



# Legal Staff Professionals of South Carolina



## SPOTLIGHT

### *The Confusion of Legal Assistant vs. Paralegal Titles*

What is a Legal Assistant vs. Paralegal?

Can we end the confusion with the use of the legal assistant vs. paralegal job title? No. Probably not. But let's try. Do you know why it's difficult to end the confusion on those titles? It's because the ABA keeps changing its definition. It's also because every law firm has a different definition of what a legal assistant is. None of the definitions of the paralegal title have ever really changed much. They just keep changing the definition of a legal assistant.

#### The Definition of a Legal Assistant

We've got to go way back to 1929 to start to clear up the confusion. Yes, 1929. That was the first association NALS, which back then stood for the National Association of Legal Secretaries. They changed it in 1999 to the National Association of Legal Support Professionals. That's because back then there really was no such thing as a paralegal. The paralegal profession was born out of legal secretaries who were functioning more like paralegals. Then NFPA came along in 1974 and NALA in 1975. NALA is the National Association of Legal Assistants. Now they call themselves NALA, the Paralegal Association.

#### The Definition of a Paralegal

Back when NALA was the National Association of Legal Assistants, the ABA's definition of a paralegal and their commentary was

that the terms legal assistant and paralegal were used interchangeably. In other words, a paralegal and a legal assistant were the same thing.

That was at a time when law firms had legal secretaries. It started a decade or two ago when law firms were having hard times filling the secretary positions. So, they started creating these hybrid positions and called them legal assistants. They could bill for some of their time, but they primarily did administrative tasks that a legal secretary used to do. It was easier to fill the positions with the title legal assistant. Then, in 2020 the ABA did a 180. They updated their definition of paralegal to remove the term legal assistant and said, "A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

#### Debunking the Confusion

There is a difference between a legal assistant and a paralegal. Whether you go by what the ABA says or the Association of Legal Administrators (ALA) says legal assistants "divide their time equally between paralegal tasks, including researching and preparing discovery, and legal secretary tasks, up to and including filing, docketing and assisting their attorney in the practice of law."

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### Spotlight

Published three times per year by  
Legal Staff Professionals of  
South Carolina

2023-2024 Editors:

Meredith Lazarski, ACP, SCCP  
Katherine R. Helms, PP, SCCP



## President's Report

By: Traci B. Wolfe, PP  
2023-2024 President

With a sense of both nostalgia and anticipation, this will be my final publication as President of LSPSC. As I prepare to step down from this role, I want to express my heartfelt appreciation to all of you for your dedication, commitment, and contributions to our collective success over the past year. As I reflect on my tenure as President, I am filled with gratitude for the unwavering support and encouragement that each of you has extended to me. It has been an honor and a privilege to serve as your 2023-2024 President, and I am immensely thankful for the opportunity to lead and collaborate with such a dedicated group of individuals.

As I pass the torch to the incoming leadership, I urge each of you to “Chart your Course” and seize this moment in time as an opportunity for personal and professional growth. I encourage you to design and execute a comprehensive self-directed learning plan that aligns with your career aspirations and your continued participation in LSPSC. Whether it involves pursuing additional certifications, attending relevant workshops, or engaging in mentorship opportunities within our community, I believe that continuous learning is essential for our individual and collective advancement.

I want to emphasize that no matter where you are in your career journey, you are never too old or experienced to learn something new. Whether it's acquiring new skills, expanding your knowledge base, or exploring emerging trends in our field, there are always opportunities for growth and development. Remember that I, along with our dedicated members, are here to support you in your quest for professional excellence.

*(continued on page 3)*



# HAPPY St. Patrick's DAY

## President's Report continued

By: Traci B. Wolfe, PP

2023-2024 President

Finally, please mark your calendars for April 20-21, 2024, and plan to attend the 59th Annual Meeting and Educational Conference to be held in Santee and hosted by the Legal Staff Professionals of Orangeburg. The weekend will kick off on Friday night with the Board Meeting and Saturday morning we will jump start with our CLE's. This conference promises to be an enriching experience filled with valuable insights, networking opportunities, and professional development sessions. As a special incentive, three lucky members will have the chance to receive full payment from LSPSC for registration, CLEs, meetings, and accommodation for the entire weekend. To be entered into the drawing, please submit your name to Cassandra Furtick at [cassandra@solomonlawsc.com](mailto:cassandra@solomonlawsc.com) before 5 p.m. on March 1, 2024.

In closing, I want to once again extend my sincerest thanks to each and every one of you for your continued support and dedication to LSPSC. It has been a privilege to serve as your President, and I am confident that our organization will continue to thrive under the capable leadership of our incoming President and Board. I hope that you will continue to chart your course to your professional destination with enthusiasm, determination, and a commitment to lifelong learning.

I look forward to seeing you in in April!



## The Confusion of Legal Assistant vs. Paralegal Titles con't

### Debunking the Confusion

There is a difference between a legal assistant and a paralegal. Whether you go by what the ABA says or the Association of Legal Administrators (ALA) says legal assistants “divide their time equally between paralegal tasks, including researching and preparing discovery, and legal secretary tasks, up to and including filing, docketing and assisting their attorney in the practice of law.”

### What are the Different Educational Requirements?

#### For Paralegals

Most paralegal positions require a minimum of an associate degree in paralegal studies or a paralegal certificate. Some law firms prefer candidates with a bachelor's degree and a certificate in paralegal studies. Can a person ever get a paralegal job without a college degree and a paralegal certificate? Yes. Sometimes. However, the employment opportunities of that person would be significantly less than those of someone who has a college degree and a paralegal certificate. In fact, in most large AmLaw 200 firms, a paralegal must have those in order to be considered for employment.

#### For Legal Assistants

There really are no minimum education requirements, that is, unless it's for a firm that's still using the titles interchangeably.

### What are the Different Skills For a Legal Assistant vs. Paralegal?

On page 5 you can find the skills that overlap and the skills that are not typically required for both paralegals and legal assistants.

### What Does the Online Paralegal Community Say?

The main difference between a paralegal and a legal assistant lies in the scope of their responsibilities and the level of independence they have in their work.

Let's start with the paralegal. They play a crucial role in supporting attorneys by conducting research, drafting legal documents, and even assisting in trial preparation. Paralegals often have a more in-depth knowledge of legal concepts and may even specialize in specific areas of law. On the other side of the legal coin, we have the legal assistant. Legal assistants provide vital administrative support, managing schedules, organizing files, and communicating with clients. While they may have some legal knowledge, their primary focus is on administrative tasks to ensure the smooth operation of the law office.

In the end, you and I can't really solve the debate or reduce the confusion between legal assistant vs. paralegal titles. Even if we could, the ABA will probably update their definition again in 10 years and we'd be back to square one again. Regardless of title, remember you are an essential part of the team.

Excerpts from: Paralegal Bootcamp

By: Ann Pearson, Founder of the Paralegal Boot Camp

September 29, 2023

# COMPARING SKILLS

## Paralegals

## Legal Assistants

|   |   |   |   |
|---|---|---|---|
| ✓ | Organizational Skills   | ✓ | Organizational Skills   |
| ✓ | Attention to Detail   | ✓ | Attention to Detail   |
| ✓ | Client Communications   | ✓ | Client Communications   |
| ✓ | Excellent Writing Skills  | ✓ | Excellent Writing Skills  |
| ✓ | Draft Basic Legal Documents   | ✓ | Draft Basic Legal Documents   |
| ✓ | General Research Skills   | ✓ | General Research Skills   |
| ✓ | Investigative Skills  | ✗ | Not Required  |
| ✓ | Critical Thinking & Analysis  | ✗ | Not Required  |
| ✓ | Draft Complex Legal Documents   | ✗ | Not Required  |
| ✓ | Finding & Summarizing Evidence  | ✗ | Not Required  |
| ✓ | Attend Legal Proceedings  | ✗ | Not Required  |
| ✓ | Proactive File Management   | ✗ | Not Required  |
| ✗ | Not Required  | ✓ | Manage attorney's Calendar and Schedule Meetings  |
| ✗ | Not Required  | ✓ | Maintain Organized Files  |
| ✗ | Not Required  | ✓ | Answer Phone Calls  |
| ✗ | Not Required  | ✓ | Respond to Basic Client Emails  |
| ✗ | Not Required  | ✓ | Invoicing and Client Billing  |
| ✓ | Advanced Skills in Legal Database and Practice-Specific Software and Applications | ✓ | Proficient in Administrative and General Word Processing Software, such as Microsoft Office |
| ✓ | Travel for Client-Related Work  | ✗ | Not Required  |
| ✓ | Bills Time Spent Working on Client Files  | ✗ | Not Required  |
| ✓ | Interview Witnesses   | ✗ | Not Required  |



THANK YOU TO ALL OUR LEGAL STAFF  
AND PARALEGAL PROFESSIONALS!

# B★ OATWRIGHT

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**Emily S. Boatwright, Esq.**  
843.681.3031  
boatwrightlawfirm.com  
1000 Main Street, Suite 100G  
Hilton Head Island, Sc 29926



## **OFFICER & COMMITTEE REPORTS**

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

As April and our annual meeting quickly approaches, I am looking forward to serving once again as your LSPSC President for 2024-2025. Many thanks to Cassandra, Tara, Stephanie, Terri, and Mikki for accepting your nomination for the 2024-2025 LSPSC Board. I'm excited to see new faces on our state board again this year. I'm also excited that I have almost all of the LSPSC Committee Chairman positions filled. If I haven't already spoken to you about a committee chairperson position and you're interested in a certain committee, please reach out to me. I look forward to working with all of you during the 2024-2025 year.

I can't wait to see you at our Annual Meeting April 19-21, 2024 at the Holiday Inn & Suites in Santee. We've got some great seminars scheduled. I've recently attended a seminar given by Dave Maxfield and it was very interesting. We're also going to change things up just a little for the annual meeting banquet dinner. The dress code will be "game day" casual. Check out the Schedule of Events on page 15 for more details.

Wishing everyone a Happy Spring.



### **Functional Director of Certification/Education Ann Marie Minerva, PP-SC EP/P, SCCP**

Happy Spring!

Our association is comprised of individuals who exude friendship and goodwill, individuality, and originality. The saying that it takes a "village" is apropos. We are what makes LSPSC dynamic. Remember, everyone has something to contribute.

I would also like to extend my gratitude to all members of the association for kind words, gestures, and

actions in support of the difficult personal events that I have experienced over these past couple of years; particularly, during my mother's illness and her passing. LSPSC members are my village and I appreciate each and every one of you for who you are.

Thank you for allowing me to serve on the LSPSC Board. It is my hope that our members, whether newbies, seasoned, or retired, continue to contribute their time, talent, and treasures to our association, serve on committees to advance our association into the future.

Look forward to seeing everyone at our Annual Meeting in Orangeburg!



### **Functional Director of Membership/Marketing Cassandra Furtick**

Exciting news, everyone! We're thrilled to unveil our latest addition: the brand-new Blog Section! Dive into a treasure trove of insightful articles, helpful guides, and engaging content crafted just for you. Whether you're seeking expert advice, industry insights, or a dose of inspiration, our blog has something for everyone.

Stay ahead of the curve, expand your knowledge, and join the conversation in our vibrant community. Bookmark our blog section today and embark on a journey of discovery with us! If you have any topic or want to submit a blog post, be sure to reach out to me and let me know.

A warm and hearty welcome to all our new members! We're thrilled to have you join our vibrant community of legal staff professionals. Whether you're a seasoned pro or just starting your journey, you're in for an incredible ride filled with opportunities, connections, and growth.

Here, you'll find a supportive network ready to cheer you on, valuable resources to fuel your success, and endless possibilities to explore. Together, we'll learn, laugh, and achieve great things.

So, settle in, make yourself at home, and get ready to embark on an exciting adventure with us! Welcome aboard!



**Annual Meeting Committee**  
**Sonia L. Hunt and Mikki Hancock, PP, SCCP**

Annual Meeting “Mystery at the Lake” will be held at the Holiday Inn in Santee, SC, April 19-21, 2024. The deadline for registration is April 1, 2024. Please note the information on the registration form for the hotel link and deadline for room reservations. We look forward to seeing everyone in Santee for a mysterious fun-filled weekend.

**Community Projects Committee**  
**Victoria Mayfield**

LSPSC would like to extend a huge thank you to everyone who donated to Switch at our 2024 Winter Membership Meeting. We appreciate the generosity shown by all of our members.

The Legal Staff Professionals of Orangeburg have chosen Second Chance of Orangeburg Animal Rescue Coalition as their charity for our 2024 Annual Membership Meeting.

Second Chance of Orangeburg Animal Rescue Coalition was founded on May 31, 2013, by Cindy B Smith, with a dream of a brick-and-mortar sanctuary that will provide transitional housing for homeless pets until their forever family is found. “We believe the lives of homeless pets matter and we are working to build a coalition of animal rescues to provide the best possible home for the animals in our care while working directly with the

Orangeburg County Animal Control.” This facility is a 501 C 3 No-Kill Rescue, and all donations are tax deductible and 100% of all donations are used for the care and well being of the homeless pets in their care.

Some of their programs include a pet food pantry, Unchain Orangeburg: where they provide fencing and dog houses to unchain a pet, the working cat program providing an alternative life for a feral cat, fighting animal abuse, neglect, and cruelty with their Somebody Somewhere knows Something campaign, and they offer a spay and neuter financial assistance program.

Please consider the list of current needs for Second Chance of Orangeburg Animal Rescue Coalition. Please be sure to donate to this wonderful cause before, or at our 2024 Annual Membership Meeting. Any monetary donations will also be accepted.

If you have any questions or if you would like for Legal Staff Professionals of South Carolina to highlight a community service or charity, please reach out to me by e-mail at [vjmayfield1@gmail.com](mailto:vjmayfield1@gmail.com).

**Wish List for Second Chance:**

- Pedigree dog/puppy food (canned/bagged)
- Pet Beds (all sizes)
- Puppy training pads
- Squeaky toys, ropes, etc.
- Blankets
- Collars and Leashes
- Puppy/Dog treats
- Amazon gift cards

Amazon Wish List link:  
[https://www.amazon.com/hz/wishlist/ls/VL1GFU56LRON?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/VL1GFU56LRON?ref_=wl_share)





### Finance Committee

Mikki Hancock, PP, SCCP, Debra Bailey, CLP  
and Angel Reid, PP, SCCP

Thank you for all your donations for our “Cozy Winter Night” auction at our summer meeting. We only had about twenty members make it to the meeting, so we did not earn what we needed. I would encourage members to participate in the theme auction at the upcoming annual meeting in April.

Keep in mind that you can also purchase Happy Grams for the Spotlight to brighten someone’s day or just send a message to the group.

Our Annual Meeting for LSPSC is scheduled for April 19-21, 2024, in Santee, South Carolina.

The theme for the annual meeting auction is “Mystery at the Lake.” Ideas for items to bring are: mystery/suspense books, games, picnic items, and so much more. Make plans now to attend the LSPSC Annual Meeting, and we will see you there!



### NALS Foundation Committee

Matthew James

Join NALS Foundation to shape your career and future! Established in 1989, the NALS Foundation is a nonprofit working with the National Association for Legal Support Professionals. With grants over \$200K, the NALS Foundation enhances education and promotes excellence in legal services. Join the NALS Foundation volunteer board and make a meaningful impact! Contact us at [foundation@nals.org](mailto:foundation@nals.org).



### Nominations & Elections

Tara Jean Brown, PP, PLS, SCCP

The membership received an official call for nominations for the 2024-2025 Board of Officers on Thursday, October 26, 2023. The deadline for nominations was November 1, 2023. We had numerous nominations and after receiving acceptance and decline forms, all positions were filled with one exception. However, before addressing the vacancy, the position of President-Elect Accepted by Cassandra Furtick needed to be addressed, Cassandra does not meet the two-years requirement on the state board prior to nominations for President Elect. After approval by the Board of Directors, a 30-day Notice was given to the members of Legal Staff Professionals of South Carolina for a recommendation to waive the two years’ service on the state board, prior to the call for nomination requirement for the President-Elect position. There was a Motion and a Second and the motion was carried. Then a call for nominations for this position of Treasurer was taken from the floor at the winter membership meeting, which was on Saturday, January 20, 2024, in Columbia, South Carolina. Tara Jean Brown, Certified PP, CLP, SCCP was nominated and approved by acclamation for the office of Treasurer.

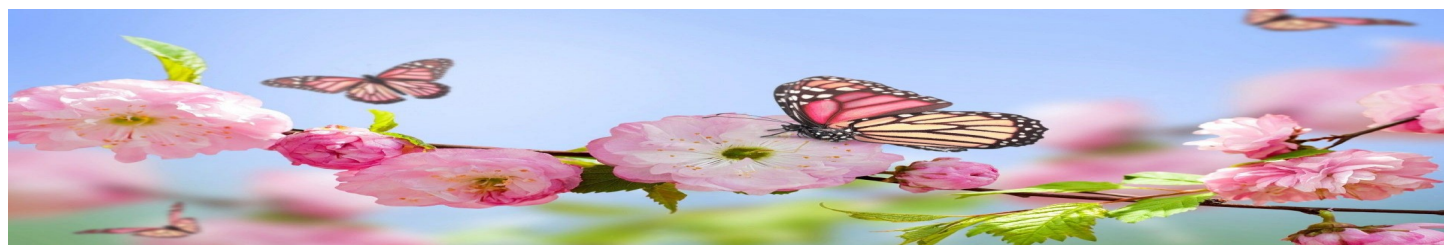


Spring, spring is coming soon,  
Grass is green and flowers bloom,  
Birds returning from the south,  
Bees are buzzing all about,  
Leaves are budding everywhere,  
Spring, spring is finally here!

**SLATE OF OFFICERS**

**Legal Staff Professionals of South Carolina  
2024- 2025**

| ELECTED OFFICE                     | NOMINEE/CANDIDATE              | NOTE        |
|------------------------------------|--------------------------------|-------------|
| President                          | MEREDITH LAZARSKI, ACP, SCCP   | Acclamation |
| President-Elect                    | CASSANDRA FURTICK              | Acclamation |
| Treasurer                          | TARA JEAN BROWN, PP, CLP, SCCP | Acclamation |
| Secretary                          | STEPHANIE A. JONES, PP, SCCP   | Acclamation |
| F.D. – Membership/<br>Marketing    | MIKKI HANCOCK, PP, SCCP        | Acclamation |
| F.D. – Certification/<br>Education | TERRI COKER, ACP, SCCP         | Acclamation |



## NALS

### A History Worth Celebrating

Our association has a strong heritage in the legal field and holds the honor of being the oldest association formed for legal support professionals. Established in 1929 by our founder Eula Mae Jett, the association was incorporated as the National Association of Legal Secretaries in 1949, renamed NALS...the association for legal professionals in 1999 and updated to the National Association for Legal Support Professionals in 2021.

The association has always been a leader in the legal support profession. In fact, some of the very first legal assistants in the profession were members of NALS and today over half of NALS' membership is comprised of legal assistants and paralegals. As the legal assistant concept began to develop in the early 1970s, NALS realized this new position in the legal field

would need ethical guidelines as well as continuing legal education programs and professional goals.

NALS has been certifying individuals since 1960, longer than any other legal support professional association. We offer three levels of certifications: Accredited Legal Professional (ALP), Certified Legal Professional (CLP) (also known as Professional Legal Secretary (PLS)), and the Professional Paralegal (PP). In July 2002, the NALS Board of Directors adopted the following definition of a legal assistant/paralegal: "A legal assistant/paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

NALS is the association for legal professionals and has truly served the paralegal/legal assistant from the minute the paralegal/legal assistant was introduced to the profession.



**Scholarship**  
**Jan Berger**

The Norma F. George, PLS Scholarship awards a \$1,500 scholarship to a deserving student pursuing a career in the legal field. The qualifications and application will be posted on the LSPSC website. The scholarship winner will be announced at the April 2024 LSPSC Annual Meeting. .

Applications, with eligibility criteria, have been forwarded to colleges or universities in the area who offer legal studies/paralegal programs. **Members are also encouraged to share the application with anyone you think is qualified.** The Panel of Judges have been approved by the LSPSC Board and they will soon begin to review the applications and choose a winner. The Judges are:

Michael Parks, Attorney, Samuels Reynolds Law Firm

Bess Brown, Attorney, Chair of the Paralegal Development Committee, Nelson Mullins Riley & Scarborough LLP

Lisa Sulka, Former Mayor of Bluffton, SC (Mayor from 2008 – 2024)

Submission information is included on the application. **Applications had to be submitted by March 1, 2024. We look forward to announcing a winner in April!**

If you have any questions about the application process, contact me as noted below.

29 China Rose Court  
Columbia, SC 29229  
Jan.Berger@nelsonmullins.com  
Cell: 803.331.5101 | Work: 803.255.9314



**Scrapbook Committee**  
**Stephanie Jones, PP SCCP and Colleen Qunell**

The Legal Staff Professionals of South Carolina Scrapbook Committee needs your help!

Do you have pictures from local, state, and/or national meetings? Send them to us! Do you have pictures from charity events and/or get-togethers? We want to see them! Do you have funny and/or touching anecdotes from local, state, and/or national meetings? We want to hear them!

Do you have extra craft and/or scrapbook supplies that you can donate? Send them our way! Do you have any swag from any local, state, and/or national events? Box them up and send them to us!

Please email pictures and/or anecdotes to: Stephanie Jones at [stephanie.jones7009@gmail.com](mailto:stephanie.jones7009@gmail.com) or Colleen Qunell at [colleenequnell@gmail.com](mailto:colleenequnell@gmail.com). If you would like to donate any supplies and/or swag, email Stephanie or Colleen for their address.

Finally, do you want to flex your creative muscles and help with the scrapbooks? Join Stephanie and Colleen while they get their craft on! Email Stephanie or Colleen and they will let you know when the next crafty creative session will take place.





➤ At Burnette Shutt & McDaniel, we're proud of the outstanding dedication, professionalism, skills, and knowledge our legal support professionals display every day as they help us move law forward.

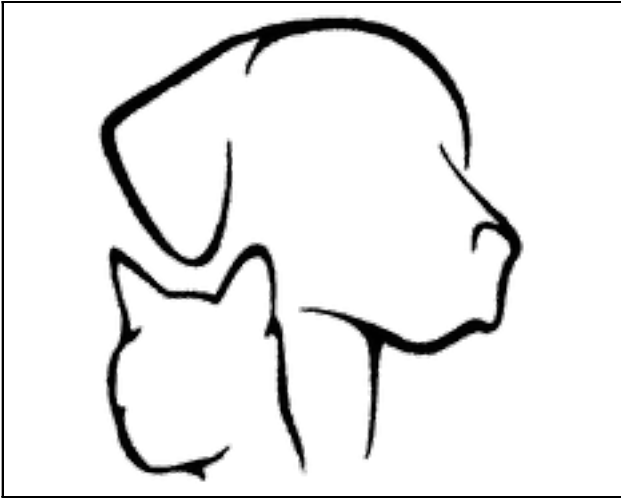
We tirelessly fight for clients across South Carolina in cases involving:

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- Employee Benefits/ERISA
- Employment Law
- Environmental Law
- Family Law
- Government Law, including FOIA
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- Mediation/Arbitration
- Name & Gender Marker Changes
- Personal Injury
- Privacy & Data Protection
- Whistleblower Qui Tam Law

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## **SECOND CHANGE OF ORANGEBURG ANIMAL RESCUE COALITION**

**Second Chance of Orangeburg Animal Rescue Coalition** was founded on May 31, 2013, by Cindy B Smith, with a dream of a brick-and-mortar sanctuary that will provide transitional housing for homeless pets until their forever family is found.

We believe the lives of homeless pets matter and we are working to build a coalition of animal rescues to provide the best possible home for the animals in our care while working directly with the Orangeburg County Animal Control.

**We are a 501 C 3 No-Kill** rescue! As a 501 C 3 non-profit, all donations are tax-deductible. 100% of all donations are used for the care and well-being of the homeless pets in our care. Currently, we are a foster-based rescue, run by volunteers. Our mission is to end the pain and suffering of homeless pets, that no treatable or healthy animal should die just because they are homeless, and work with others to become a no-kill County, State, and Nation.

### **Some of our programs include:**

- A pet food pantry
- Unchain Orangeburg: where we provide fencing and dog houses to unchain a pet
- we participate in the working cat program providing an alternative life for a feral cat
- We fight animal abuse, neglect, and cruelty with our Somebody Somewhere knows Something campaign
- Spay and Neuter Financial Assistance Program

Amazon Wish List link:

[https://www.amazon.com/hz/wishlist/ls/VL1GFU56LRON?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/VL1GFU56LRON?ref=wl_share)

Wish List for Second Chance:

Pedigree dog/puppy food (canned/bagged)  
Pet Beds (all sizes)  
Puppy training pads  
Squeaky toys, ropes, etc.  
Blankets  
Collars and Leashes  
Puppy/Dog treats  
Amazon gift cards

# Notice To All Members Annual & Spring Meetings

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

**NOTICE is hereby given that the Annual Membership Meeting for 2023-2024  
will be held on Saturday, April 20, 2024, at 1:45 p.m.**

**AND**

**NOTICE is hereby given that the Spring Membership Meeting for 2024-2025  
will be held on Sunday, April 21, 2024, at 9:00 a.m.**

**BOTH AT:**

**Holiday Inn & Suites Santee  
139 Bradford Blvd.  
Santee, South Carolina 29142  
*(Dress is business attire.)***

**(Exact meeting information is available on the agenda/registration forms.)**

**Legal Staff Professionals of South Carolina**

**By: \_\_\_\_\_ /s/ *Stephanie A. Jones*  
Stephanie A. Jones, PP, SCCP  
LSPSC Secretary 2023-2024**



**HAPPY  
St. Patrick's  
DAY**

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
59<sup>th</sup> ANNUAL MEETING AND EDUCATIONAL CONFERENCE  
APRIL 19-21, 2024

Hosted by Legal Staff Professionals of Orangeburg  
HOLIDAY INN & SUITES SANTEE  
139 Bradford Blvd, Santee, SC 29142

## Mystery at the Lake

### SCHEDULE OF EVENTS

#### FRIDAY, APRIL 19:

2:00 p.m. to 4:00 p.m. 2023-2024 Outgoing Board Meeting – *Moultrie Room*  
4:00 p.m. to 6:00 p.m. 2024-2025 Incoming Board Meeting – *Moultrie Room*  
6:00 p.m. to 9:00 p.m. **WELCOME PARTY and MEET & GREET!**  
**Early Registration – Marion Room**

#### SATURDAY, APRIL 20:

8:00 a.m. to 9:00 a.m. Registration – *Moultrie Room*  
9:00 a.m. to 10:30 a.m. CLE: Consumer Protection  
Dave Maxfield, Esquire  
10:30 a.m. to 10:45 a.m. Break and Theme Auction Ticket Purchase  
10:45 a.m. to 12:15 p.m. CLE: Mindfulness  
Beth Padgett  
12:30 p.m. to 1:30 p.m. President-Elect's Luncheon – *Moultrie Room*  
1:30 p.m. to 1:45 p.m. Break and Theme Auction Ticket Purchase  
1:45 p.m. to 3:45 p.m. Annual Meeting and Theme Auction – *Moultrie Room*  
*Auction Theme: Mystery at the Lake*  
6:00 p.m. 2024-2025 President's Reception (**CASH ONLY BAR**) – *Moultrie Room*  
7:00 p.m. Banquet and Installation of 2024-2025 Officers  
*Theme: Game Day*  
*Dress Code: Casual. Wear your favorite sports team, either college or professional. NO tank tops, halter tops, shorts, flip flops please.*

#### SUNDAY, APRIL 21:

9:00 a.m. to 11:00 a.m. Spring Membership Meeting – *Moultrie Room*

FOR ALL ROOM RESERVATIONS CALL **HOLIDAY INN & SUITES**  
AT 803-854-9800 by **April 1, 2024. GROUP CODE: LSPSC Conference**

Or use the link below:

ROOM RATE: \$149.00 PER NIGHT PLUS APPLICABLE TAXES  
[breakfast included with full registration.]

Group Booking Link:

[https://www.holidayinn.com/redirect?  
path=rates&brandCode=HI&localeCode=en&regionCode=1&hotelCode=santee&checkInDate=19&checkInMonthYear=032024&checkOutDate=21&checkOutMonthYear=032024  
&PMID=99801505&GPC=LSP&cn=no&viewfullsite=true](https://www.holidayinn.com/redirect?path=rates&brandCode=HI&localeCode=en&regionCode=1&hotelCode=santee&checkInDate=19&checkInMonthYear=032024&checkOutDate=21&checkOutMonthYear=032024&PMID=99801505&GPC=LSP&cn=no&viewfullsite=true)

**Seminars are approved for a total of 3.00 CPE (Continuing Paralegal Education) credits by the  
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LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
59<sup>th</sup> ANNUAL MEETING AND EDUCATIONAL CONFERENCE  
APRIL 19-21, 2024

[Hosted by Legal Staff Professionals of Orangeburg](#)

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**REGISTRATION**

(Does not include CLE registration)

---

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Late Fee Charged after Deadline: **\$10.00 / No Refund after April 1, 2024**  
**Virtual Deadline April 16, 2024**

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- \_\_\_\_\_ **\$30.00** Saturday Lunch/Guest
- \_\_\_\_\_ **\$65.00** Saturday Evening Banquet/Guest (*inform of dietary restriction*)
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*Legal Staff Professionals of South Carolina*  
**59<sup>th</sup> Annual Meeting & Educational Conference**  
 Saturday, April 20, 2024  
 Hosted by Legal Staff Professionals of Orangeburg  
 Holiday Inn & Suites Santee  
 139 Bradford Blvd, Santee, SC 29142

**Deadline for In-person Registration: Monday, April 1, 2024**  
**NO REFUNDS After Monday, April 1, 2024**

**Deadline for Virtual Registration: Tuesday, April 16, 2024, 5:00 p.m.\***  
**\*NOTE: Both payment AND registration form must be received by deadline.**

\*\*\*\*\*

**CONTINUING LEGAL EDUCATION**  
**Saturday, April 20, 2024**

**9:00 a.m. – 10:30 a.m. TOPIC: Consumer Protection**  
*What wire? Where in the world is my wire?*  
**Speaker: Dave Maxfield, Esq.**

**10:45 a.m. – 12:15 p.m. TOPIC: Mindfulness**  
*Do you think attorneys are the only ones who are stressed out?*  
**Speaker: Beth Padgett**

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*Legal Staff Professionals of South Carolina*  
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**April 19-21, 2024**

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**LSPSC TAX ID# Available upon request**

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**139 Bradford Blvd - Santee, South Carolina**

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**Deadline: April 1, 2024**

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# Chapter Reports

## Legal Staff Professionals of the Midlands Stephanie A. Jones, PP, SCCP

I am privileged to be a member of LSP Midlands! As a member, I have found respect, professionalism, pursuit of education, and new friends. Yet, as President, I have seen how the members come together and work toward making this association the best it can be. We have so many new things happening and I'm glad to have worked on achieving something new for the local members. As I wrap up the year as President, I want to offer anything I can to other who was to achieve, certification, active involvement in the association, or anything else that is available through our NALS memberships.

In the short time since our last update, the LSPM Board has been busy providing the CLEs and meetings each month to the members. We have enjoyed hearing from some great speakers like Jack Cohoon, of Burnette Shutt McDaniel, speaking on unemployment and employment cases and Drelton "DJ" Carson of the Carson Law Firm discussing representing defendants in criminal cases.

At the end of February, we will be having our first Literary Legals Book Club meeting on the book *Rebecca* by Daphne du Maurier, which will be an exciting time. In March, we will be having our elections, and I am truly thrilled to see what new faces will be on the Board next year. We will also be having our very own Cassandra Furtick presenting for the LSPM CLE following the election. It will be a very exciting month and coming months with a brand-new Board!

I have been truly honored to serve as President of LSPM for the 2023-2024 year. It has been my pleasure to ensure things continue to run smoothly and grow. I hope that you have felt the power of the LSPM membership and received all the benefits you've required in your career through your personal membership. Even though my term is ending in the spring, I am always and forever available to my fellow members for any of their needs, questions, concerns, and suggestions. It takes us all and together we can accomplish great things.

## Legal Staff Professionals of Greenville Tara Jean Brown, PP, PLS, SCCP

Happy New Year from Greenville. We had a wonderful time at our Christmas gathering on December 8, 2023, held at ChaceLaw Firm. Our canned food drive for a Local Food pantry was very successful and very much appreciated. Our December speaker was our 2024 charity, Oliver Lollis, the Executive Director of Switch after which we enjoyed our wrapped ornament exchange.

We are off to a great start this year. Our speaker for our January luncheon was Greenville Municipal Court Judge Matthew Hawley talking on the new Greenville Homeless Court Program. Our February speaker will be Matthew Raunika talking with us on Corporate Transparency Act - [CTA 2024: All you need to know]. In March we will have our Nomination and Elections of our 2024-2025 officers along with our auction and networking then in April we will Install our new officers.

Please welcome our new members: Lindsey Parkinson; Deborah Woollens; Rachel Wright, Greenville Technical Students and Mary Dawson, currently relocating to Greenville. Congratulations to Ashley Hampton the winner of our Ann P. Armstrong, PLS Scholarship, at Greenville Technical School.

Congratulations to Terri Coker, ACP, SCCP for being elected to the LSPSC Board as the Functional Director of the Education/Certification. We are so proud of you.

We look forward to seeing everyone at the Annual Membership Meeting in Orangeburg/Santee.



## **Legal Staff Professionals of Orangeburg**

### **Sonia L. Hunt**

In November we met at Dean Law Firm, where we put the final plans on our annual Christmas Party. We also took on collecting new or gently used toys for CASA Family Systems. Members of Legal Staff Professionals met in December at the Law Office of Michael P. Horger for the annual Christmas Party. We enjoyed finger foods brought by the members and our Annual Left-Right Christmas Story game where we passed Christmas socks stuffed with goodies.

January found us meeting at the Dean Law Firm where we discussed the upcoming LSPSC Winter Meeting. We will meet at the Law Office of Michael P. Horger in February. We will hold the election of officers in March. President-Elect Mikki is making plans for the installation of officers at the upcoming April Meeting.

We are hard at work on Annual Meeting and look forward to seeing everyone in Santee in April.



## **Crunchy Chili Lime Shrimp**

### **Ingredients**

2 pounds uncooked shrimp (26-30 per pound), peeled and deveined  
4 garlic cloves, minced  
1 teaspoon paprika  
1 teaspoon ground ancho chile pepper  
1 teaspoon ground cumin  
1/2 teaspoon salt  
1/4 teaspoon pepper  
1 medium lime  
1 cup crushed tortilla chips  
1/4 cup chopped fresh cilantro  
1/4 cup olive oil  
1 cup cherry tomatoes, halved  
1 medium ripe avocado, peeled and cubed  
Optional: Additional lime wedges and cilantro

### **Directions**

Preheat oven to 425°. Place the first 7 ingredients in a greased 15x10x1-in. pan. Finely grate zest from lime. Cut lime crosswise in half; squeeze juice. Add zest and juice to shrimp mixture; toss to coat.

In a small bowl, combine crushed chips, cilantro and oil; sprinkle over shrimp mixture. Bake until shrimp turn pink, 12-15 minutes. Top with tomatoes and avocado. If desired, serve with additional lime wedges and cilantro.



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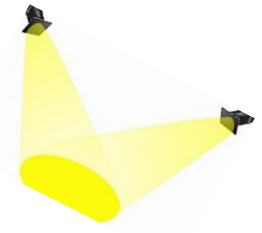
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## Carrot Cake Cookies

### Ingredients

#### FOR THE COOKIES:

1 c. salted butter, softened  
1 c. light brown sugar  
1/2 c. granulated sugar  
2 large eggs, at room temperature  
2 tsp. vanilla extract  
2 1/2 c. all-purpose flour  
1 tbsp. ground cinnamon  
1/2 tsp. ground ginger  
1 tsp. baking powder  
1/2 tsp. baking soda  
1/4 tsp. salt  
2 1/2 c. finely grated fresh carrots  
(from about 6 medium carrots)  
1 c. chopped toasted walnuts

#### FOR THE FROSTING:

8 oz. cream cheese, softened  
1/2 c. unsalted butter, softened  
1 lb. powdered sugar  
1 1/2 tsp. vanilla extract

Orange jimmy sprinkles or chopped toasted walnuts, for sprinkling

### Directions

**For the cookies:** Preheat the oven to 350° with oven racks in the upper and lower thirds of the oven. Line 3 baking sheets with parchment paper; set aside. Beat the butter, brown sugar, and granulated sugar in the bowl of a stand mixer fitted with the paddle attachment on medium speed until pale and creamy, about 3 minutes. Add the eggs and vanilla extract. Beat until well combined, stopping to scrape the sides of the bowl, as needed. Whisk together the flour, cinnamon, ground ginger, baking powder, baking soda, and salt in a medium bowl. Gradually add the flour mixture to the butter mixture with the mixer on low. Beat until well combined, about 1 minute. Stir in the carrots and walnuts. Using a 1 3/4-inch cookie scoop, drop leveled spoonfuls (about 1 1/2 tablespoons each) of the dough on the prepared baking sheets, spacing at least 2-inches apart. Bake two pans at a time, rotating halfway through cooking, until the cookies are lightly browned on the edges, 14 to 16 minutes total. Cool the cookies on the pans for 3 minutes. Transfer to a wire rack to cool completely, about 30 minutes. Repeat with the remaining cookies.

**For the frosting:** Beat the cream cheese and butter in the bowl of a stand mixer fitted with a paddle attachment on medium speed until smooth, about 3 minutes. Add the powdered sugar and vanilla with the mixer on low, beating until combined. Increase the speed to medium and beat until fluffy, about 2 minutes.





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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2023-2024 WINTER MEMBERSHIP MEETING  
JANUARY 20, 2024  
1:45 p.m.  
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2023-2024 was held on Saturday, January 20, 2024, at 1:45 p.m. at the Embassy Suites Columbia, 200 Stoneridge Drive, Columbia, South Carolina.

Call to Order. President Traci B. Wolfe, PP, called the Winter Membership Meeting of Legal Staff Professionals of South Carolina for the year 2023-2024 to order. She reminded everyone to check in with the Acting Credentials Chair, Stacy R. Russo-Strobel, PP, PLS, and to silence all electronic devices. She asked all officers and chairs giving reports to come to the lectern; and all members addressing the meeting to stand and give their names and chapters. She reminded all attendees not to vape, smoke, or drink alcohol during the meeting. President Wolfe introduced herself to the membership.

Thought for the Day. President Wolfe introduced Mikki Hancock, PP, SCCP, from the Legal Staff Professionals of Orangeburg to give the Thought for the Day, which was a poem by Dr. Seuss reminding us that everything happens for a reason.

Pledge of Allegiance and Code of Ethics. President Wolfe asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Cassandra Furtick, Functional Director of Membership/Marketing, virtually led the members in the Pledge of Allegiance. Ann Marie Minerva, PP-SC, EP/P, SCCP, Functional Director of Education/Certification, presented the NALS Code of Ethics.

Welcome. President Wolfe welcomed everyone to the Winter Membership Meeting of 2023-2024 and thanked the members for attending the meeting. President Wolfe recognized first-time member attendee: Stephanie Arkel, of the Midlands chapter. She recognized the Members-At-Large: Stacy Russo Strobel, PP, PLS, and Meredith Lazarski, ACP, SCCP. Visitors today were Adrianna Ruiz of the Columbia area. President Wolfe then recognized the LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2023-2024. President Wolfe introduced the officers of LSPSC for 2023-2024 and thanked them for their service:

|                                      |  |
|--------------------------------------|--|
| Meredith Lazarski, ACP, SCCP         | President-Elect  |
| Stephanie A. Jones, PP, SCCP         | Secretary  |
| Tara Jean Brown, CLP, PP, SCCP       | Treasurer (attended virtually)                                   |
| Cassandra Furtick                    | Functional Director of Membership/Marketing (attended virtually) |
| Ann Marie Minerva, PP-SC, EP/P, SCCP | Functional Director of Education/Certification                   |
| Katherine R. Helms, PP, SCCP         | Immediate Past President/Parliamentarian                         |

Before going further, President Wolfe called up Maris Cannon, PP, SCCP, to be pinned with the Professional Paralegal pin as she had recently passed the exam and obtained her SCCP designation.

President's Remarks. President Wolfe emphasized on her theme "Charting the Course." She reminded attendees of their destination plan and that getting there, you had to go through obstacles. She reminded us there are opportunities to be involved with help from the board members. President Wolfe reminded us that to grow, we had to ask ourselves why we want others to join. Lastly, she informed attendees of what volunteering for the board means, and what benefits are received. She urged people to become involved and learn from the ideas that will be tackled in the President-Elect's presidency.

Business Meeting. President Wolfe reminded everyone that any member of LSPSC may make motions, second motions, and enter discussions. All motions should be reduced to writing, and Katherine R. Helms, PP, SCCP, Parliamentarian, has forms for that purpose.

Roll Call. President Wolfe asked Stacy Russo Strobel, PP, PLS, filling in for Credentials Chair Naomi W. Nation, PP, CLA, SCCP, for roll call. Stacy reported 20 members were present and 11, which was one member over one-half, represented a quorum. Two-thirds of the members present were 13.

Consent Agenda. President Wolfe stated that all members were provided with information in the Consent Agenda packet for review at the beginning of the meeting. The board approved these items at its meeting on January 19, 2024.

#### Treasurer's Second Period Report (2023-2024)

President Wolfe states that the minutes were published in the December 2023 edition of the *Spotlight* and have also been posted to the Members Only section of the LSPSC website. President Wolfe asked if there were any comments or questions regarding the items approved by the board. Hearing none, the above items were approved by consent.

The FIRST INCENTIVE DRAWING was held, and Cassandra Furtick was the winner of \$75.00.

#### Reports from Elected Officers.

*President Traci B. Wolfe, PP.* President Wolfe reminded members to make sure that NALS and LSPSC have their correct e-mail address to receive the @Law, NALS Docket, or *Spotlight*. NALS profile updates should be made in the member log-in section of the NALS website. She urged attendees to get advertisements from their firm, even the \$25 business card ads would assist. President Wolfe thanked everyone for allowing her to attend the NALS National Conference in Houston, Texas. Her full report was in the *Spotlight*, but she discussed how fun it was to meet real Texas Rangers and Fish and Game wardens.

*President-Elect Meredith Lazarski, ACP, SCCP.* Meredith said her report was printed in the *Spotlight*. She thanked everyone for allowing her to go to the NALS National Conference as well. She reported officer visitation was a success. She informed attendees there was a board put together for next year hopefully and she would like volunteers for committees. She will serve as the liaison with local chapters on behalf of the board. She asked about members having the three local chapters being individually responsible for Annual Meeting. She asked for emails regarding the proposal that the state chapter take on responsibility for Annual Meeting.

*Secretary Stephanie A. Jones, PP, SCCP.* Stephanie reminded everyone that all signed and dated reports of officers and committee chairs should be submitted to her for the permanent records. The minutes being approved by consent, Stephanie said the minutes will be signed and scanned into the permanent records. Board Minutes will be posted to the Members Only page of the website. Committee reports for the Annual Meeting will be due by April 15, 2024, at noon.

*Treasurer Tara Jean Brown, CLP, SCCP.* Tara highlighted the \$3.91 service charge in miscellaneous on the Second Period Report that was a Zelle reimbursement and said we would not be using Zelle in the future. She also shed light on the \$1,400 that was transferred to the Annual Meeting Account to keep the balance at \$2,000 as approved by the board due to hotels now requiring larger deposits. There were no questions regarding the Second Period Report.

*Immediate Past President Katherine R. Helms, PP, SCCP.* Katherine said her report was in the *Spotlight* and she was working on the Handbook.

The SECOND INCENTIVE DRAWING was held and Jamie Early, PP, PLS-SC Corp, SCCP, was the winner of \$50.00.

#### Committee Reports. President Wolfe called for committee reports by the chairs.

*Annual Meeting 2024 [Legal Staff Professionals of Orangeburg].* Sonia L. Hunt said everything was reviewed and given to the board to put on the website. The deadline for registration to the hotel is April 1, 2024. The number of entrees necessary must be provided to the hotel no later than April 4, 2024. They will provide additional information for sponsors regarding the Friday night social, etc. Holiday Inn in Santee is the hotel for Annual Meeting.

*Award of Excellence.* Katherine R. Helms, PP, SCCP, indicated she was working on the judges and the submission forms were in the *Spotlight*. Nominations are due by March 1, 2024.

*Certification/Education.* Ann Marie Minerva, PP-SC, EP/P, SCCP, recapped the speakers we heard prior to the winter meeting and discussed certifications and letting her know of any pursuits to obtain certification. She reported there were 2 ACPs, 1 ALPs, 1 CLA, 4 CLPs, 1 MMC, 1 MPS, 9 PLS, 14 PPs, 1 RP, and 14 SCCPs, and 1 NCCP. There are also 2 with specialty certificates and 2 with Emeritus status. She reminded members of various exam preps on the NALS website, exam dates are all online. No one had any questions for Ann Marie.

*Community Projects.* Victoria Mayfield was not present, but her report was in the *Spotlight*.

*Credentials.* Naomi W. Nation, PP, CLA, SCCP, was not present, but members were encouraged to keep Naomi in their prayers.

*Employment.* Sonia L. Hunt had no report as her report was in the *Spotlight*. She puts the notices up on social media and shares job postings to those she needs to spread the word about different employment opportunities.

*Finance.* Mikki Hancock, PP, SCCP, said her report was in the *Spotlight*, but that we were far away from our goal. She stated finance made money off of Happy Grams as well and urged members to send out Happy Grams whenever possible.

*Financial Review.* Jamie I. Early, PP, PLS-SC Corp., SCCP, stated that her report was in the committee reports.

*Handbook.* Katherine R. Helms, PP, SCCP, had no report.

*Historian.* Katherine R. Helms, PP, SCCP, had no report.

*Membership/Marketing.* Cassandra Furtick informed members that there were 89 total members. Eighteen of those were MALs, 20 in Greenville, 9 in Orangeburg, and 42 in the Midlands.

*NALS Foundation.* Matthew James was not present, but his report was in the *Spotlight*.

*Nominations and Elections.* Meredith Lazarski, ACP, SCCP, reported that this committee was vacant and there would be some changes in the works to make this position less stressful with less work to be done. Terri Coker, ACP, SCCP, suggested that the person have a working knowledge of the systems and people involved to do a good job. Both discussed issues with the nomination form and that a change would be necessary. Lois Belle mentioned bringing up Past Presidents on the form and have them be on committees. There was also discussion of having two co-chairs on this committee, a seasoned member and a newer member.

*Publication.* Meredith Lazarski, ACP, SCCP, reminded everyone that the *Spotlight* would need to be published on March 1, 2024, to give 30 days' notice to the meeting because of the deadline for the hotel. Reports need to be received by February 15, 2024, to be published by March 1, 2024. Any suggestions for speakers or topics, please send to Ann Marie Minerva, PP-SC, EP/P, SCCP. Suggestions on the floor included unemployment processes and mental health, along with estate planning.

*Scholarship.* Jan W. Berger, ALP, had a report in the Committee Reports for the membership to review. Deadline for the scholarship is March 1, 2024, and the judges will review all entries. It will be announced at the Annual Meeting and would allow the winner to attend the meeting. She will be sending a scholarship application with Terri Coker, ACP, SCCP, to take back with her.

*Scrapbook.* Stephanie A. Jones, PP, SCCP, stated there was a detailed report in the *Spotlight*, but added they had received some great things and to keep them coming.

*Standing Rules and Bylaws.* Katherine Helms, PP, SCCP, had no report.

*Technology.* Cassandra Furtick said she had been working on the website and would be making changes in the coming weeks to increase traffic. President Wolfe informed everyone that Cassandra does a great job with the technology.

Cassandra mentioned that the Annual Meeting drawing was opened to all members, even where the firms or employers paid their fee. There would be a drawing for MAL members, new members, and regular members, so there would be three names drawn. The drawing would include payment for the Membership Meeting, CLE's, a banquet, and a shared hotel room with the other winner. Names should be sent to Cassandra by March 1, 2024.

The THIRD INCENTIVE DRAWING was held, and Stacy Russo Strobel, PP, PLS, was the winner of \$100.00. President Wolfe explained to the newer members and visitors that the incentive drawings were like participation thank you's.

Upcoming Meetings. President Wolfe announced the 2023 NALS National Legal Education Conference will be held on October 13, 2024, through October 15, 2024, in Portland, Oregon. Registration opens on May 1, 2024.

President Wolfe announced future meetings as follows:

*LSPSC Annual Education Conference.* This will be held April 19-21, 2024, in Santee, South Carolina. Detailed information will be forthcoming in the March issue of the *Spotlight*.

*LSPSC Annual Meetings.* President Wolfe announced the hosting chapters for the LSPSC Annual Meetings:

- 2025 Legal Staff Professionals of the Midlands
- 2026 Legal Staff Professionals of Greenville
- 2027 Legal Staff Professionals of Orangeburg



New Business.

*Elections for 2024-2025 LSPSC Board of Officers.*

President Wolfe explained how the nomination and acceptance of the President-Elect position proceeded and that Cassandra Furtick does not meet the two-year requirement to serve on the board in that position. A motion to waive the two years' service requirement was made by Sonia Hunt. Stacy Russo Strobel, PP, PLS, seconded the motion. There being no opposition, Cassandra Furtick will hold the position of President-Elect for 2024-2025.

President Wolfe then acknowledged that the Treasurer position was vacant and opened the floor for nominations. Stacy Russo Strobel, PP, PLS, nominated Tara Jean Brown, PP, CLP, SCCP, who accepted the nomination. Mikki Hancock, PP, SCCP, made a motion to close nominations and Terri Coker, ACP, SCCP, seconded that motion. President Wolfe thanked Tara Jean for her willingness to run for the office of Treasurer.

The Premium Prize was provided by LSP of the Midlands. President Wolfe also thanked all of those who brought items for the Community Service project, Switch. The Premium Prize for the Annual Membership Meeting will be provided by Legal Staff Professionals of Greenville.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2023-2024 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Wolfe at 3:20 p.m.

Respectfully submitted,

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Stephanie A. Jones, PP, SCCP  
LSPSC Secretary 2023-2024

Approved:

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Traci B. Wolfe, PP  
LSPSC President 2023-2024





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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 2023-2024

|   |                                     |
|---|-------------------------------------|
| President   | Traci B. Wolfe, PP                  |
| President-elect                                   | Meredith Lazarski, ACP, SCCP        |
| Secretary   | Stephanie Jones, PP, SCCP           |
| Treasurer   | Tara Jean Brown, PP, PLS, SCCP      |
| Functional Director – Certification/<br>Education | Ann Marie Minerva, PP-SC EP/P, SCCP |
| Functional Director – Marketing/<br>Membership    | Cassandra Furtick                   |
| Immediate Past President                          | Katherine R. Helms, PP, SCCP        |

## LSPSC COMMITTEE CHAIRS 2023-2024

|                                     |   |
|-------------------------------------|---|
| Annual Meeting                      | Sonia L. Hunt and Mikki Hancock, PP, SCCP                                 |
| Award of Excellence                 | Katherine R. Helms, PP, SCCP  |
| Bar Liaison                         | Meredith Lazarski, ACP, SCCP  |
| Community Projects                  | Victoria Mayfield   |
| Credentials                         | Naomi W. Nation, PP PLS CLA SCCP  |
| Employment                          | Sonia L. Hunt   |
| Finance                             | Debra H. Bailey, CLP, Angel Reid, PP, SCCP<br>and Mikki Hancock, PP, SCCP |
| Financial Review                    | Jamie I. Early, Emeritus PP, PLS-SC<br>Corporate, SCCP                    |
| Handbook                            | Susan L. Olmstead, PLS  |
| Historian/Standing Rules and ByLaws | Katherine R. Helms, PP, SCCP  |
| NALS Foundation                     | Matthew James   |
| Nominations and Elections           | Vacant  |
| Publication                         | Meredith Lazarski, ACP, SCCP and Katherine<br>R. Helms, PP, SCCP          |
| Scholarship                         | Jan Berger, ALP   |
| Scrapbook                           | Stephanie A. Jones, PP SCCP and Colleen<br>Qunell                         |
| Technology                          | Cassandra Furtick and Colleen Qunell                                      |





Legal Staff Professionals of South Carolina  
**2023-2024 Calendar\***  
 \*subject to change



|   |   |
|---|---|
| <p><b>May 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Open Registration for NALS 2023 National Conference-Houston, Texas (August 21-23)</p> <p>American Bar Association Law Day; Theme: "Cornerstones of Democracy; Civics, Civility, and Collaboration"</p> <p>15 Deadline – Submission of Reports for <i>Spotlight</i></p> <p>15 Deadline – LSPSC Chapter Rosters to NALS</p> <p>31 Deadline – NALS Award of Excellence</p> | <p><b>November 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Deadline for chapter boards to return Verification of Qualification forms for 2024-2025 board nominations</p> <p>1 Call for Nominations – 2024-2025 LSPSC Officers</p> <p>15 Close of Nominations – 2024-2025 LSPSC Officers</p> <p>15 Deadline – LSPSC <i>Spotlight</i> (December)</p> <p>25 Nominations' Acceptance and Qualification forms for 2024-2025 sent to qualifying nominees.</p>   |
| <p><b>June 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>9-11 LSPSC Officer Retreat (location TBD)</p> <p>15 Deadline – LSPSC <i>Spotlight</i> Publication (July)*</p> <p>30 Deadline – Renew SCCP Accredited Sponsorship</p>   | <p><b>December 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>5 Deadline to return Nominations' Acceptance and Qualification Forms for 2024-2025 LSPSC Nominees</p>  |
| <p><b>July 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>21 LSPSC Summer Board Meeting &amp; Membership Social (location Columbia)</p> <p>22 LSPSC CLE Seminars and Summer Membership Meeting (location Columbia)</p> <p>23 Deadline for Early Registration (\$359) for NALS Conference, Houston, Texas (August 21-23)</p>  | <p><b>January 2024</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting *</p> <p>19 LSPSC Winter Board Meeting (location TBD)*</p> <p>20 LSPSC CLE Seminars and Winter Membership Meeting (location TBD)*</p> <p>20 Distribute 2023-2024 LSPSC Scholarship Award application and submit judges for board approval</p> <p>20 Distribute 2023-2024 LSPSC Award of Excellence Application and submit judges for board approval</p>  |
| <p><b>August 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>15 Deadline for Regular Registration (\$409) for NALS Conference, Houston, Texas (Aug. 21-23)</p> <p>21-23 NALS 2023 National Conference-Houston, Texas</p>  | <p><b>February 2024</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>5 Prepare official ballots for distribution (if applicable)</p> <p>15 Deadline to vote/return ballots (if applicable)</p> <p>15 Deadline – LSPSC <i>Spotlight</i> (March)</p>  |
| <p><b>September 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>15 Deadline – File IRS Form 990N – LSPSC and local chapters</p>   | <p><b>March 2024</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Deadline to submit 2023-2024 LSPSC Scholarship Award Application</p> <p>1 Deadline to submit 2023-2024 LSPSC Award of Excellence Application</p> <p>15 Deadline – Submit completed 2023-2024 LSPSC Scholarship Award Applications to judges.</p> <p>15 Deadline – Submit completed 2023-2024 LSPSC Award of Excellence Applications to judges</p> <p>25 <b>Deadline to notify membership of election results</b></p>  |
| <p><b>October 2023</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>9-13 NALS Court Observance Week; Theme: TBD</p> <p>15 "Verification of Qualification" forms sent to local chapter boards for approval of local members in good standing for 2024-2025 board nominations</p>   | <p><b>April 2024</b></p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Deadline – Judges to determine 2023-2024 LSPSC Scholarship Award Winner</p> <p>Deadline to determine 2023-2024 LSPSC Award of Excellence Winner</p> <p>1 Deadline – Registration for LSPSC 59th Annual Meeting and Educational Conference hosted by LSPO (location TBD)</p> <p>19 LSPSC Outgoing Board Meeting and Incoming Board Meeting, Santee, SC</p> <p>20 LSPSC 59th Annual Meeting and Educational Conference and 2024-2025 Officer Installation, Santee, SC</p> <p>21 LSPSC Spring Membership Meeting, Santee, SC</p> |





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- ♦ Enhance the careers of legal professionals;
- ♦ Promote legal professionals and the legal support industry.

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## **NALS Code of Ethics & Professional Responsibility**

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

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



Legal Staff Professionals  
of South Carolina

**NALS**



# *SPOTLIGHT*

**March 2024**

