

# The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

July 2023

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Get ready for those 100 degree days. They are coming.

Our speaker this month is Judge Graham from Pershing County. He is going to speak to us about Burning Man. Burning Man was started by Larry Harvey and Jerry James 37 years ago. They first burned "The Man" on a beach in San Francisco. Today the event is held each year at the Black Rock Desert in Pershing County at the end of August.

Judge Graham has some information to share but is requesting questions from us to answer during his Zoom presentation on July 6. If you have questions, please send them to me ASAP. [Marnelson03@gmail.com](mailto:Marnelson03@gmail.com).

Thanks and Happy Summer!

—Maria Nelson, PLS, DCLP President



**NOTE CHANGE OF DATE TO THURSDAY,**  
**JULY 6 (THIS MONTH ONLY)**



**DCLP LIVE!!**

**No Reservation Needed**

Via ZOOM Thursday  
July 6, 2023 at 12 p.m.  
No charge for guests.  
Meeting ID: 922 280 3023  
Passcode: 412889

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**Douglas-Carson Legal Professionals**

Welcomes

**Judge Terry Graham**

Justice of the Peace

Wadsworth Justice Court

## Anything You Wanted to Know about Burning Man But were Afraid to Ask!

Judge Terry Graham is Justice of the Peace at Wadsworth Justice Court, one of the four justice courts within Washoe County (in addition to Reno Justice Court, Sparks Justice Court, and Incline Justice Court.)

The Wadsworth Justice Court is situated at 390 West Main Street (formerly U.S. Highway 40) and located in a two-room house that was converted to a courthouse in the 1970s.

Judge Graham was appointed to fill an unexpired term in 2000, and has continued to sit for the last 23 years.

One principal situation facing Wadsworth Justice Court is jurisdiction...the Court is located inside the Pyramid Lake Indian Reservation. As such, federal, state, county, and tribal laws all have to be applied. The trick is knowing where his jurisdiction starts and ends.

**Burning Man 2023** edition attendees will be treated to a giant desert flower that's home in the "Temple of the Heart" designed by **Ela Madej** and **Reed Finlay**. The event has been located since 1991 at Black Rock City in northwestern Nevada, a temporary city erected in the Black Rock Desert about 160 km (100 miles) north-northeast of Reno, USA.

It will be the festival's first physical temple since the onset of the Covid-19 pandemic three years ago. As outlined by Burning Man co-founder Larry Harvey in 2004, the event is guided by ten principles: radical inclusion, gifting, decommodification, radical self-reliance, radical self-expression, communal effort, civic responsibility, leaving no trace, participation, and immediacy.

The name of the event comes from its culminating ceremony: the symbolic burning of a large wooden effigy, referred to as the Man, that occurs on the ultimate night of Burning Man, which is the Saturday evening before Labor Day, in USA.



**BURNING MAN TEMPLE 2023 WILL BE A GIANT DESERT FLOWER, "TEMPLE OF THE HEART"**

04/02/2023 | BLACK ROCK CITY - NV | USA  
METALOCUS, ANDRÉS BLANCO



# Criminal Procedure Quiz

Submitted by Mary Baldecchi, Emeritus PP, PLS

## Fill in the blanks:

1. The formal accusation by a grand jury is called a(n) \_\_\_\_\_.
2. The surrender by one state to the jurisdiction of another of a person accused of a crime is called \_\_\_\_\_.
3. *Habeas corpus* is a(n) \_\_\_\_\_ remedy generally governed by the rules of civil procedure.
4. True or False: An appeal may be taken by the defendant from a final judgment of conviction, an order made after judgment, or an interlocutory order.

Answers on page 8

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## Crime Puns ...



...Yes, it's criminal.

## IN DEMAND PARALEGAL, LEGAL SECRETARY, AND LEGAL ASSISTANT SKILLS

What are the most important skills a legal support professional today must have? With technology transforming the legal landscape in recent years, certain skills have become highly sought after for paralegals, legal secretaries and legal assistants. In-demand skills include proficiency in using legal tech, excellent organizational and multitasking abilities, strong research and analytical skills, and effective written and verbal communication.

Paralegals need to navigate digital documents, manage multiple cases, conduct thorough research, and communicate with clients and colleagues.

In this article, we're going to examine some of the key skills that a modern legal professional should have in order to stay competitive in the job market and contribute markedly to the broader success of their law firms.

### The outlook for paralegals and legal secretaries

The employment outlook for paralegals, legal secretaries, and legal assistants is positive. Right now — [according to the Department of Labor](#) — there are almost 353,000 paralegals in the US, and that's projected to grow by 14% by 2031. That's faster growth than **attorneys** and much faster than the nationwide average of just over 5%.

This should not come as too much of a surprise; law firms are increasingly turning to paralegals and legal assistants to take on many tasks once taken on by junior attorneys, thereby reducing costs and allowing them to charge lower fees in an increasingly competitive fight for clients.

As demand grows, competition for each job opportunity intensifies in turn. In fact, according to [Robert Half](#), legal employers today are increasingly looking for paralegal applicants to have a much broader range of skills than might have been the case in the past, making it ever more pertinent for paralegals to be aware of what skills they may need to brush up on to succeed.

What, though, are the paralegal skills in highest demand?

### Technological competence

There's now virtually nowhere in the legal industry where you can avoid the need to be at least competent (and ideally hold advanced skills) in a whole range of computer skills. In fact, demand for technology skills was more prevalent than any other single requirement in the job advertisements we reviewed.

Having a thorough understanding of legal software and platforms commonly used in law firms is crucial. This includes proficiency in case management systems, document management software, electronic discovery tools, legal research databases, and communication platforms.

The majority of job descriptions we looked at specified a high-level of competence in **Microsoft Office** and PDF software, such as **Adobe Acrobat**. Many also specified experience with practice and case management tools, such as **Practice Panther**, **Clio**, and **Rocket Matter**.

Paralegals with technology competence are capable of efficiently managing and organizing digital files and documents, conducting thorough legal research using online databases, effectively communicating and collaborating with colleagues and clients through various digital platforms, and staying organized in an increasingly digital workflow. Many adverts for litigation paralegals explicitly called for eDiscovery experience, and several sought out paralegals familiar with tools that sort, categorize and label electronically stored information such as **Nextpoint**, **Logikcull**, and **CloudNine**.

## IN DEMAND SKILLS (Cont'd)

Technologically sound paralegals can enhance their productivity, streamline workflows, improve accuracy, and provide valuable support to attorneys and legal teams in our increasingly technology-driven legal environment.

### Litigation skills

In litigation, perhaps more so than any other area of law, today's paralegals are increasingly asked to take on the sort of tasks that would previously have been undertaken by junior attorneys.

This means more than ever the skills of a modern paralegal include having the ability and expertise to assist with legal proceedings and litigation. These skills are essential for supporting attorneys in the preparation, organization, and management of cases in both civil and criminal litigation.

Commonly requested paralegal skills in this regard included experience coordinating witness interviews, organizing exhibits and evidence, preparing trial binders, and assisting attorneys during trial by managing exhibits, drafting witness outlines, and monitoring courtroom proceedings.

Paralegals therefore must be proficient in utilizing various legal databases, online resources, and other research tools to gather relevant information, identify applicable laws, regulations, and case precedents, and support attorneys in building strong legal arguments.

Many job descriptions asked that paralegals have specific experience researching cases using tools like **WestLaw** and **LexisNexis**, familiarity with discovery tools and procedures, and the confidence required to interact with clients, vendors, experts, witnesses, and courtroom personnel.

Another critical paralegal skill is the drafting and preparation of legal documents. Paralegals often assist in the creation of pleadings, motions, briefs, and other litigation-related documents. They must have a strong understanding of legal writing conventions, attention to detail, and the ability to effectively communicate complex legal concepts.

### Knowledge of procedure and court rules

We noticed a large number of job adverts for paralegals requesting extensive knowledge of court filing requirements,

deadlines, formatting guidelines for legal documents, and specific procedures for motions, discovery, trials, understanding of service rules, and experience calendaring litigation proceedings. Being well-versed in these rules enables paralegals to ensure that all necessary documents are prepared correctly and submitted within the designated timeframes.

Moreover, paralegals must have a strong grasp of the procedural aspects of different types of cases, such as civil, criminal, family law, or administrative law. Each type of case has its unique set of procedures, timelines, and requirements, and paralegals need to be familiar with these specifics to provide accurate guidance and support to attorneys.

Certainly, these skills have always been bread and butter for paralegals, but with so many changes underway in the courts, it's vital to be on top of all the changes if you want to get ahead.

A paralegal's knowledge of procedure and court rules is instrumental in ensuring compliance, efficiency, and effectiveness throughout the legal process. By staying up to date with changes in rules and procedures, paralegals can provide valuable assistance to attorneys, help clients navigate the complexities of the court system, and contribute to the overall success of legal cases.

### Writing ability

Excellent writing skills are essential to all paralegal and legal assistant positions. Litigation paralegals, for example, are expected to draft correspondence, pleadings, discovery, motions, briefs, legal memorandums, and more. Of course, paralegals are also the go-to proofreaders and editors for attorneys.

More generally, paralegals can be expected to adhere to legal writing conventions, such as proper grammar, punctuation, and citation formats. It requires the ability to conduct thorough research, analyze legal information, and present it coherently. Attention to detail is crucial to ensure accuracy and consistency in legal documents, as even small errors can have significant consequences.

Beyond drafting legal documents, paralegals may also need to prepare summaries, reports, and memos. In these instances, their writing should condense complex information into digestible content while maintaining accuracy and clarity.

Since writing is an integral paralegal function, paralegals who master the art of clear, concise and persuasive written communications will set themselves apart from their peers.

## IN DEMAND SKILLS (Cont'd)



### Prioritization and organization

When it comes to making sure that every aspect of a case is prepared, filed, and executed on time, many attorneys would be lost without their paralegal. Lawyers rely on paralegals to bring order to their cases and files.

Paralegals often work on multiple cases simultaneously, requiring them to stay organized and ensure that all necessary information and documents are readily accessible. Document-intensive litigation, for instance, generates vast amounts of documents and data. Therefore, the ability to sort, index, categorize, order, manipulate and organize this information is a fundamental paralegal skill.

With so much being asked of today's paralegals it can be tough to keep up. Productivity skills — knowing how to prioritize and how to stay on top — are increasingly important. Paralegals must prioritize tasks, set deadlines, and allocate their time efficiently to meet various responsibilities. They need to balance competing priorities and ensure that critical tasks are completed in a timely manner, such as filing court documents, meeting discovery deadlines, or preparing for hearings and trials.

Communication and coordination skills are also essential organizational skills for paralegals. They must effectively communicate with attorneys, clients, opposing counsel, and court personnel. Maintaining clear and concise communication helps in managing expectations, coordinating schedules, and ensuring that everyone involved in a case is informed and on the same page.

In all, paralegal organization skills encompass time management, file and document management, attention to detail, and effective communication. By possessing these skills,

paralegals can navigate their caseloads efficiently, stay on top of deadlines, access information swiftly, and contribute to the overall success of legal matters.

### Conclusion

Paralegal skills are diverse and essential for the effective functioning of the legal profession. Paralegals play a vital role in supporting attorneys, managing cases, and ensuring the smooth operation of legal proceedings.

Proficiency in legal technology is a key skill, enabling paralegals to navigate digital documents, conduct research, and utilize case management software efficiently. Additionally, strong organizational skills are necessary to manage multiple cases, coordinate with clients, and meet deadlines.

They must possess excellent research and analytical skills to conduct thorough legal research, analyze case precedents, and prepare comprehensive reports. Effective communication skills, both written and verbal, are also critical for interacting with clients, colleagues, and court personnel.

Finally, paralegals need a solid understanding of procedure and court rules to navigate the legal system and ensure compliance. Writing ability is another essential skill, as paralegals are responsible for drafting various legal documents and conveying complex legal concepts accurately.

By honing these in-demand skills, paralegals can position themselves as valuable assets to law firms, attorneys, and clients. Continually updating their skills and staying abreast of industry trends and developments will enable paralegals to adapt to the evolving needs of the legal profession and contribute to successful legal outcomes.

Source: <https://www.onelegal.com/blog/what-are-the-most-in-demand-paralegal-skills>



Paralegal.edu



The next Lunch Bunch meet up will be on Wednesday, July 12 at the Fox Brew Pub at 310 S. Carson 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.



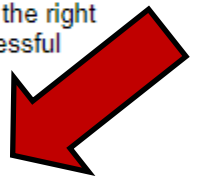
Be sure to check for the special CLE code you will receive when renewing your membership in 2023.



Thank you for submitting your membership dues. Membership dues are an investment in the organization and your own member experience.

NALS is focused on providing you, our valued members, with educational resources and networking opportunities. Being a NALS member means that you're headed in the right direction to tap into the power of an already established community of successful professionals.

As a benefit of your membership, NALS provides numerous educational opportunities. We would like to gift you with a **FREE CLE Course**. To take advantage of this, use the promo code **Thanks24CLE** when signing up for a [NALS educational course](#).



If you have any questions about your membership, please contact Member Services at 918-582-5188 or [membership@nals.org](mailto:membership@nals.org).

The NALS Board of Directors sends their best wishes and sincerest thanks for having chosen NALS as the organization to represent your interests.

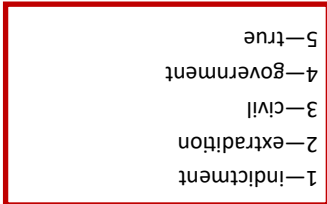
- National Association for Legal Support Professionals

Answers to the Criminal Procedure Quiz

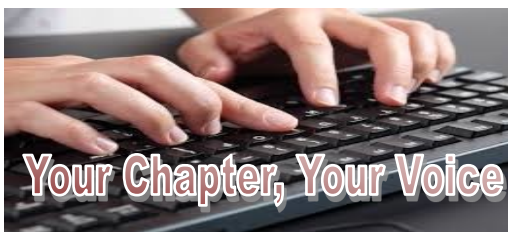
And



to use it!!







Welcome to

Kendra Hutchison  
Las Vegas



July 25     Stephanie Pauley

### 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>



@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



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

## MEMBER RENEWALS



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

**Don't Forget to Renew  
Your Membership**



*Dance like no one is watching.  
Email like it may one day be  
read aloud in a deposition.*

## 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.

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