

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

September 2023

Inside This Issue

President's Message 1

Education

September Program 2

Cognitive Fitness 3

Lexicon 3

Estate Planning Quiz 4

Professional/Personal Development

Resume Cover Letter 5

Chapter & NALS News

DCLP Social 6

CLE Benefit 6

Birthdays 7

Zoom Instructions 7

NALS Legal News Brief 7

Renewal Info 8

Code of Ethics 8

Contact Information 9



Happy almost Fall to you all. Those cooler nights and not so hot days are starting to creep in.

Our own Dee Beardsley is our speaker this month. She will talk about "The Secret Life of Keys"! It will be interesting and also funny. Be ready, as she might quiz us at the end.

Monday, September 4 was Labor Day. This holiday is a time to pay tribute to American workers, and all of their contributions and achievements throughout the years. It was created by the labor movement in the late 19th century. Labor Day honors the men and women who fought for workers' rights, especially the eight-hour work day we have now.

Hope you all enjoyed that day off and made it a fun long weekend.

I hope to see you at our September 6 the Zoom meeting at noon. It's so easy to attend these meetings and we always have interesting speakers. It is so worth your time. See the Zoom sign-in information on this page.

Thank you.

—Maria Nelson, PLS, DCLP President



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DCLP LIVE!!

No Reservation Needed

Via ZOOM **Thursday**
September 6, 2023 at 12 p.m.

No charge for guests.

Meeting ID: 922 280 3023

Passcode: 412889



Douglas-Carson Legal Professionals

Welcomes

Dee Beardsley, Emeritus PP, PLS

NALS President 2008-2009

The Secret Life of Keys



As legal support professionals we type every day using the keyboard at our fingertips whether it be a computer, laptop, tablet, or phone but how much do we really know about the keys that are so much a part of our lives? Do you know their names, their background and history?



Make the time this month to learn something new by joining us at our September meeting for a fascinating look at the who, why, where, and when of the symbols that we use in communicating via the written word.

Think this is a trivial topic?

Knowing obscure facts is good for our mental health and trivia is like a workout for your mind. It exercises the brain's frontal cortex, the part of the brain responsible for memory function.

Retaining information about topics like this allows you to expand your intelligence and improve mental capabilities which lead to greater creativity, innovation and problem-solving skills. Besides, think of the fun you'll have impressing your co-workers or family members when you score extra points on the Scrabble® board or solve the Sunday NY Times Crossword puzzle!

See you on Wednesday, September 6 at noon on Zoom.

DCLP presents
Cognitive Fitness



KEYBOARD WORD SEARCH PUZZLE



One component of effective written communication is making sure we use the correct word(s) to express our intent. Understanding the following is imperative:

syn·o·nym /'sinənim/ *noun*

A word or phrase that means exactly or nearly the same as another word or phrase in the same language, for example: *shut* is a synonym of *close*.

an·to·nym /'antənim/ *noun*

A word opposite in meaning to another, for example: *bad* and *good*; *inclusion* and *exclusion*.

hom·o·nym /'hämənim/ *noun*

Each of two or more words having the same spelling or pronunciation but different meanings and origins, for example: *bare/bear*, *flour/flower* and *fir/fur*.

ho·mo·phone /'häməfōn,'hōməfōn/ *noun*

Each of two or more words having the same pronunciation but different meanings, origins or spellings, e.g. *new* vs. *knew*; *canon* vs. *cannon*; and *cite* vs. *site*.

hom·o·graph /'häməgraf,'hōməgraf/ *noun*

Each of two or more words spelled the same but not necessarily pronounced the same and having different meanings and origins, for example:

Does— 1 (n.) more than one female deer, and 2 (v.) present tense singular form of the verb “do”

Refuse—1 (v.) to reject or decline, and 2 (n.) garbage

Tear — 1 (v.) to rip, and 2 (n.) a drop of water

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 October issue of The Tickler.

- | | | |
|----------|-------------|-----------|
| SYMBOLS | CTRL | EQUAL |
| KEYBOARD | SHIFT | UPPER |
| CAPS | TAB | LOWER |
| INSERT | ESCAPE | POUND |
| DELETE | ENTER | CARAT |
| HOME | PARENTHESIS | HYPHEN |
| END | ASTERIK | BACKSPACE |
| PAGEUP | PERCENT | |
| PAGEDOWN | PLUS | |

Are you enjoying these puzzles?
What kind is your favorite? Please
let The Tickler know by emailing:
NALSdclp@gmail.com

Estate Planning Quiz

Submitted by Mary Baldecchi, Emeritus PP, PLS

Choose the definition for each term by inserting the appropriate letter in the blank.

- _____ 1. ademption
- _____ 2. ancillary administration
- _____ 3. devise
- _____ 4. intestate
- _____ 5. *per stirpes*

- A. An inoperative specific bequest.
- B. Gift of real estate by will.
- C. By representation.
- D. Probate proceeding commenced in a state where the decedent is not domiciled.
- E. Deceased without having made a will.

Mom: We should talk about our final arrangements so the kids aren't burdened with it.

Dad: Why should we care? That'll be their problem.

Mom: Right. Well, at least we talked about it.

For every broke or unemployed millennial, there is a boomer earning six figures that can't open a PDF.



BEST COVER LETTER FORMAT FOR YOUR RÉSUMÉ

An excellent cover letter uses business letter formatting with:

- Your name and contact information at the top
- The hiring manager's name and company contact details
- A salutation addressing the hiring manager by name
- 3-4 paragraphs and a bulleted list
- A polite sign-off and your name

Every structural detail of the letter is also optimized, including:

- **Margins:** adjusted to between 1/2 and 1 inch to space information evenly on the page
- **Line spacing:** set to between 1 and 1.5 spaces so your text isn't too spread out or overly crammed together
- **Font:** chosen for readability and professionalism (Calibri and Georgia are examples of the best fonts for resumes and cover letters)
- **Font size:** set between 10 and 12 points for easy reading

[YOUR NAME]

(123) 456-7890 | your.name@gmail.com | linkedin.com/in/your-name/

[Today's Date]

[Hiring Manager's Name]
[123 Company Address]
[Company's City, State, Zip Code]
[Sex] [xx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

I was excited to see your listing for the [Position Name] position at [Company Name] on [Website Name] recently. As a dynamic [Your Occupation] with [# Years] of professional experience doing [Primary Work Task] to drive results, I'm confident that I would be an asset to your team.

Your job listing mentions a need for someone knowledgeable in [Area of Expertise], which is an area I have extensive experience in. I'm currently employed at [Current Company Name], where I've honed my skills doing [Relevant Tasks Performed]. While employed here and at other companies listed on my resume, I have successfully:

- [Action verb] [achievement #1, including hard numbers and examples for context]
- [Action verb] [achievement #2 with more data and examples]
- [Action verb] [achievement #3 with more data and examples]

I'm confident that my track record of excellent work ethic, unparalleled attention to detail, and knack for [Relevant Skill] will make me an immediate asset at [Company Name] and let me contribute to your success.

I look forward to discussing the [Position Name] position and my qualifications with you in more detail. I'm available to talk at your soonest convenience. Thank you so much for your time and consideration, and I'll be in touch next week to follow up, just to make sure you've received my application.

Sincerely,
[Your Name]



Source: resumegenius.com

Answers to Estate Planning Quiz on page 4

1-A; 2-B; 3-B; 4-E; 5-C



The next Lunch Bunch meet up will be on Wednesday, September 20 at Juan's Mexican Grill & Cantina, 318 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.



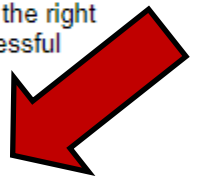
Be sure to check for the special CLE code you will receive when renewing your membership in 2023.



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.

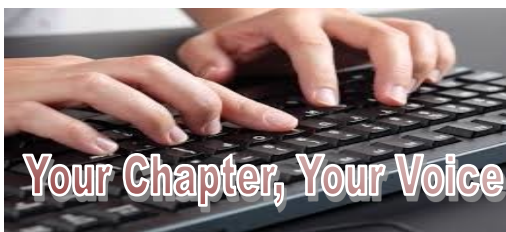
The NALS Board of Directors sends their best wishes and sincerest thanks for having chosen NALS as the organization to represent your interests.

- National Association for Legal Support Professionals

And



to use it!!



No birthdays this month
but we can still eat cake!



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 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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