

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

May 2021

Inside This Issue

President's Message	1
Meeting Notice	1
Education	
May Program	2
Puzzle	3
Professional Development	
Organization Skills	4
Chapter News & Info	
Birthdays	6
Zoom Instructions	6
Call for Participation	6
Member Reclamation	7
Contact Information	8
Company Membership	9
Membership Application	10

The Tickler is published monthly by Douglas-Carson Legal Professionals
P.O. Box 2994
Minden, NV 89423-2994
www.douglascarsonlegal.prof.org

President's Message



The speaker at our May meeting will be Alexander Morey, Esq., of the firm of Silverman Kattelman Springgate, in Reno. He practices primarily in the area of family law, and his topic will be separate versus community property. It's a subject usually thought of in divorces and legal separations. But often the subject comes up in probate cases and even in the process of estate planning. Nevada is a community property state, but not all states are the same. We might ask Mr. Morey how those other states treat property differently. I think it will be an interesting presentation and I hope to see all of you there.

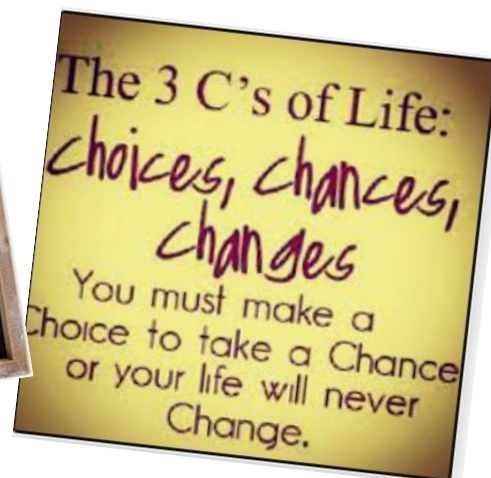
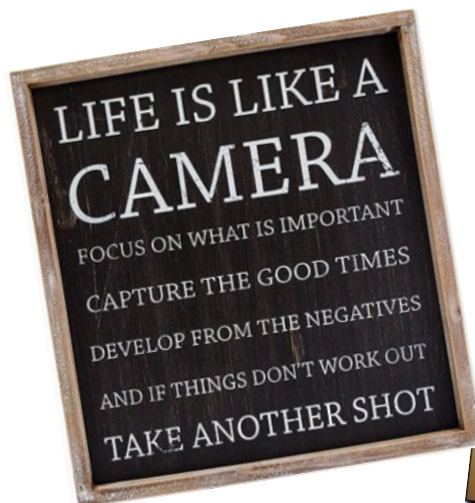
—Mary Baldecchi, Emeritus PP, PLS, CLA

DCLP LIVE!!—No Reservation Needed

Via ZOOM April 7 at 12 p.m. No charge for guests.

Zoom Meeting ID: 812-9502-2889

Passcode: 647462





Douglas-Carson Legal Professionals

Welcomes

Alexander C. Morey, Esq.

Certified Family Law Specialist

Separate versus Community Property

Mr. Morey attended Gonzaga University in Spokane, Washington, where he received a dual degree in mathematics and philosophy, with honors in 2005. He graduated with honors from the Northwestern College of Law, Lewis and Clark University and immediately began working for the Honorable Deborah Schumacher, former Chief Judge of the Washoe County Family Court from 2008 through 2010. Mr. Morey says, "When I left the Court, I confess, I did not expect to continue in family law, but I received a job offer from Gary Silverman, Mary Anne Decaria, and Michael Kattelman as a family law associate. I took the opportunity and family law practice proved more rewarding than I imagined. Family law is, I believe, the single field of law where a lawyer must be able to address business valuation, trademark, patents, child custody, detailed financial tracing, personal injuries, and quasi-criminal domestic violence and contempt issues.

"The fact a family law case may touch on so many issues at once is no reason to make the case one bit more complicated than it has to be. After eight years in practice, I pride myself on the ability to make the complicated simple and help clients find the most economical means to advance their cases. I try my best to have clients avoid stepping over dollars to pick up dimes. Since lawyers are a transaction cost in a divorce, custody, guardianship, or other type of case, minimizing the cost of lawyers leaves more money for spending on your family. 'Put your children through college, not mine' isn't just an aphorism; it is a tenant of my practice.

"I am grateful to practice family law in Nevada. I've been lucky to appear for clients in much of Nevada, including Reno, Elko, Minden / Gardnerville, Carson City, Battle Mountain, Yerington, and Las Vegas. I have litigated cases at the trial level and before the Nevada Supreme and Appellate courts. I am here to listen, to problem solve, and to make the resolution of your case as quick, inexpensive, and painless as possible."



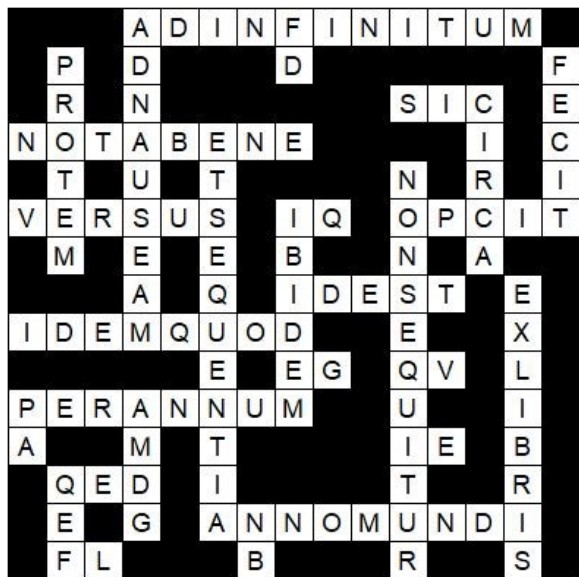
**DCLP presents
Cognitive Fitness**



May 2021 – SPRING SCRAMBLE

1. METL _____
2. TIHBR _____
3. SNTE _____
4. RSOSEWH _____
5. MLBA _____
6. OWRG _____
7. TCAHYHNI _____
8. ELBABSAL _____
9. I YLECCFL _____
10. UEJN _____
11. OPRDNSOW _____
12. NSGIPR _____
13. OSRCUC _____
14. AIROBNW _____
15. SEWDE _____
16. YWNDI _____
17. ALISCL _____
18. EUYTTBFLR _____
19. CKHISC _____
20. LOMOB _____

Answer to the April 2021 Puzzle



Are you keeping mentally fit during COVID-19? DCLP aims to help. Are you enjoying these puzzles? What kind is your favorite? Please let The Tickler know by emailing: NALSdclp@gmail.com

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



When preparing to take vacation or a leave of absence, many paralegals, legal secretaries and assistants prepare a status memo for every item matter they are handling, what's outstanding, what can wait, who to contact for assistance for items that may come up in their absence, etc. *Do you?*

Some of you may have even created protocols detailing how to handle incoming documents on each matter and keep those in a "Desk Management" binder so that a floater or temp can easily deal with the workload as seamlessly as possible in your absence. *Do you?*

But what if you are unexpectedly absent from the office? Will your boss and/or co-workers be able to find the status of each item on your desk easily? Do you leave a sticky note on each document in your pending basket, e.g., "waiting for check," or "reply expected by Friday," or "remind Stan if"



How Organized Are You?

Who in your office has access to your computer and calendar system?

No matter how advanced our technology systems are, a simple notation on a calendar or a sticky about the status of an item can make a huge difference in making sure the wheels turn smoothly in your absence.

And you don't want those wheels to grind to a halt in your absence. Sure, wanting to feel indispensable is human nature. But your attorneys will likely marvel that everything worked well while you were out of office and recognize your superior organizational skills.

If they don't . . . then remind them at review time!

For every minute
spent in
organizing,
an hour is earned.

—
BENJAMIN FRANKLIN

GETTING ORGANIZED

I discovered the book *Organizing for your Brain Type* by Lanna Nakone M.A. when it was first published in 2005. I had taken on two new associates in addition to my long-standing assignments with three partners in different practice areas (litigation, business and corporate) whom I knew inside and out.

One attorney was a neatnik with nothing on his desk except the file he was working on, BUT he didn't trust the file room to be able to retrieve what he needed so my cabinets were filled with everything from the dawn of time and I was responsible for putting my finger on the file at the drop of the hat.

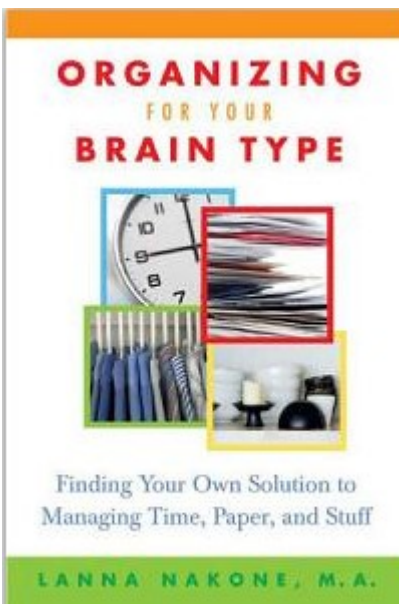
Another had stacks and stacks of paper (yes, three feet high or more) on his desk, credenza, and the floor. BUT, by golly, he had a photographic memory for where every document was (*two-thirds of the way down the fifth stack to the left of the window...*).

The new associates had no idea how to practice law. They graduated *summa cum* from Ivy League schools and were computer savvy, but they lacked organizational skills. I take that back ... They organized *differently* and I had to be the one to adapt.

Before I could help them, I had to reorganize my desk to keep track of five busy practitioners.



- ◆ I love **getting** organized . . . I hate **maintaining**.
- ◆ I like working on an uncluttered surface . . . but if a document/file is out of site, it is out of mind.



Fess up, folks. Haven't you dug through your "to do" stack and come across a piece of paper/document that should have been handled days/weeks ago? Sure, the world didn't end, but OMG, what if it had?

The first step Ms. Nakone takes you through is determining your brain style. There are four:

- ◆ Maintaining
- ◆ Harmonizing
- ◆ Innovating
- ◆ Prioritizing

She poses some hypothetical questions and you answer. Bingo! You learn your style. She offers suggestions to best organize for YOUR style. Pluses and minuses to each style as no one is perfect, but there are some great tips that worked for me.

The book also offers tips for what you can do if you are living or working with someone who does not have the same style as you. Those tips were worth the price of the book and the time spent reading, in my opinion.

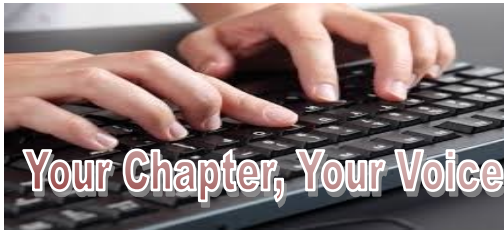
For each style, Nakone talks about strengths and challenges, time management, paper, purging, file systems, storage, and even colors.

Nakone pairs up each style and shows by example how those pairs can work or live successfully together.

Not everything she mentioned for my style (harmonizing) rang true for me, but enough of it was to make a difference in how I approached filing (vertical files are better for me) and paper (my nemesis).

Yes, I still have my father's papers (he died in 1982) because, you know, I might need them someday. On the other hand, when I retired and Social Security didn't have a record of my earnings in 1981, I was able to produce a copy of my W-2!

—Dee Beardsley, Emeritus PP, PLS



May 28 - Sharon Smith, PLS
May 30 - Vicki Van Pelt

New to Zoom?

You can join DCLP's April 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>

Nominations and Election of Officers

Douglas-Carson Legal Professionals encourages all members to consider serving the chapter as an officer during 2021-2022.

If you have questions about what skills are required for any office, contact either the current officer or President Mary for details.

Similarly, your ideas for new ventures during the coming year are welcome.

This is YOUR chapter. Make yourself heard!

Your current board:

President: Mary Baldecchi, Emeritus PP, PLS, CLA

Vice-President: Dee Beardsley, Emeritus PP, PLS

Secretary: Georgianne Harjes

Treasurer: Vicki Van Pelt



MEMBER RECLAMATION

What a deal!

DCLP is launching a campaign to get and retain members. The chapter has decided to pay HALF of the combined national and chapter dues for all former members who want to rejoin.

WOW! This offer is only open until **July 31, 2021**, so you must act quickly.

And for current members, the chapter will pay the same—half of your combined national and chapter dues—to renew. The offer for current members will continue for a year—until **April 30, 2021**.

So now is the time to act. You can contact any Board member for more details.



If you are unsure of your renewal date, contact VP -Membership Dee Beardsley (see contact info on page 10) or visit nals.org.

2021 Renewals

May	Sharon Coates, PP, CLP
June	Micki Arguello, PLS Susan Happe, PLS Rowena Malone

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.

Douglas-Carson Legal Professionals

www.douglascarsonlegalprof.org

NALSdclp@gmail.com

Facebook: [NALSdclp](#)

Instagram: [NALS in Nevada](#)



DCLP Chapter Officers 2020-2021

President

Mary Baldecchi, Emeritus PP, PLS, CLA

(775) 742-9362

marybaldecchi@aol.com

Vice-President

Dee Beardsley, Emeritus PP, PLS

(619) 339-0643

beardsleydee@gmail.com

Secretary

Georgianne Harjes

(775) 230-6769

gharjes1@aol.com

Treasurer

Vicki Van Pelt

(775) 443-7026

vanpeltv1@outlook.com

The Tickler

Dee Beardsley, Emeritus PP, PLS

(Editorial Manager)

beardsleydee@gmail.com

Maria Nelson, PLS (Circulation Manager)

(775) 883-3300

maria@allisonjoffee.com

Public Information Officer

Darci Hayden, PP, AAS

nalsdclp@gmail.com

NALS Headquarters

3502 Woodview Trace, Ste. 300

Indianapolis, IN 46268

RGI President

Leslie Murphy, FASAE, CAE

murphy@raybourn.com

Executive Director

Amanda S. Bureau, CAE, CVA

Board Support, Strategic Planning,

Staff Leadership

Certification and Education Manager

Natalie Shryock

Certification Growth and

Process Improvement

natalie@nals.org

Communications, Publications

Rachel Daeger, CAE, IOM

Communications and Publications

(918) 582-5188

rachel@nals.org

Events/Meeting Planner

Emilie Perkins, CAE, CMP CMM, PMP

Annual conference planning, future

meeting date selection

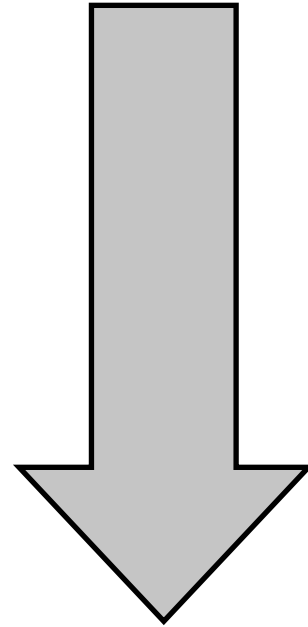
emilie@nals.org

Membership Manager

Mark Lewis

Individual Member and Chapter Support

mark@nals.org



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:

Last Name: First Name:

Home Address:

City: State: Zip:

Employer:

Position Title:

Business Address:

City: State: Zip:

Preferred Mailing Address: Home Business

Cell Phone:

Business Phone:

Date of Birth:

Email Address:

Your Specialty Area:

Select an Option

Years Worked in the Legal Profession:

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

Attorneys in Office:

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

Type of Legal Office:

- Law Office Self-Employed
 Corporate Legal Department Court System
 Government Services Freelance
 Virtual LLLT
 Other

Membership Category:

- \$140 New Member Membership (National Dues)
 \$95 Associate Membership (educators, judges, attorneys)
 \$49 Student Membership (minimum 9 credit hours required)
\$ State Chapter Dues (see drop-down menu)

Select an Option

\$ Local Chapter Dues (see drop-down menu)

Select an Option

Total Due: \$

Payment Method:

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

- Choose one: Check or Money Order Visa
 MasterCard Discover
 American Express

Credit Card Number:

Name on Card:

Expiration Date (month/year):

Security Code: Billing Zip Code:

Return this Form and Payment to:

NALS...the association for legal professionals
3502 Woodview Trace, Suite 300
Indianapolis, IN 46268
or Fax to: (918) 582-5907

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/ourassociation for details.)

Applicant's Signature

Membership is nontransferable.

Version 2020.1 | 15 June 2020