

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

February 2022

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President's Message

Did you know that St. Valentine was put to death by Emperor Claudius II because he disobeyed his order?

On February 14, around the year 270 A.D., Valentine, a holy priest in Rome during Emperor Claudius' reign, was executed. The Emperor, Claudius the Cruel, felt he had to maintain a strong army but was having a difficult time getting soldiers to join his military. Emperor Claudius believed the men did not want to join his armies because they had such strong attachments to their wives and families.

Claudius banned all marriages and engagements in Rome to get rid of this problem. Valentine realized this was unjust and continued to perform marriages for the young lovers in secret.

Claudius eventually found out about the secret marriages and ordered that Valentine be put to death. Valentine was arrested and dragged before the Prefect of Rome, who condemned him to be beaten to death with clubs and to have his head cut off. The sentence was carried out on February 14, on or about the year 270. Thus, February 14 is the day for lovers.

This is a story about one of the Valentines in history. There were several with the same name but this one is the most popular.

At this month's meeting we will be hearing from attorney Kevin Benson on legislative updates. I am sure these updates will be helpful to all of us.

Hope to see you February 2 at noon on Zoom!

—*Maria Nelson, PLS*

P.S. Rumor has it, Philomena, Punxsutawney Phil's girlfriend, may make a special appearance on Ground Hog Day.



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DCLP LIVE!!

No Reservation Needed

Via ZOOM February 2 at 12 p.m.
No charge for guests.

Meeting ID: 922 280 3023
Passcode: 412889

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Douglas-Carson Legal Professionals

Welcomes

Kevin Benson, Esq.



Legislative Updates 2021

Kevin Benson is a native Nevadan. He received his undergraduate degree from UNR, and his law degree from Rutgers. After law school, he returned to Nevada and began his legal career at the Nevada Attorney General's Office. He has represented various state agencies in civil litigation and administrative matters. After over ten years at the AG's office, Mr. Benson spent approximately five years in private practice, where he focused on civil litigation. In November 2020, he returned to public service as General Counsel in Governor Sisolak's office. Most of his free time is spent hiking, backpacking, and making scratching sounds on his viola.

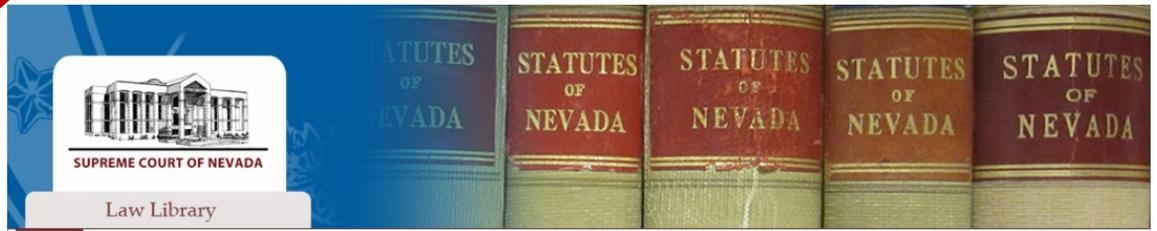
The [Nevada Legislature](#) has two branches, the [Assembly](#), with 42 members, and the [Senate](#), with 21 members. With a total of 63 seats, the Nevada Legislature is the third smallest two-branch state legislature in the United States. All 42 members of the Assembly are elected for 2-year terms and members of the Senate are elected for 4-year terms. Legislative sessions are held every other year in odd-numbered years. They begin on the first Monday in February after the election of members of the Senate and Assembly. Sessions are limited to 120 calendar days. At other times, the Governor may, for a specific purpose, call the Legislature into special session, or the Legislature may, upon a petition signed by two-thirds of the members elected to each house of the Legislature, convene a special session for a specific purpose without action by the Governor.

In addition to their ongoing duties, members of the Legislature are also involved in committee work between sessions. Members are assigned to various permanent and interim study committees to investigate a wide range of issues and make recommendations to the next session of the Legislature. These committees hold public hearings, direct research, and deliberate on proposed legislation for the next session of the Legislature.

The [Legislative Counsel Bureau](#) provides support for the Legislature, supervised by the Legislative Commission, a body of 12 legislators, 6 from each house. The Commission meets periodically to take action on behalf of the Legislative Branch of government and provides guidance to the staff of the Legislative Counsel Bureau.



**NATIONAL ASSOCIATION FOR
LEGAL SUPPORT PROFESSIONALS**



RESOURCES BY SUBJECT

It is important to remember that forms you find here are just a starting point. They may provide you with ideas on content and style, but specific requirements vary greatly by court. If the sample form is from a court other than the one in which you are filing, you **MUST** change the form to reflect the court in which you are filing. You **MUST ALSO** contact the [clerk of the court](#) where your item will be filed to make sure you meet all [formatting, content and procedural requirements](#).

If you have Microsoft Word on your computer, you can create pleading paper on which to type your forms. For instructions on how to create this form, please click [here](#).

WHERE TO START

When trying to locate Nevada forms, it's best to begin your search with the information and resources available at self-help centers and court websites:

[State of Nevada Self-Help Center](#) (All Nevada Counties)

[Civil Law Self-Help Center](#) (Clark County)

[Family Law Self-Help Center](#) (Clark County)

[Second Judicial District Court Forms & Packets](#) (Washoe County)

The above list is provided as a starting point only and is not intended as an exhaustive list. We have included additional resources for specialized legal situations below.

Library staff are unable to recommend forms, but they can help with locating resources. If you need assistance locating resources, please contact the Law Library at (775) 684-1640 or reference@nvcourts.nv.gov.

QUICK LINKS

CIVIL

[Nevada Rules of Civil Procedure](#)
[Nevada Rules of Civil Procedure Rule 84. Forms](#) - scroll down to Appendix of Forms

[Clark County Civil Self-Help Center](#)

[Motion](#) [Carson][PDF]

[Las Vegas Justice Court](#) [Las Vegas Justice Court]

[Response to Motion](#) [Carson][PDF]

[Small Claims Process and Forms](#) [New River Township Justice Court, Churchill]

[Reno Justice Court](#) [Washoe]

[Eighth Judicial District Court](#) [Clark]



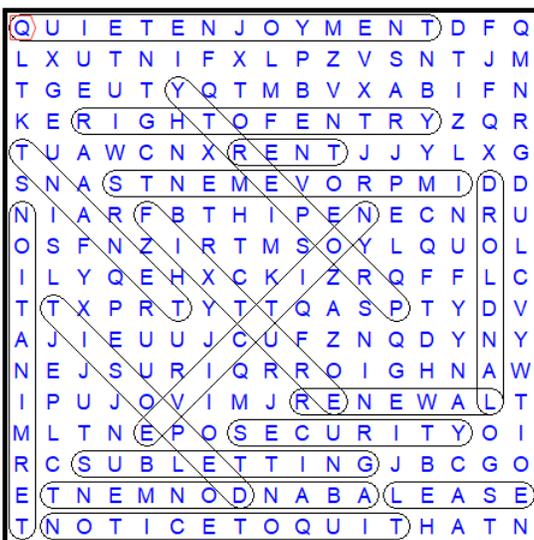
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February 2022 – Valentine’s Day!

DCLP presents
Cognitive Fitness



Answer to the January 2022 Puzzle
regarding Landlord-Tenant



Find and circle/mark the words below in the grid above.

- | | | |
|-----------|----------|---------------|
| SAINT | MASSACRE | SECRETADMIRER |
| LOVERS | POETRY | SWEETHEART |
| CUPID | ROMANCE | GIRLFRIEND |
| HEARTS | BEMINE | BOYFRIEND |
| CANDY | PINK | CHAMPAGNE |
| FLOWERS | RED | BALLOONS |
| CHOCOLATE | FEBRUARY | BOWANDARROW |
| ROSES | CARDS | PASSION |

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

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

ARE YOU A PROBLEM SOLVER

The top skill attorneys look for in a paralegal or legal assistant is the ability to solve problems. How is your skill set in that area? Keep in mind that attorneys have been trained to provide facts and evidence for everything they do. When you walk into their office to report a problem, they are going to want to know what options are available, so be prepared to give them choices.

Think like a journalist. Use: who, what, why, where, when, and how to tell a complete story. Let's say an outside vendor is not going to be able to deliver a needed product/item on time. Even if there is only one option, you can still be prepared to provide answers to the inevitable questions your attorney will ask.

- *Why can't they deliver?*
- *What is the cost of the alternative option?*
- *How can we make up time after they deliver it?*
- *When will they be able to commit to the new delivery date?*
- *How are we going to prevent this from happening again?*

Identify the Root Cause of the Problem.

The Pareto Analysis says that 80% of our problems stem from 20% of the causes. Example:

- *Why was this filed late? Because Ann didn't get it done.*
- *Why didn't she get it done? Because the vendor didn't deliver the product on time.*
- *Why didn't the vendor deliver the product on time? Because we didn't get them the draft on time.*
- *Why didn't we know when the draft was due? We did know; we couldn't meet their deadline.*
- *Why weren't we able to meet their deadline?*

Mind Mapping

Mind mapping is a visual way of thinking. Write the problem on a legal pad or white board, e.g., the reply brief was filed late.

Draw two branches off it and write out two potential solutions, e.g., file a brief with the court.

From each of these proposed solutions, draw out what might happen, e.g., if A, then this might happen; if B, then this might happen.

Depending on how big the problem is, you could take the mind map to the next level and add the cost and time to each branch of the solution.

Pros and Cons

You can also just take a sheet of paper and list the pros and cons for each solution, including time and cost.

An Ounce of Prevention is Worth a Pound of Cure

Ultimately, you want to prevent as many problems as possible. What procedures or protocols can you put in place to prevent the problem? How do you verify the accuracy of the work product before it goes out the door? What steps can you take to prevent the mistake from ever happening?

If you do not have quality assurance, mistakes are inevitable.

How did we end up filing that brief without the attachments or with the wrong attachments?

How did that privileged document get produced to the other side and what do we do now to fix that problem?

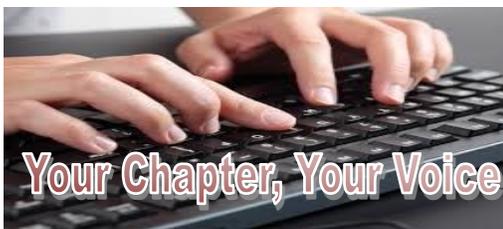
Take the time to put a quality assurance protocol into place.

Improve Your Critical Thinking Skills

There's an old saying that if you're not part of the solution, you're part of the problem. Take time now to set up procedures and protocols to reduce mistakes before they happen.



Excerpted and adapted from the paralegalbrief.com



February 6 — Dee Beardsley, Emeritus PP, PLS

February 9 — Jill Nelson

Golden Shoestring Award

NALS, the [National Association for Legal Support Professionals](#), won the Golden Shoestring award for its one-day seminar dedicated to the technology that was transforming the day-to-day work of their members, and provided the tools, tips and training needed to help find success in the coming year. The award is given to an association for a single project or program delivered on little to no budget with a successful outcome. NALS utilized minimal paid marketing services through Facebook and LinkedIn, which kept costs to only a couple hundred dollars. What expenses they had were recouped four times over through vendor and member registrations. Not only was the event a financial success, but it was also a win for the organization from a programmatic and engagement standpoint. The majority of attendees rated the program from Good to Excellent and 93% of attendees said they were Likely to Extremely Likely to attend another event.

New North Carolina State Chapter

NALS of North Carolina is the newest NALS chapter, joining 85 state and local chapters throughout the United States. NALS of North Carolina plans on conducting their first meeting before the end of the year via Zoom, with regularly scheduled quarterly meetings in 2022. All NALS members located in North Carolina are automatically part of the new chapter. New members joining NALS can add the chapter along with their national membership. There are currently no chapter dues required to join. The chapter's leadership includes Alma Fredrich as President, Joan O'Neal as vice president, and Jeff Yates as secretary/treasurer. Fredrich explained their goal is "to create a responsive and engaging culture for NALS of NC and become the industry leader and the go-to for North Carolina's legal support professionals."

New to Zoom?

You can join DCLP's November meeting 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>

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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