

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

November 2022

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President's Message

Hope your Halloween is/was spooky and sweet (depending on when you read this). Now the big holidays start. It's a busy and often stressful time of the year with shopping, cooking, cleaning, entertaining, etc.

I hope you enjoy a wonderful Thanksgiving with family and friends or however you choose to celebrate that holiday.

One Lucky Turkey is Pardoned. In 1865 President Abraham Lincoln spared a Christmas turkey that his son took a liking to. However, it wasn't until 100 years later that President John F. Kennedy spared the first Thanksgiving turkey. The first president to issue a formal pardon to the turkey was George H.W. Bush during a ceremony in the White House rose garden in 1989. (theonelawyer.com)

In 2021 two turkeys, Peanut Butter and Jelly, were pardoned on the basis of their temperament, appearance, and vaccination status. We will have to wait until close to Thanksgiving to learn about this year's pardon.

Our speaker this month is Asher Killian, Chief Deputy Legislative Counsel at the State of Nevada Legislative Counsel Bureau. He will speak about Nevada's legislative process.

—Maria Nelson, PLS, DCLP President



DCLP LIVE!!

No Reservation Needed

Via ZOOM Wednesday
November 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



Asher A. Killian

Chief Deputy Legislative Counsel

State of Nevada Legislative Counsel Bureau

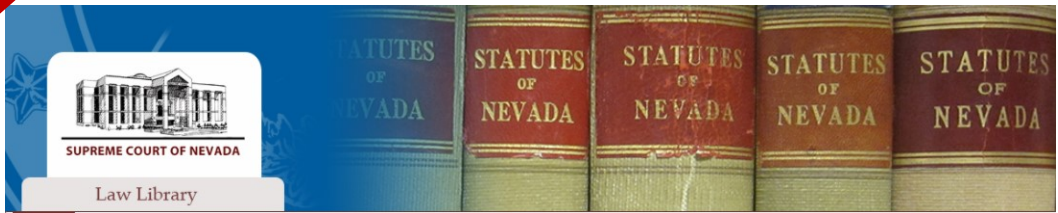
Asher A. Killian is a Chief Deputy Legislative Counsel in the Legal Division of Nevada's Legislative Counsel Bureau. He began his legislative service career in 2007 following a year in the City Attorney's office in the City of Norman in his native Oklahoma. During his time with the Legal Division, Asher has staffed numerous legislative committees on topics including commerce and labor, education, government affairs, health, redistricting, affordable housing and cannabis, in addition to having written or reviewed thousands of bills on additional topics including education finance, professional regulation, insurance, banking, public utilities, employment and civil rights. Asher also serves as counsel to the Legislative Commission, as well as the Nevada Youth Legislature and its nonprofit foundation.

Asher holds a Juris Doctor degree, a Bachelor of Science degree in Psychology, a Bachelor of Arts degree in Letters, and a Bachelor of Arts in Social Sciences and Organizational Studies, all from the University of Oklahoma.

Asher is admitted to practice law in Oklahoma and Nevada. Before aging out of membership, Asher served on the Executive Board of the Young Lawyers Section of the Nevada Bar, and Asher continues to serve as a member of the Public Lawyers Section in addition to serving on the Nevada Bar's Standing Committee on Ethics and Professional Responsibility, Continuing Legal Education Committee and Northern Nevada Disciplinary Panel.

In his free time, Asher volunteers as a board member for Northern Nevada Legal Aid and is an avid fan of San Francisco Giants baseball, Detroit Red Wings hockey and Oklahoma Sooners football.





Trial Court Technology

Documents

Case Disposition IEPD
Citation IEPD

DMV Conviction IEPD

IT Service Request Form

MCIJIS Overview

NOC Code Request Form

Warrant Clear IEPD

Warrant IEPD



STATE OF NEVADA SELF-HELP CENTER

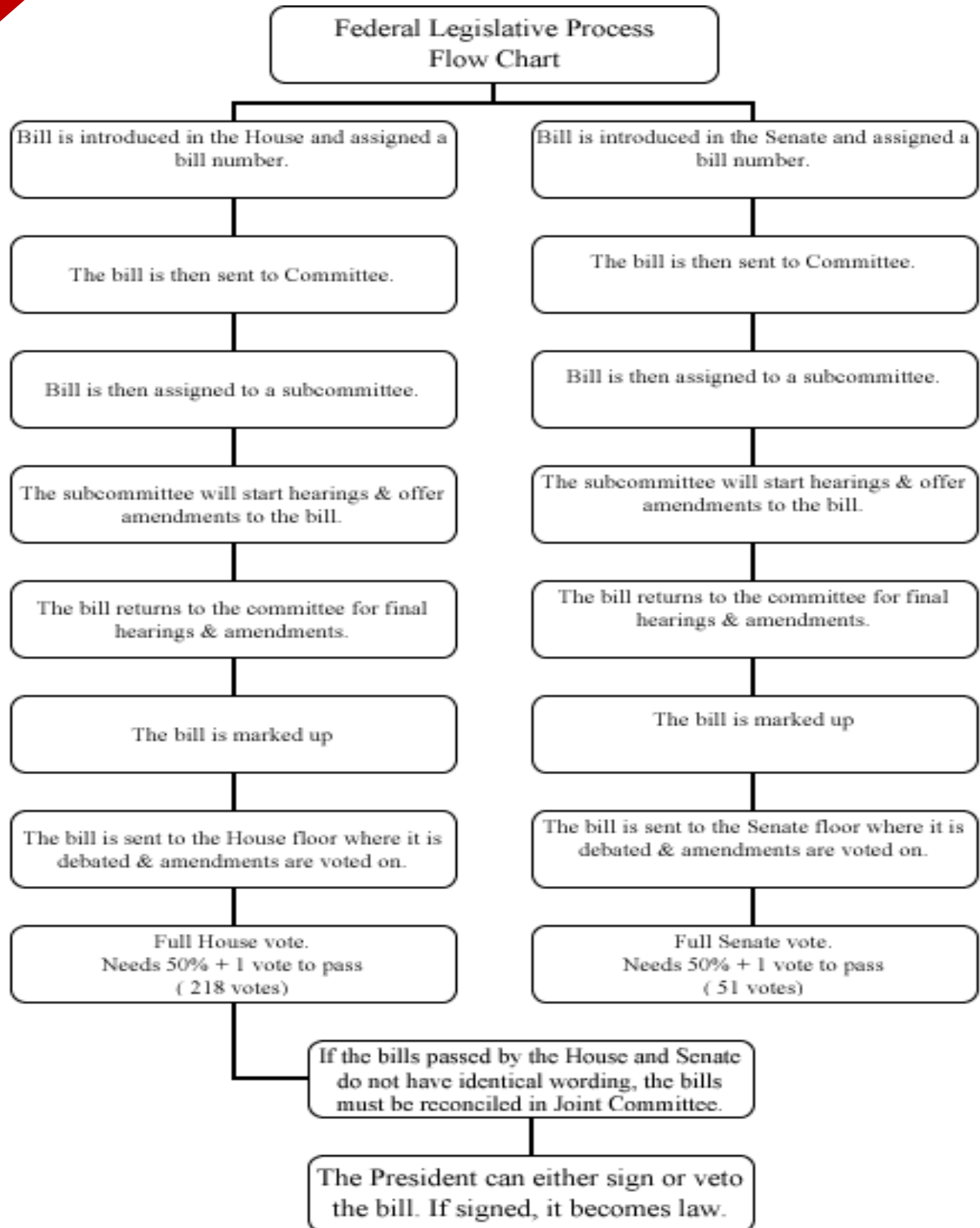
For Self-Help materials; Clark County, Washoe County and All Other Locations [Click Here](#)

The librarians at the Nevada Supreme Court Library are **here to help**. While this guide offers links to online resources the Law Library can make available to you, we also have access to other online resources and print materials that may be of interest to you. Reach out to us via phone (775-684-1640) or **email** Monday through Friday, 8am to 5m, or chat from 10am-2pm, Monday through Friday. While the library staff cannot perform extensive research requests, we are able to provide tables of contents of books or index entries for terms or concepts you provide us to help you find additional information in resources we have available in Carson City; and law journal articles, cases, statutes, and regulations, with a known citation. We also have access to historic state and federal statutes.

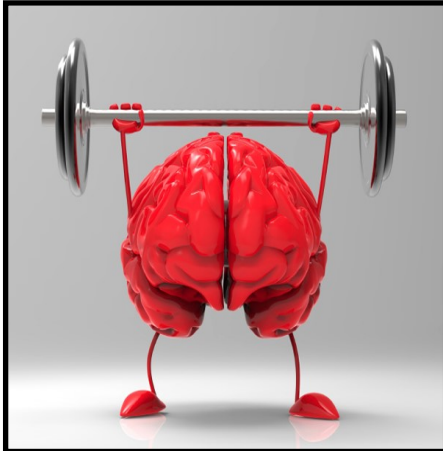
If you are in the Reno/Carson City area, we would love to see you in the library! We are open from 8am to 5pm, Monday through Friday, excluding holidays. Please [see this guide](#) for more information about accessing the Law Library.



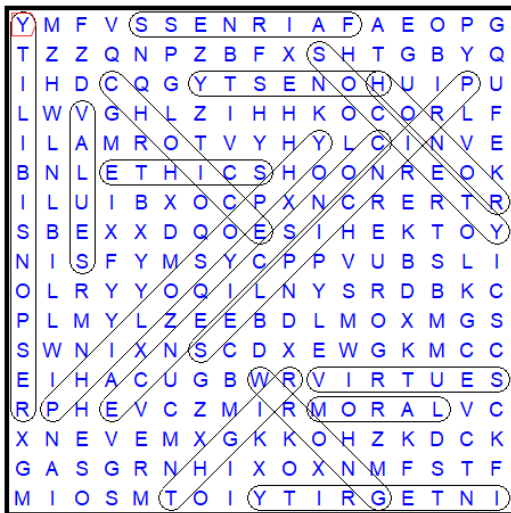
How a Bill Becomes a Law



**DCLP presents
Cognitive Fitness**



Answer to the October 2022
Ethics Puzzle



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

Quiz – Nevada State Symbols

There are currently 24 state symbols. Can you name or describe them?

- Song _____
- Trees _____
- Bird _____
- Metal _____
- Animal _____
- Grass _____
- Flower _____
- Fossil _____
- Precious Gem _____
- Colors _____
- Rock _____
- Semi-precious Gem _____
- Reptile _____
- Artifact _____
- March _____
- Fish _____
- Soil _____
- Tartan _____
- Locomotive _____
- Insect _____
- Nicknames _____
- Flag _____
- Motto _____
- Seal _____

Answers on page 9.

Managing a Relationship with Your Attorney

Working with a difficult boss can present a significant challenge. In fact, the relationship with your supervisor can be the single most important relationship within the workplace, and a negative relationship with your boss can sometimes negatively impact nearly every aspect of your work life—not to mention family and friends who no doubt bear the brunt of your frustrations.

While your first instinct may be to resign from your position, working through a difficult situation can often be the most productive option. Here are some tips you might consider when dealing with a demanding boss:

Determine your boss' motivations

Trying to better understand why a supervisor might act the way they do can help you determine whether this person is acting negatively on purpose or simply dealing with a high-pressure job. If your supervisor is under a great deal of pressure and in turn puts more pressure on you and other employees, you may be able to voice how this is affecting your work life to your boss. Working to have a more in-depth understanding of your boss's behaviors and motivations can allow you to see things from their perspective and create avenues for discussions regarding conflict.

Take responsibility when necessary

Sometimes a relationship with a supervisor can be challenging due to both individuals' behaviors. While it may be easy to blame your boss for their negative behavior, it's important to assess your role in the relationship and take responsibility for any contribution to the challenging nature of the relationship when necessary. If you're exacerbating the negativity felt in the relationship, it may be beneficial to consider your own role in the conflict and address your behavior accordingly. Not taking responsibility may worsen the situation and prevent you from improving your relationship with your superior.

Choose Your Words Carefully

While expressing honesty and being open in the workplace is essential, it's also important to remain tactful and choose your words thoughtfully when interacting with a difficult supervisor. Saying the wrong thing at the wrong time, being disrespectful or being perceived as disrespectful may increase the tension between you and your manager. One way to ensure that you are speaking with your boss in a professional and effective manner is to try to ensure you are staying results-oriented in your conversations. This means that rather than focusing on their personality or the problems in your relationship, you are focusing on talking about work or other topics that will help you achieve your end goal.

Empathize

As challenging a situation as this might be, put yourself in your boss's shoes to understand better what this person might be going through. Your boss may have to deal with the heads of the organization. They may be going through a challenging time personally. All these things can affect your boss's behavior and understanding their position might give you a new outlook on their behavior. More importantly, these things can help you better accept and cope with challenging situations as you understand that you are not the problem.

Avoid discussing your boss with coworkers

Speaking with someone about your difficult relationship with your boss can be an important part of taking care of yourself and venting some of your frustration. However, you may want to refrain from having this type of conversation with other co-workers. Doing so may further encourage negativity in the workplace. Instead, try talking to a trusted friend or family member whose opinion you respect.

continued on Page 7

Managing Relationships (cont'd)

Anticipate Expectations

You might consider learning more about your boss's habits, demands and expectations. In doing so, you can anticipate their requests and avoid exacerbating any tension in your relationship. Meeting and exceeding your supervisor's expectations can show them you respect their requests and take your job seriously.

Practice Your Leadership Skills

You can consider using your difficult situation as an opportunity to practice your leadership skills. Take the initiative and make decisions when possible that you know will lead to positive results for the firm or department. Your co-workers may be inspired by your initiative and start following your steps to achieve results. This can help to turn a negative environment into a positive and proactive one.

Try to Understand Your Boss's Communication Style

Taking the time to determine your manager's preferred communication style can help foster more effective communication within the workplace. For example, if your boss prefers to communicate primarily via email, consider first sending them an email before confronting them in person about a work-related matter. The better you understand how to communicate with your manager, the more likely your relationship will improve.

Don't Let a Micromanager Affect Your Work

Don't try to even the score by working slower, or taking excessive 'mental health' days or longer lunches. It will only put you further behind in your workload and build a case for your boss to give you the old heave-ho before you're ready to go.

Stay One Step Ahead

Especially when you're dealing with a micromanager, head off your boss's requests by anticipating them and getting things done before they come to you.

A great start to halting micromangement in its tracks is to anticipate the tasks that your manager expects and get them done well ahead of time. If you reply, "I actually already left a draft of the schedule on your desk for your review," enough times, you'll minimize the need for her reminders. She'll realize that you have your responsibilities on track—and that she doesn't need to watch your every move.

Identify Triggers

If your boss has anger management problems, identify what triggers his meltdowns and be extra militant about avoiding those.

For example, if your attorney flips out over typos or missing text in a revision, be sure not only to spellcheck but to compare the markup to the new version.

If your boss starts foaming at the mouth if you are tardy in the morning or come back late from lunch, set an alarm on your watch or phone. If you're running late because of traffic, then call or text ahead to let her know.

Benefits of Dealing with the Issues

There are several benefits that can come from addressing a difficult boss. A few of these benefits might include:

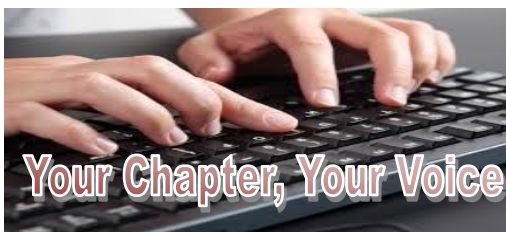
- Reduced work-related stress
- Reduced chance of illness
- Increased work satisfaction
- Improved relationships within the workplace
- Increased job productivity
- Increased potential to advance at work

Avoid Future Bad Bosses

When interviewing with a new firm, do your research ahead of time to make sure you're not getting into another situation with a less-than-ideal attorney or supervisor.

Networking with your legal peers is a great opportunity to glean general information about a firm and its culture. However, take what you learn with a grain of salt and remember that there's someone for everyone. Just because this attorney has had three assistants in one year, doesn't mean that he or she isn't the perfect match for you!

Source: <https://www.indeed.com/career-advice/career-development/how-to-deal-with-a-difficult-boss>



- November 2 Holly Mitchell, PLS
- November 3 Dionna Negrete, PP, CLP
- November 7 Susan Davis, CLA, PLS, PP

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



Several DCLP members gathered at The Black Bear Diner in Carson City for lunch in October. This was our third Lunch Bunch gathering. We hope to continue doing this on a regular basis as a way to stay connected and keep up with each other's activities. If you are interested in joining the DCLP Lunch Bunch, contact Mary (see page 11 for info). And if you have any suggestions for future dining locations, let her know that as well.

Answers to Nevada State Symbols Quiz

Song: "Home Means Nevada" written by Bertha Rafetto in 1932 adopted in 1933.
Trees: the single-leaf Pinon (1959) and the Bristlecone Pine (1987)
Bird: Mountain Bluebird (1967)
Metal: Silver (1977)
Animal: Desert Bighorn Sheep (1973)
Grass: Indian ricegrass (1977)
Flower: Sagebrush (1917)
Fossil: Ichthyosaur (1977)
Precious Gemstone: Virgin Valley Black Fire Opal (1987)
Colors: silver and blue (1983)
Rock: Sandstone (1987)
Semi-precious Gemstone: Turquoise (1987)
Reptile: Desert Tortoise (1989)
Artifact: Tule duck decoy discovered in 1924 and 2,000 years old (1995)
March: "Silver State Fanfare" composed by band director Gerald Willis for the Proctor Hug High School marching band who performed at the 1997 presidential inauguration. (2001)
Fish: Lahontan cutthroat trout (1981)
Soil: Orvada covers much of the Great Basin (2001)
Tartan: designed by Richard Zygmunt Pawlowski (2001)
Locomotive: Nevada Northern Railway #40 (2009)
Insect: Vivid Dancer Damselfly
Nicknames: Silver State, Battle Born State, Sagebrush State
Flag: State seal on a blue background
Motto: All for our country
Seal: The Seal of Nevada

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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