



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



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Gone But Not Forgotten: Motions to Withdraw as Counsel

By: **Scott Moise, Esq.**

When the job offer from a Wall Street law firm came, Audrey left South Carolina for the bright lights of the big city. Audrey and her partners removed her name from the signature blocks for all of her litigation cases, and the cases continued.

Just as Audrey was settling into her second year in Manhattan, she was served with pleadings in a malpractice action that was based on the handling of a discovery matter after Audrey had moved. She was uneasy about the idea of her name being mentioned in the same breath as the word “malpractice,” but her role in the case was small—her name was one of four lawyers on the signature block of a complaint—and, furthermore, she was not the client’s attorney when the alleged malpractice had occurred. She could not be liable for their negligence. Or could she?

Similar to a marriage, when lawyers and clients part ways, they cannot simply pack up and leave. Instead, they are bound to each other in an attorney-client relationship until withdrawing as counsel after clear notice, and if the lawyer has made an appearance in court on behalf of the client, she also must get court approval. Taking a few steps could have avoided this nasty situation.

When may a lawyer withdraw as counsel after entering into an attorney-client relationship?

First, the general rule is that a lawyer in an attorney-client relationship impliedly stipulates to carry a case to termination. *Graham v. Town of Loris*, 272 S.C. 442, 452, 248 S.E.2d 594, 599 (1978).

Despite this rule, a lawyer in South Carolina must withdraw in three situations: (1) if the representation will result in violation of the ethics rules or other law, (2) if the lawyer’s physical or mental condition materially impairs his ability to represent the client, or (3) if the lawyer is discharged. See S.C. R. App. P. 407 (Rule of Professional Conduct 1.16(a)); see

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SPOTLIGHT

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also Local Civ. Rule 83.1.08, RDE Rule IV(B) (D.S.C.) (adopting the South Carolina Supreme Court's Rules of Professional Conduct).

In addition, a lawyer may seek to withdraw if (1) withdrawal can be accomplished without a material adverse effect on the client's interests, (2) the client persists in a course of action involving the lawyer's services that the lawyer reasonably believes is criminal or fraudulent, (3) the client has used the lawyer's services to perpetrate a crime or fraud, (4) the client insists upon taking action that the lawyer considers repugnant or with which the lawyer has a fundamental disagreement, (5) the client fails substantially to fulfill an obligation to the lawyer regarding the lawyer's services or payment and has been given reasonable warning that the lawyer will withdraw unless the obligation is fulfilled, or (6) the representation will result in an unreasonable financial burden on the lawyer or has been rendered unreasonably difficult by the client, or (7) other good cause for withdrawal exists. S.C. R. App. P. 407 (Rule 1.16(b)).

Note that—unlike some jurisdictions—South Carolina allows lawyers to seek withdrawal for unpaid bills. *See, e.g., Pederson & Scott, P.C. v. Braswell Servs. Grp., Inc.*, No. 2001-CP-10-4530, 2002 WL 34129822 (S.C. Ct. Com. Pl. May 2, 2002) (trial court order granting law firm's motion for summary judgment on client's breach of contract claim because lawyer's withdrawal by motion was proper based on irreconcilable conflicts between the lawyers and client and because client's refusal to pay fees caused a financial burden on the lawyer). Granting the motion is discretionary with the judge. *Id.*; *see also* S.C. Bar Ethics Adv. Op. # 82-24 (opining that if client deliberately disregards the obligation to pay the lawyer when required to do so under the agreement, despite having the ability to pay, lawyer may seek to withdraw from representation).



What steps must you take to withdraw as counsel?

When Audrey left South Carolina for her new job in New York, all she did was remove her name from the signature block: the equivalent of attempting a divorce by moving out of the marital home, reverting to her maiden name, and plunging into the dating pool. Withdrawing as counsel is easier than getting a divorce, but still requires a mandatory process: (1) give clear—preferably written—notice to the clients that Audrey was no longer going to be representing and, if possible, get their consent, preferably in writing, and (2) obtain approval by the court after filing a motion to withdraw. Unless and until the court grants the motion to withdraw, a lawyer shall continue representation notwithstanding good cause for terminating the representation. S.C. R. App. P. 407 (Rule 1.16(c)).

1. Give your client clear written notice that you are withdrawing as counsel.

This year, in an attorney malpractice case, the South Carolina Court of Appeals addressed whether effective notice of withdrawal had been given to the client. *See Tuten v. Joel*, 410 S.C. 104, 763 S.E.2d 54 (Ct. App. 2014). In that case, an out-of-state lawyer (Mr. Joel) opened an office in South Carolina and hired an associate (Ms. Glover) who was licensed in this state. Thereafter, Joel closed his South Carolina office and gave his cases to Ms. Glover, who sent a letter to client Tuten stating that Joel was “retiring from his South Carolina office” and advising that he would still receive attorneys’ fees. After Tuten’s case was dismissed for failure to prosecute, she sued both Joel and Glover for malpractice.

The Court of Appeals ruled that Joel had taken no steps to end the attorney-client relationship, that Joel himself never communicated with Ms. Tuten, and Ms. Glover’s letter did not effectively convey that Joel would no longer be her lawyer. The court held that, at a minimum, Joel should have communicated to his client, in advance, that he

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Spotlight

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President's Report

by **Sonia L. Hunt**
2017-2018 President

As I think back over the past several months, it is hard to believe that my year as the first “recycled” president is coming to an end. What a year this has been. Through hard work and dedication, we have seen an increase in membership and for the first time in a long time, we have more interest in people becoming certified.

Throughout the year, I have tried to inspire you with stories about people who persevered and pursued their dreams no matter what obstacles they faced. We as members of LSPSC are the key to the success of our organization. I came across this quote which I think fits what is happening within our state association and our local chapters.

You are only as strong as you
allow yourself to be;
never get discouraged, never
give up because consistency and
dedication is the key to success.

Anonymous

Each of you as members of LSPSC play a vital role in the success of our organization. By working together, we can make our association greater and better. My hope is that we will continue to work together to move our association into the future. We have made great strides the last two years, but there is still more to be done.

I hope to see many of you in April in Santee for our Annual Meeting. May we continue to unlock doors to open the future of LSPSC together.

**OFFICER &
COMMITTEE
REPORTS**



**President-Elect
Kerry Ann Waldrop**

Congratulations to the following on their election as the incoming officers for the 2018-2019 year. I look forward to serving with each of you.

President-	Kerry Ann Waldrop
President-Elect-	Tara J. Brown, PP, PLS, SCCP
Secretary-	Lauritza S. Hill
Treasurer-	Deborah L. Brown, PLS
FD Certificate/Education-	Ann Marie Minerva, PP, SCCP
FD Marketing/Membership-	Katherine Helms
Past-President/Parliamentarian-	Sonia L. Hunt

I would also like to thank those ladies who have agreed to continue in their committee positions for another year and to those ladies who have agreed to sign up for a committee position. I really appreciate your willingness to make this association one to be proud of.

I look forward to working with you all in the upcoming year and hope to see you in Orangeburg in April.



**Functional Director of Certification/Education
Ann Marie Minerva, PP,
SCCP**

The LSPSC Winter Membership Meeting in Columbia elected the 2018-2019 LSPSC Board of Officers. Thank you and congratulations to all of our newly elected officers. We enjoyed terrific speakers and look forward to our 53rd Annual Meeting and Education Conference in Santee, April 27-29!!! Our speakers will be John S. Nichols, Disciplinary Counsel, SC Supreme Court and Attorney Taylor Ott, SC Legal Services.

Katherine Helms, Shelly Qvicklund and Cristy Bradley were the winners in the President’s drawing to sit for the NALS certification exam in March. Congratulations and Good Luck! We are all so excited that you will soon be certified and possibly be

eligible to apply for the SC Board of Paralegals certification as well.

REMINDER: IF YOU CURRENTLY HOLD A PP CERTIFICATION YOU ARE ELIGIBLE TO APPLY FOR THE SOUTH CAROLINA BOARD OF PARALEGALS CERTIFICATION.



**Functional Director of Marketing/Membership
Jan W. Berger, ALP**

Congratulations to Sonia Hunt for winning the LSPSC Marketing and Membership Contest. Sonia’s name was drawn at the January 2018 Winter Membership Meeting. Sonia only made one entry (of the many she should have submitted) and was drawn as the winner! This is an example that it only takes a little bit of work to really be productive! Her “little bit of work” got a new member for the Orangeburg Chapter (her entry, by the way), and it won her a \$100 VISA gift card! I want to thank EVERYONE who entered the drawing! We had over 50 entries . . .but I know there were many other entries not submitted. I really appreciate all the hard work and effort put into Believing, Belonging, and Becoming connected with LSPSC!

We must continue to BELIEVE in ourselves enough to seek opportunities to further ourselves professionally and personally.

We must continue to BELONG to organizations that can jumpstart our professional career and make us leaders in the workplace. NALS and LSPSC and our local chapters are premier associations . . . keep talking about our wonderful group!

We must continue to BECOME certified in our field so we are always a leader in the industry. We must step up to the plate and fill much needed leadership roles.

As I move into the final months chairing this position with LSPSC, I cannot thank you enough (continued)

for the support and determination you have offered this year. Because of YOUR HARD WORK, DRIVE, and DETERMINATION, let me share with you ways our association has dug DEEPER in the trenches of moving forward:

- Orangeburg Chapter has a new member
- Midlands Chapter has doubled their membership! They also have a member who was appointed by the Supreme Court to sit on the South Carolina Board of Paralegal Certification, a division of the South Carolina Bar.
- Hilton Head Chapter continues their strong community involvement, which helps them maintain their membership. They are great at retaining their members through community involvement and opportunities for professional comradery
- Lowcountry Chapter has reorganized and they are on the path of increasing membership. They have 2 new members!
- Spartanburg Chapter has a member on the Paralegal Board at Spartanburg Community College.
- Greenville chapter continues to lead us with their marketing, membership, and leadership opportunities they offer. They have gained several new members and really work hard at having a community presence. And it shows!!!
- Our membership overall has increased in the past year. We are at a 90% membership retention rate, the highest in several years. The new members not renewing are those who have either retired or moved to another area!
- Our efforts with student membership has vastly increased! Presentations are be made at local community colleges that offer paralegal programs. Congrats!
- Our marketing campaign regarding NALS'

certification programs have exploded! We have two chapters that have offered Study Sessions for the past two Certification Exam dates. (Good luck to those who took the March exams!)

- Chapters are invigorated by the increase of members and are excited to work together to offer higher level, on demand, education to its members!
- We are continually looking for ways to use all methods of technology as part of our education emphasis.
- We are involved in several local, state, and national Paralegal Blog communities in over 200 conversations. We are talking with interested legal professionals in several cities in SC where we do not have chapters. What an opportunity!

**THIS IS REAL INFORMATION! THIS IS US!
THIS IS LEGAL STAFF PROFESSIONALS OF
SOUTH CAROLINA!**

President Sonia has pushed us this year! Our incoming President Kerry is already on the move to keep the momentum going! God bless this Association and the wonderful work of its members! See you in April in Santee!

**Immediate Past President/Parliamentarian
Meredith Lazarski, ACP, SCCP**

It was great to see everyone at our Winter Meeting in Columbia. The changes to the LSPSC Standing Rules that were passed at that meeting have been made and the latest version of the LSPSC Standing Rules can be found on our website under the "Members Only" section.

It's hard to believe my time on your LSPSC Board is coming to an end. I've enjoyed serving and getting to know the members better over the last six years. More importantly, I will forever be grateful for the friendships I've had made.

I look forward to seeing everyone at our Annual Meeting & Education Conference in Santee the weekend of April 27th.



Community Projects
Jimi L. Bullard, ALP

Members, thank you for your generous support of the Winter Membership Meeting Community Project. Your donations are always appreciated by the designated charity. Our charity for the Spring Membership meeting is "Orangeburg SPCA." A Wish List for this project is included on page 8 of the Spotlight.

Employment
Patti Bacon & Deb Reynolds, PP, PLS



We have had several employment opportunities and have passed those on to the chapter presidents to distribute to their members and also the members at large.

Thank you for allowing us to serve in this capacity this year.

Deb Reynolds, PP, PLS
debbie.reynolds@nelsonmullins.com
Patti Bacon
mandpbacon@gmail.com

Finance
Jamie I. Early, PP, PLS-SC, SCCP, and Sharon K. Wotherspoon, CLP

The Past is your lesson, The Present is your motivation, and the Future is your gift. As we move towards the last meeting for President Sonia let's move into a future with the new board and uncover the unknown. Let's find things that can be changed or transformed....seeds become plants, recipes in a jar become a meal, accessories become a new you. Then let's really make it interesting and put the items in a brown paper bag, box or anything that will disguise it and have fun "finding" your future adventure. Our next meeting will be in Santee and we look forward to seeing all the "hidden" wonders that we know our members will bring. Hope to see all of you in April.

Handbook
Camilla G. Pitman, MMC, PLS

Thanks to everyone who has provided updated contact and membership information during the year. The Handbook is located on the LSPSC website and amendments are downloaded periodically throughout the year. Should you have any changes and updates, please forward them to me at cpitman@greenvillesc.gov.



NALS Foundation
Stacy Russo-Strobel, PP, PLS

Decide on a Project for your Chapter and Complete the Online Grant Application. How easy is that! With NALS Paralegal Certification now being recognized by the South Carolina Supreme Court what a great start on funding ideas for certification and education for our chapters. There is no reason why all of chapters shouldn't jump on board for this opportunity to have our chapters increase in membership, but giving our members the opportunity to become Certified Paralegals.

Application Deadlines for Project are as follows:

- March 1, 2018
- June 1, 2018
- September 1, 2018

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

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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.



Nominations and Elections

By Naomi W. Nation, PP, PLS, CLA

The election process for the 2018-2019 state officers of Legal Staff Professionals of South Carolina is now complete. The below slate of officers will be installed at our 2018 Annual Membership Meeting and CLE in April, along with the 2018-2019 President, Kerry Waldrop:

President-Elect - Tara Brown, PP, PLS, SCCP

Treasurer - Deborah League Brown, PLS

Secretary - Lauritza Hill

Functional Director of Membership/Marketing - Katherine Helms

Functional Director of Certification/Education - Ann Marie Minerva, PP, SCCP

These are our officers by acclamation as of the Winter Membership Meeting held in Columbia, January 27, 2018.

We wish the best to the 2018-2019 Officers and look forward to witnessing their installation. Thank you.

Scholarship

Debra Bailey, PLS, and Katherine Helms

On January 22, 2018, the Norma F. George, PLS Scholarship packets were mailed out to 17 colleges and technical schools throughout South Carolina for distribution to their students who are currently seeking to further their education in the legal field. The deadline for submission is March 5, 2018.

The Committee has three judges to review the submitted applications. They are: Honorable Steve Benjamin, Mayor of Columbia; Carolyn Bone, Esquire, attorney in Summerville; and John Lesaine, Assistant Professor of Sport Professions at Newberry College.

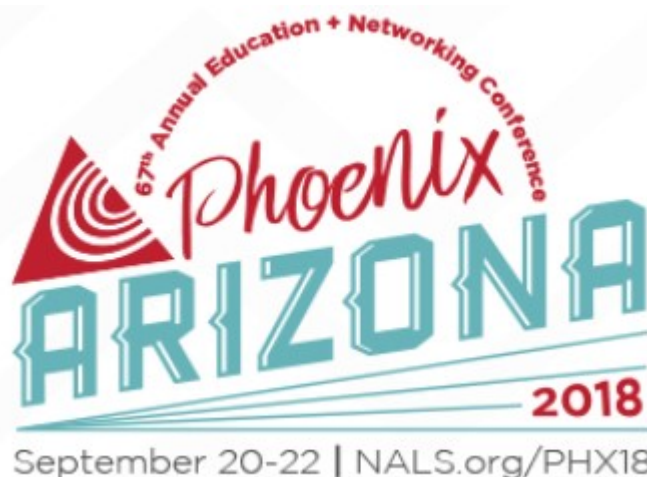
We look forward to receiving numerous applications from the various schools for our judges to review and select a scholarship recipient.



Scrapbook

Myriam Brown, PLS

The Scrapbook Committee is still diligently working on Sonia's book! Any photos collected should be posted to SNAPFISH. Account: info@lspsc.org. Password: Hunt2017! Any items you have you would like to send my way, please send to Myriam Brown at myriam.brown@gmail.com, or to my address, Myriam Brown, 562 Kenal Rd., Ridgeway, SC 29130.



Orangeburg SPCA

Wish List for Orangeburg SPCA

Dog and Puppy Dry Food—Purina or Pedigree
Canned Puppy Food
Dog and Cat Treats
Dog and Cat Toys
Cat Litter
Blankets-used
Towels-used
Laundry Detergent
Bleach
Office Supplies
Airline Crates
Gift Cards for Gas to transport dogs to the vets
Gift Cards to Walmart and Office Max
Cash gifts would also be appreciated.



STAY CONNECTED TO LSPSC . . .



www.lspsc.org


www.lspg.org (Greenville chapter)

www.NALS.org

www.ning.com

LSPSC/NALS on Facebook

LSPSC/NALS on LinkedIn



CONGRATULATIONS TO THE
2018-2019 INCOMING BOARD AND
COMMITTEE MEMBERS

I REALLY APPRECIATE YOUR
WILLINGNESS TO SERVE WITH ME
AND TO KEEP ME STRAIGHT

LOOKING FORWARD TO A YEAR OF
FUN, NETWORKING AND
EDUCATION

KERRY ANN WALDROP

MAGNETIC NAME BADGES

I will once again place orders for magnetic name badges. The badges are burnished gold with black lettering. Any members who are interested in getting name badge(s) with their chapter and/or state association name(s), please send me the below order form, along with your check:

made payable to
Larry's Trophies
in the amount of
\$6.36 (\$6.00 plus \$0.36 tax)
for each badge ordered.

(Please Note: whenever the new sales tax takes effect later this year, it would be \$6.42)

You may want to order one with your local chapter name and one with the state association name; or if you've received a new certification, you may want new name badge(s) to reflect your hard work!!

Deadline to receive orders is **April 6, 2018**, so I will have enough time to place orders and have the badges available at our Annual Meeting in Santee. If you do not plan to attend Annual Meeting, please advise so we can make arrangements to give your name badge to another member of your chapter.

Name badges will look something like these:



Please LEGIBLY print or type your order form so the engraver can read it.

The engraver will put **EXACTLY WHAT YOU SHOW ON THIS FORM.**

Exact Name: _____

Legal Association(s)

Certification(s), if any: _____
(if there is no certification, then the name badge will be only 2 lines – name and chapter)

Chapter or Association: _____

Please mail to: Deborah League Brown, Certified PLS
Post Office Drawer 451
Spartanburg, SC 29304-0451

If you have any questions, please contact me at 864/699-5655 (direct work #) or
deborahbrown@butlermeans.com

intended to withdraw. *Id.* at 114, 763 S.E.2d at 60; see also *In re Lorenz*, 408 S.C. 324, 759 S.E.2d (2014) (disbarring real estate lawyer for, among other things, closing office and leaving the state without notice to clients, in violation of Rule 1.16).

The Tuten court cited a Montana case for the proposition that a lawyer remains in an attorney-client relationship even after joining another law firm. See *Krutzfeldt Ranch, LLC v. Pinnacle Bank*, 272 P.3d 635, 642 (Mont. 2012). The *Krutzfeldt* case highlights another casualty of failing to withdraw as counsel: disqualification because of conflicts. In that case, one of the plaintiff's lawyers (who had minimal involvement in the case) went to work for the law firm representing the defendant; after changing law firms, the lawyer informed his client of the move and stated that he would be screened from the case at that point. However, the plaintiff moved to disqualify the defendant's law firm because the attorney-client relationship had not ended, causing a direct conflict and prejudice to the client. The Montana Supreme Court agreed that the relationship continued without effective withdrawal and that the screen was established too late to avoid the law firm's disqualification. *Id.* at 645; see also *Ex Parte Strom*, 343 S.C. 257, 539 S.E.2d 699 (2000) (addressing withdrawal of counsel when client sought lawyer's disqualification from representing an adverse party in a different case).

Once a lawyer becomes counsel of record in a lawsuit, the criteria for withdrawal become stricter. See *Tuten*, 410 S.C. at 110 n.3, 763 S.E.2d at 57 n.3 (addressing withdrawal before a lawsuit was filed). After becoming attorney of record in a filed lawsuit, the withdrawing attorney must provide written notice of a change of attorney, served on all parties. If the lawyer cannot locate the client to give notice, the court may require notice by publication to the last known address and also by newspaper

publication. See *Hulse v. Coastal Limousine*, No. 04-CP-10-4711, 2004 WL 5213421 (S.C. Ct. Com.Pl. July 9, 2004) (trial court order).

In *Tuten* the notice was unclear because the associate's letter said only that Joel was "retiring from his South Carolina office" instead of stating he was withdrawing as counsel and would no longer be representing the client. To avoid a he-said, she-said dispute about the effectiveness of the withdrawal notice, write a clear, concise letter that unambiguously includes the following:

- State that you are withdrawing as counsel.
- Give the reasons for withdrawal, even if the client has fired you.
- Unless the client will remain represented by other counsel of record or the client has chosen new counsel to replace you, recommend that the client get new counsel (and, for a corporation, or other entity that cannot proceed pro se, inform of the requirement of counsel).
- Provide a reasonable amount of time for the client to obtain new counsel and, if necessary, seek a stay in the court for this purpose.
- Arrange to return the client's file.
- Provide a final status report.
- Refund any unused retainers and fees and expenses that were paid in advance.
- Have the client acknowledge receipt of the letter and, hopefully, give consent.

2. If you have become counsel of record in a lawsuit, the court must approve withdrawal by either consent of the parties or a showing of good cause for withdrawal.

When a lawyer has made a formal appearance in a federal or state court proceeding, the withdrawing lawyer must obtain court approval by filing a motion to withdraw. See Local Civ. Rule 83.I.07 (D.S.C.); S.C. R. Civ. P. 11(b), (c); S.C. R. App. Pro. 407 (Rule 1.16(b));

see also *Culbertson v. Clemens*, 322 S.C. 20, 24, 471 S.E.2d 163, 165 (1996) (holding that “[a] formal appearance may consist of filing a pleading”).

In other words, a lawyer who has entered an appearance in court “continues to appear for all purposes until the judgment is satisfied, unless he retires in the meantime by leave of court, and so long as his name continues to appear there, the adverse party has the right to treat him as the authorized attorney.” *Culbertson*, 322 S.C. at 24, 471 S.E.2d at 165 (emphasis in original) (citations omitted). In criminal matters, even in cases in which the lawyer was hired only for trial, lawyers must also serve and file the notice of appeal before his representation is over. See *In re Anonymous Member of the Bar*, 303 S.C. 306, 307, 400 S.E.2d 483, 483 (1991); see also *In re Carter*, 400 S.C. 170, 177-78, 733 S.E.2d 897, 901 (2012) (finding ethical violations for failure until the day of a hearing to give notice to client, court, and opposing counsel of withdrawal and failure to return client’s file).

Motions to withdraw as counsel are also subject to the duty to consult and confer with opposing counsel prior to filing the motion under Local Civil Rule 7.02 (federal court) and Rule 11 (a) (state court).

(A) Federal court withdrawal

The South Carolina federal district court amended local rule 83.I.07, which regulates withdrawal of counsel, to clarify the correct procedure in two distinct situations, when the client will remain represented and when he will not:

Withdrawal of Appearance. No attorney whose appearance has been entered may withdraw his or her representation or be relieved as counsel except with leave of court on motion filed pursuant to this rule.

(A) If the withdrawal will not leave the party unrepresented, the motion shall state

whether it is with the consent of (1) the party and (2) those attorney(s) who will remain as counsel for the party. If the required consents have not been obtained, moving counsel shall show good cause why the relief should be granted and shall give notice to the party as required under subpart (B)(3). If new counsel are to be substituted, they must enter an appearance before the motion to withdraw will be granted.

(B) If the withdrawal will leave the party unrepresented, the motion shall:

(1) Include the mailing address and telephone number for the party.

(2) If the party is a corporation, partnership, association, other legal entity, or any person proceeding in a representative capacity, state that the party has been informed that (a) it may not proceed without counsel, (b) its counsel must be admitted in this district, and (c) it may be held in default or have its claims dismissed if it fails to obtain replacement counsel within a reasonable time.

(3) Be filed along with either a consent to withdrawal signed by the party or a certification that the party has been provided a copy of the motion and an explanation of the party's right to object to withdrawal. The explanation shall inform the party of the date the motion was filed and state that any response must be received by the court within seventeen (17) days of the filing date. If the party is a natural person, the explanation shall advise that the response may be in the form of a letter signed by the party. If the party is a corporation, partnership, association, other legal entity, or any person proceeding in a representative capacity, the explanation shall advise that the response must be filed by counsel.

(C) If the withdrawing attorney was movant for an attorney admitted pro hac vice, another attorney must file a certification that he or she accepts the duties of local counsel.

(D) In the event an attorney dies or becomes incapacitated, any attorney involved in the action who is aware of the death or incapacitation should inform the court.

Local Civ. Rule 83.I.07 (D.S.C.).

The rule does not explicitly require the withdrawing attorney himself make the motion, so the motion could be made by the substituted counsel, another attorney of record who is remaining in the case, or the client. Whoever files the motion should follow the local rule strictly because the district court may deny motions that do not comply with the rule. See, e.g., *Lee v. n-Link Corp.*, No. 3:12-2109-CMC-SVH, 2014 WL 3919622, at *3 (Aug. 11, 2014) (denying motion without prejudice for failure to comply with the local rule requirements and noting various deficiencies in the motion, including the absence of evidence of consent from or service on the client).

To identify the cases in which a particular lawyer has appeared as counsel of record in the federal courts, run a PACER search of the lawyer's name, which will pull up all cases in which the lawyer has appeared as an attorney or a party. Both the departing attorney and the attorney's former firm should perform this search whenever an attorney leaves a firm.

(B) State court withdrawal



The state court procedure is based on ethics rule 1.16, discussed above, and the following procedural rule:

Change of Attorney. An attorney may be changed by consent, or upon cause shown, and upon such terms as shall be just, upon

application, by order of the Court, and not otherwise. Written notice of change of attorney must be served as provided by Rule 5.

S.C. R. Civ. P. 11(b).

The state court rules themselves do not provide a lot of guidance for a withdrawing attorney. Courts have imposed additional requirements to ensure that notice and consent have been given the client before withdrawal. See, e.g., *Lang v. Tilton*, No. 02-CP-40-2906R, 2003 WL 25564588 (S.C. Ct. Com.Pl.) (trial ct. order) (requiring counsel to present a consent order showing the client's consent and to attach counsel's affidavit showing the steps taken to provide notice to the client; also requiring that consent order inform the corporation of the need hire counsel to make an appearance within ten days and notify the individual defendant to provide his current telephone and address if proceeding pro se or the contact information of new counsel).

Conclusion

Audrey's mistake serves as a helpful reminder to all of us that an effective withdrawal after appearing in court requires not only court permission but a clear communication to the client of the termination of representation. Further, leaving a law firm is not effective to withdraw as counsel absent clear notification of intent to withdraw to the client and permission from the court. Taking a few easy steps may save a lot of time, money, and angst.

[Scott Moise](#) is a partner of Nelson Mullins Riley & Scarborough LLP who practices in Charleston in the areas of insurance coverage and bad faith, consumer finance, class action litigation, and product liability defense.

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

**NOTICE is hereby given that the 2018 Annual Meeting
will be held on Saturday, April 28, 2018 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/ Lauritza S. Hill

**Lauritza S. Hill
Secretary**

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

**NOTICE is hereby given that the 2018 Spring Membership Meeting will be held on
Sunday, April 29, 2018 at 9:00 a.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/ Lauritza S. Hill

**Lauritza S. Hill
Secretary**

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
ANNUAL MEETING AND EDUCATION CONFERENCE
April 27 – 29, 2018**

**Hosted by Legal Staff Professionals of Orangeburg
Clark's Inn & Restaurant
Santee, South Carolina**

FRIDAY, APRIL 27

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. Welcome Reception & Early Registration-Old Santee Room

SATURDAY, APRIL 28

(All meetings and banquet will be held in large meeting/dining room located next to the lounge/bar. Luncheon will be held in a smaller dining room.)

9:30 a.m. to 10:00 a.m. Registration; Theme Auction Ticket Purchase
10:00 a.m. to 11:00 a.m. Seminar – **Professional Ethics for the Paralegal**
11:00 a.m. to 11:15 a.m. Break; Theme Auction Ticket Purchase
11:15 a.m. to 12:45 p.m. Seminar – **Financial Exploitation and POA Abuse**
12:45 p.m. to 1:45 p.m. President-Elect Luncheon
1:45 p.m. to 3:00 p.m. Annual Meeting and Theme Auction

6:00 p.m. President's Reception/Cash Bar
7:00 p.m. Banquet and Installation of 2018-2019 Officers

SUNDAY, APRIL 29

9:00 a.m. to 10:00 a.m. Spring Membership Meeting

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH CLARK'S INN AND RESTAURANT (803) 854-2141 BY APRIL 13, 2018. THE ROOM RATE IS \$88.50 PER NIGHT, PLUS APPLICABLE TAXES with breakfast included (2 per room). REFERENCE *LEGAL STAFF*. RESERVATIONS CAN ONLY BE MADE BY CALLING THE HOTEL.



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
53rd ANNUAL MEETING AND EDUCATION CONFERENCE

April 27-29, 2018

Hosted by Orangeburg Legal Staff Professionals
Clark's Restaurant & Inn
114 Bradford Boulevard
Santee, South Carolina 29142

2018 Annual Meeting Registration Form
(Deadline April 13, 2018)
(Late fee charged if postmarked after April 13, 2018)

Name: _____ Name for Badge: _____

Address: _____ Phone Number: _____

E-mail address: _____ Chapter: _____

Current Office(s) held: _____

I WILL ATTEND:

_____ \$115.00 Full Registration (including all meals and meetings)

Note: Breakfast (Saturday and Sunday)
(2 meals are included each day with room rental)

_____ \$ 15.00 Annual Meeting Only (Saturday)

_____ \$ 35.00 Lunch Saturday (a la carte or Guest)

_____ \$ 50.00 Banquet (a la carte or Guest)

_____ \$ 15.00 Spring Membership Meeting Only (Sunday)

_____ \$ 10.00 Late fee charged if postmarked after April 13, 2018

_____ **TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND"**

Mail to: Mary F. Brant
LSPSC Annual Meeting
Post Office Drawer 329
Orangeburg, SC 29116-0329

Legal Staff Professionals of South Carolina
53rd ANNUAL EDUCATION CONFERENCE CLE REGISTRATION FORM
Saturday, April 28, 2018
 Clark's Inn and Restaurant
 114 Bradford Street, Santee, South Carolina

Deadline for Registration: Wednesday, April 25, 2018
NO REFUNDS AFTER April 21, 2018

.....
CONTINUING LEGAL EDUCATION

10:00 a.m. – 11:00 a.m. TOPIC: Professional Ethics for the Paralegal
Speaker: John S. Nichols, Esquire

John S. Nichols is Disciplinary Counsel for the SC Commission on Continuing Education.

11:15 a.m. – 12:45 p.m. TOPIC: Financial Exploitation and POA Abuse
Speaker: Taylor Ott, Esquire

Taylor Ott is a staff attorney with SC Legal Services.

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 void in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
I will be attending the following seminars: <input type="checkbox"/> Professional Ethics for the Paralegal <input type="checkbox"/> Financial Exploitation and POA Abuse	<input type="checkbox"/> \$20 for one CLE <input type="checkbox"/> \$30 for both CLEs	<input type="checkbox"/> \$25 for one CLE <input type="checkbox"/> \$40 for both CLEs

.....

TOTAL AMOUNT: \$ _____

NAME: _____ EMAIL: _____

CHAPTER: _____ PHONE #: _____

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

Tara J. Brown, PP, PLS, Greene Law Firm, PA, 11 McGee Street, Greenville, SC 29601
 (864) 271-7940 – tara@davidgreeneattorney.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.



Recipes!

Pound Cake Squares By Lois J. Belle, PLS

1 box pound cake mix
2 eggs
1 stick butter, softened



Combine above ingredients. Mix well until blended. Spread mixture into a greased 9x13 pan.

8 oz. cream cheese, softened
2 eggs
1 box (16 oz.) confectioners' sugar (reserve 3 TBSP)
1 tsp vanilla

Combine above. Mix well. Spread over cake mixture in 9x13 pan.

1/2 cup chopped pecans
Sprinkle pecans over top.

Bake at 350° for 45 minutes. While cake is still warm, sift reserved sugar over cake. Cut when cool.

Tip: Boiling and Peeling Hard-Boiled Eggs (Excerpt from Incredibleegg.org)



Very fresh eggs can be difficult to peel. Buy and refrigerate them a week to 10 days in advance of cooking.

To hard-cook eggs: PLACE eggs in saucepan large enough to hold them in single layer. ADD cold water to cover eggs by 1 inch. HEAT over high heat just to boiling. REMOVE from burner. COVER pan. LET EGGS STAND in hot water about 15 minutes for large eggs (12 minutes for medium eggs; 18 minutes for extra-large) COOL completely under cold running water or in ice water bath. Peel immediately. Hard-cooked eggs are easiest to peel right after cooling. Cooling causes the egg to contract

slightly in the shell.

To peel a hard-cooked egg: Gently tap egg on countertop until shell is finely crackled all over. Roll egg between hands to loosen shell. Starting peeling at large end, holding egg under cold running water to help ease the shell off.

Deviled Eggs (By Anonymous)

6 boiled eggs
1/4 cup mayonnaise
1 Tbs. sour cream
1 tsp Dijon mustard
1/8 tsp. cayenne pepper
Paprika (optional)



After eggs are peeled, cut in half lengthwise. Remove yolk and put in bowl. Mash yolks with fork. Add mayonnaise, mustard and pepper. Stir with fork until smooth. Season with Salt & Pepper to taste. Spoon egg yolk mixture back into egg whites. Sprinkle with paprika or chopped chives.

Mom's Peach Ice Cream By: Susan Church

1 can sweet condensed milk
1 quart of half and half milk
1 quart of sliced peaches
1/2 to 3/4 cup white sugar (I use 3/4)
Whole Milk



Blend peaches and sugar in blender until desired consistency. Mix half and half and condensed milk together in gallon ice cream churn. Mix in peaches. Finish filling with whole milk (usually 1 to 2 cups). Churn until frozen – 30 minutes to 1 hr.



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E: mpowell@wfgnationaltitle.com

Tamara Brooks
Assistant Manager & GA Underwriting Counsel
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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: _____

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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

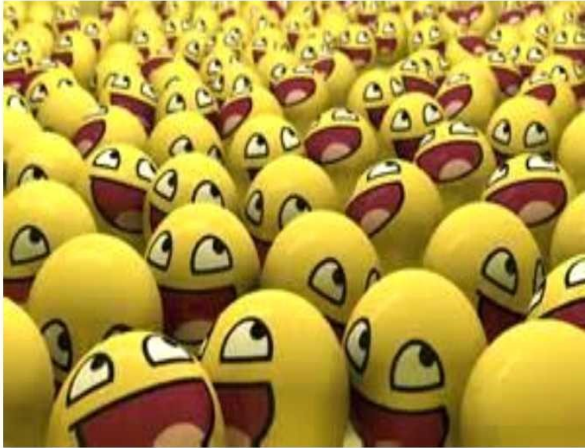
** Full Page advertisements include a web link to the business's webpage.*

**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: **Jan W. Berger, ALP**
LSPSC Functional Director of Marketing/Membership
Nelson Mullins Riley & Scarborough, LLP
P.O. Box 11070
Columbia, SC 29211
jan.berger@nelsonmullins.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: jan.berger@nelsonmullins.com
2. Submit payment and this form by mail to: Functional Director of
Marketing/Membership
Jan W. Berger, ALP
Nelson Mullins Riley & Scarborough, LLP
Post Office Box 11070
Columbia, SC 29211
3. Deadline for Happy Grams: May 4, 2018 (June issue)

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____



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Chapter Reports



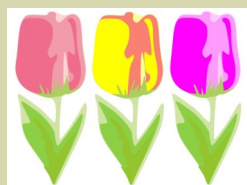
Legal Staff Professionals of Greenville Michelle Dender

The 1st quarter of 2018 has been quiet for the Upstate chapter. However, we have added 2 new members, Lauren Rentz and Angela Weir from Chace Campbell P.A. We look forward to adding more as we move through the 2018 year.

Our charity this year SWITCH has some exciting new opportunities for us to get involved in the community. We are excited about attending the SWITCH fundraising event in April called the Sweetheart Ball.

We have had some excellent speakers this quarter, Leanda King from the Civil Court came in again to go over electronic filing and the changes that have occurred. Also, we had R.I. Smith from McAngus, Goudelock, and Courie to speak on issues in US District Court and how the procedures are very different.

The Board has some ideas for an excellent 2018-2019 year and we look forward to seeing everyone at the Annual meeting in April.



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

Legal Staff Professionals of the Lowcountry (LSPL) now stands at 10 members. For several reasons, that is just amazing.

Three of our members attended the Winter Meeting and seminars in Columbia on Saturday, January 27, 2018. As always, many thanks to the Columbia chapter and the State Board for coordinating another successful Winter Meeting.

LSPL is currently preparing for a Spring Membership Meeting and CLE, featuring Attorney Scott Maynor, who will talk with us about Defending Your Homeowner's Association. The host location will be Avondale

Wine and Cheese in West Ashley, Monday, March 19, 2018, tentatively 6 p.m. More news to come, as we continue to iron out details. We have submitted documentation to the South Carolina Board of Paralegal Certification, and we are hoping to get this CLE approved for at least 1 hour of Continuing Paralegal Education (CPE).

We are planning to install our 2018-2019 officers in April and have a long discussion regarding the future of LSPL.

We are looking forward to the 2018 Annual Membership Meeting and CLE with hopes that our new members will participate. Besides, we are responsible for the premium prize! See you in Santee.

Legal Staff Professionals of the Midlands Jamie I. Early, PP, PLS-SC Corporate, SCCP



As always, it was good to see so many of you at the LSPSC Winter Membership Meeting in Columbia in January. LSPM members always enjoy hosting this state meeting.

In lieu of our regularly scheduled monthly membership meeting in December, we had a relaxing evening together during the Christmas holidays. We enjoyed dinner at Longhorn's Steakhouse in downtown Columbia and then exchanged gifts to end the evening on a fun note. Everybody loves to get presents!

For our Christmas charity this year, LSPM members voted to give a monetary donation to the Epworth Children's Home in Columbia. Members also added individual contributions to the gift.

At our January meeting, we were fortunate to have Bill and Dave Roberts of A. William Roberts, Jr. & Associates present our CLE education. They very kindly provided lunch to our group and gave us some valuable information on litigation technology. (continued)

LSPM members enjoyed an excellent seminar at our February evening meeting on law firm intake procedures presented by attorney Carolyn Bone and her paralegal Haley Wadford of The Law Office of Carolyn M. Bone, LLC, of Summerville, SC. They brought with them some cool marketing SWAG (Stuff We All Get), which always excites our members.

We are continuing with our paralegal school presentations, which have proven to be a successful membership and marketing tool! On February 8, we visited South University and spoke with the daytime paralegal students and South's program director, Dr. April Vance. In order to assist with expenses, LSPM has continued to waive its local chapter dues for the students. We promoted our association with its benefits, education, membership, and certifications. We also provided information on the South Carolina Certified Paralegal certification.

We hope to see you all the last weekend in April at LSPSC's Annual Membership Meeting at Clark's Inn in Santee. In the meantime, stay well and be safe!

Legal Staff Professionals of Orangeburg
Mary Kay Oliver

We are busy finalizing plans for the upcoming 2018 Annual Meeting to be held April 27-29 at Clark's Inn & Restaurant in Santee, South Carolina. We are looking forward to hosting the 2018 Annual Meeting and welcoming everyone to Orangeburg County. Hope all of you are planning to attend.



Remember Our Veterans



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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2017-2018 WINTER MEMBERSHIP MEETING
SATURDAY, JANUARY 27, 2018
COLUMBIA, SC**

The Winter Membership Meeting of Legal Staff Professionals of South Carolina for the year 2017-2018 was held on Saturday, January 27, 2018, at Nelson Mullins Riley & Scarborough, LLP, Columbia, South Carolina.

CALL TO ORDER: President Sonia L. Hunt called the meeting to order at 1:39 p.m. She reminded everyone to check in with Credentials Chairperson Katie M. Johnson. She asked members to turn off all cell phones and electronic devices. She asked that each chairperson giving a report come to the lectern. She also requested members addressing the meeting to please stand and give their name, certification and chapter. President Sonia introduced herself to the membership as the 2017-2018 LSPSC President.

THOUGHT FOR THE DAY: Sharon K. Wotherspoon, Certified CLP of Legal Staff Professionals of the Midlands gave the thought for the day. She read inspirational quotes on Inspire, Engage, Believe, Become, and Belong.

PLEDGE OF ALLEGIANCE AND CODE OF ETHICS: President Sonia asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Jan W. Berger, ALP, Functional Director of Membership/Marketing lead the Pledge of Allegiance and Ann Marie Minerva, PP, Functional Director of Education/Certification presented the NALS Code of Ethics.

WELCOME: President Sonia welcomed everyone to the membership meeting. Beth Mackinem of Legal Staff Professionals of the Midlands was a first-time attendee and Elaine Sumerel, PLS was the member-at-large attendee. It was also mentioned that we had a new member, Jasmine Williams of Legal Staff Professionals of Orangeburg, attend our first seminar. Sonia also acknowledged all past presidents in attendance. There were 15 past presidents in attendance.

INTRODUCTION OF LSPSC OFFICERS FOR 2017-2018: President Sonia introduced the officers of LSPSC for 2017-2018 as follows:

President.....	Sonia L. Hunt (Orangeburg)
President-elect	Kerry A. Waldrop (Spartanburg)
Treasurer	Tara J. Brown, Certified PP, PLS (Greenville)
Functional Director – Education/Certification.....	Ann Marie Minerva, PP (Greenville)
Functional Director – Membership/Marketing	Jan W. Berger, ALP (Midlands)
Immediate Past President	Meredith Lazarski, ACP (Hilton Head)

Secretary, Lauritza S. Hill (Orangeburg) was not present.

PRESIDENT’S REMARKS: President Sonia reminded the members of her theme for 2017-2018 year: “Past, Present Future, You are the key to Unlocking the Future” and spoke about how we look at things determines how we handle things and that we should never give up on our dreams.

BUSINESS MEETING: President Sonia reminded members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing and Meredith Lazarski, ACP, Immediate Past President/Parliamentarian, has the forms for that purpose.

ROLL CALL: Katie M. Johnson, Credentials Chairman provided us with the roll call attendance. Katie reported 25 members present and 13 represented a quorum, which is one member over one-half. Two-thirds of the members present were 17.

CONSENT AGENDA: President Sonia stated that all members were provided with the consent agenda packet of items for review. The board approved the following items at its meeting on Friday, January 26, 2018:

Minutes of the Summer Membership Meeting (2017-2018)
Treasurer's Second Period Report (2017-2018)

President Sonia stated that the minutes were published in the December 2017 edition of the *Spotlight* and have also been posted to the Members Only Section of the LSPSC website. President Sonia asked if there were any comments or questions regarding the items approved by the Board, and there were none. The above items were approved by consent. President Sonia noted to the members that the Board Meeting minutes, as well as the Handbook and Budget, will continue to be made available to the Board and members through the Members Only website page. President Sonia gave the password for the LSPSC website. The first incentive drawing was then held and Mary Brant of Orangeburg was the winner of \$25.00.

REPORTS FROM ELECTED OFFICERS

President Sonia L. Hunt. Sonia reminded members if they were not receiving the *@Law*, *NALS Docket*, *NALS Daily Digest*, or *Spotlight* (if they have requested a hard copy by mail), make sure they have updated their address. She stated that members should also visit www.NALS.org and update their membership profile, address and CLE hours in the correct section of the website. President Sonia reminded members that the *Spotlight* deadline for the March issue is February 16, 2018. She then thanked members for allowing her to attend the NALS Annual Conference in Norfolk, VA in October and that her report on same was in the *Spotlight*. President Sonia acknowledged that there were three recipients of the free NALS exam offered by LSPSC.

President-Elect Kerry A. Waldrop. Kerry stated that her report was printed in the *Spotlight*. She stated that she is there to assist and serve as a liaison with local chapters. Kerry encouraged members to participate by considering service on a LSPSC committee and was specifically looking for a chairperson for Credentials and Scrapbook.

Secretary Lauritza S. Hill. President Sonia reminded members that if they have not done so, to send signed, original reports to Lauritza for the permanent records and with the minutes being approved by consent, she will have them signed and scanned into our permanent records. She reminded members that Board minutes are posted on the Members Only page of the website and committee reports for the Annual Membership Meeting will be due by April 24, 2018 at 12 noon.

Treasurer Tara J. Brown, Certified PP, PLS. Tara informed the members that the NALS Foundation contribution would be sent to NALS. She informed the members that the Board was reviewing proposed debit/credit card procedures/policies and forms. Tara also informed the members that the Board was reviewing streamlining some bookkeeping points for the Annual Meeting Committee.

Immediate Past President/Parliamentarian Meredith Lazarski, ACP. Meredith discussed the proposed changes to the LSPSC Standing Rules. Susan Olmstead, PLS (Hilton Head) made a motion to accept the Standing Rules changes and the motion was seconded by Stacy R. Russo, PP, PLS (Lowcountry). Motion carried.

Sonia noted that the Functional Directors reports will be given with the Committee Reports. The second incentive drawing was held and Tara Jean Brown, PP, PLS of Greenville was the winner of \$50.00.

COMMITTEE REPORTS.

President Sonia asked that the 2017-2018 Committee chairs please stand and give their reports when called upon. The reports were as follows:

Annual Meeting 2018 - Mary Kay Oliver/Mary F. Brant. Mary stated annual meeting will be at Clark's Inn in Santee. Script tickets will be \$115.00 and Orangeburg's charity will be Orangeburg SPCA.

Award of Excellence – Susan L. Olmstead, PLS/Carlene Kilgore, PLS. Susan stated her report along with the Award of Excellence application was in the Officers and Chairpersons Reports handout. She also stated the Board approved the judges and the deadline was March 15, 2018.

Certification - Ann Marie Minerva, Certified PP. Ann Marie recognized all members who received new ALP/ PLS/PP/Special Certifications and/or re-certifications. She also recognized new South Carolina Certified Paralegal recipients and stated she will continue to follow up. She asked members to notify her of their certifications and expiration dates and give their name and chapter. She reminded members of the upcoming application deadlines and exam dates and announced the current exam sites on the NALS website are: Charleston, Chesnee, Columbia, Greenville, Prosperity, Spartanburg and Taylors. She also announced the three members who won the free registration and study materials for a NALS certification exam in March 2018; those members being: Katherine Helms, Shelly Qvickland and Cristy Bradley. Jamie I. Early, PP, PLS SC SCCP (Midlands) asked if the Board was considering offering three hours of continuing education at each meeting, or nine hours a year in light of the hours South Carolina Certified Paralegals need for recertification. Tara also updated the members on the procedure for getting LSPSC approved as a sponsor for continuing education with the South Carolina Certified Paralegal program and asked the members to assist with gathering the necessary documentation for the annual \$200.00 approval, which consists of presenting the South Carolina Certified Paralegal Board with a package of a year's worth of speakers' biographies and presentation materials and/or a syllabus on the CLE seminar.

Community Project – Jimi Bullard, ALP. Jimi's report was in the Spotlight.

Continuing Legal Education- Ann Marie Minerva, Certified PP. Ann Marie stated that we had 20 members in attendance at the first seminar and 18 members in attendance at the second seminar. She reminded members that webinars continue to be offered online with NALS and members should take advantage of the CLEs. Ann Marie 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.

Credentials – Katie M. Johnson. No further report.

Employment - Deborah J. Reynolds, Certified PP, PLS/Patti Bacon. Deborah stated that their report was in the *Spotlight*.

Finance - Jamie I. Early, Certified PP, PLS, SC Corporate/Sharon K. Wotherspoon, Certified CLP. Jamie and Sharon reported \$470.00 collected.

Financial Review - Roxanne R. Reynolds, PLS/Deborah L. Brown, PLS. No report.

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

Marketing & Membership - Jan W. Berger, ALP. Jan gave an update on the membership. Currently we have 79 members (1 MAL; 10 Charleston (Lowcountry); 21 Columbia (Midlands); 27 Greenville; 7 Hilton Head; 5 Orangeburg and 8 Spartanburg). She reminded members to keep their information updated on the NALS website and with their local chapters. She also discussed continuing to collect new member questionnaire information and submitting one member of each local chapter for the Spotlight. She reminded members to send articles/pictures to *Carolina Paralegal News*. She discussed posting on the LSPSC Facebook page and coordinating with Yvonne Fortner items for the LSPSC website. Jan updated the members on the status of finding an IT person/company to assist with updating our LSPSC website and suggested putting this on hold until we could find someone. She will remind membership of the four items required at a time for monogramming and promotional items, as well encourage chapters to solicit ads and happy grams for *Spotlight*. Jan then announced the winner of the \$100 Visa Gift Card for the President's Incentive: Believe Belong Become Campaign and the winner was Sonia L. Hunt (Orangeburg).

NALS Foundation - Stacy Russo, PP, PLS/Michelle Dender. Stacy's report was in *Spotlight*.

Nominations and Elections - Naomi W. Nation, Certified PP, PLS, CLA. Naomi stated her report was in the Officers and Chairpersons Reports handout.

Publication - A. Yvonne Fortner, Certified PP, PLS. The deadline for the next issue of *Spotlight* was February 16, 2018.

Standing Rules and Bylaws - Meredith Lazarski, ACP. No further report.

Technology - A. Yvonne Fortner, Certified PP, PLS /Cathi Tankersley. No report.

The third incentive drawing was held and Beth Mackinem of the Midlands was the winner of \$75.00.

UPCOMING MEETINGS

President Sonia announced future meetings as follows:

LSPSC Annual Education Conference – April 27-29, 2018

Clark's Inn & Restaurant, Santee, South Carolina

NALS 67th Annual Education Conference and National Forum

September 20-22, 2018 in Phoenix, AZ

Hosting Chapters for Annual Meetings

2018	Legal Staff Professionals of Orangeburg
2019	Spartanburg County Legal Staff Professionals
2020	Legal Staff Professionals of the Low Country
2021	Legal Staff Professionals of the Midlands
2022	Legal Staff Professionals of Greenville
2023	Hilton Head Legal Staff Professionals

New Business

Elections for 2018-2019 LSPSC Board of Officers:

President Sonia announced to the membership that an official call for nominations for the 2018-2019 Board of Officers was given on November 1, 2017. The deadline for nominations was November 15, 2017. She

announced we had numerous nominations, however, after receiving acceptance and decline forms, there was only one vacancy.

President Sonia asked that the notice requirement for a call for nominations be set aside so that we can proceed with taking nominations for the position of President-Elect. Elaine D. Sumerel, PLS (Member-at-Large) made a motion to set aside the notice requirement and the motion was seconded by Deborah League Brown, PLS (Spartanburg). Motion carried.

Before opening the floor for nominations, President Sonia asked if anyone had any questions and/or comments. Hearing none, the floor was opened for nominations for the office of President-Elect. Elaine D. Sumerel, PLS (Member-at-Large) nominated Tara Jean Brown, PP, PLS of Greenville. The nomination was seconded by Deborah League Brown, PLS (Spartanburg).

Deborah League Brown, PLS (Spartanburg) made a motion to close the nominations for the office of President-Elect and the motion was seconded by Ponda A. Caldwell, PLS (Spartanburg). Stacy R. Russo, PP, PLS (Lowcountry) made a motion to close the nominations for all officer positions and the motion was seconded by Sharon K. Wotherspoon, Certified CLP. Motion carried and the 2018-2019 slate of officers were elected by acclamation for their respective positions.

President Sonia congratulated the 2018-2019 LSPSC Board of Officers and announced that they will be installed at the Annual Education Conference in April in Santee.

President Sonia stated that the Premium Prize for our Winter Membership Meeting was provided by Spartanburg County Legal Staff Professionals. The Premium Prize for the 2018 Annual Membership Meeting will be provided by Legal Staff Professionals of the Lowcountry.

Elaine D. Sumerel, PLS (Member-at-Large) mentioned that LSPSC Past Presidents Jane Terhune, Certified PLS and Anna Harris were deceased and A. Yvonne Fortner, Certified PP, PLS indicated she would update the list on the LSPSC website.

Adjournment

President Sonia stated that if there was no objection or further business, the 2017-2018 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned at 3:05 p.m. and that she looked forward to seeing everyone in Santee in April for our Annual Membership Meeting. She also stated that we should remember, THE THREE MOST IMPORTANT WORDS YOU CAN SAY TO YOURSELF ARE, "YES I CAN."

Respectively submitted,

**Meredith Lazarski, ACP SCCP
Acting Secretary for Lauritza S. Hill
Legal Staff Professionals of South Carolina**

Approved

**Sonia L. Hunt
2017-2018 President
Legal Staff Professionals of South Carolina**



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 2017-2018

PresidentSonia L. Hunt (Orangeburg)
 President-elect.....Kerry Ann Waldrop (Spartanburg)
 SecretaryLauritza S. Hill (Orangeburg)
 TreasurerTara J. Brown, PP, PLS (Greenville)
 Functional Director – Certification/
 EducationAnn Marie Minerva, PP (Greenville)
 Functional Director – Marketing/
 Membership.....Jan W. Berger, ALP (Midlands)
 Immediate Past President.....Meredith Lazarski, ACP (Hilton Head)

LSPSC COMMITTEE CHAIRS 2017-2018

- | | |
|-------------------------------------|--|
| Annual Meeting | - Mary Brant and Mary Kay Oliver |
| Award of Excellence | - Susan L. Olmstead, PLS and Carlene Kilgore, PLS |
| Bar Liaison | - Kerry Ann Waldrop |
| Community Projects | - Jimi L. Bullard, ALP |
| Credentials | - Katie M. Johnson |
| Employment | - Deborah J. Reynolds, PP, PLS and Patti E. Bacon |
| Finance | - Jamie I. Early, PP, PLS, SC-Corporate and Sharon K. Wotherspoon, PLS |
| Financial Review | - Roxanne R. Reynolds, PLS and Deborah L. Brown, PLS |
| Handbook | - Camilla G. Pitman, MMC, PLS |
| Historian/Standing Rules and ByLaws | - Meredith Lazarski, ACP |
| NALS Foundation | - Stacy Russo, PP, PLS and Michelle Dender |
| Nominations and Elections | - Naomi W. Nation, PP, PLS, CLA |
| Publication | - A. Yvonne Fortner, PP, SCCP |
| Scholarship | - Debra H. Bailey, PLS and Katherine R. Helms |
| Scrapbook | - Myriam Brown, PLS, AIS and Lois J. Belle, PLS |
| Technology | - A. Yvonne Fortner, PP, SCCP, and Cathi Tankersley |





Legal Staff Professionals of South Carolina 2017-2018 Calendar

*subject to change

<p>May 2017</p> <ul style="list-style-type: none"> 1 Deadline – NALS Award of Excellence 1 Law Day 12 Deadline – LSPSC Chapter Rosters to NALS 12 Deadline – LSPSC Handbook 12 Deadline – LSPSC Spotlight (June) 17 Deadline – <i>Carolina Paralegal News</i> (May) 20 NALS Examination Date - ALP 29 NALS closed for Memorial Day 	<p>November 2017</p> <ul style="list-style-type: none"> 1 Call for Nominations – 2018-2019 LSPSC Officers 6 Deadline – <i>Carolina Paralegal News</i> (November) 15 Close of Nominations – 2018-2019 LSPSC Officers 15 Deadline – LSPSC Spotlight (December) 23-24 NALS closed for Thanksgiving 24 Acceptance and Qualification Forms for 2018-2019 LSPSC Officer Nominees distributed to local chapters
<p>June 2017</p> <ul style="list-style-type: none"> 1 Deadline – NALS Foundation Grant 9-11 LSPSC Officers Retreat in Santee 	<p>December 2017</p> <ul style="list-style-type: none"> 1 Deadline – NALS Foundation Grant 2 NALS Examination Date – ALP 4 Deadline to return Acceptance and Qualification Forms for 2018-2019 LSPSC Officer Nominees 18-29 NALS closed for holidays
<p>July 2017</p> <ul style="list-style-type: none"> 1 Deadline – Early Registration NALS Educational Conference and National Forum; Norfolk, VA (October 4-7) 4 NALS closed for Independence Day 10 Deadline – <i>Carolina Paralegal News</i> (July) 	<p>January 2018</p> <ul style="list-style-type: none"> 15 Deadline – NALS Examination Application ALP, PLS(CLP), PP (March 3) 15 Distribute – 2018-2019 LSPSC Scholarship Award Application 15 Distribute – 2018-2019 LSPSC Award of Excellence Application 19 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting in Columbia 26 LSPSC Winter Board Meeting in Columbia 27 LSPSC CLE Seminars and Winter Membership Meeting in Columbia
<p>August 2017</p> <ul style="list-style-type: none"> 1 Deadline – NALS Examination Application ALP, PLS(CLP), PP (September 30) 11 Deadline – Registration for LSPSC CLE Seminars and Summer Membership Meeting in Santee 18 LSPSC Summer Board Meeting in Santee 19 LSPSC CLE Seminars and Summer Membership Meeting in Santee 	<p>February 2018</p> <ul style="list-style-type: none"> 16 Deadline – LSPSC Spotlight (March)
<p>September 2017</p> <ul style="list-style-type: none"> 1 Deadline – NALS Foundation Grant 2 Deadline – Hotel Reservation for NALS Educational Conference and National Forum; Norfolk, VA (October 4-7) 4 NALS closed for Labor Day 11 Deadline – <i>Carolina Paralegal News</i> (September) 15 Deadline – File IRS Form 990N 30 NALS Examination Date - ALP, PLS(CLP), PP 	<p>March 2018</p> <ul style="list-style-type: none"> 1 Deadline – NALS Foundation Grant 3 NALS Examination Date - ALP, PLS(CLP), PP 15 Deadline – Submit 2018-2019 LSPSC Scholarship Award Application 15 Deadline – Submit 2018-2019 LSPSC Award of Excellence Application
<p>October 2017</p> <ul style="list-style-type: none"> 4-7 NALS Educational Conference and National Forum; Norfolk, VA 9-13 NALS Court Observation Week 15 Deadline – NALS Examination Application ALP (December 2) 	<p>April 2018</p> <ul style="list-style-type: none"> 9 Deadline – Registration for LSPSC Annual Meeting and Educational Conference in Santee (hosted by LSPO) 27 LSPSC Outgoing Board Meeting and Incoming Board Meeting in Santee 28 LSPSC Annual Meeting and Educational Conference and 2018-2019 Officer Installation in Santee 29 LSPSC Spring Membership Meeting in Santee

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
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