



ALA
Association of Legal
Administrators



Arkansas Chapter

December 2010

The Legal Link

*President's
Message
by
Nancy Collins*



I probably really don't know how grateful I should be. Yes, I say the words and go through the motions of being a grateful person, but I never feel like that is quite enough. With all the horrific events going on in the world, I would like to use my space in this newsletter to thank all of you.

I thank our chapter members for being such good friends and always being willing to step up and help other chapter members as well as those less fortunate.

I want to thank our business partners for helping us do our jobs better. A special thank you to those business partners who have chosen to also become ALA sponsors. You have helped us recognize an important goal of educating our members.

I encourage each of you to do a good deed each day. If everyone in the world did just one good deed a day, maybe there would be good news on the front page of newspapers. Good deeds include the simple things: help an elderly neighbor get groceries out of their car, hold the door for the person behind you, give a compliment when deserved, call your waiter by his/her first name, hug a child (that you know, don't want to get arrested), and smile, it's going to be a good day.

Arkansas Chapter December Meeting

Where: The Little Rock Club
Regions Bank Building, 30th Floor
Little Rock, AR 72201

When: December 10, 2010

Lunch: 11:30 a.m.

Meeting: 12:00 Noon

Topic: Christmas Party -
Ornament Exchange

Speakers: Various Members

Note: Validated Parking
Regions Parking Deck



The LEGAL Link



Arkansas Chapter

April 2010 - March 2011

Officers & Directors

Nancy Collins
President
Mitchell Williams
(501) 688-8847
ncollins@mwlaw.com



Bonnie Vickery
President-Elect
Mitchell Williams
(501) 688-8800
bvickery@mwlaw.com

Carolyn Owen
Vice President
Gill Elrod Ragon
Owen & Sherman
(501) 376-3800
Carolyn@gill-law.com



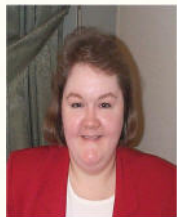
Carol Minor
Treasurer
Lax, Vaughan, Fortson,
Jones & Rowe, P.A.
(501) 376-6565
cminor@laxvaughan.com

Donna Blacklaw
Secretary
Robinson, Stanley,
Marshall & Duke
(501) 374-3818
Dblacklaw@rsmd.com



Julia Strickland
Immediate-Past President
Cross, Gunter, Witherspoon
& Galchus
(501) 371-9999
jstrickland@cgwg.com

Kathy Cagle
Director
Huckabay, Munson,
Rowlett & Moore
(501) 374-6535
Kathy.cagle@hmr.com



Gina Richburg
Director
Wilson & Associates
(501) 734-4150
Gina.richburg@wilson-assoc.com

National President
Rita Alli
Stoel Rives LLP
Seattle, Washington
(206) 386-7658
rmalli@stoel.com



Region 4 Director
Toni Beasley
Andrews Kurth LLP
Austin, Texas
(512) 320-9235
tbeasley@AndrewsKurth.com



The LEGAL Link



Arkansas Chapter



COME JOIN US!

- Membership in Association of Legal Administrators offers opportunities for:*
- *Knowledge sharing and networking opportunities (locally, regionally, nationally and internationally)*
 - *Professional recognition*
 - *Chapter and leadership support (substantive educational tools, idea exchanges and workshops to educate chapter leaders)*
 - *And a whole host of resources and opportunities for professional development*

For more information, read more [about ALA](#) or contact Angelia Hadden at ahadden@fec.net.





Business Partner Forum - 2010



ALA members Diane Smith, Angela Falco, Nancy Collins, Carolyn Owen, Kathy Cagle, Carol Minor, Angelia Hadden, Vivian Koettel, and Bonnie Vickery at the Business Partner Forum held at the Doubletree Hotel on Friday, November 12, 2010.

Nancy Collins, President, spoke briefly prior to allowing ALA members to meet with Business Partners.



The LEGAL *Link*



Business Partner Forum - 2010



**Marie Ray,
Bonnie Vickery,
and Carolyn Owen**



**Kristy Evans and Jim Trulove
of Datamax**

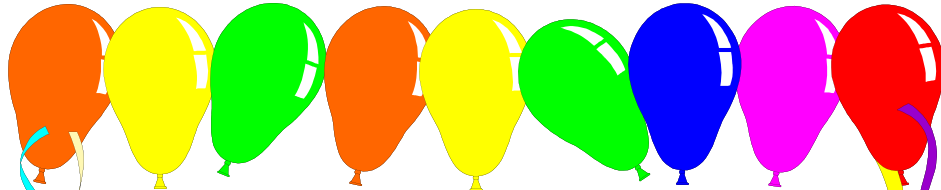


Marie Ray and Carol Minor

*Business Partner Forum photographs
were taken by Sherry Lee of Datamax*



Celebrations



Happy Birthday

*Kristy Lowery
December 1*

*Bev Eberle
December 7*

*Pat Campbell
December 13*

*Vickie Garlington
December 20*

*Christmas Ornament Exchange
Wednesday, December 8, 2010
Little Rock Club*



Business Partner Recognition

Platinum Partner

Ivize

Gold Partners

Allied Technology Group, LLC
Business World

Silver Partners

Avansic, E-Discovery & Digital Forensics
Bancorp South Insurance Services, Inc.
Consulting Ideas & Solutions, LLC
Flynn Legal Services
Innovative Systems, Inc.
LexisNexis
Plantation Services
Voice Products, Inc.
Xerox Corporation

Friend & Supporter Partners

Arkansas Office Products
Pettus Office Products
Regions Insurance

**The Arkansas Chapter of the
Association of Legal Administrators
Would like to thank its Business Partners for their Support.**

Silver Partnership and Friend & Supporter opportunities are still available.

Please contact Carol Minor at cminor@laxvaughan.com or Bonnie Vickery at bvickery@mwlaw.com for more information on how your company can benefit from partnering with our chapter.





Question of the Month

Question:

It's that time of year when I need to collect as much data as possible on cost of living indexes and pay raise percentage increases to help set salaries for 2011. Can ALA help me find this information?

Answer:

We can certainly direct you to sources for this material. Please note that these resources do not cover the legal industry specifically; they're much broader in scope. To the best of our knowledge, there is no source for this data on most law firm positions – associate attorneys are the exception, as news articles occasionally mention individual firms that make their associate compensation levels public (or leaked via blog postings).

First, with regard to cost of living (often referred to as COLA), there really is no one number that corresponds to a “cost of living” index; most people are referring to one of the CPI (consumer price index) scales when they use that term. CPI measures can be found on the federal [Bureau of Labor Statistics](#) website. You can explore the FAQs to learn more. There are several versions of this index, but the CPI-U is probably the one you're most accustomed to hearing about in news reports.

The IRS publishes [another “cost of living” index](#) for the purposes of determining adjustments to social security benefits. Click on the link for more information. Note the comment that a different CPI scale is the basis for this adjustment.

Finally, some use the term “cost of living” as a way to compare basic expenses from one city to another (such as saying that Chicago has a higher cost of living than Seattle). There are many websites that offer a quick comparison calculator – a good example is available from [CNN Money](#).

Estimated salary increases vary somewhat with the source, but they're usually pretty close – within a few tenths of a percentage point.

Aon Hewitt (formerly Hewitt Associates) projects that 2011 raises will be slightly higher than in 2010 – see their [press release](#) summarizing their survey findings.

Mercer's [2010/2011 Compensation Planning Survey](#) shows a similar expected increase.

The [Conference Board's salary survey](#) indicates a small increase.

WorldatWork projects a [modest increase for 2011](#) as does [Towers Watson](#).

ALA hopes you find these sites helpful as you develop your compensation plan for the coming year.

The LEGAL Link



Member Spotlight - Bev Eberle

I grew up in Little Rock and graduated from Little Rock Central High School in 1956. I attended the University of Arkansas at Fayetteville where I majored in elementary education and minored in business. While at the University, I was a proud member of Pi Beta Phi sorority, and in 2008, I received my 50-year Pi Phi sorority pin. I'm married to John Ford Eberle, raised three beautiful children, have two wonderful stepchildren, and 13 adorable grandchildren. The oldest grandchild is serving in Afghanistan and our youngest is 4 years old.

I started working in subrogation at the Laser Law Firm in August of 1983 and then became the office manager the next year. I've been with Laser Law firm for 27 years and have experienced a lot of changes within the legal field. I've been fortunate to work with our older attorneys and watch our younger attorneys grow within their field of practice. The job of legal administrator has so many avenues for serving in so many varied areas within the office. They have all been so rewarding, and I feel I was very fortunate to have landed in such a wonderful environment.

Laser Law firm has encouraged and allowed me to be involved with a number of community organizations – Past President, Twentieth Century Club; Board member, American Cancer Society; CARTI; Runway for A Cause; Hope Lodge Steering Committee; and Past President of ALA.

If I was not an office manager for a law firm, I would love to work for a charity or just be involved with Hope Lodge where cancer patients can stay free.

The hardest thing for me at work has been dealing with chemo and work. Again, Laser firm has allowed me to work through a pituitary tumor, thyroid cancer, breast cancer, lung cancer, (twice) non-Hodgkin's lymphoma, and chemotherapy treatment over the course of 7+ years. The support from ALA has been amazing and I've been so fortunate to have been a part of all the many things that this mighty group has accomplished. The information that has been shared and the many friends, past and present, are priceless.



Bev with two of her grandchildren

The LEGAL Link



VOICE PRODUCTS INC.

Voice Technologies For Your Business

- **FREE Philips Dictation Software for a Limited Time Only! Less than Internet!**
- Cassette Equipment is No Longer Being Manufactured.
- Software, You Never Purchase Again, Upgrades Included!
- The only Networked Managed Dictation System.
- Citrix and Thin Client Support.
- Manage all Digital Portables, iPhones and Blackberrys over Network.
- Eliminates Workflow issues Between Attorneys, Secretaries and Multiple Offices.

Largest Dictation Dealer in the Midwest

**For more information call:
Tom Peeke - 800-466-1152**



Arkansas Chapter



Lexis® for Microsoft® Office

You told us there are currently
127 unnecessary steps from
email to research.

**Introducing Lexis® for Microsoft® Office.
Created for legal minds, by legal minds.**

Introducing groundbreaking integration of
Lexis and Microsoft Office—content and
tools delivered right where you work every day.

Let Us Tell You More

www.lexisnexis.com/office



LexisNexis, Lexis and the Knowledge Burst logo are registered trademarks of Reed Elsevier Properties Inc. used under license. Microsoft is a registered trademark of Microsoft Corporation. © 2010 LexisNexis, a division of Reed Elsevier Inc. All rights reserved.





Education

TEST YOUR KNOWLEDGE IN PREPARATION FOR CLM “CERTIFIED LEGAL MANAGER” EXAM

1. What is dispute resolution?
2. What is paired comparison?
3. What are paid-time off (PTO) plans?

Did You Know . . .

All Webinars are scheduled the 3rd Wednesday of the month! You can save 20 percent by ordering all 11 Webinars in advance and enjoy the convenience of only having to sign up one time.

ANSWERS TO TEST YOUR KNOWLEDGE:

1. Dispute resolution is using proper negotiation and conflict management techniques to avoid outright litigation.
2. Paid comparison is a form of rating, in which the rater compares, one by one, the performance of each member in a group with the performance of every other member in the group.
3. Paid time off (PTO) Plans combine all sick leave, vacation time, and holidays into a



Important Dates

ALA - 2011 WEBINARS

January 19, 2011	Health Care Reform: What's Happening?
February 16, 2011	The Writing Wheel
March 16, 2011	Conflict Resolution: Why Can't Everybody Just Get Along?
April 20, 2011	Lockstep to Levels After the Dust Settled – Unlocked, Unloaded, Successful?
May 18, 2011	Leasing: The Fine Print Implications
June 15, 2011	Communicating Benefits to Reach and Engage Employees
July 20, 2011	Finance for the Non-Financial Administrator
August 17, 2011	Focus on Profitability: Revenue Based Management
September 21, 2011	Ethics in the Wired World
October 19, 2011	Your Firm's Risk Insurance Needs: Professional Liability Coverage
November 16, 2011	Safe Stress

**ASSOCIATION OF LEGAL ADMINISTRATORS
ANNUAL CONFERENCE
May 18 - 21, 2011
Orlando, Florida**

The LEGAL Link



**Business
World**

Document Solutions

New Ideas New Technology



*Thanks for the opportunity
to be a part of ALA!*

Deborah Coop

ALA GOLD MEMBER

920 South Spring Street

Little Rock, AR 72201

Direct Line: (501) 399-3341 Cell (501) 779-1406

deborah.coop@businessworld-usa.com

www.businessworld-usa.com

SHARP®

We value your comments and suggestions and even your submissions! This is your newsletter! If you would like to make a suggestion that would enhance the newsletter or would be willing to write an article for the newsletter, please e-mail Diane Smith, Newsletter Editor, at smith@amhfirm.net. Clip art located in this newsletter is furnished by www.fotosearch.com.

The Legal Link is published monthly for the education and benefit of legal administrators. It is not published for the purpose of rendering legal, accounting, or other professional services or advice. Nothing contained in this newsletter should be construed as legal, accounting, or other professional services or advice. Reprints of articles contained in this newsletter requires written permission of the editor of The Legal Link.



ALA Management Solutions

**My Managing Partner
just walked into my office
and needs:**



*Information on
"green" office
practices*

*sample
telecommuting
policies*

*An attorney
withdrawal
checklist*

Where do you begin? Put your ALA membership to work for you!

At the Association of Legal Administrators (ALA) we understand that when you need information, you want it quickly and from a reliable source.

ALA Management SolutionsSM offers you access to a competent, experienced team of researchers — and **it's FREE to ALA members!** Just tell us what you need; we'll respond quickly with the best information available. Send your questions to infocentral@alanet.org, or call 847.267.1385.

Contact the ALA
Reference Desk at
infocentral@alanet.org
847.267.1385

Your connection
to knowledge, resources and networking

The LEGAL Link



Arkansas Chapter

BancorpSouth Insurance Services

Not just an insurance policy,
Your partner in reducing your Real Cost of Risk.

Exceptional People

- Alfred Williams, Risk Consultant, CWCA
- Ken Estes, CIC
- Drew Higginbotham
- Steven Greathouse
- Kim Griggs
- Amanda McCaulley



Services & Resources

- Contract Reviews
- Risk Management
- Safety Training & Loss Control
- Claims Analysis & Advocacy
- Life, Employee Benefits & Continuity Plans
- Training & Assistance with Human Resource Issues
- Workers Compensation Analysis

8315 Cantrell Road Little Rock, AR 72227
501-664-7705
www.bxsl.com



Specializing in Time, Billing & Accounting Software for Lawyers and Accountants

- Complete practice management software implementation
- Customized accounting system for integration
- Automated time and billing solutions
- Training by certified professionals in accounting modules



Cheryl L. Atherton, CPA
Cheryl@Consultingis.net


Tabs3 and PracticeMaster
Certified Consultant








133 Barbara Drive
Edmond, OK 73013
Office (405) 844-0122
Cell (405) 863-7937
www.consultingis.net



The LEGAL Link

AVANSIC
E-Discovery & Digital Forensics

-  Data Preservation
-  E-Discovery
-  Digital Forensics
-  Online Review
-  Expert Services

www.avansic.com



Happily, the cost of color is dropping.

Imagine the joy of lowering the cost of color prints in your office up to 62 percent. That's how much the Xerox ColorQube® can save you compared to traditional color lasers - all without sacrificing quality.



- Get a free Xerox® solid ink printer when you purchase a Xerox ColorQube MFP—a \$2,499 value*.
- Free Phaser® 8860DN with purchase of ColorQube®
 - Cartridge-free solid ink technology
 - Color output for the price of black and white

Xerox of Arkansas
501-821-5000



*Offer ends December 30, 2010. One printer offer valid while supplies last. Limit three Xerox solid ink printers or printers in other regions to purchase or transfer transaction through Xerox only and is not valid under any other program. © 2010 Xerox Corporation. All rights reserved. 02010030_X2500 and 02010030_X2500 and ColorQube are trademarks of Xerox Corporation in the United States and/or other countries. Xerox is a mark of Xerox Corporation.

The LEGAL *Link*



What's true in life
holds true for networks.

Network and IT investment pays off when you choose your partners well.

Who says you can't
have it all!



500 President Clinton Avenue, Suite 304 • Little Rock, Arkansas 72201 • 501.372.4909 • info@alliedtechgroup.com



ARKANSAS

PH 501-812-5151

FAX 501-812-5157

www.arkansasofficeproducts.com

OFFICE PRODUCTS

Merry Christmas



Prevent office stress with indoor plants.

Plants don't talk back but they listen well...

Your office needs the therapeutic, stress lowering, positive environmental changes that only interior plants deliver.

*We do all the work,
you just enjoy!*



Rental or sales
programs to fit any budget —
throughout Arkansas.

Voted Arkansas's best indoor
landscaping company

PLANTTation
services

plantationservices.com

501-821-5770 or 888-821-5770

reception area • board room • executive offices • cover
unsightly cards • office make-overs • open houses



innovativeinsightful**informative**



Ivize ensures all and only relevant data is reviewed in the most efficient way.

End-to-end Discovery Services

- Collection
- Processing
- Online Hosting & Review
- Production

Discovery Consulting

Imaging & Duplication Services

ALABAMA
BIRMINGHAM
MONTGOMERY

ARKANSAS
FAYETTEVILLE
LITTLE ROCK

FLORIDA
TALLAHASSEE

GEORGIA
ATLANTA

ILLINOIS
CHICAGO

KANSAS
OVERLAND PARK

LOUISIANA
NEW ORLEANS

MICHIGAN
GRAND RAPIDS

MISSOURI
CLAYTON
KANSAS CITY
ST. LOUIS

NORTH CAROLINA
CHARLOTTE

WEST VIRGINIA
CHARLESTON

WISCONSIN
MADISON
MILWAUKEE

... **LITTLE ROCK** 400 West Capitol, Suite 101 B
Little Rock, AR 72201
Bill Hughan
Managing Partner :: P :: (501) 376-8000
:: F :: (501) 376-8001



www.ivize.net