

The Tickler



A Monthly Publication of Douglas-Carson Legal Professionals

September 2022

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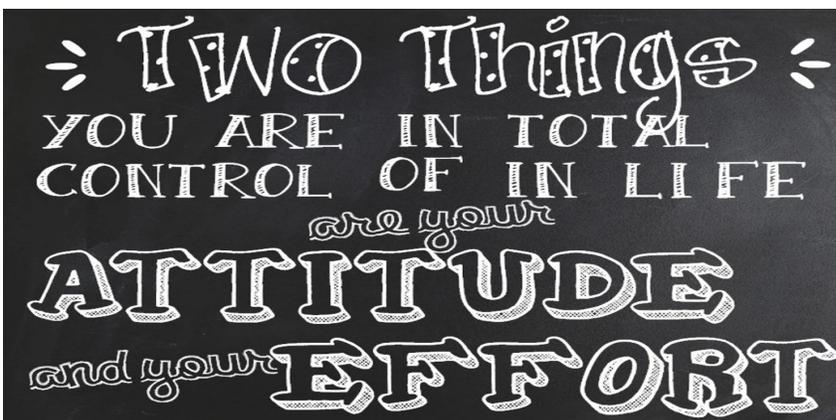
President's Message

What fun things have you done this summer? Please send a quick message to our Editor, [Dee Beardsley](#). She will publish it in the Tickler. We would love to hear about your adventures.

This month our speaker will be Shannon Pritchett from the Supreme Court Law Library. She will speak to us about "Equal Access to Justice". Please join us Wednesday, September 7, 2022, at noon, via ZOOM to hear her presentation.

If you have questions or suggestions about our organization or what you would like to hear at our monthly meetings, please send me an email at marnelson03@gmail.com. I look forward to hearing from you.

—Maria Nelson, PLS



DCLP LIVE!!

No Reservation Needed

Via ZOOM Wednesday
September 7 at 12 p.m.
No charge for guests.
Meeting ID: 922 280 3023
Passcode: 412889





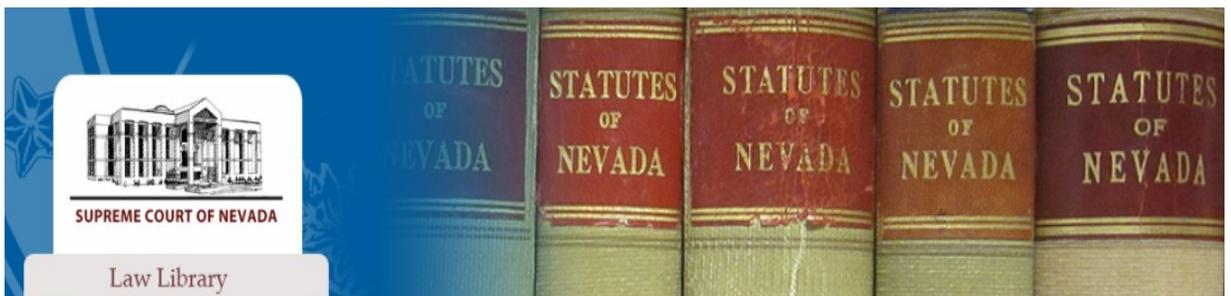
Douglas-Carson Legal Professionals

Shanna Pritchett, Librarian Nevada Supreme Court Library

Shanna Pritchett is a Librarian with the Nevada Supreme Court Law Library. She holds a Master of Science in Library and Information Science from Drexel University, a B.A. in Japanese from the University of Colorado at Boulder, and a Paralegal Certificate from Arapahoe Community College.

Shanna serves on the Access to Justice Commission's Forms & Technology Subcommittee and is the co-author of the *Nevada State Documents Bibliography: Legal Publications and Related Material*.

Prior to joining the Court, she was a Librarian at Hunton Andrews Kurth and a Paraprofessional at the Fort Bend County Law Library.



Library of Congress

The Law Library of Congress is one of ten depositories that maintains a print collection of U.S. Supreme Court Records and Briefs. The Law Library's bound set begins with the January Term 1832 (6 Peters), when the Supreme Court first ordered that the records in cases before it be printed. Between 1832 and 1853, typically only the transcripts of records for a case were printed. From 1854 to the present, records and briefs have been printed. The Law Library's collection also includes oral arguments in both print and microform, with dockets available from the Microform and Electronic Resources Center.

Online Resources

[National Archives](#)

The National Archives and Records Administration (NARA) maintains the Records of the Supreme Court of the United States (Record Group 267)(1772-1997; bulk 1790-1984). This webpage provides a general overview of the collection and related finding aids. For assistance, contact the National Archives at 1-866-272-6272 or via its [Contact Us](#) form.

[Office of the Solicitor General, US Dept. of Justice \(1982–present; coverage varies\)](#)

Includes all briefs filed by the Solicitor General, except responses to IFP ("in forma pauperis") cases from July 1998-present; Solicitor General merits briefs and responses from 1993-1996 and 1986-1990; and Solicitor General merits briefs from 1982-1985. The website provides additional information on omissions, arrangement, and formats.

[Oral Argument Audio Transcripts](#)

The audio recordings of all oral arguments heard by the Supreme Court of the United States are available to the public at the end of each argument week via the Court's website (2010-present) and print transcripts are posted to the website on the day of argument (2000-present).

[The Oyez Project External](#)

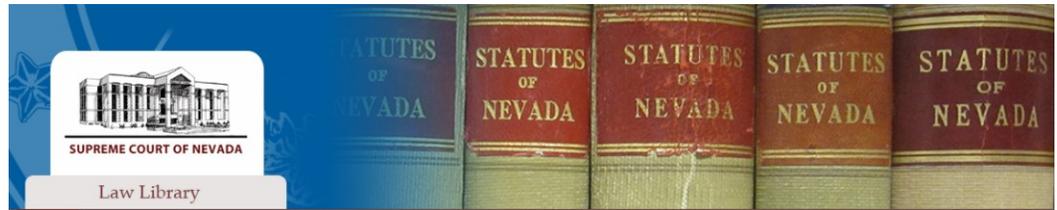
This multimedia archive of Supreme Court of the United States work, "from Cornell's Legal Information Institute (LII), Chicago-Kent College of Law and Justia.com," is another source for audio recorded in the Supreme Court since the installation of the Court's recording system in October 1955. Click on "Cases" and then the particular case name to access a synopsis and a link to the oral argument. Only select early cases have audio

[SCOTUSBlog](#)

Posts merits case briefs from 2007-present.

[U.S. Supreme Court, Where to Find Briefs of the Supreme Court](#)

The U.S. Supreme Court provides information about the 10 Supreme Court depository libraries, as well as where to find Supreme Court records and briefs via subscription resources, document retrieval services, and internet sources among others.



Nevada Administrative Code Historical Database

Per [NRS 233B.062](#), it is the policy of the State that every regulation be made easily accessible to the public and be expressed in clear and concise language. To ensure accessibility, all permanent regulations, except those of exempted agencies (listed below), are included in the *Nevada Administrative Code* (hereafter "NAC"). Every effective permanent regulation adopted by an agency that is not exempt from the requirements of chapter 233B of the NRS should be in this code, which is also available on the Internet at <https://www.leg.state.nv.us/NAC/>.

The Legislature publishes amendments to the NAC anywhere from 1-6 times a year. The Nevada Supreme Court Law Library keeps all superseded/historical pages from the NAC. With approval from the Legislature, this database has been created by the Law Library to provide digital access to superseded pages of the NAC from its first publication in 1980 through its most current amendments.

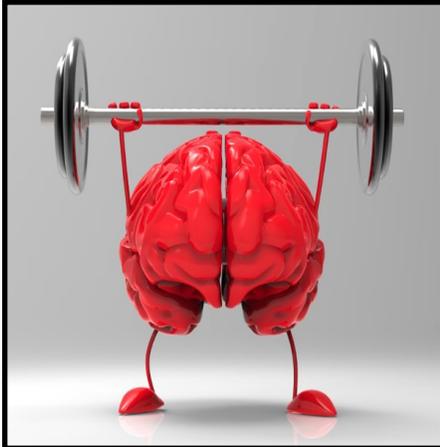
**Please note: This digital archive is an ongoing project; the Law Library will update the database as amendments are received. The database currently offers access to NAC Chapters 38 through 683 from 1980 through the 2014 amendments. The remaining chapters, along with the NAC amendments since 2014, will be added in the next several months.

While this database will ultimately allow for full-text searching, it will take time for the server to index each page to allow for this functionality. Under the drop down menu "Search Type," you can also select to search by keyword if you would prefer to search that way instead of full-text. If you are searching for a specific section or Chapter and are unable to find what you are looking for, please contact the Law Library at 775-684-1640 or email us at reference@nvcourts.nv.gov.

Per [NRS 233B.039](#), not all state agencies are required to publish their regulations in the *Nevada Administrative Code*. For those agencies that are exempt, their regulations are likely posted on their respective websites. Exempted agencies include:

- The Governor
- Department of Corrections (except as otherwise provided in [NRS 209.221](#))
- Nevada System of Higher Education
- Office of the Military
- Nevada Gaming Control Board
- Nevada Gaming Commission (except as otherwise provided in [NRS 368A.140](#) and [463.765](#))
- Division of Welfare and Supportive Services of the Department of Health and Human Services (except as otherwise provided in [NRS 425.620](#))
- Division of Health Care Financing Policy of the Department of Health and Human Services (except as otherwise provided by [NRS 422.390](#))
- Office of the State Engineer (except as otherwise provided in [NRS 533.365](#))
- Division of Industrial Relations of the Department of Business and Industry acting to enforce the provisions of [NRS 618.375](#)
- Administrator of the Division of Industrial Relations of the Department of Business and Industry in establishing and adjusting the schedule of fees and charges for accident benefits pursuant to subsection 2 of [NRS 616C.260](#)
- Board to Review Claims in adopting resolutions to carry out its duties pursuant to [NRS 445C.310](#)
- Silver State Health Insurance Exchange

**DCLP presents
Cognitive Fitness**



Answer to the August 2022
X Marks the Spot Puzzle



Find and circle/mark the words below. Words may be printed forwards, backwards, up, down, or diagonal.

- | | | |
|--------------|----------|------------|
| ABSTRACT | DATEBASE | JOURNAL |
| ARCHIVES | DUE DATE | MAGAZINE |
| BARCODE | DOCUMENT | MEDIA |
| BIBLIOGRAPHY | EBOOK | OVERDUE |
| BOOLEAN | FULLTEXT | REFERENCE |
| PERIODICAL | GENRE | QUARTO |
| CALLNUMBER | ILLIAD | SEARCH |
| CIRCULATION | INDEX | COLLECTION |
| CITATION | CATALOG | STACKS |
| SHELVING | LIBRARY | VOLUME |
| COPYRIGHT | KEYWORD | |

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

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

Why is Professional Development Important

Month after month we include professional development topics in the Tickler. Why? After all, you've likely been at your job for some time now and you've been learning and working at improving your skills your entire career. Do you really need to keep pursuing this topic?

The truth is, many people aren't investing in their career development. While many certifications require continuing education and ongoing learning to keep the certification valid, industry surveys report one-third of employees say they do nothing to upgrade or improve their current skill set aside from any in-house training offered by their employer.

Examples of professional development opportunities include:

- Attend NALS annual Educational Conference either in person or virtually.
- Attend DCLP monthly educational meetings and seminars designed to expand your knowledge on a topic of interest.
- Obtain or complete your legal certification through NALS or a community college certificate program on a topic of interest.
- Network with colleagues to find out what they do and how they do it.
- Read a book on people management, organization, or leadership skills.

We're taking this opportunity to ask what our membership wants from DCLP in 2023 in the way of programs and content for The Tickler. Please take a moment to answer this survey and give us your opinion.

<https://form.jotform.com/222387699439071>

Technology Tips & Tricks Outlook

Here from Microsoft are some hacks for improving productivity:

Automatically file an email.

- Create a folder: Ctrl+ Shift + E
- Automate filing into the folder
 - Right-click the email, click "Rules"
 - Choose "Always move messages from"
 - And select your new folder

Use "Favorites" to keep active folders at the top of your Navigation Pane (aka folder pane)

Active files These are your active clients and the files you need at your fingertips. Instead of keeping in an A-Z folder system, keep them in a "favorites" folder at the tip-top of the Outlook Navigation Pane.

- To add a folder to the Favorites, right-click the Folder and choose "Show in Favorites"
- When you are done with that project, simply right-click the Folder and choose "Remove from Favorites"

Inbox folder system Remember the old 4-Drawer File Cabinets? The Inbox folder system automatically alphabetizes the folders. But what if you'd like to cheat and move a "W" folder to the top of the list? Just type an underscore, "_" or a number in front of the folder name.

Perennial files These are the forever files that you don't purge EVER. These would be your Archive Folders at the bottom of the Navigation Pane.

Continued on page 7

Outlook Tips and Tricks (cont'd)

Use “Flags” and “Categories” to keep track of important emails in your inbox

You can use Categories inside your inbox to color code departments or clients or subject matters like “Travel.” You can use flags to prioritize the emails and they don’t get lost.

Here is a quick video on how to organize your Inbox:

<https://www.goskills.com/Microsoft-Office/Resources/Outlook-hacks>

Use shortcuts

Here are some easy to remember shortcuts to work smarter:

- Reply to an email: Ctrl + R
- Create a new email: Ctrl + Shift + M
- To open your mail: Ctrl + 1
- To open your calendar: Ctrl + 2
- To open your contacts: Ctrl + 3
- To open your tasks: Ctrl + 4
- Or use “Quick Steps” to pre-format and pre-address an email to multiple people.

Quick Steps provide an alternative to redundant emails, distribution lists, and repetitive (yet unavoidable) office tasks. To design your own Quick Step:

- Open Outlook and find the Quick Step section on the Home ribbon
- Click on the Drop Down arrow on the side and choose “Create New”
- Type a name for your Quick Step and choose an action or maybe two actions (up to 12 separate actions)
- Click “Finish” and you will see your new Quick Step in the display box on the Home ribbon

Drag and drop

Typing creates typos which cause repair work and drain your productivity. When an email requires a task for follow up, use the Drag-and-Drop method.

- Simply click and drag the email and drop it onto the bottom left “Contacts” symbol on the Navigation bar. Suddenly you’ve got a brand new contact with the email address and the name automatically entered
- Use Copy (Ctrl C) and Paste (Ctrl V) to get the signature line items into the correct fields in the new contact window
- “Drag and Drop” the email again onto your **Calendar** and an appointment will be made, plus it keeps all the detail from the email
- “Drag and Drop” an email onto the **Tasks** or **Notes** symbols on the Navigation bar

You can also reverse this:

- Drag any Contact to **Mail** on the Folder Pane to create a new email to that contact
- Drag any Contact to **Calendar** to create a new appointment
- Drag any contact to **Tasks**

View the calendar and inbox side by side

Save your sanity and move the Calendar to your second monitor to easily view both screens side-by-side.

- Right click any of the bottom buttons on the Navigation Pane
- Choose “Open in New Window”
- Now drag that window onto your second monitor

Eddy HOUSE

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Minden, NV 89423-2994

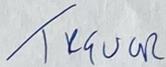
Dear Friends,

I am writing to thank you for the generous support and assistance you provided to Eddy House. Your generosity and continued support are greatly appreciated. It is donations like yours that help us get one step closer to ending youth homelessness in our Northern Nevada.

Eddy House is the central intake and assessment facility for homeless youth, ages 18-24, in Northern Nevada. In 2020, Eddy House opened a new 24-hour facility with 43 beds to provide a safe place for youth overnight, added a 6-bed transitional home for our males, a 3-bed transitional home for females, and acquired a 10-bed transitional home for males and females. Eddy House also started a new Outreach Program to spread awareness in the community and to serve new potential clients in the Northern Nevada area. Last year, Eddy House provided services to 570 youth in our community. Donors like you made this possible.

Thank you for your donation and we hope you will continue to support the mission of Eddy House.

Warm Regards,



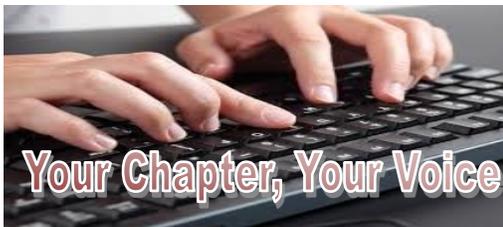
Trevor Macaluso
Chief Executive Officer
trevor@eddyhouse.org



Missing our monthly luncheons, several DCLP members gathered at Juan's Mexican Grill in Carson City for lunch in August. Joining hostess Mary Baldecchi were Sharon Coates, Tori Francis, Vicki Van Pelt, Regina Nichols, and Dee Beardsley.

It was fun to catch up at a leisurely pace and we decided we will do this more often in the future. 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. Bon appetit!





Birthdays of the Month

August 10 — Ginny Brownell (belated)

September 8 — Felicia Casci



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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