



# Legal Staff Professionals of South Carolina

## SPOTLIGHT

### Confidentiality and Ethics: A Remote Work Compliance Guide

Remote work has become common in the legal field, allowing professionals to perform their duties from home, while traveling, or at other off-site locations. Although work setting and hours may change, the ethical duty to maintain client confidentiality remains the same. Protecting client information outside of a traditional office venue calls for heightened awareness of potential risks and the consistent application of secure practices.

#### RISKS IN REMOTE ENVIRONMENTS

Remote work can introduce additional challenges to maintaining confidentiality. Common risks include:

**Unsecured internet connections** — Public Wi-Fi in coffee shops, hotels, or airports is often unencrypted and susceptible to interception.

**Shared or open workspaces** — Family members, roommates, or cleaning staff may inadvertently view or overhear sensitive information.

**Public conversations** — Phone and video calls conducted in public spaces may be overheard by unauthorized individuals.

**Physical document exposure** — Client files left in visible areas can be seen by others or misplaced.

**Device vulnerabilities** — Unpatched software, disabled firewalls, or outdated antivirus protection can create security gaps.

**Social media activity** — Posts, even when vague, can reveal confidential information when combined with other publicly available details.

**Use of personal devices** — Unsecured personal laptops, tablets, or phones may lack necessary security measures.

**Cloud storage and file sharing** — Unapproved platforms may not provide adequate encryption or access controls.

#### SAFEGUARDING CONFIDENTIALITY REMOTELY

Paralegals should implement the following best practices in remote work environments.

**Use secure connections** — Avoid public Wi-Fi when possible or use a Virtual Private Network (VPN) to encrypt internet traffic.

**Select private work locations** — Ensure that work conversations cannot be overheard. Use headsets to limit sound leakage.

**Protect computer screens** — Use privacy filters to prevent others from viewing on-screen information.

**Check screen-sharing content** — Before sharing your screen in a meeting, close documents or browser tabs containing confidential information.

**Secure physical documents** — Store confidential papers securely and shred them before disposal.

(continued on page 4)

## Inside this issue:

|                                                       |       |
|-------------------------------------------------------|-------|
| President's Report                                    | 2     |
| Officer & Committee Reports                           | 5-9   |
| Award of Excellence Application                       | 10-11 |
| Notice of Winter Membership Meeting, January 17, 2026 | 12    |
| Annual Meeting Sponsorship & Advertisers Form         | 13    |
| Winter Meeting Registration Form, January 17, 2026    | 14    |
| Winter CLE Registration Form, January 17, 2026        | 15    |
| Chapter Reports                                       | 16-17 |
| Spotlight Ad Form                                     | 19    |
| Happy Gram Form                                       | 26    |
| Minutes—Summer Membership Meeting, August 2, 2025     | 38-40 |
| NALS Affinity Providers                               | 41    |
| 2025-2026 Officers & Committees                       | 42    |
| 2025-2026 Calendar                                    | 43    |
| NALS Board of Directors                               | 44-45 |

## Spotlight

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**2025-2026 Editors:**

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

**Meredith Lazarski, ACP, SCCP**



# President's Report

**By: Cassandra Furtick, CTP (ATAA)  
2025-2026 President**

It was an honor to represent the Legal Staff Professionals of South Carolina (LSPSC) at the 2025 NALS National Legal Education Conference held September 29 through October 1 in Mobile, Alabama. This year's conference was an incredible opportunity to learn, network, and collaborate with legal professionals from across the country. The sessions covered a wide range of topics — from professional development and ethics to technology and leadership — all aligning beautifully with our LSPSC platform theme, *Back to Basics*. Each course reinforced the importance of returning to the core principles that make legal professionals effective: integrity, adaptability, professionalism, and a continuous commitment to growth and education.

The conference began with *The Art of the Bid* by Tony Rissley, a powerful reminder that reinvention and resilience are key to success in both life and leadership. Sessions like *AI for Legal Support* and *Paperless: From Complaint to Verdict* highlighted how technology continues to shape the legal landscape, while *Social Media: Discovery, Ethics, and Evidence* and *Cybersecurity for Legal Professionals* emphasized the growing responsibility we all share in protecting client information and maintaining ethical standards in a digital world. Leadership and personal development sessions such as *Standing Out While Standing In* and *Spot the Imposter* reminded us of the importance of authenticity, confidence, and mentorship — themes that echo LSPSC's mission to foster professional excellence and integrity among all members.

Each presentation offered practical takeaways that we can bring back to our state organization. For instance, the lessons from *Time Travel for Legal Professionals* on prioritization and time management align perfectly with our *Back to Basics* focus on strengthening foundational skills and work-life balance. Similarly, the insights from *Navigating the Promise and Pitfalls of Healthcare Arbitration* and *Criminal Justice Act – Federally Appointed Attorneys* encouraged us to deepen our understanding of the legal system we serve, while *Fiji's Focus: Canine Court Support* reminded us that compassion and humanity are as essential to justice as procedure and precision. Together, these experiences reaffirmed that the strength of our profession lies in our ability to evolve while staying grounded in the fundamentals that define who we are as legal support professionals.

(continued on page 3)

## President's Report cont'd

By: Cassandra Furtick, CTP (ATAA)

2025-2026 President

As we continue to move forward under the *Back-to-Basics* initiative, I encourage all members to regularly visit our LSPSC website and social media pages for monthly blogs, short videos, and other educational content designed to inspire and equip you in your professional journey. These ongoing resources are part of our commitment to help members reconnect with the foundational skills and values that make our profession strong — from communication and ethics to organization and leadership.

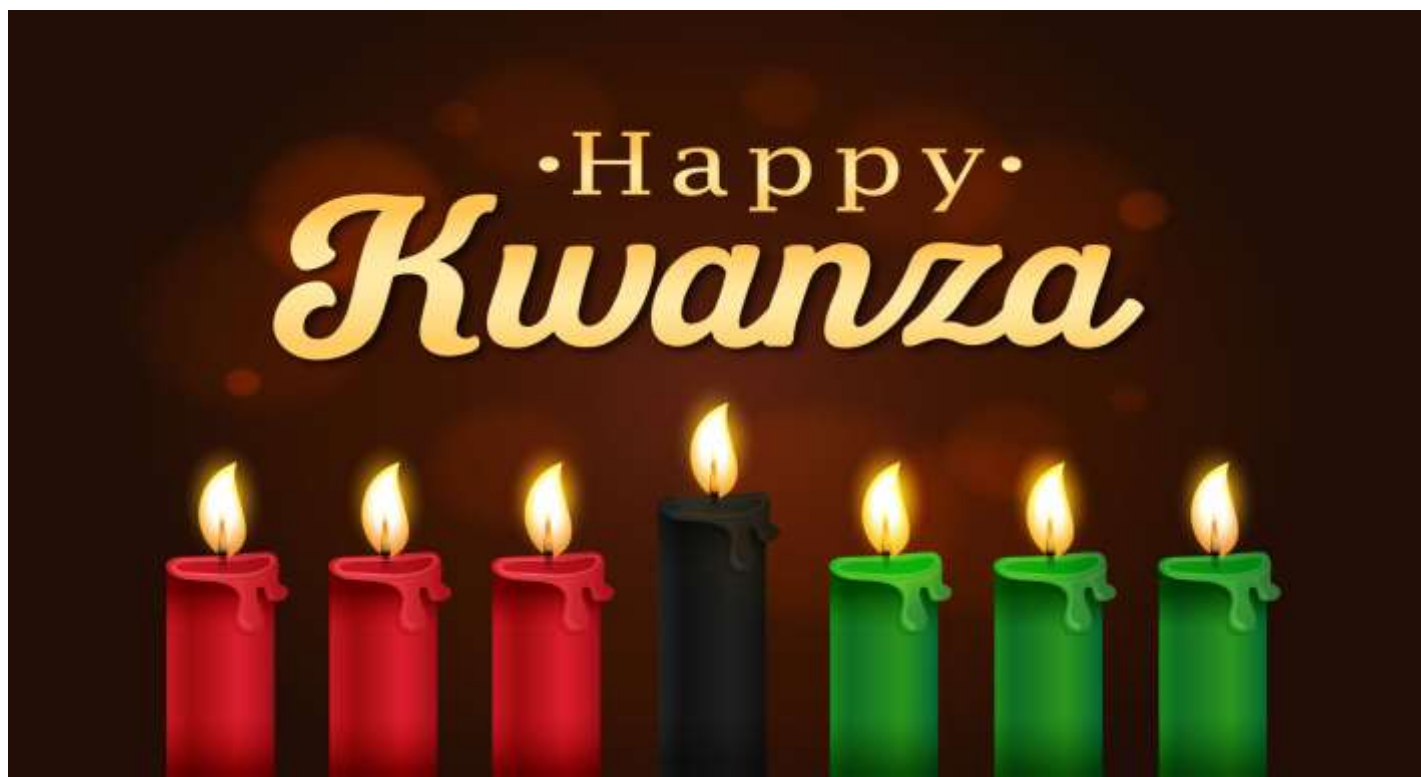
We are also thrilled to welcome our new LSPSC members who have joined this fall. Your enthusiasm, fresh perspectives, and dedication to the profession bring new energy to our organization, and we are excited to see your growth as part of the LSPSC family. Whether you are new to the field or a seasoned professional, your involvement makes a difference, and we are stronger because of your commitment.

Looking ahead, we are eagerly preparing for our **Winter Membership Meeting in January 2026**, to be held in **Columbia, South Carolina**. This event promises to be both educational and inspiring as we come together to learn, collaborate, and celebrate the accomplishments of our members across the state. We can't wait to see our entire membership gathered again, sharing ideas and continuing to grow together under the *Back-to-Basics* theme.

As we approach the holiday season, I want to extend my heartfelt wishes to each of you for a joyful, peaceful, and love-filled time with your family and friends. The end of the year offers a perfect moment to reflect on how far we've come and to look ahead with renewed purpose. LSPSC has accomplished so much this year, and with the continued support and engagement of our members, I am confident that 2026 will bring even greater growth, unity, and success for our organization.

Thank you for your commitment to LSPSC, your professionalism in all that you do, and your continued dedication to excellence. Together, we will keep learning, engaging, and growing — one *Back to Basics* step at a time.





### **Confidentiality and Ethics: A Remote Work Compliance Guide cont'd**

**Maintain updated security measures** — Enable firewalls and antivirus software and install regular updates on all devices used for work.

**Exercise caution on social media** — Avoid posting any information that could reveal client identities or case details.

**Secure personal devices** — Use encryption, strong passwords, and, when possible, separate work profiles.

**Limit voice-activated devices** — Mute or disable smart assistants during work to prevent unintended recordings.

**Use approved platforms for cloud storage and file sharing** — Ensure these meet professional security standards.

**Encrypt email when necessary** — Use encryption tools for transmitting sensitive documents.

**Follow employer policies** — Regularly review and adhere to all remote work security protocols.

### **ONGOING RESPONSIBILITY**

Whether working from home, the courthouse, or a hotel room, the responsibility remains unchanged: guard client confidentiality as if your career depends on it—because it does. Protecting confidentiality outside the office requires secure technology and vigilance. Most breaches are unintentional, resulting from lapses in judgment or overlooked risks. Remote work increases the range of situations where such lapses can occur. Establishing and maintaining secure habits in daily workflows is the most effective way to protect clients, uphold professional standards, and preserve faith in the legal profession.

Excerpts from Facts & Findings, The Paralegal Magazine  
By: Abigail J. Dahl, ACP  
November 2025



**President-Elect**  
**Traci B. Wolfe, PP**

**OFFICER &  
COMMITTEE  
REPORTS**

Do you ever wonder where time goes, and why it seems to pass even more quickly as we grow older? This year was no exception—suddenly, we find ourselves at the close of another busy year, already preparing for the next. The board has been especially active, starting with our officers' retreat in August, where we gathered to map out a year of challenges and excitement for our members. Under President Cassandra's leadership, our focus was on getting back to basics. Her call to refocus, realign, and re-energize our members set the tone for everything we pursued. I hope these efforts have helped you move forward in your career.

Several board members had the opportunity to attend the NALS 2025 National Conference in Mobile, Alabama, from September 29 through October 1. The three-day event was filled with engaging presentations, valuable networking opportunities, and a wide array of compelling Continuing Legal Education (CLE) sessions. One of the most memorable aspects of this year's conference was the impressive turnout of first-time attendees. Their enthusiasm and fresh ideas greatly contributed to the lively, dynamic atmosphere. Beyond the scheduled CLEs and talks, the event was enriched by laughter and meaningful conversations among fellow "NALS Pals," creating an environment that felt more like a gathering of close friends than a typical conference. The resounding success of the conference truly demonstrated the strength and support of our legal community, underscoring the importance of coming together to learn, share, and connect.

As we look ahead, I encourage everyone—especially those who have never attended a national conference before—to consider making it a priority next year. You will not be disappointed. Thank you, members, for giving me the opportunity to attend the conference; your support makes this possible.

Looking forward, the 2026 LSPSC Winter Membership Meeting will be held in January at Richardson Plowden & Robinson Law Firm. I hope you are making plans to attend—I am excited to spend time with everyone who can make it.

**Functional Director of Certification/Education**  
**Mikki Hancock, PP, SCCP**

**Continuing Education and Certification for Legal  
Support Staff: A Season of Growth  
and Opportunity**

As we approach the end of the year, it's a perfect time to reflect on the growth and professional development of legal support staff. For those in the field, staying ahead

through education and certification is key to career success and long-term satisfaction. The National Association for Legal Support Professionals (NALS) has long been a valuable resource for those seeking to elevate their skills, gain certification, and specialize in areas such as litigation, real estate, and corporate law.

**NALS Certification and Specialty  
Certification Update**

As many of you are aware, the NALS certification programs, including the Certified Legal Professional (CLP), Professional Paralegal (PP), and Specialty Certificates, are currently on hiatus. While this may be disappointing for those looking forward to obtaining their credentials, it's important to acknowledge the significance these certifications hold in advancing one's career in the legal support field.

Although the certification programs are temporarily unavailable, there is good news on the horizon. I have plans to resume study sessions in the **summer of 2026**.

**Reflecting on Recent Certification Study Sessions**

Earlier this year, I offered certification study sessions to prepare members for the certification exams. These sessions saw a solid response, with **sixteen members** signing up and receiving study materials. Out of this group, **five members** attended the sessions consistently, showing impressive dedication to their professional development.

Though the study sessions have now ended, the engagement and commitment from participants were inspiring. The materials provided have given members a solid foundation of knowledge that they can continue to build upon while awaiting the resumption of certification opportunities.

It's clear that the drive for education and certification remains strong in the legal support community. Whether you're seeking to become a CLP/PP or pursuing a specialty certificate, the passion for learning and professional advancement is alive and well.



## Looking Ahead: New Study Sessions in 2026

For those interested in pursuing certification when the examinations resume, a new round of study sessions will begin around **May or June 2026**, which will provide the next wave of legal support professionals with the resources and support they need to pursue certification. For those who have been waiting to take the next step in their professional journey, the upcoming sessions will be a great opportunity to get back on track. This is an exciting opportunity to engage with fellow legal support professionals, receive updated study materials, and gain valuable insight into the certification process.

The study sessions will be open to all members, and we encourage anyone who is considering certification to mark their calendars and get ready to join in. Whether you're new to the field or a seasoned professional, these sessions will provide the guidance and support needed to prepare for success.

## Season's Greetings: Merry Christmas!

As we move into the holiday season, I want to take a moment to express my gratitude for each and every one of you. This year has brought unique challenges, but it has also shown the incredible resilience and dedication of the legal support community. We are thankful for your commitment to professional development, and we look forward to seeing all that you achieve in the year ahead.

From all of us at LSPSC, we wish you a **Merry Christmas!** May the holiday season bring you peace, joy, and a well-deserved break. Here's to a bright and promising 2026—one filled with opportunities for growth, certification, and continued success.

## Functional Director of Membership/Marketing Colleen Qunell

### MEMBERSHIP:

Welcome to all of our new individual and associate members! We are so happy to have you join us! If you have any questions, concerns, or ideas, please do not hesitate to contact me at [colleenequnell@gmail.com](mailto:colleenequnell@gmail.com). You can also reach out to any member of the state or local chapter board. That is what we are here for! We hope all of our members, new and seasoned, make new connections and find new friends who enrich your life and career!

### MARKETING:

We have generated a lot of interest in Legal Staff Pro-

fessionals of South Carolina in the Charleston and Myrtle Beach areas. I plan to go to at least two law firms in Myrtle Beach and one in Charleston in early 2026. If you know of any firms in the Charleston or Myrtle Beach areas you think might be interested in free food and a PowerPoint presentation, please let me know!

**PRO TIP:** I have been able to successfully recruit two (maybe three, fingers crossed) new LSPM and LSPSC members in the past six months. Anytime I deal with a paralegal or legal assistant, I ask them if they are a member of a professional association. If they say no, I start waxing poetic about the benefits of NALS, LSPSC, and LSPM. I guess you could say I am always “marketing” to increase the “membership”! See what I did there? Well, at least I think I am hilarious.

### HAPPY GRAMS:

Do you know of someone who needs a pick-me-up? Send them a Happy Gram in the Spotlight! Do you know someone you want to thank for helping you? Let everyone know how awesome they are with a Happy Gram in the Spotlight! Do you want to congratulate someone for a recent achievement? Recognize them with a Happy Gram in the Spotlight!

The Happy Gram information can be found at [www.lspsc.org](http://www.lspsc.org) as well as on page 26 of this issue of the Spotlight.

### SPOTLIGHT ADS:

We also want to encourage everyone to see if their firm would like to advertise in the Spotlight to show their support for you and LSPSC. Remember, it might just generate business for them! Please see the advertisement form and instructions on page 19 of this edition of the Spotlight to complete for submission.



## Annual Meeting

**Tara Jean Brown, PP, PLS, SCCP, and  
Lois J. Belle, CLP, Emeritus**



"It's beginning to look a lot like" . . . The 61st Annual Meeting and Educational Conference, that is! LSPG is busy planning a great meeting for LSPSC in 2026. **The dates are Friday, April 17, 2026, to Sunday, April 19, 2026!** The meeting will be held at the **Embassy Suites Greenville Golf Resort and Conference Center**, 670 Verdae Boulevard, Greenville, South Carolina. We are excited to have your attendance, as it's going to be a wonderful weekend of networking, friendship, and fun.

As always, we ask that each chapter participate by securing sponsors, vendors, and items for the goodie bags. The sponsorship form is included in this issue of Spotlight. If you need more information now, please contact Tara Jean Brown or Lois Belle.

**MOST IMPORTANTLY**, the deadline to register for the hotel is approaching quickly. Please reserve your room on or before March 18, 2026, by clicking the link <https://www.hilton.com/en/attend-my-event/gspeses-lgl-93b28131-faa8-454b-ac05-3e04d27b6f93/> or by calling 1-800-EMBASSY and asking for the Legal Staff Professionals of SC special room rate at the Embassy Suites Greenville Golf Resort and Conference Center. The Room Rate is \$159.00 per night plus applicable taxes.

## Award of Excellence

**Stephanie A. Jones, PP, SCCP**

When: March 1, 2026

How: Nomination Form on pages 10-11

Who: Everyone in LSPSC!

It is that time of year again where we need to look at ourselves and our fellow members and determine who we should nominate for the upcoming Award of Excellence! I am working on finalizing our judges for the board's review and will have those to the board for their decision before our winter meeting.

However, it is not too early to start thinking of who you will nominate. Everyone should nominate someone because there are so many of

us who are deserving of this distinguished award. I expect many great nominations this year!

## Community Projects Committee

**Naomi W. Nation, PP, CLA, SCCP**

Thank you to those who donated to our community project for the Summer Meeting. Our total donation was \$110 to Florence Crittenton Programs of South Carolina, now known as Young Moms Together.

Our next community project is The Hope Lodge of South Carolina. The Hope Lodge provides a free home-away-from-home for cancer patients and their caregivers. Each Hope Lodge community offers a homelike atmosphere where guests can share a meal, join in the evening's activities, or just unwind in their own private room. Patients staying at a Hope Lodge must be in active cancer treatment.

For more information on The Hope Lodge of South Carolina, visit <https://www.cancer.org/support-programs-and-services/patient-lodging/hope-lodge/charleston.html>.

Below is a list of a few items needed from their Amazon Wish List. ALL ITEMS MUST BE NEW:

Toilet Paper  
Dixie Ultra Paper Bowls and Plates  
Coffee Pods for Keurig K-Cup (Variety Pack)  
Hand Sanitizer with Aloe Vera  
55-60 Gallon Trash Bags  
Cascade Platinum Dishwasher Pods  
AA Alkaline High-Performance Batteries  
Facial Tissues  
Forever Stamps (booklets of 20)  
Nutri-Grain Breakfast Bars

Please view The Hope Lodge's Wish List at [https://www.amazon.com/hz/wishlist/ls/13XHEFR6CPBPT/ref=hz\\_ls\\_biz\\_ex](https://www.amazon.com/hz/wishlist/ls/13XHEFR6CPBPT/ref=hz_ls_biz_ex)

To make online donations, visit <https://raiseyourway.donordrive.com/hopelodgecharleston/donate>

I will have a collection bag/box at the LSPSC Winter Membership Meeting and information regarding monetary donations.

If you have any questions or suggestions for future community projects, please call or email me at (843) 552-0632 or [23nation@bellsouth.net](mailto:23nation@bellsouth.net). Have a GREAT holiday!



## **Finance**

**Susan L. Olmstead, PLS and  
Tara Jean Brown, PP, PLS, SCCP**

I wanted to thank all of you members for the many kind thoughts and prayers sent my way. A special shout-out to Meredith and Sonia for running the auction while I was in the hospital.

Our theme for the LSPSC Winter Membership Meeting auction will be “There Is a Chill in the Air.” Everything warm and snuggly is welcome, both inside and outside.



## **Handbook**

**Meredith Lazarski, ACP, SCCP and Susan L. Olmstead, PLS**

Susan and I are excited to announce that the 2025-2026 LSPSC Handbook has been uploaded to the LSPSC website and can be found under the “Forms” tab.

Local chapter presidents, please keep us updated on any membership roster changes. Members, please keep us updated on any contact information changes. You may contact us at: susanolmstead369@gmail.com or susan@goingward.com / Cell (843) 338-3313 OR mlazarski@haleandhalelaw.com / Cell (843) 816-3015

We would also like to know about any changes in certifications earned as well. You deserve to be recognized in print. We are looking forward to seeing you at the winter meeting.

## **NALS Foundation**

**Katherine Helms, PP, SCCP**

The NALS Foundation awards grants for programs that support education, leadership development, marketing, membership, certification, and/or an innovative new project. Applicants are encouraged to develop innovative new programs that go beyond the typi-

cal, classroom-style, learning environment—but it does not have to be a new program! Grant applications are accepted year-round and are reviewed on March 1 and September 1.

The Trustees of the NALS Foundation invite you to an interactive workshop to hear what others are doing, share what your chapter is doing, and generate new ideas for potential grant applications. The workshop is preparing for the March 1 grant deadline by discussing grant ideas! Please attend this workshop via Zoom on January 23, 2026, from 1-2 pm EST. Please go to our website for the link.



## **Nominations & Elections Committee**

**Debra Bailey, CLP and Sonia Hunt**

Nominations for our 2026-27 LSPSC officers have been received and acceptance/decline forms have been sent out. We will have a full report at the LSPSC Winter Membership Meeting in January. Thank you to our members who sent in nomination forms.

## **Scholarship Committee**

**Jan W. Berger, ALP**

Announcing the LSPSC Legal Scholarship Opportunity

Applications Open January 2026 – Winner Revealed at Annual Meeting in April 2026

We are thrilled to announce the launch of the annual LSPSC Legal Scholarship, aimed at supporting outstanding students pursuing legal studies. This initiative is part of our ongoing commitment to fostering excellence and leadership within the legal community.

A panel of three distinguished judges will be selected to review all scholarship applications, ensuring a fair and thorough evaluation process. We are grateful for their dedication and expertise in identifying the most deserving candidates.



To ensure that this opportunity reaches as many eligible students as possible, we will notify school financial aid offices across the state. However, we need your help! We ask all LSPSC members to assist in distributing scholarship applications once they become available in January 2026. Your efforts will help us connect with talented students who could benefit from this support.

The winner of the LSPSC Legal Scholarship will be announced at the LSPSC Annual Meeting in April 2026. We look forward to celebrating the achievements of our scholarship recipient in the company of our members and partners.

Stay tuned for more information on application guidelines and judging criteria. Together, let's promote educational opportunities and empower the next generation of legal professionals! See you at the Winter Membership Meeting in January 2026!

#### Scrapbook Committee Mikki Hancock, PP, SCCP

I have been gathering pictures and information about Cassandra, as well as an idea for the scrapbook itself. That being said, please make sure you bring me any pictures, any comments, and any funny stories that you have for Cassandra! Feel free to email me or text me with anything you have!

#### Technology Committee Cassandra M. Furtick, CTP (ATAA) and Traci B. Wolfe, PP

As we continue moving forward with our *Back-to-Basics* theme, the Technology Committee remains committed to ensuring that innovation and accessibility stay at the heart of everything we do. While the legal field continues to evolve through digital transformation, our foundation — professionalism, collaboration, and excellence — remains unchanged. Technology is not replacing our basics; it's helping us strengthen and share them in new and exciting ways.

Over the past several months, we've seen tremendous progress in our online presence and digital communication tools. Our **website** continues to grow as a central hub for LSPSC members to stay informed, access educational resources, and engage with one another. The **Members Only** section is updated regularly with important documents. If you have not yet accessed your members-only account or are experiencing difficulty logging in, please reach out to the Technology Committee — we are more than happy to help get you connected.

Our **social media pages** are also thriving, thanks to the engagement and enthusiasm of our members. As part of the *Back-to-Basics* initiative, we have increased our presence on Facebook, LinkedIn, and Instagram to share news, photos, and updates from across the state. These platforms help us highlight the work and achievements of our members while also connecting with potential members and legal professionals outside of LSPSC. We encourage everyone to participate by sending **pictures, announcements, event highlights, professional achievements, and community involvement stories** for us to share. Your contributions help showcase the strength and diversity of our LSPSC family while inspiring others to get involved.

We are also expanding our **Zoom meetings** and virtual events to create more opportunities for members across South Carolina to connect and collaborate. These online gatherings make it possible for members from every corner of the state to stay informed, engaged, and supported — whether you are attending a Lunch & Learn, a board meeting, or a committee workshop. As we continue integrating technology into our daily operations, we remain focused on keeping our communication personal, professional, and accessible to all members.

The Technology Committee is here not only to maintain and enhance LSPSC's digital infrastructure, but also to support our members individually. Whether you need assistance navigating the website, joining a virtual meeting, setting up your email signature, or tackling a technology challenge in your professional role, please don't hesitate to reach out. We are happy to provide **guidance, troubleshooting, and one-on-one assistance** to help ensure that every member feels confident using technology in both personal and professional settings.

As LSPSC continues to grow, we invite all members to take an active role in helping the Technology Committee advance our shared goals. You can assist by testing new website features, sharing feedback, submitting content, or volunteering to help moderate online events. Together, we can continue to modernize our communication and strengthen our online presence — while staying true to the *Back-to-Basics* mission that connects us all.

The Technology Committee looks forward to continuing to serve and support each of you as we move into the new year. Thank you for your participation, your ideas, and your willingness to embrace change while maintaining the traditions and values that make LSPSC so strong.

# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA NOMINATION FORM

## AWARD OF EXCELLENCE

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

**Deadline:** March 1, 2026

**Submit to:** Stephanie A. Jones, PP, SC-Criminal, SCCP  
LSPSC Award of Excellence Chairperson  
1019 Woodlawn Avenue  
Columbia, South Carolina 29209  
Telephone: (803) 240-9798 (cell)  
E-mail: stephanie.jones7009@gmail.com

Nominee: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

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

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

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

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:

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

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

Firm Name: \_\_\_\_\_

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

\_\_\_\_\_

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

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

Date: \_\_\_\_\_

# **Notice To All Members Winter Membership Meeting**

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

**NOTICE is hereby given that the Winter Membership Meeting for 2025-2026 will be held on Saturday, January 17, 2026, at 1:30 p.m.**

**AT:**

**Richardson Plowden Robinson Law Firm  
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/ Victoria Mayfield  
Victoria Mayfield  
LSPSC Secretary 2025-2026**



## **ATTENTION ALL MEMBERS . . .**

**The deadline to book your room for the hotel at The Embassy Suites Greenville Golf Resort and Conference Center for our 61<sup>st</sup> Annual Meeting and Educational Conference is approaching quickly. Please reserve your room on or before WEDNESDAY, MARCH 18, 2026, by clicking the following link:**

**<https://www.hilton.com/en/attend-my-event/gspeses-lgl-93b28131-faa8-454b-ac05-3e04d27b6f93/> or by calling 1-800-EMBASSY and asking for the Legal Staff Professionals of SC special room rate at the Embassy Suites Greenville Golf Resort and Conference Center. The Room Rate is \$159.00 per night plus applicable taxes.**



*Legal Staff Professionals of South Carolina*  
**61<sup>ST</sup> ANNUAL MEETING AND EDUCATIONAL CONFERENCE**  
**April 17-19, 2026**

**REGISTRATION FOR SPONSORS AND ADVERTISERS**

**ANNUAL MEETING PROGRAM**  
Distributed to NALS Members throughout the state  
LSPSC TAX ID# Available upon request

*Embassy Suites Greenville Golf Resort and Conference Center, 670 Verdae Blvd., Greenville, SC*

CHECK ALL THAT APPLY:

**Annual Meeting Sponsorship**

*(includes advertisement in program & recognition throughout conference):*

|       |                                                                                                                               |       |
|-------|-------------------------------------------------------------------------------------------------------------------------------|-------|
| _____ | Diamond Sponsor (includes full-page program ad, one-year website link, and a one-year Spotlight publication ad (\$125 value)) | \$500 |
| _____ | Platinum Sponsor (full-page ad)                                                                                               | \$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):*

|       |                                         |       |
|-------|-----------------------------------------|-------|
| _____ | Saturday Luncheon                       | \$250 |
| _____ | Friday Night Welcome Party/Meet & Greet | \$300 |
| _____ | Saturday Night Banquet                  | \$300 |

*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            |       |
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**Deadline: April 3, 2026**



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*Legal Staff Professionals of South Carolina*  
**2026 WINTER MEETING REGISTRATION FORM**  
**Saturday, January 17, 2026**  
**Hosted by Legal Staff Professionals of South Carolina**  
Richardson, Plowden, and Robinson Law Firm  
1900 Barnwell Street, Columbia, SC 29201

**Deadline for In-person Registration: Saturday, January 10, 2026**  
**NO REFUNDS after Saturday, January 10, 2026**

**\*Late fee of \$10.00 will apply to any registration not postmarked by JANUARY 10, 2026\***

**Deadline for Virtual Registration: Wednesday, January 14, 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 by January 10, 2026.  
The Room Rate is \$149.00 per night plus applicable taxes.  
Breakfast is not included in the room rate.

\*\*\*\*\*

**MEMBERSHIP MEETING**  
**Saturday, January 17, 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)**

**\_\_\_\_\_ \$45 Meeting Registration & Lunch OR \_\_\_\_\_ \$15 Membership Meeting Only**  
**\_\_\_\_\_ IN-PERSON OR \_\_\_\_\_ VIRTUAL**

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



**Stephanie A. Jones, PP, SC-Criminal, SCCP, LSPSC Treasurer**  
**1019 Woodlawn Avenue, Columbia, SC 29209**  
**803-240-9798 – cell phone**  
**stephanie.jones7009@gmail.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 CPE credits by the South Carolina Board of Paralegal Certification and 3.00 CLE credits by NALS.*

**Legal Staff Professionals of South Carolina  
2026 WINTER CLE REGISTRATION FORM**

**Saturday, January 17, 2026**

**Hosted by Legal Staff Professionals of South Carolina**

**Richardson, Plowden, and Robinson Law Firm  
1900 Barnwell Street, Columbia, SC 29201**

**Deadline for In-person Registration: Saturday, January 10, 2026**

**NO REFUNDS after Saturday, January 10, 2026**

**Deadline for Virtual Registration: Wednesday, January 14, 2026, 5:00 p.m.\***

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

**CONTINUING LEGAL EDUCATION**

**Saturday, January 17, 2026**

- 9:00 a.m. – 10:30 a.m. TOPIC: The Paralegal's Role in Access for Justice**  
**Speaker: Bill McSorley, Esquire, SC Board of Paralegal Certification**  
*What is your role in Access to Justice? What are the next steps for South Carolina allowing Limited Licensed Paraprofessionals?*
- 10:45 a.m. – 12:15 p.m. TOPIC: Ethical Conundrums for Legal Support Professionals**  
**Speaker: James Bell, Esquire, SC Bar Professional Responsibility (Ethics and Professionalism) Education Program**  
*Yes, you are loyal to your attorney, but are they loyal to you? What do you do if you know that your attorney is violating the SC Rules of Professional Conduct?*

*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><b>MEMBER</b></u>     | <u><b>NON-MEMBER</b></u> | <u><b>VIRTUAL</b></u> |
|--------------------------------|--------------------------|--------------------------|-----------------------|
| _____ <b>Access to Justice</b> | _____ \$20 for one CLE   | _____ \$25 for one CLE   | _____                 |
| _____ <b>Ethics</b>            | _____ \$30 for both CLEs | _____ \$40 for both CLEs | _____                 |
| TOTAL AMOUNT:                  |                          |                          | \$ _____              |

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# Chapter Reports

## Legal Staff Professionals of the Midlands Colleen Qunell

“Life moves pretty fast. If you don’t stop and look around once in a while, you could miss it!”  
-- Ferris Bueller



You blink, and your childhood is over. The year ends in what feels like a mere moment. You look back five years, and it feels like just a year of memories. You exclaim, "Where did the month go?" as the calendar flips once more. You cannot stop the clock, for time waits for no one (wait, isn't this like a famous quote?). You can't slow the Earth's rotation; but you can change how you live within it, for yourself and for others.

Okay, sappy, “deep thoughts by Colleen” intro done! What has LSPM been up to for the past several months?

Some great speakers have come to impart their knowledge to our members! Kathleen McDaniel, Esq., waxed poetic about stormwater law in South Carolina. Who knew it was so fascinating? James Robey, Esq., gave us an introduction to military law and, good grief, did we have questions for him! Our very own Katherine Helms, PP, SCCP, showed us how to run a personal injury case from the plaintiff's perspective.

In August we had a “Murder Mystery” dinner at the Siebels House. It was supposed to be for Book Club, but the book was not discussed. At all. Oh, and whodunnit? It was Raymond, with peanuts, because Sarah was breaking up with him for Trent!



In October the witchy women (and men) of LSPM participated in the Historic Columbia Trunk-or-Treat at the Robert Mills House!



The weather was kind of bleak (although most of the rain held off until we were packing up), but it was soooooooooooooooooooooo much fun!! The costumes were amazing and the kids were so cute!! Especially this little ball of energy, Bossy McBoshy Pants, honorary member of LSPM, Taylor! Pretty sure Taylor is going to make us do it again next year! A special shout-out to Stephanie Jones, PP, SCCP, for suggesting we participate this year.

LSPM helped out at the Finlay House Thanksgiving celebration in November. Members helped serve food and drinks to the residents. This is a special tradition that we at LSPM look forward to every year. Hopefully the Finlay House residents feel the same!







I am excited to see everyone at the Winter Membership Meeting on January 17, 2026, in Columbia at Richardson Plowden Robinson on Barnwell Street. We have some great speakers lined up and some awesome auction items (my favorite part of the meetings).

I want to wish everyone at LSPM and LSPSC a very merry Christmas and bright and beautiful New Year!

And poof! By the time this issue drops there will only be a few more weeks left in December, and in 2025! Where did the month/year go?!?



### **Legal Staff Professionals of Greenville Summer Neal**

Greetings from Greenville!

As we move forward in our 2025–2026 year, we are thrilled to share that the Legal Staff Professionals of Greenville (LSPG) continues to grow and thrive! Since our heartfelt Officer Installation Ceremony in April, we've welcomed several new members whose energy and engagement have already enriched our chapter in meaningful ways. Their presence reminds us that every member—new and seasoned—helps shape the vibrant community we're building together.



### **Looking Ahead: Annual Meeting – April 17–19, 2026 | Greenville, SC**

Planning is underway for our LSPSC Annual Meeting, which will take place April 17–19, 2026, right here in Greenville, South Carolina! This special weekend offers a time for us to gather, reflect, align on goals, and celebrate all we've accomplished together.



#### **Quick Reminder:**

Please book your hotel accommodations early—our room block cutoff is mid-March 2026, and space is limited. We'll be sharing agenda details and registration links very soon.

We're incredibly proud of the momentum our chapter is building. Thank you to each member who contributes time, heart, and insight to our shared mission.

Let's keep shining brightly—together.

### **Legal Staff Professionals of Orangeburg Mikki Hancock, PP, SCCP**

Legal Staff Professionals of Orangeburg would like to wish everyone a Merry Christmas!

We have been working hard on getting our membership numbers up in Orangeburg. As part of our community projects, Jasmine Williams presented the idea of Donuts & Dockets. We will be working on implementing this project at the first of the year.

LSPO met at El Toro Mexican Restaurant for our annual birthday celebration. Our September meeting brought our LSPSC Treasurer, Stephanie Jones, PP, SC-Criminal, SCCP, for officer visitation. She asked our local organization what we would like to see from the state organization and board. Different ideas were discussed to be presented to the state board.

November had us meeting at El Toro Mexican Restaurant in Orangeburg for our Thanksgiving meeting and celebration, where we discussed the December meeting and party.

We have some great CLEs lined up for the first of the year and we will be sharing a link for anyone who wants to attend via Zoom. Our meetings will be held on the second Monday of January and February beginning at 5:15 p.m., if any members are interested.

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# *Congratulations*

*Jamie I Early, Emeritus, PP, PLS-SC  
Corporate*

2025 Winner of the NALS  
Distinguished Educator Award!

For this spectacular achievement.  
You have made us all proud!

Your friends at LSPM



JAMIE EARLY, EMERITUS, PP, PLS-SC CORPORATE

## *Winner of the 2025 NALS Distinguished Educator Award*

### DEDICATION

Jamie truly represents the core values and mission of LSPM, LSPSC, and NALS. At every opportunity, she actively engages with members, inspires those around her, and consistently works to enhance and promote the Association. Her dedication is evident in her ongoing efforts to support and advance our community. We would not be the same without her.  
**Debra Bailey, CLP**



I can't express into words how much Jamie Early helped me with her study sessions for the Professional Paralegal certification exam. Her guidance, patience, and expertise were invaluable, especially when she simplified complex concepts and believed in my abilities when I doubted myself. I couldn't have done it without her support, and I'm so grateful for the time and effort she invested in my success.

**Katherine R. Helms, PP, SCCP**



### FOLLOWING IN HER FOOTSTEPS

Jamie helped me to focus my study path to get prepared for the exam. She didn't exactly "teach" but rather set up a schedule to study. She was very helpful in answering any questions I had about the exams as well as questions about obscure areas of substantive law. She encouraged me to continue helping members with the study sessions after I received my PP designation. I want to strive to continue what she started. Thank you, Jamie, for being my cheerleader, my rock, and my steadying hand during the process of attaining my PP and long after.

**Mikki Hancock, PP, SCCP**



JAMIE EARLY, EMERITUS, PP, PLS-SC CORPORATE

## Winner of the 2025 NALS Distinguished Educator Award



### A Mentor to All!

Jamie's mentorship has shaped my journey in ways I'll never forget!

Traci Wolfe, PP

Jamie taught me everything—except how to pose without looking like we're starting a game show!

Also Traci Wolfe, PP

### SHE'S A HUGGER!

Jamie hugs *EVERYONE*!  
I secretly love a Jamie hug!

Shhhhhh!

Don't tell her!

Colleen Quinell



### KEYS TO SUCCESS!

I had attempted the PP exam twice on my own. The first go around, I passed two of the four sections. The second time, I still couldn't pass the two sections. Then I heard at a meeting that Jamie could help and I called her immediately. I was scheduled to take my exam in about a month and she worked with my schedule to cram in study sessions before the exam. If I hadn't have worked with Jamie, I would have never passed. She was so knowledgeable and reminded me I had the tools to succeed in passing the PP exam. We worked on basic skills that had been forgotten and with those basics being remembered, I was able to soar through the remaining portions with flying colors. I owe my success to her and that's why I nominated her for the award!

Stephanie Jones, PP, SCCP





# Ranch Dressing Cheese Log

## Ingredients

12 ounces cream cheese, room temperature  
1/2 cup mayonnaise  
1/2 cup buttermilk, well-shaken  
One 1-ounce package ranch dressing mix, such as Hidden Valley  
16 ounces Cheddar cheese, grated, room temperature  
1 cup pecans, roughly chopped

Crackers or bagel chips, for serving

## Directions

In a stand mixer, beat together the cream cheese, mayonnaise, buttermilk, and dressing mix. Add the Cheddar cheese and continue beating until thoroughly blended. Wrap the mixture in plastic wrap and place it in the freezer for 30 minutes. When firm, shape the wrapped cheese mixture into a log. Spread the pecans out on a baking sheet or a piece of wax paper. Unwrap the cheese log and roll it in the nuts to coat it on all sides. Serve with crackers or bagel chips.



Adapted from Georgia Cooking in an Oklahoma Kitchen by Trisha Yearwood (c) Clarkson Potter 2008

# Peppermint Fried Dough

## Directions

1. For the coating and dough: Combine 1/4 cup sugar and 1/2 teaspoon peppermint extract in a resealable plastic bag and rub together until coated; spread on a baking sheet and let dry 1 hour. Mix the peppermint sugar with 3 tablespoons red sanding sugar in a medium bowl. In a separate bowl, whisk 2 eggs, 3/4 cup ricotta, 3 tablespoons sugar, and 1/4 teaspoon peppermint extract. Stir in 1 cup self-rising flour.



2. To fry: Working in batches, deep-fry tablespoonfuls of the dough in 350° vegetable oil in a large Dutch oven, turning, until golden, about 4 minutes. Remove to a paper towel-lined plate with a slotted spoon and let drain 10 seconds, then toss with the peppermint sugar.





**Legal Staff Professionals  
of Orangeburg**

**wishes each and everyone  
a very Merry Christmas  
and a Happy New Year!**





LEGAL STAFF  
PROFESSIONALS OF  
THE MIDLANDS  
WELCOMES

*Our New Members:*

- Clark Bolen
- Shawn Condry with Falcon Express
- Diane Giddings with Central Carolina PPS
- Mary Ashleigh Kobus
- Malia Lemke
- Ginna North
- Kayla Prince
- Lila Walker

WE ARE SO HAPPY  
YOU HAVE JOINED  
US!



## *Welcome New Members!*

### **Ginna North-LSPM**

### **Kayla Prince-LSPM**

Once labeled the 'bad kid,' now a paralegal and proud mom beating the odds — inspiring the next generation to believe they can do anything they set their minds to.



My mom insisted the pronunciation of GINA should be what most people spell as JENNA, so she spelled my name GINA and everyone calls me GEENA. So, I added an extra "N" to help people with pronouncing it right (which really doesn't help at all). So, you can call me GENNA or GINNA and I will answer without hesitation. I honestly can't hear the difference anymore, but my family always fusses at me when I don't correct people, lol.



## *Welcome New Members!*

### **Lila Walker-LSPM**

I'm a first-time aunt! I won't be one of those people who shows everyone 50 unsolicited baby photos, but I do fight that battle daily!



### **Teri Ranley-LSPG**

I have a weird obsession with gnomes. And also collect shot glasses.

### **Life Blumberg-LSPG**



I was raised in the middle of the woods and homeschooled all the way to college. I taught ancient languages and literature for a while before this, Greek, Latin, ancient history and sport, things like that. I just moved to SC from KY to be closer to my last remaining parent. Everyone from LSPG here in Greenville has been wonderful, and I really appreciate all the people I have met so far!





## *Welcome New Members!*

### **Clark Bolen Court Reporters**

We really are a big family!

We have two sets of married couples, a mother and daughter duo, two sisters, and a wonderful group of reporters who have been mentored by Lynn and Darah over the years, making them as close as family. You can regularly find members of our team cheering on others' kids at events. It's all about support and good times at Clark Bolen!



### **Diane Giddings-LSPM**



Central Carolina PPS is a family owned and operated business. In business for thirteen years. My favorite time of year is Christmas



## *Welcome New Members!*

### **Kristi Roberts-LSPG**

I grew up competing in  
hunter jumper horse  
shows!



### **Yuleimy Afonso-LSPG**



### **Malia Lemke-LSPM**

I am  
addicted  
to  
diamond  
dot kits!



I danced for 19 years  
competitively and won  
several competitions  
over the years. I danced  
traditional folklore  
dances from different  
countries in South  
America and competed  
in national salsa  
competitions.



## *Welcome New Members!*

### **Alisha Snell-LSPO**

My childhood  
celebrity crush  
was Jonathan  
Taylor Thomas  
(J.T.T.).



### **Shawn Condry from Falcon Express**



Outside of work, I love  
golf, we travel as often  
as possible and are  
usually in attendance at  
most Gamecock  
sporting events.



## *Welcome New Members!*

### **Brittany Collins-LSPO**



I'm a wife and proud mom of two beautiful kiddos who keep life full of laughter and love. By day, I teach high school students with special needs, helping them build life and job skills to prepare for successful, long-term employment it's truly my passion.

Outside the classroom, I run my own photography business, capturing confidence and connection through my lens. And because I love to stay busy and keep learning, I'm also currently in school to become a paralegal!

### **Abbigail Fuller-LSPG**

I am the friend everyone calls when they need to understand a document!

### **Mary Ashleigh Kobus-LSPM**

I like painting and creating pottery.





*Thank You*  
*Stephanie Jones*

**For All You Do!  
You Are the Bestest!!**

A Very Grateful  
Friend!

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2025-2026 SUMMER MEMBERSHIP MEETING  
AUGUST 2, 2025  
1:30 P.M.  
COLUMBIA, SOUTH CAROLINA**

The Summer Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2025-2026 was held on Saturday, August 2, 2025, at 1:29 p.m. at the South Carolina Bar, located at 950 Taylor Street, Columbia, SC, 29201.

**Call to Order.** President Cassandra Furtick could not attend; therefore, President-Elect Traci B. Wolfe, PP, called the Summer Membership Meeting of the 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, and all members addressing the meeting to stand and give their names and chapters. President-Elect Traci B. Wolfe, PP, introduced herself to the membership.

**Thought for the Day.** Traci B. Wolfe, PP, gave the Thought for the Day reminding us of the strength in returning to the basics together.

**Pledge of Allegiance and Code of Ethics.** President-Elect Traci B. Wolfe, PP, asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Mikki Hancock, PP, SCCP, Functional Director of Education/Certification, led the members in the Pledge of Allegiance. She also presented the NALS Code of Ethics instead of Colleen Qunell, Functional Director of Marketing/Membership, who was unable to attend.

The first incentive drawing was conducted, and a new member in LSP Midlands, Ginna North, received \$75.

**Welcome.** Traci B. Wolfe, PP, President-Elect, welcomed everyone to the Summer Membership Meeting of 2025-2026, and thanked the South Carolina Bar for hosting the meeting. President-Elect Traci B. Wolfe, PP, asked any first-time attendees to stand and introduce themselves. She then recognized the Members-At-Large in attendance.

President-Elect Wolfe asked if there were any visitors to the meeting and recognized and acknowledged the past presidents of the association who were in attendance, asking them to rise as their name was called.

**Introduction of LSPSC Officers for 2025-2026.** President-Elect Traci B. Wolfe, PP, introduced the officers of LSPSC in attendance for 2025-2026 and thanked them for their service:

|                              |                                                |
|------------------------------|------------------------------------------------|
| Traci B. Wolfe, PP           | President-Elect                                |
| Victoria J. Mayfield         | Secretary                                      |
| Stephanie A. Jones, PP, SCCP | Treasurer                                      |
| Mikki Hancock, PP, SCCP      | Functional Director of Education/Certification |
| Meredith Lazarski, ACP, SCCP | Immediate Past President/Parliamentarian       |

**President's Remarks.** President Furtick was unable to attend.

**Business Meeting.** President-Elect Traci B. Wolfe, PP, reminded everyone that any member of LSPSC may make motions, second motions, and enter 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-Elect Traci B. Wolfe, PP, asked Lois J. Belle, CLP, Emeritus, Credentials Chair, for roll call. Lois reported 16 members were present; 9 were one member over one-half and represented a quorum. Two-thirds of the members present were 11.

**Consent Agenda.** President-Elect Traci B. Wolfe, PP, stated 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 August 1, 2025.

2024-25 Supplemental Treasurer's Report  
2025-26 Treasurer's First Period Report

President-Elect Traci B. Wolfe, PP, asked if there were any comments or questions regarding the items approved by the board. Answering all questions or comments, the above items were approved by consent.

The second incentive drawing was conducted, and Debra Bailey, CLP, of the Midlands chapter received \$100.



## **Reports from Elected Officers.**

*President Cassandra Furtick* was unable to attend.

*President-Elect Traci B. Wolfe, PP.* Traci reminded members that she is the liaison between the members and the board. She will also be sending out cards and urged members to let her know what was going on in their lives.

*Secretary Victoria J. Mayfield.* Victoria requested that all signed reports from committees be sent to her.

*Treasurer Stephanie A. Jones, PP, SCCP.* Stephanie 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 said she had nothing to report.

**Committee Reports.** President-Elect Traci B. Wolfe, PP, called for committee reports by the chairs:

*Annual Meeting 2025 [Legal Staff Professionals of Greenville].* Tara Jean Brown, PP, CLP, SCCP, was unable to attend, Lois J. Belle, CLP, Emeritus, informed members that planning was underway for the Annual Meeting, and they were looking at locations to start off the planning process.

*Award of Excellence.* Stephanie Jones, PP, SCCP, had nothing to report.

*Certification/Education.* Mikki Hancock, PP, SCCP, reported that there are 82 members: 1 ACP, 1 ALP, 3 CLPs, 1 CP, 1 MMC, 8 PLSs, 14 PPs, 1 RP, 11 SCCPs, and 1 CTP. There are also 3 with specialty certificates and 3 with Emeritus status. She reminded members that the exams are currently on hiatus and being revamped, but that she would be setting up a virtual study session for any interested members.

*Community Projects.* Naomi Nation, PP, Emeritus, reported she was excited to be working with the board and local chapters, and the new community project would be the Florence Crittendon Programs of SC.

*Credentials.* Lois J. Belle, CLP, Emeritus, had nothing new to report.

*Employment.* Brett Walker was not in attendance.

*Finance.* Tara Jean Brown, PP, CLP, SCCP, and Susan Olmstead were not in attendance. Sonia Hunt and Meredith Lazarski, ACP, SCCP, reported that approximately \$330 was made from the auction.

*Financial Review.* Tara Jean Brown, PP, CLP, SCCP, was not in attendance.

*Handbook.* Meredith Lazarski, ACP, SCCP, reported that the Handbook had been completed and would be added to the website.

*Historian.* Meredith Lazarski, ACP, SCCP, reported she completed her President history.

*Membership/Marketing.* Colleen Qunell was not in attendance. In her place, Mikki Hancock, PP, SCCP, reported 17 MALs, 20 Greenville members, 7 Orangeburg members, and 38 members in the Midlands.

*NALS Foundation.* Katherine Helms, PP, SCCP, was not in attendance.

*Nominations and Elections.* Sonia Hunt and Debra Bailey, CLP, reported that the forms for qualifications and nominations would be sent out in October for review.

*Publication.* Jamie Early, PP, PLS-SC Corp., SCCP, Emeritus, was not present, but Meredith Lazarski, ACP, SCCP, mentioned the deadline for the December issue of the *Spotlight* is November 15, 2025, and told everyone to keep up the great work.

*Scholarship.* Jan W. Berger, ALP, was not in attendance.

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

*Standing Rules and Bylaws.* Meredith Lazarski, ACP, SCCP, reported that the Standing Rules and By-Laws would be available on the website

*Technology.* President Cassandra Furtick was not in attendance.

The third and final incentive drawing of the day was conducted, and Alisha Snell, a new member of the LSP Orangeburg chapter, received \$50.

**Upcoming Meetings.** President-Elect Traci B. Wolfe, PP, announced the LSPSC Winter Meeting of 2026 would be held on January 17, 2026, in Columbia at Richardson, Plowden, and Robinson. She also reported the Premium Prize for the meeting would be provided by the LSPSC Board.

President-Elect Traci B. Wolfe, PP, announced the hosting chapter for Annual Meeting this year would be the LSP Greenville chapter.

*LSPSC Annual Meetings.* President-Elect Traci B. Wolfe, PP, announced the hosting chapters for the LSPSC Annual Meetings:

|      |                                           |
|------|-------------------------------------------|
| 2026 | Legal Staff Professionals of Greenville   |
| 2027 | Legal Staff Professionals of Orangeburg   |
| 2028 | Legal Staff Professionals of the Midlands |

**New Business.** President- Elect Traci B. Wolfe, PP, had no new business to address.

**Adjournment.** There being no further business to come before the meeting, and there being no objection, the 2025-2026 Summer Meeting of Legal Staff Professionals of South Carolina was adjourned by President-Elect Traci B. Wolfe, PP, at 2:39 p.m.

Respectfully submitted,

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Victoria J. Mayfield  
LSPSC Secretary 2025-2026

Approved:

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Traci B. Wolfe, PP  
LSPSC President-Elect 2025-2026







### ***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.

**Sam<sup>TM</sup>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!

**NAELI Deposition & Trial:** NAELI 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.

**UPS:** The world moves fast – and your NALS UPS<sup>®</sup> 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 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 2025-2026

|                                                   |                                           |
|---------------------------------------------------|-------------------------------------------|
| President                                         | Cassandra M. Furtick, CTP (ATAA)          |
| President-elect                                   | Traci B. Wolfe, PP                        |
| Secretary                                         | Victoria Mayfield                         |
| Treasurer                                         | Stephanie A. Jones, PP, SC-Criminal, SCCP |
| Functional Director – Certification/<br>Education | Mikki Hancock, PP, SCCP                   |
| Functional Director – Marketing/<br>Membership    | Colleen Qunell                            |
| Immediate Past President                          | Meredith Lazarski, ACP, SCCP              |

## LSPSC COMMITTEE CHAIRS 2025-2026

|                                           |                                                                                   |
|-------------------------------------------|-----------------------------------------------------------------------------------|
| Annual Meeting .....                      | Tara Jean Brown, PP, PLS, SCCP, Traci B. Wolfe, PP, and Mikki Hancock, PP, SCCP   |
| Award of Excellence .....                 | Stephanie A. Jones, PP, SC-Criminal, SCCP                                         |
| Bar Liaison .....                         | Traci B. Wolfe, PP                                                                |
| Community Projects .....                  | Naomi W. Nation, PP, Emeritus                                                     |
| Credentials .....                         | Lois J. Belle, CLP, Emeritus                                                      |
| Employment .....                          | Brett Walker                                                                      |
| Finance .....                             | Tara Jean Brown, PP, PLS, SCCP and Susan L. Olmstead, PLS                         |
| Financial Review .....                    | Tara Jean Brown, PP, PLS, SCCP                                                    |
| Handbook .....                            | Meredith Lazarski, ACP, SCCP                                                      |
| Historian/Standing Rules and ByLaws ..... | Meredith Lazarski, ACP, SCCP                                                      |
| NALS Foundation .....                     | Katherine R. Helms, PP, SCCP                                                      |
| Nominations and Elections .....           | Sonia L. Hunt and Debra Bailey, CLP                                               |
| Publication .....                         | Jamie I. Early, PP, PLS, SCCP, SC-Corp. Emeritus and Meredith Lazarski, ACP, SCCP |
| Scholarship .....                         | Jan W. Berger, ALP                                                                |
| Scrapbook .....                           | Mikki Hancock, PP, SCCP                                                           |
| Technology .....                          | Cassandra M. Furtick, CTP (ATAA) and Traci B. Wolfe, PP                           |







# Legal Staff Professionals of South Carolina

## 2025-2026 Calendar\*

\*dates and topics are subject to change



|                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>May 2025</b><br><b>1</b> "Back to Basics" Theme Kickoff/ Time Management for Legal Professionals<br>American Bar Association Law Day; Theme: "The Constitution's Promise: Out of Many, One"<br><b>15</b> Deadline – Submission of Reports for <i>Spotlight</i><br><b>15</b> Deadline – LSPSC Chapter Rosters to NALS<br><b>15</b> Open Registration for NALS 2025 National Conference-Mobile, Alabama | <b>November 2025</b><br><b>1</b> "Back to Basics" Theme Topic: Preparing for Depositions<br><b>1</b> Deadline for chapter boards to return Verification of Qualification forms for 2026-2027 board nominations<br><b>1</b> Call for Nominations – 2026-2027 LSPSC Officers<br><b>15</b> Close of Nominations – 2026-2027 LSPSC Officers<br><b>15</b> Deadline – LSPSC <i>Spotlight</i> (December)<br><b>25</b> Nominations' Acceptance and Qualification forms for 2026-2027 sent to qualifying nominees.                                                                                                                                                                                                                                                |
| <b>June 2025</b><br><b>1</b> "Back to Basics" Theme Topic: Ethics and Confidentiality Refresher<br><b>30</b> Deadline – Renew SCCP Accredited Sponsorship                                                                                                                                                                                                                                                | <b>December 2025</b><br><b>1</b> "Back to Basics" Theme Topic: Career Growth and Goal Setting<br><b>5</b> Deadline to return Nominations' Acceptance and Qualification Forms for 2026-2027 LSPSC Nominees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>July 2025</b><br>"Back to Basics" Theme Topic: Filing and e-Filing Best Practices<br><b>11-13</b> LSPSC Officer Retreat Batesburg, SC                                                                                                                                                                                                                                                                 | <b>January 2026</b><br><b>1</b> "Back to Basics" Theme Topic: Legal Writing Essentials<br><b>10</b> Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting *<br><b>16</b> LSPSC Winter Board Meeting (location TBD)*<br><b>17</b> LSPSC CLE Seminars and Winter Membership Meeting, Richardson, Plowden & Robinson, Columbia, SC<br><b>20</b> Distribute 2025-2026 LSPSC Scholarship Award application and submit judges for board approval<br><b>20</b> Distribute 2025-2026 LSPSC Award of Excellence Application and submit judges for board approval                                                                                                                                                                           |
| <b>August 2025</b><br><b>1</b> "Back to Basics" Theme Topic: Technology Tools for Legal Work<br><b>1</b> LSPSC Summer Board Meeting & Membership Social, Columbia, SC<br><b>2</b> LSPSC CLE Seminars and Summer Membership Meeting, Columbia, SC<br><b>6</b> National Paralegal Day                                                                                                                      | <b>February 2026</b><br><b>1</b> "Back to Basics" Theme Topic: Understanding Court Procedures<br><b>5</b> Prepare official ballots for distribution (if applicable)<br><b>15</b> Deadline to vote/return ballots (if applicable)<br><b>15</b> Deadline – LSPSC <i>Spotlight</i> (March)                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>September 2025</b><br><b>1</b> "Back to Basics" Theme Topic: Researching Legal Precedents<br><b>1</b> Deadline for NALS Foundation Grant Application<br><b>15</b> Deadline – File IRS Form 990N – LSPSC and Local chapters<br><b>29-30</b> NALS 2025 National Conference-Mobile, AL                                                                                                                   | <b>March 2026</b><br><b>1</b> "Back to Basics" Theme Topic: Effective Document Management<br><b>1</b> Deadline for NALS Foundation Grants<br><b>1</b> Deadline to submit 2025-2026 LSPSC Scholarship Award Application<br><b>1</b> Deadline to submit 2025-2026 LSPSC Award of Excellence Application<br><b>15</b> Deadline – Submit completed 2025-2026 LSPSC Scholarship Award Applications to judges.<br><b>15</b> Deadline – Submit completed 2025-2026 LSPSC Award of Excellence Applications to judges<br><b>25</b> <b>Deadline to notify membership of election results</b>                                                                                                                                                                       |
| <b>October 2025</b><br><b>1</b> "Back to Basics" Theme Topic: Handling Difficult Clients<br><b>1</b> NALS 2023 National Conference-Mobile, AL<br><b>13-15</b> NALS Court Observance Week; Theme: TBD<br><b>15</b> "Verification of Qualification" forms sent to local chapter boards for approval of local members in good standing for 2026-2027 board nominations                                      | <b>April 2026</b><br><b>1</b> "Back to Basics" Theme Topic: Communication Skills in a Legal Setting<br><b>1</b> Deadline – Judges to determine 2025-2026 LSPSC Scholarship Award Winner<br><b>1</b> Deadline to determine 2025-2026 LSPSC Award of Excellence Winner<br><b>TBD</b> Deadline – Registration for LSPSC 61 <sup>st</sup> Annual Meeting and Educational Conference hosted by LSPG (location TBD)<br><b>17</b> LSPSC Outgoing Board Meeting and Incoming Board Meeting (date/location TBD)<br><b>18</b> LSPSC 61 <sup>st</sup> Annual Meeting and Educational Conference and 2026-2027 Officer Installation, Embassy Suites by Hilton, Greenville, SC<br><b>19</b> LSPSC Spring Membership Meeting, Embassy Suites by Hilton, Greenville, SC |



# 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.



## Directors:



Debbie Sutton, CLP, joined NALS in 2015. She has served her local chapter on the Scholarship Committee, Secretary and as President (NALS of Tucson & So. Arizona) for multiple years. She has also been the Secretary for her local church. She now joins the NALS Board as a Director.



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**

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Indianapolis, IN 46268  
Phone: 918-582-5188  
[info@nals.org](mailto:info@nals.org)

### **Mary Ann Passi, CAE**

Executive Director | [map@nals.org](mailto:map@nals.org)  
Board support, strategic planning, staff leadership

### **Kelsey Daniel**

Certification & Events Manager | [kelsey@nals.org](mailto:kelsey@nals.org)  
Certification, conferences

### **Gena Hayes**

Membership & Education Senior Coordinator | [gena@nals.org](mailto:gena@nals.org)  
Membership, certification, and events customer service

### **Lisa Moore**

Membership Director | [lisa@nals.org](mailto:lisa@nals.org)  
Individual member and chapter support

### **Abby Self**

Communications Coordinator | [abby@nals.org](mailto: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***

**December 2025**

As the New Year dawns, I hope  
it is filled with the promises of a  
brighter tomorrow.

**Happy New Year!**