

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

June 2024

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Nevada State Fair – June 13-16, 2024 at Mills Park

So nice to have this beautiful weather. Time for gardening, yard work, hikes and fun outdoor activities. We are getting our deck cleaned off so we can BBQ. Love this time of year. It's not too cold or too hot. Hoping it will last a while.

Our speaker this month is William "Scott" Hoen, the Clerk-Recorder of Carson City. He will speak about how fraudulent recordings are made on people's properties and how the Recording Notification Service can assist property owners. It's quite a concern. I hope you are able to sign on to Zoom Wednesday, June 5 at noon.

There are five members who will be going to the NALS Legal Education Conference in Portland, Oregon this October. We are happy to see so many attending. You learn so much, meet so many great people, and make some amazing networking connections.

Please take some time to read this wonderful publication put out by our Editor, Dee Beardsley. She works very hard on this every month. There is always so much to stimulate your mind and make you smile.

Please join us Wednesday, June 5 at noon on Zoom!

Maria Nelson, PLS—DCLP President



DCLP LIVE!!

No Reservation Needed

Via ZOOM **Wednesday, June 5, 2024 at 12 p.m.**

No charge for guests.

Meeting ID: 922 280 3023 Passcode: 412889

The next Lunch Bunch meet up will be on Wednesday, June 19 at noon at Mom and Pop's Diner located at 224 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.





Douglas-Carson Legal Professionals

Presents

William "Scott" Hoen
Carson City Clerk-Recorder

Recording Notification Services

William "Scott" Hoen was elected to a four-year term as Carson City's Clerk-Recorder in 2022. He also serves as the Public Administrator. The Public Administrator is responsible for probating estates for those who have not made prior arrangements to finalize their affairs after death. The District Court Clerk's Office appoints the Administrator to any estate requiring probate services. These services can be as simple as authorizing cremation or locating next of kin, or as complex as selling all real and personal property, cleaning out the deceased's home, and managing all financial matters, such as filing tax returns.

In accordance with state law, the Public Administrator may ensure that the property of a decedent is safeguarded when the Medical Examiner-Coroner or law enforcement requests assistance from the Public Administrator's Office. This would occur when an officer responds to a death and they are unable to immediately locate a family member or when one or more of the following conditions exist:

- there are no known heirs and an executor has not been appointed
- the named executor of a Last Will and Testament fails to act
- the Last Will and Testament names the Public Administrator as executor
- an heir or heirs requests or petitions to have the Public Administrator appointed as the administrator of the estate
- the Public Administrator determines property of the estate, or property deemed to have value to the estate, is being neglected, wasted, lost, inappropriately transferred, etc.

Payment of Estate Funds for Funeral/Burial Expenses

When acting as Administrator of the estate, the Public Administrator may pay funeral and burial expenses from available estate funds, within the ability of the estate to pay, and in accordance with the decedent's wishes, or as provided through Carson City Health and Human Services. If estate funds are insufficient, Carson City Health and Human Services may furnish the burial or cremation for persons who meet eligibility guidelines.

Pursuant to NRS 150.020 the Public Administrator is paid from the estate, if the funds are available.



DCLP presents
Cognitive Fitness



What is a Public Administrator?

Our speaker this month is William “Scott” Hoen who is Carson City’s Clerk-Recorder and Public Administrator. While we may be fairly familiar with the duties of a Clerk-Recorder, just what is a Public Administrator?

“A public administrator manages and oversees government programs and services,” explains Dr. Wendy Eaton, chair of Franklin University’s Master of Public Administration program. “They work closely with elected officials and community leaders to develop and implement public policy at the local, state and federal level.”

Public administration jobs are incredibly varied. Professionals in this field can work in areas including economic development, public transportation, housing, law enforcement, criminal justice and emergency management, among others.

The Brookings Institution estimates that over 15% of United States employees hold public sector roles at the federal, state and local levels, which means that the number and range of these positions is vast. At their core, however, the people who hold these positions share a common goal of improving the world around them.

Word Search Puzzle for June



Circle the words below in the puzzle above. Words may be forwards, backwards, diagonal, horizontal or vertical. The answer to this puzzle will appear in the July issue of The Tickler.

- | | | |
|----------------|--------------|-----------|
| PUBLIC | LEADERSHIP | HOUSING |
| MANAGEMENT | POLICY | CRIMINAL |
| ADMINISTRATION | ANALYSIS | JUSTICE |
| ETHICAL | FINANCIAL | ECONOMICS |
| BUDGETS | PROFESSIONAL | PROGRAMS |
| DECISIONMAKING | GOVERNMENT | SERVICES |



May’s Word Search Solution

Quiz on E-Discovery

Submitted by Mary Baldecchi, Emeritus PP, PLS

Assign the correct letter definition to the numbered answers.

- _____ 1. claw-back provision
- _____ 2. de-duplication
- _____ 3. ESI
- _____ 4. metadata
- _____ 5. safe haven
- _____ 6. spoliation

- A. A provision that describes what to do with privileged materials that are disclosed inadvertently through e-discovery.
- B. The information about the electronic data; used to determine when a file was created, modified, accessed, or destroyed.
- C. Failure to preserve electronic documents, after notification of a pending lawsuit, with the willful disposal, crushing, shredding, deleting, and erasing of backups.
- D. Courts cannot sanction parties for destroying electronic information as part of routine, good-faith operation of an electronic information system.
- E. The procedure of electronically eliminating the duplicates found.
- F. Electronically stored information.



Answers to Quiz on E-Discovery

1. A; 2. E;; 3. F; 4. B; 5. D; 6. C

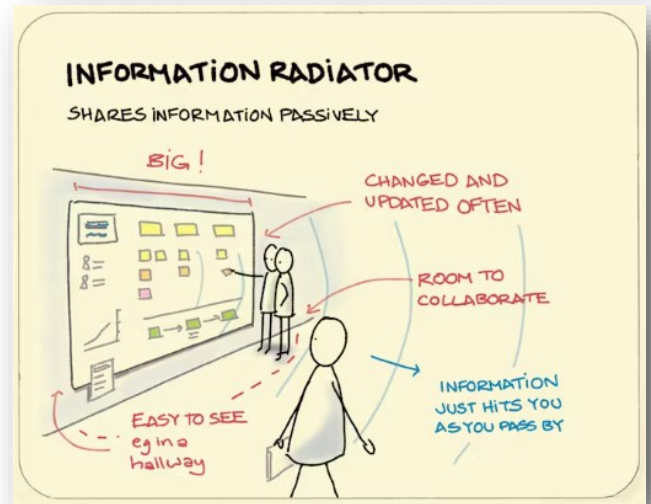
Communication Tips

RACI

What is it? No, it's not a movie rating . . . it's an acronym to remind us how we should work with our colleagues on tasks or assignments.

This acronym acts as a handy checklist to consider and clarify roles and responsibilities for projects. You could even build a table — a Responsibility Assignment Matrix — with what needs to happen and the people who are involved identifying what relationship each person has for each task. In particular, sometimes making it clear who doesn't have a say can be the most helpful thing to do. It breaks down somewhat like this:

- **Responsible** — Who will actually be responsible for doing the task.
- **Accountable** — Who is accountable for it being completed and achieving its goals.
- **Consulted** — Whose opinion will be sought for the task, though they won't be doing it themselves.
- **Informed** — Who doesn't get a say in the task, but will be kept informed of how it's going.



Another good tip for communicating with colleagues or teams is to have an “Information Radiator” in a common area in order to share information passively. Having a good one in an office can go a long way to getting people on the same page without explicitly calling meetings or sending out updates to do so.

It's also handy to have a good space in front of it for talking, discussing and generally collaborating.

A good information radiator:

- Is large and easily visible to the casual, interested observer
- Is understood at a glance
- Changes periodically, so that it is worth visiting
- Is easily kept up to date



Used with permission from sketchplanations.com

95TH ANNUAL NALS CONFERENCE



Registration for NALS 95th Annual Legal Education Conference in Portland, OR is now open. The conference will begin the afternoon of Sunday, October 13 and conclude the evening of Tuesday, October 15.

Education and Networking Schedule *

| | |
|---|-------------------|
| 📅 | Sunday Oct 13th |
| 🕒 | 1:00 PM - 5:00 PM |
| 📅 | Monday Oct 14th |
| 🕒 | 8:00 AM - 5:00 PM |
| 📅 | Tuesday Oct 15th |
| 🕒 | 8:00 AM - 5:00 PM |

* Topics will be posted at nals.org on May 31.

Hotel

Hyatt Regency Portland at the Convention Center
375 NE Holladay Street, Portland, OR 97232

NALS attendees can choose between a standard room for **\$159/night + tax** or **\$174/night + tax** for a room with south-facing city, river, and mountain views. This rate is available through **September 20, 2024**.

The conference will begin the afternoon of Sunday, October 13 and conclude the evening of Tuesday, October 15.

Book 2 nights before or after the conference at the NALS rate (pending hotel availability) to explore the city!

| Types of Attendees | Early | Standard | Late | On-site |
|--|--------------------|--------------------|-------------------|--------------|
| | May 31st - Aug. 18 | Aug. 19 - Sept. 15 | Sept. 16 - Oct. 7 | Oct. 13 - 15 |
| Full Conference (Sun., Mon., & Tues.) | | | | |
| NALS Member | \$420 | \$470 | \$510 | \$530 |
| Non-member | \$520 | \$570 | \$610 | \$630 |
| Student or Retired Member | \$320 | \$370 | \$410 | \$430 |
| One Day Pass (Sun., Mon., or Tues.) | | | | |
| NALS Member | \$220 | \$250 | \$280 | \$310 |
| Non-member | \$270 | \$300 | \$330 | \$360 |
| Student or Retired Member | \$170 | \$200 | \$230 | \$260 |
| Add-Ons | | | | |
| Welcome Reception Guest | \$40 | \$45 | \$50 | \$55 |
| Awards Lunch Guest | \$40 | \$45 | \$50 | \$55 |

Letter from Rose Carter

Once upon a time, NALS had Regional Directors and Douglas-Carson Legal Professionals was a part of Region 8 (Arizona, California, Colorado, Hawaii, Nevada, New Mexico, and Utah). While Regional Director (2002-2004), Rose Carter, PP, PLS, RP exuded the aloha spirit wherever she went and we were all beneficiaries of her wit, good cheer, and leadership. Mahalo, Rose.

—Dee Beardsley, Emeritus PP, PLS



Thank you everyone for your kindness, compassion, support, and above all else, your prayers. Your words of encouragement and support have been strengthening. I do feel the love from each one of you.

I would also like to take the opportunity to thank my dear friend Tina who coordinated this fundraiser. In the moments when I was reluctant to do so, she encouraged me to trek forward. It was very difficult for me to share my story and if you noticed, there are no photos of me during my weakest moments. I'm from the old school of thought and don't believe in sharing those low points in my life. Despite how difficult it was to show my vulnerability, through the persuasion of my friend, I put my trust in God and relented.

As you know from my story, it has been quite a roller coaster journey. The emotional and physical pain that I continue to endure is indescribable. Because of this cancer I was unable to walk. However, rather than being confined to a wheelchair, I am now slowly walking with the support of a walker and am now trying to transition to a quad cane, thanks to the best physical therapist and assistants who have diligently encouraged me to push beyond my limits. Their efforts have been motivational as well as inspirational. This is the second time in my life that I had to learn to walk, and it has been sobering and humbling.

Although my wonderful doctors removed the tumor and cancer cells, my medical ordeal has not ended. They expect this rare form of cancer to recur more aggressively within 6-10 years. So, I am not out of the woods yet. I am still under doctors' care and going through more tests and treatments. I am also still being cared for by caregivers who so patiently tend to my needs as I am still experiencing side effects from the radiation treatments and surgeries. Despite this new normal for me, I remain positive in beating this rare cancer. The doctors believe that my positive attitude will help me as I continue through this process.

As the sole breadwinner of my family, this situation has put such an enormous financial strain on me, but your donations have been such a timely blessing. The funds raised are going towards my medical and caregiving expenses and will continue to go towards future medical and caregiving expenses.

I would greatly appreciate it if you could find it in your hearts to forward this fundraiser to others. I hope the broader audience can ease my worry so I can focus on getting better and stronger.

I truly thank you from the bottom of my heart for your support and generosity!

May God bless you all,

Rose Carter

<https://gofund.me/b292b170>





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 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>



June 4 — Kendra Hutchison, ALP

June 7 — Rowena Malone

June 23 — Wendy Neff



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.

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