone needs to know whose photos they are.*

## HAPPY GRAM!

CONGRATULATIONS !



Sonia Hunt, President Elect,

Lauritza Hill, Functional Director  
of Membership and Marketing

and all Officers of LSPSC.

Legal Staff Professionals of Orangeburg



## WISH LIST

- Digital cameras
- Ipods
- CD players
- CD's (no explicit lyrics)
- Fuzzy socks and bedroom slippers
- Flat irons
- Costume Jewelry (earrings, necklaces, bracelets, watches, etc.)
- Make-up (lip gloss, eyeshadow, mascara, fingernail polish, etc.)
- Handbags and wallets
- Gift Cards (QT, Spinx, Bi-Lo, Publix, Walmart, Target, CVS, Rite-Aid, Marshalls/TJ Maxx, etc.)
- Bedding sets (sheets, comforters, quilts)
- Pillows
- Blankets
- Cooking utensils (pots and pans, spoons, spatulas, Pryex sets, etc.)
- Dishes and utensils (plates, bowls, forks, knives, spoons)
- Bathroom accessories (towels, washcloths, shower curtains)
- Laundry detergent
- Furniture
- Baby Dolls
- Backpacks
- Blankets
- Boy's Belts
- Cars & Trucks
- Children's Toothpaste and Toddler's Training Toothpaste
- Clothing (Girls' and Boys' all sizes, especially boy's 2T-8)
- Legos
- Pajamas
- Pull-Ups and Goodnights (all sizes)
- Shoes (Girls' and Boys' of all sizes)
- Socks
- Soft Spout Sippy Cups
- Sports Balls
- Trains
- Underwear
- Winter Coats
- Baby Lotion
- Baby Powder
- Bibs
- Bottles
- Burp Cloths
- Clothing (Boy's and Girl's, especially Onesies)
- Diapers (sizes Newborn and 2-5)
- Diaper Cream
- Wipes for sensitive skin
- Formula
- Pajamas
- Receiving Blankets
- Socks

**NOTICE TO ALL MEMBERS OF  
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**  
**NOTICE** is hereby given that the Annual Membership Meeting for  
2015-2016 will be held on Saturday, April 23, 2016, at 1:45 p.m.  
**AND**  
**NOTICE** is hereby given that the Spring Membership Meeting for  
2016-2017 will be held on Sunday, April 24, 2016, at 10:00 a.m.

**BOTH AT:**  
**The Hyatt Regency**  
**220 North Main Street**  
**Greenville, South Carolina**  
**(Dress is business attire.)**

**(Saturday registration begins at 8:00 a.m.)**  
**(Saturday Seminars begin at 8:30 a.m.)**  
**(Exact meeting information is available on the agenda/registration forms.)**

**Legal Staff Professionals of South Carolina**

By:           /s/ Jamie I. Early          

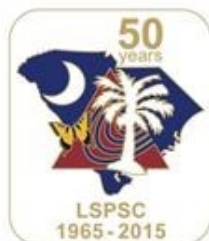
**Jamie I. Early, Certified PP, PLS, SC-Corporate**  
**LSPSC Secretary 2015-2016**

**PROMOTING 50 YEARS  
OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

To purchase, contact Sharon Wotherspoon at 803-255-9242 or  
[sharonwotherspoon@nelsonmullins.com](mailto:sharonwotherspoon@nelsonmullins.com).

|                                             |                |
|---------------------------------------------|----------------|
| <b>Lunch Bags</b>                           | <b>\$ 5.00</b> |
| <b>50<sup>th</sup> Anniversary Pins</b>     | <b>\$ 5.00</b> |
| <b>Women Polo Shirts</b>                    | <b>\$20.00</b> |
| <b>Monogram Only (member provides item)</b> | <b>\$10.00</b> |

*Lunch Bags and 50<sup>th</sup> Pins will be available for purchase during Local Chapter Officer Visitations.*



# Annual Meeting Report

by Yvonne Fortner, PP, PLS & Cathi Tankersley

## TO ALL LSPSC MEMBERS:

We can't tell you how excited we are that LSPG is hosting this year's state Annual Meeting & Educational Conference! The registration forms, schedule, and FULL details are on the following pages of this Spotlight. However, to make this the absolute BEST conference that it can be...



## WE NEED YOUR HELP!

- ♪ **THEMED BASKET RAFFLE!** We ask that EACH CHAPTER and any individuals who so desire donate a themed basket to auction on Saturday. No basket is too big or too small. Be creative!
- ♪ **Saturday Night TALENT CONTEST!!!!!!!!!!** After the very necessary installation of new officers on Saturday night, we will be hosting a talent show. Of course, this won't work unless you **BRING IT!!!!** So whether it be singing, dancing, being a magician or a comedienne, **WE NEED YOU!** Don't be shy! Please let us know in advance so we know how many we can count on and if you need help with any props.
- ♪ Looking for more fun while you're here? Check out these local happenings that weekend: [http://www.visitgreenvillesc.com/events/?e\\_ViewBy=week&e\\_sdate=4-17-2016&e\\_sortBy=eventName](http://www.visitgreenvillesc.com/events/?e_ViewBy=week&e_sdate=4-17-2016&e_sortBy=eventName).
- ♪ Don't miss this great conference in beautiful downtown Greenville; **WE KNOW YOU WON'T REGRET IT!**



yeah,thatgreenville™



**Legal Staff Professionals of South Carolina**  
**51<sup>ST</sup> ANNUAL MEETING & EDUCATIONAL CONFERENCE**  
**April 22-24, 2016**

Hosted by Legal Staff Professionals of Greenville  
 Hyatt Regency Greenville  
 220 North Main Street ♦ Greenville, SC 29601  
**Deadline for Registration: April 10, 2016**  
**Late Fee Charged after Deadline: \$10.00**

Name: \_\_\_\_\_ Nickname for Badge: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Chapter: \_\_\_\_\_

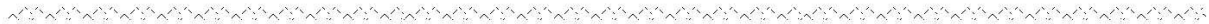
**CONFERENCE REGISTRATION:**

**I will be attending:**

- \_\_\_\_\_ \$125.00 Full Registration (including 3 meals Saturday, Sunday continental breakfast, and all meetings)
- \_\_\_\_\_ 15.00 Annual Meeting Only (Saturday)
- \_\_\_\_\_ 10.00 Saturday Breakfast\* / Guest
- \_\_\_\_\_ 25.00 Saturday Lunch\* / Guest
- \_\_\_\_\_ 50.00 Saturday Evening Banquet\* / Guest
- \_\_\_\_\_ 20.00 Sunday Continental Breakfast\*
- \_\_\_\_\_ 15.00 Spring Membership Meeting Only (Sunday)
- \_\_\_\_\_ \$10.00 Late Fee Charge after April 10, 2016

\$ \_\_\_\_\_ **TOTAL** (\*\*NOTE: Full Conference Registration does NOT include CLE; Please use separate form for CLE registration.)

*\*Please let us know of any dietary restrictions.*



Make check payable to "LSPSC Annual Meeting Fund" and mail with Conference Registration form to:

**Judith Morgan-Glenn**  
**Womble Carlyle Sandridge & Rice, LLP, P.O. Box 10208, Greenville, SC 29601**  
**Email questions to: [jmorgan-glenn@wcsr.com](mailto:jmorgan-glenn@wcsr.com) / \*\*See separate form for CLE registration fees.**

After April 10: email Judy for confirmation; then mail form, including \$10 late registration fee.

*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*



**Legal Staff Professionals of South Carolina**  
**51<sup>ST</sup> ANNUAL MEETING & EDUCATIONAL CONFERENCE**  
**April 22-24, 2016**

Hosted by Legal Staff Professionals of Greenville  
 Hyatt Regency Greenville  
 220 North Main Street ♦ Greenville, SC 29601

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Chapter: \_\_\_\_\_

**CONTINUING LEGAL EDUCATION**

- 8:30 a.m. – 9:30 a.m.     **Retirement Income Planning: A guide to getting your head around retirement – Bryan Neill**  
 How do you plan for retirement in times of market turmoil? How do I know how much I'll need for life in retirement? How do I put together a plan I feel good about? How do my current views of spending, savings and retirement planning affect my future? These questions are in the forefront of many American lives. These are some of the questions we will talk about in "Retirement Income Planning - A Guide to Getting Your Head Around Retirement."
- 9:50 a.m. – 11:05 a.m.     **From Hub City to G-Vegas . . . Lessons from the Courtroom – Robert P. Coler**  
 As an Assistant City Attorney with the city of Greenville and a former Seventh Circuit Solicitor under the direction of current state U.S. Representative Trey Gowdy, Bob Coler has represented governmental entities from Municipal Court to Federal Court in all areas of criminal law. Mr. Coler will share his tips for success in preparing and presenting cases in the courtroom.
- 11:25 a.m. – 12:25 p.m.     **Understanding Your Multi-Generational Staff and Customers – Marianne Frederick**  
 This interactive workshop will help you identify how generational experiences and values impact understanding of and communication with multi-generational customers. Objectives include discussing values and experiences that impact multiple generations, identifying communication needs, determining resources, and creating an action plan.

**I will be attending the following CLE:**

- |                                                   | <b>Member</b>                                | <b>Non-Member</b>                            |
|---------------------------------------------------|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Topic: Bryan Neill       | <input type="checkbox"/> \$20 for one CLE    | <input type="checkbox"/> \$25 for one CLE    |
| Speaker: Retirement Income Planning               |                                              |                                              |
| <input type="checkbox"/> Topic: Robert P. Coler   | <input type="checkbox"/> \$30 for two CLEs   | <input type="checkbox"/> \$40 for two CLEs   |
| Speaker: Lessons from the Courtroom               |                                              |                                              |
| <input type="checkbox"/> Topic: Marianne Fredrick | <input type="checkbox"/> \$40 for three CLEs | <input type="checkbox"/> \$50 for three CLEs |
| Speaker: Professional Development                 |                                              |                                              |

Mail check payable to "Legal Staff Professionals of South Carolina" and mail with CLE form to:

**Lauritza Hill**  
**Functional Director of Education**  
**405 Grasshopper Court**  
**Orangeburg, SC 29118**

Email questions to: [lauritzahill@sclegal.org](mailto:lauritzahill@sclegal.org) / \*See separate form for Conference Registration fees.

*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*



**Legal Staff Professionals of South Carolina**  
**51<sup>ST</sup> ANNUAL MEETING & EDUCATIONAL CONFERENCE**  
**April 22-24, 2016**

*Hosted by Legal Staff Professionals of Greenville*  
**Hyatt Regency Greenville**  
**220 North Main Street ♦ Greenville, SC 29601**

**SCHEDULE OF EVENTS**

**FRIDAY, APRIL 22**

|                        |                                      |
|------------------------|--------------------------------------|
| 2:00 p.m. to 4:00 p.m. | Outgoing Executive Committee Meeting |
| 4:00 p.m. to 6:00 p.m. | Incoming Executive Committee Meeting |
| 6:00 p.m. to 8:00 p.m. | Early Registration and WELCOME       |

**SATURDAY, APRIL 23**

|                          |                                                          |
|--------------------------|----------------------------------------------------------|
| 8:00 a.m. to 8:30 a.m.   | Registration / Continental Breakfast                     |
| 8:30 a.m. to 9:30 a.m.   | Seminar - Bryan Neill – Retirement Income Planning       |
| 9:30 a.m. to 9:50 a.m.   | Networking Break/Themed Auction Ticket Purchase          |
| 9:50 a.m. to 11:05 a.m.  | Seminar – Robert P. Coler – Lessons from the Courtroom   |
| 11:05 a.m. to 11:25 a.m. | Networking Break/Themed Auction Ticket Purchase          |
| 11:25 a.m. to 12:25 p.m. | Seminar – Marianne Frederick – Professional Development  |
| 12:25 p.m. to 1:25 p.m.  | President-Elect’s Luncheon (Hosted by LSP of Orangeburg) |
| 1:25 p.m. to 1:45 p.m.   | Networking Break/Themed Auction Ticket Purchase          |
| 1:45 p.m. to 3:00 p.m.   | Annual Membership Meeting and Themed Auction             |
| 6:00 p.m.                | 2016-2017 President’s Reception & Toasting               |
| 7:00 p.m.                | Dinner and 2016-2017 Officers Installation Ceremony      |

**SUNDAY, APRIL 24**

|                        |                                  |
|------------------------|----------------------------------|
| 8:00 a.m. to 9:00 a.m. | Continental Breakfast            |
| 9:15 a.m. to 9:45 a.m. | 50 Years of LSPSC - Q&A Panel    |
| 10:00 am to 11:00 a.m. | Spring Membership Meeting - 2016 |

---

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH THE HYATT REGENCY GREENVILLE, (864.235.1234) **BY APRIL 1, 2016**, TO GUARANTEE ROOM RATE. THE ROOM RATE PER NIGHT IS \$149 (SINGLE/DOUBLE OCCUPANCY), \$159 (TRIPLE OCCUPANCY), OR \$169 (QUADRUPLE OCCUPANCY) PLUS APPLICABLE TAXES. PLEASE REFERENCE "LSPSC" WHEN MAKING RESERVATIONS or go to: <https://resweb.passkey.com/go/LegalStaffProfessSC>.





***Legal Staff Professionals of South Carolina***  
**51<sup>ST</sup> ANNUAL MEETING & EDUCATIONAL CONFERENCE**  
 April 22-24, 2016

**CONFERENCE PROGRAM ADS**

It is time for all members and chapters to begin selling ads for the Annual Meeting program. In order to make this successful for the Legal Staff Professionals of South Carolina and your local chapter, we encourage **each member to secure at least one ad for the program.** Remember that local chapters securing ads will receive one half of the ad cost back to the chapter.

Fees for ads in the Annual Meeting program are as follows:

- \$100.00 Full Page
- 75.00 Half Page
- 50.00 Quarter Page
- 25.00 Business Card

*(See enclosed sheet for additional advertising/sponsorship opportunities)*

Ads **MUST** be received in **CAMERA-READY** form. The ads, together with payment made payable to LSPSC Annual Meeting Fund, must be received no later than April 8, 2016, at the following address:

Yvonne Fortner, PP, PLS  
 Womble Carlyle Sandridge & Rice, LLP  
 P.O. Box 10208, Greenville, SC 29603  
 Email: [yfortner@wcsr.com](mailto:yfortner@wcsr.com)  
 Phone: 864.239.5950





***Legal Staff Professionals of South Carolina***  
**51<sup>ST</sup> ANNUAL MEETING & EDUCATIONAL CONFERENCE**  
**April 22-24, 2016**

**Hosted by Legal Staff Professionals of Greenville**  
**HYATT REGENCY**  
**220 N. Main Street ♦ Greenville, South Carolina**

**DIRECTIONS**

**Use the Hotel Address below for Mapquest/GPS directions:**

50 Beattie Place  
Greenville, South Carolina 29601

**From Greenville Spartanburg International Airport (14 miles):**

Depart the airport heading south on GSP Drive. Proceed straight toward I-85 / Greenville / Spartanburg, and then merge onto I-85 South toward Greenville. Merge onto I-385 North via Exit 51, toward Downtown / Greenville. I-385 North becomes Beattie Place. Our Greenville South Carolina hotel is located on the left side of Beattie Place.

**From Chattanooga and Atlanta:**

Take I-24 East toward Atlanta / Knoxville. Merge onto I-75 South via Exit 185A toward Atlanta (crossing into Georgia). Take the I-285 West / I-285 East exit #259 toward Birmingham / Tampa / Greenville / Augusta. Merge onto I-285 East / GA-407 East via Exit 259B toward Greenville / Augusta. Merge onto I-85 North via Exit 33B toward Greenville (crossing into South Carolina). Merge onto US-29 North via Exit 42, and then turn left onto Beattie Place. Hotel entrance is located on the left side on Beattie Place.

**From Columbia:**

Take US-76 West, which becomes I-26 West. Merge onto I-385 North via Exit 51 on the left, toward Laurens / Greenville. I-385 North becomes Beattie Place. Hotel is located on the left side of Beattie Place.

**From Charlotte:**

Take I-85 South toward Gastonia (crossing into South Carolina). Merge onto I-385 North via Exit 51 toward Downtown / Greenville. I-385 North becomes Beattie Place. Hotel is located on the left side of Beattie Place.



**Legal Staff Professionals of South Carolina**  
**51<sup>ST</sup> ANNUAL MEETING & EDUCATIONAL CONFERENCE**  
 April 22-24, 2016

**REGISTRATION FOR VENDORS, SPONSORS,  
 ADVERTISERS AND EXHIBITORS**

ANNUAL MEETING PROGRAM  
 Distributed to NALS Members from Charleston, Columbia, Greenville,  
 Hilton Head, Orangeburg, and Spartanburg  
 LSPSC TAX ID# 57-6028986

**Hyatt Regency Greenville**  
**220 North Main Street ♦ Greenville, South Carolina**

CHECK ALL THAT APPLY:

***Annual Meeting Sponsorship (all include advertisement in program):***

|       |                                                                                                                                                                                                                                                    |       |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| _____ | Diamond Sponsor (includes full-page program ad, one-year website link, one-year <i>Spotlight</i> ad (\$125 value), AND <u>either</u> a dinner for two at the Saturday night banquet (\$100 value) OR one Annual Meeting registration (\$125 value) | \$500 |
| _____ | Platinum Sponsor (includes full-page program ad and one-year website link)                                                                                                                                                                         | \$300 |
| _____ | Gold Sponsor (includes half-page program ad)                                                                                                                                                                                                       | \$200 |
| _____ | Silver Sponsor (includes quarter-page program ad)                                                                                                                                                                                                  | \$100 |
| _____ | Bronze Sponsor (includes eighth-page program ad)                                                                                                                                                                                                   | \$50  |

***Function Sponsorship (includes function recognition and acknowledgement in program):***

|       |                                      |       |
|-------|--------------------------------------|-------|
| _____ | Friday Night Welcome Party           | \$300 |
| _____ | Saturday Night Banquet Entertainment | \$250 |
| _____ | Saturday Meeting Breaks              | \$200 |

***Advertisements in Program:***

|       |                                                 |       |
|-------|-------------------------------------------------|-------|
| _____ | Full-page Advertisement                         | \$100 |
| _____ | Half-page Advertisement                         | \$75  |
| _____ | Quarter-page Advertisement                      | \$50  |
| _____ | Business card Advertisement                     | \$25  |
|       | → Camera-ready Ad: enclosed _____ emailed _____ |       |

***Exhibitors/Vendors:***

Saturday, April 23, 2016 from 8 a.m. to 1 p.m.  
 One Table (\$25) / Two Tables (\$35) (*enter amount*) \$ \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Door Prize: \_\_\_\_\_

**TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND"** \$ \_\_\_\_\_

**DEADLINE: April 8, 2016**

**MAIL FORM, AD, AND CHECK TO:** **Judith Morgan-Glenn**  
**Womble Carlyle Sandridge & Rice, LLP**  
**P.O. Box 10208, Greenville, SC 29603**  
**Phone: (864) 239-5922; Email: [jmorgan-glenn@wcsr.com](mailto:jmorgan-glenn@wcsr.com)**

***Goody Bags will be distributed to all Members in attendance (filled with YOUR advertising items):***  
 Pens, Mugs, Markers, Notepads, etc. 75 of each item

Contact Judy for pickup of your items in the Greenville area. Otherwise, mail your items to her at Womble Carlyle Sandridge & Rice, LLP, P.O. Box 10208, Greenville, SC 29601.



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NOMINATION FORM  
AWARD OF EXCELLENCE

2015-2016

**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, 2016

**Submit to:** Jimi L. Bullard, ALP  
The Clardy Law Firm, P.A.  
1001 East Washington Street  
Greenville, SC 29601  
Email: [jimi@theclardylawfirm.com](mailto: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: \_\_\_\_\_

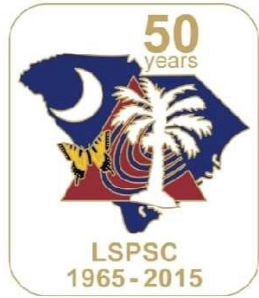
Local Chapter: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*Date Received by LSPSC Chairperson:* \_\_\_\_\_

**CELEBRATING 50 YEARS OF LSPSC**  
**SCENES FROM LSPSC ANNUAL MEETINGS**



**CELEBRATING 50 YEARS OF LSPSC**  
**SCENES FROM LSPSC ANNUAL MEETINGS**



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**Chris Bennett**

**Phone: (803) 790-9090**

**christelle.bennett@td.com**

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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

***SPOTLIGHT***  
**ADVERTISEMENT FORM**



*A publication of Legal Staff Professionals of South Carolina*

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**Circle desired advertisement:**

|                     | <b>Full Page *</b> | <b>Half Page</b> | <b>Quarter Page</b> | <b>Business Card</b> |
|---------------------|--------------------|------------------|---------------------|----------------------|
| <b>Three Issues</b> | <b>\$125</b>       | <b>\$75</b>      | <b>\$40</b>         | <b>\$25</b>          |
| <b>Two Issues</b>   | <b>\$85</b>        | <b>\$50</b>      | <b>\$25</b>         |                      |
| <b>One Issue</b>    | <b>\$50</b>        | <b>\$20</b>      | <b>\$10</b>         | <b>\$10</b>          |

*\* 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:**

**Sharon K. Wotherspoon, PLS  
Functional Director of Marketing  
Nelson Mullins Riley  
& Scarborough, LLP  
PO Box 110701  
Columbia, SC 29211-1070  
sharon.wotherspoon@nelsonmullins.com**

**Payment Enclosed: \$ \_\_\_\_\_**

*Visit our website at [www.lspsc.org](http://www.lspsc.org).*



# HAPPY GRAMS

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*HAPPY*

*BY PURCHASING A HAPPY GRAM*

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

1. Submit Happy Gram camera ready to Functional Director of Marketing at: [sharon.wotherspoon@nelsonmullins.com](mailto:sharon.wotherspoon@nelsonmullins.com)
2. Submit payment and this form by mail to: Functional Director of Marketing  
Sharon K. Wotherspoon, PLS  
Nelson Mullins Riley &  
Scarborough, LLP  
PO Box 11070  
Columbia, SC 29211-1070
3. Deadline for Happy Grams: May 15, 2016 (for June issue)

---

Thanks for making someone's day a happy one.

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Email: \_\_\_\_\_

Size: \_\_\_\_\_

Enclosed Payment: \$ \_\_\_\_\_

# Chapter Reports



Legal  
Staff  
Professionals  
of Greenville  
Yvonne Fortner, PP, PLS



Hilton Head Legal Staff  
Professionals  
Carlene Kilgore, PLS

Happy Spring, Everyone! LSPG is diligently working on its plans for the LSPSC Annual Meeting & Educational Conference, which we are hosting on **April 22-24, 2016**, at the Hyatt Regency in Greenville. Please plan to come and prepare to be well educated while having a blast in beautiful downtown Greenville! ***We are asking each chapter to once again provide a themed basket to auction; be creative!***

Since my last article, LSPG has welcomed four more new members: **Patty Wilhoit, Tasha Case, Kim Hutchins, and Misty Boyes!** Patty is from Womble Carlyle, Tasha is a Greenville Tech student, Kim is from Nelson Mullins, and Misty is from McAngus. We are thrilled to welcome these ladies to our LSPG family.

Speaking of Greenville Technical College, LSPG is proud to offer the **Ann Armstrong Scholarship** on an annual basis to paralegal students at Greenville Tech. This year's recipients are: **Mary Grace Godfrey and Jennifer Whatley.** We have invited them to our April membership meeting, along with Tech's Foundation Manager, Butler Mullins.

Ongoing fundraisers include Marvin's Produce (fresh produce boxes delivered directly to us every two weeks) and Attractions coupon books. Funds raised always assist us in raising funds for the Ann Armstrong scholarship at Greenville Technical College and for sponsoring our members at NALS and LSPSC-sponsored CLE. We also hope to help sponsor something great for LSPSC's Annual Meeting!

Finally, as I wrap up my year, I am thrilled to hand over my reins to **Katie Johnson**, who at this writing is at the NALS Leadership Conference in Tulsa. I have no doubt Katie will be a fantastic leader and will bring a fresh perspective to LSPG! We are already proud of you, Katie, and support you wholeheartedly!

Our December 8, 2015, meeting was our "Holiday Meet and Greet" held at the R&D Wine Boutique in Bluffton. We had about 15 prospective members attend. There were wine tastings, delicious hors d'oeuvres, and good fellowship. Posters were displayed showing various members at local, state and national meetings throughout the years. It was a visual of "see Betty, Susan, and Carlene age!"—but we really enjoyed ourselves and had many interested in our association.

On January 12, 2016, our meeting was held at the Mikkelson Law Firm in Bluffton where we installed four new members: Ashley Adams Brown, Esq., Taylor O'Leary and Alexis Grantham of the Mikkelson Law Firm, and Cami Jo Gort of the Going Law Firm. What an exciting meeting! The Mikkelson Law Firm graciously provided refreshments for our meeting

On Saturday, January 30, 2016, Betty and I attended the LSPSC winter membership meeting at Nelson Mullins in Columbia. Meredith, as LSPSC President-Elect for 2015-16, had traveled ahead on Friday to attend the Board meeting. The speakers were excellent and the meeting went very well. Congratulations to our full slate of elected officers for 2016-17 who were nominated from the floor and elected by acclamation.

Mark Brittman of Coastal States Bank will be the speaker at our February 9, 2016, meeting to be held at the Mikkelson Law firm in Bluffton. He will give an overview of the Signature Guarantee Program.

We look forward to the LSPSC Annual Meeting in Greenville in April where our very own Meredith Lazarski, ACP will be installed as LSPSC President for 2016-17. Hopefully we will have some of our new members attending. See everyone then. Safe travels!



***Hilton Head Legal Staff Professionals participated in National Make a Difference Day by donating to the Hilton Head Humane Association***

The 2016-2017 officers for LSPL are as follows:

|                               |                                                   |
|-------------------------------|---------------------------------------------------|
| Stacy Russo, PP, PLS          | President                                         |
| Naomi W. Nation, PP, PLS, CLA | Secretary                                         |
| Paula Taylor, PLS             | Treasurer                                         |
| Chrisanne Porter, PLS         | Functional Director<br>(Membership/<br>Marketing) |

Looking forward to seeing all of you in Greenville this April.

We wanted to share our officer visitation photo from last October, for again, we truly enjoyed having both Meredith and Lauritza visit Charleston.



**Legal Staff Professionals of the Lowcountry  
Naomi W. Nation, PP, PLS, CLA**

fellowship.

The majority of our members attended the January 2016 Winter Meeting and Educational Conference. The hot topic on the way home was the presentation by Attorney Barbara Seymour from the Office of Disciplinary Counsel and the newly created Paralegals Board of Certification by South Carolina Supreme Court.

At our next meeting which is tentatively set for Saturday, March 5, we plan to welcome in our 2016-2017 officers and a wonderful new member, Cis Ferguson of Nelson, Mullins, Riley, and Scarborough Law Firm. We also congratulate Beth Sorrow, PLS, upon her retirement. Beth is trading her para-professional skills in for fun and relaxation. **YOU GO BETH!!**

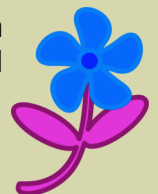


**Legal Staff Professionals of Orangeburg  
Sonia Hunt**

We had a great time at the Winter Membership Meeting in Columbia and all four of our members were in attendance. Congratulations to all of the LSPSC incoming officers on your election and thank you for your willingness to lead our association.

Our next community service project will be collecting toys and personal hygiene items for CASA to be used in the abuse shelters which we are planning to deliver to them in late March.

We look forward to seeing everyone in Greenville for the upcoming Annual Meeting.



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 Use twice daily with Royal Jelly Gentle Cleansing Milk.

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Susan Olmstead, Jafra Consultant  
 843-338-3313  
 susanolmstead369@gmail.com

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2015-2016 WINTER MEMBERSHIP MEETING  
JANUARY 30, 2016  
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2015-2016 was held on Saturday, January 30, 2016, at 1:45 p.m. at the offices of Nelson Mullins Riley & Scarborough LLP in Columbia, South Carolina.

Call to Order. President Camilla G. Pitman, MMC, Certified PLS, called the third membership meeting of Legal Staff Professionals of South Carolina for the year 2015-2016 to order. She reminded everyone to check in with the Credentials Co-Chairperson, Linda Harris. She asked members to turn off all 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 names, certification, and chapter. President Camilla introduced herself to the membership.

Thought for the Day. President Camilla introduced Cathi Tankersley from LSP of Greenville, who gave the Thought for the Day. Cathi shared a reading entitled "You Never Know" about how a person's words or actions can affect others or change a life, stating it may not matter at all, but it might!

Pledge of Allegiance and Code of Ethics. President Camilla asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Paula M. Taylor, Certified PLS, Functional Director of Membership. The NALS Code of Ethics was then presented by Lauritza S. Hill, Functional Director of Education.

Welcome. President Camilla welcomed everyone to the Winter Membership Meeting for the year 2015-2016. She thanked the members of LSP of the Midlands for hosting the meeting. President Camilla asked all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters. There were no first-time attendees. President Camilla then asked if there were any members-at-large in attendance, and she welcomed Elaine G. Sumerel, Certified PLS, from Laurens. She asked for any visitors, and there were none. President Camilla then recognized the LSPSC Past Presidents in attendance. She also noted the deaths of two members since the last meeting: Jane Terhune, PLS (LSPSC President 1966-1968) and Barbara Knowles, PP, PLS (Lifetime Member and NALS member since 1984).

Introduction of LSPSC Officers for 2015-2016. President Camilla introduced the officers of LSPSC for 2015-2016:

|                                       |                                                       |
|---------------------------------------|-------------------------------------------------------|
| Meredith Lazarski, ACP                | President-Elect (Hilton Head)                         |
| Jamie I. Early, PP, PLS, SC-Corporate | Secretary (Midlands)                                  |
| Sonia L. Hunt                         | Treasurer (Orangeburg)                                |
| Paula M. Taylor, Certified PLS        | Functional Director of Membership (Charleston)        |
| Sharon K. Wotherspoon, Certified PLS  | Functional Director of Marketing (Midlands)           |
| Lauritza S. Hill                      | Functional Director of Education (Orangeburg)         |
| Tara Jean Brown, Certified PP, PLS    | Functional Director of Certification (Greenville)     |
| Jan W. Berger, ALP                    | Immediate Past President / Parliamentarian (Midlands) |

President's Remarks. President Camilla continued with her theme for the 2015-2016 year. She first thanked the chapters who had participated in the national "Make a Difference" Day in October and then took her theme one step farther with a personal story about her husband and son with the Greer Fire Department. She explained that organizations, like the military or fire service, have a "challenge coin" carried by their members. President Camilla showed the members a coin she was holding that had "You

Make the Difference” on one side and “Pass this Coin to Someone Who Makes a Difference” on the other side. She then gave every member a coin and challenged each to become a brighter beacon of LSPSC and make a difference by passing the challenge coin on to someone and encouraging them to become a member, an officer, certified, etc.

Business Meeting. President Camilla reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Jan W. Berger, ALP, Parliamentarian, has forms for that purpose.

Roll Call. President Camilla asked Credentials Co-Chairperson Linda Harris for roll call. Linda reported 29 members present and 15, which was one member over one-half, represented a quorum. Two-thirds of the members present was 20.

Consent Agenda. President Camilla stated that all members were provided at the credentials sign-in with the consent agenda that was approved by the board on January 29, 2016. The hard-copy packet included the 2015-2016 Second Period Treasurer’s Report. The explanatory note under Miscellaneous expenses was corrected by the board to reflect \$300 instead of \$200 disbursed for President’s Grants. She stated that the 2015-2016 Summer Membership Meeting minutes were published in the December 2015 edition of the *Spotlight* and were included in the Consent Agenda by reference. There being no further explanations, comments or objections, President Camilla declared these items, as amended, approved by consent. She reminded members that it had been decided the board meeting minutes will only be available on the LSPSC website in the Members Only section.

The first incentive drawing was held, and Katie Johnson of LSPG won the \$25 cash prize.

#### Reports from Elected Officers.

*President Camilla G. Pitman, MMC, Certified PLS.* President Camilla reminded everyone to make sure NALS and LSPSC have their correct contact information if not receiving the @Law or *Spotlight*. She also reminded members that they can now enter their CLE hours under their membership profiles on the NALS website. She noted the submission deadline for the March issue of the *Spotlight* is February 9. President Camilla stated her report on the NALS 64<sup>th</sup> Annual Education Conference in Las Vegas was in the *Spotlight* and she hoped her e-mails were keeping everyone updated. She reminded everyone of the President’s Grant of \$100, the application for which is due by March 30, and reported that Hilton Head LSP had applied and been awarded a grant to assist with a local membership event. She stated HHLSP joined LSPO and LSPG in receiving the President’s Grants thus far this year.

*President-Elect Meredith Lazarski, ACP.* Meredith advised that her officer’s report and NALS Annual Education Conference reports were printed in the *Spotlight*. She reported on the remaining state officers’ visitation since the last meeting, noting the wonderful time they had with LSP of the Lowcountry at Naomi Nation’s home. She stated she will be attending the NALS Professional Development Conference in Tulsa in February. Meredith reminded the members to call upon the board for assistance with their local chapters as needed. She also asked everyone to consider serving on the state board or a committee.

*Secretary Jamie I. Early, Certified PP, PLS, SC-Corporate.* Jamie reminded everyone that all signed, dated, original reports should be submitted to her for the association’s permanent records. She stated the committee reports for the next meeting would be due by April 20, 2016.

*Treasurer Sonia L. Hunt.* Sonia reported that the NALS Foundation contribution has been sent as budgeted for the year.

*Immediate Past President Jan W. Berger, ALP.* Jan stated that, in reviewing the LSPSC Bylaws and Standing Rules, there were some minor updates/corrections that would be made in April. She also stated that consideration would be made in April to amend the governing documents to send the President-Elect



to the NALS Annual Education Conference since the NALS regions had been dissolved. Jan advised that the prior meetings' approvals to the Standing Rules would be added to the document for the handbook and on the website.

President Camilla asked Sharon Wotherspoon, PLS and Jan Berger, ALP to come to the podium for a presentation. Sharon then presented Jan with her Past President's scrapbook of her year at LSPSC President, made by Myriam Brown, PLS. Sharon noted some particular memorabilia from the NALS Annual Education Conference in Houston. She further stated Myriam was sorry she was not able to attend today's meeting to present the "FROG" scrapbook to Jan herself.

The second incentive drawing was held, and Deborah League Brown, Certified PLS, of Spartanburg County LSP, won the \$50 cash prize.

Committee Reports. President Camilla continued with the committee reports, asking each chairperson to stand and give a report.

*Annual Meeting 2016 [LSP of Greenville].* A. Yvonne Fortner, Certified PP, PLS, reported the annual meeting would be held at the Greenville Downtown Hyatt from April 22-24, 2016. She stated full registration would be \$125 and the board had approved three seminars. She announced the theme of "Building Blocks to Success." She stated the room rates are \$149 for single/double, \$159 for triple, and \$169 for quadruple, with a reservation deadline of April 1. Yvonne lastly reported that LSPG would like each chapter to contribute a basket to auction again this year.

*Award of Excellence.* Jimi L. Bullard, ALP, and Ann Marie Minerva, Certified PP. Ann Marie stated the nomination form was on the website and would be published in the *Spotlight*. She also noted that she had hard copies with her at today's meeting. She reported the deadline for submission is March 15 and the board had approved the three judges.

*Certification.* Tara Jean Brown, Certified PP, PLS, stated that those who attended the seminar taught by Barbara Seymour today heard her briefly discuss the Supreme Court Order for a paralegal certification program. Tara stated she was working closely with NALS to have its certifications recognized and NALS has written a letter to the SC Bar committee appointed to govern paralegal certification. She further stated that, once a meeting is scheduled by this committee, we will be notified and placed on the agenda to request inclusion of the NALS certifications in this program. Tara then discussed many aspects of the Order and the program, as well as noting members of the committee. She stated that all our PPs, as well as our PLSs, should contact Bob Wells, the Executive Director of the SC Bar, in support of NALS. She also encouraged all members to strongly think about becoming certified as PPs now, as it could be required in the future. Discussion was held regarding approval of CLE seminars, the inclusion of NALS certifications in paralegal degree programs, and submission by all LSPSC members of letters to the SC Bar and the paralegal certification committee. Tara stated she would send the Order to all LSPSC members, together with contact information for Mr. Wells and the committee members.

*Community Projects.* Susan L. Olmstead, Certified PLS, and Betty Parks. Betty reported that SCLSP has chosen SAFE Homes in Spartanburg as this meeting's charity. She stated LSPG would select the charity for the annual meeting in April. She noted the board had decided that the chapter donating the premium prize at the Summer and Winter meetings would also choose the community service charity for that meeting.

*Continuing Legal Education.* Lauritza S. Hill stated her report was in the *Spotlight*. She noted a free NALS webinar is scheduled for February 2, and she encouraged members to work toward the NALS CLE award. Lauritza reported that three seminars will be offered at the annual meeting, and she had been given a number of possible speakers by LSPG.

*Credentials.* Linda Harris had no report.

*Employment.* Deborah League Brown, Certified PLS, had no report.

*Finance.* Mary Brant and Mary Kay Oliver reported the meeting's sale of theme auction tickets was \$625 and stated the theme for the next meeting will be in the *Spotlight*.

*Financial Review.* Deborah J. Reynolds, Certified PP, PLS, stated the committee's report was in the packet and thanked Sonia for an excellent job in handling the treasurer's records.

*Handbook.* Debra H. Bailey, Certified PLS, had no report.

*Historian.* Jan W. Berger, ALP, stated she was working on a template for the past president's history to be sure all necessary information is included each year. She noted several items of importance that had been omitted in past reports.

*Marketing.* Sharon K. Wotherspoon, Certified PLS, stated the next deadline for submitting articles to the *Carolina Paralegal News* is March 10. She thanked Meredith Lazarski, ACP, for keeping the marketing going for LSPSC through social media. She reminded members of monogrammed items for sale, including the LSPSC 50<sup>th</sup> anniversary totes and pins and the logo lunch bags. Sharon stated a minimum of four items is required for monogramming. She reported that Tervis tumblers with the logo will not be pursued as a marketing item due to cost. She noted the next Belk Charity Day is April 30, which presents a good fundraising opportunity for chapters. Sharon again reminded the members that, per the LSPSC Standing Rules, each chapter needs to obtain at least one ad for the *Spotlight* each year.

*Membership.* Paula M. Taylor, Certified PLS, stated she has changes to her *Spotlight* report due to updates by NALS. She reported the current membership of LSPSC to be 76, with HHLSP having 11 members (gain of 4), LSPG having 33 (gain of 2), LSPO having 4, LSPL having 8 (gain of 1), LSPM having 11, SCLSP having 8, and there being 1 member-at-large (loss of 1). Paula asked the chapter presidents of LSPO and HHLSP to give a brief report on the membership drives their chapters held from the President's Grants they received.

*NALS Foundation.* Chrisanne T. Porter, Certified PLS, stated that the Foundation is offering five \$500 camp grants for leadership, certification, etc. She stated the events must be summer-camp themed and the deadline to apply is February 19. LSPG has held a similar event and offered their PowerPoint presentation to assist any chapter in holding a camp.

*Nominations and Elections.* Patti E. Bacon stated her report is in the packet and noted there is work to be done today to fill the slate of officers.

*Publication.* A. Yvonne Fortner, Certified PP, PLS, had no report but reminded everyone of the deadline of February 9 for submission of reports and articles for the March issue of the *Spotlight*.

*Scholarship.* Kerry Ann Waldrop was not present, but it was reported that applications have been mailed out and her report would be in the next *Spotlight*.

*Scrapbook.* Lois J. Belle, Certified PLS, was not present – no report.

*Standing Rules and Bylaws.* Jan W. Berger, ALP, stated she had given her report under the Immediate Past President's report.

*Technology.* A. Yvonne Fortner, Certified PP, PLS, had no report.

The third incentive drawing was held, and Deborah J. Reynolds, Certified PP, PLS, of LSPG won the \$75 cash prize.

Upcoming Meetings. President Camilla announced future meetings as follows:

*NALS Professional Development Conference* – February 25-27, 2016, in Tulsa, OK.

*LSPSC Annual Education Conference* – April 22-24, 2016, at Hyatt Regency in Greenville, SC. In connection with this meeting, LSPG provided a giveaway bag of goodies which was won by Carlene Kilgore, Certified PLS.

*NALS 65<sup>th</sup> Annual Education Conference and National Forum* – October 6-8, 2016, in Murfreesboro, TN.

*LSPSC Annual Meetings.* President Camilla announced the hosting chapters for the LSPSC Annual Meetings through the year 2022 as listed in the agenda.

New Business. President Camilla stated the first item of new business was nominations for the open positions on the slate of officers for the 2016-2017 LSPSC Board. She reported that, after proper nominations had been held and closed, there was only one acceptance by a nominee who was subsequently found not to meet qualifications required for the position. President Camilla advised that notice was given to the membership of the vacancies on December 29, 2015. This met the requirement of a 30-day notice for the call for nominations for the vacancies at the Winter Membership Meeting, which include the offices of President-Elect, Secretary, Treasurer, FD of Education and Certification, and FD of Membership and Public Awareness/Marketing.

Before opening the floor for nominations, President Camilla asked for any discussion. Elaine Sumerel, Certified PLS, a past president of NALS and LSPSC, stated this was the first time in her 42 years of membership that she had ever seen a full slate for nominations from the floor. Discussion followed regarding possible reasons, questioning new members, recycling leaders, improving mentoring, and reviewing qualifications per governance documents. It was noted that this year's reduction in the number of board members is a step in the right direction and gaining recognition of the NALS certifications may help with membership. President Camilla stated the board is thinking of this in a positive light as a growth spurt, lending way for new members to gain experience on local boards in preparation for state board service.

President Camilla then called for nominations from the floor for the vacancies on the slate of LSPSC officers for 2016-2017. She asked for nominations for the office of President-Elect. Sonia L. Hunt was nominated for the office of President-Elect by Mary Kay Oliver, seconded by Deborah League Brown, Certified PLS. Upon motion duly made by Tara Jean Brown, Certified PP, PLS, and properly seconded by Linda F. Harris, the nominations for the office of President-Elect were closed as the motion carried.

President Camilla asked for nominations for the office of Secretary. Jan W. Berger, ALP, was nominated for the office of Secretary by Maris Canon, seconded by Deborah League Brown, Certified PLS. Upon motion duly made by Deborah League Brown, Certified PLS, and properly seconded by Linda F. Harris, the nominations for the office of Secretary were closed as the motion carried.

President Camilla asked for nominations for the office of Treasurer. Tara Jean Brown, Certified PP, PLS, was nominated for the office of Treasurer by Chrisanne T. Porter, Certified PLS, seconded by Naomi W. Nation, Certified PP, PLS, CLA. Upon motion duly made by Mary F. Brant, and properly seconded by Paula M. Taylor, Certified PLS, the nominations for the office of Treasurer were closed as the motion carried.

President Camilla asked for nominations for the office of Functional Director of Education and Certification. Stacy Russo, Certified PP, PLS, was nominated for the office of Functional Director of Education and Certification by Naomi W. Nation, Certified PP, PLS, CLA, seconded by Deborah League Brown, Certified PLS. Upon motion duly made by Deborah League Brown, Certified PLS, and properly

seconded by Linda F. Harris, the nominations for the office of Functional Director of Education and Certification were closed as the motion carried.

President Camilla asked for nominations for the office of Functional Director of Membership and Public Awareness/Marketing. Lauritza S. Hill was nominated for the office of Functional Director of Membership and Public Awareness/Marketing by Mary F. Brant, seconded by Deborah League Brown, Certified PLS. Upon motion duly made by Deborah League Brown, Certified PLS, and properly seconded by Linda F. Harris, the nominations for the office of Functional Director of Membership and Public Awareness/Marketing were closed as the motion carried.

President Camilla then presented the full slate of nominees for the 2016-2017 LSPSC Board and announced there was one candidate for each office. Upon motion duly made by Chrisanne T. Porter, Certified PLS, and properly seconded by Sharon W. Wotherspoon, Certified PLS, the following LSPSC officers were elected by the membership by acclamation:

|                                    |                                                                      |
|------------------------------------|----------------------------------------------------------------------|
| Sonia L. Hunt                      | President-Elect                                                      |
| Jan W. Berger, ALP                 | Secretary                                                            |
| Tara Jean Brown, Certified PP, PLS | Treasurer                                                            |
| Stacy Russo, Certified PP, PLS     | Functional Director of Education and Certification                   |
| Lauritza S. Hill                   | Functional Director of Membership and<br>Public Awareness/ Marketing |

These newly elected officers, together with incoming President Meredith Lazarski, ACP, and incoming Immediate Past President / Parliamentarian Camilla G. Pitman, MMC, Certified PLS, will be installed in their respective positions at the LSPSC Annual Meeting on April 23, 2016. Congratulations to the 2016-2017 LSPSC Board!

Additional Business. President Camilla stated the Premium Prize for today's meeting was provided by Spartanburg County LSP. She announced the Premium Prize for the LSPSC Annual Membership Meeting would be provided by LSP of the Lowcountry. She further stated that LSP of Greenville, as host of the annual meeting, will select the community service charity.

President Camilla asked for any additional business or comments by members. Chrisanne T. Porter, Certified PLS, expressed concern over the recently elected NALS board and the sparse experience of the president and secretary. Discussion followed about the lack of qualifications required for the NALS board, and members shared conversations they had with various NALS past and current leaders concerning the matter.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2015-2016 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Camilla at 3:50 p.m.

Respectfully submitted,

\_\_\_\_\_  
Jamie I. Early, Certified PP, PLS, SC-Corporate  
LSPSC Secretary 2015-2016

Approved:

\_\_\_\_\_  
Camilla G. Pitman, MMC, Certified PLS  
LSPSC President 2015-2016



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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.

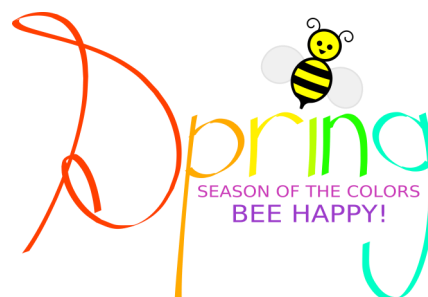
- **Aflac:** NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. Aflac offers a distinct type of protection. Unlike major medical health insurance, Aflac pays you (unless otherwise assigned) not the doctor or hospital. You control the cash 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](http://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 2015-2016

President ..... Camilla G. Pitman, MMC, PLS (Greenville)  
 President-elect..... Meredith Lazarski, ACP (Hilton Head)  
 Secretary ..... Jamie I. Early, PP, PLS (Midlands)  
 Treasurer ..... Sonia L. Hunt (Orangeburg)  
 Functional Director – Certification ... Tara J. Brown, PP, PLS (Greenville)  
 Functional Director – Education ..... Lauritza S. Hill (Orangeburg)  
 Functional Director – Marketing..... Sharon K. Wotherspoon, PLS (Midlands)  
 Functional Director – Membership.... Paula M. Taylor, PLS (Lowcountry)  
 Immediate Past President..... Jan W. Berger, ALP (Midlands)

# LSPSC COMMITTEE CHAIRS 2015-2016

|                            |                                                                            |
|----------------------------|----------------------------------------------------------------------------|
| Annual Meeting 2015        | A. Yvonne Fortner, PP, PLS / Cathi P. Tankersley                           |
| Award of Excellence        | Jimi L. Bullard, ALP / Ann Marie Minerva, PP, BS                           |
| Certification              | Tara J. Brown, PP, PLS                                                     |
| Community Projects         | Susan L. Olmstead, PLS / Betty Parks                                       |
| Continuing Legal Education | Lauritza S. Hill                                                           |
| Credentials                | Linda F. Harris / Deanne B. Moore                                          |
| Employment                 | Deborah League Brown, PLS / Cathy Boggs                                    |
| Finance                    | Mary Brant / Mary Kay Oliver                                               |
| Financial Review           | Deb Reynolds, PP, PLS / Cindy Powell / Darlene Lewis, PP, PLS              |
| Handbook                   | Debra H. Bailey, PLS / Linda W. Wilson, PLS / Michelle Dender              |
| Historian                  | Jan W. Berger, ALP                                                         |
| Marketing                  | Sharon K. Wotherspoon, PLS                                                 |
| Membership                 | Paula M. Taylor, PLS                                                       |
| NALS Foundation            | Chrisanne T. Porter, PLS / Stacy R Russo, PP, PLS                          |
| Nominations and Elections  | Naomi W. Nation, PP, PLS, CLA / Patti E. Bacon /<br>Carlene Kilgore, PLS / |
| Publication                | A. Yvonne Fortner, PP, PLS                                                 |
| Scholarship                | Kerry Ann Waldrop / Deborah League Brown, PLS                              |
| Scrapbook                  | Lois J. Belle, PLS                                                         |
| Standing Rules and Bylaws  | Jan W. Berger, ALP                                                         |
| Technology                 | A. Yvonne Fortner, PP, PLS &<br>Katie M. Johnson                           |



## LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2015 – 2016 CALENDAR

### MAY 2015

- 1 Deadline for NALS Award of Excellence Nomination
- 8 *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 2015

- 1 Deadline for NALS Foundation Grant
- 7 NALS ALP Examination Date (National)
- 26-27 LSPSC Officer Retreat in Columbia

### JULY 2015

- 1 Early Registration Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 4 NALS Closed for Independence Day
- 10 *Carolina Paralegal News* Deadline (July)
- 15 NALS September ALP/PLS/PP Exam Application Due

### AUGUST 2015

- 1 Regular Registration Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 1 NALS September ALP/PLS/PP Exam Application Due
- 14 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 21 LSPSC Summer Board Meeting in Columbia
- 22 LSPSC Summer Membership Meeting in Columbia

### SEPTEMBER 2015

- 1 Deadline for NALS Foundation Grant
- 7 NALS Closed for Labor Day
- 11 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 15 Hotel Reservation Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 28 NALS ALP/PLS/PP Examination Date

### OCTOBER 2015

- 8-10 NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV
- 10-14 NALS Court Observance Week
- 15 NALS December ALP Exam Application Due
- 24 National *MAKE A DIFFERENCE* Day

### NOVEMBER 2015

- 1 Call for Nominations of LSPSC Officers for 2016-2017
- 6 *Carolina Paralegal News* Deadline (Nov)
- 15 Close of Nominations of LSPSC Officers for 2016-2017

- 25 Acceptance and Qualification Forms for 2016-2017 Officer Nominees sent to local chapters
- 15 Deadline for LSPSC *Spotlight* (December)
- 26-27 NALS Closed for Thanksgiving

### DECEMBER 2015

- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2016)
- 1 Deadline for NALS Foundation Grant
- 5 Deadline to return of Acceptance and Qualification Nominee Forms to LSPSC for 2016-2017 officers
- 6 NALS ALP Examination Date (National)
- 21-1/1 NALS closed for Holidays

### JANUARY 2016

- 9 *Carolina Paralegal News* Deadline (Jan.)
- 15 NALS March ALP/PLS/PP Exam Application Due
- 15 Regular Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2015)
- 15 Distribution of Applications for LSPSC Scholarship Award for 2016-2017
- 15 Distribution of Applications for LSPSC Award of Excellence for 2016-2017
- 15 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 29 LSPSC Winter Board Meeting in Columbia
- 30 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

### FEBRUARY 2016

- 5 Distribution of Ballots to Elect LSPSC 2016-2017 Officers
- 9 Deadline for LSPSC *Spotlight* (March)
- 25-27 NALS Professional Development and Education Conference in Tulsa, OK
- 28 Deadline to submit Applications for Scholarship Award

### MARCH 2016

- 1 Deadline for NALS Foundation Grant
- 10 *Carolina Paralegal News* Deadline (March)
- 15 Deadline to submit Applications for LSPSC Award of Excellence
- 26 NALS ALP/PLS/PP Examination Date

### APRIL 2016

- 10 Registration Deadline for LSPSC Annual Meeting hosted by LSP Greenville Chapter
- 15 NALS June ALP Exam Application Due
- 22 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Greenville
- 23 LSPSC Annual Education Conference and 2016-2017 Officer Installation in Greenville
- 24 LSPSC Spring Membership Meeting in Greenville

# 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.



welcome  
SPRING

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

**TO:**