Douglas-Carson Legal Professionals

THE TICKLER

November - December 2026

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President's Message

Hello everyone. Fall has arrived. Before you know it, the holidays will be here and another year will be nearly over!

Welcome to our new member Kerri Hickingbottom.

I hope you will all join us for our November 4 Zoom meeting at noon. NALS member Kerie Trindle Byrne, PP, PLS-SC will give a presentation entitled "Being a Productive Paralegal." Kerie is a fantastic speaker and I know her presentation will be great.

More information will follow, but please mark your calendars for our annual Christmas Dinner on December 2 at the Nashville Social Club in Carson City.

Sharon Coates, PP, CLP
President



NOV 4

DCLP LIVE !!-- No Reservation Needed

Via Zoom - **Wednesday, Nov 4** at noon.

Meeting ID: 922 280 3023. Passcode: 412889

No charge for non-members

ALL ATTENDEES ARE ELIGIBLE FOR THE GIFT CARD DRAWING AT THE CONCLUSION OF THE MEETING

Congratulations to Mary Baldecchi for winning in September

Education



Douglas-Carson Legal Professionals



Presents

The Productive Paralegal--
Time Management Strategies

with

Kerie S. Trindle Byrne, PP, PLS-SC

All legal support professionals aiming to gain additional time management skills will benefit from this presentation: The Productive Paralegal, Time Management Strategies. In this hour, we will discuss:

- routines and habits that optimize workflow including creating daily and weekly plans, and task prioritization and time management tactics, including templates and checklists.

- automating repetitive or tedious tasks with some hands-on application of Word Quick Parts and Outlook Signatures.

- prioritizing staying happy and healthy at work by discussing the benefits of taking breaks, preventing burnout, and keeping your inbox manageable.

This session will give you practical tips you can immediately implement to improve your work-life balance.

Kerie Trindle Byrne, PP, PLS, SC-Family Law has been a legal professional for over twenty years working up the ranks from file clerk to paralegal. Through determination, hard work and on-the-job training, Kerie gained the background knowledge and skills to perform as a paralegal. Believing education to reinforce her skills was important Kerie attended Phoenix College and earned her Associate of Arts Degree in Paralegal Studies, obtained her PLS and PP certifications from NALS and CP certification from NALA. Kerie is currently pursuing her Legal Paraprofessional License and looks forward to representing clients in Family Law. Kerie has practiced many areas of law and is currently employed as senior family law paralegal with Warner Angle Hallam Jackson & Formanek, PLLC where she supports four family law partners, including David N. Horowitz, Giancarlo A. Sapelli, Jennika N. Stith, and Greg R. Davis. Kerie believes her communication skills and creativity make her an effective leader.

Education
Cont'd

The Real Estate Paralegal/Legal Assistant

A Real Estate paralegal is a professional who supports the work of attorneys in legal matters related to real estate transactions. They handle many aspects of the legal process, such as researching and analyzing laws, regulations, and documents; preparing legal documents; communicating with clients, lenders, and parties involved in the transaction; and helping to ensure that all agreements and legal requirements are met.

They often perform administrative duties such as drafting documents, organizing files, and conducting research related to real estate transactions. Additionally, they may also be involved in the more analytical aspects of real estate law, such as analyzing title documents, preparing closing statements and deeds, reviewing contracts, and providing advice to attorneys regarding legal issues.

Real Estate paralegals must be organized, detail-oriented individuals with a thorough understanding of real estate law and the ability to review large volumes of data quickly and accurately.

Interview questions you may be asked when interviewing for a position involving real estate transactions might include:

- What experience do you have with real estate law?
- What is your understanding of the role and responsibilities of a real estate paralegal/assistant?
- How familiar are you with local zoning laws?
- Have you ever handled title searches or reviewed documents related to transactions?
- Are you comfortable working independently on different projects?
- Can you provide examples of successful cases that required meticulous legal research skills and attention to detail?
- Tell us about any reports, forms, contracts, or other documents you've prepared.
- What systems and software are you familiar with that are commonly used by real estate paralegals/assistants?
- Tell us about your experience using legal research databases.
- What is your approach to staying abreast of changing laws, regulations, and judicial decisions?
- Are you comfortable communicating with clients or other professionals in the industry?

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Education
Cont'd

The Real Estate Paralegal/Legal Assistant (cont'd)

Opportunities for employment are available at firms of all sizes ranging from sole practitioners to general practice firms, to large firms with real estate, trust administration, probate, civil and commercial litigation and commercial real estate transactions.

Regional corporations and industrial/energy companies (such as construction or development firms look for paralegals with 2+ years of commercial real estate experience to manage property contracts and compliance.

Real estate brokerages and private lending groups hire support staff and coordinators to oversee the closing states of property sales and loans.

In addition, many California-based mid-sized law firms and corporate platforms hire remote real estate paralegals who reside in western time zones.

Core responsibilities may include:

- reviewing title commitments, surveys, environmental reports, and municipal zoning or land-use codes.
- preparing purchase agreements, lease abstracts, closing statements, and entity formation documents.
- coordinating with escrow officers, title companies, lenders, and counsel to track deliverables through final recording.

NALS members who are certified as either a certified Professional Paralegal (PP), Certified Legal Professional (CLP), or Professional Legal Secretary (PLS) may earn a Specialty Certificate after obtaining 50 CLE hours in Real Estate Law which is valid for five (5) years.



Image by Nick Youngson CC BY-SA 3.0 Pix4free

Proofreading



The Most Famous Typos in History

by Nicole Villeneuve

An occasional slip of the keyboard or pen can lead to errors in spelling, punctuation, or grammar, and while they may seem trivial or even funny when they happen, some typos have had significant consequences. One infamous example of a typographical error is a 17th-century printing of the Bible that caused an uproar after it changed the meaning of one of the Ten Commandments. NASA's onetime coding error, meanwhile, has been called the most expensive typo in history.

In the grand scheme of things, typos may appear as minor nuisances, but these minuscule mistakes can spark conversations and even shape historical narratives. Read on to learn about some famous typos that remind us that even the smallest errors can have profound consequences.

The "Wicked Bible"

In 1631, a small but significant typo shook the religious world. In a reprint of the King James Bible by royal printers Robert Barker and Martin Lucas, the word "not" was egregiously left out of the Seventh Commandment, "Thou shalt not commit adultery," which was mistakenly printed as "Thou shalt commit adultery." The typo appeared in about 1,000 copies of the text, which later came to be known as the "Wicked Bible" or "Sinners' Bible." It isn't clear how the misprint happened. Some theories over the years have suggested that a rival printer might have done it deliberately, but the more likely cause was simple oversight. When the error was discovered, the ramifications were swift and severe. The king fined the printers £300 (around $70,000 today), revoked their printing license, and proceeded to find and destroy as many copies of the Wicked Bible as possible, turning it into a rare collector's item. Today, only about 20 copies remain in circulation.

Proofreading (cont'd)

NASA's Million-Dollar Typo

On July 22, 1962, NASA's Mariner 1 spacecraft, designed for a mission to Venus, was set to launch from Cape Canaveral. But just minutes after liftoff, the shuttle had to be destroyed due to a course deviation. The culprit behind this mission-ending error was a simple coding mistake. While it's been widely reported that a missing hyphen in the software coding was to blame, NASA has said that it was an "omission of an overbar for the symbol R for radius (R instead of $\bar{R}$) in an equation," as well as a guidance antenna on the atlas, that caused the failure. Mariner 1 was set to be America's first interplanetary probe. It set NASA back $18.5 million (over $180 million today), an amount that led *2001: A Space Odyssey* author Arthur C. Clarke to call it "the most expensive hyphen in history." Just 36 days later, Mariner 2 successfully launched and flew by Venus, becoming humankind's first successful scientific planetary mission.

The Lincoln Memorial Typo

The Lincoln Memorial is one of the most iconic landmarks in the United States. Before its official dedication took place in 1922, an unfortunate typo was discovered etched into the words of Lincoln's Second Inaugural Address, one of two famous speeches inscribed on the monument, along with the Gettysburg Address. During the original carving of the inscriptions, an engraver mistakenly carved an "E" in place of the "F" in the word "FUTURE" in the phrase "WITH HIGH HOPE FOR THE FUTURE." Eventually, the error was corrected by filling in the bottom line of the "E," but the flub is still visible to those looking for it.

Source: historyfacts.com/artsandculture

Education
Cont'd

Hidden Risks of Using AI for Transcripts or Notetaking in Meetings

According to the American Bar Association, Artificial Intelligence (AI) and automated meeting assistants introduce hidden, high-stakes legal risks when used to capture or summarize legal conversations and transcripts. These risks include:

Loss of Attorney-Client Privilege and Confidentiality

- **Third-Party Disclosures:** Cloud-based AI transcription and note-taking software process audio and text on external vendor servers. This external handling can destroy attorney-client privilege and violate confidentiality obligations under rules like ABA Rule 1.6. [ally-law.com]
- **Discovery Exposure:** Automated transcripts and summaries stored in cloud ecosystems become permanent digital artifacts. Opposing counsel can target these records during litigation discovery, exposing strategic communications and legal playbooks. [Offit Kurman]
- **Vendor Data Training:** Many standard AI tools utilize user inputs and conversation data to train their underlying models, risking the leakage of sensitive details to outside parties. [Smith Anderson]

Evidentiary Inaccuracies and Hallucinations

- **Misheard or Fabricated Dialogue:** AI tools frequently misidentify speakers, miss subtle nuances, misunderstand legal jargon, or "hallucinate" statements and action items that were never spoken. [Duane Morris]
- **The "Official Record" Trap:** Participants often over-rely on AI summaries and neglect to take manual notes. When unverified AI transcripts are treated as authoritative records, errors become embedded in depositions, board minutes, or settlement negotiations. [Goodwin Law]
- **Compromised Legal Arguments:** A singled mistranscribed word or misattributed statement can alter witness preparation, distort legal advice, or undermine credibility in court. [Illinois Supreme Court]

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Education
Cont'd

Hidden Risks of AI (cont'd)

Wiretapping and Consent Violations

- **Multi-Party Consent Laws:** Automatically running "silent guest" AI note-takers can violate state and federal wiretapping or all-party recording laws if participants are not explicitly notified. [Smith Anderson]
- **Hidden "Shadow AI":** Employees or clients often deploy personal or browser-based AI transcription apps without the knowledge of legal or compliance teams, creating unapproved compliance liabilities. [Linklaters]

Recommended Safeguards

- **Prohibit Automatic Activation:** Disable AI transcription tools during privileged, confidential, or sensitive legal sessions.
- **Use Enterprise-Grade Tools:** Require local, closed-source Large Language Models (LLMs) or enterprise contracts with strict non-training, zero-retention, and end-to-end encryption warranties.
- **Mandate Human Verification:** Treat AI outputs strictly as rough drafts; an attorney or compliance officer must independently review and verify every transcript before it is relied upon.
- **Establish Clear Governance:** Outline explicit corporate AI policies detailing when, where, and how transcription tools are permitted. Detailed guidance can be reviewed through legal insights published by the American Bar Association and Smith Law. [Parker Poe]

Editor's Note: I did not have access to the original American Bar Association article titled "The Silent Risks of AI in Legal Transcripts" because I am not an attorney, so I asked AI what those risks were. This article was generated by AI and includes the references AI cited for the information contained therein.

12 Top Future Skills



- The world won't wait for you to catch up.
- Most people avoid change until it's too late.
- The most valuable skill is learning what matters next.
- What helped you grow before won't carry you forward.
- Future-ready people always stay one step ahead of uncomfortable.
- Grow your professional skills with daily visual wisdom.

Source: World Economic Forum: Future Jobs Report (2026)

Once Incorrect Grammar That's Now in the Dictionary

By Rachel Gresh at wordsmarts.com

The dictionary is a living document, changed by the ways people use language. Nowadays, the pages feature grammar that was once considered "incorrect" — that is, words and rules that have staunch opponents, yet entered modern English because they're so popular.

Language doesn't stand still. In fact, most dictionaries are updated regularly to reflect the latest developments. (The Merriam-Webster Collegiate Dictionary, 12th Edition, was released in late 2025.) Words we were once told never to use and rules we were warned not to break have worked their way into everyday speech and eventually into the pages of official dictionaries. Let's review some of the words and rules that many traditional grammar sticklers balk at, but that have been deemed acceptable on the pages of the dictionary.

"Literally" / Figuratively

A sore spot for many, the term "literally" has taken on a life of its own, especially among younger users. When the term first entered English during the 15th century, it meant "in a literal sense or manner," emphasizing truth or accuracy, as in, "The dictionary literally contains hundreds of thousands of definitions."

But another (and some would argue more popular) usage has emerged: "an exaggerated way to emphasize a statement or description that is not literally true or possible." For instance, "I literally have five dollars in my bank account" might not be an accurate statement, but it's more dramatic and creative than telling your friends, "I'm broke."

Merriam-Webster and other language authorities have added this figurative definition to their pages because enough people are using it to warrant an explanation. But surprisingly, this definition isn't that new. Evidence of "literally" as an exaggeration dates to the mid-18th century; millennials simply resurrected the usage.

"Data" as a singular term

When it first entered English in the mid-17th century, "data" was strictly plural, as in, "The data are limited." It comes from the Latin datum, meaning "something given," and it follows the Latin plural rules, turning one piece of datum into many sets of data. Because it was plural, it called for plural modifiers and verb tenses. In technical and academic writing, this is still the appropriate usage. The singular "datum" is formally used to denote a piece of data, as in, "We are missing a crucial unit of datum."

(continued on next page)

Lexicon (cont'd)

However, in the dictionary, there is a modern update to this rule of thumb. In informal contexts, "data" is used in the same way "information" is, as a singular mass noun to describe collections of figures, details, or statistics. In this way, the term takes a singular verb, as in, "The data is accurate." Both the plural and singular uses are now standard, but the latter is increasingly common.

"Like" as an interjection

Most grammar sticklers would cringe at hearing someone say, "I'm like, sure, I'll meet you there after work,'" but using "like" interjectionally to introduce a thought or a statement has become accepted in a conversational setting. Another casual usage is to introduce commonly held beliefs, such as "It's, like, who cares what he thinks." Merriam-Webster documents this usage: "used interjectionally in informal speech often with the verb 'be' to introduce a quotation, paraphrase, or thought expressed by or imputed to the subject of the verb, or with 'it's to report a generally held opinion." While "it's" is still frowned upon in formal and technical writing, it seems that "like" is here to stay.

"Irregardless" is a real word

While the new usage is documented by Merriam-Webster, it's with the caveat that "irregardless" is nonstandard and widely disliked. That's because it's seen as a double negative, and grammar standards say that "regardless" does the same job without the prefix. However, in the dictionary, "irregardless" is listed as a synonym of "regardless," both meaning "despite everything." Both options are valid: "Our flight left on time, regardless/irregardless of the storm."

"Irregardless" came into use during the mid-19th century. While usually the prefix "ir-" employs negation, in the case of "irregardless," it acts as an intensifier. For this reason, it has slipped through the cracks of strict grammar protocol and landed in a gray area where it's defined in the dictionary, yet scoffed at by grammar officials.

"Impact" as a verb

Although increasingly popular in modern English, traditional grammar rules state that "impact" shouldn't be used as a verb, especially in the meaning "to directly affect." According to this line of thought, "The book positively impacted my life" is technically a faux pas. Instead, traditional grammarists would rather "impact" remain a noun, as in, "The book had a positive impact on my life." Here, "had" is the main verb.

(continued on next page)

Lexicon (cont'd)

However, especially in casual conversation, using "impact" as a verb can feel more natural. In fact, one verb form of "impact" (meaning "to strike forcefully") is nearly 200 years older than the noun form; the former emerged in 1601 and the latter in 1781. The verb usage of "to have a direct effect upon" came about in the 20th century, and that's what some object to. However, Merriam-Webster considers this verbal use perfectly acceptable, though you should omit it if your audience finds it problematic.



Recently Removed or Phased-Out Words

Major dictionaries like Merriam-Webster and Collins Dictionary periodically phase out or remove obsolete, unused, or replaced words from their print editions. Why?

- Space constraints: Print dictionaries have physical page limits, forcing editors to drop rare or dead terms.
- Shift in usage: Words fall out of popular conversation or get replaced by modern synonyms (like *airport* for *aerodrome*).
- Archival note: While print and smaller editions drop these terms, major comprehensive databases like the Oxford English Dictionary generally keep historical entries to document the evolution of the language.

Here are a few of the recently phased out words:

- Aerodrome: replaced in everyday use by "airport."
- Alienism: an outdated and sensitive term for the study of mental illness.
- Frigorific: meaning "causing cold," now replaced by frigid.
- Vitamin G: The historical name for what is now known as riboflavin.
- Hodad: A 1960s slang term for a fake surfer.

How Come we say "How Come"?

At first glance, "how come" seems like an incomplete sentence, but it's actually acceptable as is. So, how come we say "how come"? Let's take a closer look.

According to the Oxford English Dictionary (OED), the phrase "how come" dates to at least 1844, with an example appearing in Ladies' National Magazine: "'Ha, ha, ha!' roared Hector, 'you larf at me, eh, fer being frighten' at panter, tort I'd fix you fer um—I say, gal, how come you jump so? what you tort twas, eh?"

To get the full understanding of that example, try reading it aloud — many of the words are spelled phonetically, likely for effect. But "how come" is clear; in the example and now, it's mainly used in place of the word "why," as in, "Why/how did it come about?" Grammatically, the subject and verb of "How come?" are implied, which makes it a functionally complete sentence, albeit in a very casual tone.

This begs the question: Why use "how come" instead of "why," given that "why" is far more common and easily understood (and shorter)? The reason mainly has to do with encouraging a more relaxed and conversational tone. "Why" is blunt, and the person on the receiving end of the question may feel like they're being lectured. Saying "how come" may invite a bit of further conversation and encourage a lighthearted dialogue.

Here's an example: The question "Why did you call me?" could come across as very pointed and perhaps a bit angry in tone. As an alternative, "How come you called me?" is less of an inherently antagonistic question, and may make the other person feel more at ease.

Source: by Bennett Kleinman at **wordsmarts.com**



Cognitive Dev. (Cont'd)



November - December Word Search

Find the words and circle them. Words may be vertifical, horizontal, diagonal, forwards or backwards.
Answer in the January - February 2027 issue.

Manger
Turkey
Snowman
Lights
Pilgrims
Blessings
Gratitude
Mistletoe
Thanksgiving
Santa
Menorah
Wassil*
Dreidel
Yuletide
Presents

*wassail is the correct spelling but the puzzle used wassil

L	K	X	B	L	A	T	N	A	S	S	T	D	N	O
W	L	S	K	P	D	Q	E	J	G	H	U	O	N	J
A	Q	Q	L	P	P	Y	T	N	A	M	P	S	Y	I
S	P	P	K	P	E	M	I	N	E	R	E	V	Z	Q
S	V	A	Y	K	Y	S	K	N	E	H	D	J	Z	S
I	R	R	R	F	S	S	O	S	H	D	I	P	Z	M
L	V	U	U	E	G	R	E	K	N	V	R	T	N	I
Y	T	U	L	I	A	N	M	P	P	T	Q	F	A	R
L	A	B	V	H	T	L	T	O	U	B	F	F	M	G
X	E	I	M	S	G	G	I	R	O	C	J	B	W	L
P	N	R	E	G	N	A	M	G	F	X	P	Q	O	I
G	E	D	I	T	E	L	U	Y	H	L	K	D	N	P
Q	L	E	D	I	E	R	D	W	Q	T	R	Z	S	X
S	E	D	U	T	I	T	A	R	G	V	S	D	K	I
F	M	I	S	T	L	E	T	O	E	O	Q	P	K	D

Answer to the Sept-Oct Jumble

LWDAR = Drawl
HSEOW = Whose
RMRORI = Mirror
CLBAHE = Bleach

He graduated with a degree in street building, which made him a **road scholar**.



Holiday Party





TIME FOR DOUGLAS-CARSON LEGAL PROFESSIONALS' CHRISTMAS PARTY

Please join us on:
Wednesday, December 2, at 5:30 p.m. at The Nashville Social Club, 1105 S. Carson Street, Carson Street, Carson City, for socializing and drinks. Dinner will be at 6.
IF YOU WANT TO PARTICIPATE, we will have a gift exchange so bring a wrapped gift costing no more than $20. We will also collect donations for Austin House in Minden, FISH in Carson, and the Northern Nevada Food Bank in Reno. DCLP will give them $100 each and equally divide any other money collected.

DCLP will give each **member** attending $10 to use toward their dinner. **Guests are welcome.**

Please RSVP to Maria Nelson at 775-232-1576 or by email: Marnelson03@gmail.com by
Sunday, November 29
Hope to see you all there.





WELCOME NEW MEMBERS!

Kerri L. Hickingbottom

Answer Key to the Bill of Rights Quiz
In the September-October Tickler

1. A
2. D
3. B
4. C
5. B
6. C
7. A
8. D
9. A
10. D
11. C
12. A
13. D
14. D
15. B
16. D
17. B
18. D
19. A
20. D



DCLP Readers' Nook



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One Last Gift
by Emily Stone

Available on Amazon, or Audible or on Libby

This is a wonderful romance novel set in England and Wales.

Cassie and Tom lost their parents at a young age and relied on each other—as well as a community of friends—to cope. They were especially close with Tom's best friend, Sam.

Twenty years later, Cassie loses Tom as well, and in a way, she's also lost Sam; over the years they've drifted apart. While she is struggling with the loss, she finds an envelope from Tom.

She knows it's the first clue in the annual Christmas scavenger hunt that Tom made for her every year. He had promised her for months that this year's would be the grandest one yet.

The scavenger hunt helps her to deal with her brother's death by sending her on a heart-wrenching and beautiful journey.

I highly recommend this book. You may also need some tissues to get you through it.

– Sharon Coates, PP, CLP



One of Many Bookcases in the Pepys Library Magdalene College, Cambridge

Samuel Pepys kept exactly 3,000 books… no more, no fewer. When he acquired a new volume, he removed one. He designed his own oak bookcases, arranged the books by size rather than by subject, and catalogued every title by hand.

When he died in 1703, his will contained a single instruction for the library: nothing could be added, and nothing could be removed.

The collection passed to his nephew, and when his nephew died in 1723, it moved to Magdalene College, Cambridge, under those exact terms. The bookcases are the originals. The order is unchanged. More than three hundred years later, Pepys's library sits exactly as he left it, a mind preserved in its own arrangement.

I have a lot of books in my library… or at least I used to. My first purge occurred when my son was born and I turned my library into a nursery. That was 46 years ago. Since then I've accumulated more books.

Readers' Nook (cont'd)

My Gen X son recently asked, "Have you read all these books?" When I said yes, he responded, "Then why do you still have them?"

Good question.

I once dreamed of owning the Franklin Library set of 100 Greatest Books made of 100% genuine leather, with 22 Karat gold gilt detailing, raised spine bands, silk moire fabric endpapers, and a sewn-in satin ribbon bookmark. I settled for paperbacks. Later, a better job, higher salary (and the same son who was then working at Barnes & Noble) enabled me to own hard bound copies of favorite series e.g., Harry Potter, Outlander, Wilbur Smith's The Courtney series and his River God series.

I bought my first Kindle in 2007 and was amazed that I could have hundreds of books at my fingertips and that I could highlight passages, look up words, and make notes without damaging the book.

Twenty years later Amazon released a new wireless Bluetooth remote control device (Kindle Click) to flip pages from a distance, adjust front lighting, and put the reader to sleep. What a boon for the mobility impaired who perhaps read on their big screen TV!

In 2008 I started listening to books. Audible is great for long walks, road trips, and travel in general, but I still enjoy reading the traditional way.

Physical books improve cognitive comprehension. Evidently, turning physical pages creates a spatial "index" in your brain, helping you map story details and retain information up to six to eight times better than digital reading according to studies. Reading a physical book before bed avoids screen glare that suppresses melatonin and ruins sleep quality.

How do you like to read?

--Dee Beardsley, Emeritus PP, PLS



Wishing you all the best!

Holly Mitchell – November 2
Dionna Negrete, PP, CLP – November 3
Nancy Prout, PP, PLS – December 10





May your birthday be the start of a year filled with new opportunities, accomplishments, and endless joy.
Happy Birthday!

NALS Certification Update

NALS is pleased to announce an important change to our ALP credential. Beginning January 1, 2026, the **Accredited Legal Professional (ALP) certification will transition to the Certified Legal Support Professional (LSP).**

The ALP has served as a trusted entry-level credential for those starting their careers in legal support. As the legal support profession evolves, NALS is rebranding this certification title to better reflect the skills, competencies and professionalism the credential represents. The new LSP name offers clearer recognition across law firms, legal departments and the broader legal community.

Current ALP holders may continue using the ALP designation if they choose. All new credentials and recertifications issued on or after January 1, 2026, will carry the LSP title.

NALS will begin updating its website and digital materials in the coming weeks, so LSP references will appear ahead of the official transition.

To learn more about NALS certifications and upcoming updates, visit our website at NALS.org.

NALS 2027 National Legal Education Conference!



Mark your calendars for the 2027 National Legal Education Conference, September 27–29, 2027 in St. Louis, Missouri.

NALS & Chapter News Cont'd

Continuing Education

As a legal support professional, you can earn CLE credits in a variety of ways in addition to attendance at chapter or national educational sessions regardless of your location. Check at NALS.org for opportunities from other local and state associations.

Appropriate educational topics range from law office procedures, technology, ethics and judgment, grammar, and more.

Additional sources you may not have considered include:

- Local bar seminars or educational sessions
- Legal Talk Network ($)
- Lorman Training Products ($$$$)
- Westlaw Seminars ($$$)
- American Bar Association ($$$)
- Lexis-Nexis ($$$)
- Internal Revenue Service (Free-$)
- TED (Free)
- NALS @Law Magazine Quizzes (Free-$)
- 123ce.com

And did you know that you can also obtain CLE credit for volunteering on a National Task Force, e.g., Board of Directors, Leadership Identification Committee (LIC), National Certifying Board, Manuals Task Force, etc. If you are claiming CLE credit for volunteering, you must provide proof of your involvement and your task force leader must confirm same.

You can also earn CLE for volunteering your time and skills as a paralegal or legal support professional to legal organizations or nonprofit organizations (e.g., Legal Aid Services) in a *pro bono* capacity. A maximum of five (5) hours can be earned for *pro bono* legal support services and you must provide confirmation of your time/services dedicated. Examples of these organizations:

- Wounded Warrior Project
- Wills for Heroes
- Folds of Honor
- Justice for Children
- The National Domestic Violence Hotline
- NAACP
- ACLU
- The Legal Aid Society
- SPCA
- The Human Rights Campaign

Membership Renewal

Your memberships with both NALS and DCLP will expire on April 30, 2027. Calendar it now.

NALS & Chapter News Cont'd

CLE Clarification for Certification Recertification Extension

NALS has transitioned to a single annual recertification period, meaning all certifications will renew in January of their applicable year. To support this change, certification expiration dates have been extended for certifications earned or renewed prior to this alignment.

Important CLE Clarification

Your CLEs will not expire or be rejected due to this extension. For active certifications, all CLEs earned since your previous renewal or earned date will continue to count, even if that window extends beyond five years. The January expiration date simply gives you additional time to complete the CLE requirements.

What this means for you:

- All certification expiration dates have been extended to January 31 of the following year.
- For example:
  - All certifications originally expiring in 2026 now expire January 31, 2027.
  - All certifications originally expiring in 2027 now expire January 31, 2028.

This is a **one-time extension** to align all recertifications to the same expiration date. Certifications earned or renewed from this year onward will already be set to expire on January 31 and will not require an extension.

Recertification Processing

Recertifications may be submitted early but will be processed in January as part of NALS annual recertification cycle.

If you have questions about this recertification process, **please reach out to our Certification and Events Manager, Kelsey.**

Continuing Legal Education

Each month, NALS hosts & promotes quality continuing legal education covering topics relevant to the legal support industry.

Live or Current Seminars and Webinars

Access to live seminars, webinars, and workshops dedicated to current legal trends and industry standards. These presentations are produced by a myriad of professionals dedicated to keeping our members abreast of the legal support profession. As a member, you are given access to these events for little or no cost.

NALS Exam Cram On-Demand

Whether you are preparing for one of our certification exams or earning credit(s) toward recertification, NALS Exam Cram On-Demand is a wonderful tool to help you prepare. The series span topics ranging from citations, electronic discovery, to various areas of substantive law.

Past Webinars

Members may access past webinars through our online store. These webinars are offered at a discounted rate or free of charge.

NALS CLE Events

Many of our CLE events are listed for free or a small fee to members.

Bulk Education

If there is a presentation or webinar that you want to share, we want to help make that happen! Access to a recorded presentation or webinar is offered to NALS members, members' companies, or Chapters at a discounted price (based on the number of participants).

NALS Foundation

Events + Fundraisers

- Foundation Grants
- Faynell Poe Memorial Fund

Quick Links

- Ways to Give
- Donor Recognition

Building Your Career & Future

The NALS Foundation was established in 1989 and is dedicated to ensuring a rewarding future for you and all legal support professionals. It is a 501(c)(3) nonprofit educational foundation working hand in hand with the National Association for Legal Support Professionals to enhance educational opportunities. Since its inception, the NALS Foundation has awarded grants and contributions of over $200,000 for the benefit of chapters and states.

Purpose

The NALS Foundation strives to ensure top-notch legal services are the norm. It funds quality education programs for legal professionals working with attorneys and the public to enhance their skills and provide them with the latest information on their profession. The NALS Foundation also keeps the good of the legal profession in the public eye, emphasizing a positive image of the profession and the importance of qualified, competent legal professionals.

The NALS Foundation is governed by a volunteer board of trustees. The board has designated the following as funding priorities:

- Educational/Research Opportunities
- Grants Keynote Speakers/Workshops
- Recognition

Please direct any questions you may have to the NALS Foundation Chair at foundation@nals.org.

Get Involved

Serving on the NALS Foundation Board of Trustees is a simple, fun, and rewarding way to give back to the legal support profession. Click here and select NALS Foundation Board of Trustees on your volunteer interest form. Contact any current Trustee if you'd like to discuss the possibilities!

NALS Foundation Board of Trustees

- Tina Hurley, PP, PLS (chair)
- Melissa Canich, PLS (secretary/treasurer)
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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 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
- Pursue a high order of professional attainment

Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by NALS and accepted by its members to accomplish these ends.

Canon 1. Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 2. Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of the association and the legal profession.

Canon 3. Members of this association shall avoid a conflict of interest pertaining to a client matter.

Canon 4. Members of this association shall preserve and protect confidences and privileged communications of a client.

Canon 5. Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

Canon 6. Members of this association shall not solicit legal business on behalf of a lawyer.

Canon 7. Members of this association, unless permitted by law, shall not perform legal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 8. Members of this association, unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.

Canon 9. Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

Canon 10. Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.