

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

The Changing Role of Legal Support Staff

By Cynthia Thomas

Recent advancements in technology used by law firms have blurred the lines between legal assistants/paralegals and legal secretaries. What were once two separate and distinct positions now overlap, and both jobs have changed significantly.

Traditionally, the terms *legal assistant* and *paralegal* were used interchangeably, with both referring to a nonlawyer legal support staff member who, after education and training, performed substantive legal tasks. Legal assistants generally have an advanced understanding of the law and legal proceedings, and routinely perform tasks such as researching cases, preparing discovery, interviewing people involved in cases, preparing case summaries and general case management. These tasks are generally performed independently and are billed to the client. A legal secretary, on the other hand, performs clerical and administrative tasks under the supervision of an attorney or a paralegal. Historically, the legal secretary's tasks commonly include word processing, dictation, handling incoming and outgoing mail, court filings and answering an attorney's telephone. These tasks are not billed to the client. While serving very different functions and having distinct job requirements and responsibilities, legal assistants/paralegals and legal secretaries work very closely together and often rely on each other to play instrumental roles in providing support to attorneys and to the practice of law.

WHAT'S HAPPENING TO LEGAL SECRETARIES?

Times are changing. Goodbye typewriter; hello laptops, smartphones and tablets. The increased use of these electronic devices in law firms allows attorneys to work independently anywhere, any time. These devices, along with voice recognition software, are just a few of the technological advancements that have vastly affected legal secretaries' duties. More attorneys type their own correspondence and use email rather than having a secretary type a letter and send it by U.S. mail. Younger tech-savvy associates need no encouragement to adopt the new technology and, as new generations enter the workplace, it will become

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SPOTLIGHT

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the norm. A decrease in traditional clerical duties is also causing a major change in the role of legal secretaries.

Some law firms, wanting to cut costs and increase efficiency, are eliminating legal support staff positions, including secretaries. Those remaining secretaries, who once supported one or two attorneys, are now often supporting five or more, especially when assigned to younger lawyers. In addition, some law firms have retitled “legal secretaries” as “legal assistants,” not only so they can bill certain tasks of the secretary (such as drafting correspondence or organizing documents) to clients, but also to entice a new generation of entry-level college-degree workers who view a secretarial job as temporary or transitional.

LEGAL ASSISTANTS/PARALEGALS?

Legal secretaries, however, are not the only legal support staff affected by computer technology. The role of the legal assistant/paralegal is changing as well. Legal assistants are now required to perform legal research—another activity that the firm can bill the client for doing. This requires that a legal assistant know precisely where to go for any necessary information. Twenty years ago, this would often require going into the law firm’s law library and searching through books, spending countless (billable) hours reading and Shepardizing cases. Today most firms have discarded their books in favor of online services such as Westlaw and Lexis for legal research, not to mention the use of the Internet. This allows a legal assistant to perform the research in less than half the time, and with this faster technology the answer is often expected within minutes.

Another major change in the role of legal assistants involves the handling of discovery. Paralegals play a critical role in assisting attorneys with discovery. They help manage the discovery process, especially when large volumes of documents are involved. These documents are no longer housed in banker boxes with spreadsheets. Instead, through the use of computer technology, digital scanners and document management software, discovery documents are stored in electronic format. This use of document management software is another major technological change affecting legal support staff.

Therefore, the traditional role of a legal assistant has transformed into a more tech-savvy one, and paralegals are now training and working with IT personnel to assist in managing the discovery process. Thus, successful litigation legal assistants must now be familiar with document management software, and state and federal e-discovery rules, and they must be able to coordinate with outside litigation support vendors. As a result, the evolution of document management technology has created a new legal support staff member who merges the skills of a paralegal and a computer specialist into a legal technology specialist.

LEGAL TECHNOLOGY SPECIALISTS

A legal technology specialist provides technical support for large e-discovery projects, document production and document reviews. This position did not exist 15 years ago. If a specialized database was needed, the firm’s IT technician or department would assist a legal assistant in creating one.

(Continued on page 5)

STAY CONNECTED TO LSPSC . . .



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www.lspg.org (Greenville chapter)

www.NALS.org

www.ning.com

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President's Report

by **Camilla G. Pitman, MMC, PLS**
2015-2016 President

Making A Difference . . . It's About ME (Mentoring and Engaging)

Making A Difference Across South Carolina . . .

Following LSPSC's meeting in August, I had the opportunity to go on a vacation with my parents, my brother's family, and my family. Before we made it to Florida, my son's fiancé and I had an opportunity to visit the Georgia Aquarium in Atlanta. While there, we were able to actually touch live aquatic animals including starfish. If you attended the LSPSC Annual Meeting in April, you heard the story of the starfish and the young girl who "made a difference" in the life of starfish beached in the sand after being washed ashore. What a unique feeling to actually touch a starfish and to see how they react when touched by a human hand.



Spotlight

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**2015-2016 Editor:
Yvonne Fortner, PP, PLS
Post Office Box 10208
Greenville, SC 29603**

Our state has experienced a historic and devastating weather related event since August. LSPSC members have touched the lives of many while participating in recovery and relief efforts. If you donated a case of water, you made a difference. If you donated clothing, you made a difference. If you delivered needed items to a community, you made a difference. Thanks is extended to those of you who made a difference by touching the needs of others in our state.



A special thanks is also extended to each local chapter that accepted the challenge and participated in National Make A Difference Day on October 24. Included in this edition of *Spotlight* are photographs and stories of how those efforts have touched the lives of others. I am so proud to know LSPSC is making a difference throughout the state of South Carolina.



Finally, a very important thanks to LSPSC members who attended the NALS Annual Education Conference and National Forum in Las Vegas with me. By attending the Conference, you are making a difference to your employer and in your profession. You are also making a difference in your local and state chapters by bringing home the knowledge you gained from this educational experience. Please take an opportunity to read the summary reports included in the *Spotlight* and consider making a difference in LSPSC by attending the 2016 National Professional Development and Education Conference in Tulsa, Oklahoma, February 25-27, and the 2016 NALS Conference in Murfreesboro, Tennessee, October 6-8.

Living an Inspired and Successful Life

26 alphabetical tips for living an inspired and successful life:

- Ask for what you want.
- Be who you say you are.
- Care about others.
- Dare to live your dreams.
- Ease through the day.
- Find the best fit.
- Give to another.
- Hug a friend.
- Inspire someone to greatness.
- Jump over a boundary.
- Kick a bad habit.
- Leap across a fear.
- Mention something uplifting.
- Never say never.
- Open your mind and heart.
- Pursue your innermost passions.
- Quit complaining.
- Restore your smile.
- Set your sights high.
- Trust yourself.
- Use all the day.
- Value everything.
- Wait until it feels right.
- Xpress yourself.
- Yank weeds from your mental garden.
- Zoom into the now.

Written by Carol James



(Continued from page 2)

However, a legal technology specialist not only requires advanced knowledge of document management software programs and database manipulation, but also a thorough understanding of federal and state rules of civil procedure. Not to mention attention to detail, multitasking, analytical skills and great customer service skills. And let's not forget someone who works well with attorneys, legal assistants and legal secretaries.

MOVING FORWARD

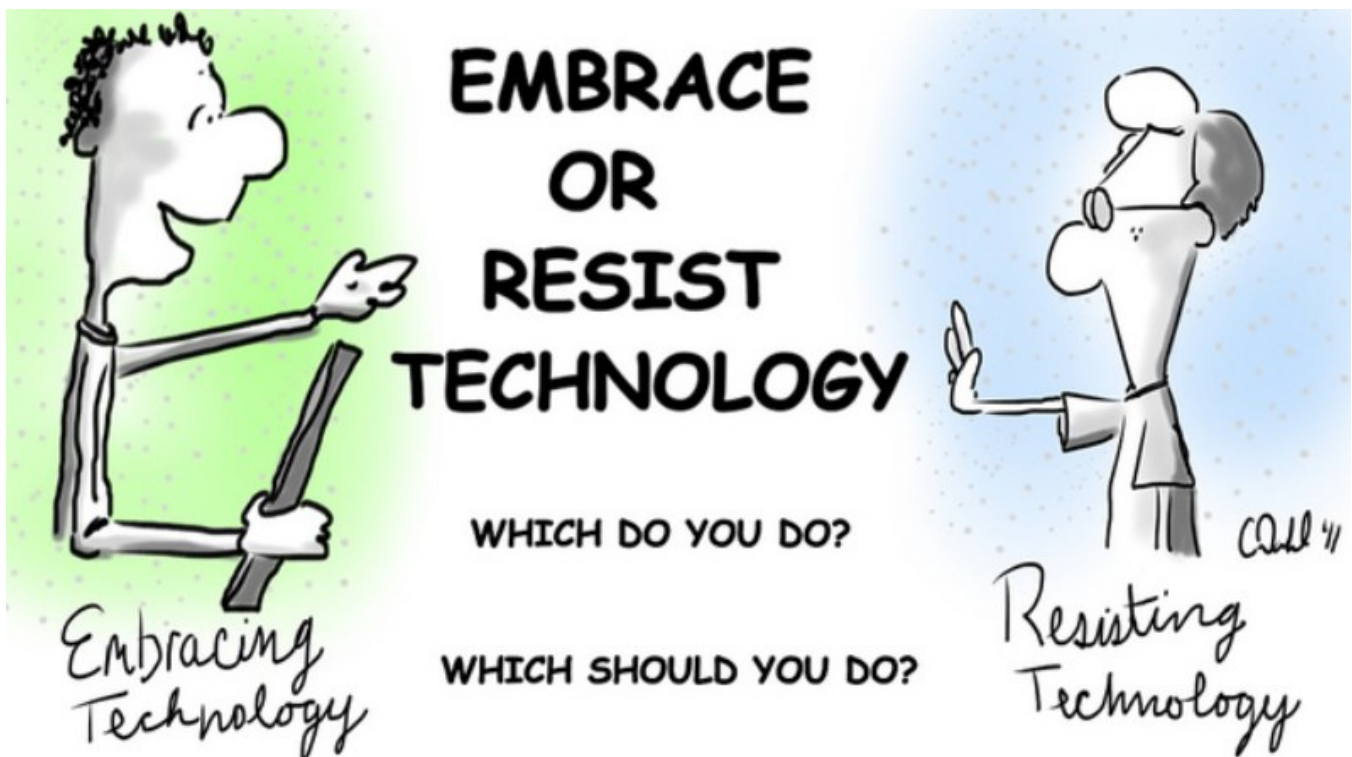
So what is the future role of legal secretaries and legal assistants? As technology continues to develop, legal and litigation support staff will continue to grow and remain to fill a vital function within law firms. For current legal secretaries and legal assistants to remain gainfully employed in the legal field today, they must first embrace technology as a survival tool and be willing to become proficient at the emerging software. Second, legal secretaries and legal assistants must adapt to change, demonstrate flexibility, be receptive to new projects and responsibilities, be willing to take on challenges to gain experience, and exhibit a desire for continuous learning and professional development. Third, to accommodate new technology and workflows, they will need to adjust their communications with lawyers so that more information can be shared regarding current

projects and clients. Finally, they must be willing to work together and in teams.

Therefore, law firms need to begin to reclassify and create new job descriptions, duties and titles to better reflect the support staff's actual responsibilities. In addition, they must reorganize and restructure their organization to deliver the best client services. One possible new support structure is the development of client service teams. A client service team is based upon all members working collectively as a group. The team is comprised of partners, associates, paralegals and legal secretaries dedicated to performing the necessary tasks to provide quality services to clients and to ensure that the firm is running in a highly efficient and cost-effective manner. In a client service team concept, three roles dominate: (1) the client service coordinator, (2) the production coordinator, and (3) the production assistant. However, a team concept is only effective and successful if training programs assist all team members to retool and shift their thinking and approach to work in a more technologically advanced law firm world.

~~~~~About the Author~~~~~

Cynthia Thomas is the founder of PLMC & Associates, a management consulting firm for small and midsize law firms, and is a member of the editorial board of Law Practice magazine. She was also a firm administrator for law firms in Los Angeles and San Francisco.





## **2015 NALS Annual Education Conference & National Forum Report – Las Vegas** ***By Camilla G. Pitman, MMC, PLS***

*What happens in Vegas, stays in Vegas . . .* so they say. However, I hope those who attended this year's NALS Annual Education Conference and National Forum will take an opportunity to share with our LSPSC members and local chapters some of their experiences. Here is just a sample of what I experienced while representing LSPSC at the 2015 NALS Annual Conference.

I stayed focused in the Litigation/Civil Law education sessions attending classes that discussed everything from animal law and highlights of the Supreme Court's 2014 term to local topics such as defending Las Vegas visitors and the Ted Binion murder case. The sessions were very interesting and made for some unique story telling.

On Thursday of the conference, LSPSC attendees participated in the conference reception, had dinner at Peppermill's and took the local bus to the strip to experience the Bellagio fountains and watch the street performers. Needless to say, lots of walking was involved. On Friday night, some of our LSPSC members attended the NALS Foundation 1920's Speakeasy Prohibition Party. We had lots of fun, and participated in a murder mystery investigation.

On Saturday during the Recognition Lunch, the NALS Award of Excellence was presented to Kathleen Amirante of Lansing, Michigan. LSPSC Board Member Jamie Early, PP, PLS, SC-Corporate Law was recognized for achieving a specialty certification during the past year. Jamie is the first LSPSC member to achieve a specialty certification.

During the NALS Open Forum and Closing Session the NALS Board shared that beginning January 1, 2016, there will be 20 specialty certification areas available to NALS members. Questions were raised regarding why there are no certification tests for the specialty areas. The Board commented on the specialty areas being an extension of the exam certification and recognizing on the job training. The Board also commented that within the next six months, NALS will be developing mock exams for members to take on the web. The Board commented on the success of the NALS website as well as the NALS App.

President Carl Morrison advised the Certification Committee Task Force is working hard towards attaining certification recognition with the educational institutes and state bar associations. President Carl commented on reaching out to schools with the ALP exam this past year and continuing to network with industry associations. President Carl is working to schedule an event for all legal industry associations to meet and discuss networking opportunities as a whole.

The Board commented on the success of the Tulsa Think Tank last February and stated the Think Tank will be held again in Tulsa in February 2016. Regarding the membership survey asking for feedback on conference attendance, the Board advised that survey responses show 64% percent interested in having one conference in the fall and 97% percent wanting the conference to focus on education. The Board is interested in increasing membership over the next 18 months and asked for feedback from the conference attendees as to how to pursue such a goal. Responses included

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increasing social media, encouraging younger members to step into leadership roles, and improving marketability to promote NALS to our members and their employers. Other responses included marketing NALS as the “information station” for the public at large and exploring changes in the name to more accurately describe the Association and what it does.

Thank you for the opportunity to represent LSPSC at the 2015 NALS Conference. I want to thank everyone who attended the Las Vegas Conference. LSPSC was well represented and as always our presence was recognized.

### **SCENES FROM LAS VEGAS**



## NALS 64<sup>th</sup> Annual Education Conference and National Forum Report President-Elect, Meredith Lazarski, ACP

Thank you to LSPSC for allowing me the opportunity to attend NALS 64<sup>th</sup> Annual Conference in Las Vegas. *What happens in Vegas, stays in Vegas ...* except when President Camilla is around. J Be sure to check out all the great pictures on Facebook and Snapfish. We had such a great LSPSC presence at this year's conference with ten members in attendance – three of them first timers!



I decided that instead of following one particular education track, I was going to attend the sessions that sparked my interest – and I have to say that I attended some of the best sessions. From Sports Law to Animal Law to Swinging with Frank, Dean and Sammy and The Ted Binion Murder Case, the speakers were just as enthusiastic as the topics were interesting.

Thursday evening LSPSC members attended the Wine & Cheese Welcome Reception before heading to Peppermill's for dinner and then we ventured down to the strip to experience the bright lights of the vast variety of casinos. One of the highlights being the Bellagio fountain show, which was just as amazing as it was beautiful.

On Friday night, some of our LSPSC members snuck away to a hidden location with our secret password for the NALS Foundation 1920's Speakeasy Prohibition Party.



The evening's entertainment was a murder mystery investigation and fun was had by all.

During the Recognition Lunch on Saturday, the NALS Award of Excellence was presented to Kathleen Amirante, PLS of Michigan. NALS also recognized members who achieved certification over the last year, including our very own Jamie Early, PP, PLS, SC-Corporate Law for achieving a specialty certification in corporate law - our very first LSPSC member to achieve such certification.

The NALS Open Forum and Closing Session Saturday afternoon proved to be both informative and lively with younger members sharing their thoughts and suggestions to get more potential members involved in NALS, trying to convince "seasoned" members that incorporating more modern-day technology instead of face-to-face networking is the way to go. The NALS Board shared that there will be 20 specialty certification areas available to NALS members after the first of the year, and explained how the specialty areas were considered an extension of the exam certification and would recognize on the job training and continuing education. NALS will also be developing mock exams for members to take online to encourage and help members who are considering certification.





**OFFICER &  
COMMITTEE  
REPORTS**

**Functional Director of Certification  
Tara Jean Brown, PP, PLS**

Happy Thanksgiving, Merry Christmas and Happy New Year. By the time, everyone reads this we will be full swing into the holidays.

**New SC Paralegal Certification!**

**President-Elect  
Meredith Lazarski, ACP**

LSPSC Officer Visitation was a success! Thank you to all of you for sharing your stories of how you got involved with your local chapter, LSPSC and NALS and how these organizations and their members have made a difference in your lives. I personally enjoyed hearing about the “good old days” and learning more about our members. As we continue through the year, let us continue making it all about “ME” – and continue mentoring newer members and engaging potential members.

Many, many thanks to those who submitted nomination forms and to those who accepted positions on the 2016-2017 LSPSC Board and committee positions. I’ll admit when I first accepted a position on the board, I never imagined I would one day be standing before you as your President, but being on the board has given me many amazing opportunities and I feel that I have not only grown professionally because of it, but personally as well. I look forward to working with you and getting to know you better during the 2016-2017 year, and beyond, and hopefully helping you grow both professionally and personally.

Many members, as well as the local chapters, participated in the National “Make a Difference” Day. Please check out all their wonderful stories in this issue of Spotlight.

I look forward to seeing everyone at the LSPSC Winter Meeting in Columbia on Saturday, January 30th. I hope everyone has a happy, healthy and blessed holiday season!



South Carolina has new and exciting news in the Certification world. If you haven’t heard the Supreme Court adopted Rule 429, SCACR regarding Certification of Paralegals by Order dated November 12, 2015 has signed an Order of the regarding paralegal certification in the state of South Carolina. To read the Order please go to: <http://www.sccourts.org/courtOrders/displayOrder.cfm?orderNo=2015-11-12-02>

Note, that the NALS PP certification is not listed, at this time. However, I have been in touch with both Deputy Clerk Shealy at the South Carolina Supreme Court and Bob Wells with the South Carolina Bar. Mr. Wells will be overseeing this Certification Program until a Board is set up. To have the NALS certification added to the Order, section IX A (2) will require an amendment of the Rule. Once the South Carolina Board of Paralegal Certification is appointed, NALS can contact the Board to submit an application. I have been working with April at NALS and the NALS Board to have a letter drafted to be sent to the South Carolina Bar enclosing the reason we need to include the PP. Stay tuned for more news!

For those who did not know, the NALS PP is recognized by the American Bar Association and listed on their website.



**FREE Certification Exam Testing -  
Limited Time Offer!**

The NALS Board of Directors has voted to offer certification exams—completely free of charge—at the final Professional Development & Education

Conference in Tulsa, Oklahoma in February of 2016. If you have been holding off on taking a NALS certification exam or retaking parts of an exam, now is the time to take advantage of this limited-time offer. Free exams will be offered to anyone who is fully registered to attend the NALS 2016 Professional Development and Education Conference—this is a savings of anywhere from \$40 to \$225! The exams will be offered on Wednesday, February 24, 2016 from 8:00 a.m. to 5:00 p.m., at the DoubleTree Warren Place (6110 South Yale Ave, Tulsa, OK 74136), prior to the regular conference scheduling. The deadline to apply for this free examination opportunity is **January 15, 2016**. Please note that no examination transfers of any kind will be allowed with this special offer. Any questions regarding this opportunity may be directed to [NALS Education/Certification Manager](#).

### **Discount For Students**

Effective immediately, NALS will be offering a one-year FREE membership to students of approved legal studies and paralegal studies programs who take the ALP or PP certification exam! If you are a student who is registered to take the ALP or PP exam, please contact NALS Education/Certification Manager to ensure that you receive your free one-year membership.

I look forward to seeing everyone at our Winter meeting in Columbia.



### **Functional Director of Education** **Lauritza S. Hill**

Members please be encouraged to apply for the NALS CLE award if you think you are eligible for it. The NALS continuing legal education (CLE) award is awarded to any member who attains a minimum of 60 qualified hours of continuing education approved by NALS within a three year period. For more information, check the NALS website or e-newsletter. I also encourage members to check for free webinars on various topics to help upgrade your skills. When I come across any I will forward.

NALS is sponsoring a free webinar for members on Probate in December. The date will be announced at a later date.

There is a slight change in the speakers since my last contact to members. I am excited to inform you that Barbara Seymour and John O' Leary are our speakers for the January 30th membership meeting. More information is included on the Registration form in the Spotlight. I have some great suggestions from members in Greenville for the April 2016 membership and annual meeting. We will be working on finalizing them after January 2016. I look forward to seeing everyone in January.

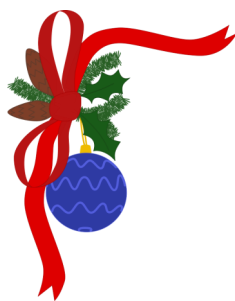


### **Functional Director of Membership** **Paula M. Taylor, PLS**

Thanksgiving Greetings to all. Membership totals at this time are:

|             |    |             |    |
|-------------|----|-------------|----|
| At Large    | 2  | Hilton Head | 7  |
| Greenville  | 32 | Orangeburg  | 4  |
| Charleston  | 7  | Columbia    | 11 |
| Spartanburg | 8  |             |    |

Orangeburg does have two prospects from their Membership Drive, and Hilton Head has a Holiday Meet and Greet planned for Tuesday, December 8, 2015. Let's hope that our membership is increasing. Thanks to all members of LSPSC who love and support our wonderful organization.



### **Immediate Past President** **Jan W. Berger, ALP**

We had a wonderful Summer meeting in August and I look forward to our Winter meeting in January and hope everyone will be able to attend! Make the commitment to register now!

In August, the membership approved the motion to combine functional director positions: FD-Membership and Marketing and FD-Education and Certification. It was clear from the overwhelming response that our members feel this was a good decision to position our future Boards to work smaller in numbers, but make a difference in honing in on the skills of our members who can serve in these positions enthusiastically, professionally, and bring new experiences and leadership to the Board and this

Association. Congratulations to all as we continue to move forward and make a difference!

We continue to review By-laws and Standing Rules to make necessary changes to more clearly define the rules that govern us. I commend our association for abiding by these regulations!

Nominations and Elections are upon us and I hope to see YOUR NAME on the ballot! See you in January in Columbia!



### Award of Excellence

**Jimi L. Bullard, ALP**

**Ann Marie Minerva, PLS**

Members, in this issue of The Spotlight you will find the nomination form for the Award of Excellence. Please take a few minutes to nominate someone who has given unselfishly of themselves to our association as well as to her

community. Three years of service to a local chapter, LSPSC or NALS qualifies them as a candidate.

It is important to take advantage of every opportunity to recognize talent and to say thank you to those who has given to us and others. **Nothing says you ARE SPECIAL AS AN AWARD GIVEN BY YOUR PEERS.** The most difficult part of submitting a nomination form is the selection of the nominee — you have over **70 EXCELLENT CHOICES.** March 15, 2016 is the deadline for nominee submissions. My contact information is on the nomination form [see pp. 15-16 of this *Spotlight*] as well as below:

Please forward all nominations to Jimi @ [jimi@theclardyfirm.com](mailto:jimi@theclardyfirm.com).  
1001 East Washington Street  
Greenville, SC 29601  
864-233-8888 (o)  
864-233-8889 (f)  
864-430-7027 (c)



### Community Projects

**Susan Olmstead, PLS**

**Betty Parks**

The **Harvest Hope Food Bank** is our featured charity at the Winter Meeting, January 30, 2016. The Bank is in need of: canned vegetables, canned meats, dry goods, peanut butter, beans, toiletries, diapers, detergent, and plastic/paper bags. Let's fill a shopping cart to the brim. We can all be "bag" ladies.



### Finance

**Mary F. Brant**

**Mary Kay Oliver**

Our theme auction will be "A few of my favorite things." Just bring something you would like to receive yourself. An example would be, if you like jewelry, bring jewelry or if you like scarves, bring a scarf. This should be an easy item to bring, just pick out something for yourself.

Spartanburg County Legal Staff Professionals are responsible for the premium prize. See you all in Columbia on January 30th.



### Nominations & Elections

**Patti Bacon**

Nominations for elected officers of Legal Staff Professionals of South Carolina came to a close on November 14, 2015. There were 5 positions to fill: President-Elect; Treasurer; Secretary; Functional Director - Membership/Public Awareness/Marketing; Functional Director -Education/Certification. Election ballots will be distributed no later than February 1, 2016, and are due back to me no later than **February 15, 2016.**

The newly elected officers will be installed at the 2016 Annual Meeting in Greenville, South Carolina, during the weekend of **April 22-24, 2016.**

# Happy Gram!

If you have any questions regarding Nominations and Elections, feel free to give me a call at 864-430-0173, or you may email me at [mandpbacon@gmail.com](mailto:mandpbacon@gmail.com).

## Scrapbooking

By Lois J. Belle, PLS

Did you take photos at our annual meeting, our summer meeting or at our national meeting in Vegas? If so, I would love to get a copy of those photos. You can either (1) download them to our LSPSC snapfish+ account ([www.snapfish.com](http://www.snapfish.com) – Email address: [info@lspsc.org](mailto:info@lspsc.org) / Password: (our LSPSC President’s last name), (2) send me a disc with the photos on it; or just (3) print them and mail them to me. Thanks!

*\*Let me know if you need assistance with the website. I usually add my photos into a new 'folder' and tag it with my name in case someone needs to know whose photos they are.*



**Hilton Head Legal Staff  
Professionals participated in  
National Make a Difference Day  
by donating to the Hilton Head  
Humane Association**

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*Congratulations to my son and daughter-in-law, Adam and Natalia, on their new baby born November 2nd. This is my new grandson, Ford Wilkins Olmstead, held by his big sister Bellamy.*

*Susan Olmstead*



**NOTICE TO ALL MEMBERS OF  
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

**NOTICE is hereby given that the Winter Membership Meeting for 2015-2016 will be held on Saturday, January 30, 2016, at:**

**Nelson Mullins Riley & Scarborough LLP  
1320 Main Street  
Meridian Building, 17<sup>th</sup> Floor  
Columbia, South Carolina**

**The meeting will begin at 1:45 p.m.  
(Dress is business attire.)**

**(Registration begins at 9:30 a.m.; Seminars begin at 10:00 a.m.)  
(Exact meeting information is available on the registration form.)**

**Legal Staff Professionals of South Carolina**

**By:           /s/ Jamie I. Early**

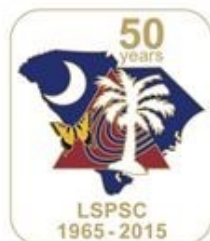
**Jamie I. Early, Certified PP, PLS, SC-Corporate  
LSPSC Secretary 2015-2016**

**PROMOTING 50 YEARS  
OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

To purchase, contact Sharon Wotherspoon at 803-255-9242 or  
[sharonwotherspoon@nelsonmullins.com](mailto:sharonwotherspoon@nelsonmullins.com).

|                                             |                |
|---------------------------------------------|----------------|
| <b>Lunch Bags</b>                           | <b>\$ 5.00</b> |
| <b>50<sup>th</sup> Anniversary Pins</b>     | <b>\$ 5.00</b> |
| <b>Women Polo Shirts</b>                    | <b>\$20.00</b> |
| <b>Monogram Only (member provides item)</b> | <b>\$10.00</b> |

*Lunch Bags and 50<sup>th</sup> Pins will be available for purchase during Local Chapter Officer Visitations.*





**Legal Staff Professionals of South Carolina**  
**2016 WINTER MEMBERSHIP MEETING & CLE REGISTRATION FORM**  
**Saturday, January 30, 2016**

Nelson Mullins Riley & Scarborough, LLP  
 Meridian Building, 1320 Main Street, 17<sup>th</sup> Floor, Columbia, SC

**Deadline for Registration: Friday, January 22, 2015 (Add \$10.00 after this date)**  
**NO REFUNDS AFTER JANUARY 26, 2015**

**MEMBERSHIP MEETING**

**SCHEDULE**

|                         |                                      |                                                              |
|-------------------------|--------------------------------------|--------------------------------------------------------------|
| 9:30 a.m. – 10:00 a.m.  | Registration                         | <input type="checkbox"/> \$45 Meeting Registration & Lunch * |
| 10:00 a.m. – 11:30 a.m. | Seminar                              |                                                              |
| 11:30 a.m. – 11:45 a.m. | Break                                |                                                              |
| 11:45 a.m. – 12:45 p.m. | Seminar                              | <input type="checkbox"/> \$15 Membership Meeting Only        |
| 12:45 p.m. – 1:45 p.m.  | Lunch                                |                                                              |
| 1:45 p.m. – 3:30 p.m.   | Membership Meeting and Theme Auction |                                                              |

\* FULL REGISTRATION DOES NOT INCLUDE CLE

**CONTINUING LEGAL EDUCATION**

**10:00 a.m. – 11:30 a.m.      TOPIC: Trust Account Mismanagement, False Witnessing, and Unauthorized Practice of Law / Paralegal Certification in S.C.**

**SPEAKER: Barbara M. Seymour, Office of Disciplinary Counsel**

As the Deputy Disciplinary Counsel to the Supreme Court of South Carolina, Ms. Seymour investigates and prosecutes grievances against attorneys that often include misconduct by non-lawyer professional staff. Ms. Seymour will discuss the types of misconduct by law office staff that can result in discipline against a lawyer. Ms. Seymour will also present methods of avoiding the risks associated with lack of supervision and training of staff, including the newly adopted paralegal certification program.

**11:45 a.m. – 12:45 p.m.      TOPIC: Police Liability after Ferguson, Missouri**

**SPEAKER: John O'Leary**

Incidents involving police officers have increased and become more prevalent with social media. Mr. O'Leary will discuss police liability and defending law enforcement practices through examples of events and court cases which have occurred in recent months. Mr. O'Leary serves as Counsel for the South Carolina Troopers Association and the South Carolina School Resource Officer's Association.

**I will be attending the following seminars:**

- Title / Certification
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**



**NOMINATION FORM  
AWARD OF EXCELLENCE**

**2015-2016**

**Eligibility Requirements:** Must be a member of the tri-level association  
Must be active in the legal profession in accordance with the  
By-laws and Standing Rules of LSPSC  
Must have a minimum of three years service to a local chartered chapter,  
LSPSC, or NALS

**Deadline:** March 15, 2016

**Submit to:** Jimi L. Bullard, ALP  
The Clardy Law Firm, P.A.  
1001 East Washington Street  
Greenville, SC 29601  
Email: [jimi@theclardylawfirm.com](mailto:jimi@theclardylawfirm.com)

Nomination Date: \_\_\_\_\_ Nominee's Local Chapter: \_\_\_\_\_

Nominee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

1. Experience and Achievements (NALS, LSPSC and Local Chapter)

A. Years of Experience in legal profession: \_\_\_\_\_

B. Years of membership in NALS: \_\_\_\_\_

C. List of elected or appointed positions held in a local chapter:

D. List all elected or appointed positions held in LSPSC:

E. List all elected or appointed positions held at the national level:

2. Professional Achievements (including years attained)

A. Professional Designations/Certifications:

B. Awards or recognitions received from any level of the tri-level organization

C. Recommendation (250-word limit)

I believe the above-named person should be considered for the LSPSC Award of Excellence for the following reasons:

NOMINATION SUBMITTED BY:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Local Chapter: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Received by LSPSC Chairperson: \_\_\_\_\_



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3. Deadline for Happy Grams: February 15, 2016 (for March issue)

---

Thanks for making someone's day a happy one.

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# CELEBRATING 50 YEARS OF LSPSC

NALS PROFESSIONAL DEVELOPMENT AND LEADERSHIP CONFERENCE  
TULSA, OKLAHOMA



March 2005



March 2007



February 2013



February 2015

*Become a part of LSPSC history by attending Tulsa – February 25-27, 2016.*

## MAKE A DIFFERENCE DAY REPORT



Saturday, 10/24/15

Make a Difference Day is celebrated each year on the **fourth Saturday in October**. Make a Difference Day is the largest national day of community service and is a celebration of neighbors helping neighbors. The event was created by the USA WEEKEND magazine in 1992. Community service is a donated service or activity that is performed by someone or a group of people for the benefit of the public or its institutions.

President Camilla challenged all LSPSC members, individually and/or as chapters, to participate in **Make a Difference Day**, October 24, 2015, and to send her pictures and a report on what our members did. This date would also have been my Dad's 85<sup>th</sup> birthday, but as you know, I lost him last December. I really wanted to find a project that that I could do in that would be in memory of him.

I found an activity which I felt would be something our members could participate in on a regular basis. Thanks to our honorary member, Judge Gordon Cooper, and his wife, Linda (our former member), for telling me about this project. Since Linda retired, she and Gordon have been volunteering at the gardens most Saturday mornings, and Linda's also been volunteering a couple of mornings each week.

This is the community service project I selected (information provided to me by Harold Page):

### PAR stands for Plant A Row

We are sponsored by the Master Gardeners Association of the Piedmont thru the Clemson Agriculture Extension Office.

We have two gardens:

- ✚ The winter garden is near downtown Spartanburg at 645 Old Howard Gap Road – **St Paul Missionary Baptist Food Pantry** (donates the land)
- ✚ The summer garden is located in Cowpens at **1983 Battleground Road** (approx. 1.5 acres behind a private residence who allows PAR the use of the land and pond for watering)

We raise, tomatoes, potatoes, (sweet and Irish), beans, corn, cucumbers, peppers and many other vegetables.

All of the food we raise is donated to:

- ✚ Spartanburg Soup Kitchen
- ✚ Children's Shelter
- ✚ Mobile Meals
- ✚ Miracle Hills Mission
- ✚ St Paul Food Bank, and
- ✚ Miller Place

To date this year we have donated over **9,560 lbs. of food**.

We normally garden on Tuesdays, Thursdays and Saturdays.

Mr. Page is the organizer and driving force behind this project, and donates not only time, but supplies and personal tools and equipment. They do receive some financial support from Master Gardeners Association of the Piedmont and Clemson Agriculture Extension.

On Saturday, October 17, 2015, 26 volunteers cleared the summer garden in Cowpens by harvesting and delivering 1,701 lbs. of sweet potatoes, and closed the summer garden. They had also previously planted the winter garden with collards, cabbage, cauliflower and broccoli.

Saturday morning, October 24, 2015, we arrived at the winter garden. It was a great day to be outside working – overcast, a bit cool with a nice breeze. We hoed and weeded the produce, and then distributed fertilizer around the collards, cabbage, and what was left of the broccoli and cauliflower (which had not been eaten down to the stalks by “critters.”) Linda had fallen down the stairs in her house the week before and had broken some ribs. While she was unable to work the garden, she was our cheerleader and official photographer. We had 8 volunteers that morning, and the time and work passed very quickly.

After we finished with the garden, Gordon, Linda and I drove down to the new Farmer’s Market on Howard Street (just a few blocks from the garden), and walked around sampling food and visited.

Thanks to President Camilla for bringing Make a Difference day to the attention of our members, and to Linda and Gordon Cooper for helping me get this information out to our members and become involved with this project. I had a really great time working and visiting with the volunteers, even though my mom has fits of laughter every time I tell her I was hoeing a garden, but she was proud that I did this in memory of Daddy.

Here’s some pics of us working the garden (and maybe why my mom finds it so hilarious that I am “gardening”):





Gordon and I modelling our latest gardening couture



Gordon and I w/our gardening implements

I would love to see our chapter become involved with this project on a regular basis!! It makes you feel good that you are doing something that stays in your community, and providing these groups with fresh produce, not just processed foods!!

Respectfully submitted,

Deborah League Brown, Certified PLS  
President, Spartanburg County Legal Staff Professionals



**People who make a difference in life have . . . .**

**Initiative** - being a self-starter with contagious energy

**Vision** - seeing beyond the obvious, claiming new objectives

**Unselfishness** - releasing the controls and the glory

**Teamwork** - involving, encouraging, and supporting others

**Faithfulness** - hanging in there in season and out

**Enthusiasm** - providing affirmation, excitement to the task

**Discipline** - modelling great character regardless of the odds

**Confidence** - representing security, faith, and determination

Charles R. Swindoll



# Make A Difference Day—Cont'd



## Make A Difference Day on October 24th

Thank you to **Legal Staff Professionals of Greenville** for hosting a yard sale to benefit JVC on Make A Difference Day. Their efforts raised \$180. We are grateful for their support!



## MAKE A DIFFERENCE DAY

I wanted to let you know that my husband and I did participate in a “Make a Difference Day” project, but our project will be ongoing through Christmas. In October, we were able to assist a single mother with 3 children with getting a “gently used” washer and dryer for her home after her washing machine tore up and her dishwasher caught fire. There has also been a “gently used” dishwasher donated, but we have not been able to work arrangements for pickup and delivery of same for the family yet. So far in November, we have delivered a “trunk” load of donated food and other items for the household. We are working with a group at our church which will also be providing them with Christmas this year. These “Blessings” come at a time when this mother really needed some additional help. Because we do not want this mother (who is a member of our church) to know that my husband and I are spearheading getting her the help she needs right now, we are not taking any pictures to share with everyone. Just know that she is overwhelmed with the love that is being shown to her during this difficult financial time in her life.

Sonia Hunt  
LSPO

# HAPPY GRAMS!

## How Many People Does It Take To MAKE A DIFFERENCE?

ONE

One song can spark a moment,  
One flower can wake the dream.  
One tree can start a forest,  
One bird can herald spring.

One smile begins a friendship,  
One handclasp lifts a soul.

One star can guide a ship at sea,  
One word can frame the goal.

One vote can change a nation,  
One sunbeam lights a room,



One candle wipes out darkness  
One laugh will conquer gloom.

One step must start each journey,  
One word must start each prayer.  
One hope will raise our spirits,  
One touch can show you care.

One voice can speak with wisdom,  
One heart can know what's true,  
**One life can make the difference,**  
**You see, IT'S UP TO YOU!**

*Author ~Unknown*



On November 12, 2015, Hilton Head Legal Staff Professionals presented the Technical College of the Lowcountry with a check in the amount of \$1,000.00 for the Technical College of the Lowcountry Scholarship Fund. HHLSP's scholarship will be given to a student who is pursuing a career in the legal profession, has a financial need, is a resident of Hilton Head Island or Bluffton and maintains a grade point average of 3.0 or higher. HHLSP will also offer the recipient a one-year student membership to NALS.

# Chapter Reports



**Legal Staff  
Professionals  
of Greenville**  
Yvonne Fortner, PP, PLS

What a busy year it's been for LSPG! Just in the past few months, we've walked for the Cure, went to a national conference in Las Vegas, held a yard sale that raised almost \$200 for Julie Valentine Center on National Make A Difference Day, and sponsored our annual Probate Court Overview with 130 attendees.

I am even happier to welcome four new members since June: Holly Goen, Mary Kathryn Allen, Lovee Watts, and Jennifer Clinton! We are thrilled to welcome these ladies to our LSPG family.

Current fundraisers include Marvin's Produce (fresh produce boxes delivered directly to us every two weeks) and nuts and chocolates, which we hope will be a big hit for the holidays. Funds raised will assist us in sponsoring our members at NALS and LSPSC-sponsored CLE and help us sponsor something great for LSPSC's Annual Meeting 2016, since LSPG is proud to be your hosting chapter!

And speaking of Annual Meeting 2016, LSPG is planning a great meeting & CLE at the Downtown Hyatt Regency on **April 22-24, 2016**. Stay tuned for more details coming soon. Hope to see you all in January. In the meantime, Merry Christmas to you and yours!



**Hilton Head Legal Staff Professionals**  
Carlene Kilgore, PLS

Our June 9, 2015, meeting was held at the Going Law Firm. Guest speaker was Ken Kolbe of Ehrlich Pest Control who disgusted us with talk of rodent and insect extermination. Seriously, he also spoke of CL-100 reports and was very informative for those in the real estate practice.

On July 8, 2015, we met at the office of Patrick O'Leary with Movement Mortgage. He gave a power point presentation on the new federal regulations going into effect which will greatly impact the manner in which real estate closings will be handled.

On August 11, 2015, we met at the offices of Hale & Hale and were pleased to have our State officers, President Camilla Pitman, MMC, certified PLS and Jan Berger, ALP visit with us. We had an enjoyable evening learning how each of us was influenced to join HHLSP/LSPSC/NALS.

Meredith and I attended the summer membership meeting in Columbia on August 22, 2015, at Nelson Mullins.

On September 8, 2015, we met again at the Going Law Firm for a general business meeting discussing plans for a "meet and greet" event in December to attract prospective members to our Association. We applied for and received an LSPSC grant of \$100 to assist with this event.

Our October 13, 2015, meeting found us at the Going Law Firm working on plans for our December "Holiday Meet and Greet" event. It will be held on December 8, 2015, at R&D Wine Boutique in Bluffton. We will be sending letters to many local law firms calling it to the attorneys' attention and then send personal invitations to many paralegals. We're offering refreshments and door prizes and will have information about our Association to share with prospective members. We are hopeful of attracting some new members.

We participated in the National "Make a Difference Day" on October 24 by making donations of dog food, towels and blankets to Hilton Head Humane Association.

We participated in the Belk Charity Day Sale by selling tickets prior thereto and manning a booth at the Hilton Head Belk store from 6 – 10 a.m. on November 7, 2015. We hope to raise a sizable amount toward our annual scholarship fund awarded to a student at Technical College of the Lowcountry pursuing a career in the legal field.



Our November 10, 2015, meeting was held at Hale & Hale, and our guest speaker was Libby Holloway, ISA CAPP, an antiques/residential contents appraiser. She gave us interesting insight into appraisals of personal property for estates, insurance valuation, etc. We also finalized plans for our "Holiday Meet & Greet." We accepted applications for new membership by Lexie Grantham of the Mikkelson Law Firm and CamiJo Gort of the Going Law Firm. Several other names were mentioned as prospects and we are hoping they will attend our December 8 function at which we can "reel them in."

On November 12, Meredith presented our \$1,000 scholarship fund check to Technical College of the Lowcountry representatives in the presence of faculty and students. We're hopeful of getting a picture of this momentous event into the local newspapers. The actual scholarship recipient will be selected later in the school year based on residency on Hilton Head Island or in Bluffton; financial need, a GPA of 3.0 or higher, and his/her intention to pursue a career in the legal field.

We wish for all of our fellow "sisters-in-law" a blessed Thanksgiving and Christmas season. We look forward to seeing many of you at the winter membership meeting in Columbia on January 30, 2016.



**Legal Staff Professionals  
of the Lowcountry  
Naomi W. Nation, PP, PLS, CLA**

Here we are again at the end of a year and making preparation for another new beginning.

Legal Staff Professionals of the Lowcountry's October 2015 meeting was one of our best meetings this year. We were honored with a presentation from Meredith Lazarski, ACP, State President-Elect, and Lauritza Hill, State Functional Director of Education. WHAT FUN! All of our active members were present along with Sharon Inman, our Honorary Member.

We took a walk down memory lane with Meredith and Lauritza and we glanced a bit into the future. Meredith and Lauritza gave LSPL a sense of assurance and support. We truly appreciate their visit.

December will ring in celebrations of the season and we have our Christmas party planned for Saturday, December 12, 2015, at 3 p.m. Our host will be Stacy Russo, PP PLS.

Plans are in the making to attend the 2016 Annual Meeting in Greenville. We are excited, for we always enjoy the visits to Greenville.

Looking to see all of you soon at the 2016 Winter Educational Conference and Membership Meeting in Columbia. As always, the members of Legal Staff Professionals of the Lowcountry wish all of you a very merry Christmas and safe and happy holidays.



**Legal Staff Professionals of the Midlands  
Debra Bailey, PLS**

This year has flown by and it will soon be Christmas! During the Summer and Fall we had some great CLE at our monthly meetings. We had speakers or webcasts on trademark law, legal citations, and even a game of Who Wants to be a Millionaire, based on legal questions! In August, our State officers Camilla Pitman and Sonia Hunt visited with us.

On National Make a Difference Day, members of LSPM volunteered with PETSinc, a local non-profit, no-kill pet rescue organization. We collected monetary and wish-list item donations and spent the day walking and playing with the dogs and cats.

Also, we have continued our community service tradition by serving the Thanksgiving meal at the Finlay House in November. We are fortunate to be able to continue our long-standing service by providing doughnuts once a month to their residents and serving this meal each year. Their smiles and thank you's are well worth it!

We wish everyone a Merry Christmas and look forward to seeing you all in January at our LSPSC Winter Membership Meeting!



**Legal Staff Professionals of Orangeburg  
Sonia Hunt**

We had a great time at the Summer Membership Meeting in Columbia and all four of our members were in attendance. It is hard to believe that we are getting closer to the end of the year.

Members of LSPO have been really busy since the meeting in Columbia in August. In September we finalized our preparations for the "Meet and Greet" Membership Drive which was held on October 15th during Court Observance Week. Members of the Calhoun and Orangeburg County Bars were invited as well as their staff, Judiciary members, court reporters, process servers, abstractors and surveyors. We had approximately 20 people who dropped in to visit with us and get information about the tri-level association.

For our annual Christmas Project, we have decided to assist the Salvation Army with their "Fill A Stocking" program this year. Best wishes to everyone for a Merry and Safe Christmas and a Happy New Year.

**LEGAL STAFF PROFESSIONALS OF ORANGEBURG**

**Meet and Greet Membership Drop In**

**October 15, 2015**

**(Event supported by LSPSC President's Grant.)**



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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2015-2016 SUMMER MEMBERSHIP MEETING  
AUGUST 22, 2015  
COLUMBIA, SOUTH CAROLINA**

The Summer Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2015-2016 was held on Saturday, August 22, 2015, at 1:45 p.m. at the offices of Nelson Mullins Riley & Scarborough LLP in Columbia, South Carolina.

Call to Order. President Camilla G. Pitman, MMC, Certified PLS, called the second membership meeting of Legal Staff Professionals of South Carolina for the year 2015-2016 to order. She reminded everyone to check in with the Credentials Chairperson, DeAnne Moore. She asked members to turn off all electronic devices. Each chairperson or officer giving a report was asked to make it from the lectern. She also requested members addressing the meeting to stand and give their names, certification, and chapter. President Camilla introduced herself to the membership.

Thought for the Day. President Camilla introduced Lois J. Belle, Certified PLS, from LSP of Greenville who gave the Thought for the Day. Lois read a poem on how many people it takes to make a difference – one!

Pledge of Allegiance and Code of Ethics. President Camilla asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Paula M. Taylor, Certified PLS, Functional Director of Membership. The NALS Code of Ethics was then presented by Lauritza S. Hill, Functional Director of Education.

Welcome. President Camilla welcomed everyone to the Summer Membership Meeting for the year 2015-2016. She thanked the members of LSP of the Midlands for hosting the meeting. President Camilla asked all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters. There were three first-timers: Ann Marie Minerva, Certified PP, from LSP of Greenville; Bobbie Schilder from LSP of Greenville; and Candice Logan from Spartanburg County LSP. President Camilla then asked if there were any members-at-large in attendance, and there was not. She also welcomed a visitor in attendance, Katherine Helms from Columbia. President Camilla then recognized the LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2015-2016. President Camilla introduced the officers of LSPSC for 2015-2016:

|                                       |                                                       |
|---------------------------------------|-------------------------------------------------------|
| Meredith Lazarski, ACP                | President-Elect (Hilton Head)                         |
| Jamie I. Early, PP, PLS, SC-Corporate | Secretary (Midlands)                                  |
| Sonia L. Hunt                         | Treasurer (Orangeburg)                                |
| Paula M. Taylor, Certified PLS        | Functional Director of Membership (Charleston)        |
| Sharon K. Wotherspoon, Certified PLS  | Functional Director of Marketing (Midlands)           |
| Lauritza S. Hill                      | Functional Director of Education (Orangeburg)         |
| Tara Jean Brown, Certified PP, PLS    | Functional Director of Certification (Greenville)     |
| Jan W. Berger, ALP                    | Immediate Past President / Parliamentarian (Midlands) |

President's Remarks. President Camilla continued with her theme of "Make a Difference" for the 2015-2016 year, reminding members of the starfish bracelets given at the state officers' installation and the one that was missing stones. She stated those missing stones represented missing members who were not involved, not present, or not yet members. President Camilla told the members that October 24 was National Make a Difference Day. She challenged them to plan a project to do as a chapter that day that would make a difference and to submit a report for the *Spotlight*.

Business Meeting. President Camilla reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Jan W. Berger, ALP, Parliamentarian, has forms for that purpose.

Roll Call. President Camilla asked Credentials Chairperson DeAnne Moore for roll call. DeAnne reported 29 members present and 15, which was one member over one-half, represented a quorum. Two-thirds of the members present was 19.

Consent Agenda. President Camilla stated that all members were provided at the credentials sign-in with the consent agenda that was approved by the board on August 21, 2015. The hard-copy packet included the 2014-2015 Supplemental Period Treasurer's Report and the 2015-2016 First Period Treasurer's Report. She stated that the 2014-2015 Annual Membership Meeting minutes and the 2015-2016 Spring Membership Meeting minutes were published in the June 2015 edition of the *Spotlight* and were included in the Consent Agenda by reference. There being no comments or objections, President Camilla declared these items approved by consent. She stated that, after discussion at the officers' retreat, it was decided the board meeting minutes will only be available on the LSPSC website in the Members Only section.

The first incentive drawing was held, and Tara Jean Brown, Certified PP, PLS, of LSPG won the \$75 cash prize.

Reports from Elected Officers.

*President Camilla G. Pitman, MMC, Certified PLS.* President Camilla reminded everyone to make sure NALS and LSPSC have their correct contact information if not receiving the *@Law* or *Spotlight*. She stated that members can now enter their CLE hours under their membership profiles on the NALS website. She noted the submission deadline for the December issue of the *Spotlight* is November 15, 2015. President Camilla stated she has her registration and reservations for the NALS 64<sup>th</sup> Annual Education Conference in Las Vegas in October 2015 and thanked the membership for sending her to the conference. She hoped her e-mails were keeping the members updated on activities. She reminded everyone of the President's Grant of \$100 and reported that LSP of Greenville and LSP of Orangeburg had applied and been awarded grants to assist with local marketing and membership events. She also invited everyone to attend the LSPSC social gathering after today's meeting beginning at 4:30 at the Marriott.

*President-Elect Meredith Lazarski, ACP.* Meredith advised that her report was printed in the *Spotlight* and stated all chapter roster updates had been submitted. She reported on the state officers' visitations and stated she will also be attending the NALS 64<sup>th</sup> Annual Education Conference in October. Meredith reminded the members to call upon the board for assistance with their local chapters as needed. She also asked everyone to consider serving on the state board or a committee.

*Secretary Jamie I. Early, Certified PP, PLS, SC-Corporate.* Jamie reminded everyone that all signed, original reports should be submitted to her for the association's permanent records. She stated the committee reports for the next meeting would be due by January 26, 2016.

*Treasurer Sonia L. Hunt.* Sonia reported the CD matured in May 2015 and the principal was rolled over with the same bank at the same interest rate. She stated the earned interest was transferred to the savings account. Sonia also reported that LSPSC and all local chapters had filed the required IRS Form 990-N and NALS had confirmed receipt of the filings.

*Immediate Past President Jan W. Berger, ALP.* Jan noted her report was in the *Spotlight*. She stated all the board members had been reviewing the LSPSC Bylaws and Standing Rules, and she would be sending out a recommendation prior to the January meeting to amend the governing documents to send the President-Elect to the NALS Annual Education Conference since the NALS regions had been dissolved. Jan reminded the members of the TD Bank affinity program presented at the April meeting and asked them to let her know if they had any questions or issues with any accounts.

The second incentive drawing was held, and Ann Marie Minerva, Certified PP, of LSPG won the \$25 cash prize.

Committee Reports. President Camilla continued with the committee reports, asking each chairperson to stand and give a report.

*Annual Meeting 2016 [Legal Staff Professionals of Greenville (LSPG)].* A. Yvonne Fortner, Certified PP, PLS, reported the annual meeting would be held at the Greenville Downtown Hyatt from April 22-24, 2016. She stated that LSPG planned to market the meeting on FaceBook and also to encourage the Georgia members to attend.

*Award of Excellence.* Jimi L. Bullard, ALP, and Ann Marie Minerva, Certified PP. Ann Marie gave an explanation of the award with its criteria and encouraged members to consider nominating someone. She mentioned that Lois J. Belle, Certified PLS, and Camilla G. Pitman, MMC, Certified PLS, were each nominated for the NALS Award of Excellence this year.



*Certification.* Tara Jean Brown, Certified PP, PLS, announced that Jamie I. Early, Certified PP, PLS, has earned the NALS Specialty Certificate in the area of Corporate Law and congratulated her on being the first LSPSC member to earn a Specialty Certificate. She reported on the upcoming certification exams in September and stated there was one examinee sitting for the exam in Columbia. Tara reported on the current NALS members, with there being 3310 ALPs, 5761 PLSs, and 594 PPs. She encouraged members to use the NALS webinars to gain CLE hours for recertification. Regarding the continued efforts to gain recognition of the NALS certifications, Tara stated several calls have been made in working with the Board of Education. She noted one of the January speakers will discuss certification recognition.

*Community Projects.* Susan L. Olmstead, Certified PLS, and Betty Parks were not present. Carlene Kilgore, Certified PLS, stated their report was in the meeting's packet.

*Continuing Legal Education.* Lauritza S. Hill stated the health law seminar at today's meeting had 21 attendees and the state legislation seminar had 26 attendees. She noted her report was in the packet and pointed out the NALS free seminar on August 26. She encouraged members to earn the NALS CLE award. Lauritza stated that Barbara Seymour and Cynthia Nelson would be the speakers at the next meeting in January 2016.

*Credentials.* DeAnne Moore had no report.

*Employment.* Deborah League Brown, Certified PLS, stated the committee's report was included in the meeting packet.

*Finance.* Mary Brant and Mary Kay Oliver reported the meeting's sale of theme auction tickets was \$500 and stated the theme for the next meeting will be in the *Spotlight*.

*Financial Review.* Deborah J. Reynolds, Certified PP, PLS, stated the committee's reports were in the packet and the two checks mentioned in the review of the Annual Meeting account have been handled.

*Handbook.* Debra H. Bailey, Certified PLS, advised a few more changes have been made by the board and she hoped to have the Handbook finalized in the next few weeks.

*Historian.* Jan W. Berger, ALP, reported that she has submitted this past year's history to the LSPSC Handbook committee. Tara Brown, Certified PP, PLS, asked members to send her old pictures and/or articles for a compilation of the history of LSPSC for the past 50 years.

*Marketing.* Sharon K. Wotherspoon, Certified PLS, stated the next deadline for submitting articles to the *Carolina Paralegal News* is September 11. She thanked Meredith Lazarski, ACP, for keeping the marketing going for LSPSC through social media. She reminded members of monogrammed items for sale, including the LSPSC 50<sup>th</sup> anniversary totes and pins and the logo lunch bags. Sharon stated a minimum of four items is required for monogramming. She also stated Tervis tumblers with the logo are being considered as an additional marketing item. She noted the Belk Sale Day is November 7, which presents a good fundraising opportunity for chapters. Sharon again reminded the members that, per the LSPSC Standing Rules, each chapter needs to obtain at least one ad for the *Spotlight* each year.

*Membership.* Paula M. Taylor, Certified PLS, reported the current membership of LSPSC to be 70, with HHLSP having 7 members, LSPG having 31, LSPO having 4, LSPL having 7, LSPM having 11, SCLSP having 8, and there being 2 members-at-large. Carlene Kilgore, Certified PLS, stated that HHLSP now has 6 as one member had moved away.

*NALS Foundation.* Chrisanne T. Porter, Certified PLS, and Stacy R. Russo, Certified PP, PLS, were not present – no report.

*Nominations and Elections.* Patti E. Bacon stated the committee had no report but noted the form for officer nominations would be sent to the membership in November.

*Publication.* A. Yvonne Fortner, Certified PP, PLS, had no report but reminded everyone of the deadline of November 15, 2015, for submission of reports and articles for the December issue of the *Spotlight*.

*Scholarship.* Kerry Ann Waldrop was not present – no report.

*Scrapbook.* Lois J. Belle, Certified PLS, stated her report was in the *Spotlight*. She reminded members to send her pictures by Snapfish, e-mail, or hard copies; and she gave the login information for Snapfish.

*Standing Rules and Bylaws.* Jan W. Berger, ALP, stated a 30-day notice was disseminated by e-mail on July 17, 2015, to all members regarding the restructuring of the LSPSC board. Jan reported the board had approved the recommendation at yesterday's meeting as presented in the notice, as follows:

*Recommendation to amend the structure of the LSPSC Board of Directors by reducing the Functional Directors from four to two, consolidating the positions for Functional Director Membership and Public Awareness/Marketing and for Functional Director of Education and Certification.*

Jan stated that, pursuant to Article VI, Section 2 of the LSPSC Bylaws, the board's composition shall include from two to four functional directors for certain strategic areas but with no specific titles; therefore, amendment to the Bylaws is not required for this restructuring. President Camilla noted the members had received this recommendation and, upon motion by Carlene Kilgore, Certified PLS, and seconded by Lois J. Belle, Certified PLS, she asked for discussion. Several members stated it was a good suggestion to consider and some asked about committees to help with the position. Jan stated the committees are already in place and additional members will be appointed to assist the functional directors and promote training for the positions as well. There being no further discussion, and upon the call for a vote upon the motion and second, the recommendation to restructure the LSPSC Board of Directors by reducing the Functional Directors from four to two as stated in the notice was approved by the members.

*Technology.* A. Yvonne Fortner, Certified PP, PLS, had no report.

The third incentive drawing was held, and Jimi L. Bullard, ALP, of LSPG won the \$50 cash prize.

Upcoming Meetings. President Camilla announced future meetings as follows:

*NALS 64<sup>th</sup> Annual Education Conference and National Forum* – October 8-10, 2015, in Las Vegas, NV.

*LSPSC Winter Membership Meeting* – January 30, 2016, at Nelson Mullins Riley & Scarborough in Columbia, SC.

*NALS Professional Development Conference* – February 25-27, 2016, in Tulsa, OK.

*LSPSC Annual Education Meeting* – April 22-24, 2016, at Hyatt Regency in Greenville, SC.

*LSPSC Annual Meetings.* President Camilla announced the hosting chapters for the LSPSC Annual Meetings through the year 2022 as listed in the agenda.

Additional Business. President Camilla stated the Premium Prize for today's meeting was provided by LSP of Orangeburg. She announced the Premium Prize for the LSPSC Winter Membership Meeting would be provided by Spartanburg County LSP. President Camilla also stated that SCLSP has chosen the Spartanburg Rape Crisis Network as the community service charity for the next meeting.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2015-2016 Summer Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Camilla at 3:20 p.m.

Respectfully submitted,

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Jamie I. Early, Certified PP, PLS, SC-Corporate  
LSPSC Secretary 2015-2016

Approved:

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Camilla G. Pitman, MMC, Certified PLS  
LSPSC President 2015-2016



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## ***NALS AFFINITY PROVIDERS***

### **Benefits For Members**

Through outside sources NALS is able to provide our members with many discounted services that otherwise would be substantially more expensive. Below is an overview; to access pertinent member-only information required to take advantage of these benefits.

- **Aflac:** NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. Aflac offers a distinct type of protection. Unlike major medical health insurance, Aflac pays you (unless otherwise assigned) not the doctor or hospital. You control the cash benefits and spend them as you like to help with financial challenges an accident or illness could have to your standard of living.
- **Avis Car Rental:** We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. NALS members can enjoy special member rates, considerable value-added discounts and the latest in technology, products, and services to make your car rental experience better than ever. Some of Avis' programs include: Complimentary Preferred® Service Enrollment, Where2™ GPS, and Avis e-Receipt.
- **Email Marketing by Constant Contact®:** Are you looking for an easy, effective, and highly affordable way to get your message out to your members and build strong, successful, and lasting relationships with them? With Email Marketing by Constant Contact, you'll create high-impact email newsletters and promotions in minutes, no technical expertise necessary. With more than 400 easily-customized templates, a simple point-and-click tool, and award-winning free customer support, you can create professional, compelling messages your audience will act on. And we make it easy for you to manage your contact lists, sign up website visitors, track your clicks and open rates, and send automated communications to new subscribers.
- **FedEx® Advantage Program:** By participating in the FedEx® Advantage Program, NALS members are eligible for the following discounts:
  - Up to 16% off select FedEx Express® U.S. shipping
  - Up to 12% off select FedEx Ground® shipping
  - Up to 20% off select FedEx Office® services
- **Hertz Car Rental:** Take advantage of special discounts available through NALS Hertz Member Savings program.
- **Liberty Mutual Insurance:** Liberty Mutual has partnered with NALS to offer member-exclusive savings on quality auto and home insurance. (*\*Discounts and savings are available where state laws and regulations allow, and may vary by state. To the extent permitted by law, applicants are individually underwritten; not all applicants may qualify.*)
- **Hosted~FTP~:** Want more from FTP? Move to the Cloud! Hosted~FTP~ is an easy, secure way for businesses to share files and replace their FTP servers. Visit our website at [hostedftp.com](http://hostedftp.com) and take a Speed Test! Try it free for 21 Days. No credit card required, upgrade anytime.
- **UPS:** UPS was founded in 1907 as a messenger company in the United States. UPS has grown into a multi-billion-dollar corporation by clearly focusing on the goal of enabling commerce around the globe. Today, UPS serves more than 200 countries and territories, reaching 90% of the world's population. Whether you need a shipment to arrive the same day, the next day, or in a few days, UPS will get your package there on time – guaranteed. UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%.

# LSPSC OFFICERS 2015-2016

President ..... Camilla G. Pitman, MMC, PLS (Greenville)  
 President-elect..... Meredith Lazarski, ACP (Hilton Head)  
 Secretary ..... Jamie I. Early, PP, PLS (Midlands)  
 Treasurer ..... Sonia L. Hunt (Orangeburg)  
 Functional Director – Certification ... Tara J. Brown, PP, PLS (Greenville)  
 Functional Director – Education ..... Lauritza S. Hill (Orangeburg)  
 Functional Director – Marketing..... Sharon K. Wotherspoon, PLS (Midlands)  
 Functional Director – Membership.... Paula M. Taylor, PLS (Lowcountry)  
 Immediate Past President..... Jan W. Berger, ALP (Midlands)

# LSPSC COMMITTEE CHAIRS 2015-2016

|                            |                                                                            |
|----------------------------|----------------------------------------------------------------------------|
| Annual Meeting 2015        | A. Yvonne Fortner, PP, PLS / Cathi P. Tankersley                           |
| Award of Excellence        | Jimi L. Bullard, ALP / Ann Marie Minerva, PP, BS                           |
| Certification              | Tara J. Brown, PP, PLS                                                     |
| Community Projects         | Susan L. Olmstead, PLS / Betty Parks                                       |
| Continuing Legal Education | Lauritza S. Hill                                                           |
| Credentials                | Linda F. Harris / Deanne B. Moore                                          |
| Employment                 | Deborah League Brown, PLS / Cathy Boggs                                    |
| Finance                    | Mary Brant / Mary Kay Oliver                                               |
| Financial Review           | Deb Reynolds, PP, PLS / Cindy Powell / Darlene Lewis, PP, PLS              |
| Handbook                   | Debra H. Bailey, PLS / Linda W. Wilson, PLS / Michelle Dender              |
| Historian                  | Jan W. Berger, ALP                                                         |
| Marketing                  | Sharon K. Wotherspoon, PLS                                                 |
| Membership                 | Paula M. Taylor, PLS                                                       |
| NALS Foundation            | Chrisanne T. Porter, PLS / Stacy R Russo, PP, PLS                          |
| Nominations and Elections  | Naomi W. Nation, PP, PLS, CLA / Patti E. Bacon /<br>Carlene Kilgore, PLS / |
| Publication                | A. Yvonne Fortner, PP, PLS                                                 |
| Scholarship                | Kerry Ann Waldrop / Deborah League Brown, PLS                              |
| Scrapbook                  | Lois J. Belle, PLS                                                         |
| Standing Rules and Bylaws  | Jan W. Berger, ALP                                                         |
| Technology                 | A. Yvonne Fortner, PP, PLS &<br>Katie M. Johnson                           |



## LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2015 – 2016 CALENDAR

### MAY 2015

- 1 Deadline for NALS Award of Excellence Nomination
- 8 *Carolina Paralegal News* Deadline (May)
- 15 Deadline for LSPSC Chapter Rosters to NALS
- 15 LSPSC Handbook Deadline
- 15 Deadline for LSPSC *Spotlight* (June)
- 26 NALS Closed for Memorial Day

### JUNE 2015

- 1 Deadline for NALS Foundation Grant
- 7 NALS ALP Examination Date (National)
- 26-27 LSPSC Officer Retreat in Columbia

### JULY 2015

- 1 Early Registration Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 4 NALS Closed for Independence Day
- 10 *Carolina Paralegal News* Deadline (July)
- 15 NALS September ALP/PLS/PP Exam Application Due

### AUGUST 2015

- 1 Regular Registration Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 1 NALS September ALP/PLS/PP Exam Application Due
- 14 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 21 LSPSC Summer Board Meeting in Columbia
- 22 LSPSC Summer Membership Meeting in Columbia

### SEPTEMBER 2015

- 1 Deadline for NALS Foundation Grant
- 7 NALS Closed for Labor Day
- 11 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 15 Hotel Reservation Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 28 NALS ALP/PLS/PP Examination Date

### OCTOBER 2015

- 8-10 NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV
- 10-14 NALS Court Observance Week
- 15 NALS December ALP Exam Application Due
- 24 National *MAKE A DIFFERENCE* Day

### NOVEMBER 2015

- 1 Call for Nominations of LSPSC Officers for 2016-2017
- 6 *Carolina Paralegal News* Deadline (Nov)
- 15 Close of Nominations of LSPSC Officers for 2016-2017

- 25 Acceptance and Qualification Forms for 2016-2017 Officer Nominees sent to local chapters
- 15 Deadline for LSPSC *Spotlight* (December)
- 26-27 NALS Closed for Thanksgiving

### DECEMBER 2015

- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2016)
- 1 Deadline for NALS Foundation Grant
- 5 Deadline to return of Acceptance and Qualification Nominee Forms to LSPSC for 2016-2017 officers
- 6 NALS ALP Examination Date (National)
- 21-1/1 NALS closed for Holidays

### JANUARY 2016

- 9 *Carolina Paralegal News* Deadline (Jan.)
- 15 NALS March ALP/PLS/PP Exam Application Due
- 15 Regular Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2015)
- 15 Distribution of Applications for LSPSC Scholarship Award for 2016-2017
- 15 Distribution of Applications for LSPSC Award of Excellence for 2016-2017
- 15 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 29 LSPSC Winter Board Meeting in Columbia
- 30 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

### FEBRUARY 2016

- 5 Distribution of Ballots to Elect LSPSC 2016-2017 Officers
- 9 Deadline for LSPSC *Spotlight* (March)
- 25-27 NALS Professional Development and Education Conference in Tulsa, OK
- 28 Deadline to submit Applications for Scholarship Award

### MARCH 2016

- 1 Deadline for NALS Foundation Grant
- 10 *Carolina Paralegal News* Deadline (March)
- 15 Deadline to submit Applications for LSPSC Award of Excellence
- 26 NALS ALP/PLS/PP Examination Date

### APRIL 2016

- 10 Registration Deadline for LSPSC Annual Meeting hosted by LSP Greenville Chapter
- 15 NALS June ALP Exam Application Due
- 22 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Greenville
- 23 LSPSC Annual Education Conference and 2016-2017 Officer Installation in Greenville
- 24 LSPSC Spring Membership Meeting in Greenville

# NALS Code of Ethics

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**  
Attn: Yvonne Fortner, PP, PLS, Editor  
Post Office Box 10208  
Greenville, SC 29603

**TO:**