

# The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

January 2025

## Inside This Issue

### Cover Page

President's Message	1
Meeting Notice	1

### Education

Complex Document Management	2
Lexicon	3
Sudoku Puzzle	3
Quiz on Discovery	4

### Professional/Personal Development

Must Have Skills	5
Conversation Starters	9

### NALS & Chapter News

Out To Lunch	8
NALS Marketplace	10
Renewal Information	11
Birthdays	11
Zoom Instructions	11
Code of Ethics	12

The Tickler is published monthly by  
Douglas-Carson Legal Professionals  
P.O. Box 2994  
Minden, NV 89423-2994  
[www.douglascarsonlegal.prof.org](http://www.douglascarsonlegal.prof.org)

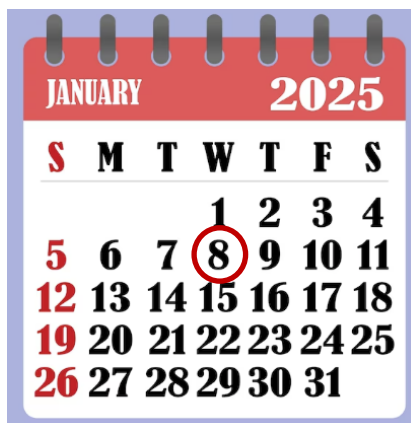
HAPPY NEW YEAR and I hope your holidays were wonderful! I certainly hope 2025 will be a healthy and happy year for all. As we get older, time is more precious.

We have a great speaker lined up for our January meeting: Tina Hurley, PP, PLS from Dallas, Texas. Tina is a Real Estate Project Manager and will share with us her methodologies for staying organized when dealing with complex portfolio transactions. Whether or not you work in real estate, document management skills are critical to your success as a legal support professional. I hope you can join us at noon on Zoom on January 8 to hear her presentation.

**New Year's Trivia.** Dick Clark was not the original host of the treasured Times Square New Year's Eve celebration. Guy Lombardo and his Royal Canadians big band began broadcasting the festivities on the radio on 1929, which continued for 4 years. The New Year's Eve ball drop has occurred every year since 1907, with the exception of 1942 and 1943, during the World War II blackouts. More than 2000 pounds of confetti are dropped on Times Square on New Year's Eve. Approximately 80% of New Year's resolutions are abandoned by the time February rolls around. The traditional song "Auld Lang Syne" was originally a poem by Robert Burns.

We continue to have our Lunch Bunch get-togethers every month and would love it if more could attend. They are always held in Carson City in the downtown area. The dates are posted in the Tickler each month. Since COVID, this is how we get together face-to-face. Some of us very much miss those in-person lunch meetings at Red's.

Maria Nelson, PLS — DCLP President



**DCLP LIVE!!**

**No Reservation Needed**

Via ZOOM Wednesday, January 8, 2025  
at 12 p.m.

No charge for guests.

Meeting ID: 922 280 3023 Passcode: 412889



## Douglas-Carson Legal Professionals

Presents

Tina Hurley, PP, PLS



## COMPLEX DOCUMENT MANAGEMENT

Tina Hurley is a Project Manager with the Real Estate Group in Jackson Walker LLP's Dallas, Texas office. In Tina's 30+ years in the legal profession she has honed her skills and provided valuable support to the real estate teams for large and complex portfolio transactions including:

- All aspects of managing intake and organization of due diligence materials;
- Property research and verification;
- Acting as liaison with co-counsel and client representatives related to intake and property identification on portfolio deals; and
- Coordination and organization of client deliverables for portfolio deals.

A recent sampling of Tina's transactions in this practice include:

- Purchaser/Developer — acquisition of land and development of senior living communities;
- Purchaser — acquisitions of large industrial portfolios;
- Purchaser — acquisitions of multifamily projects; and
- Owner/Seller — transactions regarding hotel properties.

Tina's accolades include being recognized as the 2010-2011 Legal Professional of the Year by the Texas Association of Legal Professionals.

Douglas-Carson Legal Professionals welcomes this Superwoman from Texas to our January educational meeting.



DCLP presents  
Cognitive Fitness



Sudoku Puzzle for January

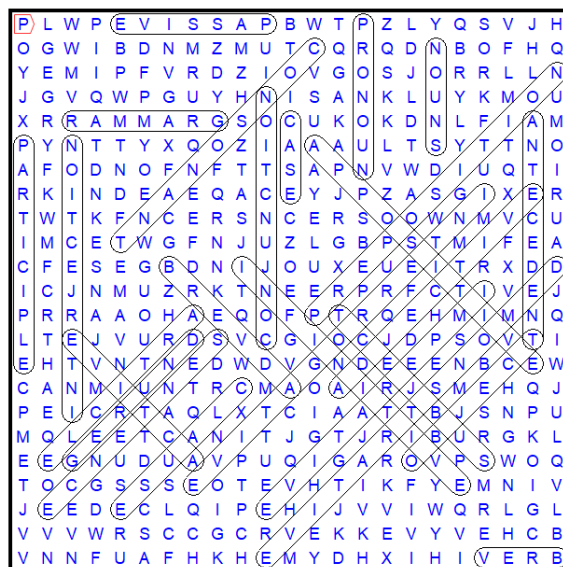
				9		3		5
		5	4	2		1		
8								
								6
2		7	9					
4				8			3	
	2							
9	7	1		3	2			8
	5				1	7		

The answer to this puzzle will appear in the February issue.

# acyrologia

An incorrect use of words - particularly replacing one word with another word that sounds similar but has a different meaning - possibly fuelled by a deep-seeded desire to sound more educated, which results in an attempt to pawn off an incorrect word in place of a correct one. In academia, such flaunting of common social mores is seen as almost sorted and might result in the offender becoming a piranha, in the Monday world, after all is set and done, such a minor error will often leave normal people unphased. This is just as well since people of that ilk are unlikely to tow the line irregardless of any attempt to better educate them. A small percentage, however, suffer from severe acyrologiaphobia, and it is their upmost desire to see English used properly. Exposure may cause them symptoms that may resemble post-dramatic stress disorder and, eventually, descend into whole-scale outrage as they go star-crazed mad. Eventually, they will succumb to the stings and arrows of such a barrage, and suffer a complete mental breakdown, leaving them curled up in the feeble position.

Are you enjoying these puzzles? What kind is your favorite? Please let The Tickler know by emailing:  
[dclegalprof@gmail.com](mailto:dclegalprof@gmail.com)



November Crossword Puzzle Solution

## Quiz on Discovery

Submitted by Mary Baldecchi, Emeritus PP, PLS

- \_\_\_\_\_ 1. A person who testifies under oath during a deposition is a(n):
- A. Witness
  - B. Deponent
  - C. Interrogatory
  - D. Judgment
- \_\_\_\_\_ 2. A series of written questions for which written answers are prepared and then signed under oath by a party to a lawsuit is a(n):
- A. Set of interrogatories
  - B. Subpoena
  - C. Deposition
  - D. Metadata
- \_\_\_\_\_ 3. A discovery device that allows the parties to save time at trial by not having to prove certain undisputed facts is \_\_\_\_\_:
- A. Request to produce
  - B. Request for more definite statement
  - C. Request for admissions
  - D. Request to inspect
- \_\_\_\_\_ 4. In federal court, depositions and interrogatories cannot be requested until after a \_\_\_\_\_ has been held.
- A. Hearing
  - B. Mediation
  - C. Motion
  - D. Scheduling conference
- \_\_\_\_\_ 5. Deposition testimony is commonly used at trial for the purpose of \_\_\_\_\_.
- A. Admissions of a party
  - B. Cross examination
  - C. Impeachment of a witness
  - D. Proving a point

Answers on page 9.

## Skills Every Legal Assistant Should Have—from One Legal

In the world of legal practice, the fundamental skills of a legal assistant are the key determinant to their success and that of the operations of a firm's efficiency and support capabilities.

From legal research and organizational prowess to precise attention to detail and strong communication, these competencies serve as the backbone for a thriving law firm environment.

This guide offers practical insights into honing these skills and how to brush up on new ones to keep improving in your professional career.

We'll also be examining how you can improve your resume and drive your career forward to success through continuous professional development.

### Skills every legal assistant should have

As the linchpin between legal professionals and efficient workflow, **legal assistants** must possess a core set of competencies.

From conducting rigorous legal research and writing to maintaining impeccable organizational skills, attention to detail, effective communication, and adeptness with technology, these foundational abilities are paramount.

The following skills not only define the success of a legal assistant, but also help contribute significantly to the overall effectiveness and profitability of the legal practice.

#### Organizational skills

The legal field often involves handling a multitude of tasks simultaneously. Legal assistants must excel in organizational skills to efficiently manage deadlines, court filings, and client communications. Demonstrating the ability to stay organized in a fast-paced environment is a key attribute that law firms look for in potential hires.

#### Attention to detail

In the legal profession, precision is paramount. Legal assistants prepare and proofread legal documents, contracts, and correspondence. A keen eye for detail ensures accuracy and minimizes the risk of errors, which is crucial in maintaining the integrity of legal proceedings.

#### Communication skills

Clear and effective communication is fundamental in the legal field. Legal assistants must be able to communicate professionally with clients, court personnel, and colleagues. Whether it's drafting emails, talking to clients on the phone, or participating in meetings, strong communication skills are a must.

#### Technology proficiency

The modern legal landscape relies heavily on technology. Legal assistants should be comfortable using legal software, case management systems, and other technology tools. Being tech-savvy streamlines workflow and demonstrates adaptability in a technology-driven legal environment.

### Understanding of legal terminology and documentation

Working with attorneys requires understanding how they speak. As a legal assistant, the most challenging part of learning how to work with attorneys will be understanding what they mean when they ask you to draft a *subpoena duces tecum*, a motion in *limine*, or to research whether *res judicata* applies to the client's case. In any event, you will have to learn what these words mean, and you can start with resources available online, such as a court [glossary](#) or free [legal dictionaries](#).

### Be a juggernaut of activity

Part of any role within a law firm includes managing a vast amount of information in a whirlwind of chaos. When deadlines pile up, and the workflow gets heavy, top legal assistants work flawlessly under pressure and manage numerous cases simultaneously. Being able to multitask is a crucial skill for legal assistants, and if you don't walk in the door with that ability, you will learn quickly why it is so essential. Most firms are willing to train legal assistants to get to this level, but knowing how to do so before being hired increases your value as a new employee.

## Practical tips for enhancing your resume

Building the foundational technical and professional skills necessary to become an exceptional legal assistant takes time and practice. Whether you are a seasoned legal assistant or a rookie looking to land your first post, here are some strategies for enhancing your resume and landing your dream job.

### Tailor your overall job package to the job

Great legal assistants do not work on autopilot; they know every project requires care and customization. Show the recruitment and hiring team that you know that through your actions. One-size-fits-all resumes rarely cut through the competitive legal job market.

Tailor your job package (resume, cover letter, etc.) to align with the specific requirements of each job application. Adjusting, for instance, your resume to better show that you have the desired skills mentioned directly in a job ad.

Don't be afraid to copy and use some of the exact language the hiring team used in their job ads in your application materials.

Highlight the most relevant experiences and skills to the position, showcasing your suitability.

Demonstrate with your actions that you aren't a copy-and-paste drone and care enough about the role to customize your job application.

### Don't be afraid to showcase your achievements and responsibilities

There's a delicate balance between being a braggart and highlighting your accomplishments. Of course, you do not want to come off like an egomaniac.

Most people are so worried about looking braggadocious that they don't take advantage of the opportunity to talk themselves up.

A rote listing of prior jobs and job duties is a big opportunity missed. Don't be afraid to showcase your achievements and contributions in previous roles. Did you streamline a document management system?

Were you instrumental in a successful case outcome? What were the biggest challenges you learned to overcome?

Highlighting specific accomplishments gives potential employers tangible evidence of your capabilities, as well as demonstrating that you take pride in your work will impress any hiring team.

#### Emphasize continuing education and technical skills

As a legal assistant, you will likely produce legal deliverables differently than a paralegal, law clerk, or associate. But everyone on a legal team should be aware that the legal field is ever-evolving and should understand at least some parts of the legal production process.

Law firms value candidates who are committed to staying abreast of industry changes. Include relevant continuing education courses, certifications, or workshops on your resume.

This demonstrates your dedication to professional development and keeping your skills current.

#### Beat resume filter software by strategically utilizing keywords in your application

Many law firms use applicant tracking systems to screen application packages and resumes.

Software screen and remove applications that don't conform to a preset of rules, for example, removing applicants whose application materials do not contain specific keywords that the law firm programmed into the software as important.

To beat the system, incorporate relevant keywords from the job description to ensure your resume makes it through this initial phase. This helps your resume get noticed and demonstrates your familiarity with the position's specific requirements.

Some keywords include:

- Legal
- Etiquette
- Formal
- Prioritization
- Invoicing
- Calendaring
- Transcription
- Data
- Microsoft Suite
- Google Suite
- Adaptability
- Problem Solving
- Drafting
- Communications



- Email
- Letters
- Filing
- Research

Be sure to continuously research these systems and do more in-depth research on current best practices regarding keyword utilization, as this topic is constantly evolving.

## For those who want to specialize

Be concise!

Legal professionals are busy people. Recruitment teams at law firms are sometimes inundated with thousands of resumes for one legal assistant position.

To capture the attention of the recruitment team, you'll want to get to the point quickly. A standard resume tip, for instance, is to try to fit all relevant details into one page. That requires precision and planning while you write your resume.

Keep your biggest accomplishments or skills towards the top of your resume and any weaknesses towards the middle. Finish with more strengths to give them a great overall impression of your abilities.

Make the layout easy to read, but don't leave so much space that you struggle to get everything on paper. Use passive voice when describing your past job duties.

## Conclusion

Becoming a standout legal assistant requires essential skills and a well-crafted resume.

By honing key competencies such as legal research, organization, attention to detail, communication, and technology proficiency and strategically enhancing your resume with tailored content, achievements, and relevant experiences, you can be a top candidate in the competitive legal job market.

Remember, continuous learning and adaptability are keys in a constantly evolving field, so stay proactive in your professional development to ensure a successful and fulfilling career as a legal assistant.



The next Lunch Bunch meet up will be on Wednesday, January 15 at noon at Red's Old 395 Grill located at 1055 S Carson Street in Carson City. If you can get away, please join us! No official business or program... Just an opportunity to socialize and catch up with our members.



## Conversation Starters

### Would You Rather?



- ⇒ Would you rather be homeless and have family and friends or live comfortably but entirely alone?
- ⇒ Would you rather never be able to say what's on your mind or always have to speak the truth?
- ⇒ Would you rather experience a wonderful life to the age of 100, or spend 100 years at any age you choose?
- ⇒ Would you rather be famous but have no privacy, or adored by only 10 people but live in private?
- ⇒ Would you rather walk the Great Wall of China or boat down the Amazon River?
- ⇒ Would you rather travel back in time to meet your ancestors or forward in time to meet your descendants?
- ⇒ Would you rather spend a day exploring space on a rocket ship or diving deep in a submarine?
- ⇒ Would you rather live by the beach or in the mountains?
- ⇒ Would you rather always be 10 minutes late or 20 minutes early to meet people?
- ⇒ Would you rather have the power to bring fictional characters to life or travel into fictional worlds yourself?
- ⇒ Would you rather have 100 friends online that you have never met or one friend you can meet in person?
- ⇒ Would you rather have location freedom or time freedom?
- ⇒ Would you rather know when people lie or not know when they lie to you?
- ⇒ Would you rather start a colony on Mars or be the leader of a country?
- ⇒ Would you rather live without running water or no internet?
- ⇒ Would you rather have a cook or a maid?
- ⇒ Would you rather ask for help with a difficult task or figure out how to do it yourself?
- ⇒ Would you rather have a pause button for your life or a rewind button?
- ⇒ Would you rather have world-class skills in writing stories or writing music?

---

#### Answers to Quiz

- 5. B
- 4. D
- 3. C
- 2. A
- 1. B



## What is the Legal Marketplace?

The Legal Marketplace is a dynamic platform designed to connect the entire legal industry through company listings, client reviews, and resources. Our marketplace is an industry wide effort to create one cohesive legal resource where professionals can find, review, and recommend legal vendors. Whether you're a lawyer seeking to expand your network, a firm looking for specialized expertise, or a client in need of trusted legal support, the NALS Legal Marketplace will have the trusted resources you need, recommended by other legal professionals.

## What is the Member Experience section?

The Member Experience section at the bottom of the vendor listings are only available for NALS members who login with their NALS website information. Once you add 3 different vendors to your supplier list (by clicking add to my suppliers at the bottom of a listing and listing your relationship as a customer), you can access this tool. It will show you other NALS members who have used this supplier in the past. That way, you can reach out to them to see their experience with that supplier. This is a NALS member perk only.

## What is the purpose of giving vendors ratings?

By giving vendors honest reviews, you are helping the entire legal industry improve the quality of their products and services. You are creating and holding vendors accountable for their customer service, prices, and products. We encourage you to leave honest reviews, so other legal professionals can hear of your experiences.

## What is done with my ratings?


**Our Rating's Promise:** We won't publish ratings or share any individual ratings with any supplier. We will only share aggregated data (averages etc.) with suppliers to help them improve their service.

**What do we do with the rating information?** We do NOT publish any rating information. We use the aggregated data to provide quantifiable data back to industry suppliers to help them improve their respective products and services. For example, if a supplier had received 100 ratings for their support and their average rating was 4.1 out of 5, we would simply tell the supplier that their average member rating for service was 4.1 out of 5, based on approximately 100 members.

**Future Possibilities:** In the future, we may be able to provide additional data to help them improve their service. For example, we could provide them with their average score based on members who are new vs. experienced with their software, or we may provide trending data such as telling them that they have improved their service rating by 15% over the past six months.



Be sure to check for the special CLE code you will receive when renewing your membership in 2024.

And  to use it!!

If you are unsure of your renewal date visit [nals.org](https://nals.org) OR contact VP Sharon Coates, PP, CLP

### New to Zoom?

You can join DCLP's meetings as a participant without creating a Zoom account.

### Windows or Mac

1. Open the **Zoom** desktop client.
2. **Join** a meeting using one of these methods: (a) Click **Join a Meeting** if you want to **join without** signing in, or (b) sign in to Zoom and then click **Join**.
3. Enter the **meeting** ID number and your display name. If you're signed in, you can change your display name. If you're not signed in, enter a display name.
4. Select if you would like to connect to audio and/or video and click **join**.

For other devices, visit:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>



December 10 —

Nancy Prout, PP, PLS

January 15 —

Sharon Coates, PP, CLP



## 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 the 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.



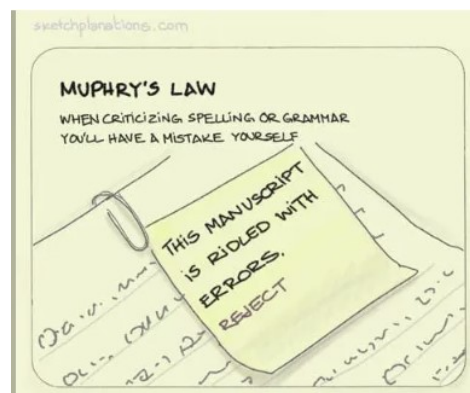
The NALS Legal Brief is a biweekly newsletter that delivers to you the trends, updates, and news from around the legal industry that is necessary to help you succeed in your career. Along with some association news, the NALS Legal Brief will give you a rundown of the current state of the legal support world by giving you a list of relevant industry-focused articles to educate and inform you.

[View past publications](#) of the NALS Legal News Brief



@Law, the NALS eMagazine for Legal Professionals, has been published for over 50 years. Each digital issue of @Law contains articles chosen by the Editorial Board, a committee of individuals in the legal support profession. It contains content to assist legal support professionals in their duties and recognizes NALS members for their achievements.

Requires NALS Membership or Subscription to Access



Used with permission from sketchplanations.com