



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

JUDGMENT

By Margaret Wilson, PLS

The dictionary defines “judgment,” in part, as:

The ability to judge, make a decision, or form an opinion objectively, authoritatively, and wisely, especially in matters affecting action. Good sense. Discretion.

I have always heard it said that you either have good judgment or you do not—you cannot learn it. I agree with that—up to a point. You cannot LEARN judgment, but you CAN learn to use your judgment more wisely. All it takes is a little practice.

As legal support staff, we are constantly being called on to use our judgment—whether it involves what project to tackle first, what to tell clients when they call, or even what to discuss in the office.

Lawyers (and, therefore, their assistants) have certain rules they must follow in client representation—the Model Rules of Professional Conduct. Assistants are particularly involved in the rules governing competence (Rule 1.1), conflicts of interest (Rules 1.7-1.10), and confidentiality of information (Rule 1.6).

In order to competently represent clients, an assistant should maintain and upgrade his or her skills often. That is one reason NALS puts such a high emphasis on continuing legal education and certifications.

(Continued on page 18)

SPOTLIGHT

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Spotlight

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Post Office Box 10208
Greenville, SC 29603



President's Report

by
Lois J. Belle, PLS
2013-2014 President

I love a new year! It's a time for starting over, a second chance, a new beginning. If you are like me, I am thankful for a fresh start after being too busy in November and December. I take on the new year as a time to set goals for 2014. As part of my goal setting, I like to choose a word for the year. Have you ever chosen a word for the year? The word might be part of your goal or just a word that you would like to keep before you throughout the year. Let me know your word!

We had a great turnout at our Winter membership meeting in Columbia. (Thanks again to our Midlands chapter for all their hard work to ensure a successful meeting!) We had two members who were attending their first membership meeting, Maris Cannon from the Midlands chapter and DeAnne Moore from the Greenville chapter. We are so pleased that you joined us. Please make it a tradition to attend every meeting. During this meeting our members went above and beyond in their generous giving to Harvest Hope. Thank you so much!

If you happened to miss the meeting, we talked about attitudes and what they might have to do with personalities. ***"An attitude of positive expectations is the mark of a superior personality."*** We all have different personalities. It's our nature, character or disposition that defines us. We looked at several personalities that encompass us as women, friends and legal professionals. Through a fun 'exercise' we used our lipstick shapes to define these personalities. Some of the key words we talked about were: Logical-someone who uses the knowledge they possess to reach reasonable and sensible conclusions. Consistent-someone who delivers on a regular basis, who does what they say they will do; someone who keeps their commitments. Focused-someone who gives everything they do their undivided attention through completion. These and many other words perfectly describe our members and the many talents that each of you share. Let's move forward in 2014 by **ENGAGING** each other to be involved, by **INSPIRING** others to be certified, by further **ENHANCING** our careers, and by **PROMOTING** our association.

Our Member/Chapter Outreach program will come to a close on April 24, 2014. Be sure you have placed two

checkmarks in each quarter and you will receive the LSPSC logo insulated lunch bag. If you are a new member, please start the chart with your join date.

I hope that you are making plans to join us for our 49th annual meeting hosted by Legal Staff Professionals of the Lowcountry to be held at The Clark's Inn in Santee, SC from April 25-27, 2014. This is a wonderful weekend of CLE, a luncheon to honor our President-Elect, Camilla Pitman (Greenville), our annual meeting, chinese auction and our installation banquet for our incoming President, Jan Berger (Columbia). Sunday will conclude with a breakfast, leadership training event and our spring membership meeting. I hope to see you there!

As my year serving as your 2013-2014 LSPSC President will soon come to a close – it certainly has been a year I will remember for many years to come. I have enjoyed every minute of it – really. I thank you for your graciousness toward me in all of our endeavors. I love our association and our members and I hope that it showed in everything that we accomplished. We achieved many of the goals set before us. I owe a huge thank you to each board member for their dedication and devotion to this association. I will soon pass the torch to the very gifted Jan Berger. Look forward to great things under her leadership. See you in Santee!

Reminders:

- Member/Chapter Outreach program – complete these forms by April 24 and receive a LSPSC logo insulated lunch bag

- Award of Excellence – nominate someone from your chapter to receive this prestigious award. Contact Susan Olmstead for an application. Deadline is March 15, 2014.
- Annual Meeting
 - ⇒ Register NOW! (forms included in this Spotlight)
 - ⇒ Chinese auction theme – A Few of my Favorite Things
 - ⇒ Each chapter to donate a basket (in lieu of vendors)
 - ⇒ Community service charity – Florence Crittenton Programs of SC
 - ⇒ Premium prize will be provided by Spartanburg County Legal Staff Professionals
- LSPSC logo items are for sale; or have us monogram your item. Contact Camilla Pitman.
- NALS 63rd Annual Education Conference and National Forum
 - ⇒ It's not too early to start thinking about attending this conference in Houston, TX from October 2-4, 2014. You will be glad you attended.
- NALS Foundation Grant
 - ⇒ These grants are offered twice a year for Education and Certification. Take advantage of this opportunity to further promote your chapter.



Great leadership usually starts with a willing heart, a positive attitude, and a desire to make a difference.

Mac Anderson

Thank you for your leadership through the years.

Camilla



Happy Gram!

en • gage | en'gāj |

- 1 [trans.] occupy, attract, or involve (someone) in interest or attention: NALS offers programs to engage members in their careers helping them advance in life.
 - (engage someone in) cause someone to become involved in
 - arrange to employ or hire (someone): He was engaged as a paralegal.
 - date reserved (accommodation, a place, etc.) in advance: She had engaged the Online Learning Center.
- 2 [intrans.] (engage in) partcipate or become involved in: NALS members engage in a variety of activities.
 - (be engaged in) someone actively engaged in leadership.
 - (engage with) establish a meaningful contact or connection with: New members can engage with local leaders in their profession.
 - (of a part of a machine or engine) move in to position so as to come into operation: Your career will engage.

More opportunities to engage NALS and your career!

- More CLE for your money.
- Online information at your finger tips.
- More CLE than you have ever seen at a conference.
- More active in social media.
- Area of law focused education.
- The same support you have grown to love.

en • hance | en'hans |

[trans.] intensify, increase, or further improve the quality, value, or extent of: Her dedication and involvement will enhance her career. | Continuing legal education enhances the value of employees.

Enhance your career with education and certifications that fit your needs.

- Online CLE focused on practice areas.
- Three certifications to advance your career.
- Website access to a library of articles and resources.
- Conference schedules built around your specialties.
- Online communities of experienced legal professionals.
- Career Center linked to other legal associations.

in • spire | in'spīr |

- 1 fill (someone) with the urge or ability to do or feel something, esp. to do something creative: [trans.] His passion for justice inspired him to advance his career as a paralegal with NALS.
 - create (a feeling, esp. a positive one) in a person: Their enthusiasm inspired those around them.
 - (inspire someone with) and make someone with (such a feeling): She inspired her co-workers as became certified with NALS.
 - of an idea to: The conference was successful enough to inspire people to register for the network.

More than 80 years of inspiring legal professionals will continue.

- Specialty specific education to broaden your knowledge.
- Online networking and communities for support.
- Two national conferences each year for a personal touch.
- Local and state chapters to keep you inspired.
- Three certifications to advance your career.
- Full-time professional staff to answer your questions.



engage
inspire
enhance
promote

pro • mote | prə'mōt |

- 1 further the progress of (something, esp. a cause, venture, or idea); support or actively encourage: Specialty area education helps promote advancement.
 - give publicity to (a product, organization, or venture) so as to increase sales or public awareness: The NALS dodger is used to promote NALS members and their accomplishments.
 - chemistry act as a promoter of (a catalyst).
- 2 (often be promoted) advance or raise (someone) to a higher position or rank: She was promoted to senior paralegal after she was certified by NALS.

Get help in promoting yourself by being a part of something greater.

- More than 80 years of serving legal professionals.
- Three certifications to help get that promotion.
- Leadership opportunities.
- Professional and personal development focused.
- Build your network of legal professionals.
- Career Center linked to other legal associations.

www.nals.org

Social Networking



Come Join Us Online!



www.lspsc.org

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



Functional Director of Certification Robin C. Deming, PLS

INSPIRE – The Road to Certification

I can't believe this year is almost over. It has been a privilege and pleasure to serve as your Functional Director of Certification this past year. I hope that this year you have been inspired to work towards your certification whether it is ALP, PLS, PP or a Specialty Certification.

Congratulations: LSPSC would like to congratulate the following:

Lois J. Belle, PLS, for achieving her PLS recertification

Camilla G. Pitman, MMC, PLS, for earning the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks

ALP, PLS, PP Exams: The deadline to submit your application for the Saturday, September 27, 2014 testing is Friday, August 1, 2014. Applications can be obtained at www.nals.org/certification. If you have any questions, please contact me at rdeming@srhs.com or 864-809-4638.

Total NALS Certifications as of January 1, 2014:

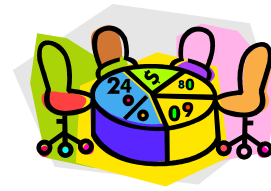
Professional Paralegal	561
Professional Legal Secretary	5,723
Accredited Legal Professional	3,193

Specialty Certificate: A Certified PP or PLS may obtain a specialty certificate in one of the four educational tracks offered by NALS:

Litigation/Civil Law
Corporate Law
Estate Planning/Family Law
General Law

Exam Administrators: NALS is always in need of qualified Exam Administrators to give the ALP,

PLS, and PP exams. Please remember to register your exam site annually. For information, if you are working on recertification, this is an excellent way to receive CLE credits.



Functional Director of Education Carlene B. Kilgore, PLS

We had 25 members attend the "How to find Crucial Answers Lightning Fast, without using Google (much)" and "Sovereign Citizen Use of Documents to further Fraudulent Schemes" seminars on January 25, 2014, and collected \$750.00 in registration fees. We would like to thank Eve Ross, Esquire, and William A. Moser for taking the time to speak to us.

Eve Ross is Assistant Librarian and Research Specialist at McNair Law Firm in Columbia, South Carolina. Eve holds a law degree from the University of South Carolina School of Law, and is a member of the South Carolina Bar, having practiced public finance law for three years. Prior to attending law school, Eve worked as a legal secretary for two years. In addition to her current work in the McNair Law Firm library, she is pursuing a Master of Library and Information Science at the University of South Carolina. She is a member of the South Carolina Bar Association, the Special Libraries Association - Legal Division, and the American Association of Law Libraries.

William A. Moser has been an FBI Special Agent since April 2008. He has been a member of the Joint Terrorism Task Force as the Domestic Terrorism Coordinator since being assigned to the Columbia Division in April 2009. Before joining the FBI he was a Criminal Investigator for United States Customs & Border Protection in Tampa, FL.

I look forward to seeing everyone at our Annual Meeting and Educational Conference which will be held on Saturday, April 26, 2014, at Clark's Inn in Santee. David Aylor, Esquire, is a criminal defense attorney and civil litigator with two offices in Charleston and one in Walterboro. He graduated from The College of Charleston with a degree in political science and earned his law degree from the University of South Carolina. Mr. Aylor will give a presentation on "Criminal Defense: When Fingerprints are Present." E. Culver Kidd, IV, Esquire, is a Ninth Judicial Circuit Assistant

Solicitor for Charleston County. He earned his law degree from the Charleston School of Law. Mr. Kidd will give a presentation on “Ethics in Prosecution.”

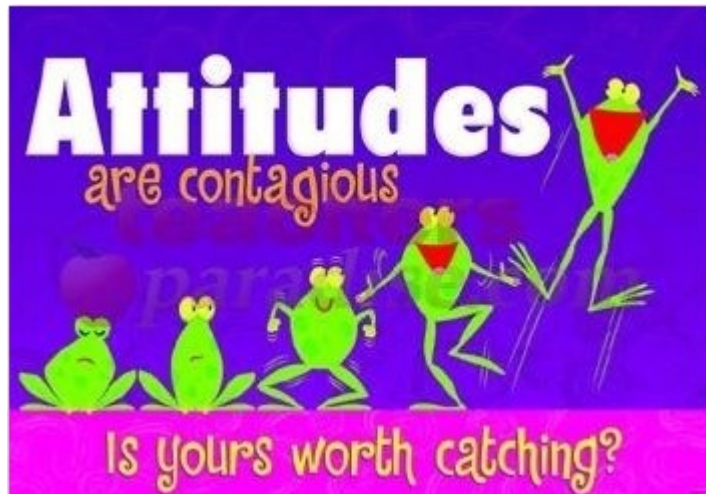
Functional Director of Marketing
Camilla G. Pitman, MMC, PLS

Can you say . . . PROMOTE? It has been a privilege to promote LSPSC during my year as Functional Director of Marketing. I hope I have encouraged you in some way to promote NALS, LSPSC, and your local chapter. Please continue to encourage those you work with to become a part of this wonderful professional organization. YOU are the best promotional tool for LSPSC.

Thanks to everyone who has purchased a shirt or a blanket. **You have participated in promoting LSPSC.** Thanks to the chapters and members who have purchased Happy Grams and advertisements for the Spotlight. **You have participated in promoting LSPSC.** Thanks to the members who have provided me with information for Carolina Paralegal News and other media publications. **You have participated in promoting LSPSC.** Thanks to everyone who has posted information on Facebook and other social media. **You have participated in promoting LSPSC.**

As we prepare for the Annual Meeting, please do not forget to continue to send information to me regarding any activities and events taking place in your chapter. I encourage you to contact your local Belk store and participate in the Belk Charity Day Sale on Saturday, May 10. This event is a great way to promote LSPSC and raise funds to support your chapter.

As I have shared with you throughout this year, “If you don’t promote yourself, no one else will.” This is a great



time to promote LSPSC’s Annual Meeting in Santee. Please encourage your fellow chapter members to attend this year’s meeting. You will not want to miss it. I look forward to seeing you there!

Functional Director of Membership
Meredith Lazarski, ACP

First and foremost, I would like to thank the members of Legal Staff Professionals of South Carolina for the opportunity to serve as the 2013-2104 Functional Director of Membership. I have thoroughly enjoyed my time in this position and getting to know the members better.

As of January 22, 2014, LSPSC has 69 members: 10 new members, 51 continuing members, 6 life members and 2 retired members. Local chapters are as follows: Members At Large has 2; Legal Staff Professionals of Midlands has 8; Legal Staff Professionals of Greenville has 28; Legal Staff Professionals of the Lowcountry has 7; Hilton Head Legal Staff Professionals has 7; Spartanburg County Legal Staff Professionals has 13 and Legal Staff Professionals of Orangeburg has 4.

For all you Facebook fans, LSPSC has a group page. Please check it out! Membership and Marketing continues to post information regarding and articles from NALS, the South Carolina Bar, local and state agencies and our local chapters and its members. If a local chapter would like to create a Facebook page, please let me know. I’ll be happy to assist in setting one up. Hilton Head Legal Staff Professionals, Spartanburg County Legal Staff Professionals and Legal Staff Professionals of Greenville also have Facebook pages. If you’re on FB, help support your members and join the LSPSC and SCLPS group pages and “like” HH and Greenville’s pages.

We will continue to highlight our new members in Spotlight. Every new member receives a welcome letter and questionnaire. New members - we’d love for you to fill out the questionnaire and send it in with a photo for the next issue of Spotlight. Continuing members - encourage the new members fill out the questionnaires. We want to get to know our members!

Please keep in mind that NALS has a Waiver of Dues/ Financial Hardship Waiver. When reviewing your local roster, if you see a member coming up for renewal that recently became unemployed, please let them know about this assistance program. This waiver is to be used by full-time, current, continuing members (no retired, student, or associate dues will be waived) who are unemployed at the time that membership dues are due for renewal.

Additionally, NALS will also request that the member's current state and local chapter waive its chapter and state dues. The member's request will be considered if she/he is unemployed at the time her/his dues are due, she/he is a full-time, current, continuing member, and payment of those dues would create a financial hardship. Waivers will be for one year.



**Annual Meeting 2014
Submitted by Naomi W.
Nation, PP, PLS, CLA
Legal Staff Professionals of
the Lowcountry**

Plans are coming together for our 2014 Annual Meeting and Educational Conference. As mentioned before, it is scheduled for **April 25-27, 2014**, at the Clark's Inn in

Santee, South Carolina. The theme: ***Leaving Footprints of Greatness while Stepping Into Change.***

Full registration is **\$115**, which is due by **April 8, 2014**. Room rates are \$78 per night, and one should make reservation by **April 18, 2014** (use the name Naomi Nation – code 61108). The telephone number to call for room reservations is 803 854-2141. Carlene Kilgore, PLS, has lined up the CLEs, which look to be interesting as well as educational.

We have been in contact with Ms. Kitty Collier at Clark's Inn, who has been very helpful in making arrangements. As you know, the Clark is a small venue, and vendors are not allowed. The meeting rooms are quaint and the menu we have planned is said to be all homemade. This would be a good time to bring "great" auction items.

Registration and hospitality will be Friday, April 25, 2014, starting at 6 p.m., in the Santee Room, we believe.

Please send us any moment of "greatness" that you have experienced while a member of Legal Staff Professionals of South Carolina. You can email or fax it to Naomi Nation at naomi@scsolicitor9.org (email) or 843 958-1905 (fax). Please include the year this moment occurred if you remember it and your name. Also, if you have any pictures of events/great moments that you don't mind being on display, please send them, either to the email address above or the following address:

Naomi W. Nation
Office of the Solicitor
101 Meeting Street, Suite 400
Charleston SC 29401

We ask that you submit these to us no later than **March 21, 2014**.

Also, in lieu of vendors, we are asking each of our chapters to prepare a Chapter Basket for the auction table. Tickets for these baskets will be \$2 each or 3 for \$5. We think this will be fun and rewarding for all.

Florence Crittenton of South Carolina, a residential program that provides help for pregnant teens, is our charity for the 2014 Annual Meeting. Monetary donations are always welcome, but a ***Wish List*** is attached to this report (**page 12**).

We are hoping to have a great time at the Clark Inn. We ask that you be patient with us while we pull all of this together. Registration Forms are available in this issue of the ***Spotlight*** and posted on-line. If you have any questions at all, feel free to call us at 843 958-1945 (Naomi –work) or 843 843 552-0632 (Naomi – home). **SEE YOU IN APRIL!**





Florence Crittenton of South Carolina
Phone: 843.722.7526

Wish List

Cash or check donations

Household items

- Toilet paper
- Paper towels
- Tissue
- Laundry Detergent
- Dish-washing Soap
- Alarm clocks
- Utensils(forks and spoons)
- Gift cards for groceries and household supplies

Education supplies

- Loose-leaf paper
- Spiral notebooks
- Mechanical pencils
- Color pens
- Journals
- Art and craft supplies
- Graph paper
- Calculators

Other items for clients

- Maternity clothes
- T-shirts
- Flip-flops
- Slippers
- Bath towels
- Reusable Water Bottles(BPA-Free)
- Sunscreen
- Deet-Free Bug Spray

Baby and toddler items

- Diapers (all sizes, especially the larger sizes)
- Pull-Ups Training Diapers
- Books for toddlers
- Baby wipes

Office supplies

- Copy paper
- Postage stamps
- Office supplies (pens, post-it notes, small three-ring binders, file folders, etc.)

Please note that we will accept gently used baby items such as educational toys, baby gear (swings, bouncers, bassinets, etc.), and nearly new baby clothing. If you have any questions about donations, please call us at 843-722-7526. Thank you for your support!





Award of Excellence
Susan Olmstead, PLS

Members, in this issue of The Spotlight you will find the nomination form for the **Award of Excellence**. Please take a few minutes to nominate someone who has given unselfishly of themselves to our association as well as to her community. Three years of service to a local chapter, LSPSC or NALS qualifies them as a candidate. [Form on pages 15-16]

It is important to take advantage of every opportunity to recognize talent and to say thank you to those who has given to us and others. **Nothing says you are special as an award given by your peers.** The most difficult part of submitting a nomination form is the selection of the nominee – you have over **70 EXCELLENT choices**. March 15, 2014 is the deadline for nominee submissions. My contact information is on the nomination form as well as below:

Susan Olmstead, PLS
LSPSC Award of Excellence Chairperson
2 Coopers Hawk Road
Hilton Head Island, SC 29926
susan@goinglaw.com
843-682-2111 (o) 843-682-2112 (f)
843-681-5540 (h) 843-338-3313 (c)

LSPSC members. As a reminder, the Spartanburg Chapter will be responsible for the Premium Prize for this meeting.



NALS Foundation
By Naomi W. Nation, PP, PLS, CLA

DEADLINE REMINDER: Upcoming deadlines for submitting applications for NALS Foundation grants are **March 1, 2014, and June 1, 2014**. Grants are awarded for education, leadership development, and certification programs.

At this time, we are not aware of any grant recipients. However, if your chapter has applied for or received a grant within the past few months, please let us know. We are anxious to send out congratulations.

Many of you will renew your membership with NALS between now and the end of April. If you can, please consider checking the \$25 “optional contribution” box for NALS Foundation. NALS Foundation is a key element of our association; the success of this foundation depends on the support of members.

Please take time to visit the website at www.nals.org for additional information on NALS Foundation and the grant application process.

Again, if you should win a grant, please contact Naomi W. Nation: Telephone: (843) 958-1945; Fax: (843) 958-1905; email: naomi@scsolicitor9.org; and mailing address: Office of the Solicitor, 101 Meeting Street, Suite 400, Charleston SC 29401. Thank you!

Finance
Sonia Hunt
Mary Kay Oliver



Thank you for your support of the “A Time for All Seasons” fundraiser held at the Winter Membership meeting. Because of the items you sent, we raised \$573.00 for our association through the Chinese Auction and Buck-A-Book.



We are now moving on to the Annual Membership Meeting and the theme as announced is “A Few of My Favorite Things”. So what are your favorite things? Is it wine, movies, bath and body items, baked goods, tea, etc? Think about what your favorite things are and bring a few to the Annual Membership Meeting to share with your fellow



Nominations & Elections

Debra H. Bailey, PLS

Roxanne R. Reynolds, PLS

On or before November 1, 2013, a call went out to the membership for the nomination of 2014-15 officers/functional directors. The call included officer qualifications and duties and a deadline that nominations would be closed November 15, 2013.

After verification that all nominees met the minimum qualifications to run for the offices to which they were nominated, acceptance forms were sent to the nominees, with a deadline of December 5, 2013, by which to accept or decline their nominations.

Upon receipt of the acceptance forms, we had a candidate accepted for each office except Functional Director of Education and Treasurer.

At the January meeting, President Lois opened the floor for additional nominations for candidates for each office. Sharon K. Wotherspoon, PLS was nominated for Functional Director of Education and Tara Jean Brown, PP, PLS, Jamie I. Early, PP, PLS,

and Jimi L. Bullard, ALS were nominated for Treasurer. Jimi later rescinded her nomination.

Ballots were emailed to each member on February 5, 2014, with a deadline to return by March 5, 2014.

After a tally of all ballots received, the following slate of officers was elected:

President-Elect	Camilla G. Pitman, MMC, PLS	Greenville
Functional Directors:		
Membership	Mary D. (Dee Dee) Callison	Greenville
Education	Sharon K. Wotherspoon, PLS	Columbia
Marketing/		
Public Awareness	Meredith Lazarski, ACP	Hilton Head
Certification	Carlene B. Kilgore, PLS	Hilton Head
Secretary	Vickie A. Halstead	Greenville
Treasurer	Jamie I. Early, PP, PLS	Columbia

We are pleased to present the above named 2014-15 LSPSC officers, to serve with our incoming President Jan W. Berger, ALP (Columbia); and Immediate Past President/Parliamentarian, Lois J. Belle, PLS (Greenville).

Thank you to those members who took the time to submit nominations, and congratulations to our newest Board members.

Happy Gram!



*THANK YOU will never be enough to express my gratitude for your service to Legal Staff Professionals of South Carolina this past year! I have enjoying serving alongside each of you. I so appreciate your willingness, enthusiasm, dedication, devotion and terrific ATTITUDES!
Lois*



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NOMINATION FORM
AWARD OF EXCELLENCE

2013-2014

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

Deadline: March 15, 2014

Submit to: Susan L. Olmstead, PLS, LSPSC Award of Excellence Chairperson
2 Coopers Hawk, Hilton Head Island, South Carolina 29926
Office: 843-682-2111; Facsimile: 843-682-2112
Call: 843-338-3313; Home: 843-681-5540
E-mail: susan@goinglaw.com

Nomination Date: _____ Nominee's Local Chapter: _____

Nominee Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____ Office Phone: _____

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

A. Years of Experience in legal profession: _____

B. Years of membership in NALS: _____

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

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

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

2. Professional Achievements (including years attained)

A. Professional Designations/Certifications:

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

C. Recommendation (250-word limit)

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

NOMINATION SUBMITTED BY:

Signature: _____

Name/Title: _____

Address: _____

City/State/Zip: _____

Local Chapter: _____

Telephone: _____

Email: _____

Date Received by LSPSC Chairperson: _____



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

SPOTLIGHT
ADVERTISEMENT FORM



A publication of Legal Staff Professionals of South Carolina

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____

EMAIL: _____

WEBSITE: _____

Circle desired advertisement:

	Full Page *	Half Page	Quarter Page	Business Card
Three Issues	\$125	\$75	\$40	\$25
Two Issues	\$85	\$50	\$25	
One Issue	\$50	\$20	\$10	\$10

** Full Page advertisements include a web link to the business's webpage.*

**The SPOTLIGHT is published three times per year: March, June and December.
Advertisements must be provided in camera ready format.**

Email advertisement and mail payment to:

**Camilla G. Pitman, MMC, Certified PLS
Functional Director of Marketing
P.O. Box 2207
Greenville, SC 29602
cpitman@greenvillesc.gov**

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.

(Continued from page 1)

Whether inside or outside the office, your conduct should be above reproach. Avoid any questionable conduct. Do not get involved in inner-office politics. It helps no one and can certainly hurt others—or even yourself. Use your best judgment about what to (and what not to) discuss in the office—and when in doubt, do not talk about it. Nothing hurts your reputation as a trusted legal assistant more than being seen as someone who talks behind others' backs, cannot keep confidences, or seems unsatisfied with his or her work environment. Others may think, “If she talks like that here, what is she saying other places?” Show pride in your office and your profession.

Conflicts of interest can be avoided by maintaining an accurate and up-to-date list of current and former clients so a conflicts check can be made at the very outset of a case. If the lawyer's assistant knows of any conflicts—such as a case regarding a former client, if she has worked for the opposing law firm (perhaps on the same case), or if she has personal knowledge about the case—she should let the lawyer know immediately. It is both the lawyer's and the assistant's responsibility to be sure that no conflicts exist.

Of all the duties and responsibilities borne by the legal staff, confidentiality is perhaps the most important. The client has to KNOW he or she may discuss all legal problems with the attorney and the attorney's staff without fear of any information being made known to anyone outside the office. Never discuss case matters outside the office—or even inside the office in public areas—no matter how “juicy” the case may be. Remember, too, that the rules of confidentiality apply even after termination of the client/attorney relationship and even after your employment with that particular law firm ends; in other words—forever.

Regular communication with clients is also extremely important. Your responsibility as a lawyer's assistant includes being a liaison between the lawyer and the

client. Be sure to relay complete and accurate messages between the client and lawyer and be sure to find out what you may tell the client. Remember YOU cannot practice law—you can only relay messages.

Support staff judgment is probably most called upon when determining which project to tackle first. What is most important or has a deadline looming? What can wait until later in the day or even tomorrow? What can be done on an “as I have time” basis?

What should you do when you have three attorneys who have all assigned work to you that is priority? How do you decide which one to do first? You are usually somewhat familiar with all the cases and they all seem urgent to you. Do you just pick one and hope you picked the right one? Do you work on them in the order you received them? Do you flip a coin? Or do you just go to lunch and hope it will all go away while you are out?

I have found that the best way to handle that situation is to let the attorneys decide among themselves which is to be done first. They know their cases and the situations involved. They know which is most urgent. Ask them to let you know in what order the projects should be done. If they are indeed all priority, perhaps you need to ask someone to help you with them.

You have to remember—even if your bosses do not—that you are just one person. Do not try to do it all and risk doing something terribly wrong. Delegate. Do not let yourself get in a hurry. Maintain pride in your work and do not let shabby work leave your office. Never let yourself be so pressured that you do not take the time to proofread your work. Verify the spelling of proper names and check all dates and amounts. Do not send a letter to opposing counsel with their name (or worse, your client's name) misspelled. Double-check calculations. Check to make

(Continued on page 19)

(Continued from page 18)

sure word usage and punctuation are correct. When you send out mail, double-check to make sure you have the right letter in the right envelope.

Competence, conflicts of interest, and confidentiality—all are important aspects of a legal assistant’s day. You are a professional. Relax, take a deep breath, and trust your judgment!

| Reprinted from the NALS docket , July 2013 |

Look what we have for **YOU!**

HOSTESS REWARDS
July 1, 2013 - Feb 28, 2014

JAFRA
Susan Olmstead
Skin Care Consultant
843-338-3313 (cell)
843-681-5540 (home)
susano@hargray.com
www.myjafra.com/susanolmstead

Free Products Product Credits Great Savings 50% Off Products Booking Offer

With every NALS member's Jafra order, the NALS Foundation will receive a 25% donation from me on your behalf.

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THANKS

To Lois for being a great President and teaching me along the way!

To the Board for your tireless efforts and love of this Association!

To the Members for your constant love, support, and willingness to volunteer!

To employers, family and friends who support our Association!

To Past Presidents for their guidance!

We've had a GREAT YEAR and I pledge to continue to promote LSPSC and NALS as your incoming President 2014-2015!

Hope to see you in Santee in April!!!

Jan Berger

Congratulations to LSPSC's 2014-2015 Officers!

President	Jan W. Berger, ALP
President-Elect	Camilla G. Pitman, MMC, PLS
Secretary	Vickie A. Halstead
Treasurer	Jamie I. Early, PP, PLS
FD of Membership	Mary "Dee Dee" Callison
FD of Marketing	Meredith Lazarski, ACP
FD of Education	Sharon W. Wotherspoon, PLS
FD of Certification	Carlene B. Kilgore, PLS
Past President/Parliamentarian	Lois J. Belle, PLS

LSPSC supports you all wholeheartedly!



Meet Our Newest Members!

Meet Terri Coker! Terri joined NALS in November 2013 and is a member of the Greenville chapter. She is a certified paralegal with Bannister & Wyatt, LLC, has her CP from NALA and has 28 years legal experience in various areas of the law including personal injury, litigation, employment and labor law, criminal law, family law, worker's compensation and estate administration. Terri first became involved in the legal field when she began working in the executive legal department of Fluor Daniel as a legal secretary. She enjoys working with clients to help them work through their legal concerns and the investigative aspects of challenging cases. Terri's least favorite task at the office is entering time and her favorite mode of communication is e-mail. She also believes in having a great sense of humor, especially in the legal profession. Terri loves party planning and has often thought she'd like to start her own event planning or catering business. Where does Terri hope to see herself in five years? Ten years closer to retirement in a tropical locale. Welcome Terri!!



Meet Cathi Tankersley! Cathi joined NALS in October 2013 and is a member of the Greenville chapter. She is a business litigation paralegal with Womble Carlyle Sandridge & Rice, LLP and has 20 years legal experience in various areas of the law including personal injury, construction litigation, class action, products liability, transportation, wrongful death, nursing home litigation, medical malpractice, business litigation and foreclosure litigation. Cathi first became involved in the legal field purely by accident. Her college degree is in business administration and marketing and in 1994, she was working for the Chamber of Commerce in Ohio doing economic



development and promoting travel and tourism. The bitterly cold Ohio winters got to Cathi and she decided to move to Charleston, South Carolina thinking it would be fairly easy to find a job in tourism since Charleston is a popular tourist destination. The only job Cathi could find was as a temporary job as a legal secretary for a downtown Charleston law firm. At the end of the temp assignment the firm asked her stay, but only if she would agree to get a paralegal degree. Cathi agreed to stay and the firm sent her to paralegal school, where she obtained her degree. She's been working as a paralegal ever since. Cathi enjoys preparing and going to trial to see all the pieces of the puzzle come together and feels that all the tasks involved in her position serve a purpose not matter how mundane or taxing they may be. She still prefers talking face-to-face or by telephone, but feels email is taking over the legal practice. Cathi always tries to stay positive and look at the bright side of a situation. To her, the glass is always half full! Cathi is a good listener so when one of her fellow "sisters-in-law" needs to vent, her door is always open to listen. Where does Cathi hope to see herself in five years? She'd love to be able to start considering retirement and starting a new chapter in her life with her husband, Scott. Welcome Cathi!

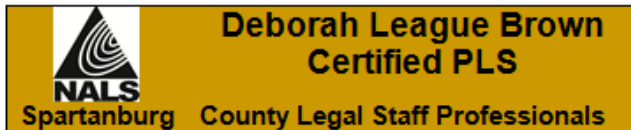
MAGNETIC NAME BADGES

I will once again place orders for magnetic name badges. The badges are burnished gold with black lettering. Any members who are interested in getting name badge(s) with their chapter and/or state association name(s), please send me the below order form, along with your check:

made payable to
Larry's Trophies
in the amount of
\$5.83 (\$5.50 plus \$0.33 tax)
for each badge ordered.

You may want to order one with your local chapter name and one with the state association name. Deadline to receive orders is **April 4, 2014**, so I will have enough time to place orders and have the badges available at our Annual Meeting in Santee. If you do not plan to attend Annual Meeting, please advise so we can make arrangements to give your name badge to another member of your chapter.

Name badges will look something like these:



Please LEGIBLY print or type your order form so the engraver can read it.

The engraver will put EXACTLY WHAT YOU SHOW ON THIS FORM.

Exact Name: _____

Legal Association(s)
Certification(s), if any: _____
(if there is no certification, then the name badge will be only 2 lines – name and chapter)

Chapter or Association: _____

Please mail to: Deborah League Brown, Certified PLS
Post Office Drawer 451
Spartanburg, SC 29304-0451

If you have any questions, please contact me at 864/699-5655 (direct work #) or deborahbrown@butlermeans.com

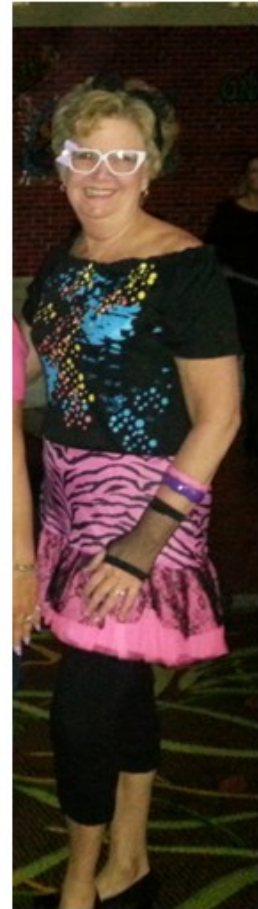
HAPPY GRAMS!

**HAPPY BIRTHDAY,
MADAM PRESIDENT
LOIS J. BELLE, PLS!
STILL FABULOUS AT...**

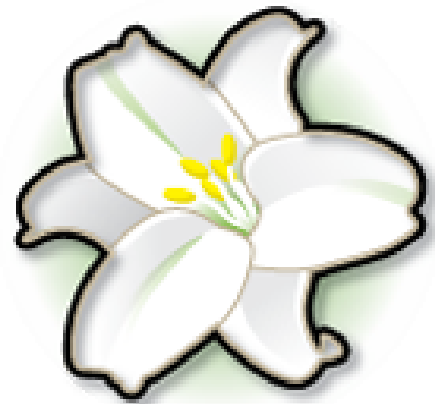


With much love,

From the rest of the Fab 4



**Hilton Head Legal Staff Professionals
supports our community by raising over
\$2,000 for local charities in 2013.**



Hear ye, Hear ye. Have you heard? Check out LSPSC...

www.lspsc.org

Carolina Paralegal News
<http://nclawyersweekly.com/paralegal>



Legal Staff Professionals of South Carolina



Don't Worry . . . Be Happy

Purchase a Happy Gram today
for the next Spotlight Issue.

\$5.00

Send Happy Gram to cpitman@greenvillesc.gov.

How are you promoting your local chapter?



Write an article for a publication?

Attend a local chapter meeting?

Attend a LSPSC meeting?

Attend a NALS meeting?

Tell anyone about local/state/NALS today?

Invite someone to your local/state/NALS meeting?



Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have **value** for customers, clients, partners, and society at large. What better way to value your profession – promote!

If you have a great idea for promoting that has worked for you and your chapter, pass it along to Camilla at cpitman@greenvillesc.gov.

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
49th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 25-27, 2014**

**Hosted by Legal Staff Professionals of the Lowcountry
Clark's Inn
114 Bradford Boulevard
Santee, South Carolina
Deadline for Registration: April 8, 2014
Late Fee Charged after Deadline: \$10.00**

Name: _____ Nickname for Badge: _____

Address: _____ Phone Number: _____

Email Address: _____ Chapter: _____

Current Office(s) Held: _____

I WILL ATTEND:

- | | | |
|-------|-----------------|---|
| _____ | \$115.00 | Full Registration
<i>(covers all meetings; Saturday's lunch & banquet; Sunday's breakfast)</i> |
| _____ | 15.00 | Annual Meeting Only (Saturday) |
| _____ | 30.00 | Saturday Lunch / Guest |
| _____ | 50.00 | Saturday Evening Banquet / Guest |
| _____ | 20.00 | Sunday Breakfast / Guest |
| _____ | 15.00 | Spring Membership Meeting Only (Sunday) |
| _____ | \$10.00 | Late Fee Charge after April 8, 2014 |
| _____ | | TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND" |

The banquet will be a plated dinner with a choice of entrée: *(please select one)*

- OR**
- | | |
|-------|---------------------------------------|
| _____ | Party Chicken! |
| _____ | Sliced Roast Beef with Mushroom Gravy |



Please make check payable to **LSPSC Annual Meeting Fund**.

Mail to:
**Paula Taylor, PLS
LSPL Treasurer – 2014
319 Land O'Pines Circle
Moncks Corner SC 29461**

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
49th ANNUAL MEETING AND EDUCATIONAL CONFERENCE**

April 25-27, 2014

Hosted by Legal Staff Professionals of the Lowcountry

Clark's Inn

114 Bradford Boulevard

Santee, South Carolina

Leaving Footprints of Greatness while Stepping Into Change

SCHEDULE OF EVENTS

FRIDAY, APRIL 25

2:00 p.m. to 4:00 p.m. Outgoing Executive Committee Meeting
4:00 p.m. to 6:00 p.m. Incoming Executive Committee Meeting
6:00 p.m. to 8:00 p.m. Early Registration and **WELCOME!** (*Old Santee Room*)

SATURDAY, APRIL 26

8:00 a.m. to 9:00 a.m. Registration (*Breakfast on your own*)
9:00 a.m. to 10:00 a.m. Criminal Defense: *When Fingerprints are Present*
Attorney David Aylor
10:00 a.m. to 10:15 a.m. Break and Chinese Auction Ticket Purchase
Theme: A Few of My Favorite Things!
10:15 a.m. to 11:45 a.m. Ethics in Prosecution
Assistant Solicitor Culver Kidd
11:45 a.m. to 12:00 p.m. Break and Chinese Auction Ticket Purchase
12:00 p.m. to 1:00 p.m. President-Elect's Luncheon - Host: LSP-Greenville (*Garden Room*)
1:15 p.m. to 3:45 p.m. Annual Meeting and Chinese Auction

6:00 p.m. 2014-2015 President's Reception
7:00 p.m. Dinner and Installation of 2014-2015 Officers



SUNDAY, APRIL 27

8:00 a.m. to 9:00 a.m. Breakfast
9:00 a.m. to 9:45 a.m. Leadership Training Event
10:00 am to 11:00 a.m. Spring Membership Meeting - 2014

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH THE **CLARK'S INN**, 114 BRADFORD BOULEVARD, SANTEE (803 854-2141) **BY APRIL 18, 2014**. THE ROOM RATE IS **\$78.00 PER NIGHT PLUS APPLICABLE TAXES**.

REFERENCE: **NAOMI NATION (Code 61108)**



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
CONTINUING LEGAL EDUCATION SEMINAR
SATURDAY, APRIL 26, 2014

CLARK'S INN
114 BRADFORD BOULEVARD
SANTEE, SOUTH CAROLINA

Deadline for Registration (with any handouts): April 10, 2014
(Registration is accepted after April 10, 2014, but without any handouts
unless you specifically request them to be e-mailed to you)
No refunds for cancellation after April 17, 2014

9:00 a.m. – 10:00 a.m.

TOPIC: “Criminal Defense: When Fingerprints are Present”

SPEAKER: David Aylor, Esq.

Mr. Aylor is a criminal defense attorney and civil litigator with two offices in Charleston and one in Walterboro. He graduated from The College of Charleston with a degree in political science and earned his law degree from the University of South Carolina.

10:15 a.m. – 11:45 p.m.

TOPIC: “Ethics in Prosecution”

SPEAKER: E. Culver Kidd, IV, Esq.

Mr. Kidd is a Ninth Judicial Circuit Assistant Solicitor for Charleston County. He earned his law degree from the Charleston School of Law.

I will be attending the following seminar(s):

“Criminal Defense: When Fingerprints are Present”

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

“Ethics in Prosecution”

___ 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:

Carlene B. Kilgore, PLS
70 Port Tack
Hilton Head Island, SC 29938
(843) 341-4945; FAX (843) 686-5991

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.

49th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 25-27, 2014
Clarks Restaurant & Inn
114 Bradford Boulevard
Santee, South Carolina 29142

DIRECTIONS

FROM CHARLESTON OR TRAVELING WEST:

Take I-26 West toward Columbia.

Merge onto I-95 North via Exit 169-B toward Florence.

Take the SC-6 exit, which is Exit 98 toward Eutawville/Santee.

Turn left onto SC-6/Old Number Six Highway/US-301.

Turn left onto Bradford Boulevard

(Bradford Boulevard is just past Britian Street; if you reach Bass Drive, you've gone too far)

114 Bradford Boulevard is on the right.

TRAVELING EAST:

Take I-26 East.

Merge onto I-95 North via Exit 169-B toward Florence.

Take the SC-6 exit, which is Exit 98 toward Eutawville/Santee.

Turn left onto SC-6/Old Number Six Highway/US-301.

Turn left onto Bradford Boulevard

(Bradford Boulevard is just past Britian Street; if you reach Bass Drive, you've gone too far)

114 Bradford Boulevard is on the right.

ANNUAL MEETING PROGRAM ADS

It is time for all members and chapters to begin selling ads for the Annual Meeting program. In order to make this successful for the Legal Staff Professionals of South Carolina and your local chapter, **I challenge each member to secure at least one ad for the program.** Remember that local chapters securing ads will receive **one half** of the ad cost back to the chapter.

Fees for ads in the Annual Meeting program are as follows:

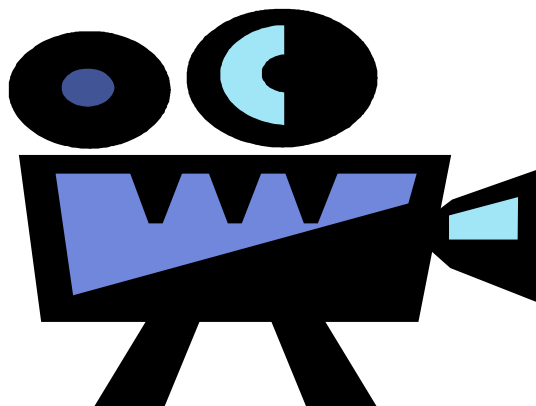
\$100.00	Full Page
75.00	Half Page
50.00	Quarter Page
25.00	Business Card

Ads **MUST** be received in **CAMERA-READY** form. The ads, together with payment made payable to LSPSC Annual Meeting Fund, should be sent to me no later than March 28, 2014, at the following address:

Naomi W. Nation PP PLS
Office of the Solicitor
101 Meeting Street, Suite 500
Charleston SC 29401

Email: naomi@scsolicitor9.org

If you should have any questions, please call me at 843 958-1945 or 843 552-0632.



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
49th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 25-27, 2014**

**REGISTRATION FOR SPONSORS and ADVERTISERS
ANNUAL MEETING PROGRAM**

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

Hosted by Legal Staff Professionals of the Lowcountry

at
**The Clark's Inn
114 Bradford Boulevard
Santee, South Carolina**

CHECK ALL THAT APPLY:

Annual Meeting Sponsorship (includes advertisement in program):

_____	Platinum Sponsor (full-page ad and website link)	\$300
_____	Gold Sponsor (half-page ad)	200
_____	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

TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$ _____
DEADLINE: April 8, 2014

MAIL FORM, AD AND CHECK TO: Naomi W. Nation PP, PLS, CLA
Ninth Judicial Circuit Solicitor Office
101 Meeting Street, Suite 400
Charleston, South Carolina 29401

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

Pens, Mugs, Markers, Notepads, etc. 40 of each item

Contact Naomi Nation (naomi@scsolicitor9.org) for pickup of your items in the Charleston area.
Otherwise, mail your items to her at the above address.



Hope, Safety and Opportunity for Young Pregnant & Parenting Mothers

Florence Crittenton Programs of SC helps young mothers take ownership of their pregnancy and their life. Young women become self-sufficient and responsible mothers. Without this assistance, many young mothers would be homeless and without access to pre-natal care. We all benefit as they become self-sufficient, responsible mothers, and their babies grow up happy, healthy, loved and safe. This Program continues to build strong families, healthy teens and self-sufficient young adults by providing education, counseling, medical care, social support and a safe haven. From its humble beginnings, the ongoing vision of the agency has always been to provide hope, safety and opportunity so that every child and family served gains a sense of self-worth and the ability to achieve full potential. This program provides clients with the skills to become self-sufficient parents and members of the community.

Throughout an astonishing 114-year history, Florence Crittenton Programs of SC has been providing care to low-income, disadvantaged pregnant and parenting mothers in need. The Council on Accreditation has accredited this agency, demonstrating that it delivers the highest quality services. They have an In-House Medical Clinic that was initiated in collaboration with the Medical University of South Carolina in order to provide holistic pre-natal care on-site for clients, and a free-standing chapel that was built next to the residential facility to provide a place for religious services, discussion groups, Bible study and meditation, as well as weddings, baptisms and funerals. The National Registry of Historical Places recognizes the Florence Crittenton residential facility as a historical landmark.

Florence Crittenton Programs of SC will accept cash or check donations, diapers, baby wipes, household items, education and office supplies, maternity clothes, gently used educational toys and baby gear (swings, bouncers, bassinets, etc.) and nearly new baby clothing. To learn more about Florence Crittenton Programs of SC and to see a detailed Wish List, please go to www.florencecrittentonsc.org. Florence Crittenton Programs of SC is located in downtown Charleston at 19 Saint Margaret Street.

LSPSC donations will be collected at our Annual Meeting in Santee the weekend of April 25-27, 2014. Please be thinking about what you can do and bring your donations to help young mothers who might, without the help of Florence Crittenton Programs of SC, be homeless and without access to pre-natal care.

We are also pleased to report on the deliveries made to the Harvest Hope Food Bank in Columbia after our January meeting. Because of your kind hearts and abundant generosity, LSPSC donated 96 pounds of food and gave \$260 in monetary contributions. The folks at Harvest Hope were thrilled! We, as your committee, are grateful to be a part of such a wonderful organization as LSPSC. Thank you, friends!

Respectfully submitted,
LSPSC Community Projects Committee
Vickie Halstead and Jamie Early, PP, PLS
February 2014



**Legal Staff
Professionals of
Greenville
Deborah J. Reynolds, PP, PLS**

Chapter Reports

As I begin this report, we are on the eve of predicted icy winter weather. As all native Southerners know, if we count on it coming, it won't. If we ignore the warnings, the heavens will open up. So here is a prayer that whatever comes, or doesn't come, that all of you remain safe and warm.

It was wonderful seeing all our sisters in Columbia just a couple of weeks ago. The meeting was terrific. In spite of technological glitches, the speakers and presentations were top notch. True professionals can't be stopped by machines! The Midlands members, as usual, had everything beautifully planned and we all enjoyed ourselves much and much as my grandbabies used to say. Speaking of grandbabies, we have a first time expectant grandmother to congratulate, but I will let her share that news with you.

At the risk of being a bit of a braggart, I have to give a shout out for the LSPG sponsored Probate Seminar held on February 7. We just have the very best committee working on this project, the most helpful and cooperative Probate Court judges and staff, and loyal attendees who topped out at about 175 for this event. It was a sellout! What a blessing to our association to have such an opportunity year after year to work with our awesome Probate Court on the seminars. I can't say enough good things about the hard work our committee did. The only reason I am not naming names is because it would be awful to inadvertently leave out anyone of you. Ladies, you know who you are - LSPG applauds and thanks you sincerely.

Since our last report, we welcomed Private Investigator Buddy Burgess who gave us valuable information and tips on home safety, ID theft protection, and other security issues. In December, Kelly Byars of Serenity Place came to speak to us about the needs of the residents and ways we can assist them. They need babysitters, mentors, and tutors. We will try to fill some of those roles in the coming year in addition to our financial and material support. January's speaker was a repeat performance by Bryan Neill with additional financial strategies. Again, we kept him late with lots of questions. We will welcome Elizabeth Mann of Greenville Tech with a refresher course on written communication in February. Our joint project with the SC Upstate Paralegal Association (SCUPA) to assist military families is now underway. We will keep you apprised as the plan develops further.

The remainder of our year will be dedicated to electing and installing an eager new cadre of officers. If you have been nominated in your chapter, don't miss the chance to grow in your professional life by the leadership opportunities available in your local or state association. You may just have the chutzpah to take on a national role some day. You know you can do it!

Everyone at LSPG is looking forward to our Annual Meeting in Santee. What a wonderful time we had last time we were there, and I'm sure this one will bring even more lovely memories. See you then.

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

Spring is right around the corner in the Lowcountry!

Like bees buzzing around flowers, members of Legal Staff Professionals of the Lowcountry are busy gearing up for the 2014 Annual Meeting in Santee, South Carolina, and getting excited for the events lined up.

Chrisanne Porter, PLS, and I attended the January 2014 Winter Membership Meeting in Columbia. Although we did not get a chance to participate in any of the CLEs, we truly enjoyed ourselves. Just getting together with other members from around the state can be energizing and rewarding. A big applause to the 2013-2014 State Board and Legal Staff Professionals of the Midlands. Before leaving the membership meeting, which had great attendance, the Charleston crew submitted a report on the 2014 Annual Meeting. Registration forms and information are included in this publication.

Our January 2014 Ethics workshop will be rescheduled. It is our hope that warmer weather will produce a stronger interest and boost attendance.

Due to the planning of the 2014 Annual Meeting, Legal Staff Professionals of the Lowcountry will hold a February meeting on Tuesday, February 18, 2014. The meeting will be held at The Kickin' Chicken Restaurant, 1179 Sam Rittenberg Boulevard, West Ashley.

The month of March will focus on electing chapter officers and finalizing plans for the Annual Meeting in Santee. We are ready to support our incoming president, Chrisanne T. Porter, PLS.

We look forward to seeing all of you at the State Annual Education and Membership Conference in April. It will be so nice to visit the Clark's Inn again. Until that time, have a wonderful spring!

Legal Staff Professionals of Orangeburg By Lauritza S. Hill

The Orangeburg Chapter met in December where we planned a special Christmas project and partnered with South Carolina Legal Services in Orangeburg. We collected and distributed toys to the children at CASA. I am sure they were pleased with the outcome.

Mary Kay and Sonia attended the January membership meeting at Nelson, Mullins, Riley & Scarborough. The Columbia Chapter did a great job of hosting the meeting. Our chapter looks forward to

attending the Annual meeting in Santee in April at the Clarks Inn. We can't wait.

Please pray for the people without power and help your neighbors in any way you can. Some of our members were without power for a few hours, but there are still many in Orangeburg who are still without power. Hope all of you guys are okay.

All of our members send greetings to all the Chapters.

**Spartanburg County Legal Staff Professionals
Deborah League Brown, PLS**

Thanks so much to our Columbia members for providing a wonderful Winter Membership Meeting.

We have been busy in Spartanburg!! Our December meeting was our annual holiday Chinese Auction – always a lot of fun. The speaker at our January meeting was our Sharon West, Spartanburg County Auditor. She gave an update on the duties of her office. At our February meeting, our scheduled speaker is Stanley T. Case, Esquire, who's topic will be "Public/Private Development Projects – The role of the local lawyers" – weather permitting, of course; and at our March

meeting, our scheduled speaker will be J. William Strickland who is a CPA and tax attorney.

January 31st, our own Ponda A. Caldwell, Spartanburg County Probate Judge, was kind enough to conduct a probate seminar on the revisions to the probate code (effective January 1, 2014) – "What's New in Probate? Changes to the South Carolina Probate Code (Articles 1-3)." We offered 4 hours of CLE and had approximately 50 attendees. As always, Ponda was most informative and thorough (she provided a 17-page outline for the attendees!!). We were so afraid it would have to be postponed because of the inclement weather, but thankfully, the roads/sidewalks cleared up enough so that we could hold the seminar.

The Spartanburg County Bar has invited our members to attend a free CLE event featuring Albert E. (Buzz) Scherr, a nationally recognized authority on forensic DNA evidence, on February 26, 2014.

We are also aiming to participate in the May Belk Charity Days since we did so well in November.

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Annual Membership Meeting for 2013-2014 will be held on Saturday, April 26, 2014, at 1:15 p.m.

AND

NOTICE is hereby given that the Spring Membership Meeting for 2014-2015 will be held on Sunday, April 27, 2014, at 10:00 a.m.

BOTH AT:

**The Clark's Inn
144 Bradford Boulevard
Santee, South Carolina
(Dress is business attire.)**

(Saturday registration begins at 8:00 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/ Tara Jean Brown
Tara Jean Brown, Certified PP, PLS
LSPSC Secretary**



Recipes



Sand Tarts By Carlene B. Kilgore, PLS

2 Cups sifted plain flour
3 heaping TBS of confectioner sugar
1 cup of butter (softened)
1 TBS water
1 TSP vanilla

Mix flour and sugar together with the soft butter adding the water and vanilla.

Chill for a few hours.

Roll into small balls and put on a cookie sheet.

Bake for 20 minutes at 325 degrees.

Remove from cookie sheet, let cool briefly and then sprinkle with more confectioner sugar.

Grits Casserole By Naomi W. Nation, PP, PLS, CLA

Grits- 1 ½ CUPS (COOKED)
Butter - 1 stick
Green Chiles (chopped) - 1 small can (I use about ½ of that)
Onion - 1 small chopped
1 roll of Jimmy Dean sausage
Cream of Chicken Soup - ¾ of a can
Shredded Cheddar Cheese - 1 cup (more if you love cheese!)
2 Eggs

Cook grits as directed and melt butter with it while it cooks.

Brown the sausage with the chopped onions. Drain.

Beat the eggs.

Add all ingredients together in casserole dish—DON'T FORGET THE CHEESE, CHILES & SOUP. Cook at 375 for about 35 or 40 minutes.

LET ME KNOW HOW IT TURNS OUT!



Deborah's "Famous" Pimento Cheese By Deborah League Brown, PLS

16 oz sharp cheddar
8 oz Monterey jack cheese
1 med (regular) jar diced pimentos
Hellmann's mayonnaise
Salt
Pepper
Sugar

Large mixing bowl / storage container
Food processor w/feeding chute

I prefer to shred my own cheese instead of purchasing the pre-shredded cheese (seems to absorb mayo/flavors better)

I divide cheese into fourths - 4 oz of cheddar w/2 oz of jack;

with food processor, shred 1/4 cheeses together

add:
1/4 jar pimentos w/liquid
LARGE glob or two of mayo
few shakes of salt and pepper
not quite a full spoon of sugar (I use spoon from my tableware)

Mix all together thoroughly with shredded cheese

Repeat 3 more times – cheese spread should look a bit gloppy (almost like you put in too much mayo), but once it sits overnight, it will be absorbed.

No Bake Cobbler By Mary Beth Morgan

Two 12 oz bags of frozen mixed berries
1 box white cake mix (no pudding)
1 can of diet 7-up or Sierra Mist
Place frozen fruit in a 9x13 baking dish. Add dry cake mix over the top. Pour soda slowly over cake mix. DO NOT stir the cake mix and the pop – this will give you a "crust". If you stir the two, you will have a cake like topping.
Bake 350 for 45-50 min.

You may be able to use frozen

peaches instead of mixed berries.
Serves 16

The Best Chocolate Chip Cookies By Judi Martin, ALP

Preheat oven to 335-340. Shiny aluminum cookie sheets in greased.

¾ c packed brown sugar (dark or light)
¾ c granulated sugar
1 c Crisco or Wesson fresh Canola or Vegetable oil

Mix on low speed until blended

Add and beat well
2 eggs (organic the best)

Add 2 tsp vanilla extract or flavoring

Add: 1 tsp baking soda
1 tsp salt
2 1/3 c flour (that amount is important)

Mix and add 6-8 oz Nestles semi sweet chocolate chips. Drop by teaspoonfuls 2 inches apart 12-15 cookies per sheet.

Bake 8 minutes in preheated 340 oven. Soft and light brown at 8 minutes.

Chicken Enchiladas with Red Chile Sauce By Dee Dee Callison

1 medium onion, chopped fine
2 jalapenos, seeded and chopped fine
1 teaspoon canola oil
3 medium cloves garlic, minced
3 Tablespoons chili powder
2 teaspoons ground cumin
3 teaspoons sugar
1 15-oz can tomato sauce
1 cup water
1 large beefsteak tomato, seeded and chopped
1 pound boneless, skinless chicken breasts (2 large breasts)
1 cup extra sharp white cheddar, shredded
1 cup Monterey jack cheese, shredded

1/2 cup minced fresh cilantro
12 (6-inch) soft corn tortillas
cooking spray
salt and ground black pepper
Preheat oven to 425.

Combine the onion, jalapeno, 1/2 teaspoon salt, and oil in a large saucepan. cover and cook over medium-low heat, stirring often, until the onions and peppers have softened, 8-10 minutes. Stir in the garlic, chili powder, cumin, and sugar, and cook until fragrant, less than 30 seconds. Stir in the tomato sauce, water, and chopped tomato. Bring to a simmer, and cook until slightly thickened, 5 minutes.

Nestle the chicken into the sauce. Reduce heat to low, cover, and cook until chicken is cooked through (thickest part reaches 160 degrees), about 12-20 minutes. Transfer the chicken to a plate, and set aside to cool.

Strain the sauce through a strainer into a medium bowl, pressing the onion mixture to extract as much liquid as possible. Transfer the onions to a large bowl and set aside. Season sauce with additional salt and pepper to taste.

Shred the chicken into bite-sized pieces. Add to the onion mixture, and add 1/4 cup of the enchilada sauce, 1 cup cheese, and the cilantro. Toss to combine.

Stack the tortillas on a plate and cover with plastic wrap; Microwave on high until warm and pliable, 40-60 seconds. Spread the tortillas on a clean work surface, and spoon 1/3 cup of the chicken mixture evenly down the center of each. Tightly roll each tortilla and lay seam-side down in a greased 9x13 inch baking dish.

Lightly spray the tops of the enchiladas with cooking spray. Place in the oven, uncovered, for about 7 minutes, or until the tortillas start to brown slightly (skip this step if you don't like the crunch).

Reduce heat to 400. Remove enchiladas and pour sauce evenly on top. Top with the remaining cheese. Cover dish with

foil, and bake an additional 20 minutes, or until heated through.

Remove foil and bake another 5 minutes, until cheese browns. Remove from oven and let stand 10 minutes before serving.

Serve with sour cream, guacamole, salsa, additional cilantro, etc.

Fettucini Alfredo **By Kathy D'Amico**

18 ounces fresh fettuccine
2 1/2 cups heavy cream
1/2 cup fresh lemon juice
12 tablespoons unsalted butter
2 cups grated Parmesan
2 teaspoons grated lemon zest
Pinch freshly grated nutmeg
Salt and freshly ground white pepper

Cook the pasta in a large pot of boiling salted water until tender but still firm to the bite, stirring occasionally, about 4 minutes. Drain.

Stir 2 cups of the cream and the lemon juice in a heavy large skillet to blend. Add the butter and cook over medium heat just until the butter melts, stirring occasionally, about 3 minutes. Remove from the heat.

Add the pasta and toss. Add the remaining 1/2 cup of cream, and Parmesan to the cream sauce in the skillet. Add the lemon zest, nutmeg, salt, and white pepper. Toss the pasta mixture over low heat until the sauce thickens slightly, about 1 minute.

Crockpot Beef Stroganoff **By Sonia Hunt**

2 pounds of stew beef
2 cans of Campbell's Golden Mushroom Soup
1 large onion diced
2 3/4 tablespoons of Worcestershire Sauce
1/2 cup water
8 ounce package of cream cheese
1 teaspoon of garlic salt
Mix soup, diced onion, Worcestershire sauce, water and garlic salt in the



crockpot. Once all ingredients are combined add the meat and mix together. Cook on low for 8 hours. Cut cream cheese into cubes and add to the mixture. Turn on high and stir until cream cheese is dissolved. Let stand for 10 minutes.

Serve over egg noodles. Variation: you can add 1 small can of diced mushrooms.

I have made several times for the men in my family and never have any leftover!

Crockpot Macaroni & Cheese **By Lois J. Belle, PLS**

8 oz. (1 1/2 cups) box of elbow macaroni – boiled until almost done
16 oz. (4 cups) shredded sharp cheddar cheese
1 can evaporated milk
1 can regular milk (in the evaporated milk can)
2 eggs, beaten
Salt & pepper

Boil macaroni until almost done. Spray crock pot with PAM. Mix together evaporated milk, milk, 2 eggs, salt & pepper to taste. Pour into crock pot and add shredded cheese. Then add warm noodles and mix all together.

Cook on low for 3 1/2 to 4 hours.

Ham & Cheese Quiche **By Lois J. Belle, PLS**

1 deep dish pie crust
1 1/2 cups cooked bacon or ham cubes
1 cup sharp cheese, shredded
1 8 oz. sour cream
4 eggs, well beaten
1 can french fried onions (1 1/2 cups) (optional)

Combine ingredients and pour into pie crust. Place dish on cookie sheet and bake at 325° for 45 minutes.





LSPSC

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Contact Camilla at 864-467-4431 or
cpitman@greenvillesc.gov



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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2013-2014 WINTER MEETING
OF THE BOARD OF DIRECTORS
JANUARY 24, 2014
COLUMBIA, SOUTH CAROLINA**

The third regularly scheduled meeting of the 2013-2014 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Lois J. Belle, Certified PLS, on Friday, January 24, 2014, at 3:30 p.m. at Womble Carlyle in Columbia, South Carolina.

President Lois 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	Lois J. Belle, PLS
President-elect	Jan W. Berger, ALP
Secretary	Tara Jean Brown, PP, PLS
Treasurer	Jimi L. Bullard, ALP
Membership	Meredith Lazarski, ACP
Marketing	Camilla G. Pitman, MMC, PLS
Education	Carlene B. Kilgore, PLS
Certification	Robin C. Deming, PLS
Immediate Past President	Stephanie A. Saporita, PLS [Not in attendance]

Secretary – Tara Jean Brown, Certified PP, PLS.

Tara stated that the Consent Agenda will be distributed at the Winter Membership Meeting on Saturday, January 25, 2014, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the 2013-2014 Treasurer's Second Period Report. The minutes of the 2013-2014 Summer Board Meeting and the 2013-2014 Summer Membership Meeting were published in *Spotlight* and are no longer included in the Consent Agenda. Reports of Officers and Committee Chairs will also be distributed. Tara will remind the members to submit all signed, original reports to her for the association's permanent records.

Upon motion duly made by Tara and properly seconded by Carlene, the board unanimously approved the minutes of the 2013-2014 Summer Board Meeting and the 2013-2014 Summer Membership Meeting.

Treasurer – Jimi L. Bullard, ALP.

Jimi distributed the 2013-2014 Treasurer's Second Period Report for review by the board. Jimi noted that the interest from the CD was not rolled over to the savings account but that would be done that way in the future. She further mentioned that the interest from the old CD was rolled over but the bank deposited it into the checking account instead of the savings account. Jimi 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 Jimi has notified NALS that the state and all chapters have made the required annual filing with the IRS.

Upon motion duly made by Tara and properly seconded by Carlene, the 2013-2014 Treasurer's Second Period Report was approved, as amended and subject to financial review.

President – Lois J. Belle, Certified PLS.

President Lois asked for proofreaders of the minutes of this Winter Board Meeting of January 24, 2014 and the Winter Membership Meeting of January 25, 2014. Robin and Meredith volunteered to do so.

President Lois then noted the Consent Agenda containing the 2013-2014 Treasurer's Second Period Report presented earlier in the meeting by Jimi, had been approved by the board for presentation to the membership.

President Lois briefly summarized her trip to Atlanta, Georgia in October 2013, where she attended the NALS 62nd Annual Education Conference and National Forum. She stated that the meeting was a fabulous, fabulous meeting and the CLEs were very informative and the keynote speaker was excellent. Her written report was in the December *Spotlight*.

Deadlines were then noted which President Lois will announce at Saturday's meeting. The NALS Foundation grant applications 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 10, 2014.

Community service 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 today's charity. President Lois announced that the Charleston Chapter has selected the Florence Crittenton Programs of SC as our charity for the Annual Meeting in April.

President Lois then provided the Board with a proposed slate of Judges that were selected by Kerry Waldrop and Lauritza S. Hill, as co-chairpersons of the Scholarship Committee. Upon motion duly made by Robin and properly seconded by Jimi, the following Judges for the Scholarship Committee were approved: Sheila L. Thomas, Esquire, Williette Waring Berry, Esquire and Willie B. Owens Councilman, District 7. President-Elect Jan commented that the committee did an excellent job obtaining Judges.

The fundraisers for Saturday's meeting will be the Chinese Auction and the "Buck-a-Book" exchange. President-Elect Jan stated that the Columbia chapter will donate the leftover books from the exchange.

President Lois then announced that Charleston, Columbia and Greenville took advantage of the Grants offered by LSPSC.

President Lois then brought up for discussion the forms for the LSPSC Annual Meeting. Legal Staff Professionals of the LowCountry (LSPL) submitted a script ticket, a schedule of events and the ads and exhibitors form for consideration by the board. After discussion there were a couple of questions and items that needed clarification and changes. Jan made a motion to approve the Annual Meeting registration and all forms with the revisions that were stated and to approve the script agenda up to \$125 and will question the inclusion of a Saturday morning breakfast and a few changes to the times of the agenda schedule as necessary, properly seconded by Tara, the motion carried.

There was discussion regarding the Standing Rules, Article III, 3.1, N, 1 and it is the recommendation of the Board to clarify this section to read that when the President attends a NALS or LSPSC function deemed appropriate by this Association, this Association shall fund the President's early-bird registration; transportation expenses [not to exceed normal airfare] and ground transportation expenses; and lodging expenses to cover the cost of a single room, or if the room is shared, with a NALS member; not to exceed one-half of the room rate. The Board will take it to the membership for discussion.

President Lois then provided the board with a proposed slate of Judges that were selected by Susan L. Olmstead, as chairperson of the Award of Excellence. Upon motion duly made by Meredith and properly seconded by Camilla, the following Judges for the Award of Excellence were approved: Heather Galvin, Associate Probate Judge, Terry Finger, Practicing Attorney and Laura Duke, Esquire.

President Lois reported on certain line items in the current budget. She stated that the NALS Foundation and President's Gift would be disbursed as originally budgeted for 2013-2014.

President-Elect – Jan W. Berger, ALP.

President-Elect Jan briefly summarized her trip to Atlanta, Georgia in October 2013, where she attended the NALS 62nd Annual Education Conference and National Forum. She stated that the meeting was fabulous, and she has no idea why she has never attended a National meeting before. Her written report was in the December *Spotlight*.

Jan began with the 2014-2015 budget, and the board discussed various items. The proposed 2014-2015 Budget will be drafted for the Spring Board Meeting in April for presentation to the members for approval at the subsequent Spring Membership Meeting.

Jan 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. Regarding the installation ceremony of the 2014-2015 LSPSC officers, Jan reported that preparation of the ceremony is in progress and the attire will be "dressy." She stated that she is working on filling her committees. Retreat dates will be discussed later with the incoming board.

Regarding nominations and elections, Jan reported that Debra H. Bailey, Certified PLS and Roxanne R. Reynolds, Certified PLS, the LSPSC Nominations and Election Chairpersons, had advised that there were currently two positions open. There was discussion that there was not a 30-day notice pursuant to the S.R. Article IV, 4.10, C. 5 and that a motion would need to be made during the membership meeting to set aside the 30-day notice. The slate to be presented to the membership at Saturday's meeting is as follows:

President-Elect	Camilla G. Pitman, MMC, Certified PLS
Secretary	Vickie Halstead
Treasurer	open
FD of Membership	Mary D. Callison
FD of Marketing	Meredith Lazarski, ACP
FD of Education	open
FD of Certification	Carlene B. Kilgore, Certified PLS

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

Functional Director of Membership – Meredith Lazarski, ACP.

President Lois asked Meredith to lead the Pledge of Allegiance at the Winter Membership Meeting on Saturday. Meredith will also report on the breakdown of current membership numbers. The current statewide membership is 69. Meredith will also report on the incentive programs for membership currently offered by NALS. She reported that she will follow up with a few new members for the new member questionnaires.

Functional Director of Marketing – Camilla G. Pitman, MMC, Certified PLS.

Camilla 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. Camilla 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. Camilla will also encourage the members to obtain advertisements and Happy Grams for the *Spotlight* with a reminder that each chapter should secure at least one ad annually. Camilla will promote the monogrammed logo items available and will announce the chapters that participated in the Belk charity day fundraiser held in November.

Functional Director of Education – Carlene B. Kilgore, Certified PLS.

President Lois asked Carlene to read the NALS Code of Ethics at the Winter Membership Meeting on Saturday. Carlene will give a report on the number of seminar attendees, amount of seminar fees collected, and the speakers' charities of choice. Carlene advised that seminar registrations for this Saturday's meeting, thus far, include 25 members for the both seminars. Carlene will report on the seminar topics and speakers for the 2014 LSPSC Annual Membership Meeting. She will remind members of the CLE award.

Functional Director of Certification – Robin C. Deming, Certified PLS.

Robin stated she will recognize all new ALP/PLS/PP certifications and re-certifications at the Winter Membership Meeting. She will remind members of the next examination date of March 29, the deadline for which was January 1. She stated that exam sites and administrators are all properly on 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 – Stephanie A. Saporita, Certified PLS.

In Stephanie's absence President Lois presented the changes and/or clerical changes Stephanie made in the Standing Rules. Several sections were moved around to read in chronological order in which the items should be done. The Table of Contents was put in alphabetical order; the description for the Community Projects paragraph was added; and all reference to Region IV was removed. Camilla made a motion to accept the proposed clerical changes to the By-laws and Standing Rules for providing clarification, seconded by Meredith. Motion carried.

There being no further business to be discussed, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Tara Jean Brown, Certified PP, PLS
Secretary

Approved:

Lois J. Belle, Certified PLS
President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2013-2014 WINTER MEMBERSHIP MEETING
JANUARY 25, 2014
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2013-2014 was held on Saturday, January 25, 2014, at 1:45 p.m. at Nelson Mullins Riley & Scarborough, LLP, in Columbia, South Carolina.

Call to Order. President Lois called the third membership meeting of Legal Staff Professionals of South Carolina for the year 2013-2014 to order. She reminded everyone to check in with the Credentials Chairperson, Patti E. Bacon. She asked members to turn off all cell phones. 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 Lois introduced herself to the membership.

Thought for the Day. President Lois introduced Sonia L. Hunt, to give the Thought for the Day. Sonia read a meaningful poem called “Count your Blessings”, author unknown. It reminded each of us that our cups are over flowing and how blessed each of us really are.

Pledge of Allegiance and Code of Ethics. President Lois 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 Meredith Lazarski, ACP, Functional Director of Membership. The NALS Code of Ethics was then presented by Carlene B. Kilgore, Certified PLS, Functional Director of Education.

Welcome. President Lois welcomed everyone to the Winter Membership Meeting for the year 2013-2014. She requested all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters. The members welcomed Maris Cannon from the Midlands and Deanne Moore from Greenville. President Lois then asked if there were any members-at-large in attendance, and there were none. She recognized the eleven LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2013-2014. President Lois introduced the officers of LSPSC for 2013-2014:

Jan W. Berger, ALP	President-Elect (Columbia)
Tara Jean Brown, Certified PP, PLS	Secretary (Greenville)
Jimi L. Bullard, ALP	Treasurer (Greenville)
Meredith Lazarski, ACP	Functional Director of Membership (Hilton Head)
Camilla G. Pitman, MMC, Certified PLS	Functional Director of Marketing (Greenville)
Robin C. Deming, Certified PLS	Functional Director of Certification (Spartanburg)
Carlene B. Kilgore, Certified PLS	Functional Director of Education (Hilton Head)
Stephanie A. Saporita, Certified PLS [Not Present]	Immediate Past President / Parliamentarian (Greenville)

President’s Remarks. President Lois expounded on her theme of attitudes and talked about personalities. “What do our personalities have to do with our attitudes?” An attitude of positive expectations is the mark of a superior personality. President Lois then did a group exercise with lipsticks, defining our personalities by the shapes of our lipsticks. President Lois then ended with a quote, “The only person you should try to be better than – is the person you were yesterday”.

Business Meeting. President Lois reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and in the absence of Stephanie A. Saporita, Certified PLS, Jamie I. Early, Certified PP, PLS, Acting Parliamentarian, has forms for that purpose.

Roll Call. President Lois asked Credentials Chairperson, Patti E. Bacon, for roll call. Patti reported 27 members present and 14, which was one member over one-half, represented a quorum. Two-thirds of the members present were 18.

Consent Agenda. President Lois stated that at the credentials sign-in, all members were provided with the consent agenda packet of items that were approved by the board on January 24, 2014. The packet included the 2013-2014 Treasurer’s Second Period Report, and stated that the minutes for the Summer Board Meeting and the Summer Membership meeting were published in *Spotlight* and were not included in the Consent Agenda. Jamie I. Early, Certified

PP, PLS then asked for some clarification to the minutes. **1.** On the Board of Director's minutes under Treasurer where it reads "This interest will be moved to the savings account. Jan moved, seconded by Meredith, that the small amount of money be withdrawn and transferred into the checking account – should read, "This interest will be moved to the savings account. Jan moved, seconded by Meredith, that the small amount of money be withdrawn and transferred into the savings account". The motion carried unanimously. **2.** Under President's report regarding Standing Rules talking about removing Region IV reference and sending the PE to National since we don't have Region IV. Jamie questioned if the Board made the changes to the Standing Rules to read that the PE will go to National at the discretion of the President. **3.** Under the President's report where it reads "President Lois will announce to the membership that the minutes will no longer be printed and will be provided in the Consent Agenda packet and will be available in the *Spotlight* and online only. It should read, "President Lois will announce to the membership that the minutes will no longer be printed and will not be provided in the Consent Agenda packet and will be available in the *Spotlight* and online only".

Then on the Membership Minutes, Jamie pointed out several typographical errors as follows: Under Committee Report for Robin C. Deming in the second paragraph, second sentence where it reads March 29, 2013 should be March 29, 2014 and in the third paragraph, fourth sentence add a 'd' to reduce. Committee Report for Camilla G. Pitman in the second paragraph, first sentence add 'med' to monogram. Jamie then questioned the signing of the minutes since Tara was not present she should not sign the minutes. It should be signed by the acting secretary in the place of the secretary and add transcribed by. Also, under Business meeting, All motions should be reduced to writing, and Sharon K. Wotherspoon, Certified PLS, Parliamentarian, has forms for that purpose, should read Acting Parliamentarian. These minutes were not approved by consent.

The first incentive drawing was held, and Lois J. Belle, Certified PLS of Legal Staff Professionals of Greenville won the top cash prize.

Reports from Elected Officers.

President Lois J. Belle, Certified PLS. President Lois 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 62nd Annual Education Conference and National Forum in Atlanta, Georgia, from October 17-20, 2013. President Lois thanked the membership for allowing her to represent the state association at this conference and her report was in the *Spotlight*.

President Lois reminded the members that the submission deadline for the March issue of the *Spotlight* is February 10, 2014, with the NALS Foundation Grant for Education and Certification deadlines being March 1 and June 1. She referred to the addition of the new recipe section in the *Spotlight* and encouraged members to forward recipes to Yvonne. She stated new members would be highlighted in the *Spotlight*. President Lois advised we are archiving the previous two years of *Spotlight* and making them available on the Members Only section of the website. 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 Lois announced that the Charleston Chapter has selected the Florence Crittenton Programs of SC for the Annual Meeting in April. President Lois stated that the Chinese Auction would continue as fundraiser at the Annual Meeting in April.

President Lois then announced that 3 Chapters took advantage of the LSPSC grants: Charleston for an Education Seminar, Columbia for Education to purchase CLE Webinars from NALS and for Marketing to purchase marketing materials to promote LSPM to law firms and potential new members, and Greenville for Membership and Marketing by having a Day-in-Court luncheon to offer free lunches to guests.

President Lois reminded the members that each Board Member is paired with a chapter as a part of the mentoring program. We will be contacting your chapter to see if there is anything the chapters might need assistance with or help or ideas.

President Lois announced that our Secretary, Tara would then be reading an amendment to the Standing Rules that was discussed at the Board Meeting Friday. It is the recommendation of the Board to clarify Standing Rules, Article III, 3.1, N, 1 to read that when the President attends a NALS or LSPSC function deemed appropriate by this Association, this Association shall fund the President's early-bird registration; transportation expenses [not to exceed normal airfare] and ground transportation expenses; and lodging expenses to cover the cost of a single room, or if the room is shared, with a NALS member; not to exceed one-half of the room rate. After much discussion the recommendation was tabled to a later date.

President Lois reminded the members of the Member Outreach Program and they need two check marks in each quarter to qualify for a monogrammed lunch bag at the annual meeting. She told the new members to please start as of their join date.

President Lois reported that the board was reviewing drafts of the LSPSC Annual Meeting forms for placement on the website and in the March issue of the *Spotlight*.

President-Elect Jan W. Berger, ALP. Jan briefly summarized her trip to Atlanta, Georgia in October 2013, where she attended the NALS 62nd Annual Education Conference and National Forum. She stated that the meeting was fabulous, and she has no idea why she has never attended a National meeting before. Her written report was in the *Spotlight*. Jan 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 expressed her excitement and is looking forward to going and sharing what she learns when she returns. Regarding the 2014-2015 officers and committees, Jan thanked all who had accepted nominations for a position on the board and who had accepted appointments to a state committee.

Secretary Tara Jean Brown, Certified PP, PLS. Tara 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 Jimi L. Bullard, ALP. Jimi advised that the annual IRS Form 990 had been filed for LSPSC and that all chapters met the deadline in September. Jimi has also notified NALS that the state and all its chapters have made the required filing. 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 Stephanie A. Saporita, Certified PLS. In Stephanie's absence, Tara reported the proposed changes and/or clerical changes Stephanie made in the Standing Rules. Several sections were moved around to read in chronological order in which the items should be done. The Table of Contents was put in alphabetical order; the description for the Community Projects paragraph was added; and all reference to Region IV was removed. These will be emailed to the members for review.

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

Annual Meeting 2014 [Legal Staff Professionals of the Lowcountry], Naomi W. Nation, Certified PP, PLS, CLA and Chrisanne T. Porter, Certified PLS. Naomi reported that the LSPSC Annual Meeting will be held at The Clark's Inn from April 25-27, 2014. The Theme: Leaving Footprints of Greatness while Stepping into Change. Room rates are \$78 per night and deadline is April 18, 2014 [use code Naomi Nation – code 61108]. Registration deadline is April 8, 2014. Naomi then asked that the Chapter's each provide a basket to be raffled as an additional fund-raiser since the hotel does not allow vendors. More information to follow in *Spotlight*.

The second incentive drawing was then held and A. Yvonne Fortner, Certified PP, PLS of Legal Staff Professionals of Greenville won bottom cash prize.

Award of Excellence. Susan L. Olmstead, Certified PLS, stated that the LSPSC Board approved the 3 Judges, and announced their names. Nomination forms were handed out and she will send them out by email and they would be in the *Spotlight*. Deadline to nominate someone is due to her by March 15.

Certification. Robin C. Deming, Certified PLS, congratulated Lois J. Belle, Certified PLS, on her re-certification as a PLS and Camilla G. Pitman, MMC, Certified PLS, on her prestigious Master Municipal Clerk designation from the International Institute of Municipal Clerk's. Robin stated that the next exam is scheduled for March 29, 2014, and that the deadline for application was January 1. Robin announced the deadline for application for the September 27, 2014 exam is August 1. Robin encouraged members to register for the exam and offered to help members study for the exam. She advised the members that NALS is starting the online study groups beginning February 4 through March 25, and the fee is \$99 for NALS members and \$150 for non-members. She reminded each chapter to re-apply annually for exam administrator and to let her know if anyone in their chapter has submitted an application for the exam site.

Reporting on certification numbers, NALS currently has 3,191 ALPs, 5,723 PLSs, and 561 PPs, which include 3 ALPs, 29 PLSs, and 10 PPs in South Carolina. She stated that she thought that the state numbers were not correct and that she would check into that for the members.

Community Projects. *Jamie I. Early, Certified PP, PLS and Vickie Halstead*, Vickie had an announcement to the members that the Charity for the Annual Meeting in April will be the Florence Crittenton Programs of SC. She gave a brief summary about Florence Crittenton and stated that the wish list and other information will be in *Spotlight*. Jamie added a thank you for all the donations both canned goods and monetary for Harvest Hope.

Continuing Legal Education. *Carlene Kilgore, Certified PLS*, reported there were 25 attendees at the seminars today. She also reported on the fees generated. Speakers for the LSPSC Annual Meeting in April have not been confirmed yet but that she has a couple of names that she is working on. One CLE will be on Ethics since that is a topic that has been requested. Carlene promoted the CLE Award and reminded members of the 60 hours of credit required within a three-year period. Education is power!

Credentials. *Patti E. Bacon*, had nothing further to report.

Employment. *Deborah League Brown, Certified PLS and Betty Parks*, reminded members that the Committee forwards the job information as soon as they receive it.

Finance. *Mary Kay Oliver and Sonia Hunt*, reported the total funds generated from the Chinese Auction at the meeting today and congratulated the members for a job well done. Sonia announced that the theme for the Chinese Auction in April would be "A few of my favorite things".

Financial Review. *Deborah J. Reynolds, Certified PP, PLS, and Paula M. Taylor, Certified PLS*, stated that the financial review report was provided in the Committee reports packet. Deb thanked Jimi for a great job she is doing as Treasurer.

Handbook. *Sharon K. Wotherspoon, Certified PLS, and Stephanie A. Saporita, Certified PLS*. Sharon advised both hard copies and CDs of the 2013-2014 LSPSC Handbook were given to each Chapter President and that she did have a few CDs left if anyone would like one to please let her know. She asked that members keep her informed of any corrections and updates to their information.

Historian. *Stephanie A. Saporita, Certified PLS*, Not present, no report.

Marketing. *Camilla G. Pitman, MMC, Certified PLS*, Camilla advised that the *Carolina Paralegal News* (CPN) had a good question and answer article on Meredith and asked if anyone else would like to submit a question and answer article to let her know so she could forward them the questionnaire. No hard deadlines for members to submit articles and pictures for publication, which is every other month. Camilla reminded the members that each chapter is responsible for one ad in the *Spotlight* annually and thanked the chapters that have already secured an ad. Camilla reminded the members about the *Happy Grams* and encouraged the members to purchase one to encourage other members.

Camilla promoted the monogrammed logo items available and announced if anyone has an item they would like monogram to please get it to her. Camilla also showed the logo lunch bag as the Member/Chapter Outreach Program give-a-ways. She reminded all the members to participate in President Lois's Outreach program and turn in their forms. Camilla announced the participation for the Belk charity day fundraiser held in November and encouraged other chapters to check with their local Belk's to participate in the upcoming May 10 charity day.

Camilla asked if any of the Chapters were having any planned events coming up. She announced that Greenville was hosting a Probate Seminar for Friday, February 7. Spartanburg announced that they were having a Probate Seminar on Friday, January 31 with Judge Caldwell. Fees and other details were provided for both seminars.

Membership. *Meredith Lazarski, ACP*, announced that as of January 22, we are holding steady with 69 members, which includes 10 new members; 51 continuing members; 6 Life members and 2 retired members. The current breakdown of membership is as follows: MALS 2, LSPO 4, LSPM 8, HHLSP 7, LSPL 7, SCLSP 13, and LSPG 28.

Meredith reported that LSPSC will continue to showcase the new members in *Spotlight* and will follow up with a few new members for the new member questionnaires. Meredith promoted the LSPSC Facebook page along with Hilton Head, Greenville and Spartanburg's Facebook pages and encouraged members to post events from their chapters and "like" things going on in your chapter and other chapters. She reminded the members about the hardship waiver offered by NALS if you are unemployed at the time your dues renew. She also reported that January 31 is the last day to participate in the Engage 5.

NALS Foundation. Naomi W. Nation, Certified PP, PLS, CLA. No report.

Nominations and Elections. Debra H. Bailey, Certified PLS and Roxanne R. Reynolds, Certified PLS, Debra stated that, per the LSPSC Bylaws and Standing Rules, nomination deadlines were met and forms were timely sent. She reported that the 2014-2015 LSPSC current slate of nominees who have agreed to serve if elected are:

President-Elect	Camilla G. Pitman, MMC, Certified PLS
Functional Director of Membership	Mary D. Callison
Functional Director of Certification	Carlene B. Kilgore, Certified PLS
Functional Director of Marketing	Meredith Lazarski, ACP
Secretary	Vickie Halstead

The present slate of nominations for the 2014-2015 LSPSC Board has two vacancies, which will require nominations from the floor: Functional Director of Education and Treasurer. President Lois announced that would be done under New Business.

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

Scholarship. Kerry Ann Waldrop and Lauritza S. Hill, Kerry announced that their report was distributed to the members. She announced that the LSPSC Board approved the judges and provided their names. LSPSC Scholarship forms were being disseminated and the winner will be presented at the Annual meeting.

Scrapbook. Deborah J. Reynolds, Certified PP, PLS and Tara Jean Brown, Certified PP, PLS, Deborah requested photographs from members taking pictures at the meetings. She encouraged members to upload their pictures to Snapfish at www.snapfish.com.

Standing Rules and Bylaws. Stephanie A. Saporita, Certified PLS. In the absence of Stephanie, Tara Jean Brown, Certified PP, PLS gave the report. There are changes being proposed to the Standing Rules. Several sections were moved around to read in chronological order in which the items should be done. The Table of Contents was put in alphabetical order; the description for the Community Projects paragraph was added; and all reference to Region IV was removed. These changes will be emailed to the members for review and will be color-coded to show the changes as clerical or additions/deletions to be approved at the Annual meeting.

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

New Business. President Lois advised that the call for nominations of the LSPSC officers for the year 2014-2015 was performed by Debra H. Bailey, Certified PLS and Roxanne R. Reynolds, Certified PLS our Nominations and Elections Chairpersons in November 2013. The Board approved the slate of officers with the two vacancies yesterday. However, per the LSPSC Standing Rules section 4.10 D. 5., a 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 Susan L. Olmstead, Certified 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. Motion carried.

President Lois then called for nominations from the floor for the vacancies on the slate of LSPSC officers for 2014-2015 and asked for a motion to open the floor for nominations. Upon motion duly made and properly seconded, the floor was opened for nominations for the office for Functional Director of Education. Sharon K. Wotherspoon, Certified PLS, was nominated. Upon motion duly made and properly seconded, the nomination for the office Functional Director of Education be closed and be elected by acclamation. Motion carried.

President Lois then called for nominations from the floor for the vacancies on the slate of LSPSC officers for 2014-2015 and asked for a motion to open the floor for nominations for the office of Treasurer. Tara Jean Brown, Certified PP, PLS, Jamie I. Early, Certified PP, PLS and Jimi L. Bullard, ALP were nominated. Upon motion duly made and properly seconded, the nomination for the office of Treasurer was closed. Motion carried.

Since there is a contested ballot we will not be able to elect by acclamation and the ballots will be emailed out to the membership on February 5, 2014.

President Lois announced that Spartanburg County Legal Staff Professionals would provide the Premium Prize for the LSPSC Annual Meeting.

President Lois asked if there was any other business. Jan thanked the members who accepted nominations and for those who nominated someone.

Upcoming Meetings. President Lois announced future meetings as follows:

NALS Professional Development and Education Conference. February 27 – March 1, 2014; Double Tree Warren Place in Tulsa, OK.

LSPSC Annual Meeting and Education Conference. April 25-27, 2014; Clark’s Inn in Santee, SC.

LSPSC Spring Membership Meeting. April 27, 2014; Clark’s Inn in Santee, SC.

NALS 63rd Annual Education Conference and National Forum. October 2-4, 2014; Crown Plaza Houston in Houston, TX.

LSPSC Annual Meetings. President Lois stated the hosting chapters for the LSPSC Annual Meetings through the year 2019 and were listed in the agenda.

The third incentive drawing was held and Deanne Moore of Legal Staff Professionals of Greenville won the middle cash prize.

Jimi L. Bullard ALP then won the Premium Prize for the LSPSC Winter Membership Meeting 2013-2014 donated by Legal Staff Professionals of the LowCountry.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2013-2014 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Lois at 3:52 p.m.

Respectfully submitted,

Tara Jean Brown, Certified PP, PLS
Secretary

Approved:

Lois J. Belle, Certified PLS
President



NALS AFFINITY PROVIDERS

Through outside sources NALS is able to bring members many services that otherwise might be substantially more expensive.

Current NALS Affinity Providers

Aflac

NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. For more information visit www.aflac.com/nals/.

Avis Car Rental

We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. For personal and/or business rentals when making a reservation, use Avis Worldwide Discount number (AWD) **S018600**.

FedEx

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

There are two ways for NALS members to enroll in the Advantage Program — [apply online](#) using passcode **MW2LGZ** and your **NALS membership number** or call a FedEx Advantage enrollment specialist at 1.800.345.6227 and provide passcode MW2LGZ and your NALS membership number to enroll over the phone.

Hertz Car Rental

Take advantage of special discounts available through your organization's Hertz Member Savings program. [Your Association Hertz CDP# 1485573 is the key](#). Be sure to include it on all your reservations and be sure to present your membership card or Hertz discount card for identification at the time of rental. Visit Hertz.com or call Hertz at 1-800-654-2210.

Liberty Mutual

Special Offer on Auto and Home Insurance

As an NALS member, you could receive exclusive savings on Liberty Mutual Auto and Home Insurance. You may visit a local office or call 1-800-524-9400 and mention client #4606.

UPS

UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%. For complete details or to let other members know how to sign up, visit <http://www.savewithups.com/nals/> or call (800) 325-7000. Use **promo code WES403 to enroll**.



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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2013 – 2014 CALENDAR**

MAY 2013

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

JUNE 2013

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Summer @Law
- 1 NALS ALS Examination Date (National)
- 7-9 LSPSC Officer Retreat, Lake Junaluska, NC

JULY 2013

- 1 Early Registration Deadline for NALS 62nd Education Conference & National Forum in Atlanta, GA (October 17-20, 2013)
- 4 NALS Closed for Independence Day
- 11 *Carolina Paralegal News* Deadline (July)
- 18 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 26 LSPSC Summer Board Meeting in Columbia
- 27 LSPSC Summer Membership Meeting in Columbia, SC

AUGUST 2013

- 1 Regular Registration Deadline for NALS 62nd Education Conference & National Forum in Atlanta, GA (October 17-20, 2013)
- 1 NALS September ALS/PLS/PP Exam Application Due

SEPTEMBER 2013

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Fall @Law
- 2 NALS Closed for Labor Day
- 12 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 28 NALS ALS/PLS/PP Examination Date

OCTOBER 2013

- 1 Hotel Reservation Deadline for NALS 62nd Education Conference & National Forum in Atlanta, GA (October 17-20, 2013)
- 14-18 NALS Court Observance Week *Theme: Our Courts, Working to Assure the Survival and Success of Liberty*
- 14 NALS December ALS Exam Application Due
- 17-20 NALS 62nd Education Conference & National Forum in Atlanta, GA
- 31 *Carolina Paralegal News* Deadline (Nov.)

NOVEMBER 2013

- 1 Call for Nominations of LSPSC Officers for 2014-2015
- 15 Close of Nominations of LSPSC Officers for 2014-2015
- 15 Deadline for LSPSC *Spotlight* (December)

28-29 NALS Closed for Thanksgiving

DECEMBER 2013

- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (March 2014)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Winter @Law
- 5 Dissemination of Acceptance and Qualification Forms to LSPSC Nominees for 2014-2015 officers
- 7 NALS ALS Examination Date (National)
- 15 Deadline for return of Acceptance and Qualification Forms by LSPSC Nominees for 2014-2015 offices
- 23-1/1 NALS Closed for Holidays

JANUARY 2014

- 1 NALS March ALS/PLS/PP Exam Application Due
- 9 *Carolina Paralegal News* Deadline (Jan.)
- 15 Regular Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (March 2014)
- 15 Distribution of Rules and Applications for LSPSC Scholarship Award for 2014-2015
- 15 Distribution of Rules and Applications for LSPSC Award of Excellence for 2014-2015
- 16 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 24 LSPSC Winter Board Meeting in Columbia
- 25 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

FEBRUARY 2014

- 5 Dissemination to Members of Ballots to Elect LSPSC 2014-2015 Officers
- 10 Deadline for LSPSC *Spotlight* (March)
- 27-3/2 NALS Professional Development and Education Conference in Tulsa, OK

MARCH 2014

- 1 NALS ALS/PLS/PP Examination Date
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Spring @Law
- 5 Deadline to return Ballots for 2014-2015 Officers
- 13 *Carolina Paralegal News* Deadline (March)

APRIL 2014

- 8 Registration Deadline for LSPSC Annual Meeting hosted by Legal Staff Professionals of the Lowcountry (Charleston)
- 15 NALS June ALS Exam Application Due
- 25 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Santee (Charleston), SC
- 26 LSPSC CLE Seminars, Annual Meeting and Installation in Santee (Charleston), SC
- 27 LSPSC Spring Membership Meeting in Santee (Charleston), 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
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