



Legal Staff Professionals of South Carolina

SPOTLIGHT

Using Social Media Wisely as a Legal Professional

Social media has become an indisputable and pervasive influence across virtually all professions, including the legal field. Consequently, paralegals are increasingly confronted with circumstances in which their online conduct intersects with their professional ethics. We will explore four key pitfalls paralegals commonly face on social media, along with suggested guidance for avoiding ethical missteps.

Interacting with Clients on Social Media

Social media has made client communication easier but also riskier. When a paralegal connects with a client online, be sure it is within approved law firm channels. Avoid adding clients on social platforms and never discuss case details no matter how minor online.

Spoliation of Social Media Evidence

Social media posts can serve as crucial evidence, but they can also be easily altered or deleted. Paralegals who advise, encourage, or assist clients in removing or editing online content risk engaging in spoliation. Never instruct a client to remove or modify posts. If harmful content exists, bring it to the supervising attorney's attention.

Breaching Confidentiality

Confidentiality breaches on social media are among the most common ethical pitfalls for legal professionals. Even the vaguest post can have consequences. People are clever enough to figure out who the client is. Treat social media as a public forum where nothing is truly private. Avoid discussing work en-

tirely, even in closed groups or private messages. If you need to vent, talk to your attorney.

Personal Conduct on Social Media

A paralegal's personal online presence can impact the reputation of their employer and, indirectly, the legal system. Even if posts are unrelated to work, they can reflect poorly on a paralegal's judgment and professionalism. Refrain from posting offensive, inflammatory, or unprofessional content; engaging in arguments about legal topics online; and criticizing judges, opposing parties, or attorneys. Remember, potential future employers and opposing counsel can see what you post.

By understanding and avoiding these pitfalls, paralegals can use social media responsibly while upholding the integrity of the profession. Ask your attorney if there is a social media policy for your firm.

Excerpts from:
Certification Connection: News You Can Use!
NALA The Paralegal Association
May 2026



Inside this issue:

President's Report	2
Officer & Committee Reports	3-10
Notice of Summer Membership Meeting, July 18, 2026	11
Summer Meeting Registration Form, July 18, 2026	12
Summer CLE Registration Form, July 18, 2026	13
Friday Night Social Flyer	14
Chapter Reports	15-17
Social Media Links	1
Happy Gram Form	19
Spotlight Advertisement Form	20
Minutes—Annual Meeting, April 18, 2026	21-24
Minutes—Spring Meeting, April 19, 2026	25-28
Advertisements	29-36
Welcome New Members	37-39
NALS Affinity Providers	40
2026-2027 Officers & Committees	41
2026-2027 Calendar	42
NALS Board of Directors	43-44

Spotlight

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

2026-2027 Editors:

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

Stephanie Jones, PP, SC-Criminal, SCCP

Traci Wolfe, PP



President's Report

By: Traci B. Wolfe, PP
2026-2027 President

As we move into the summer months, I am excited to officially introduce my presidential theme for the 2026–2027 association year: **Elevate and Empower**.

This theme reflects the heart of LSPSC—lifting one another up, recognizing the value each member brings, and fostering confidence through education, service, and leadership. My goal this year is to continue creating opportunities where members feel supported, encouraged to grow, and empowered to step into leadership at every level of our association.

Our LSPSC Officers will be meeting in June for the annual officer retreat in Folly Beach. This retreat provides dedicated time for strategic planning, collaboration, and setting goals for the year ahead. We will focus on aligning our initiatives with our theme, strengthening communication between officers and chapters, and ensuring we remain responsive to the needs of our membership.

The annual NALS National Conference will be held in Jacksonville, Florida, and is scheduled for October 5–7, 2026. This conference is a valuable opportunity for continuing education, networking, and national-level engagement for legal support professionals. I hope you can plan on attending.

I would also like to highlight ongoing NALS Awards and Recognition opportunities. NALS honors outstanding professionals, chapters, and supporters who exemplify leadership, service, innovation, and dedication to the profession. Members are encouraged to participate in the nomination process and help spotlight individuals who truly embody excellence within our legal community. Additional details regarding awards and timelines have been shared by NALS leadership and will continue to be promoted as deadlines approach.

As we continue through this association year, I am grateful for the dedication of our officers, committee chairs, chapter leaders, and members. Together, we will continue to Elevate and Empower one another while strengthening LSPSC and supporting the professional growth of legal staff across South Carolina.

Thank you for your continued support and engagement.

With appreciation,
Traci B. Wolfe, PP
2026-2027 President, LSPSC

President-Elect
Stephanie Jones, PP, SC-Criminal,
SCCP

OFFICER &
COMMITTEE
REPORTS

etc., that I can address as I fulfill this role next year. I am here for you and will do what I can to make this association be the best it can be.

Thank you for your trust and support as I transition during this next year to be the leader of LSPSC. The honor and commitment for being elected to this position is overwhelming, and I promise to do a perfunctory job in maintaining and growing this association. Thank you for your confidence!

I also want to give a shoutout to the Legal Staff Professionals of Greenville for another great Annual Meeting! For those who could attend, it was a fabulous event with some great speakers and entertainment. I can't wait to see what LSPG will do with the 100th anniversary of NALS in three years!

NALS has been busy the past couple of months. We have seen a few changes to the bylaws and standing rules that will include language pertaining to student memberships. If you missed the emails indicating these changes, let me summarize it for you.

Amendment #1: This new bylaw defines student members as those in college, and those in high school or a technical school. Student members include students attending an accredited college/university program relating to work of a legal nature and/or enrolled in a state accredited secondary school (high school, senior high school, or technical school). The student designations may still not vote or hold elective office, except as specifically provided in the bylaws.

NALS is also offering monthly membership leadership meetings via Zoom. There have been three so far this year, and I urge everyone to join them as there are great ideas, strong voices, and an overall camaraderie to be had. These 45-minute leadership sessions provide practical ideas, peer connection, and updates from NALS staff to help chapters stay strong and engaged. The sessions are recorded and available on NALS.org. You can register for the next session on June 11, 2026, [here](#).

As I work and start planning my year as President, I urge you to send me ideas, suggestions, complaints,

Thank you for your confidence, support, and friendship! Please keep me updated on your lives, accomplishments, and needs—LSPSC is here for you, ALWAYS!

Past President/Parliamentarian
Meredith Lazarski, ACP, SCCP

I look forward to continue serving you again as your LSPSC Past President. A big shoutout to Legal Staff Professionals of Greenville for making our annual meeting an exciting, fun-filled weekend for all. It was so good to see so many of you that weekend!

Best wishes to President Traci and her board. I am confident that LSPSC is in good hands with the 2026 -2027 Board and Committee Chairpersons and that they will do an excellent job carrying on the fine leadership we have established over the last 60+ years.

Hope everyone has a happy, healthy, and blessed summer, and I look forward to seeing everyone in Columbia in July for our Summer Meeting.



**Functional Director of Certification/
Education**

Maris Cannon, PP, SCCP

I am so grateful for the support from The Legal Staff Professionals of South Carolina in electing me as Functional Director of Certification and Education. We are kicking off our summer CLE seminars with dynamic speakers, the topics being Legal Writing and Qui Tam Law. Plans are being made to utilize speakers for topics in Mastery eDiscovery, Cybersecurity, and Artificial Intelligence. We welcome your suggestions for other topics to help us accomplish our CLEs. Further, we encourage our members to become certified in the area(s) of your interest.

Functional Director of Membership/Marketing
Colleen Qunell



The Board wanted to make the 2026 summer meeting of the Legal Staff Professionals of South Carolina one to remember. What is more memorable than throwing axes and paint? At a wall, not each other. This year's Friday night summer social will be held at Craft Axe Throwing from 7:00 p.m. to 9:00 p.m. Craft Axe has axe throwing, sword throwing, ninja-star throwing, and paint throwing. There are pool tables, cornhole, giant connect four, and scrabble. There will be a cash bar but food will be provided. It is \$15.00 to RSVP. Please see the registration form on page 12 of the *Spotlight*.

**OFFICER &
COMMITTEE
REPORTS**

To All Members



Your mission, should you choose to accept it (Part One-Ghost Protocol):

Log into the NALS website: www.nals.org.

Go to "My Profile."

Check your current contact information.

Is it correct? If not, please update it.

Be sure you have a home address listed. You can choose make this information private.

Your mission, should you choose to accept it (Part Two-The Squeakquel):

Log into Facebook.

Follow and like NALS

Follow and like LSPSC.

Follow and like LSPG.

Follow and like LSPM.

Follow and like LSPO.

As always, should you be caught, the Secretary will disavow all knowledge of your actions. This newsletter will self-destruct in ten seconds. Good luck!

MEMBERSHIP:

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

MARKETING:

If you know of any firms in either area you think might be interested in free food and a PowerPoint presentation, please let me know!

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

Annual Meeting 2026
Tara Jean Brown, PP, CLP, SCCP
Lois J. Belle, CLP, Emeritus

Thank you to all who attended the LSPSC 61st Annual Meeting and Educational Conference in Greenville. We hope that you enjoyed Embassy Suites Greenville Golf Resort and Conference Center, the speakers, the networking, and the entertainment. LSPG worked hard to make it an enjoyable conference and certainly enjoyed having each of you in attendance as it was a wonderful weekend of networking, friendship, and fun.

We had 34 members and 2 guests in attendance for the weekend. We had 10 first-time attendees, 12 Past Presidents (5 of whom have served as President twice), and 4 husbands in attendance.

Please be sure to thank our sponsors when you see them or talk with them:

DIAMOND

ChaceLaw Ltd. Co.

Clark Bolen

Fairey Law Firm

Falcon Express

Legal Eagle

Parker Law Group, LLP

Tonnssen Bach

Veritext

World Acceptance

PLATINUM

Atkins Law Firm, PA

Brinkley Law Firm

Olympus Reporting, LLC

SC Bar Paralegal Program

SILVER

Bull Financial Group

Cannon Law Group

Mueller Family Law, LLC

VENDORS:

Clark Bolen, Inc.

Falcon Express

Special T-Treats

Stewart Title



**OFFICER &
COMMITTEE
REPORTS**

A huge THANK YOU to all of our amazing sponsors, vendors, exhibitors, and SWAG donators. Thank you to all of our members across the state for assisting in gathering SWAG and sponsors. We certainly could not have done it without you. Next stop, Orangeburg!



Annual Meeting 2027
Mikki Hancock, PP, SCCP

LSPG has already started working on plans for the 62nd LSPSC Annual Meeting and Educational Conference to be held in April 2027. We are working on confirming dates and getting a venue. As we progress with the plans, we will keep the membership updated.



OFFICER & COMMITTEE REPORTS

Community Projects Committee **Naomi W. Nation, PP, Emeritus**



Award of Excellence, 2025-2026 **Stephanie Jones, PP, SCCP**

It was an honor to chair this award. It is an award that encompasses the hard work, dedication, and enthusiasm of our members. This year, all of the nominations included many great choices for this award. Our judges, the Honorable Clifton Newman, attorney Lauren Woods, and former member Sharon Wotherspoon, had a very difficult time determining which nominee to choose. After much consideration, they determined our winner for the Award of Excellence demonstrated all the qualities we want to promote.

It was with extreme honor and pleasure that I could present the 2025—2026 Award of Excellence to Legal Staff Professionals of the Midlands' member and current President, Colleen E. Qunell. Her entry for the award was so heartfelt, exhibited her character in the association and in her personal life, and illustrated her giving nature. Her quick-witted and genuine sense of humor has contributed to her excellence in providing support and character to this association. We could not move forward without her!

Once again, it is an honor to serve under Traci Wolfe, PP, CNE, CDE, our 2026-2027 President for Legal Staff Professionals of South Carolina. We were very successful with our 2026 Annual Meeting community project, *The Family Effect*. Many thanks to those who contributed.

As your repeat Community Projects chairperson, I am excited to report our project for the 2026 Summer Meeting. *Young Moms Together*, formerly Florence Crittenton, is once again our charity of choice. *Young Moms Together* provides housing, medical care, and other services to pregnant, parenting young women. This helps them gain the skills and resources for starting and maintaining a healthy life for parent and child. The list below reflects some of their necessities.

ALL ITEMS MUST BE NEW:

- Diapers (sizes 3, 4,5,6)
- Pull-ups (sizes 2T, 3T, 4T)
- Sippy cups
- Twin size sheet and comforters
- Ladies/Junior clothing and shoes
- Ladies' deodorant
- Feminine hygiene products
- Laundry detergent and dryer sheets
- Clothing for newborns through 4T

To make online donations, visit <https://youngmomstogether.org/donate>. I will have a collection bag/box at the Summer Meeting. For more information on *Young Moms Together*, please visit <https://youngmomstogether.org>.

If you have any questions or suggestions for future community projects, please, **PLEASE** call me at (843) 552-0632 or email me at 23nation@bellsouth.net.

Enjoy your summer!

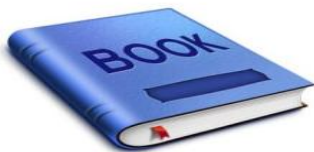
The LSPSC Employment Committee serves as a connector between statewide opportunities and the individuals and chapters that rely on timely, accurate job information. I am working to maintain a comprehensive list of employment opportunities throughout the state, ensuring that members have access to a continuously updated resource that reflects current hiring needs across industries and regions. This ongoing effort not only supports job seekers, but also strengthens the organization's role as a trusted hub for professional advancement. To this end, I will be contacting each local chapter president (and/or its representative contact) in the next several weeks to request and disseminate available employment opportunities. **I welcome members to submit job openings to my email at ml@mullislawfirm.com.** By actively gathering leads and distributing them across the organization, the committee fosters collaboration, enhances transparency, and helps create a unified statewide approach to workforce development.



Finance
Susan Olmstead
Sonia Hunt

We appreciate your support of the themed auction at the LSPSC Annual Meeting in Greenville. Your support is what makes these projects successful. For the themed auction at the LSPSC Summer Meeting we will be doing "Backyard Barbecue." Think of your favorite things to use when you have a cookout, or your favorite sauces and dry rubs, or even something you like to decorate with when you host friends and family for a barbecue. We look forward to seeing what you will bring to the Summer Meeting themed auction "Backyard Barbecue."





OFFICER & COMMITTEE REPORTS

Handbook Malia Lemke

June 2026

I am excited to announce that the **2026-2027 LSPSC Handbook** has officially been handed off to me and is currently undergoing its yearly edits. This includes changes to the calendar, board listings, and updating contact information. As we move into the new year, I kindly ask for your help in keeping our records accurate with the following:

For Local Chapter Presidents

Please keep me informed of any **membership roster changes** throughout the year.

For All Members

If your **contact information** changes, please let me know so we can keep the Handbook and roster current.

Certification Updates

Have you earned a new certification? Please share it with me—you deserve to be recognized in print, and we want to celebrate your accomplishments.

Contact Information

Malia Lemke ml@mullislawfirm.com

(803) 414-5584

NALS Foundation

Katherine Helms, PP, SCCP and Lois Belle, CLP, Emeritus

The NALS Foundation is the educational foundation of NALS, dedicated to supporting the education,

growth, and future of legal support professionals. Established in 1989, it is a 501(c)(3) nonprofit organization that works alongside the National Association for Legal Support Profes-

sionals to expand opportunities and strengthen the profession.

Through its grant program, the Foundation provides funding to state and local chapters for professional development, educational initiatives, and outreach efforts. Since its inception, the NALS Foundation has awarded more than \$200,000 in grants and contributions—investing directly in the success of members and their communities.

The NALS Foundation brings connection, celebration, and a little extra fun to the annual National Legal Education Conference while continuing its mission to support the future of the profession.

The **2026 National Legal Education Conference** theme is **Margaritaville**. The conference will be held in Jacksonville, Florida, from October 5-7, 2026:

Join the Foundation for a laid-back, island-inspired, evening-themed Margaritaville in Jacksonville. This is a special add-on event designed to bring attendees together for good food, great company, and a relaxed, social atmosphere.

Enjoy a reception-style dining experience with multiple food stations to keep things moving and give you plenty of options throughout the evening. It's all about easy conversation, casual networking, and taking a break from the conference schedule.

Whether you're reconnecting with familiar faces or meeting someone new, this is a simple, fun way to spend the evening.

Registration: \$50 per person

Auction Returns: The Foundation's auction is coming back! Keep an eye out for the upcoming call for donations and start thinking about items you or your chapter would like to contribute.

Foundation Grants: Grant applications are accepted year-round. The Foundation Board of Trustees typically reviews applications and approved grant funds twice a year, March and September. Submit your application by March 1 or Sept. 1 for consideration.

OFFICER & COMMITTEE REPORTS

Faynell Poe Memorial Fund:

Faynell Poe, PP, PLS, was a lifelong NALS member and dedicated leader in our community. Faynell passed away July 3, 2025. Donations to the Faynell Poe Memorial Fund will be used for grants supporting NALS and NALS chapters.

Ways to Give: The NALS Foundation has established recognition tiers for individuals or organizations who are interested in maximizing the potential of today's legal professional and the legal professional of the future.

Gift In-Kind Contributions: In conjunction with NALS' national conference this year in Jacksonville on October 5-7, the Foundation will host "Sweepstakes" and "Auction" events, during which member-donated gifts in-kind are raffled off to lucky winners! We've teamed up with ExpoAuctions to bring a high-energy online and in-person live auction.

Investment Partner Donor Program: Pledge your support to the NALS Foundation and get recognized for supporting the continual goals and efforts of the NALS Foundation!

One-Time Monetary Donation: The NALS Foundation has established recognition tiers for individuals interested in maximizing the potential of today's legal professional and the legal professional of the future.

Organizational Partner Donation: The NALS Foundation has established recognition tiers for organizations interested in maximizing the potential of today's legal professional and the legal professional of the future.

Honorary and Memorial Gifts: Making an honorary or memorial gift is a generous and thoughtful way to recognize a person's life and accomplishments. When you make an honorary or memorial gift, the NALS Foundation will (if requested) notify the honoree or next of kin and will administer the gift as you direct (please provide name and contact information in the Donor Comments section).

Donations can be made online or mailed to:
NALS Foundation
3502 Woodview Trace, Ste 300
Indianapolis, IN 46268

Nominations & Elections **Ginna Bear North and Chelsea** **Kirkland**

In accordance with the Bylaws and Standing Rules of Legal Staff Professionals of South Carolina, a Notice of Vacancy for a nomination to the 2026-2027 office of Treasurer was provided to the membership. After proper 30-days waiver of notice and nomination from the floor at the Annual Membership Meeting on April 18, 2026, Tara Brown, PP, CLP, SCCP, was elected by acclamation, to be installed with the remaining elected officers at the installation ceremony that evening.

After being duly installed, the officers of Legal Staff Professionals of South Carolina for the fiscal year 2026-2027 are:

President	Traci B. Wolfe, PP
President-Elect	Stephanie Jones, PP, SC Crim-SCCP
Imdt. Past President & Parliamentarian	Meredith Lazarski, ACP, SCCP
Treasurer	Tara Jean Brown, PP, CLP, SCCP
Secretary	Mikki Hancock, PP, SCCP
FD Marketing/Membership	Colleen Qunell
FD Certification/Education	Maris Cannon, PP, SCCP

Congratulations to our 2026-2027 LSPSC Board!

We look forward to serving as the Nominations and Elections Committee and ask that you be thinking about whom you would like to nominate as LSPSC officers for the 2027-2028 board. It's also never too early to start thinking about serving



our association yourself next year – if not as an officer, then maybe as a committee member.

OFFICER & COMMITTEE REPORTS

November will be here before you know it, and notices for nominations will be sent during the month. Remember, you can nominate someone, nominate yourself, or have someone nominate you. Please be sure to participate in this process!

Scholarship **Allison Louderbaugh**

The Scholarship Committee continues its work supporting students and future legal professionals by promoting educational opportunities through the LSPSC Scholarship Program. Since the last *Spotlight*, the committee has been actively coordinating outreach efforts with area schools and programs to ensure eligible students are aware of the scholarship opportunity.

The committee is in the process of reviewing the application materials and the selection process for this year's award. I am working on the list of judges and application deadlines and reviewing timelines to ensure a smooth and fair selection process.

Looking ahead, the Scholarship Committee will continue promoting the program, reviewing submissions, and preparing to announce this year's scholarship recipient at the appropriate LSPSC event. Members are encouraged to help spread the word about the scholarship and reach out to the committee with any questions or recommendations.

CONGRATULATIONS to Keiran McGowan, a student at Greenville Technical College who was the recipient of the 2025-2026 Scholarship Award. We look forward to watching her growth and success in the field!



Scrapbook **Mikki Hancock, PP, SCCP**

Here we are at the beginning of a new year! Sonia Hunt and I have already started planning out the scrapbook for Traci B. Wolfe, PP. So, without further ado, please make sure you give Sonia and me any pictures, any comments, and any funny stories that you have about Traci! Feel free to email or text us with anything you have!

Technology **Jasmine Williams**

The Technology Committee continues working to support LSPSC's goal of improving communication, accessibility, and engagement for members across the state. Since the last *Spotlight*, the committee has focused on evaluating ways technology can enhance how members access information, participate in events, and stay connected.

Current efforts include reviewing website content needs and exploring options to better organize and share educational resources for members. The committee is also discussing opportunities to expand our social media presence.

Looking ahead, the Technology Committee plans to continue developing recommendations that strengthen LSPSC's digital presence while maintaining professionalism, security, and ease of use for members. Feedback and ideas from the membership are always welcome, and members are encouraged to reach out with suggestions or questions.

Notice To All Members Summer Membership Meeting

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

**NOTICE is hereby given that the Summer Membership Meeting for 2026-2027
will be held on Saturday, July 18, 2026, at 1:45 p.m.**

AT:

**Richardson Plowden & Robinson
1900 Barnwell Street
Columbia, SC 29201
(*Dress is business/professional attire.*)**

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

Legal Staff Professionals of South Carolina

By: /s/ Mikki Hancock

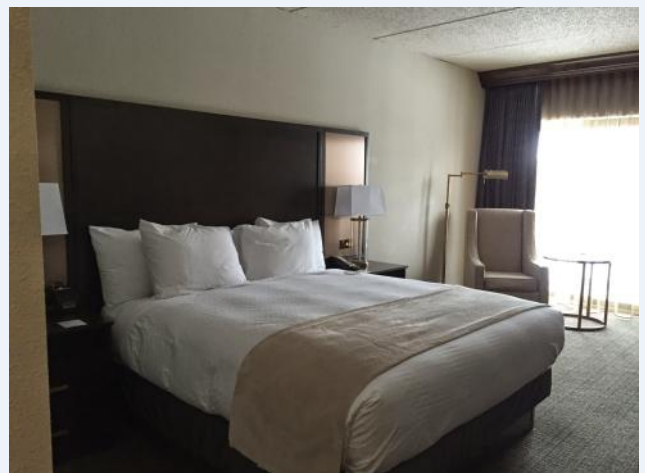
**Mikki Hancock, PP, SCCP
LSPSC Secretary 2026-2027**

ATTENTION ALL MEMBERS . . .

All Room Reservations should be made directly with
Cambria Hotel Columbia Downtown the Vista, 1000 Lady Street, Columbia, SC 29201

Call 803-728-3355 or
[https://www.choicehotels.com/reservations/
groups/BH86R2](https://www.choicehotels.com/reservations/groups/BH86R2)

By **JULY 10, 2026**. The Room Rate is \$119.00
per night plus applicable taxes.



Legal Staff Professionals of South Carolina
2026 SUMMER MEETING REGISTRATION FORM
Saturday, July 18, 2026
Hosted by Legal Staff Professionals of South Carolina
Richardson Plowden & Robinson
1900 Barnwell Street, Columbia, SC 29201

Deadline for In-person Registration: Monday, July 6, 2026

NO REFUNDS After Friday, July 10, 2026

Late fee of \$10.00 will apply to any registration not postmarked by JULY 6, 2026

Deadline for Virtual Registration: Monday, July 13, 2026, 5:00 p.m.*

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

HOTEL RESERVATIONS: All Room Reservations should be made directly with Cambria Hotel Columbia Downtown the Vista, 1000 Lady Street, Columbia, SC 29201

#803-728-3355 or <https://www.choicehotels.com/reservations/groups/BH86R2>

By JULY 10, 2026. The Room Rate is \$119.00 per night plus applicable taxes.

FRIDAY NIGHT SOCIAL

Friday, July 17, 2026

7:00 p.m. – 9:00 p.m. Craft Axe Throwing, 700 Gervais Street, Columbia

Attending Friday Night [\$15.00 Fee] YES NO

MEMBERSHIP MEETING

Saturday, July 18, 2026

Saturday Schedule

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

(Full Registration Does Not Include CLE – See separate Form)

 \$45 Meeting Registration & Lunch **OR** **\$15 Membership Meeting Only**

 \$15 Axe Throwing Fee **IN-PERSON** **OR** **VIRTUAL**

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____

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



Tara Jean Brown, PP, CLP, SCCP - LSPSC Treasurer
481 Garlington Road, Ste A, Greenville SC 29615
864-350-0937 – cell phone
Tarajbrown@icloud.com - Email

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

Legal Staff Professionals of South Carolina
2026 SUMMER CLE REGISTRATION FORM
Saturday, July 18, 2026
Hosted by Legal Staff Professionals of South Carolina
Richardson Plowden & Robinson
1900 Barnwell St., Columbia, SC 29201

Deadline for In-person Registration: Monday, July 6, 2026
NO REFUNDS After Friday, July 10, 2026

Deadline for Virtual Registration: Monday, July 13, 2026, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

CONTINUING LEGAL EDUCATION
Saturday, July 18, 2026

- 9:00 a.m. – 10:30 a.m. TOPIC: Legal Writing for Legal Support***
Do you know how to format a brief? Can you whip out a memorandum when your attorney asks you to? Do you know how to answer interrogatories? Find out the answers from a law school professor who teaches new attorneys.
Speaker: TBD
- 10:45 a.m. – 12:15 p.m. TOPIC: Do You Know What a Qui Tam Action Is?**
Who can become a qui tam whistleblower and file a qui tam lawsuit? What happens after a qui tam lawsuit has been filed? What are qui tam whistleblower rewards? How are qui tam whistleblowers protected? This CLE will reveal those answers!
Speaker: Johanna Valenzuela, Esq., Burnette Shutt McDaniel

*** Continuing Paralegal Education speakers and/or topics are subject to change***

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

I will be attending the following seminars:

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>VIRTUAL</u>
_____ Legal Writing	_____ \$20 for one CLE	_____ \$25 for one CLE	_____
_____ Qui Tam Law	_____ \$30 for both CLEs	_____ \$40 for both CLEs	_____
TOTAL AMOUNT:			\$ _____

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____



Please make check payable to: Legal Staff Professionals of South Carolina and return completed form to:
Tara J. Brown, PP, CLP, SCCP, Treasurer
481 Garlington Rd, Ste. A,
Greenville, SC 29615 t
tarajbrown@icloud.com
864-350-0937

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

LSPSC FRIDAY NIGHT SOCIAL



**LET'S
THROW
SOME AXES!**

- AXE THROWING
- PAINT THROWING
- POOL TABLES
- CORNHOLE
- DARTS

**JULY 17, 2026
7-9 PM**

**RSVP FOR \$15.00-PLEASE SEE THE
MEETING REGISTRATION FORM
CASH BAR
APPETIZERS PROVIDED**

CRAFT AXE THROWING-700 GERVAIS STREET

Axe-citement guaranteed!!

Chapter Reports

Legal Staff Professionals of the Midlands Colleen Qunell

“What dreadful hot weather we have! It keeps me in a continual state of inelegance.”

– Jane Austen



Sweat. Jane Austen was elegantly talking about how much she sweats during the summer. Me too, Jane. Me, too!

Summer is basically hanging out in the heat, grabbing cold drinks, and letting the days run a little slower. It's all about easy vibes, good friends, and not overthinking anything – and, of course, lots and lots of sweating.

With summer approaching and our workload shifting, it's a good time to look back at the achievements of the members of Legal Staff Professionals of the Midlands and topics we have covered at our recent meetings.



In March, LSPM elected the 2026-2027 Board of Directors. The new board members were installed by Traci Wolfe, PP, in April:

President: Yours truly
President-Elect: Stephanie Jones, PP,
SC-Crim, SCCP
Secretary/Treasurer: Ginna North
FD of Education: Malia Lemke
FD of Membership: Maddie Daigle

Our theme for the year is "Keep Going. Keep Growing." All members who attended the installation received a packet of flower seeds, and

each new board member received a succulent to symbolize our spirit of resilience and continued growth.



LSPM had the privilege of seeing *four* members installed on the 2026-2027 Legal Staff Professionals of South Carolina Board of Directors at the LSPSC Annual Membership Meeting and Educational Conference in April. Congratulations to all of the LSPSC Board, but especially President, Traci Wolfe, PP; President-Elect, Stephanie Jones, PP, SC-Crim, SCCP; Functional Director of Education and Certification, Maris Cannon, PP, SCCP; and Functional Director of Membership and Marketing, me!



I was honored to receive the LSPSC Award of Excellence at the conference. And yes, the rumors are true, I cried when LSPM's and LSPSC's President Elect Stephanie Jones presented me with the plaque. I was truly not expecting it. The plaque lives on my desk at work now, and I am pretty sure everyone who has walked by has been forced to acknowledge it!



Legal Staff Professionals of Orangeburg **Brett Walker**

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

Congratulations to the new LSPO Board of Directors!
Brett Walker – President
Mikki Hancock, PP, SCCP – Secretary/Treasurer
Sonia L. Hunt – FD of Education/Certification
Jasmine Y. Williams – FD of Membership/Marketing

We are looking forward to the 2026-2027 year as “We Rise from the Ashes.” Our symbol this year is the Phoenix, because the Legal Staff Professionals of Orangeburg carries the wisdom of every challenge we have faced and uses it as fuel for the journey ahead. We have faced the flames – and endured. Every obstacle met has made our chapter more resilient. Our members have continued to show up, serve, and lead. We carry the mission of NALS forward through every season, and we celebrate what rises.

A huge thank-you to our FD of Membership/Marketing, Jasmine Williams, for preparing and publishing the new website for LSPO. Check it out at www.lsporangeburg.com. We are so excited to be able to provide more information through the website!

Our first meeting for the fiscal year was held on May 18, 2026, where we made plans for the remainder of the year, ranging from CLEs to social events. We are excited to have our new members, as well as the potential members who will be joining in the future. And speaking of plans, LSPO is hosting the 62nd Legal Staff Professionals of South Carolina Annual Meeting and Educational Conference in 2027. We have already started looking at venues, themes, ideas, and educational seminars.

With the help of my board, I hope to bring LSPO back to where we once were, as we rise from the ashes for the journey ahead!



I am extremely excited for all of the continued learning, fresh adventures, community outreach, and new friendships waiting for LSPM and the amazing members!

So, cheers to summer — to the bugs that won't leave us alone, the humidity that smacks us in the face the moment we step outside, the beach days that reset our souls, the pool days that save our sanity, and the vacations that remind us why we work so hard in the first place. Here's to sunshine, chaos, and memories worth every drop of sunscreen (and yes, sweat)!!

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

tion's duties and the important role each will play in our journey this year.

Our 2026-2027 Officers are:

Tara Jean Brown, PP, CLP, SCCP: President-Steering Wheel

Audra Webb, CP, SCCP: President-Elect – GPS/Map

Yuleimy Afonso: Vice President:Membership-Car Doors

Jessica Dillard, PP, SCCP: Secretary - Dashboard

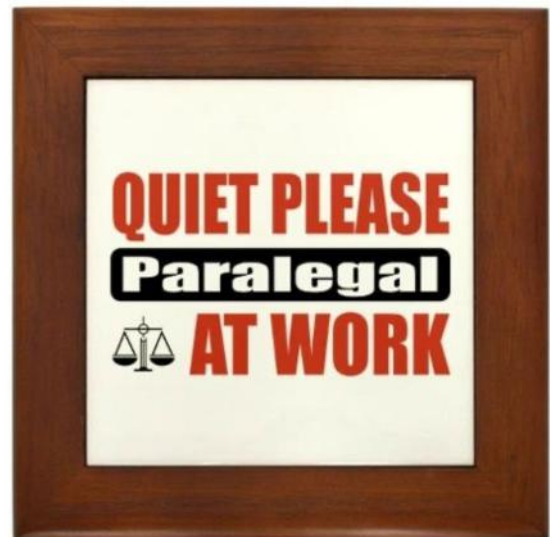
Shannon Parker: Treasurer – Gas Tank

Lois J. Belle, CLP, Emeritus: Immediate PP-Rearview Mirror

LSPG's 2026 charity is The Family Effect, which is an organization that provides, supports, or researches evidence-based programs designed to reduce the impact of addiction on families, such as residential services, counseling, and prevention programs. The Family Effect is also a therapeutic approach designed to support families facing challenges related to trauma or interpersonal problems. Tara Jean Brown, Patti Bacon, and Audra Webb attended the Transformation Celebration on Tuesday, April 28 and witnessed a very moving presentation celebrating the graduates of the program. We are planning a tour of the facility and hope to become involved in several of the volunteer opportunities available with The Family Effect.



Growth is like regular maintenance and upgrades. It comes when we stay flexible—willing to learn new routes, adjust to road conditions, and upgrade parts when needed. We build better performance by learning new skills, forming strong connections (like a well-functioning system of parts), and taking on new challenges—just like pushing a car to handle longer drives or tougher terrain. However, if a car sits still too long, it starts to break down. The battery dies, parts rust, and it loses its ability to move forward. In the same way, if we become rigid and stop growing, we risk stagnation. As each inductee took the officer's oath, they received a symbolic car part to remind each of them of the posi-



Follow Us on Social Media



Let's Get Connected for Our Latest News & Updates



on Twitter (X) @LSP_SC



on Facebook @ Legal Staff
Professionals of South Carolina



on Instagram @LSPSC_21



on LinkedIn @Legal Staff
Professionals of South Carolina

more to come...

HAP-HAP-HAPPYGRAMS!



**Congratulate your fellow
chapter members!
Recognize your LSPSC
friends!**

**Purchase a Happy Gram
in the Spotlight and
support Legal Staff
Professionals of South
Carolina while sending
out good thoughts and
good vibes!**

**Business Card: \$5.00
Half Page: \$15.00
Full Page: \$25.00**

- 1. Submit a camera-ready Happy Gram
to Functional Director of Marketing,
Colleen Qunell at:
colleenequnell@gmail.com**
- 2. Submit payment and this form by mail
to:**

**Colleen Qunell
3812 Linbrook Drive
Columbia, SC 29204**

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: _____





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, July and December.
Advertisements must be provided in camera ready format.

Email advertisement and mail payment to: Functional Director of Marketing, LSPSC
Colleen Qunell
3812 Linbrook Dr
Columbia, SC 29204
(843) 810-7623 - Cell Phone
colleenequnell@gmail.com

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2025-2026 ANNUAL MEMBERSHIP MEETING
April 18, 2026
1:45 p.m.
GREENVILLE, SOUTH CAROLINA**

The Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2025-2026 was held on Saturday, April 18, 2026, at 1:48 p.m. at the Embassy Suites Greenville Golf Resort & Conference Center, 670 Verdae Boulevard, Greenville, SC 29607.

Call to Order. President Traci B. Wolfe, PP, called the Annual Membership Meeting of Legal Staff Professionals of South Carolina for the year 2025-2026 to order. She reminded everyone to check in with the Credentials Chair, Lois J. Belle, CLP, Emeritus, and to silence all electronic devices. She asked all officers and chairs giving reports to stand as they delivered their reports; and all members addressing the meeting to stand and give their names and chapters. She reminded all attendees not to vape, smoke, or drink alcohol during the meeting. President Wolfe introduced herself to the membership.

Thought for the Day. President Wolfe introduced Shawn Condrey, from Falcon Express and the Legal Staff Professionals of Midlands and Greenville, to give the Thought for the Day. He relayed a personal story involving teaching his children to be aware of their surroundings. He showed that being aware is not just about noticing things around you but being mentally present when you are physically present. Awareness is essential for all of us. He urged members to take the time to notice what is going on around you because it could help someone else in their journey.

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

Welcome. President Wolfe welcomed everyone to the Annual Membership Meeting of 2025-2026 and thanked LSP Greenville for putting together another great Annual Meeting for attendees. President Wolfe then thanked all members for attending the meeting. She requested that any members attending their first LSPSC Annual Meeting to stand and be recognized. They were Malia Lemke of LSPM; Life Blumberg of LSPG; Audra Webb, CP, SCCP, CBA of LSPG; Shannon Parker of LSPG; Lexi Jones of LSPG; Julie DiMarco of LSPG; and Shawn Condrey of LSPM/LSPG. President Wolfe then recognized the Members-at-Large in attendance: Naomi W. Nation, PP, Emeritus; Paula Taylor, PLS; Susan Olmstead, PLS; Carlene Kilgore, PLS; Stacy Russo-Strobel, PP, PLS; Meredith Lazarski, ACP, SCCP; and Chrisanne Porter, PLS. Visitors today included Keiran McGowan of the Greenville area and Tracy Rich with Falcon Express. President Wolfe then recognized the LSPSC Past Presidents in attendance and asked that they stand to be recognized.

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

Stephanie A. Jones, PP, SC-Criminal, SCCP
Mikki Hancock, PP, SCCP
Colleen Qunell
Meredith Lazarski, ACP, SCCP

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

President Wolfe thanked the vendors for attending the conference and asked them to come forward to introduce themselves, what company they worked for, and the type of business they conducted. Each vendor provided a door prize drawing for the members who visited their tables. Shawn Condrey and Tracy Rich of Falcon Express, a process service and investigation business, provided a hydrating face mask won by Meredith Lazarski, ACP, SCCP, and a pair of AirPods Pro 3 earbuds won by Ginna North. Chelsea Kirkland of Clark-Bolen, a court reporting service, provided a beach bag with beach goodies won by Maris Cannon, PP, SCCP. Ginna North of Stewart Title, a real estate title agency, provided an Everything Cupcake basket won by Naomi Nation, PP, Emeritus.

President's Remarks. President Wolfe again thanked LSP Greenville for all their hard work in putting together the 2025-2026 LSPSC Annual Meeting and Educational Conference. She also thanked the vendors again for attending the conference. Traci touched on how tough the last year had been. Cassandra Furtick started out the year with her theme of

Back to the Basics but then resigned from the presidency in January, causing Traci to step into the role early. Traci chose to just keep moving forward with the status quo for the remainder of the term, and we persevered through the upset.

Business Meeting. President Wolfe reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Meredith Lazarski, ACP, SCCP, Immediate Past President/Parliamentarian, has forms for that purpose.

Roll Call. President Wolfe asked Lois J. Belle, PLS, Emeritus, Credentials Chair, for roll call. Lois reported 32 members were present, and 17, which was one member over one-half, represented a quorum. Two-thirds of the members present was 22.

Consent Agenda. President Wolfe stated that all members were provided with information in the Consent Agenda packet for review at the beginning of the meeting. The board approved these items at its meeting on April 17, 2026.

Treasurer's Amended First Period Report (2025-2026)
Treasurer's Amended Second Period Report (2025-2026)
Treasurer's Third Period Report (2025-2026)

President Wolfe indicated the 2026 Winter Membership Meeting minutes were published in the March 2026 edition of the *Spotlight*. She asked if there were any comments or questions regarding the items approved by the board. Hearing none, the above items were approved by consent.

The FIRST INCENTIVE DRAWING was held, and Julie DiMarco was the winner of \$50.

Reports from Elected Officers.

President Traci B. Wolfe, PP. President Wolfe reminded members to make sure that NALS and LSPSC have their correct e-mail address to receive the @Law, NALS Docket, or *Spotlight*. NALS profile updates should be made in the member log-in section of the NALS website. She also reminded members to visit NALS to enter their CLE hours.

Secretary Victoria Mayfield. Mikki Hancock, PP, SCCP, filled in for the Secretary. She asked that all committee chairs provide their signed and dated reports if they had not done so.

Treasurer Stephanie A. Jones, PP, SC-Criminal, SCCP. Stephanie referred to the 2025-2026 reports supplied in the Consent Agenda and asked for any questions. Stacy Russo-Strobel, PLS, PP, requested information about a Walmart expense paid out. Stephanie explained it was a charge made in error and had been promptly repaid. After this explanation, there were no further questions regarding the Treasurer's Reports.

Immediate Past President Meredith Lazarski, ACP, SCCP. Meredith said she had nothing to report.

The SECOND INCENTIVE DRAWING was held, and Colleen Qunell was the winner of \$100.

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

Annual Meeting 2026 [Legal Staff Professionals of Greenville]. Tara Jean Brown, PP, CLP, SCCP, thanked all

Award of Excellence. Stephanie A. Jones, PP, SC-Criminal, SCCP, indicated there was a winner for the Award of Excellence and that person would be recognized at the banquet later in the evening.

Certification/Education. Mikki Hancock, PP, SCCP, recapped the speaker presentations we prior to the meeting and stated there were 23 attendees for the Estate Planning CLE and 22 attendees for the Pros and Cons of AI CLE. She reported there was a new PP certification and requested that Jessica Dilliard come forward to be pinned. She reported that of the 93 members, 12 of those are PPs, 8 are PLSs, 3 are CLPs, 1 is an ALP(LSP), 1 is an ACP, 1 is an RP, 1 is a CP, 1 is an MMC, 1 is an MPS, 1 is an MSL, 1 is a PLS-SC EP/P, 1 is a PP-SC-Criminal, 3 are Emeritus status, and 10 SCCPs. She reminded members that each person needed to look at their profiles on the NALS website to confirm their certifications were listed and up to date. Because Certification/Education uses the roster to determine the numbers of certifications, if they are not updated, the numbers will be reflected inaccurately.

She reminded members that the exams were still on a hiatus, but the NALS certifying board was working diligently to get the individual PP exams uploaded into the new testing site, STACC. The certifying board was also working on getting the study materials updated to use in conjunction with the exam. Tara also included information about NALS discontinuing their contract with Thomson-Reuters for the exam study manuals. NALS has been working closely with LAPSEN to provide lesson plans and study materials for secondary and technical schools to promote the LSP (formerly the ALP). Stacy Russo-Strobel, PP, PLS, commented that the time passing without offering the certification exams would dissuade people from studying for and taking the exams. Mikki reiterated she provided study sessions, and she remains in contact with those members interested in becoming certified and keeping them updated on the progress of the exams. She further commented that the certifying board could use additional help from micro-volunteers and encouraged members to reach out to help.

Community Projects. Naomi W. Nation, PP, Emeritus, reported the charity for the meeting was The Family Effect, and she would be taking donations to them, and monetary donations could be made on their website.

Credentials. Lois J. Belle, PLS, Emeritus, indicated she did not have a report.

Employment. Brett Walker had no report.

Finance. Susan Olmsted, PLS, thanked everyone for donating items to the auction and purchasing tickets. She reported that Finance had collected \$770 from the auction.

Financial Review. Tara Jean Brown, PP, CLP, SCCP, indicated her report was in the committee reports packet.

Handbook. Meredith Lazarski, ACP, SCCP, had no report.

Historian. Meredith Lazarski, ACP, SCCP, had no report.

Membership/Marketing. Colleen Qunell pulled the report, and it showed 4 new members in the last week. There is a total of 93 members. She said of those, 25 were from LSP Greenville, 9 were in LSP Orangeburg, 40 were in LSP Midlands, and 19 were Members-at-Large. She encouraged the use of social media sites to post about chapter meetings and CLEs. She also encouraged members to celebrate wins with Happy Grams.

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

Nominations and Elections. Sonia Hunt had no report.

Publication. Meredith Lazarski, ACP, SCCP, had no report.

Scrapbook. Sonia Hunt and Stacy Russo-Strobel, PP, PLS, presented Meredith Lazarski, ACP, SCCP, the scrapbook prepared for her 2024-2025 year as President of LSPSC. She was happy to receive it and stated she would have it at the Spring Membership Meeting for anyone who wanted to look at it.

Standing Rules and Bylaws. Meredith Lazarski, ACP, SCCP, had no report.

Technology. There was no report. A member asked about the website being updated to reflect any changes. It was brought to the board's attention that a spam website may have been launched ending with .com. Members were encouraged to make sure they use the LSPSC.ORG website only.

The THIRD INCENTIVE DRAWING was held, and Lexi Jones was the winner of \$75.

New Business. President Wolfe presented the need to nominate a member from the floor for state treasurer. According to the LSPSC Standing Rules and Bylaws, President Wolfe called for a motion to waive the 30-day notice to the members for nominations from the floor for the vacancy of an officer. Upon opening the floor, Ann Marie Minerva, PP, SC-EP/P, SCCP, made a motion to waive notice and was it seconded by Lois J. Belle, PLS, Emeritus. Having no opposition, the motion to waive notice to the members for the vacancy of an officer was approved. President Wolfe then asked members if anyone had any questions prior to opening the floor for nominations. Susan Olmstead, PLS, asked for clarity of what the Treasurer position entailed. President Wolfe read the description directly from the Standing Rules and Bylaws. Hearing no further questions, President Wolfe opened the floor for nominations for the vacancy of Treasurer on the state board. Malia Lemke nominated Tara Jean Brown, PP, CLP, SCCP, for Treasurer, and Stacy Russo-Strobel, PP, PLS, seconded the nomination. Having no further nominations, Tara was asked if she would accept the nomination, and she

agreed. Sonia Hunt made a motion to close the floor for nominations, seconded by Malia Lemke, and unanimously approved by the members, and the floor was closed for nominations for Treasurer. Tara would be installed with the regularly installed board members at the banquet later in the evening. President Wolfe thanked Tara for her willingness to serve.

Upcoming Meetings. President Wolfe announced that the NALS 2026 National Legal Education Conference would be held October 5-7, 2026, in Jacksonville, Florida. Registration opens on May 21, 2026.

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

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

She reported that the Premium Prize for the Annual Membership Meeting was provided by the board of Legal Staff Professionals of South Carolina. The Premium Prize for the Summer Membership Meeting will also be provided by the LSPSC Board. Chrisanne Porter, PLS, asked if the board members were being reimbursed for their contributions to the Premium Prize. President Wolfe stated that if the board members asked for reimbursement, it would be provided, but all the board members were happy to donate items to create the Premium Prize.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2025-2026 Annual Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Wolfe at 3:21 p.m. She urged everyone to attend the President’s Reception that evening at 6:00 p.m. in the Spartanburg/Florence Room, with the installation to begin at 7:00 p.m.

Respectfully submitted,

s/Mikki Hancock

Mikki Hancock, PP, SCCP
Acting Secretary for the Meeting
In the absence of LSPSC Secretary 2025-2026

Approved:

s/Traci B. Wolfe

Traci B. Wolfe, PP
LSPSC President 2025-2026

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2026-2027 SPRING MEMBERSHIP MEETING
April 19, 2026
9:00 a.m.
GREENVILLE, SOUTH CAROLINA

The Spring Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2026-2027 was held on Sunday, April 19, 2026, at 9:03 a.m. at the Embassy Suites Greenville Golf Resort & Conference Center, 670 Verdae Boulevard, Greenville, SC 29607.

Call to Order. President Traci B. Wolfe, PP, called the Spring Membership Meeting of Legal Staff Professionals of South Carolina for the year 2026-2027 to order. She reminded everyone to check in with the Credentials Chair, Meredith Lazarski, ACP, SCCP, and to silence all electronic devices. She asked all officers and chairs giving reports to stand at their table; and all members addressing the meeting to stand and give their names and chapters. She reminded all attendees not to vape, smoke, or drink alcohol during the meeting. President Wolfe introduced herself to the membership.

Thought for the Day. President Wolfe introduced Colleen Qunell, member of LSPM, to give the Thought for the Day. Colleen commented that her theme for LSPM for 2026-2027 is “Keep Going, Keep Growing.” She provided quotes from an ancient Chinese proverb and Andy Rooney concerning continually growing mentally, intellectually, and professionally.

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

Tara Jean Brown, PP, CLP, SCCP, began drawing names for the rest of the door prizes. Essentially everyone who attended would receive a door prize.

Welcome. President Wolfe welcomed everyone to the Spring Membership Meeting of 2026-2027 and thanked LSP Greenville for putting together another great Annual Meeting for attendees and hosting the Spring Meeting. President Wolfe recognized Malia Lemke of LSPM, Chelsea Kirkland of LSPM/LSPG/LSPG, Ginna North of LSPM, and Julie DiMarco of LSPG for attending their first LSPSC membership meeting. President Wolfe then recognized the Members-at-Large in attendance: Naomi W. Nation, PP, Emeritus; Meredith Lazarski, ACP, SCCP; Carlene Kilgore, PLS; and Susan Olmstead, PLS. There were no visitors in attendance.

President Wolfe also recognized and acknowledged the past presidents of the association who were in attendance and asked them to rise as their name was called.

Introduction of LSPSC Officers for 2026-2027. President Wolfe introduced the officers of LSPSC for 2026-2027 and thanked them for their service:

Stephanie A. Jones, PP, SC-Criminal, SCCP
Mikki Hancock, PP, SCCP
Tara Jean Brown, PP, CLP, SCCP
Colleen Qunell
Maris Cannon, PP, SCCP
Meredith Lazarski, ACP, SCCP

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

President’s Remarks. President Wolfe informed members that her theme was “Elevate and Empower.” Her goals are for every member to honor the moments they are given and enjoy those moments. We need to see our colleagues, friends, and family as mentors. When we elevate someone, we lift them up and recognize their talents. We empower someone when we show them the confidence to step into new roles. It is not about titles, but knowing you belong and you are important, and everyone brings value to this organization. Traci then passed out feather pens to all the members as a reminder that feathers are light and strong, and they rise when the wind changes. It is to further remind us that your voice matters. When using the pen, remember to be confident and know you belong, to lead with a strong heart with honesty

and encouragement, and to listen and support growth with your heart. She stated that she would provide fun little things throughout the year to continue to elevate and empower the members.

Business Meeting. President Wolfe reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Meredith Lazarski, ACP, SCCP, Immediate Past President and Parliamentarian, has forms for that purpose.

Roll Call. President Wolfe asked Meredith Lazarski, ACP, SCCP, Credentials Chair, for roll call. Meredith reported 18 members were present, and 10, which was one member over one-half, represented a quorum. Two-thirds of the members present was 12.

Consent Agenda. President Wolfe stated that all members were provided with information in the Consent Agenda packet for review at the beginning of the meeting. The board approved these items at its meeting on April 17, 2026.

2026-2027 Budget
2026-2027 Calendar
2026-2027 Committees

President Wolfe said she would correct the budget to reflect the \$100 for the treasurer bond and remove it from the Region 4 Director. President Wolfe asked if there were any comments or questions regarding the items approved by the board. Hearing none, the above items were approved by consent.

Reports from Elected Officers.

President Traci B. Wolfe. President Wolfe reminded members to make sure that NALS and LSPSC have their correct e-mail address to receive the @Law, NALS Docket, or Spotlight.

President Wolfe reminded members that the deadline for chapter rosters to NALS and to the handbook chairperson, Malia Lemke, is May 15, 2026. President Wolfe confirmed that we would be doing chapter visitations with local chapters and MALs. She will continue cash incentives and contribute to the meetings' local charities. President Wolfe reminded members that the Summer and Winter Membership Meetings would be in Columbia, and there would be a Friday night social for the summer meeting. She will also continue with chapter grants for certification accreditation.

President-Elect Stephanie A. Jones, PP, SC-Criminal, SCCP. President-Elect Jones thanked the members for having confidence in her as the President-Elect. She reminded members that she is the liaison between the members and the board. She reminded chapters that the rosters need to be updated by May 15, 2026. She will also be reaching out to chapter presidents for scheduling officer visitation. She will also be sending out cards and urged members to let her know what was going on in our lives.

Secretary Mikki Hancock, PP, SCCP. Mikki reminded everyone that all signed and dated reports of officers and committee chairs should be submitted to her for the permanent records. She will have copies of reports from the publication if the committee chair does not have a copy.

Treasurer Tara Jean Brown, PP, CLP, SCCP. Tara had nothing to report. The budget in the Consent Agenda was approved by the board, and she will have incentives for the meetings.

Immediate Past President Meredith Lazarski, ACP, SCCP. Meredith had nothing to report.

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

Annual Meeting 2027 [Legal Staff Professionals of Orangeburg]. Mikki Hancock, PP, SCCP, informed members that planning was underway for the Annual Meeting, and they were looking at locations to start the process of planning.

Award of Excellence. Jan W. Berger, ALP, was not present to provide the report. Stephanie announced that Colleen Qunell won the 2026 Award of Excellence.

Certification/Education. Maris Cannon, PP, SCCP, reported that of the 93 members, 12 of those are PPs, 8 are PLSs, 3 are CLPs, 1 is an ALP(LSP), 1 is an ACP, 1 is an RP, 1 is a CP, 1 is an MMC, 1 is an MPS, 1 is an MSL, 1 is a PLS-SC EP/P, 1 is a PP-SC-Criminal, 3 are Emeritus status, and 10 SCCPs. She reminded members that the Summer Membership Meeting would be July 18, 2026, and asked for suggestions for speakers. Registration forms will be available in the

June Spotlight. There was some discussion as to what some of the certifications were. Lois J. Belle, PLS, suggested publishing a list of the certifications in the *Spotlight* detailing the designations.

Community Projects. Naomi W. Nation, PP, Emeritus asked for ideas for charities.

Credentials. Meredith Lazarski, ACP, SCCP, had nothing to report.

Employment. Malia Lemke asked anyone knowing of any employment positions available to let her know so she can include it on the social media sites. A suggestion was made to send an email blast to the membership about any job opportunities before posting to social media. This will allow the members first right to apply if they choose. Traci stated this would be discussed further at the board retreat.

Finance. Susan Olmstead, PLS, agreed to co-chair with Sonia Hunt for the year.

Financial Review. Jamie I. Early, PP, PLS – SC Corporate, Emeritus, SCCP, was not present.

Handbook. Malia Lemke stated she would do her best to have the proposed handbook ready for the board to review at its annual retreat.

Historian. Meredith Lazarski, ACP, SCCP, had no report.

Membership/Marketing. Colleen Qunell stated the numbers were the same as reported at the Annual Meeting. There is a total of 93 members. She said of those, 25 were from LSP Greenville, 9 were in LSP Orangeburg, 40 were in LSP Midlands, and 19 were Members-at-Large. She encouraged members to join all LSPSC social media groups and utilize them.

NALS Foundation. Katherine Helms, PP, SCCP, was not present.

Nominations and Elections. Chelsea Kirkland and Ginna North volunteered to chair the committee after some discussion. Traci stated that the board will be discussing this committee during retreat to determine how to update the qualification and verification process. The information will be provided to Chelsea and Ginna prior to the call for nominations.

Publication. Jamie Early, PP, PLS – SC Corporate, Emeritus, SCCP, was not present. Traci stated we needed another member to volunteer to help with publication, but she would step in herself until the publication could be discussed and updated at retreat.

Scholarship. Allison Louderbough was not present.

Scrapbook. Mikki Hancock, PP, SCCP, reported they needed pictures for the scrapbook.

Standing Rules and Bylaws. Meredith Lazarski, ACP, SCCP, had no report.

Technology. Cassandra Furtick and Jasmine Williams were not present. Mikki stated that Jasmine was excited to be on the committee and was looking forward to updating the website.

Upcoming Meetings. President Wolfe announced the LSPSC Summer Membership Meeting of 2026 would be held on July 18, 2026, in Columbia at Richardson Plowden & Robinson, and a Friday night social will be planned.

President Wolfe announced that the NALS 2026 National Legal Education Conference would be held October 5-7, 2026, in Jacksonville, Florida. Registration opens on May 21, 2026, and she was excited to announce the theme will be Elevate.

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

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

A drawing was held for the digital calendar donated by Falcon Express. The winner was Jessica Dilliard, PP, SCCP.

New Business. Shawn Condrey of Falcon Express began a discussion about when people are “voluntold” to do something, how they will jump right in to do the task. Shawn, along with Chelsea and Ginna, agreed they would be happy to drop off LSPSC brochures on their business trips across South Carolina. There was concern about these businesses promoting LSPSC and NALS, and the response was they were willing to promote any organization, but when they request information about other organizations, they are not provided with any. LSPSC is more than happy to give information about NALS, so they will hand out information.

President Wolfe had no further new business to address.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2026-2027 Spring Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Wolfe at 10:48 a.m.

Respectfully submitted,

s/Mikki Hancock

Mikki Hancock, PP, SCCP
LSPSC Secretary 2026-2027

Approved:

s/Traci B. Wolfe

Traci B. Wolfe, PP
LSPSC President 2026-2027



EXPERIENCE EXCELLENCE IN COURT REPORTING WITH CLARK BOLEN

For over 35 years, legal professionals in the Southeast have relied on Clark Bolen Court Reporting for accuracy, efficiency, and reliability.

With decades of experience, we provide deposition services, real-time transcription, complimentary video conferencing, legal videography and more—ensuring your case proceeds smoothly.



CONTACT US AT:



843-762-6294



office@clarkbolen.com



www.clarkbolen.com



FALCON EXPRESS SERVICES, LLC
PRIVATE INVESTIGATORS & PROCESS SERVERS



SURVEILLANCE

INSURANCE FRAUD
CRIMINAL CASES
DOMESTIC RELATIONS
CONVERT SYSTEMS



CIVIL PROCESSES

FLAT RATE FEES
NATIONWIDE SERVICE
COURT FILING
DOCUMENT RETRIEVAL



GPS TRACKING

COVER DEVICES
REAL TIME MONITORING
LIVE UPDATES
COST EFFICIENT



SKIP TRACING

LOCATE CASE PARTIES
LOCATE WITNESSES
LOCATE REFERENCES
LOCATE ASSOCIATES



BACKGROUND & ASSET INVESTIGATIONS

CRIMINAL RECORDS
CIVIL RECORDS
PROPERTY RECORDS
LOCATE ASSETS

866-577-9696

INFO@FALCONEXPRESSSERVICES.COM

WWW.FALCONEXPRESSSERVICES.COM



Safeguarding Families and Businesses with Skilled Legal Support
We offer thorough solutions designed to ensure your peace of mind. Sleep well knowing you're protected.



ESTATE PLANNING

Wills, trusts, and asset protection strategies



ELDER LAW

Medicaid planning and long-term care solutions



PROBATE ADMINISTRATION

Guiding families through estate settlement



BUSINESS PLANNING

Entity formation and succession planning

OUR SERVICES



WHY CHOOSE US



EXPERIENCED ESTATE PLANNING ATTORNEYS



PERSONALIZED & COMPASSIONATE SERVICE



COMPREHENSIVE LEGAL PROTECTION



FAMILY & BUSINESS FOCUSED

20+

YEARS EXPERIENCE

1,000+

ESTATES PLANNED

500+

FAMILIES PROTECTED



OPERATING HOURS

Monday – Thursday: 9:00 am – 5:30pm

Friday – Sunday: CLOSED



481 GARLINGTON ROAD SUITE A
GREENVILLE SC, 29615

WWW.CHACELAW.COM
(864) 268-8244



Our team is united with one goal – provide excellent personal service to every client. We are committed to adding value, resolving cases, and closing claims. Our lawyers in Greenville, SC, Charleston, SC, and Charlotte, NC represent Fortune 500 companies, municipalities, small businesses, entrepreneurs, and individuals.



Greenville 1306 S Church St. Greenville, SC 29605 (864) 236-5013	Charlotte 10800 Sikes Place, Suite 200 Charlotte, NC 28277 (704) 530-3620	Charleston 880 Island Park Drive, Suite 410 Charleston, SC 29492 (843) 548-1670
--	---	---

PARKER LAW GROUP



HAMPTON

101 MULBERRY STREET EAST
HAMPTON, SC 29924
803.903.1781

RIDGELAND

690 NORTH GREEN STREET
RIDGELAND, SC 29936
843.547.8011

WALTERBORO

123 SOUTH WALTER STREET
WALTERBORO, SC 29488
843.782.5101

SUPERIOR SERVICE. INNOVATIVE TECHNOLOGIES.

Your Comprehensive Litigation Support



MEET YOUR VERITEXT TEAM!



YOUR SENIOR ACCOUNT EXECUTIVE:

Dani Norman

dnorman@veritext.com

Office Phone: (843) 380-2457

Mobile: (843) 496-8063

YOUR LOCAL TEAM:

Scheduling: calendar-carolinas@veritext.com

Scheduling Phone: (800) 743-3376

Client Services: cs-southeast@veritext.com

Billing: billing-carolinas@veritext.com

Whether in-person or remote, Veritext is ready to assist you with your next deposition, arbitration or hearing!

FULL-SERVICE SUITE OF SOLUTIONS

PROCESS SERVICES & RECORDS RETRIEVAL

- National-Breadth of Subpoena Service
- Skip traces, vehicle tag searches and stakeouts
- Document recovery experts

MYVERITEXT | COMPLIMENTARY PORTAL

- Streamline scheduling of services
- Share calendars and access
- Download transcripts, exhibits, and videos
- Access virtual proceedings
- Manage invoices

COURT REPORTING

- Largest network of professional reporters
- Experienced, timely, and accurate officiants
- In-person, remote and hybrid availability
- Rough drafts, Realtime, and expedites

VIDEOGRAPHY

- High-quality legal videography
- Streaming and transcript synchronization
- Create your own video clips

TRANSLATION & TRANSCRIPTION

- Translators for multiple languages and dialects
- Transcription of audio and video files

CONCIERGE TECH SERVICES

- Highly skilled support technicians
- On-the-spot assistance
- Worry free proceedings

INNOVATIVE TECHNOLOGIES

- **Exhibit Share:** Secure electronic platform for sharing exhibits, eliminating paper copies and lost documents
- **Veritext Vault:** Secure document sharing and exchange for complex cases
- **Digital Exhibit Binders:** Hyperlinked and searchable electronic exhibit binder, automatically updated after each proceeding
- **AI Smart Solutions:** Time-saving draft-quality AI-generated case summaries, analysis and transcript and exhibit searching to kickstart your case strategy

TRIAL PRESENTATION

- Experienced technicians
- Professional presentation support from war room to court room
- Includes all necessary equipment

COMPLIMENTARY CLE COURSES

- Free monthly CLE webinars approved in more than 30 states
- General credit and Ethics courses available

A DEDICATED
IN-HOUSE
IT SUPPORT &
DEVELOPMENT TEAM
FOR ALL
TECHNOLOGIES



www.veritext.com



www.LegalEagleInc.com



FULL-SERVICE LEGAL SUPPORT

at Work for You!

Legal Eagle provides practical guidance to attorneys and paralegals in eDiscovery, digital forensics, trial presentations, and general litigation support. We equip you with a plan to identify, collect, process, review, and present legal evidence.

AVAILABLE LEGAL SERVICES:



eDISCOVERY



**DIGITAL
FORENSICS**



**TRIAL
EXHIBITS**



**TRIAL "HOT HEAT"
TECHNICIAN**



**PRINT COPY
SCAN**



TRANSCRIPTION



**APPELLATE
SUPPORT**



**COURT
REPORTING**

**OUR
TECHNOLOGY
PARTNERS**



LOCALLY OWNED AND OPERATED

GREENVILLE • COLUMBIA • CHARLESTON

864-467-1373 • 800-313-5133 • info@LegalEagleInc.com • www.LegalEagleInc.com

THE FAIREY LAW FIRM, LLC

Two convenient locations to serve you

ORANGEBURG
146 CENTRE ST
ORANGEBURG, SC 29115
(803) 534-5091

HAMPTON
4985 SAVANNAH HWY
HAMPTON, SC 29924
(803) 943-6444

WWW.FAIREYLAW.COM



PRACTICE AREAS:

PERSONAL INJURY
MOTOR VEHICLE ACCIDENTS
NURSING HOME NEGLIGENCE
SLIP AND FALLS
MEDICAL MALPRACTICE

BREACH OF CONTRACT
PROFESSIONAL MALPRACTICE
CONTRACTOR DISPUTES
WRONGFUL ARREST
ABUSE OF PROCESS

With over 30 years of experience, Fairey Law Firm is your home town attorney for all your legal needs. Call us about a consultation!



Welcome New Members!

Lexi Jones-
LSPG



I GREW UP AROUND
SOCCER, PLAYED FOR MANY
YEARS, AND ENDED UP
WORKING FOR A SEMI-PRO
SOCCER TEAM FOR A FEW
YEARS AS WELL.

Walter
Baxter-LSPM



I'M AN AVID READER OF
NONFICTION BOOKS AND I
LIKE TO WRITE MUSIC AND
POETRY.





**Deidre
Osbourne-
LSPM**



FEW PEOPLE KNOW I AM
ALMOST 6 FEET TALL SINCE I
HAVE BEEN PARALYZED
FROM THE AGE OF 16. BUT
WHEN I STAND (AND I CAN!),
I AM A BIG GAL.

**Welcome New
Members!**

**April
Blackwood-
LSPO**

I VOLUNTEERED AT A
PRESIDENTIAL CAMPAIGN
WHILE IN COLLEGE (FOR A
HISTORY EXAM GRADE).



Welcome New Members!



★ Allison
Louderbough★
LSPM



I HAVE FOUR CATS!





NALS Affinity Partners – Benefits for Members

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

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

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

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

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

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

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

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

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

PI Point Solutions, LLC: PI Point simplifies how legal professionals coordinate nationwide investigative and litigation support services. Our dedicated, account-free portal streamlines private investigator and process serving requests using simple email verification. Firms eliminate administrative friction, quickly connect with qualified field professionals across multiple jurisdictions, and handle their assignments directly from that point forward.

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



LSPSC OFFICERS 2026-2027

President	Traci B. Wolfe, PP
President-elect	Stephanie Jones, PP, SC-Criminal, SCCP
Secretary	Mikki Hancock, PP, SCCP
Treasurer	Tara Jean Brown, PP, CLP, SCCP
FD Certification/Education	Maris Cannon, PP, SCCP
FD Marketing/Membership	Colleen Qunell
Immediate Past President	Meredith Lazarski, ACP, SCCP

LSPSC COMMITTEE CHAIRS 2026-2027

Annual Meeting	Mikki Hancock, PP, SCCP Stephanie Jones, PP, SC-Criminal, SCCP Maris Cannon, PP, SCCP
Award of Excellence	Jan W. Berger, ALP
Bar Liaison	Stephanie Jones, PP, SC-Criminal, SCCP
Community Projects	Naomi W. Nation, PP, Emeritus
Credentials	Meredith Lazarski, ACP, SCCP
Employment	Malia Lemke
Finance	Sonia Hunt
Financial Review	Jamie Early, PP, Emeritus
Handbook	Malia Lemke
Historian/Standing Rules and Bylaws	Meredith Lazarski, ACP, SCCP
NALS Foundation	Katherine R. Helms, PP, SCCP
Nominations and Elections	Chelsea Kirkland and Ginna North
Publication	Jamie I. Early, PP, SCCP, SC-Corp-Emeritus Stephanie Jones, PP, SC-Criminal, SCCP Traci B. Wolfe, PP
Scholarship	Allison Louderbough
Scrapbook	Mikki Hancock, PP, SCCP and Sonia Hunt
Technology	Cassandra M. Furtick, CTP (ATAA) Jasmine Williams



**Legal Staff Professionals of South Carolina
2026-2027 Calendar**
***Dates and topics subject to change**

May 2026		November 2026	
1	ABA Law Day – “The Rule of Law and the American Dream”	1	D/L: Verification of Qualification forms Returned for 2027-2028 board
15	D/L: Submission of Reports for Spotlight (June)	1	Call for Nominations for 2027-2028 Officers
15	D/L: Chapter Rosters to NALS	15	Close of 2027-2028 Officer Nominations
21	Open Registration – NALS National Conference (Jacksonville, FL)	15	D/L: Submission of Reports for Spotlight (December)
June 2026		December 2026	
12-14	LSPSC Officer Retreat – Folly Beach	5	D/L: Nomination Acceptance Forms returned
30	D/L: Renew SCCP Accredited Sponsorship		
July 2026		January 2027	
1	Deadline for all Nominations for All NALS awards	15-16	Winter Board & Membership Meeting (Richardson Plowden & Robinson)
17	Summer Board Meeting & Membership Social (Richardson Plowden & Robinson)	20	Distribute Scholarship & Award Applications
18	CLE Seminars & Summer Membership Meeting (Richardson Plowden & Robinson)	20	Distribute LSPSC Award of Excellence Application and submit judges for board approval
August 2026		February 2027	
7	D/L: Early Registration – NALS Conference Jacksonville, FL	5	Prepare Officer Ballots
		15	D/L: Vote/Return LSPSC Officer Ballots
		15	D/L: Submission of Reports for Spotlight (March)
September 2026		March 2027	
7	D/L: Standard Registration – NALS Conference Jacksonville, FL	1	Submit Scholarship & Award Applications
15	Deadline: IRS Form 990-N	26	Notify Membership of 2027-2028 Election Results
28	D/L Late Registration-NALS Conference Jacksonville, FL		
October 2026		April 2027	
5-7	NALS National Conference – Jacksonville, FL	TBD	LSPSC Annual Meeting & Educational Conference (TBD-Orangeburg)
15	Verification of Qualification forms sent to chapters	TBD	Officer Installation & Spring Membership Meeting (TBD-Orangeburg)



Board of Directors



President:

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



Secretary:

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



Treasurer:

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



Dara Wasalino Tremblay, PP, PLS-SC, brings over 26 years of experience in the legal support profession and is an active member of the Washington State chapter of NALS and NALS of Pierce County. She currently serves as a Senior Paralegal where she focuses on family law.

Dara is highly skilled in case management, legal document preparation, and client advocacy, with a strong commitment to ethical standards and effective communication. Dara leads with energy, adaptability, and a people-centered mindset, building strong relationships and supporting those around her. She values collaboration, continuous learning, and professional growth, and is dedicated to using her experience to help guide and strengthen NALS.



Emily Walterscheid, PP, CLP, is a member of the Texas Association of Legal Professionals and the Lubbock Legal Professionals Association, brings a collaborative spirit and strong leadership to her role as NALS Director. As Chief Paralegal and Support Staff Supervisor, she leads with dedication, education, and a commitment to teamwork.

Emily values character, open communication, and continuous learning, often engaging with her team to share ideas and plan positive, forward-thinking steps. Her supportive and team-focused approach reflects her belief that success comes from working together and fostering growth at every level.

NALS Headquarters

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



Mary Ann Passi, CAE

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

Kelsey Daniel

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

Gena Hayes

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

Lisa Moore

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

Abby Self

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



Mission: engage | inspire | enhance | promote

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

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

NALS Code of Ethics & Professional Responsibility

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession. Every member shall:

- ♦ Encourage respect for the law and the administration of justice;
- ♦ Observe rules governing privileged communications and confidential information;
- ♦ Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- ♦ Perform all duties of the profession with integrity and competence; and
- ♦ Pursue a high order of professional attainment.



Legal Staff Professionals
of South Carolina

NALS

SPOTLIGHT

June 2026



HAPPY BIRTHDAY, AMERICA! A very special shoutout to America's 250th anniversary since the signing of the Declaration of Independence in 1776. This was the pivotal moment of America's history.