



Legal Staff Professionals of South Carolina

SPOTLIGHT

A Paralegal's Guide to Leveraging AI-Powered Legal Technology

Artificial intelligence (AI) is no longer a futuristic concept. It is actively reshaping industries, including the legal field. As technology continues to evolve, AI is revolutionizing how law firms, corporations, and legal professionals manage cases, conduct research, and interact with clients. For paralegals, this transformation presents opportunities and challenges. Understanding the impact of AI on legal technology is crucial to staying ahead in an increasingly tech-driven legal landscape.

AI is making legal technology more powerful, efficient, and accessible. From automating document review to predicting case outcomes, AI-driven tools are helping law firms operate more effectively. Below are some of the key areas where AI is making a significant impact.

Document Review and eDiscovery

Document review has traditionally been one of the most time-consuming aspects of legal work. AI-powered eDiscovery tools now allow legal teams to process vast amounts of data quickly and accurately. Through natural language processing (NLP) and machine learning, AI can identify relevant documents, flag privileged communications, and even detect inconsistencies in contracts or testimony. These tools enable paralegals and attorneys to focus on more substantive tasks while reducing costs for their clients.

Legal Research and Case Analysis

Gone are the days of spending hours sifting through law books and databases. AI-driven legal research platforms, such as Westlaw

Edge and CoCounsel, use machine learning to surface relevant case law, statutes, and legal opinions with remarkable efficiency. These platforms can suggest related cases, predict how courts might rule on specific legal issues, and provide comprehensive legal analysis in minutes. For paralegals, this means faster and more accurate research, as well as the ability to provide attorneys with well-supported case strategies.

Contract Analysis and Drafting

AI-fueled contract analysis tools, like Litera AI+ and LawGeex, are revolutionizing contract review and drafting. These tools can scan contracts to identify risks, suggest edits, and ensure compliance with legal standards. Some of them even generate contracts based on user input, reducing the time spent on routine contract work. Paralegals can leverage these technologies to streamline contract management, minimize errors, and focus on complex contract negotiations rather than manual reviews.

Litigation Prediction and Case Outcome Forecasting

One of the most groundbreaking applications of AI in legal technology is its ability to predict case outcomes. AI-guided analytics tools, such as Lex Machina and Premonition, analyze historical case data to provide insights into how judges rule, the likelihood of success in litigation, and potential settlement values. Paralegals can use these insights to help attorneys develop more effective litigation strategies, manage client expectations, and make data-driven decisions about whether to settle or proceed to trial.

(continued on page 4)

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Spotlight

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South Carolina**

2025-2026 Editors:

Jamie I. Early, PP, PLS, SCCP, SC-Corp. Emeritus

Meredith Lazarski, ACP, SCCP



President's Report

**By: Traci B. Wolfe, PP
2025-2026 President**

As we continue our work together as an association, I find myself reflecting on the incredible strength, perseverance, and dedication that each of you brings to LSPSC. Over the past months, I've witnessed meaningful activity and heartfelt moments of transition. I am truly grateful for the support and encouragement I receive from our members, officers, directors, and chapter leaders throughout South Carolina.

We are already deeply engaged in preparations for our LSPSC Annual Meeting, which will be held in Greenville from April 17–19, 2026. This event will provide valuable opportunities for professional growth, leadership development, and service. I encourage all members to attend if possible. I also want to personally thank the Greenville chapter for their hard work behind the scenes to ensure we have strong attendance and engaging programs. Education and certification are at the heart of LSPSC, and even as national exams evolve, I'm committed to making sure our study sessions and member support remain available and welcoming to all.

In January 2026, LSPSC went through a leadership transition, as outlined in our bylaws. It's an honor for me to step into the role of President, and I am deeply humbled by the trust you have placed in me. My goal is to be a steady, transparent leader who encourages open communication and supports our dedicated team. I want to continue the work we've started, and I'm here to help all of you reach your goals.

Our Winter Membership Meeting was a wonderful reminder of what makes LSPSC special—welcoming new members, recognizing past presidents, celebrating service, and having meaningful discussions about our future. I enjoyed hearing committee reports, learning about member incentives, and engaging in open conversations. LSPSC thrives because of your active participation and mutual respect, and I am so thankful to be a part of it.

Across our chapters, I see continued enthusiasm—educational speakers, community outreach, fellowship events, and regular meetings. These local efforts are the foundation of our statewide success, and I appreciate each chapter's commitment to keeping members informed, involved, and inspired.

President's Report cont'd
Traci B. Wolfe, PP
2025-2026 President

Looking ahead, I am excited about the opportunities for engagement beyond South Carolina. The upcoming NALS National Conference will be in Jacksonville, Florida, in October 2026. This conference is a wonderful chance for us to connect with legal professionals from across the country. I encourage you to attend for continuing education, networking, and to represent LSPSC nationally. These experiences bring fresh ideas and perspectives back to our chapters and strengthen our association as a whole.

Thank you for trusting me to serve as your President. Together, we will continue to strengthen LSPSC, support one another, and move confidently into the future.

With gratitude and purpose.



A Paralegal's Guide to Leveraging AI-Powered Legal Technology cont'd

AI Chatbots and Client Interaction

Client communication is a critical part of legal practice, and AI chatbots are transforming the way firms interact with clients. Tools like DoNotPay and LawDroid assist clients by answering legal questions, generating simple legal documents, and guiding users through basic legal processes. While chatbots cannot replace human legal professionals, they can handle initial client intake, gather relevant information, and free up paralegals to focus on more complex client interactions.

Automation of Routine Administrative Tasks

AI is also streamlining administrative functions in law firms. Automated billing, time tracking, and calendar management tools are reducing the administrative workload of paralegals. AI-powered workflow automation tools, such as Clio and PracticePanther, help organize case files, manage deadlines, and improve overall efficiency.

As AI continues to reshape the legal ecosystem, paralegals must adapt to these changes to remain valuable assets to their firms. Here are some ways paralegals can leverage AI to enhance their roles:

- **Embracing AI Tools:** Learning to use AI-driven legal research, document review, and case management software can make paralegals more efficient and indispensable to their legal teams.
- **Developing Technical Skills:** Understanding how AI algorithms work, interpreting data analytics, and becoming proficient in legal tech platforms can give paralegals a competitive edge.
- **Enhancing Legal Strategy:** With AI providing deeper insights into case outcomes, paralegals can support attorneys in making informed strategic decisions.
- **Focusing on Human-Centric Tasks:** AI can handle repetitive tasks, but paralegals excel in areas requiring critical thinking, empathy, and personalized client service.

Despite its many advantages, AI presents challenges and ethical concerns in the legal profession. Key considerations include:

- **Bias in AI Algorithms:** AI systems can reflect biases present in historical data, leading to skewed legal conclusions.
- **Confidentiality and Data Security:** AI-powered tools process vast amounts of sensitive information, raising concerns about data privacy and cybersecurity.
- **Job Displacement Fears:** AI automation allows paralegals to focus on higher-value work. Recognizing the importance of human oversight and judgment is critical.

AI is not replacing paralegals. It is transforming the way legal professionals work. By leveraging AI-powered legal technology, paralegals can enhance efficiency, reduce manual workload, and provide even greater value to their firms. Staying informed about AI advancements and developing technical skills can help paralegals remain essential in an evolving legal landscape. The legal profession is at the cusp of a technological revolution. By embracing AI, paralegals can lead the charge in making legal services more effective, precise, and accessible. The future of legal technology is here, and paralegals play a vital role.

Excerpts from Facts & Findings, The Paralegal Magazine

By Michael Kaufman, Esquire

Kaufman Injury Law, Atlanta, GA

December 3, 2025

Functional Director of Certification/ Education

Mikki Hancock, PP, SCCP

OFFICER & COMMITTEE REPORTS

WOW! Have you ever noticed that sometimes life just gets in the way! This week has been one of those times for me - from meeting deadlines to dealing with problem clients, and then going home and dealing with home life. As paralegals and legal support staff, we carry a lot of stress on our shoulders, on our backs, in our heads. This week, I had to take the time to remember that if I am stressed, my job and my home life are going to suffer right along with it. We each need to take a mental break from our jobs and our lives to get it back together. So, when the stress gets to the point that you are going to break, take a mental break. Pick up a book and read it for five minutes. Find a game on your phone and play it for five minutes. Look at a shopping website for five minutes. You would be amazed at how just five minutes of mindless nothing can help reduce the stress and allow you to return to what you were doing and be able to get it done.

There have been a lot of questions about the NALS certification exams. This information is directly from the NALS website to provide you with that information. And remember...just because the exams are currently on hiatus does not mean that you stop striving to learn what you need to pass the exam!

NALS Certification Exams on Hiatus

All individual certification exams are on hiatus. NALS is only administering the Certified Legal Support Professional (LSP) (*former ALP*) exam to school groups.

This decision has the full support of both the Board of Directors and the Certifying Board. Please note that this is a temporary pause, not a permanent elimination of our three certifications. The Certifying Board will be using this time to revise and enhance the Certified Legal Professional (CLP) and Professional Paralegal (PP) exams to serve our members and the legal community better.

Maintain Your Certification

The hiatus will not affect current certification holders. If you already maintain a certification, you will still be able to recertify it every 5 years. For more information on how to maintain your current certification, look for the **.

NALS Certification Update (November 2025):

The goal of the NALS Certifying Board (CB) is to

help all certification holders and examinees be more successful by reviewing the content and structure of the exams, identifying skills and knowledge needed for each designation, and updating our exams and programs to align with current standards and trends in the profession.

CERTIFIED LEGAL PROFESSIONAL (CLP) AND PROFESSIONAL PARALEGAL (PP) CERTIFICATIONS HIATUS UPDATE. The CB reviewed testing data for the past five years for these exams and determined that they currently cover a wide range of material. To better support examinee success, our current vision is to offer these exams in a new, streamlined format that is no longer divided into parts but presented as one comprehensive exam. The CB's intention—subject to change—is for the CLP certification to serve as the first step toward obtaining the PP designation. Those pursuing the PP certification would then take a substantive law exam demonstrating advanced knowledge.

CERTIFIED LEGAL SUPPORT PROFESSIONAL (LSP) (former ALP). At the NALS National Legal Education Conference, it was reported that our partnership with Law and Public Safety Network (LAPSEN) has shown significant increase in the LSP certifications in the short time this partnership was developed. Since the 2024 National Conference, 577 new LSP certifications were achieved. The Certifying Board and NALS Board are excited about the future growth of this program. LAPSEN was a vendor at our conference. Numerous educators attended the conference, interacted with LAPSEN, and showed great interest in the LSP program.

The CB worked with LAPSEN to create a new LSP exam, which now has an 85% pass rate. Since the hiatus of the CLP/PP program, we have been creating instructional materials to provide the many LSP partners for the LSP program, as well as reviewing and analyzing data for the CLP/PP exams.

NEXT STEPS:

The current CB timeline (subject to change) is: Between now and the end of the first quarter of 2026, continue the creation of the materials to support the LSP program.

Starting the second quarter of 2026, we will be shifting our focus to revamping the CLP/PP certification programs.

The CB and the NALS Board will discuss pricing of study materials, availability of study materials, and the cost for initial certification and recertification to

be more in line with today’s industry and standings. More details will follow in the future. The NALS Certifying Board is very excited about the future of our certification program and continued growth of the LSP, CLP, and PP designations!

NALS Certifications:

Obtaining a NALS certification demonstrates career commitment, builds credibility, showcases skills, and opens the doors of opportunity to enhance your career in the legal industry. NALS offers three unique certifications and four legal designations dedicated to the legal services profession. Currently, we are only administering the Certified Legal Support Professional (LSP) exam to school groups, and we are not allowing individuals to take our certification exams.

Certified Legal Support Professional (LSP)

The LSP is designed for students and entry-level professionals looking to get their foot in the door of the legal profession. It is often used as an exit exam for legal studies programs and serves as a great way to complement what has been learned in the classroom. Attaining this goal demonstrates commitment and aptitude for succeeding in the ever-changing legal environment and provides an opportunity to begin your career a rung above the competition.

Certified Legal Professional (CLP)*

The CLP® is designed for individuals with a minimum of 3 years of legal work experience who are looking to establish their credentials nationwide as a Certified Legal Professional. Attaining this goal demonstrates a mastery of office skills, the discipline to assume responsibility and exercise initiative and judgment, education to professionalism, and acceptance of the challenge to be exceptional.

Professional Paralegal (PP)

The PP® is designed for students graduating from an ABA-approved legal studies or paralegal studies program OR individuals with a minimum of 5 years of paralegal/legal assistant experience who are looking to establish their credentials nationwide as a Professional Paralegal. Established in 2004 at our members' request, the PP® designation is an attainable goal for paralegals who wish to be identified as exceptional in all areas of the law. Attaining this goal demonstrates knowledge and understanding of legal terminology and procedures, as well as procedural and substantive law.

*The Certified Legal Professional designation was

introduced by the NALS Certifying Board in 2017 as an alternate designation to the Professional Legal Secretary (PLS). Both CLP & PLS credential holders met the eligibility requirements and passed the same exam. Effective January 2022, the NALS Certifying Board began to no longer issue new PLS credentials. Those who already hold the credential may continue using the PLS if they wish. Those reviewing NALS certification materials may occasionally see reference to the PLS throughout our materials; however, this designation is comparable to the current CLP. Please contact us at cert-edu@nals.org with any questions.

****NALS has switched to a single annual recertification period. All certification holders will recertify in January of their applicable year.**

Original Expiration Date	New Expiration Date
2025	01/31/2026
2026	01/31/2027
2027	01/31/2028
2028	01/31/2029
2029	01/31/2030

You maintain your national certification through a process known as recertification. Recertification is the act of having one’s certification renewed after the original award date. NALS considers recertification to be continuing one’s education in the legal field by obtaining continuing legal education credit hours. Recertification is required because of the ever-changing profession to which we belong. Laws, rules, and regulations are continuously changing, and by requiring recertification, NALS ensures that certified professionals remain up to date with current legal practices. Recertification is required every five years.

NALS has a single annual recertification period. All certification holders must recertify in January of their applicable year. The validity period for certification is indicated on the certificate issued when the examinee passes an exam or on the most recent recertification certificate. The recertification renewal date may also be found in the Professional Development section of your online member profile. If a Certified LSP (formerly ALP), CLP/PLS, or PP comes to the realization that they did not recertify within their five-year recertification period and desires to maintain their certification, the Certified LSP, CLP/PLS, or PP must immediately contact the NALS Certification and Education Manager and provide a written account of why the certification was not renewed.

Important CLE Clarification
Your CLEs will not expire or be rejected due to this

extension. For active certifications, all CLEs earned since your previous renewal or earned date will continue to count, even if that window extends beyond five years. The January expiration date simply gives you additional time to complete CLE requirements.

Without recertification, the individual is to remove the certification designation and is requested to no longer use the designation Certified LSP, CLP/PLS, or PP. There are three categories of recertification. The first category, mandatory recertification, applies to all LSPs, CLPs/PLSs, and PPs who are currently employed or seeking employment. The cost for recertifying an LSP designation is fifty dollars (\$50.00). The cost associated with recertifying a PLS, CLP, and PP designation is seventy-five dollars (\$75.00). The second category, voluntary recertification, is recommended and encouraged for those achieving PLS certification prior to March 1994. PLSs who voluntarily recertify must meet the same requirements and established criteria as for mandatory recertification. The third category is Emeritus. Emeritus status is available to the following:

- (1) certified LSPs, CLPs/PLSs, or PPs who are 62 years of age or older;
- (2) certified LSPs, CLPs/PLSs, and PPs who are about to retire within the next 90 days or currently retired from employment in the legal services field; or
- (3) certified LSPs, CLPs/PLSs, or PPs who are permanently disabled. If Emeritus status is being requested because of a permanent disability, proof of disability should also be submitted.

Upon notification of approval of Emeritus status, the Certified LSP, CLP/PLS, or PP will not be required to accumulate points to recertify. The Emeritus status application fee is a flat rate of \$75.00 per candidate. Certification(s) must be in good standing at the time of application.

Functional Director of Membership/Marketing **Colleen Qunell**

MEMBERSHIP: Welcome to the (very) recent new individual and associate members! We are very happy you have selected Legal Staff Professionals of South Carolina! If you have any questions, concerns, or ideas, please do not hesitate to contact me at colleenequnell@gmail.com. You can also reach out to any member of the state or local chapter board.

MARKETING: We are currently planning trips to Myrtle Beach and Charleston to talk to the staff at a couple of law firms about the advantages of NALS and LSPSC. If you know of any firms in either area you think might be interested in free food and a PowerPoint presentation, please let me know!

PRO TIP: I have been able to successfully bring in new LSPM and LSPSC members because any time I deal with a paralegal or legal assistant I like, I ask them if they are a member of a professional association. If they say no (and sometimes even if they say yes), I start waxing poetic about the benefits of NALS, LSPSC, and my local chapter, LSPM. I guess you could say I am always “marketing” to increase the “membership”! Badumtis!

HAPPY GRAMS: Do you know of someone who needs a pick-me-up? Send them a Happy Gram in the Spotlight! Do you know someone you want to thank for helping you? Let everyone know how awesome they are with a Happy Gram in the Spotlight! Do you want to congratulate someone for a recent achievement? Recognize them with a Happy Gram in the Spotlight!

I am “happy” to help you create a Happy Gram for someone. Just email me and tell me what you want the Happy Gram to say, and I will use Canva to whip one up for you.

The Happy Gram information can be found at www.lspsc.org, as well as on page 29 of this issue of the Spotlight.

SPOTLIGHT ADS: We also want to encourage everyone to ask their firm/association to advertise in the Spotlight to show their support for you and LSPSC. Remember, it might just generate business for them! Please see the advertisement form and instructions on page 22 of this edition of the Spotlight.

PRO TIP: Have a small business? Consider advertising it in the Spotlight! It is not expensive and “LSPSCers” love to help their fellow members!



Annual Meeting

Tara Jean Brown, PP, PLS, SCCP, and
Lois J. Belle, CLP, Emeritus

The 61st Annual Meeting and Educational Conference will be held at the Embassy Suites Greenville Golf and Conference Center, Greenville, SC, April 17-19, 2026. Our theme this year is "Reach Out, Inspire, Serve, Empower."

MOST IMPORTANTLY, the deadline to register for the hotel is approaching quickly. Please reserve your room on or before March 18, 2026, by clicking the link <https://www.hilton.com/en/attend-my-event/gspeses-lgl-93b28131-faa8-454b-ac05-3e04d27b6f93/> or by calling 1-800-EMBASSY and asking for the Legal Staff Professionals of SC special room rate of \$159.00 at Embassy Suites Golf Resort and Conference Center.

The deadline for registration is April 3, 2026. Please look for the registration form, CLE form, and sponsorship forms in this issue of the Spotlight. We look forward to seeing everyone in Greenville for a fun-filled weekend.

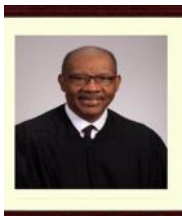
Please be reminded that we will be looking for sponsors, vendors, advertisers, and SWAG.

Award of Excellence

Stephanie A. Jones, PP, SC-Criminal, SCCP

I have some great news and details to share. The judges have had the nominations since March 2, 2026, and are currently reviewing them for a winner for the 2026 LSPSC Award of Excellence. I want to thank you all who sent in a nomination. There are so many of us that I can think of to award this honor to and some of those names may have been submitted to the judges.

Speaking of judges, we have the three:



The Honorable Clifton J. Newman

Lauren Woods, Esquire



Sharon Wotherspoon,
former member



Thank you again for nominating someone special to the organization. I look forward to hearing who our judges pick to be our excellent award winner!

Community Projects Committee

Naomi W. Nation, PP, CLA, SCCP

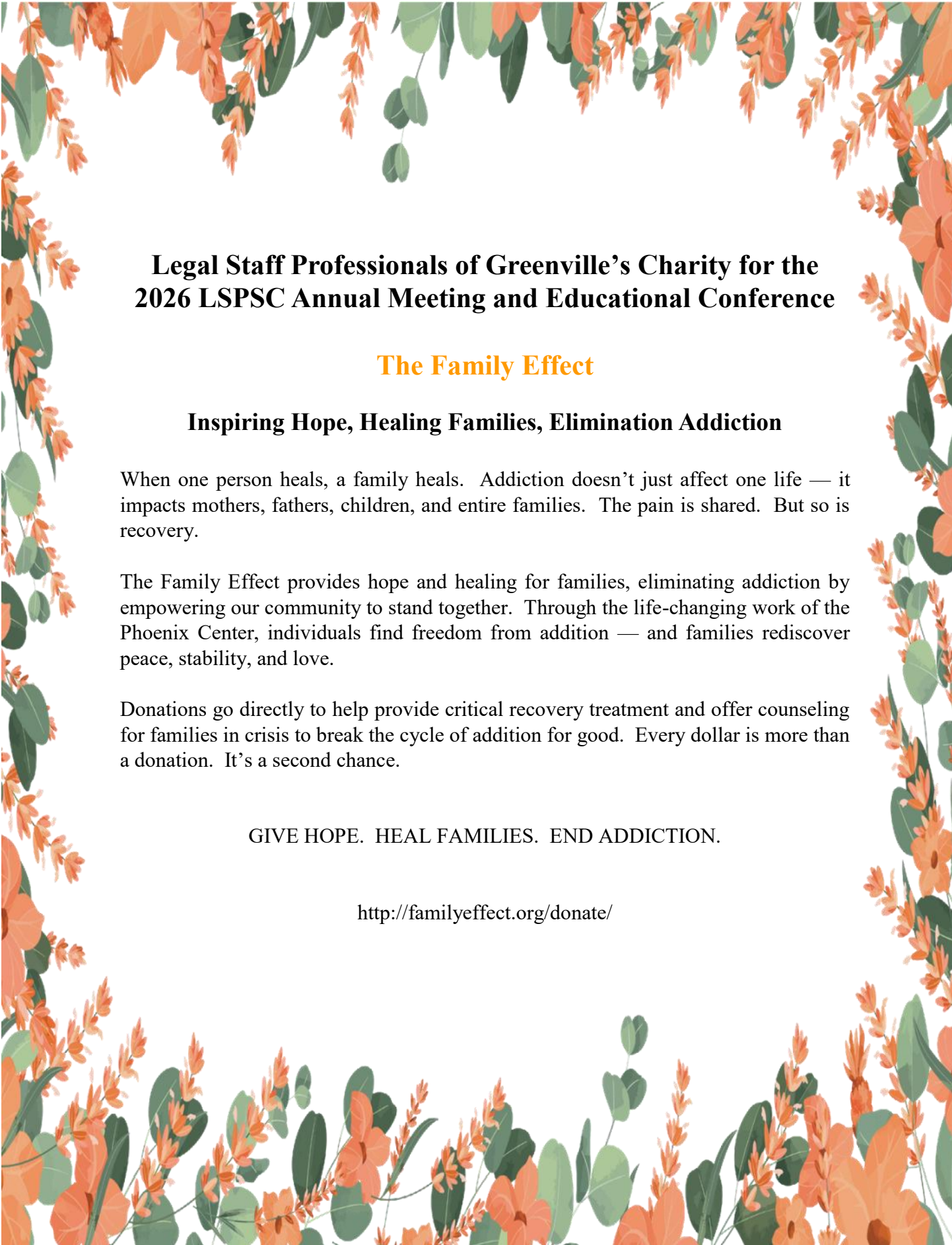
The Greenville Chapter of Legal Staff Professionals of South Carolina is currently supporting *The Family Effect*. Therefore, our Annual Meeting Community Project will spotlight the same organization. *The Family Effect* works to reduce addiction, which is a leading cause of family collapse in South Carolina. They connect people with resources to people in need, thus inspiring hope, healing families, and eliminating addiction.

Please view *The Family Effect* Wish List at <https://familyeffect.org/wish-lists>. They are always in need of the following gently used or new items:

**Diapers: newborn, sizes 4, 5, & 6
bottles and formula
diaper cream
baby wipes and powder
pacifiers
bibs
baby bathtubs
twin sheets (white - we are able to bleach them)
towels and wash cloths (white - we are able to bleach them)
twin mattress protectors and bedding
diaper bags
strollers
baby hats, socks, and mittens**

For monetary donations, make checks payable to *The Family Effect* or donate online by visiting their website. I will have a collection bag/box during our Annual Meeting in Greenville, South Carolina, April 17-19, 2026.

For more information on *The Family Effect*, visit their website at <https://familyeffect.org>. If you have any questions or suggestions for future community projects, please call or email me at (843) 552-0632 or 23nation@bellsouth.net. See you in Greenville!



Legal Staff Professionals of Greenville's Charity for the 2026 LSPSC Annual Meeting and Educational Conference

The Family Effect

Inspiring Hope, Healing Families, Elimination Addiction

When one person heals, a family heals. Addiction doesn't just affect one life — it impacts mothers, fathers, children, and entire families. The pain is shared. But so is recovery.

The Family Effect provides hope and healing for families, eliminating addiction by empowering our community to stand together. Through the life-changing work of the Phoenix Center, individuals find freedom from addiction — and families rediscover peace, stability, and love.

Donations go directly to help provide critical recovery treatment and offer counseling for families in crisis to break the cycle of addiction for good. Every dollar is more than a donation. It's a second chance.

GIVE HOPE. HEAL FAMILIES. END ADDICTION.

<http://familyeffect.org/donate/>

Finance

**Susan L. Olmstead, PLS and
Tara Jean Brown, PP, PLS, SCCP**

A special thank you to those members who brought auction items and bought tickets at the LSPSC Winter Membership Meeting. Your generosity is appreciated.

Our theme for our Annual Meeting auction will be "Smile, Sparkle, & Shine." Leave a little sparkle wherever you go, be your own kind of sparkle, and a diamond does not ask if it can shine - it just does remind us to embrace our uniqueness and brilliant selves.



Handbook

Meredith Lazarski, ACP, SCCP and Susan L. Olmstead, PLS

Thank you for allowing us to serve as co-chairpersons of the LSPSC Handbook Committee this year.

Local chapter presidents, please keep us updated on any membership roster changes. Members, please keep us updated on any contact information changes. You may contact us at: susanolmstead369@gmail.com or susan@goingward.com / Cell (843) 338-3313 OR mlazarski@haleandhalelaw.com / Cell (843) 816-3015

We would also like to know about any changes in certifications earned as well. You deserve to be recognized in print. We are looking forward to seeing you at the annual meeting in Greenville!

NALS Foundation

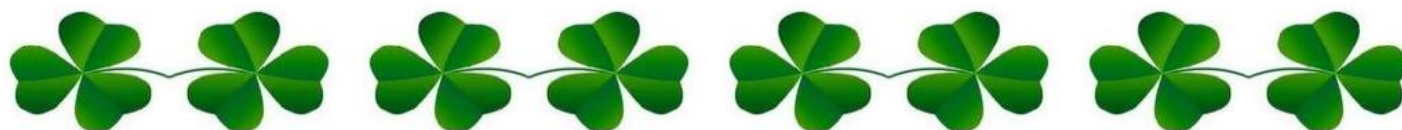
Katherine Helms, PP, SCCP

NALS Foundation Grants: Do you need funding for your chapter's programming? NALS Foundation Grants support programs focused on education, leadership development, marketing, membership, certification, and innovative projects that go beyond traditional classroom learning. New and existing programs are welcome.

Applying is simple: Submit the online application by March 1 at <https://www.nals.org/page/grantapplication>. Proposals are reviewed by the NALS Foundation Board of Trustees, and funding is awarded at their discretion. Don't miss this opportunity to bring your chapter's ideas to life. Learn more and apply today!

NALS Foundation Auction: The Foundation's signature fundraiser at the National Conference is now digital! We've teamed up with ExpoAuctions to bring you both a high-energy online and in-person live auction while supporting NALS Foundation!

Do you have something amazing to contribute to our auction? We're looking for exciting, one-of-a-kind donations for both auctions—gift baskets, experiences, unique items, etc. Every donation helps fund educational grants and resources for legal support professionals across the country. Not sure what to donate? You can purchase an item from our Amazon wish list!



Nominations & Elections
Debra Bailey, CLP and Sonia Hunt

In accordance with the Standing Rules of Legal Staff Professionals of South Carolina, Notice of Vacancy for the 2026-2027 office of Treasurer was provided to the membership. This means that all individuals nominated for this position declined their nomination. A call for nominations for this position was taken from the floor at the LSPSC Winter Membership meeting, which was on Saturday, January 17, 2026, in Columbia, South Carolina. Victoria Mayfield was nominated and approved by acclamation for the office of Treasurer. Below is the slate of officers for 2026-2027.



SLATE OF OFFICERS
Legal Staff Professionals of South Carolina
2026-2027

ELECTED OFFICE	NOMINEE/CANDIDATE	NOTE
President	Traci B. Wolfe, PP	Acclamation
President-Elect	Stephanie Jones, PP, SC-Criminal, SCCP	Acclamation
Treasurer	Victoria Mayfield	Acclamation
Secretary	Mikki Hancock, PP, SCCP	Acclamation
Functional Director of Marketing/Membership	Colleen Qunell	Acclamation
Functional Director of Certification/Education	Maris Cannon, PP, SCCP	Acclamation

Scholarship
Jan W. Berger, ALP

Hello everyone! Looking forward to seeing you all at our annual conference in April! Our Scholarship Committee has been busy making contacts with schools and getting our application out to perspective students. We certainly hope to be able to announce a recipient at the LSPSC Annual Meeting.

The following individuals have agreed to serve as judges for our Scholarship Award:

Judge and/or Lawyer:
The Honorable Charles J. (Chad) McCutchen
South Carolina Circuit Court – At Large
Orangeburg, SC

Judge Charles J. “Chad” McCutchen attended the University of South Carolina, graduating in 1998 with a Bachelor of Arts in Political Science and a minor in Business. He then received his Juris Doctor degree from the University of South Carolina School of Law in 2002.

Upon graduating law school, Judge McCutchen began his career with the Hood Law Firm, LLC, in Charleston, SC, where he focused on civil defense litigation. In 2004, he relocated to Orangeburg, SC, and began practicing with the firm of Lanier & Burroughs, LLC, where he engaged in the general practice of law for 20 years until his election to the circuit court bench on April 17, 2024.

Judge McCutchen has been a member of the Orangeburg County Bar Association, where he served as treasurer, from 2008 until his election to the bench. He was also a member of the 1st Circuit Fee Dispute Resolutions Board and the South Carolina Association of Justice, and he served on the Orangeburg County Community of Character Board of Directors from 2013 until 2024. In 2018 he was voted “Best of the Best Lawyer” in the Orangeburg area by readers of the *Times & Democrat* newspaper. Judge McCutchen also served the community as a Dixie Youth Baseball coach for the City of Orangeburg from 2012 until 2020. In his spare time, Judge McCutchen enjoys



hunting anything that forages or flies, attending football games at the University of South Carolina and the Citadel, and most of all, watching his children's sporting events. Judge McCutchen resides in Orangeburg, SC, with his wife and two children.

Civic/Community Leader:

*The Honorable Melissa Enos-Sims
City Council – Goose Creek, SC*

Elected to City Council in 2020 and re-elected in 2025, Melissa Enos-Sims has been an active member of the Goose Creek community since her dad received his final duty station at the city's Naval Weapons Station in 1981.

Council member Enos-Sims, recently elected as an at-large board member of the Visionary Women's Exchange Club, began a lifelong pursuit of servitude at the age of 14, when she was hired as a candy stripper at Trident Hospital. After graduating from Goose Creek High School in 1996, she immediately joined the U.S. Navy as a Boatswains Mate and served aboard the USS Dwight D. Eisenhower, CVN 69 – the first combat vessel to allow women onboard – beginning in 1994. After completing one term and serving her commitment, she returned home to Goose Creek to focus on her family.

After completing cosmetology school and managing her first salon, council member Enos-Sims was ready to advance her business and education, so she enrolled at Trident Technical College. "During that time, I was fortunate enough to be offered the opportunity to join Phi Theta Kappa – an international honor society of two-year colleges – where I learned to put honors into action," she stated. She earned two degrees at Trident Technical College in Small Business and Entrepreneurship, and Management Leadership and Development.

After graduating, council member Enos-Sims bought her first salon. One of the benefits of her business is the connection she makes with the community every day. "I found myself in a unique position to be the ear of the people in my city," she said. "On a daily basis, I listen to the things that they want to change in a wide range of categories."

As a current Cop Stop Coordinator for the Goose Creek Police Department, she extends that service to the people who serve us daily, while offering aid in coordinating other events for the police department. The mother of three children – Nat, 25; Collin, 21; and Weston, 12 – and the wife of Jeff Sims, she is determined to make positive changes in Goose Creek while modeling a life of purpose and servitude. "I can think of no better service than to serve the city that helped build me," she said.

Educator/Administrator:

*Angela Monroe
Paralegal Development Manager – Atlanta, GA
Nelson Mullins Riley & Scarborough, LLP*

Angela leads the Paralegal Training and Development Team at Nelson Mullins Riley & Scarborough LLP law firm in Atlanta, GA. She has over 25 years of experience optimizing operations and driving organizational success within legal environments. Skilled in staff supervision, training, and development to cultivate high-performing teams, she leads a group of over 150 paralegals and practice assistants in the firm's 25 offices across their national footprint.

Angela holds a master's in public administration (M.P.A) in Personnel Management from Troy University, a B.A. in Literature and Writing from California State University, and her Paralegal Certificate (Specialty in Civil Litigation) from the University of San Diego.



Scrapbook Committee
Mikki Hancock, PP, SSCP

Even though we do not currently have a scrapbook, we are planning for next year. That being said, please make sure you bring me any pictures, any comments, and any funny stories that you have about Traci B. Wolfe! Feel free to email me or text me with anything you have!



Technology Committee
Cassandra M. Furtick, CTP (ATAA)

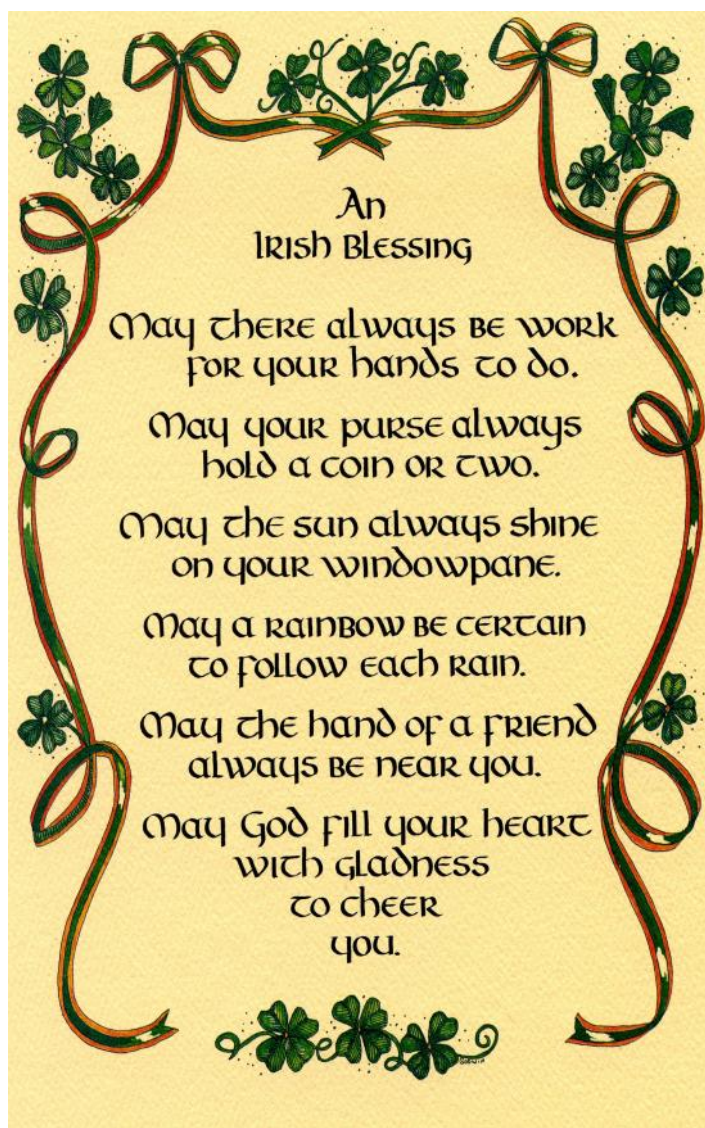
Thank you all for the text messages, emails, and phone calls checking in. It was with great sadness that I had to step down so close to the end of my term. This was not an easy decision, but my family had to come first. After much prayer and reflection, I realized that the challenges my family faces with my mother-in-law would not allow me to serve LSPSC in the way this organization deserves. Continuing under those circumstances would not have been in the best interest of LSPSC, and I believe it would have done a disservice to the members I care so deeply about.

The Legal Staff Professionals of South Carolina (LSPSC) continues to grow, and with that growth comes the need to strengthen how we communicate, educate, and engage our members. Technology plays a vital role in supporting these goals and connecting chapters across the state. A key objective is to continue developing the LSPSC website as the central hub for the organization, with regularly updated blog content focused on professional development, legal topics, chapter activities, and member

highlights. Expanding the members-only section will further enhance value by hosting educational resources, recorded trainings, and shared chapter content.

In addition, LSPSC is designing a dedicated mobile app that links directly to the website. This app would make it easier for members to access resources, register for events, view announcements, watch recorded content, message members directly, and participate in virtual activities from their phones or tablets. This mobile app is currently being tested and the technology committee hopes to have it to the LSPSC board soon. Any questions, concerns, or comments should be directed to the technology committee.

Finally, we will be increasing our social media engagement and hosting more virtual gatherings through the website or Zoom to strengthen connection, participation, and community across LSPSC.



Notice To All Members Annual Membership & Spring Membership Meetings

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Annual Membership Meeting for 2025-2026 will be held on Saturday, April 18, 2026, at 1:45 p.m.

AND

NOTICE is hereby given that the Spring Membership Meeting for 2026-2027 will be held on Sunday, April 19, 2026 at 9:00 a.m.

BOTH AT:

**Embassy Suites Greenville Golf Resort & Conference Center
670 Verdae Blvd
Greenville, SC 29607
(*Dress is business/professional attire.*)**

(Exact meeting information is available on the agenda/registration forms.)

Legal Staff Professionals of South Carolina

**By: /s/ Victoria Mayfield
Victoria Mayfield
LSPSC Secretary 2025-2026**



ATTENTION ALL MEMBERS . . .

The deadline to book your room for the hotel at The Embassy Suites Greenville Golf Resort and Conference Center for our 61st Annual Meeting and Educational Conference is approaching quickly. Please reserve your room on or before WEDNESDAY, MARCH 18, 2026, by clicking the following link:

<https://www.hilton.com/en/attend-my-event/gspeses-lgl-93b28131-faa8-454b-ac05-3e04d27b6f93/> or by calling 1-800-EMBASSY and asking for the Legal Staff Professionals of SC special room rate at the Embassy Suites Greenville Golf Resort and Conference Center. The Room Rate is \$159.00 per night plus applicable taxes.

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
61st ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 17-19, 2026

Hosted by Legal Staff Professionals of Greenville
Embassy Suites Greenville Golf Resort and Conference Center
670 Verdae Boulevard, Greenville, SC 29607

SCHEDULE OF EVENTS

	FRIDAY, APRIL 17 th	
<i>Time</i>	<i>Event</i>	<i>Location</i>
2:00-4:00 p.m.	2025-2026 Outgoing Board Meeting	ChaceLaw Limited Co. 481 Garlington Road, Suite A Greenville, SC 29615
4:00-6:00 p.m.	2026-2027 Incoming Board Meeting	
6:00-8:00 p.m.	WELCOME PARTY and MEET & GREET Early Registration	
SATURDAY, APRIL 18 th		
<i>Time</i>	<i>Event</i>	<i>Location</i>
8:00-9:00 a.m.	Registration (<i>Breakfast included</i>)	Atrium
9:00-10:30 a.m.	CLE - How to Build an Effective Estate Plan and Why It’s Important - Chace Campbell	Columbia/Charleston Room
10:30-10:45 a.m.	Break and Theme Auction Ticket Purchase	
10:45 a.m.-12:15 p.m.	CLE - The Pros and Cons of AI in the Legal Field - Doug Kim	Columbia/Charleston Room
12:30-1:30 p.m.	President-Elect’s Luncheon	Atrium-Promenade
1:30-1:45 p.m.	Break and Theme Auction Ticket Purchase	
1:45-3:45 p.m.	Annual Meeting and Theme Auction <i>Auction Theme: Smile Sparkle & Shine</i>	Columbia/Charleston Room
6:00-7:00 p.m.	2026-2027 President’s Reception (<i>Cash Bar</i>)	Spartanburg/Florence Room
7:00-Until	Banquet and Installation of 2026-2027 Officers	Spartanburg/Florence Room
SUNDAY, APRIL 19 th		
<i>Time</i>	<i>Event</i>	<i>Location</i>
9:00-11:00 a.m.	Spring Membership Meeting	Columbia/Charleston Room

FOR ROOM RESERVATIONS CALL:
Embassy Suites Greenville Golf Resort and Conference Center at 1-
800-EMBASSY by **March 18, 2026.**

Group Code: Legal Staff Professionals of SC

Or use the link below:

<https://www.hilton.com/en/attend-my-event/gspeses-lgl-93b28131-faa8-454b-ac05-3e04d27b6f93/>

ROOM RATE: **\$159.00** per night, plus applicable taxes
(Hot breakfast included in room rate.)

Seminars are approved for a total of 3.00 CLE hours by NALS and 3.00 CPE (Continuing Paralegal Education) credits by the South Carolina Board of Paralegal Certification of the South Carolina Bar

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
61st ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 17-19, 2026

*Hosted by Legal Staff Professionals of Greenville
Embassy Suites Greenville Golf Resort and Conference Center
670 Verdae Boulevard, Greenville, SC 29607*

CONFERENCE REGISTRATION

(Does **not** include CLE registration)

Deadline for Registration/Must Be Postmarked By: **April 3, 2026**
LATE FEE Charged after Deadline: \$10.00 / No Refund after April 3, 2026
Virtual Deadline April 10, 2026

Name: _____ Nickname for Badge: _____

Address: _____

Email Address: _____ Phone Number: _____ Chapter: _____

Current Office(s) Held: _____

I WILL ATTEND:

☐ \$125.00 Full Conference Registration - Covers all meetings and Saturday's lunch & banquet.
(Does **not** include CLE seminar registration)

☐ \$15.00 Annual Meeting Only (Saturday) ☐ **In-Person** or ☐ **Virtual**

☐ \$35.00 Saturday Lunch/Guest (*inform of any dietary restrictions*)

☐ \$65.00 Saturday Evening Banquet/Guest (*inform of any dietary restrictions*)

☐ \$15.00 Spring Membership Meeting Only (Sunday) ☐ **In-Person** or ☐ **Virtual**

☐ \$10.00 Late Fee Charge after April 3, 2026

\$

TOTAL



Scan. Pay. Go.

PLEASE MAKE CHECK PAYABLE TO "LSPSC ANNUAL MEETING FUND"

**Mail to: Victoria Mayfield
ChaceLaw Limited Company
481 Garlington Road, Ste. A
Greenville, SC 29615**

FOR ROOM RESERVATIONS CALL

Embassy Suites Greenville Golf Resort and Conference Center at 1-800-EMBASSY by **March 18, 2026**

Group Code: Legal Staff Professionals of SC

ROOM RATE: \$159.00 PER NIGHT, PLUS APPLICABLE TAXES

Hot breakfast included in the room rate.

Legal Staff Professionals of South Carolina
61st Annual Meeting & Educational Conference
Saturday, April 18, 2026
Hosted by Legal Staff Professionals of Greenville
Embassy Suites Greenville Golf Resort and Conference Center
670 Verdae Boulevard, Greenville, SC 29607

Deadline for In-person Registration/Must Be Postmarked: April 3, 2026

NO REFUNDS After April 3, 2026

Deadline for Virtual Registration: April 10, 2026

NOTE: Both payment AND registration form must be received by deadline.

CONTINUING LEGAL EDUCATION

Saturday, April 18, 2026

- 9:00 a.m. – 10:30 a.m. TOPIC: How to Build an Effective Estate Plan and Why It's Important**
Speaker: Chace Campbell, Esq. – ChaceLaw Limited Company
Do you need a will? What about your minor children? Do you have a disabled child that should have a Special Needs Trust? Find out during this CLE.
- 10:45 a.m. – 12:15 p.m. TOPIC: The Pros and Cons of AI in the Legal Field**
Speaker: Doug Kim, Esq. – Kim, Lahey & Killough
Answers to all your AI-related questions.

Registration and attendance at the LSPSC seminars, meetings, events, and other activities constitute an agreement by the registrant and LSPSC to use and distribute (both now and in the future) the registrant's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

I will be attending the following seminars:

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>VIRTUAL</u>
_____ Estate Planning	_____ \$20 for one CLE	_____ \$25 for one CLE	_____
_____ AI	_____ \$30 for both CLEs	_____ \$40 for both CLEs	_____
TOTAL AMOUNT:			\$ _____

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____

Please make check payable to: **Legal Staff Professionals of South Carolina** and return completed form to:



Stephanie Jones, PP, SC-Criminal, SCCP - LSPSC Treasurer
1019 Woodlawn Avenue, Columbia, SC 29209
(803) 240-9798 – Cell
stephanie.jones7009@gmail.com - Email

*Legal Staff Professionals of South Carolina is an affiliate of NALS, the National Association for Legal Support Professionals, which is dedicated to enhancing the competencies and contributions of members to the legal services profession. Seminars qualify for a total of **3.00 CLE** credits by NALS and **3.00 CPE** credits by the South Carolina Board of Paralegal Certification.*

Legal Staff Professionals of South Carolina
61ST ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 17-19, 2026

REGISTRATION FOR SPONSORS AND ADVERTISERS

ANNUAL MEETING PROGRAM

Distributed to NALS Members throughout the state

LSPSC TAX ID# Available upon request

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Function Sponsorship (includes function recognition and acknowledgement in program):

_____	Saturday Luncheon	\$250
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Advertisements in Program:

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_____	Business card Advertisement	\$25
_____	Camera-ready Ad enclosed	
_____	Camera-ready Ad emailed	
_____	Vendor Table [Door Prize Required]	\$35

Deadline: April 3, 2026

PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$_____

Send form, ad, and check to: **Victoria Mayfield, ChaceLaw Limited Company | 481 Garlington Road, Suite A | Greenville, SC 29615**
Phone: 864.268.8244; Email: vjmayfield1@gmail.com



Additional ways to support this event:

- ☐ SWAG Bags will be distributed to all members in attendance, filled with YOUR advertising goodies. Please send 35 of each item.
- ☐ Door Prizes – suggestions (gift baskets, gift certificates, gift cards, or any other giftable item).

Contact Tara Jean Brown at TaraJBrown@icloud.com / 864.268.8244 with questions or for local pickup in the Greenville area. Please mail your items to **Tara Jean Brown with ChaceLaw Limited Company, 481 Garlington Road, Suite A, Greenville, SC 29615.**

Chapter Reports

Legal Staff Professionals of the Midlands Colleen Qunell

Spring doesn't just arrive—it barges in like a friend who kicks open your door with iced coffee and a wild idea. One minute you're hibernating peacefully, the next you're being peer-pressured by sunshine into “going outside” and “trying new things,” as if pollen isn't actively plotting against you.

While spring is busy showing off with sunshine and new adventures, it's also a good time to glance over our shoulder at everything that's happened in the past few months.



The speakers at our membership meetings brought fresh insights and kept the audience fully engaged. Cheyenna McDaniel, Esq., discussed real estate law in January. Judge James E. Lockemy spoke to LSPM in February. Not only did he give a brief history of his life, but also a history of “legal staff” and how important we have been since the seventeenth century.



In February we crowned the 2026 Boss of the Year. Member Peggy Marsten nominated her boss, Sam Moses, of Parker Poe Adams & Bernstein. Her heartfelt description of what her boss means to her moved several of us to tears.

The Midlands members showed how much we love each other (and other people) with our exclusive LSPM Valentines. With Valentine's Day as our excuse, we shared the love—and managed to raise some money, too!



LSPM is proud to continue our support of Jones Chapel Baptist Church. Our ongoing efforts include collecting backpacks, laundry detergent, and toiletries for their members in need of assistance.

We're excited to come together and see everyone at the Legal Staff Professionals of South Carolina Annual Meeting and Educational Conference in Greenville this April. We are excited for the conference filled with educational speakers, our membership meeting, and a successful auction (my personal favorite part).

Whatever spring is planning next—new adventures, new chaos, or just more pollen—I guess we'll find out together!

Legal Staff Professionals of Greenville Tara Jean Brown, PP, CLP, SCCP

The Greenville Chapter is excited to be hosting the LSPSC 61st Annual Meeting and Educational Conference. We are currently working on making it a memorable meeting for you. The theme for the meeting is “Reach Out, Inspire, Serve, Empower.” Please be reminded that we will be looking for sponsors, vendors, advertisers, and SWAG.

Please welcome our new members: Abigail Fuller with Gallivan White & Boyd; Kristi Roberts; Life Blumberg; Shawn Condrey with Falcon Express; Chelsea Kirkland with Clark Bolen Court Reporting – Madison; Julia Donahoo, a student at Greenville Technical School; Yuleimy Afonso; and Dana McBride with Tomua Law Firm. Congratulations to Jayliyah B, the Ann P. Armstrong, PLS Scholarship winner, a student at Greenville Technical School.

We selected The Family Effect as our 2026 charity. The Family Effect is an organization that provide, support, or research evidence-based programs designed to reduce the impact of addiction on families, such as residential services, counseling, and prevention programs. The Family Effect is also a therapeutic approach designed to support families facing challenges related to trauma or interpersonal problems.

We look forward to seeing everyone at the LSPSC 61st Annual Meeting and Educational Conference here in Greenville in April 2026.



Legal Staff Professionals of Orangeburg **Mikki Hancock, PP, SCCP**

Legal Staff Professionals of Orangeburg would like to say welcome to all the new members who have joined since December!

In December, we celebrated our Christmas meeting at Dean Law Firm in Orangeburg. We shook things up a bit this year with the white elephant tradition. We used 'TwasThe Night Before Christmas story as part of the game of swapping goody-filled socks. We welcomed Penny Jenkins from Farlow-Moyd Law Firm, as well as Jasmine Williams' daughter, Scarlett. We had a great time and enjoyed each other's company. Our January meeting saw us at Horger Law Firm, where we discussed the plans for the remainder of the fiscal year. We have begun working on a new project called Donuts and Dockets. This is part community service and part marketing! The initiative includes



taking donuts to the local law offices, law enforcement complexes, and the courthouse to provide information about LSPSC and NALS. We are expecting to accept new members, along with letting Orangeburg County know that we are here - and we are here for them!



The February meeting had us back at Dean Law Firm, where I provided a CLE seminar on Estate Planning for Paralegals in South Carolina. We learned the importance of having a will, a POA, and a living will, and why everyone should have these items in place. We also talked about our upcoming election and asked for nominations for the 2026-2027 board of directors for LSPO.

We are looking forward to holding our local election in March, and then installing the new LSPO board members in April.

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more to come...

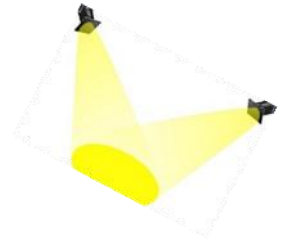


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The **SPOTLIGHT** is published three times per year: March, July and December.

Advertisements must be provided in camera-ready format.

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out good thoughts and
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MEET THE PRESIDENTS

Tara Jean Brown, PP, CLP, SCCP-
LSPG



WHAT IS A FACT ABOUT YOU THAT NO ONE KNOWS?

AS A CHILD I LIVED ON A 250-ACRE HOG FARM IN MOUNTAIN VIEW, ARKANSAS. I WOULD HELP DELIVER THE PIGLETS IN THE MIDDLE OF THE NIGHT AND MUCK THE STALLS AFTER SCHOOL. WHEN THE PIGLETS WERE BORN, WE WOULD CLIP THEIR TEETH, NOTCH THEIR EARS AND TAILS. WE STARTED OUT WITH 3 SOWS NAMED BLACKIE, WHITTIE AND BROWNIE AND A BOAR, WHOSE NAME I DON'T REMEMBER. OUR HOG FARM QUICKLY GREW INTO MORE THAN 200 PIGS. OH, AND I HAD TO MILK THE COW TWICE A DAY.



IF YOU COULD HAVE ANY SUPERPOWER, WHAT WOULD IT BE AND WHY?

I'D CHOOSE THE ABILITY TO INSTANTLY UNDERSTAND AND COMMUNICATE IN ANY LANGUAGE — SPOKEN, WRITTEN, OR EVEN UNSPOKEN (LIKE BODY LANGUAGE OR EMOTIONS). WHY? BECAUSE SO MANY OF THE WORLD'S PROBLEMS COME FROM MISUNDERSTANDING. IF EVERYONE COULD TRULY UNDERSTAND ONE ANOTHER — ACROSS CULTURES, COUNTRIES, AND PERSPECTIVES — WE'D PROBABLY SOLVE CONFLICTS FASTER, COLLABORATE BETTER, AND FEEL LESS ALONE. PLUS, IT WOULD BE AMAZING TO TRAVEL ANYWHERE IN THE WORLD AND CONNECT DEEPLY WITH PEOPLE WITHOUT BARRIERS.

MEET THE PRESIDENTS

Tara Jean Brown, PP, CLP, SCCP-



IF YOU COULD TRAVEL ANYWHERE IN THE WORLD, WHERE WOULD YOU GO?

IN THE LAST COUPLE OF YEARS, I HAVE BEEN ABLE TO TRAVEL TO TWO OF THE THREE PLACES I HAVE ALWAYS WANTED TO VISIT. ONE PLACE I HAVE ALWAYS WANTED TO GO IS NORWAY. IN MARCH OF 2023 MY DAD PASSED AWAY. WE HAD TALKED ABOUT THE DESIRE TO TRAVEL TO NORWAY TO SEE OUR FAMILY ROOTS. IN JUNE OF 2023, I TRAVELED WITH MY AUNT AND COUSIN TO OSLO AND KRISTIANSAND NORWAY WHERE OUR FAMILY ORIGINATED. I WAS ABLE TO TAKE SOME OF MY DAD'S ASHES AND SPREAD THEM THERE. THE TRIP WAS AMAZING.

I STILL WOULD LIKE TO GET TO ITALY AND SEE THE SITES AND LEARN MORE ABOUT MY SICILIAN FAMILY. THIS IS WHERE MY SUPERPOWER WOULD COME IN HANDY.

Meet the Presidents!

Mikki Hancock, PP, SCCP-LSPO



Do you have any superstitions? If so, what are they?

I was taught at a very early age certain superstitions involving New Year's Day. In my family, we do not wash clothes on January 1. Either get them done prior to the first, or wait until the second, but do not wash clothes on the first. Someone in your family will die. Next, make sure your house is completely clean on 12/31 because you will need to sweep the old year out the back door and bring the new year in the front door. So we sweep any dirt, sand, etc. out the back door, not pick it up with a dustpan. On New Year's Day, we make sure our meal includes greens, black-eyed peas, and pork. The greens are for the dollars, peas for the pennies, and pork for luck.

If you could have dinner with any fictional character, who would it be? Where would you go?

I am reading a series of books by the author Amanda M. Lee. She writes paranormal fiction. One of her characters is Aunt Tille. She is an 80-something witch that describes herself as the Wickedest Witch of the Midwest.

She is completely snarky and has a pet pig that she dresses in Lulus and rides her around on a scooter. She creates mischief everywhere she goes, and I want to be just like her when I grow up. We would eat at her house, which is the Overlook B&B in a small town in lower Northern Michigan, where they have dinner theatre at every meal. This is an inside joke with this series.



Meet the Presidents!

Mikki Hancock, PP, SCCP-LSPO

If you could travel anywhere in the world, where would you go?

I would definitely go to Ireland. I have done a little of my ancestry, and both of my parents are descended from Ireland. I want to walk through fields of heather and sit down in a pub for a pint. I doubt I would drink the pint, but I would definitely taste it so I could say that I had it in Ireland.



What celebrities have you encountered and what happened?

When I was working at Bi Lo in Isle of Palms, Darius Rucker and his wife and child came into the store to buy groceries. This was when he was still with Hootie and the Blowfish. My Customer Service Manager and I went up to them, introduced ourselves, asked if we could help them locate anything, and then requested an autograph! He was such a sweetheart!

If you were to start a new career, what would you be?

I would be a professional crafter/designer. I absolutely love crafting and just about any variety of crafts. I would love to be able to design different crafts for beginners to make because crafting is fulfilling and a good stress manager.

MEET THE PRESIDENTS **COLLEEN QUNELL- LSPM**



DO YOU HAVE ANY SUPERSTITIONS? IF SO, WHAT ARE THEY?

I HAVE A FEAR OF THE NUMBER 13! WHEN READING, I NEVER STOP ON A PAGE IF THE NUMBERS IN THAT PAGE ADD UP TO 13. YOU WILL NEVER SEE ME GET OUT OF BED IF THE TIME IS 6:07, 6:16, 6:25. FRIDAY THE 13TH? ABSOLUTELY TERRIFYING!!! APPARENTLY STEPHEN KING DOES THE EXACT SAME THING, SO I AM IN GOOD COMPANY!!

IF YOU COULD LEARN THE ANSWER TO ANY MYSTERY IN THE WORLD, WHAT WOULD IT BE?

I WOULD LOVE TO KNOW IF THINGS LIKE BIGFOOT AND THE LOCH NESS MONSTER REALLY EXIST. I ALSO KIND OF WANT TO KNOW WHAT HAPPENED TO JIMMY HOFFA AND WHO KILLED JONBENET RAMSEY.



MEET THE PRESIDENTS

COLLEEN QUNELL- LSPM



WHAT IS YOUR FAVORITE FOOD OR MEAL?

MY MOM MAKES THE BEST LEMON BARS EVER! I STILL ASK FOR HER LEMON BARS INSTEAD OF CAKE ON MY BIRTHDAY. SHE ALSO MAKES COOKIES THAT ARE KNOWN AS "MRS. HACK'S COOKIES" IN OUR FAMILY. THEY ARE REALLY A FORM OF A TOFFEE COOKIE, BUT THE RECIPE CAME FROM FAMILY FRIEND, HOLD ONTO YOUR HATS, MRS. HACK!

WHAT IS YOUR FAVORITE NICKNAME? WHY?

"AUNTIE SNARFALISIOUS" OR "AUNTIE SNARF" IF YOU ARE INTO BREVITY. MY NIECE ADA GAVE ME THE NICKNAME AFTER CHERRY COKE CAME OUT OF MY NOSE WHEN I LAUGHED AT A JOKE SHE MADE. MY DAD ALSO CALLS ME "COLLIE WOLLIE DOODLE" AND "COLLIE WOLLIE WITH THE ALL DAY DOODLE". THAT IS A GOOD ONE, TOO!!



Congrats!

Traci Wolfe, PP
LSPSC President 2026-2027



"Traci lives her life treating every moment like a blessing no matter what life throws at her. She's an inspiration to always have a "glass half full" mentality and treat everyone with love and respect." Maddie Daigle

"When I joined NALS and LSPSC in 2021, Traci was one of the first members that I met outside of my local chapter. She always has a smile for everyone, and she has an infectious laugh. Even though she may be feeling down, sad, or in pain, she never shows it when trying to cheer someone else out of their funk." Mikki Hancock, PP, SCCP

"Traci is one of my favorite people on earth. She is smart, she is beautiful, she is strong. She works hard. She gives this association more than I sometimes think we deserve. I strive every day to have the character that Traci exhibits. She has a shine to her, and I am proud to be serving underneath her and to learn more about that shine from her." Stephanie Jones, PP, SCCP



"I would like to express how awesome Traci is. She is truly remarkable and one of a kind in her kindness, integrity, and work ethic. Her humor is infectious and genuine. She always makes sure you are seen and heard. I am lucky to call Traci my friend!" Katherine Helms, PP, SCCP

"Traci is one of the funniest people I know. Maybe not as hilarious as me, but close!" Colleen Qunell

"Traci has been operating at full speed since the day she joined our Association. She brings so much heart and energy to everything she does, and I am confident she will bring those same attributes to her role as State President of LSPSC." Debra Bailey, CLP



**You've earned every bit of this success.
Congratulations and best wishes!
Your friends at LSPM**

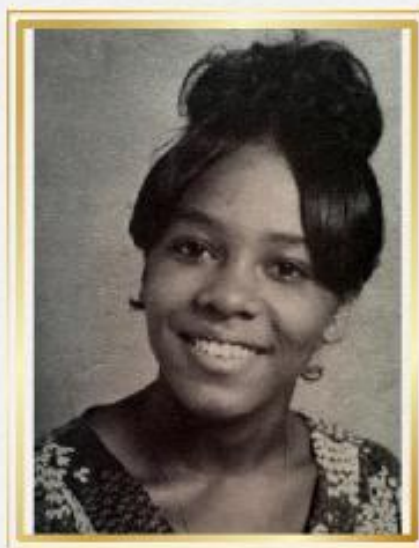
LSPM

Congratulates



2026-2027
President -
Elect-
Stephanie
Jones, PP,
SCCP

2026-2027
Functional
Director of
Education &
Certification-
Maris Cannon
PP, SCCP



2026-2027
Functional
Director of
Membership &
Marketing-
Colleen Qunell

We are all so proud of y'all!!



Thank you!!

Many, many heartfelt thanks to Debra Bailey, Katherine Helms, Maddie Daigle, and Stephanie Jones for your dedication and hard work as members of the 2025-2026 Legal Staff Professionals of the Midlands Board of Directors! I am so very lucky and so very grateful for your support and friendship!

Love, Colleen

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2025-2026 WINTER MEMBERSHIP MEETING
January 17, 2026
1:30 p.m.
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2025-2026 was held on Saturday, January 17, 2026, at 1:30 p.m., at Richardson Plowden Robinson Law Firm, 1900 Barnwell Street, in Columbia, South Carolina 29201.

Call to Order. President-Elect Traci B. Wolfe, PP, called the Summer Membership Meeting of Legal Staff Professionals of South Carolina for the year 2025-2026 to order. She reminded everyone to check in with the Credentials Chair, Lois J. Belle, CLP, Emeritus, and to silence all electronic devices. She asked all officers and chairs giving reports to stand at their seats to give their reports; and all members addressing the meeting to stand and give their names and chapters. President-Elect Wolfe then explained to the membership in attendance that Cassandra Furtick had just recently resigned from her position as President and per the bylaws and standing rules, she would now be moving into the position of President.

Thought for the Day. President Wolfe introduced Colleen E. Qunell, representing Legal Staff Professionals of the Midlands, to give the Thought for the Day. Colleen read "The Road to Success," by Lily Tomlin, to remind us that the road to success is always under construction but we can move forward.

Pledge of Allegiance and Code of Ethics. President Wolfe asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Colleen E. Qunell, Functional Director of Membership/Marketing, led the members in the Pledge of Allegiance. Mikki Hancock, PP, SCCP, Functional Director of Education/Certification, presented the NALS Code of Ethics.

President Wolfe took a moment to explain the incentive drawings for the new members. The first incentive drawing was drawn by Shawn Condrey, from Falcon Express, and Debra Bailey, CLP, of the Midlands chapter, won \$100.

Welcome. President Wolfe welcomed everyone to the Winter Membership Meeting of 2025-2026. She asked that any members attending their first state meeting stand to introduce themselves, tell us their chapter, and one thing we do not know about them. These included Malia Lemke and Shawn Condrey, of Falcon Express, both members of the Midlands. President Wolfe then recognized the members-at-large in attendance: Carlene Kilgore and Susan Olmstead, both from the Hilton Head area. There were no other visitors in attendance.

President Wolfe then recognized and acknowledged the past presidents of the association who were in attendance and asked them to rise as their name was called. President Wolfe stated that there were two past presidents in attendance who had not received their scrapbooks. She then explained the significance of these books for the new members. Sonia Hunt and Mikki Hancock, PP, SCCP, approached the front of the room and presented Katherine Helms, PP, SCCP, and Traci Wolfe, PP, with their scrapbooks from their terms as presidents.

Introduction of LSPSC Officers for 2025-2026. President Wolfe introduced the officers of LSPSC for 2025-2026 term and thanked them for their service:

Victoria J. Mayfield
Stephanie A. Jones, PP, SC-Crim., SCCP
Colleen E. Qunell
Mikki Hancock, PP, SCCP
Meredith Lazarski, ACP, SCCP

Secretary
Treasurer
Functional Director of Membership/Marketing
Functional Director of Education/Certification
Immediate Past President/Parliamentarian

President's Remarks. President Wolfe thanked everyone in attendance and thanked everyone for all they do as members.

Business Meeting. President Wolfe reminded everyone that any member of LSPSC may make motions, second motions, and enter discussions. All motions should be reduced to writing, and that we do have forms available for that purpose.

Roll Call. President Wolfe asked Lois J. Belle, CLP, Emeritus, Credentials Chair, for roll call. Lois reported 17 members were present and 9, which was one member over one-half, represented a quorum. Two-thirds of the members present were 11.

Shawn Condrey of Falcon Express kindly provided the membership in attendance with Crumble cookies and we all took a moment to indulge ourselves.

Consent Agenda. President Wolfe stated that all members were provided with information in the Consent Agenda packet for review at the beginning of the meeting. The board approved these items at its meeting on January 16, 2026.

2025-2026 Treasurer's Second Period Report
2025-2026 Minutes of the Summer Membership Meeting

President Wolfe asked if there were any comments or questions regarding the items approved by the board. Jamie Early had some questions regarding money that was moved from the money market account for the NALS annual conference held in Oregon. There was \$5,000 moved from this account and it was used for five LSPSC board members' costs for hotel and registration to attend this NALS National Legal Education Conference. Susan Olmstead also encouraged LSPSC that some of the money in the money market account did need to be used, as long as it would be doing something for the good of the members, like attending a national conference. President Wolfe asked again, if there were any comments or questions regarding the items approved by the board. Hearing none, the above items were approved by consent.

The second incentive drawing was held, and Susan Olmstead, a member-at-large, was the winner of \$50.

Reports from Elected Officers.

President Traci B. Wolfe, PP. President Wolfe reminded members to make sure that NALS and LSPSC have their correct e-mail address to receive the *@Law*, *NALS Docket*, or *Spotlight*. She also reminded members that the deadline for *Spotlight* is February 15, 2026. She thanked LSPSC for allowing her to attend the NALS National Legal Education Conference in Alabama.

President-Elect VACANT.

Secretary Victoria J. Mayfield. Victoria directed members to the Consent Agenda and Committee Reports that were distributed at the beginning of the meeting. Victoria reminded everyone that all signed and dated reports of officers and committee chairs should be submitted to her for the permanent records by noon on April 15, 2026.

Treasurer Stephanie Jones, PP SC-Crim., SCCP. Stephanie indicated she had the incentive money and that her report was distributed before the meeting. There were no additional questions or concerns.

Immediate Past President Meredith Lazarski, ACP, SCCP. Meredith was not present.

Functional Directors Colleen E. Qunell and Mikki Hancock, PP, SCCP. These reports will be given with the other Committee Reports.

Committee Reports. President Wolfe called for committee reports by the chairs.

Annual Meeting 2026 [Legal Staff Professionals of Greenville]. Tara Jean Brown, PP, CLP, SCCP, informed members that planning was underway for the LSPSC Annual Meeting and stated the dates were April 17-19, 2026. She stated this meeting will be held at Embassy Suites Greenville Golf Resort and Conference Center. The deadline for room reservations is March 18, 2026.

Award of Excellence. Stephanie Jones, PP, SC-Crim, SCCP, announced the three judges: the Honorable Clifton J. Newman, former member Sharon Wotherspoon, and attorney Lauren Woods. She explained the award and urged members to be thinking of their entry nominations.

Certification/Education. Mikki Hancock, PP, SCCP, reported there were 87 members. Of those, there are: 1 ACP, 1 ALP, 3 CLPs, 9 PLSSs, 14 PPs, 1 RP, 9 SCCPs, and 1 CP. There are also 3 with specialty certificates and 3 with Emeritus status. She stated online exams were still on hiatus until they have been reworked and re-vamped. She did say that she would still be able to do study sessions for members preparing for these exams.

Community Projects. Naomi Nation, PP, Emeritus, was not present, but Mikki Hancock, PP, SCCP, reported that we got a thank-you note from our previous charity and our charity for this year is Hope Lodge. There is more information about this charity in the Spotlight.

Credentials. Lois J. Belle, CLP, Emeritus, had nothing to report.

Employment. Brett Walker was not in attendance.

Finance. Susan Olmstead reported that \$630 had been collected so far.

Handbook. Meredith Lazarski, ACP, SCCP, was not present.

Historian. Meredith Lazarski, ACP, SCCP, was not present.

Membership/Marketing. Colleen Qunell reported there were 21 MALs, 22 Greenville members, 7 Orangeburg members, and 37 members in the Midlands. She encouraged members to get advertisements and Happy Grams from employers and for friends. She mentioned all the social media platforms LSPSC is on and encouraged members to check out Facebook, LinkedIn, Twitter, and the website. She mentioned that all of the members need to keep their information in the NALS portal up to date.

NALS Foundation. Katherine Helms, PP, SCCP, said her report was in the *Spotlight*.

Nominations and Elections. Sonia Hunt and Debra Bailey, CLP, said their report was included in the meeting reports packet.

Publication. Meredith Lazarski, ACP, SCCP, was not present, and Jamie Early, PP, PLS-SC Corp., SCCP, Emeritus, expressed the importance of everyone getting their reports to them in a timely manner and explained that it is a lot of work to get the *Spotlight* done, and if your report is going to be late, to at least communicate with them about it. The deadline for the next *Spotlight* reports and entries is February 15, 2026.

Scholarship. Jan W. Berger, ALP, was not present, but Debra Bailey provided a list of the people who will be reviewing these entries in the meeting reports packet, and they include: the Honorable Charles J. McCutchen (judge), Melissa Enos Sims (civic leader), and Angela Monroe (educator/administrator).

Scrapbook. There will not be a scrapbook this year.

Standing Rules and Bylaws. Meredith Lazarski, ACP, SCCP, was not present.

Technology. President Wolfe announced that she will be heading up this committee moving forward.

The third incentive drawing was held, and Ginna North, of the Midlands chapter, won \$75.

New Business. President Wolfe announced that LSPSC would be reimbursing Tara Jean Brown \$1,000 for her attendance at the NALS National Legal Education Conference in Mobile, AL. Tara has been an active member for over 20 years, has served multiple board positions, and is currently our NALS President; and the board did not think she should have to come out-of-pocket with the total expense.

Elections for 2026-2027 LSPSC Board of Officers. Tara Jean Brown, PP, CLP, SCCP, motioned that LSPSC set aside the 30-day notice rule (Section 4.15-B5) for vacancy on the Board of Directors, so that we could accept nominations from the floor. Sonia Hunt seconded this motion. After reviewing the current slate, President Wolfe, made a call for nominations. Malia Lemke nominated Victoria J. Mayfield for the treasurer's position. President Wolfe called for a motion to approve. Mikki Hancock, PP, SCCP, made a motion to approve this nomination and Colleen Qunell seconded the motion. President Wolfe called for a motion to approve the slate of officers for 2026-2027. Shawn Condrey made a motion to accept, and Jamie Early, PP, PLS, SC-Corp., SCCP Emeritus, seconded the motion; and all LSPSC officers for 2026-2027 were approved by acclamation.

Upcoming Meetings. President Wolfe announced the LSPSC Annual Meeting will be held in Greenville April 17-19, 2026.

LSPSC Annual Meetings. President Wolfe announced the hosting chapters for the LSPSC Annual Meetings:

2027	Legal Staff Professionals of Orangeburg
2028	Legal Staff Professionals of the Midlands
2029	Legal Staff Professionals of Greenville

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2025-2026 Winter Meeting of Legal Staff Professionals of South Carolina was adjourned by President Wolfe at 3:10 p.m.

Respectfully submitted,

Victoria J. Mayfield
LSPSC Secretary 2025-2026

Approved:

Traci B. Wolfe, PP
LSPSC President 2025-2026



NALS Affinity Partners – Benefits for Members

Avis Car Rental: Exclusive NALS Members Benefit: NALS Members can save up to 30% off when making a reservation with Avis Worldwide Discount (AWD). Complete your reservation and receive instant online and email confirmation of your travel plans.

Budget Car Rental: Adventure awaits. Members can save up to 35% off Budget base rates plus get other sweet deals. When you rent a car, you shouldn't need a handbook. Why not choose simple, smart and easy on the wallet? Then you can focus on getting there and having fun doing it.

Gallagher: LIG Solutions has officially become Gallagher - the world's 3rd largest insurance broker. Gallagher is your partner for affordable and comprehensive health insurance and pharmacy solutions designed exclusively for individuals, families, and business owners along with their employees. Coverage options are available across the country as an exclusive benefit of NALS membership.

8amTM Law Pay: LawPay provides legal professionals with a simple, secure way to accept client credit, debit, and eCheck/ACH payments from their office, website, or mobile device. Not only is it easy to use, the online payment solution exceeds standards for internet security and PCI Level 1 compliance. LawPay's proprietary technology utilizes sophisticated safeguards and advanced data encryption methods to ensure sensitive information is always protected. Plus, there are no contracts, setup costs, or cancellation fees, so it's easy to see for yourself why LawPay is a member benefit of all 50 state bar associations and the American Bar Association. NALS members can have their monthly fee waived for the first three months of a new account.

Lenovo: With the Lenovo Savings Program, NALS members can get up to 50% off every day public web prices and free shipping on laptops, desktops, tablets, workstations, accessories and more. Also, remember to check your member benefits account for monthly special offers on the Lenovo website.

Melu Live Chat: Melu is a 24/7 live chat provider specializing in supporting law firms' website visitors. NALS member, you receive a 10% discount on your monthly bill for your company! NALS members can set up a free 14-day, no obligation trial to see the impact of Melu.

MindEdge: Whether you are looking to expand your skill set, earn professional credits, or learn something new, our online professional development courses and certificates pair perfectly with a busy schedule. Courses are self-paced and online, accessible from anywhere and available on mobile. NALS members receive a special discount on select courses and some also offer CLE credit!

NAGELI Deposition & Trial: NAEGELI provides exceptional court reporting, remote depositions, videography, interpreters, transcription, legal document services, and trial presentation services to legal professionals across the nation.

Office Depot: Whether working from home, an office building or a bit of both, make your workspace yours. From paper, ink and toner, upgraded office furniture to copy and printing solutions and cleaning supplies, NALS ODP Business Solutions Savings Program to get everything you need. Get up to 75% off ODP Business Solutions regular prices on Best Value List of preferred products.

UPS: The world moves fast – and your NALS UPS® Savings Program has the tools you need to help your small business move even faster. We're here to help you push envelopes and ride the edge of what's possible. We'll be right by your side with everything you need to keep blazing forward. Plus, members save up 65% on all shipments. If you already have a UPS account, simply re-enroll and apply our member-only savings to your existing account.



LSPSC OFFICERS 2025-2026

President	Traci B. Wolfe, PP
President-elect	Vacant
Secretary	Victoria Mayfield
Treasurer	Stephanie A. Jones, PP, SC-Criminal, SCCP
Functional Director – Certification/ Education	Mikki Hancock, PP, SCCP
Functional Director – Marketing/ Membership	Colleen Qunell
Immediate Past President	Meredith Lazarski, ACP, SCCP

LSPSC COMMITTEE CHAIRS 2025-2026

Annual Meeting	Tara Jean Brown, PP, PLS, SCCP, Traci B. Wolfe, PP, and Mikki Hancock, PP, SCCP
Award of Excellence	Stephanie A. Jones, PP, SC-Criminal, SCCP
Bar Liaison	Traci B. Wolfe, PP
Community Projects	Naomi W. Nation, PP, Emeritus
Credentials	Lois J. Belle, CLP, Emeritus
Employment	Brett Walker
Finance	Tara Jean Brown, PP, PLS, SCCP and Susan L. Olmstead, PLS
Financial Review	Tara Jean Brown, PP, PLS, SCCP
Handbook	Meredith Lazarski, ACP, SCCP
Historian/Standing Rules and ByLaws	Meredith Lazarski, ACP, SCCP
NALS Foundation	Katherine R. Helms, PP, SCCP
Nominations and Elections	Sonia L. Hunt and Debra Bailey, CLP
Publication	Jamie I. Early, PP, PLS, SCCP, SC-Corp. Emeritus and Meredith Lazarski, ACP, SCCP
Scholarship	Jan W. Berger, ALP
Scrapbook	Mikki Hancock, PP, SCCP
Technology	Cassandra M. Furtick, CTP (ATAA) and Traci B. Wolfe, PP





Legal Staff Professionals of South Carolina
2025-2026 Calendar*
 *dates and topics are subject to change



May 2025 1 “Back to Basics” Theme Kickoff/ Time Management for Legal Professionals American Bar Association Law Day; Theme: “The Constitution’s Promise: Out of Many, One” 15 Deadline – Submission of Reports for <i>Spotlight</i> 15 Deadline – LSPSC Chapter Rosters to NALS 15 Open Registration for NALS 2025 National Conference-Mobile, Alabama	November 2025 1 “Back to Basics” Theme Topic: Preparing for Depositions 1 Deadline for chapter boards to return Verification of Qualification forms for 2026-2027 board nominations 1 Call for Nominations – 2026-2027 LSPSC Officers 15 Close of Nominations – 2026-2027 LSPSC Officers 15 Deadline – LSPSC <i>Spotlight</i> (December) 25 Nominations’ Acceptance and Qualification forms for 2026-2027 sent to qualifying nominees.
June 2025 1 “Back to Basics” Theme Topic: Ethics and Confidentiality Refresher 30 Deadline – Renew SCCP Accredited Sponsorship	December 2025 1 “Back to Basics” Theme Topic: Career Growth and Goal Setting 5 Deadline to return Nominations’ Acceptance and Qualification Forms for 2026-2027 LSPSC Nominees
July 2025 “Back to Basics” Theme Topic: Filing and e-Filing Best Practices 11-13 LSPSC Officer Retreat Batesburg, SC	January 2026 1 “Back to Basics” Theme Topic: Legal Writing Essentials 10 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting * 16 LSPSC Winter Board Meeting (location TBD)* 17 LSPSC CLE Seminars and Winter Membership Meeting, Richardson, Plowden & Robinson, Columbia, SC 20 Distribute 2025-2026 LSPSC Scholarship Award application and submit judges for board approval 20 Distribute 2025-2026 LSPSC Award of Excellence Application and submit judges for board approval
August 2025 1 “Back to Basics” Theme Topic: Technology Tools for Legal Work 1 LSPSC Summer Board Meeting & Membership Social, Columbia, SC 2 LSPSC CLE Seminars and Summer Membership Meeting, Columbia, SC 6 National Paralegal Day	February 2026 1 “Back to Basics” Theme Topic: Understanding Court Procedures 5 Prepare official ballots for distribution (if applicable) 15 Deadline to vote/return ballots (if applicable) 15 Deadline – LSPSC <i>Spotlight</i> (March)
September 2025 1 “Back to Basics” Theme Topic: Researching Legal Precedents 1 Deadline for NALS Foundation Grant Application 15 Deadline – File IRS Form 990N – LSPSC and Local chapters 29-30 NALS 2025 National Conference-Mobile, AL	March 2026 1 “Back to Basics” Theme Topic: Effective Document Management 1 Deadline for NALS Foundation Grants 1 Deadline to submit 2025-2026 LSPSC Scholarship Award Application 1 Deadline to submit 2025-2026 LSPSC Award of Excellence Application 15 Deadline – Submit completed 2025-2026 LSPSC Scholarship Award Applications to judges. 15 Deadline – Submit completed 2025-2026 LSPSC Award of Excellence Applications to judges 25 Deadline to notify membership of election results
October 2025 1 “Back to Basics” Theme Topic: Handling Difficult Clients 1 NALS 2023 National Conference-Mobile, AL 13-15 NALS Court Observance Week; Theme: TBD 15 “Verification of Qualification” forms sent to local chapter boards for approval of local members in good standing for 2026-2027 board nominations	April 2026 1 “Back to Basics” Theme Topic: Communication Skills in a Legal Setting 1 Deadline – Judges to determine 2025-2026 LSPSC Scholarship Award Winner 1 Deadline to determine 2025-2026 LSPSC Award of Excellence Winner 3 Deadline – Registration for LSPSC 61 st Annual Meeting and Educational Conference hosted by LSPG (location TBD) 17 LSPSC Outgoing Board Meeting and Incoming Board Meeting (date/location TBD) 18 LSPSC 61 st Annual Meeting and Educational Conference and 2026-2027 Officer Installation, Embassy Suites by Hilton, Greenville, SC 19 LSPSC Spring Membership Meeting, Embassy Suites by Hilton, Greenville, SC



Board of Directors



President:

Tara Jean Brown, PP, CLP, SCCP, brings over 18 years of financial leadership, having served multiple terms as Treasurer at both the state and local chapter levels. Her dedication extends beyond NALS through roles as Church Treasurer, Stewardship Chair, and Treasurer for her local high school Football Booster Club. Professionally, she works in Internal Revenue law, handling tax returns, financial statements, and budgeting. Tara leads with integrity, commitment, and a focus on high-quality execution. She values teamwork, encourages member autonomy, and believes in leading by example—never asking others to do what she wouldn't do herself.



Secretary:

Brandy Bewley, PP, CLP-SC, RP, is dedicated member of NALS of Washington in the Greater Seattle area, and she is serving the role of Secretary with a passion for revitalizing and strengthening our association. She aims to foster member pride and connection by encouraging open dialogue, fresh ideas, and meaningful engagement. Brandy believes in offering value-driven experiences to retain and attract members, ensuring NALS remains a thriving, member-focused organization. Known for her easygoing and fair approach, she promotes open communication while maintaining focus and efficiency. Above all, she is committed to making sure every decision supports the best interests of the members.



Treasurer:

Ed Clark, PP, SC - Civil Litigation, brings over two decades of dedicated service to NALS at the local, state, and national levels, including past roles as President of both the Birmingham Legal Secretaries Association and the Alabama Association of Legal Secretaries. With previous experience as NALS National Treasurer and current roles as State Treasurer and local chapter Vice President, Ed is committed to responsible financial stewardship and transparency. He aims to ensure every dollar benefits the Association and its members, while fostering collaboration with local and state treasurers to strengthen compliance and streamline processes. Passionate about moving NALS forward, Ed is focused on maximizing return on investment, identifying new income sources, and ensuring the financial health of NALS as it approaches its 100th anniversary.

Directors:



Debbie Sutton, CLP, joined NALS in 2015. She has served her local chapter on the Scholarship Committee, Secretary and as President (NALS of Tucson & So. Arizona) for multiple years. She has also been the Secretary for her local church. She now joins the NALS Board as a Director.



Emily Walterscheid, PP, CLP, is a member of the Texas Association of Legal Professionals and the Lubbock Legal Professionals Association, brings a collaborative spirit and strong leadership to her role as NALS Director. As Chief Paralegal and Support Staff Supervisor, she leads with dedication, education, and a commitment to teamwork. Emily values character, open communication, and continuous learning, often engaging with her team to share ideas and plan positive, forward-thinking steps. Her supportive and team-focused approach reflects her belief that success comes from working together and fostering growth at every level.



NALS Headquarters

3502 Woodview Trace, Suite 300
Indianapolis, IN 46268
Phone: 918-582-5188
info@nals.org

Mary Ann Passi, CAE

Executive Director | map@nals.org
Board support, strategic planning, staff leadership

Kelsey Daniel

Certification & Events Manager | kelsey@nals.org
Certification, conferences

Gena Hayes

Membership & Education Senior Coordinator | gena@nals.org
Membership, certification, and events customer service

Lisa Moore

Membership Director | lisa@nals.org
Individual member and chapter support

Abby Self

Communications Coordinator | abby@nals.org
Publications, social media, marketing



Mission: engage | inspire | enhance | promote

- ♦ Engage legal professionals on their terms;
- ♦ Inspire legal professionals to want more;
- ♦ Enhance the careers of legal professionals;
- ♦ Promote legal professionals and the legal support industry.

Vision: NALS... The National Association for Legal Support Professionals is the trendsetter for providing information and education through its worldwide partnership with all related professional associations.

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 the 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; and
- ♦ Pursue a high order of professional attainment.



Legal Staff Professionals
of South Carolina

NALS

SPOTLIGHT

March 2026

