

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

February 2021

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President's Message

Last month's meeting on Zoom was deemed a success by all of those who attended it. I had a few challenges to overcome--mostly because my techno skills are challenged too. But it was such a wonderful experience to be able to hold a meeting at all. I'm hopeful that we'll soon be able to have in-person meetings again, but meanwhile there are lots of advantages to holding Zoom meetings. The most important one is that you can be completely safe from COVID, without wearing a mask or socially distancing. Also you can get your CLE without leaving your home or office. You can even leave the camera off if you don't want anyone to see you. You don't have the expense of travel or lunch. It's easy to participate and you can come in late or leave early if you need to. Of course, there are some disadvantages to having Zoom meetings, but I'm trying to think positive.

We have an excellent speaker planned for this month. Her name is Margaret Crowley and her topic will be "Mediation 101." She will discuss making a mediation a success and what factors can cause a mediation to fail. She'll also give tips on preparing a client for a mediation and how to get the most out of a mediation session.

I have a feeling her presentation might also give us all some good techniques for compromising and maybe dealing with difficult people.

—Mary Baldecchi, Emeritus PP, PLS, CLA



DCLP LIVE!!—No Reservation Needed

Via ZOOM February 3 at 12 p.m. No charge for guests.

Zoom Meeting ID: 837 6287 4472

Passcode: 085360



Douglas-Carson Legal Professionals

Welcomes

Margaret M. Crowley

Mediation 101

Margaret has been licensed to practice law in Nevada since 1991 and began mediating in 2008. She has mediated approximately 1,000 cases. Margaret's private practice focuses on elder care, family, employment and general civil mediation as well as mediation & conflict strategies training. Margaret is the Program Administrator for the Juvenile Dependency Mediation Program, a unique statewide mediation program in Nevada. In addition to serving as a Supreme Court Settlement Judge, Margaret has mediated for: The U.S. Department of Interior; the Second and Ninth Judicial Districts' Custody Mediation Panels; the Second Judicial District's Dependency and Guardianship Mediation Programs; the Equal Employment Opportunity Commission and the Foreclosure Mediation Program. Margaret teaches 40 hour mediation trainings privately and as an adjunct professor for Boyd Law School and the National Judicial College and also teaches for the University of Nevada Reno and the Nevada Supreme Court. Margaret has authored several published articles on mediation and recently received the 2020 Impact of the Year Award, National Council of Juvenile and Family Court Judges for her work in dependency mediation.

Ms. Crowley will cover the following topics:

- How to choose a mediator based on the various recognized styles out there
- Tips for preparing for a mediation, including preparing the client
- How to get the most out of a mediation session

How to Negotiate With Your Cat



STEP ONE: Give your cat whatever they want.

STEP TWO: End negotiation.



**DCLP presents
Cognitive Fitness**

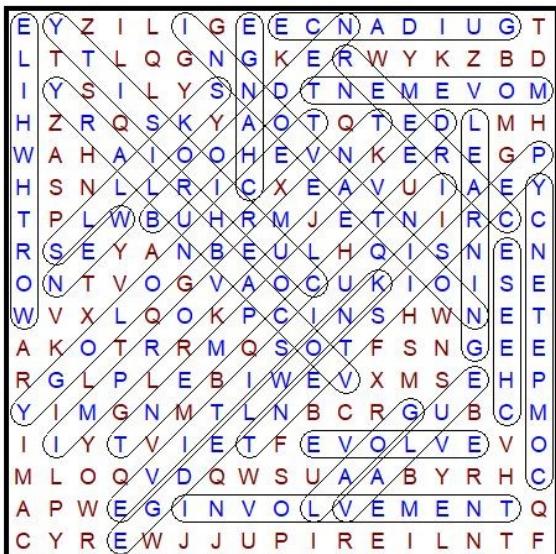


Are you keeping mentally fit during COVID-19? DCLP aims to help. This month's puzzle is an anagram.

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

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

Answer to the January 2021 Puzzle



February 2021

ANAGRAMS

- I'LL MAKE A WISE PHRASE : _____
- ME, RADIUM ACE : _____
- VOICES RANT ON : _____
- OLD WEST ACTION: _____
- ELEGANT MAN : _____
- NO, I DECLINE : _____
- MR. HOMO SAPIENS : _____
- SCHOOL MASTER: _____
- DID COLOR IN A NAVE : _____
- HERE COME THE DOTS : _____
- JUST A BROILER : _____
- MOON STARER : _____
- NARCOLEPTIC : _____
- ELEVEN PLUS TWO : _____
- DOCILE OR PARANOID : _____
- CASH LOST IN ME : _____
- THAT GREAT CHARMER : _____
- DORMITORY: _____

Anagrams have been popular throughout the ages. They can be traced back to Ancient Greek and Biblical times. For example, Plato and his followers thought that anagrams could unveil the words' hidden meanings. In the middle ages, scientists like Galileo coded their findings in anagrams until they were ready to reveal them.

Example: the eyes = they see

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

TOP TEN ESSENTIAL SKILLS

Today's legal professionals need many skills to remain relevant in our changing legal environment. How do yours stack up?

1. Organizational Skills

Attorneys are busy professionals. Between ongoing trials, piles of paperwork, and daily meetings, their offices can easily become chaotic. Legal assistants with exceptional organizational skills keep their bosses organized too. By completing tasks such as overseeing calendars, managing projects, and handling paperwork, legal assistants help law offices to run at top efficiency.

2. Writing Skills

Most lawyers rely on their legal assistants to draft everything from everyday emails to professional legal documents. As a result, legal assistants must know how to communicate effectively through writing, create documents according to accepted formats and proofread. Strong spelling, grammar, vocabulary, and transcription skills all prove to be useful.

3. Technical Skills

As experts in the law, attorneys often don't have the time to stay up to date on the latest technology. Therefore, legal assistants usually take care of a variety of tasks ranging from creating presentations to running video conferencing sessions to backing up files. Legal assistants with knowledge of Microsoft Office, legal software, and document management systems have an advantage over their less tech-savvy counterparts. In addition, legal assistants may wish to encourage ongoing technological upgrades, so their offices remain competitive with other up-and-coming firms.

4. Detail Oriented

In a trial, even a minor mistake could result in a lost case. And legal documents are no less forgiving. It's up to legal assistants to catch and correct the errors everyone else may have missed. This includes everything from typos to double-booked meeting to missing pieces of evidence. Accuracy, note-taking skills, and attention to detail are necessary.

5. Interpersonal Skills

On a daily basis, legal assistants may interact with stressed-out attorneys, unhappy clients, difficult members of the opposing counsel, and unwilling witness as well as judges, coworkers, vendors, and more. These encounters may take place face to face, over the phone, in a video conference, or through email, text messaging or writing. A top-notch legal assistant should be able to greet people graciously, provide instruction, and diffuse tense situations. This involves listening, expressing ideas clearly, interpreting non-verbal cues, negotiating, and being emphatic.

6. Understanding of Legal Terminology and Documentation

Full mastery of commonly-used legal terms is essential for any legal assistant. Words and phrases like acquittal, habeas corpus, and subpoena must be second nature to them. Furthermore, since the job requires regular reading, writing, and interpretation of legal documents, they should be familiar with everything from trial briefs to living wills.

7. Multi-Tasking

Law offices can be high-stress environments. Legal assistants may be working with several different people on several different projects

each day. Plus, many assignments are finished under tight deadlines. Thus, legal assistants need to be able to prioritize, delegate, and keep track of multiple workflows ... all while staying calm under pressure.

8. Adaptability

Sometimes things don't go as planned. And often, legal assistants are the ones who must quickly come up with solutions. Whether it's dealing with double-booked meetings or locating a hard-to-find expert witness, legal assistants discover clever ways around roadblocks.

9. Critical Thinking

Since legal assistants are responsible for conducting research, strong analytical skills are a necessity. They must know how to search for information, identify trustworthy sources and distinguish relevant facts. Especially when working on a case or with an attorney, they need to know when to intervene and when to step back. Ultimately, the critical thinking skills of a talented legal assistant can be an amazing resource.

10. Teamwork

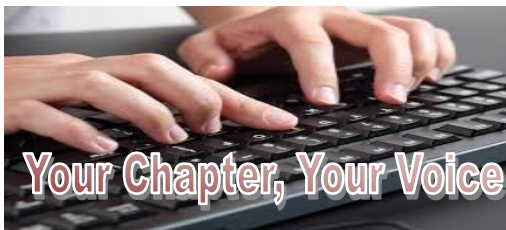
Legal assistants depend on many people and many people depend on them to get the job done. This remains true regardless of the size of the office. To be successful, they must view themselves not as a single person working in isolation but rather as a contributing member of a larger team. And since legal assistants seldom are the star of the show, they should be willing to accept their role as a supporting, albeit vitally important, player.

What Can You Do to Improve Your Legal Assistant Skill Set?

As with any profession, legal assistants need a combination of both hard and soft skills. Technical or hard skills should be part of your formal training. In classes (or in some cases on the job), you'll learn legal terminology, complete research projects, and practice writing legal documents. Many of these technical skills are useful throughout your career, while others, such as knowledge of the latest legal software or tort reform trends, will require you to consistently reskill yourself. To stay on top of ongoing changes within the industry, you may choose to enroll in online or in-person classes, attend conferences and/or regularly read legal articles, books, and blogs. Soft skills, on the other hand, are more difficult to learn in a traditional setting. Nevertheless, you still can work toward improving your natural abilities and addressing areas of weakness. For example, if you want to be a better team player, you could set a goal to assist three of your co-workers with projects before the end of the month and, of course, follow through.

Source: <https://www.bosstaff>.

Do you have career tips to
share with your fellow
Douglas-Carson Legal
Professionals?
Send them to
NALSdclp@gmail.com.



February 6 — Dee Beardsley

February 9 — Jill Nelson

February 27 — Darci Hayden

New to Zoom?

You can join DCLP's January 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>

2021—TIME TO REFOCUS

To refocus on what is truly important:

1. Write down your top priorities and keep them in view.
2. Identify what does NOT deserve your attention.
3. Cut out the distractions.
4. Stop all that multi-tasking at home.
5. Get and stay organized.
6. Replace negative thoughts with positive ones.
7. Put on your own happy face.

Steve Jobs said: "That's been one of my mantras—focus and simplicity. Simple can be harder than complex: You have to work hard to get your thinking clean to make it simple. But it's worth it in the end because once you get there, you can move mountains."



NALS Study
Hall Live

Whether you are preparing for one of our certification exams, participating in our Virtual Legal Training Course (VLTC), or earning credit(s) toward recertification, *NALS Study Hall Live! Series* is a wonderful benefit of your membership with NALS. Study Hall sessions provide the opportunity to learn exam content from certified NALS members and get your questions answered! Don't miss this opportunity to earn free CLE! Participation is free and only open to NALS members, but requires registration.

Contact Natalie Shryock, NALS Certification Manager at natalie@nals.org with questions.

Check nals.org for current schedule.



Call for Presentations

Do you have expertise/experience you'd like to share with NALS members? If so, the Call for Presentations has been issued for the Detroit Virtual Conference in September 2021.

Sessions are generally 60 minutes and cover a variety of practice area and professional development topics.

Submit your proposal [here](#).

February 2, 2021

[Webinar: Microsoft Tips and Tricks – Part 2](#)

Time: 8-9 PM Eastern



[Export to Your Calendar](#)



[Register](#)

February 11, 2021

[Webinar: Financial Education - Accumulating Wealth for Your Later Years](#)

Time: 1:15 PM—2:00 PM Eastern



[Export to Your Calendar](#)



[Register](#)



Source: [pinterest.com](#)

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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Instagram: [NALS in Nevada](#)



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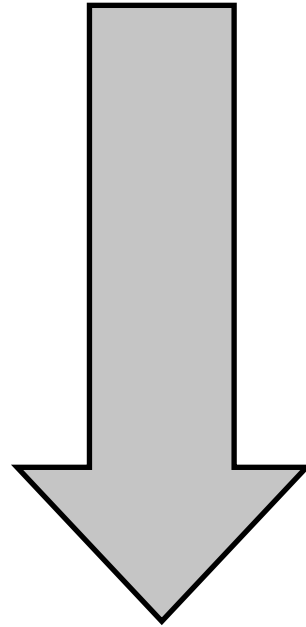
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**check
it out**



COMPANY MEMBERSHIP

1. Promotes the NALS mission to engage, inspire, enhance, and promote professionals from all across the legal industry by giving them the opportunity to join as members through their companies.
2. Offers discounts for membership on a per-member basis. This discount is equivalent to 20% of an individual membership, saving money on member fees for each person under the company account.
3. Simplifies the process for companies who wish to sign up multiple employees. Joining under a company membership means that your company receives one invoice and can make a single payment for all members, rather than paying for each individually.

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.