

# The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

March 2024

## Inside This Issue

### Cover Page

President's Message	1
Meeting Notice	1
Out to Lunch Notice	1

### Education

March Program	2
Lexicon	3
Word Search	3

### Professional/Personal Development

Effective Communication	4
All About Conversations	5

### Chapter & NALS News

NALS Education	6
The Reading Nook	7
Renewal Information	8
Zoom Instructions	8
Birthdays	8
Code of Ethics	9

### Contact Information 10

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March is the time to elect new officers. If any member is interested in running for any office, please contact me (marnelson03@gmail.com). All offices are open. We would love to have some new blood which would likely promote new ideas for our organization. Please think about it. None of the offices require much work at all. They are all quite easy and would not take much of

your time.

Our speaker for our Zoom meeting on March 6 is Mary Baldecchi presenting on ethics. Mary's presentation was scheduled for last month but she graciously stepped aside when we had the opportunity to hear Kim Goodnight, Staff Attorney for Federal Court, who spoke to us about prisoner cases. It was quite interesting. Mary is scheduled for sure this month.

We need speakers for our upcoming meetings. If you know someone who would like to do a legal-related zoom presentation at one of our monthly meetings, please let me know. If you just have some ideas of speakers you would like to hear, let me know. We continue to work hard to find interesting speakers for you but would love your input.

I hope to see you Wednesday, March 6, at noon on Zoom!

—Maria Nelson, PLS, DCLP President

## DCLP LIVE!!

## No Reservation Needed

Via ZOOM Wednesday

March 6, 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, March 20 at noon at Evie's Eatery located at 402 N. 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

An Open Discussion of Ethics in the Legal Support Profession

At our February meeting we will be discussing thought-provoking scenarios. Mary Baldecchi, Emeritus PP, PLS, CLA will lead us in the discussion.

Mary began working as a legal secretary in Springfield, Illinois, in 1978. In 1983, she moved to Carson City where she worked for Bill Shaw at the firm of Shaw, Heaton, Doescher & Owen. Mr. Shaw later formed the firm of Brooke & Shaw in Minden, and Mary worked there for 13 years. In 1995, she accepted a paralegal position with George Keele, Esq., in Minden, where she stayed for 24 years. When Mr. Keele retired, Mary moved to Heritage Law Group and worked there until her retirement in 2019. Since then, she has been spending time dancing, gardening, quilting, and travelling.

Mary, a charter member of Douglas-Carson Legal Professionals (previously known as Douglas County Legal Secretaries Association) has served as all of the chapter officers at least once and chaired many committees for DCLP, NALS of Nevada, and NALS. She has led many certification study groups for the chapter and has pushed and prodded many members to become certified.



DCLP presents  
Cognitive Fitness



Redundant Acronym Syndrome

You see it in use every day but you probably haven't known what it was despite the fact that the word has been around since it was coined in New Scientist magazine in 2001. RAS happens when the last word of an acronym is repeated in speaking or writing. Examples:

- PDF format
- HIV virus
- DC Comics
- ISBN number
- ATM machine

By the way, ATM is technically an initialism, while PIN is an acronym. Say what?

ACRONYM	INITIALISM
SAID AS A WORD	SAID AS LETTERS
Light <b>a</b> mplification by <b>s</b> timulated <b>e</b> mission of <b>r</b> adiation	Federal <b>B</b> ureau of <b>I</b> nvestigation
<b>laser</b>	<b>FBI</b>
pronounced by	pronounced by
SAYING THE WORD	SPELLING OUT THE LETTERS
<b>laser</b>	<b>F B I</b>
\ˈlā-zər\	\ˈef\ \ˈbē\ \ˈi\

Sketchplanations used with permission

An acronym is when the initials of a set of words are said as a word, like radar (radio detection and ranging) or NASA (National Aeronautics and Space Administration).

An initialism, by contrast, is when a set of initials are pronounced as letters when you say them, like FBI, CIA, US, BBC or CD.

If confronted with a TLA at a presentation or lecture—wait . . . what's a TLA? TLA stands for three letter acronym, which brings up a good point.

When at a meeting, lecture or talk and you're lost or confused over TLA jargon—ask. The desire to understand what's being said fights with the urge not to interrupt the speaker to ask what may be a dumb question.

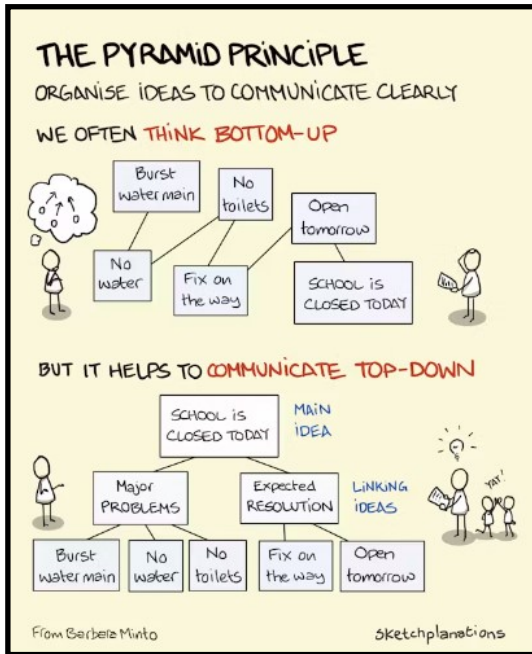
You're not just doing a favor for the audience by asking—it's a gift for the speaker, too, because she wants the audience to get what she's sharing and not suffer in silence.

WORD SEARCH — ACRONYMS



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

- |       |         |        |
|-------|---------|--------|
| SCUBA | CAPTCHA | UNICEF |
| NATO  | YAHOO   | RADAR  |
| SNAFU | SONAR   | NASA   |



## Effective Communication

Think of how often you communicate with people during the day. You write emails, facilitate meetings, participate in conference calls, create reports, devise presentations, debate with your colleagues and the list goes on.

The 7 Cs of Communication provide a checklist for making sure that your meetings, emails, conference calls, reports, and presentations are well constructed and clear – so your audience gets your message.

1. **Clear** — When writing or speaking to someone, be clear about your goal or message. Minimize the number of ideas in each sentence. People shouldn't have to "read between the lines" and make assumptions on their own to understand what you are trying to say.
2. **Concise** — Stick to the point and keep it brief. Are there any adjectives or "filler words" that you can delete? You can often eliminate words like "for instance," "you see," "definitely," "kind of," "literally," "basically," or "I mean." Are there any unnecessary sentences? Have you repeated the point several times in different ways?
3. **Concrete** — When your message is concrete, your audience has a clear picture of what you're telling them. Details (but not too many!), vivid facts, and laser-like focus make for a solid message.
4. **Correct** — Make sure your message is correct by asking yourself the following questions: (a) do the technical terms you use fit your audience's level of education or knowledge? (b) have you checked your writing for grammatical errors? (spellcheck won't catch everything), (c) are all names and titles spelled correctly?
5. **Coherent** — When your communication is coherent, it's logical. All points are connected and relevant to the main topic, and the tone and flow of the text is consistent.
6. **Complete** — Does your message include a "call to action," so that your audience clearly knows what you want them to do? Have you included all relevant information—contact names, dates, times, locations, and so on?
7. **Courteous** — Courteous communication is friendly, open and honest. There are no hidden insults or passive-aggressive tones. You keep your reader's viewpoint in mind and you're empathetic to their needs.

Clear and effective communication is a vital skill in life and at work. It helps you not only get what you want, but also to build relationships and maintain a great reputation.

Scott M. Cutlip and Allen H. Center are credited as the minds behind the 7 Cs of Communication. They first introduced the checklist in their book, Effective Public Relations, 11th ed. New York: Pearson Education, Inc.

# All About Conversations



## Don't Know What to say?

Here are some great light-hearted conversation starters:

- What is your favorite song to sing in the shower?
- If you worked in a circus, what would your job be?
- What is the oddest food in your refrigerator?
- If you could make up a holiday, what would it celebrate?
- Do you think aliens exist on other planets?

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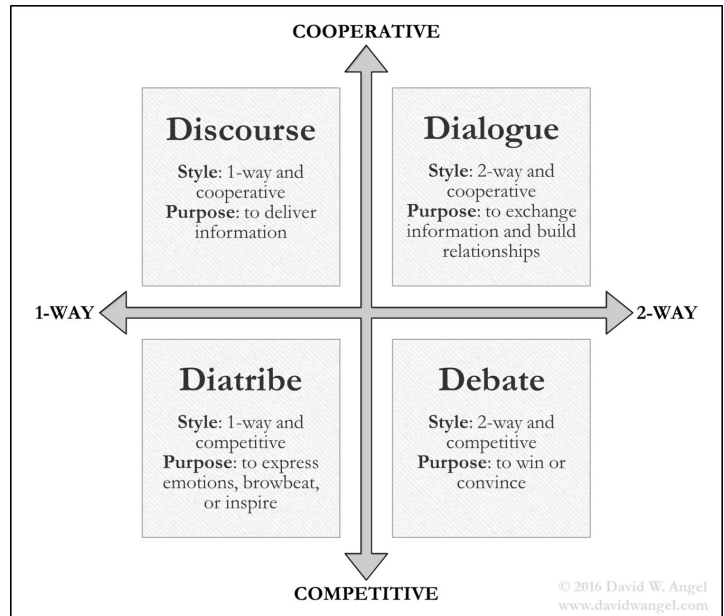
## Four Types of Conversation

When talking with someone, it is helpful to know what type of conversation you are in. You can do so based on a conversation's direction of communication (a one-way or two-way street) and its tone/purpose (competitive or cooperative).

If you are in a one-way conversation, you are talking at someone rather than with someone. If you are in a two-way conversation, participants are both listening and talking. In a competitive conversation, people are more concerned about their own perspective, whereas in a cooperative conversation, participants are interested in the perspective of everyone involved. (See diagram in the upper right column).

Based on direction and tone, conversations can be grouped into four types: debate, dialogue, discourse, and diatribe.

- **Debate** is a competitive, two-way conversation. The goal is to win an argument or convince someone, such as the other participant or third-party observers.
- **Dialogue** is a cooperative, two-way conversation. The goal is for participants to exchange information and build relationships with one another.



- **Discourse** is a cooperative, one-way conversation. The goal is to deliver information from the speaker/writer to the listeners/readers.
- **Diatribе** is a competitive, one-way conversation. The goal is to express emotions, browbeat those that disagree with you, and/or inspire those that share the same perspective.

Excerpted from David W. Angel's [The Opportune Conflict \(Blog\)](#)



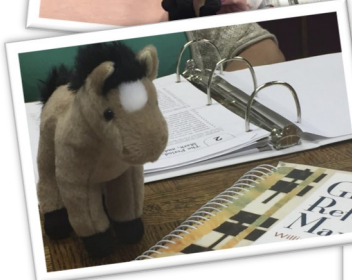
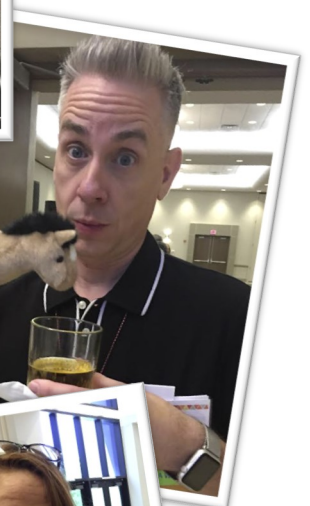
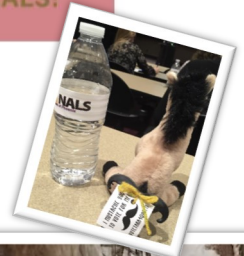
## 95TH ANNUAL NALS CONFERENCE

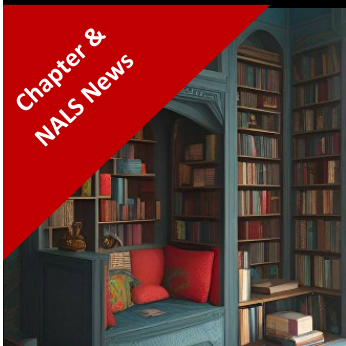


Mark your calendars now for NALS 95th Annual Legal Education Conference in Portland, OR. The conference will begin the afternoon of Sunday, October 13 and conclude the evening of Tuesday, October 15.

This is the first opportunity to attend a national meeting on the West Coast in many years. In 2018, a group of DCLP members made a road trip of it driving to Mesa, Arizona, and what fun we had! We even took Buck (DCLP's mascot) with us and he had his picture taken with many NALS "celebrities" in between attending education sessions and networking.

Let any board member know if you are interested in going to Portland.





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# The Reading Nook

By Members for Members

moved to Seattle instead of San Diego? Or married Jim instead of breaking my engagement?

Somewhere out beyond the edge of the universe there is a library that contains an infinite number of books, each one the story of another reality. One tells the story of your life as it is, along with another book for the other life you could have lived if you had made a different choice at any point in your life.

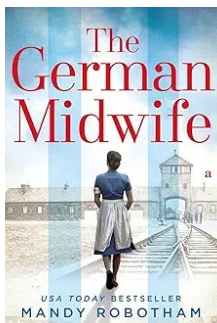
While we all wonder how our lives might have changed given different choices, what if you had the chance to go to The Midnight Library and see for yourself? Would any of these other lives truly be better?

Nora Seed finds herself faced with the possibility of changing her life for a new one, following a different career, undoing old breakups, realizing her dreams of becoming a glaciologist; she must search within herself as she travels through the Midnight Library to decide what is truly fulfilling in life, and what makes it worth living in the first place.

*Psychology Today* said “This is a book about shedding regret by gaining perspective. It’s full of quirky plot lines, with glimpses of opportunities and potential in unexpected places and people.”

Also available through Nevada’s Libby library system in both print and audio versions. Check it out.

—Dee Beardsley, Emeritus PP, PLS



## The German Midwife

by Mandy Robotham (2018)

Available on Amazon in paperback, on Kindle and Audible

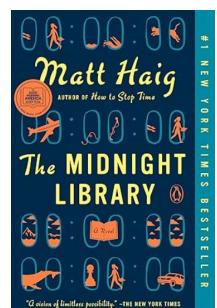
This novel concerns the experiences of a German woman, Anke Hogg, who was convicted of insurrection after participating in a protest against Adolph Hitler’s government.

A midwife in her pre-prison life, she did the best she could to treat the injuries and illnesses of Jewish women imprisoned with her. It was her lot to attend to the women during their labors, and to deliver their babies. Then she had to present the newly born infants to the prison guards who immediately murdered them in obscene and cruel ways.

When one day she was summoned to the Commandant’s office, a terrifying prospect, her life changed drastically. She was to attend to Eva Braun during Eva’s pregnancy, and to deliver Hitler’s child.

This is a wonderful book. Very well written and very readable, with a twist that is unexpected. I highly recommend it.

—Vicki Van Pelt



## The Midnight Library

by Matt Haig

Available on Amazon in hardback, paperback, on Kindle and Audible.


Have you ever wondered—as I have—about the road you didn’t take and how different life would have been? What if I had gone to a different college? Or had a different major? Or



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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



March 6 — Maria Nelson, PLS

### 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>



**NATIONAL  
LEGAL EDUCATION  
CONFERENCE 2024**  
OCTOBER 13 - 15 |  
PORTLAND, OREGON  
CELEBRATING 95 YEARS OF NALS!



## 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



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