



Legal Staff Professionals of South Carolina



SPOTLIGHT

20 Ways to Achieve Success as a Paralegal

Becoming a successful paralegal takes hard work and determination. Here are 20 ways to achieve success as a paralegal.

Develop a Plan – Explore a range of non-lawyer legal positions. Identify specific, short term and long-term goals that will lead you to success. Enroll in school, expand your skills, talk to your college, work with career advisors and recruiters, volunteer, intern, and build relationships with others in the field.

Pursue Credentials – Take steps to obtain a certificate, diploma, or degree. Convenient options are available, both online and in person. Many firms require a credential as a prerequisite for interviewing and hiring. Higher education will add value throughout your career.

Continue Learning – Successful people are students for life. Cultivate a growth mindset. Increase your knowledge. Law is always evolving. Stay current and informed by attending seminars and completing practical, skills-based training and courses created specifically for paralegals yearly.

Seek Opportunities to Enhance Skills – Raise your hand for additional projects to gain experience. Do more than you are paid to do. Go the extra mile. Eventually, you will be paid more for what you do. The money will come.

Make Connections – Join local and national paralegal associations. These groups provide information, resources, support, and networking opportunities to new and experienced paralegals.

Embrace Technology – Formatting and conversion expertise in Adobe and Microsoft Office Suite are pivotal. Skills in e-filing, online research, trial prep, billing, and web conferencing software will also boost your value with any employer.

Build a Bank of Resources – Include organizations, associations, blogs, podcasts, websites, articles, magazines, abstracts, journals, legal references, databases, etc.

Avoid Excuses – Never hide a mistake; the sooner you admit to it and take responsibility the better. Do not point fingers. Acknowledge the mistake, learn from it, and then take steps to ensure the same mistake is not repeated.

Ask Questions and Be Assertive – Get a clear picture of the assignment. Most attorneys are more than happy to explain things. The only dumb question is the one not asked. If you do not understand the assignment, seek clarification. Do not guess or make assumptions. Having to re-do work only hinders your ability to accomplish tasks in a timely and efficient manner.

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Spotlight

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2022-2023 Editor:

Meredith Lazarski, ACP SCCP



President's Report

**By: Katherine R. Helms, PP, SCCP
2022-2023 President**

Following along with my platform of increasing student membership, LSPSC Board members hosted a Zoom conference with paralegal students at Midlands Technical College on September 27th. We discussed networking and how our association can help them with their future careers.

I'd like to remind you that Legal Staff Professionals of Orangeburg is preparing for a membership drive on February 13, 2023. If you'd like to assist, please reach out to their current President, Sonia Hunt.

We are still working on updating the LSPSC website.

LSPSC Officers' visitation of local chapters will be during holiday parties. We look forward to spending some time with you all!

All members of Legal Staff Professionals of the Lowcountry (LSPL) have signed a Petition for Dissolution at their last meeting. The members of LSPL will be starting the new year as Members at Large (MAL).

We had such a great time in Charlotte at the NALS Legal Education Conference. Our sale of NALS Conference Pins was a success! The NALS Foundation raised over \$13,000 with the help of our LSPSC members to include the Carolina Items' Mystery Suitcase and two teams from our state who entered into the NALS Scar Fundraiser.

I look forward to seeing you all at Segra Park for our Winter Meeting on Saturday, January 21st. Our Friday Night Social will be held our host hotel, Home 2 Suites, and is being sponsored by Veritext!

In looking forward to LSPSC's 2023 Annual Meeting, please consider chairing a committee for the next fiscal year. This year's Annual Meeting is being hosted by Hilton Head Legal Staff Professionals (HHLSP) on April 21 through 23. Please be reminded of the incentive drawing for two first timers to win full registration for the meeting and CLE seminars, as well as hotel accommodations for the weekend. If you qualify, Functional Director of Membership and Marketing, Cheryl Legrand, by March 13, 2023, at noon, to be entered into the drawing, which will be held at 5:00 that afternoon. Recipients of the incentive would simply need to submit a report after the meeting to be published in the Spotlight.

(Continued on page 4)

LSPSC Suggestion Board

I would like to see
LSPSC hold a
membership meeting
at a location like...

I think a good idea
for LSPSC
marketing swag
is...

I would like to see
LSPSC offer a CLE on
a topic like... Or in the
area of...

What's the best
thing about LSPSC?

As an organization is
there anything we
should START
doing?

Why did you
become a LSPSC
member?

Why do you stay a
LSPSC member?

As an organization
is there anything we
should STOP
doing?

Send your suggestions to the LSPSC Board via email to:
legalstaffprofessionalsc@gmail.com

President’s Report continued
By: Katherine R. Helms, PP, SCCP
2022-2023 President

Due to the nature of the Annual Meeting deadlines, the March Spotlight deadlines are being moved up to March 1st. If you are providing a report, please have it in to Spotlight Committee Chair, Meredith Lazarski, ACP, SCCP, before the deadline.

Thank you all for your support of our association and I’ll see you soon!



20 Ways to Achieve Success as a Paralegal con’t

Check Your Product – Proofread. Use Grammarly to improve your writing. Law firms expect a strong command of English, legal terminology, grammar, sentence structure, and punctuation.

Increase Typing Speed – Keyboarding and typing are fundamental computer skills that support document production, email, and other forms of communication. They are considered essential for paralegals.

Document – Paralegals have an obligation to preserve and track relevant evidence. Whether that data is protected in a template, chart, log, spreadsheet, or simple list, follow your firm’s protocols. Start documenting from the beginning of every case.

Stay Organized – Establish a good filing system. Know where you put files and how to access them quickly.

Remain Composed – Display professionalism and self-regulate in difficult, highly charged, or stressful situations. Practice empathy. Strive to understand opposing positions without becoming emotionally involved. Face the obstacle, focus on the outcome, and forgive any oversights.

Maintain Confidentiality – Private and sensitive information should never be shared with third parties. Confidentiality is an ethical duty owed in the lawyer-client relationship. Do not talk about clients, cases, or the attorneys involved outside the workplace.

Avoid Conflicts of Interest – Identify competing professional and personal matters which may unduly influence a case. Ramifications for failing to disclose

conflicts of interest could include lawsuits, loss of business relationships, and employee termination.

Do Not Give Out Legal Advice – Offering a client, a friend, or a family member any legal information that alters their legal position or legal rights is the unauthorized practice of law. It is a crime.

Avoid Gossip – Leave your ego at the door. Do not disparage attorneys, paralegals, or other staff verbally, or in email, online forums, or company chats. It makes you look bad. Build rapport with your colleagues. Deal with conflicts personally. Remember, you are on a team working towards a common goal.

Dress Professionally – Appearance matters. It reflects how others see you and your firm. Avoid attire that is too casual or revealing. Present an image appropriate for a work setting.

Monitor Social Footprint – Keep it professional. Keep it private. Every online, virtual, or email action leaves a trace. Manage your digital identity and the content you publish, post, and share.

Excerpts from:
Paralegal Brief, Paralegal.edu, Center for Advanced Legal Studies; by Tami Riggs - June 28, 2022



OFFICER & COMMITTEE REPORTS

President-Elect Traci B. Wolfe, PP

Wow, what an eventful year, 2022 has turned out to be. I want to first give a most sincere thank you to LSPSC for allowing me to attend NALS 2022 National Legal Education Conference held in Charlotte, North Carolina. Attendance was up, as more and more professionals are starting to attend meetings once again and are continuing to exit the lockdowns and strive to get back to normalcy after COVID-19. We had a strong showing of members from South Carolina, and we welcomed our new chapter friends from North Carolina. We wish you the best of luck in growing your chapter.

Thank you to the Foundation for a great event on Friday night with NALScar. Driver, Mikki Handcock, with Southern Girls last-lap move to advance to the winner's circle was an exciting and nail-biting experience.



It was an honor, meeting all of my NALS pals in person, rekindling old friendships, and making new ones. If you have never attended a National Conference, I highly recommend you add to your New Year's Resolution. You will not be disappointed. I am looking forward to next year, attending the conference in Huston Texas. They say everything is bigger in Texas. I am certainly going to test that theory, and it is my hopes to see you there. Lastly, I am reminded of scripture in Ecclesiastes 4:12. "Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken." God designed humans to be social. God is community in and of himself, and we were created in his image and are most like him when we are in community with others. Sharing God's love, and supporting each other. Here is to 2023! New adven-

tures for each of us personally and professionally, and growing our local, state and national association.

Functional Director of Certification/Education Susan L. Olmstead, PLS

A big thank you to Carolyn Carmines and the members and guests that participated in our Court Observance Zoom CPE session the second week in October. Those ten members received one hour of CPE. We have a great line up of speakers at the Winter Membership Meeting in January. Susan Hackett, Esq. will be presenting "Ethics for the Legal Professional" and Lori Murray, Esq., will focus on "Aspects of the Murdaugh Case." Each seminar will be 1.5 hours CPE credit. Speakers for our Annual Meeting are in the works and will appear on our website as well as published in the *Spotlight*.

I want to offer words of congratulations and encouragement to those members who have recently sat for a NALS Certification as well as to those members who are in the stages of study and contemplation. GO FORWARD! There is only an upside to being certified and you deserve that recognition. Study materials and registration for the ALP Exam, CLP Exam or PP Exam are available at www.NALS.org. LSPSC continues free access to the online study materials for these exams.

NALS upcoming online webinars/sessions:

Thursday, 12/15/22 at 1 p.m.: "State Paid Sick Leave Laws and How They Affect the Employer and YOU."

Friday, 12/15/22 at 1 p.m.: "Leadership Meeting: Best of 2022."

Friday, 12/15/22 at 2 p.m.: "The Best Tech of 2022."

Wednesday, 1/11/23 at Noon (Central Time): NALS Nashville – Civic Point: "How to Get into Politics."

Wednesday, 1/11/23 at 1 p.m.: "State Trial Court Research & Analytics – Tips and Best Practices."

Please have a safe and happy Holiday Season. I wish you and your family all the best and look forward to seeing you in January, 2023.

**Functional Director of
Membership/Marketing
Cheryl D. LeGrand**

LSPSC is very pleased to welcome the following new members: Renee Brown in the Midlands chapter, and Summer Neal in the Greenville Chapter. We are looking forward to getting to Renee and Summer and at the upcoming Winter Meeting! We have implemented a process for reaching out to new members and introducing ourselves and giving them information regarding our association and all of the perks and benefits from being a member, including education and certification. A draft PowerPoint presentation has been given to each president of the local chapters so they may amend to for their particular chapter and distribute. We are very proud of the chapters for having membership drives, and spreading the word about who we are and what we are about.

Some virtual presentations have been conducted for colleges who have Paralegal programs, and we are hopeful that the seeds planted will produce more interest and membership.

As always, we encourage our members to share uplifting posts and news on the LSPSC social media platforms, such as NALS announcements, events, news, photos from events attended, South Carolina Bar news, anything that shed positive and inspiring light and glory to the ongoing progress in our profession. We thank you very much for your support, encouragement, and participation in all everyone does to be part of the team. We are looking forward to seeing everyone at the Winter Meeting in January. Wishing everyone and their families a very Merry Christmas and prosperous and Healthy New Year 2023!

**Immediate Past President
Stacy Russo-Strobel, PP, PLS**

It was great to see everyone at our Summer Membership Meeting in Columbia and had an opportunity to attend the Meet & Greet and have a little social time to catch up with those we don't get to see very often. We had some great speakers for our CLE and I hope you were able to come out with learning something new.

Our Winter Membership meeting is fast approaching so let's get those registration forms in as soon as you can and don't forget that President Katherine is going to have another Friday night social.

Wishing everyone a safe and wonderful holiday season and I look forward to seeing you at our Winter Membership meeting in Columbia.

**Annual Meeting Committee
Meredith Lazarski, ACP SCCP and Betty Parks**

Hilton Head Legal Staff Professionals is hosting the 58th Legal Staff Professionals of South Carolina Annual Meeting and Educational Conference. We look forward to "Meeting you on the Marsh" at the Holiday Inn & Suites Beaufort @ Highway 21 located at 2225 Boundary Street in Beaufort. The meeting will be held Friday, April 21, 2023 to Sunday, April 23, 2023. We have some great seminars lined up as well as some fun Saturday night entertainment and we are currently working on an opportunity for everyone to meet and mingle with some of our Beaufort and Hilton Head area judges and clerks. We will also be asking each chapter to participate by securing items for our goodie bags, sponsors, advertisers, etc.

BUT MOST IMPORTANTLY – The deadline to reserve your room is **MARCH 21, 2023**. For room reservations please call the Holiday Inn & Suites at 843-379-3100 or use the below link. GROUP CODE: LSP and the room rate is \$154.00 per night plus applicable taxes. Please note that breakfast NOT included in room rate.

Group Booking Link:

<https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en®ionCode=1&hotelCode=BFTBS&PMID=99801505&GPC=LSP&cn=no&viewfullsite=true>

Please make plans now to join us. It will be a wonderful weekend of networking, friendship and fun. We look forward to seeing everyone!

**Award of Excellence Committee
Margaret (Peggy) Marstin**

I am happy to say that the application for the Award of Excellence has been updated and is in this issue of *Spotlight* (please see pages 10-11). Chapter presidents we are challenging you to send in at least one completed application from your chapter. We are sure that there are many hardworking and deserving members that could be nominated for this award and we look forward to receiving nominations. The deadline for this coming term is March 1, 2023. Please keep in mind that the nominee should be eligible to be nominated. You will find the eligibility requirements in your handbook. If you have any questions, please

contact me at margaretmarstin@parkerpoe.com. Thank you for the opportunity to work with this award.

Community Service Committee
Christine Vandenberghe

"Never doubt that a small group of thoughtful committed citizens can change the world: indeed, it's the only thing that ever has." —Margaret Mead

A big thank you to everyone that gave so generously to Hannah House during our Summer 2022 Membership Meeting! It is truly rewarding to make a positive difference in the lives of others.

The Legal Staff Professionals of Greenville has chosen to support Harvest Edge Gathering Home as the charity for our Winter 2023 Membership Meeting. Harvest Edge Gathering Home was founded by member Jimi Bullard's son, David Bullard, and Kim Bullard. Their mission is to better equip each child for their tomorrow by providing the security of a loving home while fulfilling daily needs and building foundational strengths in a nurturing and healthy environment. As stated on their website, they believe there is a desperate need for sibling care in South Carolina. Children being removed from their homes is devastating enough, but then separating the children from their siblings adds another layer of trauma. They believe keeping siblings together enables part of the family unit to remain intact, helping to mitigate additional confusion and fear. Siblings are often "rocks of encouragement and comfort" to each other, which helps to establish support and strength in their new home. Harvest Edge is a safe haven where a child can be a child and where a home offers love and guidance. Realizing that each sibling set come with different past hurts, they create a development plan, coined the Win Initiative, tailored to each child's needs to foster growth while in their gathering home.

Their story and reasons behind founding Harvest Edge are touching. To find out more, visit or contact them at one of the following:

<https://harvestedgecorp.com>
kim@harvestedgecorp.com

Please consider their current list of needs, found in this edition of Spotlight, and give as you are able before or at our Winter Membership Meeting. Monetary donations will also be gratefully accepted. Thank you in advance for your generosity.

If you have any questions or would like Legal Staff Professionals of South Carolina to highlight a community service or charity, please reach out to me by email at cgvandenberghe@gmail.com.

Employment Committee
Cathy Boggs

The hiring frenzy of 2022 hit high levels as firms were recalibrating after hitting the panic button during the pandemic. With a looming recession, hiring may be slower over the next 12 months. However, the need for hiring high caliber, experienced legal professional will not change! This means it will be more competitive for new legal professionals entering the field. I would encourage you to mentor new graduates, share job opportunities, seek certifications, and market our membership opportunities! As you learn of employment opportunities, please share with national, local and state chapter websites as well as your own personal social media accounts. Make sure job seekers share with the employer that they learned about the opportunity through Legal Staff Professionals of South Carolina or our local chapter. It is a great time to be a NALS member!

Finance Committee
Terri J. Coker, ACP SCCP
Kave K. Mullinax, RP SCCP

WOW how time flies!!! Before we know it, we will be putting away Christmas decorations and turning our calendars to the new year. We are excited for 2023 and can't wait to see the growth of membership in NALS, LSPSC, and LSPG. There are several things that will be implemented from the national level that will help every state and local chapter grow their membership.

We are also excited to tell you about an upcoming "Best of 2022" webinar which will be highlighting great things that chapters have done this year. Yours truly, Terri Coker, will be speaking about some of the things we have done in LSPG to grow our membership. There are other members from other local chapters who will discuss their activities

and what they have done to increase their membership insofar as reaching out to paralegal students. The webinar is scheduled for December 16, at 1:00 p.m.

We look forward to seeing everyone at the Winter Meeting. It will be held in Columbia, on January 21, 2023 (location to be announced). Please stay connected to LSPSC website for more information. **“Baby It’s Cold Outside”** even in “hot” Columbia, SC in the winter, which means it’s time to cuddle up and get cozy! This is the theme for the auction and the options are endless!

Cozy Gifts for People Who Love Any Excuse to Stay Inside:

- Books and puzzles
- Hot toddies and herbal teas, samplers
- Cinnamon sticks and peppermint
- Coffee mug/coffee, heated mugs
- Unique soup mixes, cookie recipes
- Comfort food cookbooks
- Throws, shawls, and Snuggies
- Hats and scarves
- Typing gloves and muffs
- Fleece-lined socks and slippers (warmable)
- PJ’s, hoodies, and robes
- Hand warmers
- Candles
- Pillow Spray
- Chapstick and moisturizers
- Hydrating masks
- Bath bombs and salts, bathtub pillow

Legal Staff Professionals of Greenville will furnish the Premium Prize for the Winter Meeting.

Lastly, we hope that you and yours have a wonderful holiday season. Merry Christmas and Happy New Year!!!!

Handbook Committee
Patti Bacon
Stacy Russo-Strobel, PP, PLS

Please be sure to update any changes in your chapter rosters, officers or other information on the website. We want to be sure everything is up to date in case our members want to get in touch with someone.



NALS Foundation Committee
Mikki Hancock, PP SCCP

The NALS Foundation is a 501(c)(3) non-profit educational foundation established in 1989 that works with the National Association for Legal Support Professionals to provide educational opportunities. Grants and contributions are provided to state and local chapters for the benefit and enhancement of such educational purposes.

The NALS Foundation is governed by a volunteer board of trustees who oversee the granting of funds to state and local chapters. The funding priorities designated by the board are as follows:

- Education/Research Opportunities
- Grants Keynote Speakers/Workshops
- Recognition

Contact the NALS Foundation Chair at foundation@nals.org if you have any questions.

To recap the NALS Foundation Fundraiser at the NALS Annual Conference, the Foundation raised almost \$10,000 from NALSCAR 2022. Legal Staff Professionals of South Carolina sponsored two teams, Team Southern Girls and Team Carolina Girls, who together raised over \$6,000 for the Foundation. Thank you everyone who donated to the Foundation.

Congratulations to LSP Orangeburg on being awarded a grant in the amount of \$750 from the Foundation for a membership drive being held on February 13, 2023, at the Orangeburg County Library beginning at 5:15 pm. All are welcome to attend.

The Spring deadline to apply for grants is March 1, 2023. I encourage any chapter to get your application and as much documentation as possible attached when applying for a grant. Grants can be used for education, recognition of exemplary members, membership drives, annual meetings, etc. The possibilities are endless, but you must apply to be considered for a grant.

Applying for a grant is great, but there must be funds to award a grant to your chapter. There are several different ways to donate to the NALS Foundation. Check out the Foundation page on www.nals.org to find out all the ways you can donate today. Here are just a few:

Register for AmazonSmile when you make a purchase from Amazon! Amazon donates 0.5% on qualified purchases to the Foundation.

Gift-in-Kind Donations for “Sweeps”! The next

conference is being hosted in Houston, Texas beginning on August 21, 2023. Make plans now for donations.

Donor Programs: Full Circle Donor, One-Time Monetary Donor, Organizational Circle Donor, and Honorary and Memorial Gifts Donor. The Full Circle donor program offers a monthly gift to the Foundation for one year. Making an honorary or memorial gift is a generous and thoughtful way to recognize a person's life and accomplishments.

Donations can also be mailed to:

NALS Foundation
3502 Woodview Trace, Ste 300
Indianapolis, IN 46268

Whichever way you decide to give, the Foundation makes your donations work for you!



Scholarship Committee **Lauritza S. Hill**

Each year LSPSC presents the Norma F. George, PLS Scholarship award of \$1,000.00 to a candidate seeking a career in the legal field who may have a need for financial support.

Applications will be mailed to higher education Colleges and Universities throughout South Carolina in January 2023. The deadline for applications to be returned is March 1, 2023.

Members are encouraged to share the scholarship application with anyone who qualifies. The application form for the scholarship and qualifications should be posted on the LSPSC website in January 2023.

Applications will be reviewed by qualified judges in March and the annual award will be announced at our LSPSC Annual Meeting in April. I plan to have the names of the Judges before or by our January membership meeting.

Scrapbook Committee **Stephanie Jones, PP SCCP**

WANTED: all pictures, items, and funny stories for the scrapbook. Please send all your pictures to Stephanie Jones, PP, SCCP at stephanie.jones7009@gmail.com. If you have any items you would like to provide for the scrapbook, please email me to coordinate the exchange. I'm also doing something a little different this year. We have such a fun time when we get together that I would hate to exclude the funny stories with each other. So, all those funny stories from this year can be emailed to me for inclusion! If you are using Snapfish, do not fear! I am checking that as well. Questions? Call or text me at (803) 240-9798!

MY CHRISTMAS TREE WON'T GROW

By Piddly Poems

Ho Ho Ho
Snow Snow Snow
What can I do
My Christmas tree won't grow
I've sang it a carol
I've sang it a song
I've fed it mince pies
Where've I gone wrong
So I ran it a bath
With herbs and salts
I dipped it in
I prayed and hoped
I waited and waited
Then I pulled it out
I measured it once
I measured it twice
I measured it again
Oh dear
It was just as short
It was just the same



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
NOMINATION FORM**

AWARD OF EXCELLENCE

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 1, 2023

Submit to: Margaret (Peggy) Marstin
LSPSC Award of Excellence Chairperson
1221 Main Street, Suite 1100
Columbia, South Carolina 29201
Telephone: (803) 807-8772 (cell)
E-mail: margaretmarstin@parkerpoe.com

Nominee: _____ Home Phone: _____

Address: _____ Office Phone: _____

City/State/Zip: _____

Local Chapter Affiliation: _____

Date: _____ Date Received by LSPSC Chairperson: _____

Experience and Achievements (NALS, LSPSC and Local Chapter)

Years of Experience in legal profession: _____

Years of membership in NALS: _____

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

List all elected or appointed positions held in LSPSC:

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

Professional Achievements (including years attained)

Professional Designations/Certifications:

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

Recommendation (250-word limit)

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

Signature: _____

Name/Title: _____

Firm Name: _____

Address: _____

Chapter: _____

Telephone: _____

Date: _____

Community Project

HARVEST EDGE GATHERING HOME | WHERE SIBLINGS STAY TOGETHER

The Facts: As of August 1, 2021, there are a total number of 4,206 children in foster care and 1,825 regular foster homes. This means there are 2,381 children in South Carolina without a home. A majority of these children are ages newborn through 12 years old.

There is a desperate need for sibling care in South Carolina. Harvest Edge is a place that prioritizes sibling care - a place where siblings stay together. They are "rocks of encouragement and comfort" for each other - stronger together.

Current List of Needs

Wayfair Gift Cards

Overstock Gift Cards

Amazon Gift Cards

Items from one of two registry lists on Amazon:

https://www.amazon.com/wedding/registry/22A0HPWB575I5?ref=wr_search_page_result_1

https://www.amazon.com/registries/custom/74WG3M614146/quest-view?ref=gr_search_page_result



Notice To All Members Winter Meeting

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Winter Membership Meeting for 2022-2023 will be held on Saturday, January 21, 2023, at:

**Segra Park
1640 Freed Street
Columbia, South Carolina 29201**

The meeting will begin at 1:45 p.m.

(Dress is business attire.)

**(Registration begins at 8:45 a.m.; Seminars begin at 9:00 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, PP, PLS-SC Corporate, SCCP
LSPSC Secretary 2022-2023**



Legal Staff Professionals of South Carolina
2023 WINTER MEETING REGISTRATION FORM
Saturday, January 21, 2023
Hosted by Legal Staff Professionals of South Carolina
Segra Park, 1640 Freed Street, Columbia, SC 29201

Deadline for In-person Registration: Tuesday, January 3, 2023
NO REFUNDS After Tuesday, January 3, 2023

Deadline for Virtual Registration: Wednesday, January 18, 2023, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

HOTEL RESERVATIONS: All Room Reservations should be made directly with Home2 Suites by Hilton, 1210 Pickens Street, Columbia, SC 29201 (803) 227-3410

<https://www.hilton.com/en/attend-my-event/legal-staff-professional-south-carolina/>
December 30, 2022. The Room Rate is \$135.00 per night plus applicable taxes.

FRIDAY NIGHT SOCIAL

Friday, January 20, 2023 sponsored by Veritext

Friday Schedule

6:30 p.m. – 8:30 p.m. Home2 Suites by Hilton Columbia Downtown
1210 Pickens Street, Columbia, SC 29201

Attending Friday Night [Free Event] _____ YES _____ NO

MEMBERSHIP MEETING

Saturday, January 21, 2023

Saturday Schedule

8:45 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 10:30 a.m.	Seminar
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:15 p.m.	Seminar
12:15 p.m. – 12:30 p.m.	Break
12:30 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 1:45 p.m.	Break
1:45 p.m. – 3:30 p.m.	Membership Meeting and Theme Auction

(*Full Registration Does Not Include CLE)
_____ **\$45 Meeting Registration & Lunch***
_____ **\$15 Membership Meeting Only**

_____ **IN-PERSON** OR _____ **VIRTUAL**

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____

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

Sonia L. Hunt - LSPSC Treasurer
PO Box 124, North SC 29112
803-837-2011 – cell phone
Slhunt1963@gmail.com - Email



Scan. Pay. Go.

Legal Staff Professionals of South Carolina is an affiliate of NALS...the association for legal professionals – dedicated to enhancing the competencies and contributions of members to the legal services profession. Seminars qualify for a total of 3.00 CPE credits by the South Carolina Paralegal Certification Board.

Legal Staff Professionals of South Carolina
2023 WINTER MEETING CLE REGISTRATION FORM
 Saturday, January 21, 2023
 Hosted by Legal Staff Professionals of South Carolina
 Segra Park, 1640 Freed Street
 Columbia, SC 29201

Deadline for In-person Registration: Tuesday, January 3, 2023*
NO REFUNDS after Tuesday, January 3, 2023

Deadline for Virtual Registration: Wednesday, January 18, 2023, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

CONTINUING LEGAL EDUCATION
 Saturday, January 21, 2023

9:00 a.m. – 10:30 a.m. TOPIC: ETHICS FOR THE LEGAL STAFF PROFESSIONAL
Speaker: Susan Barber Hackett, Esquire

10:45 a.m. – 12:15 p.m. TOPIC: MOTIONS AND THE MEDIA
Speaker: Lori Murray, Esquire
 The practice of filing motions in a case and how attorneys are using the filing of motions to sway the media coverage in cases.

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Please mark seminars offered that you will attend:

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>VIRTUAL</u>
_____ TOPIC: Ethics	_____ \$20 for one CLE	_____ \$25 for one CLE	_____
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	TOTAL AMOUNT:	\$ _____	

NAME: _____ CERTIFICATIONS: _____

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Sonia L. Hunt - LSPSC Treasurer
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Legal Staff Professionals of South Carolina is an affiliate of NALS - National Association for Legal Support Professionals – dedicated to enhancing the competencies and contributions of members to the legal services profession. Seminars qualify for a total of 3.00 CPE credits by the South Carolina Board of Paralegal Certification.

NOTICE OF VACANCY (From Nominations and Elections – 2022-2023)

Dear Members:

In accordance with the Standing Rules of Legal Staff Professionals of South Carolina, adopted July 25, 2004 (last amended August 24, 2019), you are hereby noticed of the following vacant position for our 2023-2024 slate of State Officers:

President-Elect Treasurer

This means that all individuals nominated for this position declined their nomination. A call for nominations to this position will be taken from the floor at the Winter Membership Meeting scheduled for **Saturday, January 21, 2023**, in Columbia, South Carolina. Please consider the following qualifications if you plan to nominate an individual for this position:

President -Elect

Member in good standing for three years;
Served as a elected state officer for two years;
Attended at least one State Membership Meeting;
Attended State Annual Meeting of the date for call for nominations;
Active in local chapter;
Member-at-large, the member shall be considered active on the state level by attending at least two state meetings a fiscal year and chairing a committee.

Treasurer

Member in good standing for two years;
Served as a elected local officer for one year;
Attended at least one State Membership Meeting;
Attended State Annual Meeting of the date for call for nominations;
Active in local chapter;
Member-at-large, the member shall be considered active on the state level by attending at least two state meetings a fiscal year and chairing a committee.

The positions of **Secretary and Functional Director of Certification and Education** are expected to be filled by acclamation and for the position of **Functional Director of Membership and Marketing** an official ballot to be sent by electronic means no later than February 5, 2023.

Please take note of this information.

Tara Jean Brown PP, PLS, SCCP Nominations and Election Chairperson 2022-2023



SLATE OF OFFICERS
Legal Staff Professionals of South Carolina
2023- 2024

ELECTED OFFICE	NOMINEE/CANDIDATE	NOTE
President	TRACI B. WOLFE, PP	Acclamation
President-Elect	OPEN	Expecting nomination from the floor at Winter Meeting
Treasurer	OPEN	Expecting nomination from the floor at Winter Meeting
Secretary	STEPHANIE A. JONES, PP, SCCP	Acclamation
F.D. – Membership/ Marketing	CASSANDRA FURTICK TERRI J. COKER, ACP, SCCP	BALLOTS TO GO OUT BY 2/5/2023 AND DUE BACK BY 2/15/2023
F.D. – Certification/ Education	ANN MARIE MINERVA, PP, SCCP	Acclamation



Chapter Reports

Legal Staff Professionals of the Midlands Traci B. Wolfe, PP

I hope and pray this year has brought you prosperity, and abundance in all areas of your life. We have had an eventful and busy year here in the Midlands. In August, LSPSC held it's Summer Meeting here in Columbia with a Social the Friday night before. During the CLE's we had fantastic speakers and different breakout sessions during the meeting. It was very refreshing to try something new. Strom Law Firm was a fantastic host, and I am grateful they support our organization. In September, the National Conference was held close to home just a few hours up the road in Charlotte NC. However, more in the way of excitement than the actual conference was Team Southern Girls walking away with the win at the Friday night NALScar Foundation event. It was a close race, but driver, Mikki Hancock with the help of her elite pit crew, Jamie Early, Sonya Hunt, Katherine Helms and Traci Wolfe was able to win the race and claim the championship and bragging rights.

We are still holding our monthly meetings in person and via zoom. Our meetings and CPEs are held on the second Tuesday of each month except for April and December. Odd months they are at 1:00 p.m. and even months they are at 6:00 p.m. Please feel free to join us and bring a friend we would love to have you. We offer free CPEs at each meeting and one lucky person walks away with a gift donated by one of our wonderful vendors.

As the year ends and we look forward to a New Year, we begin to make plans for LSPSC Winter Membership Meeting that will also be held here in Columbia. Then, it is on the Hilton Head in April for the LSPSC Annual Meeting, Education Conference and 2023-2024 Officer Installation. We hope you make plans to attend one or both events.

Lastly, please follow/like us on Facebook, Twitter, Instagram and check out our website <https://lspmprofessional.com>. Please also remember to keep your information updated on the NALS website.

“Attitude is a choice. Happiness is a choice. Optimism is a choice. Kindness is a choice. Giving is a choice. Respect is a choice. Whatever choice you make makes you. Choose wisely.”

— Roy T. Bennett, The Light in the Heart

Hilton Head Legal Staff Professionals Birdie Sargent, President

Can you believe Summer is over and Fall is officially upon us with beautiful colors everywhere? It's the time of year we start to plan for Thanksgiving and Christmas. Let's take time to reflect on the past year and be grateful for the people and the memories that mean so much to each of us. Rather than dreading the deadlines for work, school, and other activities, embrace them and know you are creating a great memory and a legacy of your life.

We, the Hilton Head Legal Staff Professionals, look forward to our December meeting where we will put the Merry in our Christmas. We know family is the best gift of all, however, we do look forward to carving out a little extra time to be with each other to celebrate the Christmas season.

Our January meeting and guest speaker are in the making and will be announced prior to our meeting.

Wishing you and yours a joyful, healthy Merry Christmas, and a Happy New Year!

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

LSPG has been busy in the last few months with all of our monthly luncheons, social events and the NALS National Conference.

On July 26, 2022, we hosted a LSPG Social at the Wine House here in Greenville, which gave our members a chance to get together and catch up with one another. We did have one visitor attend this event, Allison Strother with Smith Hudson Law Firm, she also attended our October monthly luncheon. Our speaker for our July monthly luncheon was Adam Bach, who discussed Corporate Law and the difference between an incorporation or a limited liability company.

In August, some of our members attended the Summer Membership Meeting and Education Conference that was held in Columbia. This was a fantastic opportunity to see members from other chapters in the state and catch up with all of LSPSC's current events, as well as earn some CLE's. We had to cancel our August monthly luncheon due to our speaker having some health concerns.

September was a very busy month for LSPG! We

got to attend the NALS National Conference that was held in Charlotte, NC. This was a great opportunity to meet other members from all over the country, earn CLE's, and raise some money for the NALS Foundation. The speaker for our September luncheon was our very own Stacy Davis with Legal Eagle, and she discussed the SC Court of Appeals and the Appellate process. At this luncheon, we had two returning visitors attend, and two first time attendees.

On September 29, 2022, LSPG hosted a Student Social at Greenville Technical College. This event had a fantastic turnout with over 20 Greenville Technical paralegal program students in attendance! This event gave us the opportunity to let the paralegal students know a little bit about our chapter, and just to remind them that we are always here for any support or questions that they may have. During this event we got to meet our Ann P. Armstrong, PLS Scholarship winner, Donald Eaton. This event had a great turn out and gave us all a chance to mingle with all of the students in the paralegal program. There were quite a few students who seemed interested in joining our chapter, and in attending some of our future monthly luncheons and other events.

During the month of October, we held our annual Probate Seminar and it went over very well. We had 95 paid attendees. Our speaker for our October luncheon was Katie Deuben from Word Acceptance, and her topic was "The Pitfalls of SEC Insider Trading. What do Kim K, Martha Stewart, Phil Mickelson and allegedly certain members of Congress have in common?" This was one of our largest luncheons in a while, with seven first time attendees and eight returning visitors in attendance.

During the month of November, we will be selecting our charity for the 2023 year, and someone from this charity will be our speaker at our December luncheon. We will also be doing an Advent Food Box Charity Donation; all donations will be brought to our December luncheon.

At our December luncheon we will be doing our annual wrapped ornament exchange. LSPG is also hosting a Christmas Sweater Party on December 9, 2022, at the Pit Stop at 7:00. This event is for any members, visitors, guests, or students to attend.

In February, LSPG will also be hosting a Legal Prom, this event will be a membership drive as well as a fundraising event and is open to any members,

visitors, guests, or students to attend.

We would like to welcome our newest members: Amanda Mullens, who is a student from Greenville Technical College's Paralegal Program, Matthew James from Legal Eagle, Summer Neal from the Womble Bond Dickenson Law Firm and Donald Eaton, a Greenville Technical paralegal student.

LSPG wishes everyone a very Merry Christmas and Happy New Year.

Legal Staff Professionals of Orangeburg **Sonia L. Hunt**

Where has the year gone! It is hard to believe that we are now preparing for Thanksgiving and Christmas.

In July, we met at the Townsend Law Firm and Ariel Townsend spoke to our group about Mediation in Family Court Matters. Our Community Service Project for July was collecting boxes for cereal for an organization that the Episcopal Church of the Redeemer.

Mikki Hancock and I attended the Summer Membership Meeting in Columbia, SC, where Mikki received her PP pin for having passed the Professional Paralegal exam. We are so proud of Mikki and her dedication to the legal field. For our annual birthday celebration, we went to Tokyo Steak and Seafood for dinner. President Katherine joined us for this special occasion.

In September, Mikki and I travelled to Charlotte and attended the NALS Annual Meeting and Educational Conference. Our chapter met in September at the Dean Law Firm. Our Community Service Project for August was collecting canned goods for the Soup Kitchen at First Baptist Church, Orangeburg, SC.

In October we met once again at the Dean Law Firm and Michael Horger, Esquire spoke to our group on the importance of a Deed of Distribution in Estate Matters. Our Community Service Project for October was the Food/Personal Hygiene Pantry at Northside Baptist Church. It was decided at the October meeting that our Community Service Project for November will benefit a local pet rescue shelter that needs food, leashes and collars.

Mikki Hancock has been working hard to make our upcoming Membership Drive scheduled for February 13, 2023 a huge success. We are also looking forward to our Annual Christmas Party

which will be held at the home of Mary Kay Oliver this year. It has become a tradition for us to have a Christmas Ornament gift swap.

We hope everyone has a blessed holiday season and we look forward to seeing everyone in Columbia for the Winter Membership Meeting in January.

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

Charleston: *A Cultural Shift*

I once had a talk with someone who put everything in perspective. They stated that clubs, organizations, and associations were once the greatest source for socializing and networking. The key word here is “*were*.”

The culture here in the Lowcountry has greatly shifted. Several elements have contributed to this shift, including social media, short-term employees, and the individual desire to live life to the fullest---everyday!

This cultural shift has greatly affected our chapter, Legal Staff Professionals of the Lowcountry (LSPL). Although we made every effort for the past ten years to remain active as a chapter, it became more and more difficult year after year. We battled obstacles such as geographically scattered members, decreased employer support, decreased interest in certification, minimal or zero participation from new members—on top of the elements previously mentioned.

The majority of our members have been with NALS more than 25 years. We have held every local office—*three or four times!* We are ready to pass the gavel—but who will accept?

Therefore, once we finalize the necessary paperwork and accountings, Legal Staff Professionals of the Lowcountry will dissolve as a chapter and fade into the sunset. Our goal is to complete the process before December 31, 2022. Our remaining active members plan to stay on as members-at-large.

We truly enjoy, care about, and will continue to support Legal Staff Professionals of South Carolina (LSPSC). The dissolving of our chapter does not dissolve the friendships and memories we made---and will *continue* to make.

So, do not take this article as a goodbye; just take this as a change or a cultural shift. We will adjust; we will move forward; we will remain strong--together.



(Bottom Left, Clockwise)

Paula Taylor, Cheryl LeGrand, Amy Baker,
Naomi Nation, Sharon Inman, and Stacy Russo-
Strobel

Last Meeting as a Chapter – September 19, 2022

LOOKING FORWARD TO SEEING YOU

April 2023

LSPSC ANNUAL MEETING AND EDU- CATIONAL CONFERENCE BEAUFORT, SOUTH CAROLINA

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MIKKI HANCOCK, PP, SCCP
We are so proud of your accomplishments!
Legal Staff Professionals of Orangeburg





May all your dreams come true this holiday season!

Wishing you a very Merry Christmas and a joyful and prosperous New Year!

**Mikki Hancock, PP, SCCP
Dean Law Firm, LLC**

LSPM is excited to announce that Alicia C. Sildorff, PP, CLP, ALP, SCCP, has passed the North Carolina Bar Paralegal Certification exam to become an NCCP.

Congratulations, Alicia, we are so proud of you!



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**DEBRA BAILEY, PLS
6/30/2022**

**JAMIE EARLY, Certified PP, PLS-SC Corporate
12/30/2022**

From your LSPM Family

**TO THE MEMBERS OF
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WE APPRECIATE YOU

**FOR ALL YOU GIVE TO THE LEGAL COMMUNITY
FOR ALL YOU GIVE TO SUPPORT YOUR ATTORNEYS
FOR ALL YOU GIVE TO LSPM**

**WE THANK YOU FOR YOUR HARD WORK, DEDICATION,
AND PARTICIPATION IN THIS ASSOCIATION**

FROM THE BOARD OF LSPM:

Traci Wolfe, PP, President


Jan Berger, ALS, President-Elect

Stephanie Jones, PP, SCCP, Secretary/Treasurer

Kaye Mullinax, Membership Director

Jenny Leininger, Education Director





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With all the lovely things so new,
With the company of good friends,
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MEET OUR MEMBERS

Name: Mikki A. Hancock
Local Chapter: Orangeburg
Join Date: April 23, 2021
Position/Occupation: Paralegal/Office Manager
Firm/Company: Dean Law Firm, LLC
Current Certifications: Professional Paralegal

Education/Legal Experience: Associate Degree in Public Service – Paralegal Studies 2003; Experience Yarborough, Hutto & Jackson, Horger Law Firm, and Dean Law Firm, LLC

Positions held on the local, state and national level: Local – Project Committee Chair (2021-2022) and Functional Director of Membership/Marketing (2022-2023); State – NALS Foundation Chair (2022-2023)

How did you become involved working in the legal profession? Personal reasons led me to look into the law and started my journey to be a paralegal

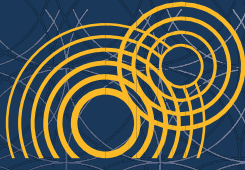
What do you enjoy most about working in the legal profession? Helping people and every day is a different challenge

If you were not working in the legal profession, what would you be doing? Handmade crafts

Spouse/Significant Other/Children (Family): James Hancock – Husband; Ryan (Brittany) Collins and Ami Lowerre – Children; Leah Collins, Trip Collins, Alexandra Lowerre, and Tre’ Lowerre – Grandchildren; and Sookie – Fur Baby

Hobbies/Extracurricular Activities: Reading and Crafting; LSP-Orangeburg duties

Where do you see yourself in five years? Hopefully still working at Dean Law Firm but definitely still working as a paralegal



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Our congratulations to the incoming 2022-2023 state officers.

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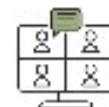
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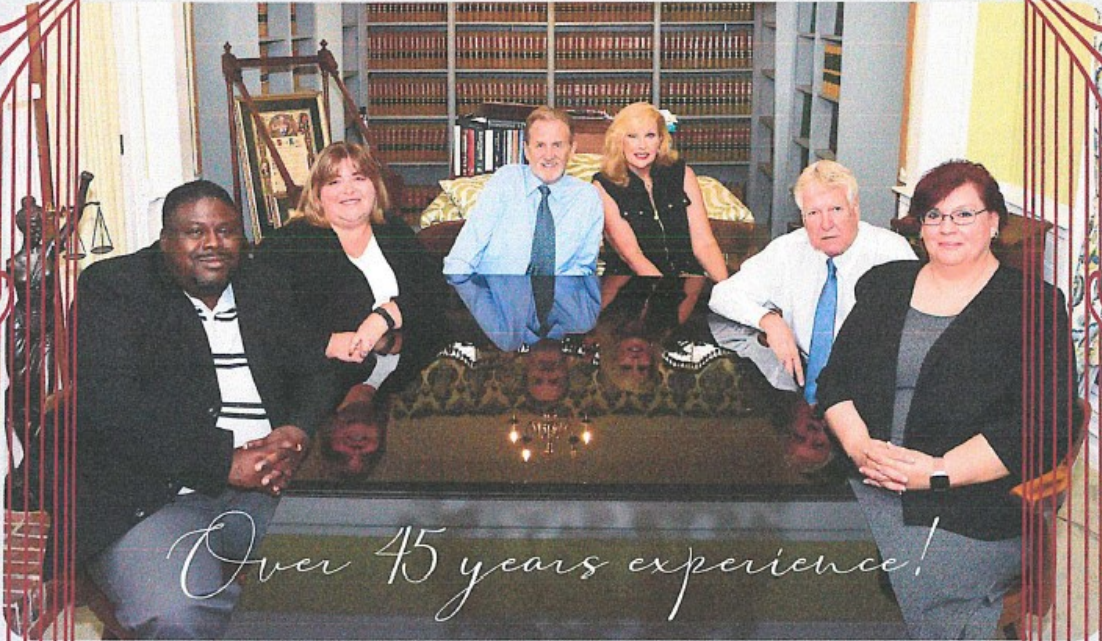
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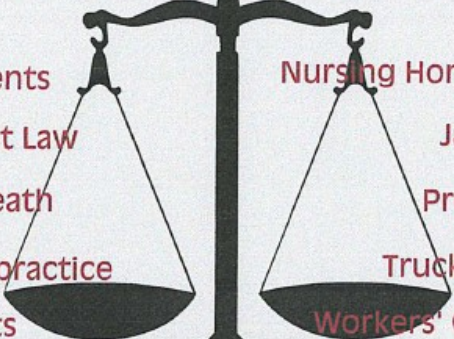
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2022-2023 SUMMER MEMBERSHIP MEETING
AUGUST 13, 2022
1:45 p.m.
COLUMBIA, SOUTH CAROLINA**

The Summer Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2022-2023 was held on Saturday, August 13, 2022, at 1:46 p.m. at the Strom Law Firm, Barrister Hall, 6923 North Trenholm Road, Columbia, South Carolina.

Call to Order. President Katherine R. Helms, PP, SCCP, called the Summer Membership Meeting of Legal Staff Professionals of South Carolina for the year 2022-2023 to order. She reminded everyone to check in with the Credentials Chair, Naomi W. Nation, PP, CLA, SCCP, and to silence all electronic devices. She asked all officers and chairs giving reports to come to the lectern; and all members addressing the meeting to stand and give their names and chapters. President Helms introduced herself to the membership.

Thought for the Day. President Helms introduced Beth Singletary, from Legal Staff Professionals of the Midlands, to give the Thought for the Day.

Pledge of Allegiance and Code of Ethics. President Helms asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Cheryl LeGrand, Functional Director of Membership/Marketing, led the members in the Pledge of Allegiance. Susan L. Olmstead, PLS, Functional Director of Education/Certification, presented the NALS Code of Ethics.

Welcome. President Helms welcomed everyone to the Summer Membership Meeting of 2022-2023. She recognized first-time member attendees: Kaye Mullinax, RP, SCCP, Colleen Qunell, and Beth Singletary of the Midlands chapter. There were no members-at-large in attendance. She also welcomed visitor Kiwan Fitch of Hannah House in Columbia. President Helms then recognized the LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2022-2023. President Helms introduced the officers of LSPSC for 2022-2023:

Traci B. Wolfe, PP	President-Elect
Jamie I. Early, PP, PLS-SC Corporate, SCCP	Secretary
Sonia L. Hunt	Treasurer
Cheryl LeGrand	Functional Director of Membership/Marketing
Susan L. Olmstead, PLS	Functional Director of Education/Certification
Stacy Russo-Strobel, PP, PLS	Immediate Past President/Parliamentarian

Stephanie Jones, PP, SCCP, of Legal Staff Professionals of the Midlands, won the first cash incentive drawing.

President's Remarks and Report. President Helms thanked the board members and committee chairs for their invaluable service and encouraged other members to serve. She discussed her incentive drawings for two members to attend the LSPSC Annual Meeting in April 2023 as a first timer, with each drawing to provide full registration for the meeting and CLE seminars, as well as hotel accommodations for the weekend. She stated that all qualified members would need to email Cheryl Legrand by March 13, 2023, at noon, to be entered into the drawing, which will be held at 5:00 that afternoon. She noted the recipients would simply need to submit a report after the meeting to be published in the *Spotlight*.

President Helms advised that membership presentations are planned by the board at Midlands Technical College on September 27 and 29. She stated that the members of Legal Staff Professionals of Orangeburg are preparing for a membership drive on February 13, 2023. She advised that work is in the planning stages to update the LSPSC website. President Helms stated the LSPSC Handbook should be available for the website in the next week, and she reminded everyone of the suggestion board and the *Spotlight* deadline of November 18. She discussed the possibility of a Winter Membership Meeting social sponsored by Veritext. She stated that all chapters were SCCP accredited sponsors for another year and the education library subscriptions were being renewed for certification study.

Business Meeting. President Helms reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Stacy Russo- Strobel, PP, PLS, Parliamentarian, has forms for that purpose.

Roll Call. President Helms asked Credentials Chair, Naomi W. Nation, PP, CLA, SCCP, for roll call. Naomi reported 26 members were present and 14, which was one member over one-half, represented a quorum. Two-thirds of the members present was 17.

Consent Agenda. President Helms stated that all members were provided at the credentials sign-in with the reports packet and the consent agenda packet of items that were approved by the board on August 12, 2022. The packet included the 2021-2022 Third Period Supplemental Treasurer's Report and the 2022-2023 First Period Treasurer's Report. The packet noted the 2021-2022 Annual Membership Meeting Minutes and the 2022-2023 Spring Membership Meeting Minutes published in the July 2022 *Spotlight* were included in the consent agenda by reference. There being no objections, the items as included and referenced in the consent agenda were approved by consent.

Reports from Elected Officers.

President Katherine R. Helms, PP, SCCP. President Helms had nothing further to report.

President-Elect Traci B. Wolfe, PP. Traci stated that she was in the process of contacting the chapters for their meeting date information for the annual state officers' visitation. She noted that LSPSC is selling the NALS Conference Pins for \$8 each, with pre-orders being taken, and stated the early bird registration deadline is August 15 and regular deadline is September 11. She reported on the NALS Foundation fundraisers, including the NALScar competition with six teams and the Mystery Suitcase with Carolina items.

Secretary Jamie I. Early, Certified PP, PLS-SC Corporate, SCCP. Jamie reminded everyone to submit all signed and dated reports of officers and committee chairs to her for the permanent records.

Treasurer Sonia L. Hunt. Sonia stated her reports were in the consent agenda and reported the deadline for the required IRS Form 990-N should be filed by each chapter by September 15, with a copy to her.

Immediate Past President Stacy Russo-Strobel, PP, PLS. Stacy had no report.

Stacy Russo-Strobel, PP, PLS, of Legal Staff Professionals of the Lowcountry, won the second cash incentive drawing.

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

Annual Meeting 2023 [Hilton Head Legal Staff Professionals]. Meredith Lazarski, ACP, SCCP, stated the committee was considering the areas of Beaufort and Bluffton for possible venues, as the Hilton Head area was expensive with the tourist season in April.

Award of Excellence. Margaret "Peggy" Marstin was not present - no report.

Certification/Education. Susan L. Olmstead, PLS, stated she provided a supplemental report in the packet. She reported on possible speakers for the next meeting and discussed plans for a one-hour free webinar for NALS Court Observance Week. Susan was pleased to present Mikki Hancock, PP, SCCP, of Legal Staff Professionals of Orangeburg, with her NALS PP pin upon her recent certification.

Community Projects. Christine Vandenberghe introduced Kiwan Fitch, who has been director of Hannah House since 2016. Kiwan stated that Hannah House is a transitional housing facility under Christ Central Ministries located in Columbia. She thanked the members for their generous monetary and "wish list" donations collected at the meeting. Christine stated the next community charitable organization would be selected by LSP of Greenville.

Credentials. Naomi W. Nation, PP, CLA, SCCP, had no report.

Employment. Cathy Boggs was not present – no report.

Finance. Terri Coker thanked all members for their support of the themed auction for the meeting, with both items and monetary donations, in helping to meet the budget.

Financial Review. Debra H. Bailey, CLP, stated her review was in the reports packet.

Handbook. President Helms stated the final changes were being made to the handbook by the board, and it would be posted on the website in the next week.

Historian. Stacy Russo-Strobel, PP, PLS, reported that she had prepared and submitted the past year's history for the LSPSC Handbook.

Membership/Marketing. Cheryl LeGrand reported on the membership numbers for each chapter and the members-at-large, for a current statewide total of 97. She reminded the members to submit Happy Grams and ads for the *Spotlight*. Cheryl stated the board is working on paralegal school presentations and planning for marketing items, such as pads and pens.

NALS Foundation. Mikki Hancock, PP, SCCP, reminded members of the Foundation fundraisers for the NALS conference in Charlotte and stated September 1 is the deadline for sending her Mystery Suitcase items. She reported on the NALScar and quilt fundraisers and the next grant application of September 1.

Nominations and Elections. Tara Brown, PP, PLS, SCCP, had no report.

Publication. Meredith Lazarski, ACP, SCCP, reminded members of the deadline of November 18 for submission of reports and articles for the December issue of the *Spotlight*. She asked members to send in reports earlier, if possible, by November 1.

Scholarship. Lucinda Jordan was not present – no report.

Scrapbook. Stephanie A. Jones, PP, SCCP, asked members to assist with pictures and memorabilia throughout the year for the scrapbook, including uploading pictures to the LSPSC Snapfish account.

Standing Rules and Bylaws. Stacy Russo-Strobel, PP, SCCP, had no report.

Technology. Tara Brown, PP, PLS, SCCP, stated she had uploaded various items to the website and needed updated forms and pictures to add.

Mikki Hancock, PP, SCCP, of Legal Staff Professionals of Orangeburg, won the last cash incentive drawing.

Upcoming Meetings. President Katherine announced future meetings as follows:

NALS 2022 Annual Education Conference and National Forum. September 15-17, 2022; Sonesta Charlotte Executive Park, Charlotte, NC; Traci Wolfe, PP, Chair of the NALS Conference Committee; Conference deadlines, fundraisers, and pins as previously reported.

LSPSC Winter Membership Meeting. January 21, 2023, in the Columbia area.

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

- 2023 Hilton Head Legal Staff Professionals (tentatively April 21-23)
- 2024 Legal Staff Professionals of Orangeburg
- 2025 Legal Staff Professionals of the Lowcountry
- 2026 Legal Staff Professionals of the Midlands
- 2027 Legal Staff Professionals of Greenville

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2022-2023 Summer Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Helms at 3:11 p.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS-SC Corporate, SCCP
LSPSC Secretary 2022-2023

Approved:

Katherine R. Helms, PP, SCCP
LSPSC President 2022-2023





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 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 2022-2023

President	Katherine R. Helms, PP, SCCP
President-elect	Traci B. Wolfe, PP
Secretary	Jamie I. Early, PP, PLS-SC Corporate, SCCP
Treasurer	Sonia L. Hunt
Functional Director – Certification/ Education	Susan L. Olmstead, PLS
Functional Director – Marketing/ Membership	Cheryl LeGrand
Immediate Past President	Stacy Russo Strobel, PP, PLS

LSPSC COMMITTEE CHAIRS 2022-2023

Annual Meeting	Meredith Lazarski, ACP SCCP and Betty Parks
Award of Excellence	Margaret “Peggy” E. Marstin
Bar Liaison	Traci B. Wolfe, PP
Community Projects	Christine G. Vandenberghe
Credentials	Naomi W. Nation, PP, PLS, CLA, SCCP
Employment	Cathy Boggs
Finance	Terri J. Coker, ACP, SCCP and Kaye K. Mullinax, RP, SCCP
Financial Review	Debra H. Bailey, CLP
Handbook	Patti E. Bacon and Stacy Russo-Strobel, PP, PLS
Historian/Standing Rules and ByLaws	Stacy Russo-Strobel, PP, PLS
NALS Foundation	Mikki Hancock, PP SCCP
Nominations and Elections	Tara Jean Brown, PP, PLS, SCCP
Publication	Meredith Lazarski, ACP, SCCP
Scholarship	Lucinda Jordan
Scrapbook	Stephanie A. Jones, PP, SCCP, Kristen Barry, and Michael Howell, Jr.
Technology	Tim Thames and Tara Jean Brown, PP, PLS, SCCP





Legal Staff Professionals of South Carolina
2022-2023 Calendar*
 *subject to change

May 2022 1 Online Exam ALP, CLP, PP 1 American Bar Association Law Day; Theme: "Towards a More Perfect Union: The Constitution in Times of Change" 15 Deadline – LSPSC Chapter Rosters to NALS 15 Deadline – LSPSC <i>Spotlight</i> (July) 31 Deadline – NALS Award of Excellence	November 2022 1 Online Exam ALP, CLP, PP 1 Call for Nominations – 2023-2024 LSPSC Officers 15 Close of Nominations – 2023-2024 LSPSC Officers 18 Deadline – LSPSC <i>Spotlight</i> (December) 25 Nominations Acceptance and Qualification forms for 2023-2024 sent to qualifying nominees.
June 2022 1 Online Exam ALP, CLP, PP 1 Open Registration for NALS 2022 National Conference-Charlotte, NC (September 15-17) 24-26 LSPSC Officer Retreat (Gilbert) 30 Deadline – Renew SCCP Accredited Sponsorship	December 2022 1 Online Exam ALP, CLP, PP 5 Deadline to return Nominations Acceptance and Qualification Forms for 2023-2024 LSPSC Nominees
July 2022 1 Online Exam ALP, CLP, PP	January 2023 1 Online Exam ALP, CLP, PP 8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting * 20 LSPSC Winter Board Meeting (location TBD)* 21 LSPSC CLE Seminars and Winter Membership Meeting (location TBD)* 22 Distribute – 2022-2023 LSPSC Scholarship Award Application 22 Distribute – 2022-2023 LSPSC Award of Excellence Application
August 2022 1 Online Exam ALP, CLP, PP 12 LSPSC Summer Board Meeting & Membership Social, Columbia, SC (Burnette, Shutt, McDaniel Law Firm) 13 LSPSC CLE Seminars and Summer Membership Meeting, Columbia, SC (Strom Law Firm, Barrister Hall)	February 2023 1 Online Exam ALP, CLP, PP 5 Prepare official ballots for mailing (if applicable) 15 Deadline to Vote/Return Ballots (if applicable) 15 Deadline – LSPSC <i>Spotlight</i> (March)
September 2022 1 Online Exam ALP, CLP, PP 15 Deadline – File IRS Form 990N 15-17 NALS 2022 National Conference - Charlotte, NC	March 2023 1 Online Exam ALP, CLP, PP 1 Deadline – Submit 2022-2023 LSPSC Scholarship Award Application 1 Deadline – Submit 2022-2023 LSPSC Award of Excellence Application 15 Deadline – Submit completed 2022-2023 LSPSC Scholarship Award Applications to Judges 15 Deadline – Submit completed 2022-2023 LSPSC Award of Excellence Applications to Judges
October 2022 1 Online Exam ALP, CLP, PP 9-15 NALS Court Observance Week; Theme: TBD	April 2023 1 Online Exam ALP, CLP, PP 1 Deadline – Judges to determine 2022-2023 LSPSC Scholarship Award Winner 1 Deadline – Judges to determine 2022-2023 LSPSC Award of Excellence Winner 9 Deadline – Registration for LSPSC 58th Annual Meeting and Educational Conference (location TBD) [hosted by Hilton Head LSP]* 21 LSPSC Outgoing Board and Incoming Board Meetings 22 LSPSC 58th Annual Meeting and Educational Conference and 2023-2024 Officer Installation * 23 LSPSC 2023-2024 Spring Membership Meeting*



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 association for legal 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

December 2022

