



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

Attributes of Excellent Client Services

By Fran McClean, PLS

When you think of client service, what comes to mind? Think about it. Client service is all about how we treat our clients. Take a moment to think about your day. Are you providing excellent or proper client service (both internally and externally)? If you are not sure how you can improve the quality of service, below are a few attributes to consider:

1. Be friendly. When we interact with other people, we generally seek a positive response. Being friendly has a lot to do with how others respond to you. Be sure to greet with a smile; be affable, inviting, and always professional.
2. Make customers feel important and appreciated. Always use their name and find ways to compliment them, but be sincere. People value sincerity—it creates good feeling and trust.
3. Be approachable. Use body language that says they can feel comfortable coming to you. Standing with a frown and arms crossed with a head down says “I do not wish to be bothered” or “I am not in the mood.” It puts people off when you show that you are put off by their presence. Before any words are spoken, your body does the talking for you. Always be aware of how you come across.
4. Appreciate the power of “Yes.” Always look for ways to help your clients. When they have a request (as long as it is reasonable), tell them that you can do it. Figure out how afterwards. Look for ways to make doing business with you easy. Always do what you say you are going to do.

(Continued on page 11)

SPOTLIGHT

WHEN YOU DUPLICATE
DOCUMENTS
LIKE WE CAN,
THE U.S. TREASURY
WATCHES YOU
VERY, VERY CLOSELY.



Fortunately, for the U.S. government, we don't stock their paper.

Legal Eagle® scans, collates, prints, proofs and processes legal evidence with guaranteed perfection. Every time. On time. Our attention to detail, confidentiality and speed is why so many law firms, corporations and government agencies trust us.



We have an eye for perfection.®

1.800.313.5133 tel | www.legaleagleinc.com

Imaging and Indexing | Duplication and Document Management | Paralegal Services
Technical Services | Binding | Media Duplication | Shipping

Inside this issue:

President's Report	3
Bingo Card	4
Officer and Committee Reports	6-8
Spotlight Ad Request Form	10
Winter Meeting Notice	12
Annual Meeting Registration Forms (April 26-28, 2013)	14-19
Community Projects (March)	20
Chapter & Community Projects Reports	21-23
LSPSC Winter Board Meeting Minutes of January 25, 2013	24-27
LSPSC Winter Membership Meeting Minutes of January 26, 2013	28-33
2012-2013 Officers & Committee Chairs	34-36
2012-2013 Calendar	37

Spotlight

Published three times per year
by Legal Staff Professionals of
South Carolina



2012-2013 Editor:
Yvonne Fortner, PP, PLS
Post Office Box 10208
Greenville, SC 29603



President's Report

by
Stephanie Saporita, PLS
2012-2013 President

Crossing the line means more than just doing for others – it also means doing for yourself. Many times, we all get caught up in the hustle and bustle of taking care of our family and resolving the many issues that arise for our boss that we forget about that it is ok to remember that you are just as important as everyone around you. When was the last time that you had a pedicure? How long ago was your last massage?

I know many of you in this room are very selfless and do so much for everyone around you and we are all grateful for your commitment to the legal community and to this association. However, what is the last thing you crossed the line for yourself?

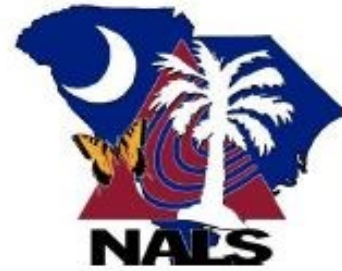
Right now I want you each to write down something that you used to that you miss. Whether it is getting a massage, spending some time sitting on the porch to read a book, or catching a movie, we have all forgotten to make time for something that was once important. Over the next three months, I challenge each of you to make time for the activity you wrote down. We have 168 hours each week so pick an hour to cross the line for yourself and remember that you are just as important as the people you make time for each day.

As a wife, a mother, a volunteer, and an employee, we sometimes get caught up in those roles. I was Stephanie before I was any of those things. I was a carefree child who loved to play sports and learn something new. I also loved to read and dance but I hated it when my mom would chase me around the house to brush my head full of curls. As I got older, I remained true to my passions and I continued to do the things I loved. When I got married and had children, I began to forget about the carefree Stephanie and became Mom and Wife. As I progressed professionally, I became Mike's Paralegal. I lost sight of Stephanie in these roles and have promised myself to do for myself.

Do not feel guilty for crossing the line for yourself. If you make 40 hours for yourself a month (which is an average of 8 hours a week), you have only given yourself those four hours out of a possible 5,040. If you get the recommended eight hours of sleep a night (and if we are honest it is probably closer to six) you are only taking away another 240 hours. How are you crossing the line with the remaining 4, 756 hours? That is a lot of time each month to cross the line for others. Keep this in mind when you feel guilty for crossing the line to do something for yourself.



- B**e the best you can be
- I**nspire others
- N**etwork with legal professionals
- G**ather knowledge
- O**bserve the rules of professional conduct



B	I	N	G	O
Attend State Spring Meeting	Attend 9 Local Meetings	Write an article for a NALS publication	Hold a State Board Position	Attend a NALS OLC Session
Serve on a National Committee	Participate in NALS Social Media	Attend NALS Tulsa Conference	Attend State Winter Meeting	Obtain/Renew CLE Award
Write an article for a local/state publication	Take advantage of Affinity Programs		Attend 6 Local Meetings	Attend State Summer Meeting
Attend Region 4 Conference	Attend a NALS Webinar	Hold a Local Board Position	Read local/state newsletter(s)	Attend a local/state special program
Attend 3 Local Meetings	Read @Law, eNews, NALS docket	Pass/Renew Certification	Attend State Annual Meeting	Serve on a Local/State Committee

How many times can you **BINGO**?

Social Networking



Come Join Us Online!



www.lspsc.org

www.lslowcountry.org (Charleston Chapter)

www.lspg.org (Greenville Chapter)

You can now enjoy LSPSC on Facebook! Just search for our name once you've signed on.



www.facebook.com

Get Linked-In or Ning'd with NALS by searching for us on:

www.linkedin.com

www.ning.com

www.nals.org

Click on "NALS Community"

**OFFICER &
COMMITTEE
REPORTS**

President-Elect

Lois J. Belle, Certified PLS

Is it March already? Where did that time go? As my year as your President-elect nears a close (almost), I have to say I've enjoyed every minute! I truly love serving you as a state officer. And, speaking of officers, I must congratulate Jan Berger, Tara Brown, Jimi Bullard, Robin Deming, Carlene Kilgore, Meredith Lazarski, Camilla Pitman and Stephanie Saporita for their willingness to serve as your 2013-2014 LSPSC board. We are going to have an awesome year with these ladies serving together!

I also need to thank so many of you who were willing to cross the line and serve on LSPSC's committees. When we all work together we can do great things . . . I just know it!

I appreciate the support and guidance I have received from President Stephanie and Immediate Past President, Tara, this year as well as that from many of our past Presidents. Their



encouragement, friendship and guidance have proved valuable already.

As you read this I will have attended the 2013 NALS Professional Development and Education Conference in Tulsa, Oklahoma. I will be joined by Meredith, our 2013-2014 Functional Director of Membership. I appreciate the chance to attend this conference. The knowledge, leadership and networking is something that I will definitely utilize in serving as your LSPSC President.

I know the Spartanburg chapter has been hard at work this past year preparing a great annual meeting. If you have not attended an annual meeting or if you have attended every year – please plan to join us for a terrific weekend. It's a wonderful time of fellowship, networking and fun with other members. You will not want to miss it!

Thank you again for the privilege of being your 2012-2013 President-elect. Thank you for this opportunity! I look forward to seeing you all in Spartanburg!

Functional Director of Certification

Camilla G. Pitman, CMC, Certified PLS

It has been a privilege to serve as the Functional Director of Certification for the past two years. As I step down from this role in LSPSC, I want to continue to encourage everyone to work towards certification, whether it be ALS, PLS, PP or a Specialty Certification. You will gain so much from the experience and you will grow as a professional in the legal field.

Congratulations: LSPSC would like to congratulate **A. Yvonne Fortner, PP, PLS** for achieving her Professional Paralegal recertification and **Sharon Wotherspoon, PLS** for achieving her Professional Legal Secretary recertification.

ALS, PLS, PP Exams: The deadline to submit your application for the Saturday, September 28, 2013, testing is Thursday, August 1, 2013. Applications can be obtained at www.nals.org/certification. If you have any questions, please contact me at cpitman@greenvilleesc.gov or 864-467-4431.

Total NALS Certifications as of February 1:	
Professional Paralegal	541
Professional Legal Secretary	5,688
Accredited Legal Secretary	3,042

**ADVANCE YOUR CAREER . . .
BECOME CERTIFIED !**



Functional Director of Education
Meredith Lazarski, ACP

We had sixteen members and one non-member register for our E-Discovery seminar, seventeen members and one non-member register for our General Ethics seminar and collected \$570.00 in registration fees. We would like to thank Gray Wallington and Barbara Seymour, Esquire for taking the time to speak to us.

Gray Wallington is an experienced, engaged leader in the litigation support and electronic discovery industry who has worked in legal environments both large and

small. His career focus is developing common sense solutions for ediscovery issues facing law firms, government entities, and private businesses. He is familiar with many litigation support applications and ediscovery processing tools and routinely speaks at educational events discussing technology in the discovery process and best practices involving the handling electronic discovery. His diverse background includes an understanding of both IT and legal environments providing a unique consultative approach to problems culminating in solutions that can be easily understood by both lawyers and technical staff.

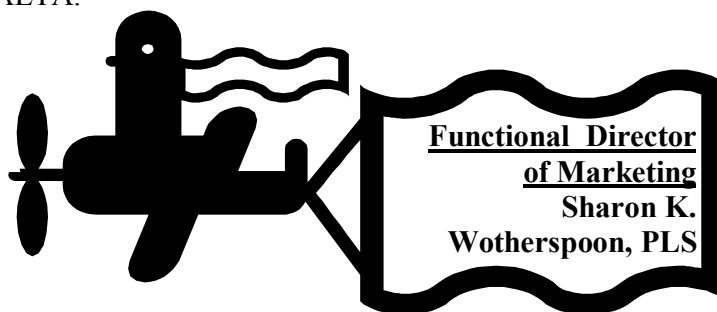
Mr. Wallington is employed by Nexsen Pruet, LLC as the Director of eDiscovery and ESI Services where he is responsible for the ediscovery, litigation support, and best practices. It was from this position he was recently selected by the International Legal Technology Association (ILTA) as Young Professional of the Year for his work involving desktop virtualization and ediscovery. Previously he was the chief technical ediscovery advisor for the Executive Office for US Attorneys. He co-chaired the National Litigation Technology Working Group and was responsible for the ediscovery and litigation support needs for the 94 U.S. Attorneys offices nationwide. At his request, we are happy to donate to the Early Autism Project.

Barbara Seymour is the Deputy Disciplinary Counsel to the Supreme Court of South Carolina where she investigates and prosecutes grievances filed against lawyers. In 1990, she earned her Bachelor's degree in Management and Marketing from the University of North Carolina at Greensboro. She received her Juris Doctorate from the University of Georgia School of Law in 1993. Ms. Seymour worked as a trial lawyer from 1993 to 2000. She served as an adjunct instructor in the Professional Legal Assistants Program at Converse College and currently teaches as an adjunct in the Paralegal Degree Program at Midlands Technical College. Her courses have included Civil Litigation, Legal Research and Writing, Business Law, Torts, Ethics, and Law Office Management. She is a member of the South Carolina Bar, the Georgia Bar (inactive), and the National Organization of Bar Counsel. Ms. Seymour currently serves on the Law Related Education Committee and the Professional Responsibility Committee at the South Carolina Bar. She was named the 2006 Law Related Education Lawyer of the Year and is a Fellow of the



National Institute for the Teaching of Ethics and Professionalism. Ms. Seymour is the creator and coordinator of the Legal Ethics and Practice Program (LEAPP), which includes ethics, advertising, and trust account schools, sponsored by the Supreme Court and the South Carolina Bar. At her request, we are happy to donate to the Innocence Project.

I look forward to seeing everyone at our annual meeting which will be Saturday, April 27, 2013 – Sunday, April 28, 2013. Alan Tewkesbury, Esquire is a Member of Butler, Means, Evins & Browne, PA and he will give a presentation on general probate and estate planning issues. Martha McConnell, Esquire is Vice President and State Counsel for Chicago Title Insurance Company and she will give a presentation on Consumer Financial Protection Bureau and the new best practices from ALTA.



This will be my last report as your 2012-2013 Functional Director, Marketing and I want to thank each and every one of you for allowing me to serve in this position. Our Annual Meeting is quickly approaching and I look forward to seeing as many of you as possible in Spartanburg, it will be another grand event.

I have been in touch with Teri Saylor who some of you may have also received an email from, indicating that she will be providing some content for the Carolina Paralegal News section of the North Carolina Lawyers Weekly newspaper. These will include writing the cover story, updating the news and calendar briefs and doing a paralegal Q&A. In response I sent her the local chapter information in regards to meeting dates/times/location etc.; I provided her with names of our members who have obtained and/or either re-certified during 2012; information on our upcoming Annual Meeting in Spartanburg and, thanks to Meredith, a write up about Hilton Head LSP. Hopefully some of this will make it into the CPN.

I would like to remind all our Chapters that you are encouraged to obtain one full page of ads (this can be a

full page, or a combination of smaller ads which would equal a full page) for the Spotlight to run three (3) times per year. Information on size and costs of ads can be found in Section 6, page 6 & 7 of the LSPSC Standing Rules. A great “selling” point is the “free website link” for each vendor/ sponsor who purchases a full-page ad – reminding them that the web links are good for one year and are renewable. We all know the economy isn’t the greatest right now, but we are a positive group, and foresee it improving – so let’s encourage vendors/ sponsors of this and that by placing an ad in the Spotlight they will get coverage throughout South Carolina and beyond, because many of our national members visit our website looking for local businesses.

Again, thank you for your support this past year.



Audit
Debra Bailey, PLS

I have reviewed the bank statements, receipts and disbursements for the second period and have found all of the Treasurer's files to be in order.

Employment
Roxanne R. Reynolds, PLS

As Chair of the Employment Committee, I requested that any prospective employment opportunities be forwarded to me and I disseminated them to our members as they were received.

Thank you for the opportunity to serve as chair of this committee.

Finance
Carlene B. Kilgore, PLS
Frances C. Powell, PP, PLS



Our finance project theme for the April annual meeting will be “South Carolina.” Any items related to our State – think logo items, State dance, flower, bird, etc. The list is endless – put on those creative thinking caps and let’s go out with a bang on our last Chinese auction for this fiscal year. Also don’t forget about the Buck a

Book project. Bring your previously read books for resale. Thanks! We look forward to seeing you April 26-28, 2013, in Spartanburg.



Handbook
Deborah J. Reynolds, PP, PLS

Please note the following updates to the Handbook since our Winter Membership meeting:

Susan L. Olmstead, PLS
(HHILSP; LSPSC FD Membership)
843-682-2111 x8313 (office)
843-682-2112 (fax)
susanolmstead369@gmail.com (personal email)
susan@goinglaw.com (office email);

Cathy Semken (LSPL)
csusie@aol.com

Please let me know of any additional changes to member information.

I look forward to seeing everyone at Spartanburg in April.



Scholarship
Kerry Ann Waldrop

I wrote letters to several colleges around the state that offered legal assistant/ paralegal programs. I also obtained three Judges to disseminate the applications and select a student for the award. I look forward to receiving the applications for the award and announcing the winner at the state meeting.





SO WHAT'S YOUR EXCUSE?

Don't let time run out on you.

Become certified today !

Prepare for your certification exam online in the Online Learning Center!

NEXT REGISTRATION FOR TESTING DATE: Thursday, August 1, 2013

NEXT TESTING DATE: Saturday, September 28, 2013



Specialty Certificate: **Litigation/Civil Law**
Corporate Law
Estate Planning/Family Law
General Law

Congratulations to

A. Yvonne Fortner, PP, PLS

on achieving her Professional Paralegal recertification.

and

Sharon K. Wotherspoon, PLS

on achieving her Professional Legal Secretary recertification.



Students Receive a **FREE**
One-Year **Membership**
By Taking NALS
PP Exam!



Contact [NALS Certification Manager](#) to ensure that you receive your free one-year membership.



Legal Staff Professionals of South Carolina

**REQUEST FOR ADVERTISEMENT
SPOTLIGHT**

a publication of Legal Staff Professionals of South Carolina

The *SPOTLIGHT* is published 3 times per year: March, June, and September

Company: _____ Phone: _____

Contact: _____ Email: _____

Full Page:

_____	Three (3) issues	\$125 (**complimentary website link**)
_____	Two (2) issues	\$85
_____	One (1) issue	\$50

One-half Page:

_____	Three (3) issues	\$75
_____	Two (2) issues	\$50
_____	One (1) issue	\$20

One-quarter Page:

_____	Three (3) issues	\$40
_____	Two (2) issues	\$25
_____	One (1) issue	\$10

Business Card Size:

_____	Three (3) issues	\$25
_____	One (1) issue	\$10

TOTAL PAYMENT ENCLOSED: \$ _____
(payable to *Legal Staff Professionals of South Carolina*)

- _____ Camera-Ready Ad Enclosed
- _____ Camera-Ready Ad Emailed
- _____ Website Link (full page ad purchase): Please provide your link by email to yfortner@wcsr.com.

Mail to: Sharon K. Wotherspoon, PLS
Functional Director of Marketing
Legal Staff Professionals of South Carolina
P.O. Box 11070
Columbia, SC 29211-1070
Email: sharon.wotherspoon@nelsonmullins.com

PLEASE VIEW OUR WEBSITE AT
www.lspsc.org

(Continued from page 1)

5. Be proactive. Show a sense of urgency, particularly if something goes wrong. Do not make excuses; tell the client that you will see what can be done and then follow up promptly with your solution. Clients must know they are in good hands regardless of their issues. When something goes wrong, apologize.
6. Be positive. Maintain a reputation of excellence. “We are what we repeatedly do.” This means practice makes perfect and it will soon become a habit. What you do in a daily routine contributes to your character. Being positive and demonstrating consistent diligence and efficiency will give clients confidence in your abilities. They will come back to you because once they feel they have the best, there is no need to look any further.
7. Be mindful of your tone of voice. Your voice can speak volumes about you, even through the phone. Did you know when you answer the phone promptly and smile, people can actually hear it? So make sure your tone of voice speaks with smiles and empathy.
8. Be a good listener. Take the time to identify client needs by asking questions and concentrating on what the client is really saying. Beware of making assumptions. People appreciate it when they feel you want to understand their point of view.
9. Be organized. Keeping a clean, organized, and clutter-free work space (or not) says a lot about you. So, keep your work space

organized; it provides a perception of competency, efficiency, and quality.

10. Be careful with email. Remember, once it is out there, it is out there! Thoughtful care with words written in an email is extremely important. What you say is indelible and you cannot take it back. When dealing with emails with multiple addressees, do not automatically hit “reply all”—it is often unnecessary and it can become quite annoying. You might use the phone instead of email unless email is totally necessary. Your voice is easier to interpret than the tone of any email.

Remember

- Sometimes the client just needs to vent.
- Perhaps you are the third, fourth, or fifth person they have talked to about the same thing.
- They may be in a time crunch and cannot spend a lot of time trying to take care of the matter.
- Most people are well intended and you just caught them at the wrong moment.
- You have a lot of power and responsibility to ensure the client has made the right decision to use your service.
- Send the client away with something. Whether it is something you can give them free, the ability to resolve the situation, or the assurance that you will follow up, let them know they

(Continued on page 12)

(Continued from page 11)

have been heard and their concerns will be addressed.

Follow up

To conclude, strive for intentional excellence. Be on top of your game each day. Set a daily intention to be the best you can be in your profession. Find joy and gratification in doing your job well!



References

- ⇒ Tips for Providing Excellent Customer Service, Student Success Center Renton Technical College, Renton, WA, www.RTC.edu.
- ⇒ 12 Characteristics of Excellent Customer Service, Center for Sight, www.centerforsight.net.
- ⇒ The Ten Commandments of Great Customer Service, from Susan A. Friedman, www.marketing.about.com.

[the NALS docket, January 21, 2013] Fran McClean, PLS is a member of NALS ... the association for legal professionals and a member of NALS of Northeast Ohio. She is also the secretarial support services manager at Thompson Hine LLP in Cleveland, Ohio.

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Annual Membership Meeting for 2012-2013 will be held on Saturday, April 27, 2013, at 1:45 p.m.

AND

NOTICE is hereby given that the Spring Membership Meeting for 2013-2014 will be held on Sunday, April 28, 2013, at 9:00 a.m.

BOTH AT:

**The Marriott Downtown
299 North Church Street
Spartanburg, South Carolina
(Dress is business attire.)**

(Saturday registration begins at 7:30 a.m.)

(Saturday Seminars begin at 9:00 a.m.)

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

Legal Staff Professionals of South Carolina

By: _____ /s/ Jamie I. Early
Jamie I. Early, Certified PP, PLS
LSPSC Secretary



JUDY COMP AND ASSOCIATES

301 North Main Street, Suite 1703

Greenville, South Carolina 29601

Telephone: 864-271-0810

Facsimile: 864-271-0811

judytcomp@gmail.com

A member of Legal Staff Professionals of Greenville since 1996.

With almost 40 years experience, our vision at **JUDY COMP & ASSOCIATES, INC.** is to be the best in the Court Reporting experience. Being the best means being dedicated to providing timely, outstanding quality and the highest level of service with integrity and professionalism. Our endeavor is to meet or exceed the expectations of our clients in all aspects of their legal representation.

We want to make every customer delighted they chose **JUDY COMP & ASSOCIATES, INC.** to represent their clients in the legal process.

**Member of NCRA, NSVRA, SCSRA, SCCRA
Certified Court Reporters**

ESQUIRE and VERITEXT affiliated

Litigation Support:

E-Transcript
ASCII Disks

Technology:

Video Depositions
Condensed Transcripts
(with Indexing)
Teleconference Capabilities

Services:

Confirmation Calls
Conference Room
(Complimentary)
Fast Turnaround
No Mileage Charge
Process Serving

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
48TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE

APRIL 26 – 28, 2013

Hosted by Spartanburg County Legal Staff Professionals
Marriott Downtown
Spartanburg, South Carolina

AGENDA

Friday, April 26th

2:00 p.m. - 4:00 p.m.	Outgoing Executive Committee Meeting (BME&B)
4:00 p.m. - 6:00 p.m.	Incoming Executive Committee Meeting (BME&B)
6:30 p.m. – 7:30 p.m.	Welcome party, early registration
7:30 p.m. – Until	BBQ Dinner

Saturday, April 27th

(All meetings and banquets will be held in the private dining area in Sparks Grille)

7:30 a.m. – 8:30 a.m.	Continental Breakfast
7:30 a.m. – 9:00 a.m.	Registration and Vendor Visits
9:00 a.m. – 10:00 a.m.	Seminar – Alan M. Tewksbury, Esq.
10:00 a.m. – 10:30 a.m.	Break; Chinese Auction Ticket Purchase; Vendor Visits
10:30 a.m. – 12:00 p.m.	Seminar – Martha McConnell, Esq.
12:00 p.m. – 12:30 p.m.	Break; Chinese Auction Ticket Purchase; Vendor Visits
12:30 p.m. - 1:45 p.m.	President Elect's Luncheon
1:45 p.m. – 3:15 p.m.	Annual Meeting and Chinese Auction
6:00 p.m. – 7:00 p.m.	President's Reception (Cash bar in lounge)
7:00 p.m.	Banquet and Installation of 2013-2014 Officers

Sunday, April 28th

8:00 a.m. – 9:00 a.m.	Continental Breakfast
9:00 a.m. – 10:00 a.m.	Spring Membership Meeting

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH THE MARRIOTT (864) 596-1211 BY APRIL 6, 2013. THE ROOM RATE PER NIGHT IS \$119.95, PLUS APPLICABLE TAXES. REFERENCE LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA - M-K4475R.

MAP OF HOTEL AND VICINITY IS ATTACHED



**DIRECTIONS TO MARRIOTT DOWNTOWN SPARTANBURG
299 N. NORTH CHURCH STREET
SPARTANBURG, SC 29306**

From Columbia:

Take I-26 towards Spartanburg.

Take Exit 28 and turn right onto US-221 N and continue for 8.7 miles into Spartanburg. Once you are in town you will go past Daniel Morgan Square, there will be a Wild Wings on the corner. Continue through two more sets of lights. The hotel will be on your right just past Floyd's Mortuary.

From Greenville:

Take I-85 towards Spartanburg

Take Exit 66 and go straight, merging onto US-29, continue to follow US-29 for 7.8 miles. Turn left onto W. St. John Street (there will be a Church's Chicken on the corner). Go through two red lights, third red light will be N. Church Street, take a left. The hotel will be on your right just past Floyd's Mortuary.

SOUTH CAROLINA LEGAL STAFF PROFESSIONALS
48th ANNUAL MEETING AND EDUCATION CONFERENCE
APRIL 26 – 28, 2013
MARRIOTT, DOWNTOWN SPARTANBURG

BBQ DINNER ONLY

Ladies:

The Friday evening BBQ dinner will be held at the offices of Butler, Means, Evins & Browne, PA, across the street from the Marriott after the Welcome Reception.

Please return this page to me, if you have not already done so, with your name and the name of your guest by **April 6, 2013**

We will be using Carolina Barbeque. The cost is \$12.00 per person, which includes the following:

Hickory Smoked BBQ
Coleslaw
Potato Chips

BBQ Baked Beans
Ribs (1 per person)
Tea/Soda

Member Name: _____

Guest Name: _____

Please forward your check made payable to LSPSC Annual Meeting Fund to me at the below address. **For those of you have already signed up, the same applies.** For those attending the BBQ dinner you will receive a dinner coupon which you are to present to the server. If you have any questions, please call me at 864-699-5652. I look forward to seeing you all in April.

Kerry A. Waldrop
Butler, Means, Evins & Browne, PA
PO Box 451
Spartanburg, SC 29304

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
48TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE

APRIL 26 – 28, 2013

Hosted by Spartanburg County Legal Staff Professionals
Marriott Downtown
Spartanburg, South Carolina

Deadline for Registration: April 6, 2013 (Add \$10.00 after this date)

NO REFUND AFTER APRIL 6, 2013

Name: _____ Nickname for Badge: _____

Chapter: _____

Official Title (if any): _____

E-mail address: _____ Chapter: _____

Daytime Phone Number: _____

_____ \$130.00 Full registration (includes all meals and meetings)
Banquet Meal Choice: (Please check)
Marinated Chicken ____ or Sirloin of Beef ____

_____ \$ 15.00 Annual Meeting only (Saturday)

_____ \$ 30.00 Breakfast (Saturday and Sunday)

_____ \$ 30.00 Saturday Lunch Guest

_____ \$ 50.00 Banquet Guest: _____
Banquet Meal Choice: (Please check)
Marinated Chicken ____ or Sirloin of Beef ____

_____ \$ 15.00 Spring Membership Meeting only (Sunday)

_____ \$ 10.00 Late fee for registrations postmarked after April 6, 2013

Total Amount Enclosed: \$ _____ Is this your first Annual Meeting? _____

PLEASE MAKE CHECKS PAYABLE TO LSPSC ANNUAL MEETING FUND AND MAIL TO:

Kerry Ann Waldrop
Butler, Means, Evins & Browne, P.A.
PO Box 451
Spartanburg, SC 29304
(864) 699-5652
E-Mail: kerrywaldrop@butlermeans.com

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
CONTINUING LEGAL EDUCATION SEMINAR
SATURDAY, APRIL 27, 2013**

**MARRIOTT DOWNTOWN
SPARTANBURG, SOUTH CAROLINA**

**Deadline for Registration (with any handouts): April 10, 2013
(Registration is accepted after April 10 but without any handouts
unless you specifically request them to be e-mailed to you)
No refunds for cancellation after April 22, 2013**

9:00 a.m. – 10:00 a.m.

TOPIC: Probate and Estate Planning

SPEAKER: Alan Tewkesbury, Esquire, Member of Butler, Means, Evins & Browne, PA

Mr. Tewkesbury has practiced in the areas of estate planning and probate with the law firm of Butler, Means, Evins & Browne in Spartanburg, South Carolina since 1995. He received his undergraduate degree from Clemson University, his law degree from the University of South Carolina, and his Masters in Tax from Emory University. Mr. Tewkesbury also served as Council Member on the South Carolina Bar Probate, Estate Planning, and Trust Section.

10:30 a.m. – 12:00 p.m.

TOPIC: Consumer Financial Protection Bureau and the Best Practices from ALTA

SPEAKER: Martha McConnell, Esquire, Vice President & State Counsel for Chicago Title Insurance Company

Ms. McConnell worked for over fifteen years as a real estate paralegal in both residential and commercial closings before joining Chicago Title Insurance Company as an Agency Representative. After serving in that capacity for seven years, she attended law school at Charleston School of Law while maintaining her position with Chicago Title and was added to its underwriting staff in 2008.

I will be attending the following seminar(s):

“Probate and Estate Planning” _____

___ Please e-mail the speaker’s handouts prior to the meeting

“Consumer Financial Protection Bureau and the Best Practices from ALTA” _____

___ Please e-mail the speaker’s handouts prior to the meeting

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

FEE ENCLOSED: Member \$20 for one _____ \$30 for both _____
 Nonmember \$25 for one _____ \$40 for both _____

NOTE: This registration covers the seminar only. Membership meeting registration is separate.

Make check payable to Legal Staff Professionals of South Carolina and mail with registration form to:

Meredith Lazarski, ACP
26 Pine Ridge Drive
Bluffton, SC 29910
(843) 837-3000 ext. 3; (843) 816-3015; FAX (843) 837-3001

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.

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
48TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE

APRIL 26 – 28, 2013

Hosted by Spartanburg County Legal Staff Professionals
Marriott Downtown
Spartanburg, South Carolina

REGISTRATION FOR SPONSORS, ADVERTISERS AND EXHIBITORS
ANNUAL MEETING PROGRAM

Distributed to NALS Members from Charleston, Columbia, Greenville,
Hilton Head, Orangeburg, and Spartanburg
LSPSC TAX ID# 57-6028986

CHECK ALL THAT APPLY:

Annual Meeting Sponsorship (includes advertisement in program):

_____	Platinum Sponsor (full-page ad and website link)	\$350
_____	Gold Sponsor (half-page ad)	250
_____	Silver Sponsor (quarter-page ad)	100
_____	Bronze Sponsor (eighth-page ad)	50

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

_____	Friday Night Welcome Party	300
_____	Saturday Night Banquet Entertainment	250
_____	Saturday Meeting Breaks	200

Advertisements in Program:

_____	Full-page Advertisement	100
_____	Half-page Advertisement	75
_____	Quarter-page Advertisement	50
_____	Business card Advertisement	25

_____ Camera-ready Ad enclosed
_____ Camera-ready Ad emailed

Exhibitors/Vendors:

Saturday Meeting 7:30 a.m. to 1 p.m. (set-up at 7:00) 25
Name: _____
Type Exhibit: _____
Door Prize: _____

TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$ _____

DEADLINE: April 6, 2013

MAIL FORM, AD AND CHECK TO: Kerry A. Waldrop
Butler, Means, Evins & Browne, PA
Post Office Box 451
Spartanburg, SC 29304
kerrywaldrop@butlermeans.com

Goody Bags for all Members (filled with YOUR advertising items):

Pens, Mugs, Markers, Notepads, etc. 50 of each item

Contact Kerry Waldrop at kerrywaldrop@butlermeans.com for pickup of your items in the Spartanburg area. Otherwise, mail your items to her at Butler, Means, Evins & Browne, PA, 234 North Church Street, Spartanburg, SC 29306-0451



COMMUNITY PROJECTS

March 2013

Harvest Hope Food Bank is our Summer Membership Meeting Community Project. The food that is donated to Harvest Hope Food Bank is distributed to over 400+ member agencies throughout 20 counties of SC. On average they see a complete turnover of the product in their warehouse every 7 to 10 days! Food is always needed and donations are always welcome. Harvest Hope will also accept monetary donations to purchase items as well.

Most currently needed items are:

- ♥ **Canned Meats**
- ♥ **Canned Vegetables**
- ♥ **Beans**
- ♥ **Peanut Butter**
- ♥ **Dry Goods**
- ♥ **Toiletries**
- ♥ **Diapers**
- ♥ **Detergent**
- ♥ **Plastic or Paper bags**

Thank you so much for your donations to Harvest Hope! LSP Midlands will take the donations to Harvest Hope on behalf of LSPSC.

Jimi L. Bullard, ALS
2012-2013 Community Projects Committee

Chapter Reports



Legal Staff Professionals of Greenville Patti Bacon

The new year has brought us daffodils in early February and snow in early March!! Go figure. LSPG has been busy with meetings, activities, networking, and planning.

Since the last Spotlight we had our Christmas meeting, where our charity was Serenity Place, a residential treatment center for pregnant women, young mothers and their preschool-age children. We presented our speaker, Scott Dishman, with a check and many items they need. The mothers are usually addicts who have come there for help with all aspects of their lives. Their success rate is very high, and we will continue to support them for the year. We also had our annual ornament swap at the Christmas meeting.

Our intended speaker for January had to postpone at the last minute, and our member, Joanne Gregory, got her boss, the Greenville County Attorney, to step in. We enjoyed hearing about all the things their office is involved in and how different it is from a firm who specializes in certain areas of law.

Thank you, LSPSC and LSPMidlands for another great winter Board Meeting in January. The legal ed speakers were great, and Yvonne Fortner and Deb Reynolds enjoyed winning incentive money!! We'd had a snow event the day before in Greenville, so it was iffy whether our members were going to be able to go, but the roads cleared up in time to make the trek to Columbia.

We were excited that three of our members (Camilla Pitman, CMC, PLS, Tara Brown, PLS, PP, and Jimi Bullard, ALS) were elected to state offices at this meeting for next year, to join our fellow member, Lois Belle, PLS, as she serves as LSPSC President.

We held a NALS Study session on February 9. We had three members attend the course (including Jamie Early, PP, PLS), which was led by some of our other members. We received a grant for this session, so we hope it produces some new PLS's, ALS's or PP's next fall.

Attorney Allen Clardy was our February speaker, talking on the Stella Liebeck case (McDonald's coffee). Very interesting case, of course, and he provided some very graphic pictures!

We'll have our election of officers in March, along with our own version of the Chinese Auction. This is always fun - as it is at an LSPSC meeting. Just a very fun meeting.

And our installation of officers will be at our April meeting. We are all looking forward to the Annual Meeting in Spartanburg in April also. The BBQ get-together sounds like fun, and hopefully we'll have a large group from Greenville attending. We're very proud of Lois serving as our president next year and will give her all our support.

Happy spring to everyone, and we look forward to getting together in April with fellow LSPSC members.



Hilton Head Legal Staff Professionals Carlene B. Kilgore, PLS

Our December 11 meeting was a Christmas social held at the Friedman & Bullard Law Firm. We installed new member, Carolyn Fender, of the Friedman & Bullard Law Firm and wrapped Christmas gifts purchased for the family we had "adopted" through our local Deep Well project. The gifts were delivered the following week. We also contributed \$1,000.00 to the Technical College of the Lowcountry for a scholarship fund to benefit a student pursuing a career in the legal field.

At our January 8 meeting we discussed business only and installed new member, Christine Vandenberghe, of Bird, Cofield & Moise Law Firm. Susan Olmstead, PLS and Meredith Lazarski, ACP attended the LSPSC Board meeting on Friday, January 25, in Columbia. I joined Susan on January 26 for the winter membership meeting at Nelson Mullins Law Firm. Meredith had to leave early as she was lucky enough to travel to Hawaii on vacation. At the meeting Meredith was elected FD/Membership for LSPSC and Carlene was elected FD/Education for 2013-14. Hilton Head will be providing the premium prize at the annual meeting.

Our February 12 meeting was held at the Hale & Hale Law firm and Attorney Doug Delaney spoke on estate planning and offered new information as to alternate ownerships of property in South Carolina. He also distributed general information on reverse mortgages which are becoming more popular. Our Team has been formed to once again participate in the American Heart Association 2013 Low County Heart Walk on April 13, 2013. There was discussion also about holding a "Lunch and Learn" CLE seminar in the next few months in conjunction with AWR & Associates court reporting. This would be open to attorneys and we would request that they bring their paralegal along for this CLE session. This would be an effort to get our name out into the public. Meredith, in her capacity as FD/Membership for LSPSC will be attending the Professional Development & Education Conference in Tulsa, OK, March 1 - 3, 2013.

Several plan to attend the LSPSC annual meeting April 26 - 28 in Spartanburg.

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



Legal Staff Professionals of the Lowcountry (LSPL) has been moving on down the road; constantly working on chapter re-structuring and planning the 2014 annual meeting. At our January 2013 meeting we finalized our list of new officers and have started plans for a Spring Yard Sale. All of our officers were present---well, that's not a difficult accomplishment these days.

Our new officers will be sworn in at our next meeting, which is scheduled for Monday, March 18, 2013. The 2013-2014 slate of officers is as follows:

Naomi W. Nation, PP, PLS, CLA	President
Chrisanne Porter, PLS	Secretary
Paula Taylor, PLS	Treasurer
Stacy Burke, PP, PLS	F/D/ (Membership/Marketing)

As for the 2014 Annual Meeting, we have checked with two hotels, one being the lovely Clark Inn located in Santee. We all had such a wonderful time there during the meeting hosted by the Orangeburg chapter that we have considered going back. We will have a preliminary report to give at the 2013 Annual Meeting in Spartanburg.

LSPL had three members attending the Winter Membership Meeting in Columbia, South Carolina on January 29, 2013. We are hoping to have a good attendance at the upcoming 2013 Annual Meeting. See you in Spartanburg!



Legal Staff Professionals of the Midlands
Jan Berger, ALS

The Holidays are over and LSPM has hit the ground running. We are hard at work to increase our membership. We are motivated, enthusiastic, and hopeful!!

Our January meeting was a scheduled business meeting that gave us an opportunity to take care of the "business" of our chapter.

Our February meeting was wonderful as we had a prospective member visit us and left the meeting with an application in hand! We focused our meeting on promoting certification, education, service, and networking -- the foundations of our association. We presented a great power point presentation and even us "old" members learned a few things! We have made contact with three other prospective members as well.

March is here and our meeting will focus on two items: the LSPSC Annual Meeting and Education Conference in April and our monthly legal education topic. We will finish a video on the Top Ten Malpractice Traps. We will then begin our next topic, Picking the Right Estate and Life Plan for your Family. Both these presentations are free CLE downloads from the NALS website! Add these presentations to your CLE library for your local chapter! It works for LSPM!

Community service continues to be a dynamic part of our chapter. All members are involved in some way in their communities: through church, school, or civic organizations. As a chapter, we continue to provide each month a sweet treat of doughnuts to the Finlay House, a local retirement home in Columbia. I think we are close to hitting the 30th year for this service!

As we look to April, we are making plans to attend the LSPSC Annual Meeting and Conference in Spartanburg. We are honored to have 3 chapter members that currently serve on the LSPSC Board and 2 others that serve on a committee.

Our hope is that each person who reads this report will consider serving in their local chapters in some way -- serving on the Board or working on a committee. And don't stop there: When you are asked to run for a State office or serve on a State Committee, say yes! Don't think about the zillion reasons we all have to say no. The reasons won't go away, so just "throw in the towel" and serve. It's rewarding, fun, and most of all, it's needed!!!

See you all in Spartanburg next month!!!

Legal Staff Professionals of Orangeburg
Lauritza Hill

Mary Kay Oliver, Sonia Hunt and Lauritza Hill attended the membership meeting in Columbia in January, 2013. We brought all sorts of prizes back to Orangeburg from the Chinese auction.

In December, Legal Staff Professionals of Orangeburg purchased a Bi-Lo gift card for \$100 for an individual that has not been able to work because she has cancer and was not able to get any other assistance at that time. We also paid \$100 to Wayne's Tire and Auto to help purchase tires for an individual who has to carry her child to Columbia three times a week for therapy. The child was injured in an automobile accident last year.

We look forward to seeing everyone at the next meeting.



Community Projects



Legal Staff Professionals of Greenville Deb Reynolds, PP, PLS

Our Chapter is very excited to be the sponsor of a new charity this year, Serenity Place. Serenity Place provides intensive residential treatment for approximately 120 mothers and their children per year. The focus of their program is to break the cycle of addiction of the mothers, while also providing a safe, nurturing environment for their infants and pre-school age children. In addition to helping the women break free from addiction, Serenity Place offers life and work skills training so they can sustain their families in the long term. The success rate is remarkable with over eighty percent of their families achieving their treatment goals. In addition to

monetary support, we help supply baby supplies as well as paper, cleaning, and household goods that are necessary in an on-site living facility.

Many members are now gearing up for the annual Be a Bunny and similar projects for Easter, providing baskets of personal items, toiletries, and toys for both underprivileged children and the elderly.

May you and yours be blessed as you have blessed others!

Hilton Head Legal Staff Professionals Carlene Kilgore, PLS

Several members continue their community service by way of: serving at a local church's food bank; donations at local blood drives; and work with local church's cherub choir. Once again HHLSP will be participating in the American Heart Association 2013 Low County Heart Walk on April 13, 2013. Our goal this year is to raise \$1800.



Heart Walk.

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2012-2013 WINTER MEETING
OF THE BOARD OF DIRECTORS
JANUARY 25, 2013
COLUMBIA, SOUTH CAROLINA**

The third regularly scheduled meeting of the 2012-2013 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Stephanie A. Saporita, Certified PLS, on Friday, January 25, 2013, at 2:45 p.m. at the Holiday Inn Express in Columbia, South Carolina.

President Stephanie welcomed everyone and reminded them that matters discussed in the board meeting stay in the board meeting.

Roll Call. The following board members were in attendance:

President	Stephanie A. Saporita, Certified PLS
President-Elect	Lois J. Belle, Certified PLS (BY FACETIME)
Secretary	Jamie I. Early, Certified PP, PLS
Treasurer	Jan W. Berger, ALS
Functional Director of Membership	Susan L. Olmstead, Certified PLS
Functional Director of Marketing	Sharon K. Wotherspoon, Certified PLS
Functional Director of Education	Meredith Lazarski, ACP
Functional Director of Certification	Camilla G. Pitman, CMC, Certified PLS
Immediate Past President / Parliamentarian	Tara Jean Brown, Certified PP, PLS

Secretary – Jamie I. Early, Certified PP, PLS.

Jamie stated that the Consent Agenda will be distributed at the Winter Membership Meeting on Saturday, January 26, 2013, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the minutes of the 2012-2013 Summer Board Meeting, the minutes of the 2012-2013 Summer Membership Meeting, the minutes of the Special Board Meeting held August 25, 2012, and the 2012-2013 Treasurer's Second Period Report. Reports of Officers and Committee Chairs will also be distributed. Jamie will remind the members to submit all signed, original reports to her for the association's permanent records.

Upon motion duly made by Sharon and properly seconded by Jan, the board unanimously approved the minutes of the 2012-2013 Summer Board Meeting, the 2012-2013 Summer Membership Meeting, and the Special Board Meeting held August 25, 2012.

Treasurer – Jan W. Berger, ALS.

Jan distributed the 2012-2013 Treasurer's Second Period Report for review by the board. She stated that a financial review had not been done due to emergency surgery she had the week before this meeting. She stated that the records will be audited and the financial review report will be published in the March *Spotlight*. Jan then reviewed the breakdown of the Summer Membership Meeting disbursements, including one-half of the profit to Legal Staff Professionals of the Midlands per the LSPSC Standing Rules. The Miscellaneous expense line item included the Summer Membership Meeting charity donation and the cash incentives. The Miscellaneous expense line item also included the reimbursement to Camilla for her purchase of the shirts being embroidered with the LSPSC logo that are for sale. It was agreed that the cost of the shirts should be moved to the Finance expense line item. She briefly noted the interest for the savings account and the certificate of deposit (CD), reporting that the CD will mature in July. President Stephanie reminded Jan that she will count the auction money with the President and Finance Chair at Saturday's meeting. Jan noted that she will obtain money for the cash incentives for the meeting. She reported that the annual IRS Form 990 has been filed for LSPSC, and Jan has notified NALS that the state and all chapters have made the required annual filing with the IRS.

Upon motion duly made by Susan and properly seconded by Sharon, the 2012-2013 Treasurer's Second Period Report was approved, as amended and subject to financial review.

President – Stephanie A. Saporita, Certified PLS.

President Stephanie asked for proofreaders of the minutes of this Winter Board Meeting of January 25, 2013, and the Winter Membership Meeting of January 26, 2013. Susan and Camilla volunteered to do so.

The Consent Agenda containing the four items presented earlier in the meeting by Jamie was then noted by President Stephanie. She mentioned in particular the minutes of the Special Board Meeting, adding again that all items had been approved by the board for presentation to the membership.

President Stephanie briefly summarized her trip to Portland, Oregon, in October 2012, where she attended the NALS 61st Annual Education Conference and National Forum. She stated the CLEs were very informative and the keynote speaker was excellent. Her written report will be disseminated to the members at the Saturday meeting. President Stephanie also advised that she has agreed to serve on the NALS Young Legal Professionals Committee next year.

Deadlines were then noted which President Stephanie will announce at Saturday's meeting. The NALS Foundation grants are due March 1 and June 1. The deadline for reports of officers, committees, and chapters for the March issue of the *Spotlight* is February 20, 2013, to A. Yvonne Fortner, Certified PP, PLS. She will advise the members that the annual state officers' visitations have been completed for all chapters.

Community service was discussed by President Stephanie. In following with the "Food for Thought" contributions, the charity for the Winter Membership Meeting will be Harvest Hope Food Bank. The members may donate food as well as monetary gifts, and LSPSC will donate the usual amount to the charity. The fundraisers for Saturday's meeting will be the Chinese Auction and the "Buck-a-Book" exchange. President Stephanie asked the board for any ideas for the April theme of the auction and suggestions on where to donate the leftover books from the exchange. After discussion, the board decided that the leftover books will be donated to the USO for our military.

President Stephanie then brought up for discussion the forms for the LSPSC Annual Meeting. Spartanburg County Legal Staff Professionals (SCLSP) has submitted a sponsorship form including ads and exhibitors for consideration by the board. SCLSP had a higher exhibitor charge on the form than the usual charge, which will be checked on and discussed with SCLSP. President Stephanie noted that the registration form and agenda have not been submitted by SCLSP, but she will e-mail them to the board when received for review and approval.

President-Elect Lois J. Belle, Certified PLS, then gave her report since she could not stay for the remainder of the meeting.

President-Elect – Lois J. Belle, Certified PLS.

Lois began with the 2013-2014 budget, and the board discussed various items. The proposed budget for 2013-2014 will be drafted at the Spring Board Meeting in April for presentation to the members at the subsequent Spring Membership Meeting for approval.

Lois advised that she is registered to attend the NALS Educational Conference held in Tulsa in March, with her flight and hotel booked, on behalf of LSPSC as its President-Elect. She noted the chapter PE reports on community service in the *Spotlight*. Regarding the installation ceremony of the 2013-2014 LSPSC officers, Lois reported that preparation of the ceremony is in progress and the attire will be "dressy." She stated that she has only two or three committees left to fill. When suggesting a retreat date of June 15-16 or June 22-23, there were some conflicts so she will look at other

dates and discuss this later with the incoming board. She also plans to have chapter visitations done in July and August.

Regarding nominations and elections, Lois reported that Naomi Nation, CLA, PP, PLS, the LSPSC Nominations and Election Chair, had advised that there were currently three positions open. Discussion was held regarding the change in the Standing Rules which eliminated it being the Chair's responsibility to suggest a full slate to the board. Other discussion included acceptance of more than one position and eligibility of nominees. The slate to be presented to the membership at Saturday's meeting is as follows:

President-Elect	Jan W. Berger, ALS
Secretary	Open
Treasurer	Jimi L. Bullard, ALS
FD of Membership	Meredith Lazarski, ACP
FD of Marketing	Open
FD of Education	Open
FD of Certification	Robin C. Deming, Certified PLS

The offices of Secretary, Functional Director of Marketing, and Functional Director of Education will be open from the floor for nominations at the Winter Membership Meeting.

President – Stephanie A. Saporita, Certified PLS – continued.

President Stephanie continued with her report. Regarding certain line items in the current budget, she stated that the NALS Foundation and President's Gift would be disbursed as originally budgeted for 2012-2013. She reported that she currently has five BINGO cards from members and will remind members to submit them for a chance to win an early bird registration to the NALS national meeting in Atlanta in October.

Functional Director of Membership – Susan L. Olmstead, Certified PLS.

President Stephanie asked Susan to lead the Pledge of Allegiance at the Winter Membership Meeting on Saturday. Susan will also report on the breakdown of current membership numbers. She reported at the last meeting that LSPSC had a 74.71% retention rate, which has now increased to 80.46%. The current statewide membership is 76, which includes 2 non-renewing members and 7 new members in 2012. Susan will also report on the incentive programs for membership currently offered by NALS.

Functional Director of Marketing – Sharon K. Wotherspoon, Certified PLS.

President Stephanie asked Sharon to read the NALS Code of Ethics at the Winter Membership Meeting on Saturday in Meredith's absence. Sharon will remind the members to send articles and pictures to the *Carolina Paralegal News* (CPN). She contacted CPN for updated submission information and will advise members there are no hard deadlines. Sharon also reported that CPN produces the paralegal publication online for free viewing, but that hard-copy issues are mailed with the purchase of an ad. Sharon will also discuss ads in the *Spotlight* with the members again. She will also check with the Executive Director of the Richland County Bar about publishing state meeting notices for LSPSC.

Functional Director of Education – Meredith Lazarski, ACP.

Meredith reported on the seminar topics and speakers for the 2013 LSPSC Annual Membership Meeting. Martha McConnell of Chicago Title will speak on the new RESPA changes, and Alan Tewkesbury of Butler Means will discuss probate and estate planning. In Meredith's place at this Saturday's meeting, Carlene Kilgore, Certified PLS, will give a report on the number of seminar attendees, amount of seminar fees collected, and the speakers' charities of choice. Meredith advised

that seminar registrations for this Saturday's meeting, thus far, include 17 members for the e-discovery seminar and 18 members for the ethics seminar.

Functional Director of Certification – Camilla G. Pitman, CMC, Certified PLS.

Camilla stated she will recognize all new ALS/PLS/PP certifications and re-certifications at the Winter Membership Meeting. The only new certification of which Camilla is aware is Robin Deming, Certified PLS; but Robin is unable to attend this meeting and will be pinned at the Annual Meeting. Camilla will promote the CLE awards and re-certification requirements. She will remind members of the next examination date of March 2, the deadline for which was January 1. Camilla stated that the Greenville chapter is planning another certification study course in February. She stated that exam sites and administrators are all properly of record with NALS. She will also announce the current numbers for each NALS certification and specialty area, as well as the certification numbers for LSPSC.

Immediate Past President / Parliamentarian – Tara Jean Brown, Certified PP, PLS.

Regarding changes in the Standing Rules, Tara stated that the 2012-2013 Nominations and Elections Chair had submitted several suggestions for clarification in the pertinent sections of the Standing Rules. Tara discussed possible updates needed with reference to the verification of qualification form and with reference to numbered paper ballots or electronic ballots. She also noted future updates needed to remove the reference to Region 4 when the new NALS governance becomes effective and regions no longer exist. A few typographical errors were pointed out for clerical correction.

At 6:00 p.m., the meeting was temporarily adjourned for dinner. Discussion of the nomination and election process for Saturday's meeting was continued by the board after dinner at 8:15 p.m. It was determined that, since the required notice of a call for nominations from the floor at the meeting had not been met, a motion would be proper to waive that section of the Standing Rules. Then a motion could be had to open nominations from the floor of the three open offices on the slate. Lastly, if there were no contested positions requiring a vote, a motion to elect all positions by acclamation would be in order.

Other Business. Regarding the recent finance project with the LSPSC logo, Camilla reported there were 13 additional shirts to sell with the logo not yet embroidered. She presented 4 throw blankets she had purchased and had embroidered with the logo for sale. After discussion, it was decided that the blankets would also have the same sales price as the shirts. It was reiterated that any member's outside items could be embroidered for a separate charge.

Another possible fundraiser was also discussed by the board. Belk offers a sales-day card for entities to sell to prospective Belk customers for both admittance to and use at a scheduled one-day sale. The entities selling these cards receive all the profit plus a percentage of the sales that Belk makes that day. The board is taking this idea into consideration, as the only input required is time by some of our members in attending the sale and selling the cards.

There being no further business to be discussed, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS
Secretary

Approved:

Stephanie A. Saporita, Certified PLS
President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2012-2013 WINTER MEMBERSHIP MEETING
JANUARY 26, 2013
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2012-2013 was held on Saturday, January 26, 2013, at 2:00 p.m. at Nelson Mullins Riley & Scarborough, LLP, in Columbia, South Carolina.

Call to Order. President Stephanie called the third membership meeting of Legal Staff Professionals of South Carolina for the year 2012-2013 to order. She reminded everyone to check in with the Credentials Chairperson, Deborah League Brown, Certified PLS. She asked members to turn off all cell phones and beepers. 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 Stephanie introduced herself to the membership.

Thought for the Day. President Stephanie introduced Deborah League Brown, Certified PLS, to give the Thought for the Day. Deborah gave a meaningful lesson to "Stop Looking Through the Keyhole," which reminded our members that we are only limited by the size of our dreams.

Pledge of Allegiance and Code of Ethics. President Stephanie 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 Susan L. Olmstead, Certified PLS, Functional Director of Membership. In the absence of Meredith Lazarski, ACP, Functional Director of Education, the NALS Code of Ethics was then presented by Sharon K. Wotherspoon, Certified PLS, Functional Director of Marketing.

Welcome. President Stephanie welcomed everyone to the Winter Membership Meeting for the year 2012-2013. She requested all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters; there were no first-time attendees. President Stephanie then asked if there were any members-at-large in attendance, and there was not. She recognized the twelve LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2012-2013. President Stephanie introduced the officers of LSPSC for 2012-2013 in attendance:

Lois J. Belle, Certified PLS	President-Elect (Greenville)
Jamie I. Early, Certified PP, PLS	Secretary (Columbia)
Jan W. Berger, ALS	Treasurer (Columbia)
Susan L. Olmstead, Certified PLS	Functional Director of Membership (Hilton Head)
Sharon K. Wotherspoon, Certified PLS	Functional Director of Marketing (Columbia)
Camilla G. Pitman, CMC, Certified PLS	Functional Director of Certification (Greenville)
Tara Jean Brown, Certified PP, PLS	Immediate Past President / Parliamentarian (Greenville)

She noted that Meredith Lazarski, ACP, Functional Director of Education (Hilton Head) was unable to attend the meeting.

President's Remarks. President Stephanie expounded on her theme by stating that we sometimes "cross the line" for others and need to remember that it also means doing it for ourselves. She asked the members to write down something they used to do that they miss. She stated we need to do things for ourselves and suggested that, over the next three months, members make the time and do something they miss. She commented that we tend to lose sight of ourselves as we are busy being professionals, moms, wives, daughters; and the average time spent for oneself is only eight hours weekly. She challenged the members to "cross the line" for themselves.

Business Meeting. President Stephanie reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Tara Jean Brown, Certified PP, PLS, Parliamentarian, has forms for that purpose.

Roll Call. President Stephanie asked Credentials Chairperson Deborah League Brown, Certified PLS, for roll call. Deborah reported 23 members present and 12, which was one member over one-half, represented a quorum. Two-thirds of the members present was 16.

Consent Agenda. President Stephanie stated that all members were provided at the credentials sign-in with the consent agenda packet of items that were approved by the board on January 25, 2013. The packet included the minutes of the 2012-2013 Summer Board Meeting, the minutes of the 2012-2013 Summer Membership Meeting, the minutes of the Special Board Meeting held August 25, 2012, and the 2012-2013 Treasurer's Second Period Report. There being no comments or objections, President Stephanie declared these items approved by consent.

The first incentive drawing was held, and A. Yvonne Fortner, Certified PP, PLS of Legal Staff Professionals of Greenville won the top cash prize.

Reports from Elected Officers.

President Stephanie A. Saporita, Certified PLS. President Stephanie reminded everyone to make sure NALS and LSPSC have their correct addresses if not receiving the *@Law* or *Spotlight*. NALS corrections can be made in the member log-in section of the NALS website. As LSPSC President, she attended the NALS 61st Annual Education Conference and National Forum in Portland, Oregon, from October 18-21, 2012. President Stephanie thanked the membership for allowing her to represent the state association at this conference.

President Stephanie reminded the members that the submission deadline for the March issue of the *Spotlight* was February 20, 2013, with the NALS Foundation Grant deadlines being March 1 and June 1. Regarding chapter community service activities, she stated there were reports in the Officers/ Chairpersons packet, and she thanked all the chapters for their time and effort in helping others less fortunate. She advised that the charity for this meeting was Harvest Hope Food Bank, with LSPSC making a monetary contribution in addition to the members' donations. President Stephanie stated that the Chinese Auction and "Buck-a-Book" would continue as fundraisers at this meeting, as well as the Annual Meeting in April.

President Stephanie reported that the board was reviewing and revising drafts of the LSPSC Annual Meeting forms for placement on the website and in the March issue of the *Spotlight*. She advised that the board reviewed the 2012-2013 budget, and contributions to the NALS Foundation and to the NALS President's Gift will be made. Lastly, President Stephanie reminded the members to complete their "BINGO" cards for a chance to enter a drawing for an Early Bird Registration to the NALS 62nd Annual Education Conference and National Forum to be held in 2013 in Atlanta, Georgia. For additional chances in the drawing, more than one card may be submitted as completed and a completely blacked-out card is worth ten chances. President Stephanie has received five cards as of this meeting.

President-Elect Lois J. Belle, Certified PLS. Lois reported that she has submitted her registration to attend the NALS Educational Conference in Tulsa in March on behalf of LSPSC as its President-Elect. She thanked the chapters for their community service reports. Regarding the 2013-2014 officers and committees, Lois thanked all who had accepted nominations for a position on the board and who had accepted appointments to a state committee.

Secretary Jamie I. Early, Certified PP, PLS. Jamie reminded everyone again that all signed, original reports should be submitted to her for the association's permanent records and thanked those who had done so.

Treasurer Jan W. Berger, ALS. Jan advised that the annual IRS Form 990 had been filed for LSPSC and that all chapters met the deadline in September. Jan has also notified NALS that the state and all its chapters have made the required filing. Regarding the second period financial review, Jan stated that it had not been done due to emergency surgery she had the week before this meeting. She advised that the records will be audited and the financial review report will be published in the March *Spotlight*. Regarding the Treasurer's Second Period Report, she stated that there was nothing out of the ordinary and offered to answer any questions.

Immediate Past President Tara Jean Brown, Certified PP, PLS. Tara reported that the amended Standing Rules which were approved on August 25, 2012, have been posted to the website.

The second incentive drawing was then held, and Deborah J. Reynolds, Certified PP, PLS, of Legal Staff Professionals of Greenville won bottom cash prize.

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

Annual Meeting 2013 [Spartanburg County Legal Staff Professionals (SCLSP)]. Kerry Ann Waldrop reported that the LSPSC Annual Meeting will be held at The Marriott downtown from April 26-28, 2013. The Friday reception will be hosted by Butler, Means, Evins & Browne, P.A., and Kerry stated that SCLSP would like to have a barbecue for dinner if enough members were interested. A form was included in the Officers/Chairpersons packet for completion and submission to Kerry. Other information will be forthcoming as finalized.

Award of Excellence. Paula M. Taylor, Certified PLS, stated that the form would be in the *Spotlight* and nominations were due in March.

Certification. Camilla G. Pitman, CMC, Certified PLS, congratulated Sharon K. Wotherspoon, Certified PLS, on her re-certification as a PLS and A. Yvonne Fortner, Certified PP, PLS, on her re-certification as a PP. Camilla was pleased to announce our newest certified member, Robin C. Deming, Certified PLS. Since Robin was unable to attend this meeting, she will be pinned by Camilla at the LSPSC Annual Meeting in April. Camilla stated that the next examinations were scheduled for March 2, 2013, the deadline for which was January 1. Reporting on certification numbers, NALS currently has 3,107 ALSs, 5,688 PLSs, and 541 PPs, which include 2 ALSs, 29 PLSs, and 10 PPs in South Carolina. Camilla also reminded the members of the CLE Award which requires 60 hours of credit within a three-year period. She advised the members of the NALS online study groups, as well as the WebEd seminars. Legal Staff Professionals of Greenville will be hosting a certification study group on February 9, 2013, free of charge to members.

Community Projects. Jimi L. Bullard, ALS, was not present; her report was in the December *Spotlight*.

Continuing Legal Education. In the absence of Meredith Lazarski, ACP, Functional Director of Education, Carlene Kilgore, Certified PLS, reported there were 17 attendees at today's e-discovery seminar and 18 at the ethics seminar. She also reported on the fees generated. The speakers' charities were the Innocence Project South Carolina and the Early Autism Project. Speakers for the LSPSC Annual Meeting in April will be Martha McConnell of Chicago Title, who will speak on the new RESPA changes, and Alan Tewkesbury of Butler Means, who will discuss probate and estate planning.

Credentials. Deborah League Brown, Certified PLS, had nothing further to report.

Employment. Roxanne R. Reynolds, Certified PLS, was not present – no report.

Finance. Carlene B. Kilgore, Certified PLS, and Frances C. Powell, Certified PP, PLS, reported the total funds generated from the Chinese Auction at today's meeting.

Financial Review. Linda Wilson, Certified PLS, and Debra H. Bailey, Certified PLS, stated that the financial review report will be published in the March *Spotlight*.

Handbook. Deborah J. Reynolds, Certified PP, PLS, advised that her report with updates to the Handbook was included in the Officers/Chairpersons packet. She asked that members keep her informed of any corrections and updates.

Historian. Tara Jean Brown, Certified PP, PLS, had no report.

Marketing. Sharon K. Wotherspoon, Certified PLS, reminded the members that each chapter is responsible for one ad in the *Spotlight* annually. She advised that the *Carolina Paralegal News* (CPN) has no hard deadlines for members to submit articles and pictures for publication, which is every other month. In response to Deborah Brown's question about a .pdf of the publication, Sharon has learned that CPN only publishes online for reading and not printing; hard copies are mailed to advertisers only. Sharon stated she will also contact the Richland County Bar about publishing state meeting notices for LSPSC. In addition to the marketing of shirts with the LSPSC logo, blankets have been embroidered for the same sales price as the shirts.

Membership. Susan L. Olmstead, Certified PLS, was pleased to report that LSPSC membership numbers are on the rise. At the last meeting, LSPSC had a 74.71% retention rate, which has now increased to 80.46%. The current statewide membership is 76, which includes 2 non-renewing members and 7 new members in 2012: 1 for LSPM, 3 for LSPG, 2 for HHLSP, and 1 for SCLSP. The current breakdown of membership is as follows:

MALS	3
LSPO	5
LSPM	7
HHLSP	8
LSPL	12
SCLSP	15
LSPG	26

NALS Foundation. Lauritza S. Hill stated her report was in the December *Spotlight*.

Nominations and Elections. Naomi W. Nation, Certified PP, PLS, CLA, reported that, per the LSPSC Bylaws and Standing Rules, nomination deadlines were met and forms were timely sent. The present slate of nominations for the 2013-2014 LSPSC Board has three vacancies which will require nominations from the floor: Secretary, Functional Director of Marketing, and Functional Director of Education.

President Stephanie advised that notice was given to the membership of the vacancies on January 9, 2013. Per LSPSC Standing Rules section 4.10 D. 5., notice of 30 days of the call for nominations for the vacancies is required in order to take place at the Winter Membership Meeting. Upon motion duly made by Tara Jean Brown, Certified PP, PLS, and properly seconded by Deborah League Brown, Certified PLS, the membership approved waiver of the required notice as set forth in the Standing Rules.

President Stephanie reported that the LSPSC Board, at its meeting on January 25, 2013, had approved the current slate of nominees for the 2013-2014 LSPSC Board, with the exception of the offices of Secretary, Functional Director of Marketing, and Functional Director of Education. The current slate of nominees who have agreed to serve if elected are:

Jan W. Berger, ALS	President-Elect
Jimi L. Bullard, ALS	Treasurer
Meredith Lazarski, ACP	Functional Director of Membership
Robin C. Deming, Certified PLS	Functional Director of Certification

President Stephanie then called for nominations from the floor for the vacancies on the slate of LSPSC officers for 2013-2014 and asked for a motion to open the floor for nominations for the office of Secretary. Upon motion duly made and properly seconded, the floor was opened for nominations for the office of Secretary. Lauritza S. Hill and Tara Jean Brown, Certified PP, PLS, were nominated. Lauritza S. Hill declined the nomination. Upon motion duly made and properly seconded, the nominations for the office of Secretary were closed.

President Stephanie then asked for a motion to open the floor for nominations for the office of Functional Director of Education. Upon motion duly made and properly seconded, the floor was opened for nominations for the office of Functional Director of Education. Carlene Kilgore, Certified PLS, was nominated. Upon motion duly made and properly seconded, the nominations for the office of Functional Director of Education were closed.

President Stephanie then asked for a motion to open the floor for nominations for the office of Functional Director of Marketing. Upon motion duly made and properly seconded, the floor was opened for nominations for the office of Functional Director of Marketing. Camilla G. Pitman, CMC, Certified PLS, was nominated. Upon motion duly made and properly seconded, the nominations for the office of Functional Director of Marketing were closed.

President Stephanie announced that a full slate of nominees for the 2013-2014 LSPSC Board would be presented to the membership for election under New Business.

Publication. A. Yvonne Fortner, Certified PP, PLS, had no report.

Scholarship. Kerry Ann Waldrop announced that the LSPSC Scholarship forms were being disseminated and the judges were pending approval by the LSPSC Board.

Scrapbook. Stacy R. Burke, Certified PP, PLS, was not present – no report.

Standing Rules and Bylaws. Tara Jean Brown, Certified PP, PLS, stated that her report had already been given.

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

Upcoming Meetings. President Stephanie announced future meetings as follows:

NALS Professional Development and Education Conference. February 28 – March 3, 2013; Double Tree Warren Place in Tulsa, OK.

LSPSC Annual Meeting and Education Conference. April 26-27, 2013; Spartanburg Marriott in Spartanburg, SC.

LSPSC Spring Membership Meeting. April 28, 2013; Spartanburg Marriott in Spartanburg, SC.

NALS 62nd Annual Education Conference and National Forum. October 17-20, 2013; Atlanta Marriott Century Center in Atlanta, GA.

LSPSC Annual Meetings. President Stephanie stated that the hosting chapters for the LSPSC Annual Meetings through the year 2018 were listed in the agenda.

New Business. President Stephanie announced that the Premium Prize for the LSPSC Annual Meeting would be provided by Hilton Head Legal Staff Professionals.

President Stephanie then presented the slate of nominees for the 2013-2014 LSPSC Board and announced that there was one candidate for each office. Upon motion duly made by Sharon K.

Wotherspoon, Certified PLS, and properly seconded by Susan L. Olmstead, Certified PLS, the following LSPSC officers were elected by the membership by acclamation:

Jan W. Berger, ALS	President-Elect
Tara Jean Brown, Certified PP, PLS	Secretary
Jimi L. Bullard, ALS	Treasurer
Meredith Lazarski, ACP	Functional Director of Membership
Camilla G. Pitman, CMC, Certified PLS	Functional Director of Marketing
Carlene Kilgore, Certified PLS	Functional Director of Education
Robin C. Deming, Certified PLS	Functional Director of Certification

These newly elected officers, together with incoming President Lois J. Belle, Certified PLS, and incoming Immediate Past President / Parliamentarian Stephanie A. Saporita, Certified PLS, will be installed in their respective positions at the LSPSC Annual Meeting on April 27, 2013. Congratulations to the 2013-2014 LSPSC Board!

President Stephanie asked if there was any other business. Naomi W. Nation, Certified PP, PLS, CLA, suggested that several items concerning nominations and elections needed to be addressed in the Bylaws and/or Standing Rules for clarification.

The third incentive drawing was held, and Jan W. Berger, ALS, of Legal Staff Professionals of the Midlands won the middle cash prize.

The Premium Prize for the LSPSC Winter Membership Meeting 2012-2013 was then won by Paula M. Taylor, Certified PLS. It was a beautiful, silver Southern Gates necklace donated by Legal Staff Professionals of Greenville.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2012-2013 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Stephanie at 3:10 p.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS
Secretary

Approved:

Stephanie A. Saporita, Certified PLS
President

A large, stylized graphic with the words "Happy Easter" in a bold, bubbly font. The letters are filled with a vibrant rainbow gradient (red, orange, yellow, green, blue, purple) and have a thick, dark purple outline. The text is set against a white background with a subtle drop shadow.

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2012-2013 ELECTED AND APPOINTED OFFICERS

<p>PRESIDENT 3725 Oriskany Street Jacksonville, FL 32227 Email: stephaniesapoirita@me.com</p>	<p>Stephanie A. Saporita, PLS Office (direct) 904/987-9325 Telefax 866/416-7518 Home 904/595-5668 Cell 843/743-5771</p>
<p>PRESIDENT-ELECT/Parliamentarian Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: lbelle@wcsr.com</p>	<p>Lois J. Belle, PLS Office (direct) 864/239-5990 Telefax 864/255-5440 Home 864/268-1009 Cell 864/979-7180</p>
<p>SECRETARY 124 Mariners Pointe Road Prosperity, SC 29127 Email: earlyjamie@yahoo.com</p>	<p>Jamie I. Early, PP, PLS Office (direct) 803/264-3555 Telefax 803/736-2713 Cell 803/422-6813</p>
<p>TREASURER Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: jan.berger@nelsonmullins.com</p>	<p>Jan W. Berger, ALS Office (direct) 803/255-9314 Telefax 803/255-9008 Home 803/788-0057 Cell 803/331-5101</p>
<p>Functional Director – MEMBERSHIP 2 Coopers Hawk Hilton Head Island, SC 29926 Email: susano@hargray.net</p>	<p>Susan L. Olmstead, PLS Home 843/681-5540 Cell 843/338-3313</p>
<p>Functional Director - EDUCATION Hale & Hale, LLC Post Office Box 22561 Hilton Head Island, SC 29925 Email: mlazarski@haleandhalelaw.com</p>	<p>Meredith Lazarski, ACP Office 843/837-3000 Telefax 843/837-3001 Home 843/815-3628 Cell 843/816-3015</p>
<p>Functional Director – MARKETING Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: sharon.wotherspoon@nelsonmullins.com</p>	<p>Sharon K. Wotherspoon, PLS Office 803/799-2000 Office (direct) 803/255-9242 Telefax 803/255-9333 Home 803/438-0343 Cell 803/237-3873</p>
<p>Functional Director - CERTIFICATION City of Greenville Post Office Box 2207 Greenville, SC 29602 Email: cpitman@greenvillesc.gov</p>	<p>Camilla G. Pitman, CMC, PLS Office 864/467-4431 Telefax 864/467-5725 Home 864/895-5473 Cell 864/608-1893</p>
<p>Immediate Past President/ Parliamentarian Greene Law Firm, PA 11 McGee Street Greenville, SC 29601 Email: tara@davidgreeneattorney.com</p>	<p>Tara Jean Brown, PP, PLS Office 864/271-7940 Telefax 864/370-3413 Cell 864/350-0937</p>

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2012-2013 COMMITTEE CHAIRS

<p>AWARD OF EXCELLENCE Hawthorne Corporation 3955 Faber Place Drive, Suite 301 North Charleston, SC 29405 Email: paula.taylor@hawthornecorp.com</p>	<p>Paula M. Taylor, PLS Office (direct) 843/818-1404 Telefax 843/576-0109 Home 843/761-8662 Cell 843/291-0437</p>
<p>COMMUNITY PROJECTS 602 Cannon Circle Greenville, SC 29607 E-mail: jimi@theclardyfirm.com</p>	<p>Jimi L. Bullard, ALS Office 864/233-8888 Office (direct) 864/233-8889 Cell 864/430-7027</p>
<p>CREDENTIALS Butler, Means, Evins & Browne, P.A. Post Office Drawer 451 Spartanburg, SC 29304-0451 Email: deborahbrown@butlermeans.com</p>	<p>Deborah League Brown, PLS Office (tollfree) 877/582-5630 Office (direct) 864/699-5655 Telefax 864/585-2034 Home 864/583-5264</p>
<p>EMPLOYMENT Post Office Box 1897 Spartanburg, SC 29304-1897 Email: rreynolds@holcombemomar.com</p>	<p>Roxanne R. Reynolds, PLS Office (direct) 864/594-5312 Telefax 864/585-3844 Home 864/487-5725</p>
<p>FINANCE McNair Law Firm, P.A. Post Office Drawer 3 Head Island, SC 29938 Email: ckilgore@mcnair.net</p> <p>508 Tracy Trail Greer, SC 29651 Email: fpowell@guestbrady.com</p>	<p>Carlene B. Kilgore, PLS Office (direct) 843/341-4945 Telefax 843/686-5991 Home 843/785-4766 Cell 843/290-5276</p> <p>Frances C. Powell, PP, PLS Office (direct) 864/915-7677 Telefax 864/286-6424 Home 864/286-3232 Cell 864/809-4638</p>
<p>FINANCIAL REVIEW Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: linda.wilson@nelsonmullins.com</p> <p>Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: debra.bailey@nelsonmullins.com</p>	<p>Linda W. Wilson, PLS Office 803/799-2000 Office (direct) 803/255-9264 Telefax 803/255-9117 Home 803/791-8469 Cell 803/622-3384</p> <p>Debra H. Bailey, PLS Office 803/799-2000 Office (direct) 803/255-9345 Telefax 803/255-9012 Home 803/731-2728 Cell 803/606-1410</p>
<p>HANDBOOK 202 View Drive Travelers Rest, SC 29690 Email: debbie.reynolds@nelsonmullins.com</p>	<p>Deborah J. Reynolds, PP, PLS Office 864/250-2251 Telefax 864/250-2377</p>

<p>HISTORIAN Greene Law Firm, PA 11 McGee Street Greenville, SC 29601 Email: tara@davidgreeneattorney.com</p>	<p>Tara Jean Brown, PP, PLS Office 864/271-7940 Telefax 864/370-3413 Cell 864/350-0937</p>
<p>NALS FOUNDATION 405 Grasshopper Court Orangeburg, SC 29118 Email: lauritzahill@sclegal.org</p>	<p>Lauritza S. Hill Office 803/533-0116 Telefax 803/533-5102 Home 803/533-0193 Cell 803/707-4059</p>
<p>NOMINATIONS AND ELECTIONS Charleston County Solicitor's Office 101 Meeting Street, Suite 400 Charleston, SC 29401 Email: naomi@scsolicitor9.org</p>	<p>Naomi W. Nation, PP, PLS, CLA Office 843/958-1945 Telefax 843/958-1905 Home 843/552-0632</p>
<p>PUBLICATION Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: wcsr.com">yfortner>wcsr.com</p>	<p>A. Yvonne Fortner, PP, PLS Office (direct) 864/239-5950 Telefax 864/239-5875 Home 864/895-2314 Cell 864/704-9468</p>
<p>SCHOLARSHIP Butler, Means, Evins & Browne, P.A. Post Office Drawer 451 Spartanburg, SC 29304-0451 Email: kerrywaldrop@butlermeans.com</p>	<p>Kerry Ann Waldrop Office (tollfree) 877/582-5630 Office (direct) 864/699-5652 Telefax 864/585-2034 Home 864/472-5486</p>
<p>SCRAPBOOK 2192 Pierpont Avenue Charleston, SC 29414 Email: sburke0901@aol.com</p>	<p>Stacy R. Burke, PP, PLS Office 843/388-6883 Home 843/534-6956 Cell 843/534-6956</p>
<p>STANDING RULES Greene Law Firm, PA 11 McGee Street Greenville, SC 29601 Email: tara@davidgreeneattorney.com</p>	<p>Tara Jean Brown, PP, PLS Office 864/271-7940 Telefax 864/370-3413 Cell 864/350-0937</p>
<p>TECHNOLOGY Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: wcsr.com">yfortner>wcsr.com</p>	<p>A. Yvonne Fortner, PP, PLS Office (direct) 864/239-5950 Telefax 864/239-5875 Home 864/895-2314 Cell 864/704-9468</p>

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2012 – 2013 CALENDAR

MAY 2012

- 1 Deadline for NALS Award of Excellence Nomination
- 1 *Carolina Paralegal News* Deadline (May)
- 10 Deadline for LSPSC Chapter Rosters
- 20 Deadline for LSPSC *Spotlight* (June)

JUNE 2012

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Summer @Law
- 2 NALS ALS Examination Date
- 15 Regular Registration Deadline for Region 4 Annual Education Conference in Chattanooga, TN (July 13 – July 15, 2012)
- 22 Hotel Reservation Deadline for Region 4 Annual Education Conference in Chattanooga, TN (July 13 – July 15, 2012)
- 24-26 LSPSC Officer Retreat, Naval Short Stay Recreational Complex

JULY 2012

- 1 Early Registration Deadline for NALS 61st Education Conference & National Forum in Portland, OR (October 18-21, 2012)
- 1 *Carolina Paralegal News* Deadline (July)
- 13-15 Region 4 Annual Education Conference in Chattanooga, TN

AUGUST 2012

- 1 Regular Registration Deadline for NALS 61st Education Conference & National Forum in Portland, OR (October 18-21, 2012)
- 1 Deadline for Nominations of NALS 2012-2013 Board of Directors
- 1 NALS September ALS/PLS/PP Exam Application Due
- 24 LSPSC Summer Board Meeting in Columbia
- 25 LSPSC Summer Membership Meeting in Columbia, SC

SEPTEMBER 2012

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Fall @Law
- 1 *Carolina Paralegal News* Deadline (Sept.)
- 1 E-mailing of NALS Board of Director Ballots
- 18 Hotel Reservation Deadline for NALS 61st Education Conference & National Forum in Portland, OR (October 18-21, 2012)
- 25 NALS ALS/PLS/PP Examination Date

OCTOBER 2012

- 8-12 NALS Court Observance Week
Theme:
- 18-21 NALS 60th Education Conference & National Forum in Portland, OR
- 15 NALS December ALS Exam Application Due
- 25 *Carolina Paralegal News* Deadline (Nov.)

NOVEMBER 2012

- 1 Deadline for NALS Jett Awards
- 1 Call for Nominations of LSPSC Officers for 2013-2014
- 15 Close of Nominations of LSPSC Officers for 2013-2014
- 20 Deadline for LSPSC *Spotlight* (December)

DECEMBER 2012

- 1 Dissemination of Acceptance and Qualification Forms to LSPSC Nominees for 2013-2014 offices
- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (March 2013)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Winter @Law
- 1 NALS ALS Examination Date
- 15 Deadline for return of Acceptance and Qualification Forms by LSPSC Nominees for 2013-2014 officers
- 22-1/3 NALS Closed for Holidays

JANUARY 2013

- 1 NALS March ALS/PLS/PP Exam Application Due
- 4 *Carolina Paralegal News* Deadline (Jan.)
- 18 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 25 Distribution of Rules and Applications for LSPSC Scholarship Award for 2012-2013
- 25 Distribution of Rules and Applications for LSPSC Award of Excellence for 2012-2013
- 25 LSPSC Winter Board Meeting in Columbia
- 26 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

FEBRUARY 2013

- 1 Dissemination to Members of Ballots to Elect LSPSC 2013-2014 Officers
- 20 Deadline for LSPSC *Spotlight* (March)
- 28 – 1/2 NALS Professional Development and Education Conference in Tulsa, OK

MARCH 2013

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Spring @Law
- 1 *Carolina Paralegal News* Deadline (March)
- 2 NALS ALS/PLS/PP Examination Date

APRIL 2013

- 12 Registration Deadline for LSPSC Annual Meeting hosted by Spartanburg, SC
- 15 NALS June ALS Exam Application Due
- 26 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting at Spartanburg, SC
- 27 LSPSC CLE Seminars, Annual Meeting and Installation at Spartanburg, SC
- 28 LSPSC Spring Membership Meeting at Spartanburg, SC

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: