

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

June 2020

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President's Message

A question that I've been asked recently is what have you been doing while you're staying at home? My answer, of course, is different than it would have been a year ago, but I have finally found the peace and quiet I expected retirement to bring me. I've had time to tackle some time-consuming projects that I had put off for so long. I started with cleaning out my file cabinet. That created a lot of trash and papers to be shredded. Then I reorganized my photo albums and put a lot of pictures in albums that had been lying around in various spots. It was fun looking at those photos, and I shared some memories with family and friends. Then I cleaned out my sewing closet and organized my stash of fabrics. That led me to finish some projects that I had inherited from my mom. As of today, I've made 13 pillows and 2 wall hangings, and I have two quilt tops waiting to be hand quilted. I've also used up almost all of the recipes in my arsenal and am starting to try new ones. In the last week, I've started watching Downton Abbey on Amazon Prime, beginning with the first season. I've found it to be addictive! But now that the weather is warmer, I've been spending a lot of time working in the yard. I just love digging in the dirt.

I've had several careers in my life, starting with farmer, then teacher, then paralegal. All of them are a part of who I am. I still enjoy dabbling at farming, teaching, and being a paralegal from time to time. I hope that all of you are staying safe and staying healthy. I look forward to the time when we can get together again.

—Mary Baldecchi, Emeritus PP, PLS, CLA



DCLP Luncheon Meetings

We are sorry but we are not able to hold monthly meetings yet. We are hopeful that we may be able to resume our regular programs on Wednesday, July 1. Be sure to check our Facebook page for updates. Meanwhile, enjoy the education and humor contained in this issue. We miss you! Stay well.

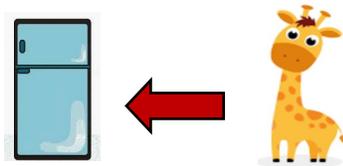
"I am grateful for all of my problems. After each one was overcome, I became stronger and more able to meet those that were still to come. I grew in all my difficulties." — J.C. Penney

Creative Problem Solving

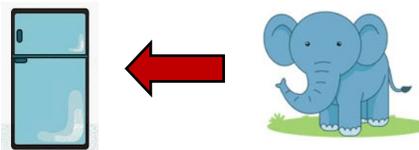
In our professional and personal lives we are called upon to solve problems on a daily—if not hourly basis. How effective we are can depend on our level of creativity in finding solutions.

Take this short test to evaluate your critical and creative thinking processes. Think each question through and write down your answers.

1. How do you put a giraffe in a refrigerator?



2. How do you put an elephant in a refrigerator?



3. The Lion King is hosting an animal conference. All of the animals attend except one. Which one did not?



4. There is a river you must cross but it is inhabited by crocodiles and you do not have a boat. How do you manage it?



Think each problem through and turn to page 5 to find if your answers are correct.

(Continued from page 5—resume reading here once you have checked your answers on page 5)

2. Make creative problem solving a habit. Look for challenging problems to solve. The more you seek for innovative solutions and ideas, the smarter and more creative you become.

Asking Effective Questions

When something goes wrong, don't ask:

- "How can I fix things and get them back to the way they were before?"

A better question, and one that would stimulate creative problem solving would be:

- "How can I fix things and **make them better** than they were before?"

Now your subconscious mind will work on improving the situation.

"We cannot solve our problems with the same thinking we used when we created them."

—Albert Einstein

"The uncreative mind can spot wrong answers, but it takes a creative mind to spot wrong questions."

—Anthony Jay



**DCLP presents
Cognitive Fitness**

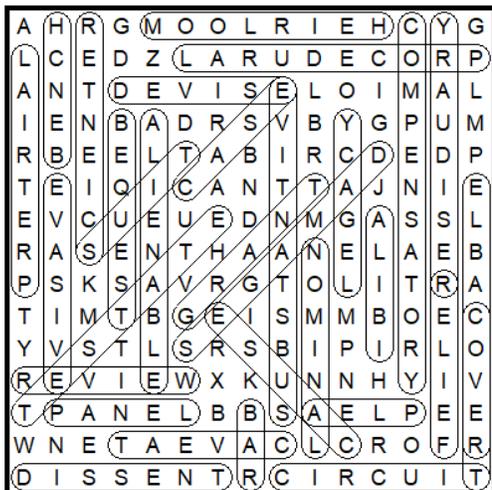


Are you keeping mentally fit during COVID-19? DCLP aims to help. This month's Cognitive Fitness Puzzle is a freeform vocabulary puzzle featuring words common to the Family Law practice area.

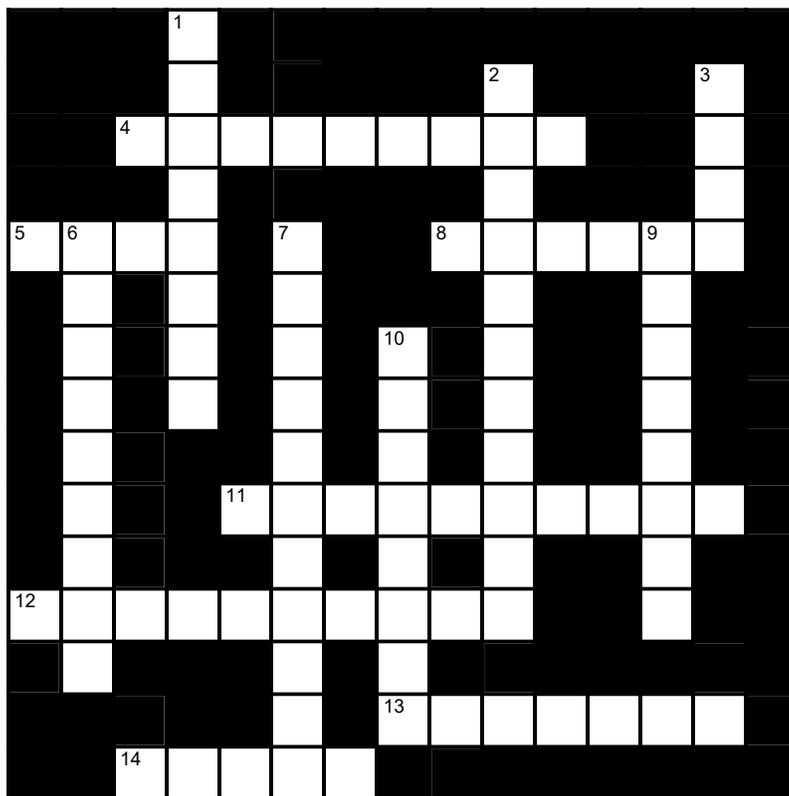
Are you enjoying these puzzles? What kind is your favorite?

Please let The Tickler know by emailing NALSdclp@gmail.com

Answer to the May 2020 Puzzle



FAMILY LAW



Across

- 4 The state of being someone's father
- 5 A person who has a guardian appointed by the court
- 8 A husband or wife, considered in relation to their partner
- 11 One who files for divorce
- 12 When a separated or divorced person spends time with his/her child
- 13 With respect to or in the interests of one side only
- 14 Ruling by the court

Down

- 1 Person appointed by the court to take care of a minor child
- 2 An oral or written agreement on matters between parties
- 3 A Family Court mandated educational seminar for divorcing parents
- 6 A written statement confirmed by oath or affirmation
- 7 Alimony
- 9 Court issued document to obtain testimony from a witness
- 10 Permanent home

Answer to the June puzzle will appear in the next issue.

Self-evaluation — Key Soft Skills

—adapted from an article on
peoplegoal.com

The STAR system (Situation/Task Action Result) is an effective way to document achievements when you are writing an annual self-evaluation. Why should you self-evaluate? Certainly it's important to keep firm management or your supervisor informed of your work progress, but it is also a way for you to track your professional development.

Writing a self-evaluation can be tricky. To some, it can be difficult to recognize the areas of improvement while others struggle not to be overly critical. The most fundamental thing is to take a step back and reflect. Be objective. Highlight your achievements without overstating or giving yourself too little credit. Also identify areas for improvement and how goals can be reached. Doing so will provide a road map for future development and a helpful reminder when writing next year's evaluation.

Provide facts and figures to illustrate your achievements in:

- Collaboration and Teamwork
- Self-motivation
- Leadership
- Problem-solving
- Decisiveness
- Ability to Work Under Pressure and Time Management
- Communication
- Flexibility
- Negotiation and Conflict Resolution
- Emotional Intelligence

For each of these areas (and perhaps others which align with your employer's core values), consider both the positive and negative attributes of your performance. Determine where you exceeded expectations, and how you can continue to improve.

Below are a few samples of both positive and negative statements that can be made without putting yourself down. Give concrete examples to support each statement as your attorney/supervisor may not be aware of every situation you encountered (or may have forgotten all that you do!).

Collaboration and Teamwork

"I believe that during the past year I have demonstrated strong teamwork skills. I have effectively collaborated with my colleagues as well as showing my ability to work with clients and external parties. I have shown confidence in expressing my opinions and creative ideas that added value to the discussion."

"I am aware that I can be overly controlling. I need to learn how to take a step back and allow others enough space to contribute and develop their skills rather than attempting to take lead in every project."

Self-Motivation

"In this period, I have demonstrated high levels of self-management and motivation. I continuously meet deadlines and finish my responsibilities in a timely manner."

"I feel sometimes I get too focused on a task and take much longer than is appropriate due to my perfectionism. I have to learn to effectively dedicate resources to not only get work done well but also efficiently."

Problem-solving

"Problem-solving is one of my strongest skills. I find solutions by breaking down the problem to analyze it and actively listen to others to understand the issues. I seek clarification if the problem is not well understood."

"I tend to get overwhelmed if an important decision needs to be made, and seek the support of others rather than looking at the facts myself. I need to work on how to prioritize and evaluate complex problems."

Continued on page 5, column 1

Employee Self-evaluation – Key Soft Skills *(cont'd)*

Working Under Pressure and Time Management

“I always meet my deadlines and effectively manage my workload. I believe I have a strong ability to prioritize the most important tasks.”

“I tend to struggle with time management. I often leave tasks that I find too challenging or boring last minute and then I do not have enough time to finish them to a required quality. If I am under stress, my attention to detail worsens.”

Flexibility

“I handle change with ease and often make improvements to make the transition easier. I also appreciate comments and criticism when adjusting to change to make it smooth. If things go wrong, I remain calm and positive and aim to find a solution in a proactive matter.”

“I have to work on my ability to support others through change and avoid micromanagement. I also struggle to adopt new work assignments and tasks that I feel are outside of my job responsibilities.”

Emotional Intelligence

“I am very aware of my strengths and weaknesses and thus am able to manage my emotions and frustrations as well as to recognize the value of my colleagues’ ideas, opinions and challenges. I am an effective listener and always try to understand and listen to my colleagues’ objections.”

“I often get frustrated when other members of my team struggle to keep up. I get overly emotional and do not handle frustration, stress or anger well. I struggle to communicate and often engage in conversations that are off-putting to others, and I am too controlling. Therefore, I often get distracted and do not take others’ points into account.”



Creative Problem Solving

(Continued from page 2)

- How do you put a giraffe into a refrigerator?
 - Open the refrigerator
 - Put in the giraffe
 - Close the door
- How do you put an elephant into the refrigerator?
 - Open the refrigerator
 - Take out the giraffe
 - Put in the elephant
 - Close the door

Question 2 tests your ability to think through the outcomes of your previous actions.

- The Lion King is hosting an animal conference. All the animals attend except one. Which animal does not attend?
 - The elephant. The elephant is in the refrigerator. You just put him there.

Question 3 tests your memory.

- There is a river you must cross but it is inhabited by crocodiles, and you do not have a boat. How do you manage it?
 - You swim across. All the crocodiles are attending the animal conference.

Question 4 tests whether you learn quickly from your mistakes.

Two action areas to become a Creative Problem Solver:

- Change your attitude.** See yourself as a creative problem-solver and look upon every problem as a challenge and an opportunity to develop your creative powers.

Continued on page 2, column 2

A History Worth Celebrating

Our association has a strong heritage in the legal field and holds the honor of being the oldest association formed for legal support professionals. Established in 1929 by our founder Eula Mae Jett, incorporated as the National Association of Legal Secretaries in 1949, and renamed **NALS**... *the association for legal professionals* in 1999, the association has always been a leader in the legal support profession. In fact, some of the very first legal assistants in the profession were members of NALS and today over half of NALS' membership is comprised of legal assistants and paralegals.

As the legal assistant concept began to develop in the early 1970s, NALS realized this new position in the legal field would need ethical guidelines as well as continuing legal education programs and professional goals. NALS created a legal assistant's section in the spring of 1973.

In July 1974, NALS approved the creation of a Certifying Board for Legal Assistants to investigate the feasibility of a national certification for legal assistants. As the knowledge of the planned certification became known, some authorities questioned the establishment of a certification program for legal assistants administered by the National Association of Legal Secretaries. Rather than looking at a name change that would better reflect all the various positions of its current members that included, and still includes, legal assistants NALS chose another course of action. In the spring of 1975, with the approval of the NALS Executive Committee the legal assistants division of NALS was dissolved to create an additional association. We then transferred assets, activities, and programs to this separate association, the National Association of Legal Assistants. The first

date for the Certified Legal Assistant examination was announced in 1976. NALS and NALA shared headquarters and services until the early 1980s.

Meanwhile, the name change issue was one that followed NALS throughout the 1980s and 1990s as the members of the association were, and continue to be, employed in all areas of the legal support profession and not solely as legal secretaries.

In March 1999, the NALS Board approved a name change for the association to better reflect the various positions of all NALS' members. It was felt that because of NALS strong heritage and position in the profession, that we would keep the name "NALS" and it would no longer be an acronym but instead be used with a tag line that better described who NALS was and who our members were thus the tag line: the association for legal professionals was added. NALS had been serving, and continues to serve, all the various legal support professional fields, and this never changed. Since the birth of the paralegal profession, NALS has had legal assistant/paralegal members.

In July 2002, the NALS Board of Directors adopted the following definition of a legal assistant/paralegal, as also adopted by the ABA: "A legal assistant/paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

Again, over half of NALS members are legal assistants and paralegals. In our environmental scanning of what our paralegal members

A History Worth Celebrating (Cont'd)

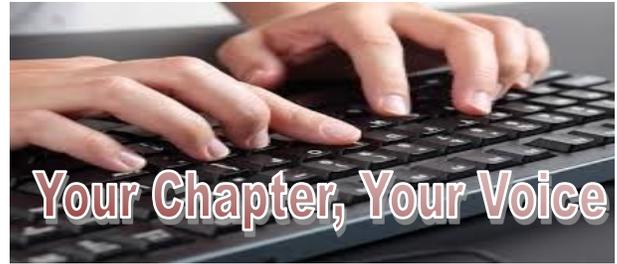
wanted from NALS they told us that, in addition to excellent education, they wanted a national certification from their preferred national association, NALS. So NALS found itself coming full circle back to the point where it had established a certifying board to create a legal assistant certification. We had the experience, we had the knowledge, we had the history, and we developed what we believe to be the very best certification exam for the paralegal/legal assistant.

NALS has been certifying individuals since 1960, longer than any other legal support professional association. We offer three levels of certifications: Accredited Legal Professional (ALP), Professional Legal Secretary (PLS) and/or Certified Legal Professional (CLP), and the Professional Paralegal (PP).

NALS is a dedicated, ethical, professional association that gives back to the profession as well as its members. In addition to the NALS certifications, NALS offers outstanding educational programs and services to meet the needs of the paralegal/legal assistant and the legal secretary as well as other legal support positions. Additionally, in the spirit of giving back to the profession, NALS offers online continuing legal education at no charge to members and nonmembers alike. Please review the many programs and services offered by NALS.

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

Visit nals.org to learn more about certification, membership, and our 69th Annual Educational Conference September 23-26, 2020 at the Sheraton Detroit Metro Airport.



From the Editors: Mary Baldecchi shared what she has been up to over the last few months (see her President's Message on page 1). What have YOU been doing? Please write to us and share your activities, send pictures, tell a story. We'd love to hear from you. Contact us at nalsdclp@gmail.com.



Birthday wishes to members:

June 7 — Rowena Malone

June 16 — Suzanne Remington

June 28 — Caryn Haller CLP

Our Black Marble drawing will be back as soon as we are able to resume our monthly meetings.



**I AM A
Legal Assistant**

**I SOLVE PROBLEMS
YOU DON'T KNOW
YOU HAVE
IN WAYS YOU CAN'T
UNDERSTAND**



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.

Volunteers are the heart of NALS. The work and efforts of volunteers have a positive impact on our organization, and the potential to enrich us individually as well as further the legal support profession.

NALS relies upon the passion, excitement, expertise, and diverse perspectives of its volunteers to help create indispensable tools and experiences.

NALS is now looking for member to join the following committees:

- Certifying Board
- Editorial Committee
- Education Committee
- Financial Oversight Committee
- Foresight and Innovation Committee
- Leadership Identification Committee
- Marketing Committee
- Membership Committee
- NALS Conference Committee
- Sponsorship Committee

Learn more about each Committee [here](#).

NALS Committees and Task Forces Forming Now!

Please complete the volunteer interest form by June 1 so you can be added to upcoming meetings.

[Volunteer Interest Form](#)

A Lawyer and a Boy on Phone

A lawyer is trying to call his clients. The phone rings and their little boy, in a whisper, says, "Hello."

Lawyer: "Is your mommy there?"

Boy: (whisper) "Yes."

Lawyer: "Can I speak with her?"

Boy: (whisper) "She's busy."

Lawyer: "Is your daddy there?"

Boy: (whisper) "Yes."

Lawyer: "Can I speak with him?"

Boy: (whisper) "He's busy."

Lawyer: "Is there anyone else there?"

Boy: (whisper) "The fire department."

Lawyer: "Can I talk to one of them?"

Boy: (whisper) "They're busy."

Lawyer: "Is there anybody ELSE there?"

Boy: (whisper) "The police department."

Lawyer: "Well, can I talk to one of THEM?"

Boy: (whisper) "They're busy."

Lawyer: "Let me get this straight. Your mother, father, the fire department AND the police department are ALL in your house, and they're ALL busy. WHAT are they doing?"

Boy: (whisper) "They're looking for me."

—Funsalot.com



Things get crazy at a court reporter's party

A police officer sees a man driving around with a pickup truck full of penguins. He pulls the guy over and says:

"You can't drive around with penguins in this town! Take them to the zoo immediately."

The next day, the officer sees the guy still driving around with the truck full of penguins, and they're all wearing sun glasses. He pulls the guy over and demands:

"I thought I told you to take these penguins to the zoo yesterday!"

The guy replies, "I did . . . Today I'm taking them to the beach!"

—Courtesy: abyzco.in



Robert went to his lawyer and said, "I would like to make a will but I don't know exactly how to go about it."

The lawyer smiled at Robert and replied, "Not a problem, leave it all to me."

Robert looked somewhat upset and said, "Well, I knew you were going to take a big portion, but I would like to leave a little to my family too."

—TheHomemadehumour.com

Douglas-Carson Legal Professionals

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Instagram: [NALS in Nevada](https://www.instagram.com/NALSinNevada)



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Membership Application



engage
inspire
enhance
promote

Membership Application

Application Date: _____
Local Chapter Name: Douglas-Carson Legal Professionals
Last Name _____ First Name _____
Home Address: _____
City: _____ State: _____ Zip: _____
Employer: _____
Position Title: _____
Business Address: _____
City: _____ State: _____ Zip: _____
Preferred Mailing Address: Home Business
Home Phone: _____
Business Phone: _____
Fax: _____
Date of Birth: _____
Would you like to receive monthly legal education via email?
 Yes No
Preferred Email Address: _____

Your Specialty Area: (required)

- | | |
|---|--------------------------------------|
| <input type="radio"/> Law Office Management | <input type="radio"/> Criminal |
| <input type="radio"/> Business/Corporate | <input type="radio"/> Bankruptcy |
| <input type="radio"/> Probate/Estate Planning | <input type="radio"/> Taxation |
| <input type="radio"/> Court Personnel | <input type="radio"/> Administrative |
| <input type="radio"/> Litigation | <input type="radio"/> Government |
| <input type="radio"/> Family | <input type="radio"/> Real Estate |
| <input type="radio"/> Other (specify): _____ | |

Years Worked in the Legal Profession:

- 0-1 2-5 6-10 11-15 16-19 Over 20

Lawyers in Office:

- 0-1 2-5 6-10 11-20 21-49 Over 50

Type of Legal Office:

- | | |
|--|-------------------------------------|
| <input type="radio"/> Law Office | <input type="radio"/> Self-employed |
| <input type="radio"/> Corporate Legal Department | <input type="radio"/> Court System |
| <input type="radio"/> Government Services | <input type="radio"/> Other |

Membership Category

- \$207 International Membership (US Currency Only)
 \$140 New Member Membership (National Dues)
 \$140 Active Duty Military Membership **[All-Inclusive]**
 \$85 Associate Membership (educators, judges, attorneys)
 \$39 Student Membership (minimum 9 credit hours required)
 \$ 5.00 Local Chapter Dues
 \$ _____ ~~State Association Dues~~

Total Due \$ 145.00

Payment Method

Payment must accompany application. There will be a \$20 charge for returned checks. Make checks payable to NALS.

- Check One: Check or Money Order Visa
 MasterCard Discover

Credit Card Number:

Expiration Date: Month _____ Year _____

Security Code: _____

Signature (credit card registrants only)

Return This Form and Payment to:

~~NALS the association for legal professionals~~

~~Dept. 1170~~

~~P.O. Box 291483~~

~~Tulsa, Oklahoma 74178~~

~~or Fax To: (918) 582-5907~~

Douglas-Carson Legal Professionals
P.O. Box 2994
Minden, NV 89423

Questions?

Call (918) 582-5188 and ask for the member services department.

I agree to be bound by the *Code of Ethics and Professional Responsibility* and the bylaws/standing rules as adopted by NALS. (Visit www.nals.org/aboutnals for details.)

Applicant's Signature _____

Membership is nontransferable.
Please send a copy of this application to your local membership chair.