

The Legal Link

October 2011



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Association of Legal Administrators



The Legal Link

October 2011

President's Message *by* Bonnie Vickery



The Arkansas Chapter is gearing up for the Community Challenge Weekend ("CCW") event on October 19, 2011. Chapter members will meet from 8:45 a.m. until 12:00 noon at the Arkansas Rice Depot, 3801 W. 65th Street, Little Rock. All chapter members are encouraged to attend and bring a non-perishable food item. We have lots of fun scheduled from labeling cans to boxing supplies for disaster relief.

The Arkansas Rice Depot began in 1982 with the focus to feed hungry Arkansas children, families, and senior citizens. Because many food pantries and shelters were struggling with supplies, the Arkansas Rice Depot narrowed their focus on home-grown rice. After paying for the rice out of their pockets for a while, the word spread about the organization. Now, Arkansas Rice Depot has a "Four Core" program: "Food for Children," "Food for Families," "Food for Seniors," and "Disaster Relief." They distribute over 8 million pounds of food each year and feed as much as 14% of the state's population. With a staff of 20, more than 98% of the budget is spent on purchasing and distributing food. The Arkansas Rice Depot serves over 300 pantries in all 75 counties in Arkansas.

All Arkansas Chapter members are encouraged to involve their law firms by setting up a food drive to collect non-perishable food items (i.e., canned soups, meat, vegetables, fruit, instant potatoes, and kid-friendly meals that are easy to prepare without adult supervision). ALA member firms may make a monetary donation if they prefer.

Thank you CCW committee chair Pat Campbell and committee members Diane Smith and Donna Blacklaw for recommending the Arkansas Rice Depot for our 2011 Community Challenge.

Arkansas Chapter October Meeting

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

When: October 12, 2011

Lunch: 11:30 a.m.

Meeting: 12:00 Noon

Topic: Disability Insurance

Speaker: Ron Weltman of Professional
Law Insurance Advisors

Notes: Validated Parking
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Table of Contents

Officers and Directors	4
Arkansas Chapter	5
Business Partner Recognition	7
Question of the Month.....	8
Thirty Years of Friends.....	11
Member Profile	13
Business Partner Profile	15
Test Your Knowledge.....	17
Arkansas Chapter's 30th Anniversary Celebration	19
Calendar of Events.....	22
Chapter Memories	23
ALA's Mission and Goals and Editorial Notes	25

Editor's Comments

What a busy and exciting time we have had this past month! We have spent much of the past month focusing on and celebrating our 30th Anniversary. Check out Julia's article discussing highlights of the 30th Anniversary Celebration and Nancy's article which takes many of us down memory lane as she shares memories about special ALA members and things they taught her over the years. It takes many of us back to our own memories of those members. We look forward to creating additional memories with current members as we continue to work together through ALA.

Speaking of new memories, nine members of our chapter attended the Regional Conference held in Kansas City September 14 - 16. Not only were we able to attend a lot of informative sessions while in Kansas City, but we also got to spend a lot of time getting to know our fellow members better. We had a wonderful time! We will be sharing information we learned in some of the sessions in upcoming newsletters. We also took a lot of pictures and will be sharing some of those in upcoming newsletters as well.

ATTENTION

**DO YOU HAVE SOMETHING TO SAY? VOICE YOUR OPINIONS!
RECORD YOUR THOUGHTS AND WEIGH IN BOLDLY ON THE
ISSUES THAT MATTER TO LEGAL ADMINISTRATORS!**

What's in it for you? Legal administrators gain credit which could allow them an opportunity to win a full scholarship to an annual or regional conference. Business partners get more exposure before the legal community. Email articles to smith@amhfirm.com.

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ARKANSAS CHAPTER OFFICERS AND DIRECTORS APRIL 2011 - MARCH 2012



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



Terri Dickinson
President-Elect
Barber, McCaskill,
Jones & Hale
(501) 372-6175
tdickinson@barberlawfirm.com



Vivian Koettel
Vice President
Williams & Anderson
(501) 372-0800
vkoettel@williamsanderson.com



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



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



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



Angela Falco
Director
Watts, Donovan & Tilley
(501) 372-1406
angela.falco@wdt-law.com



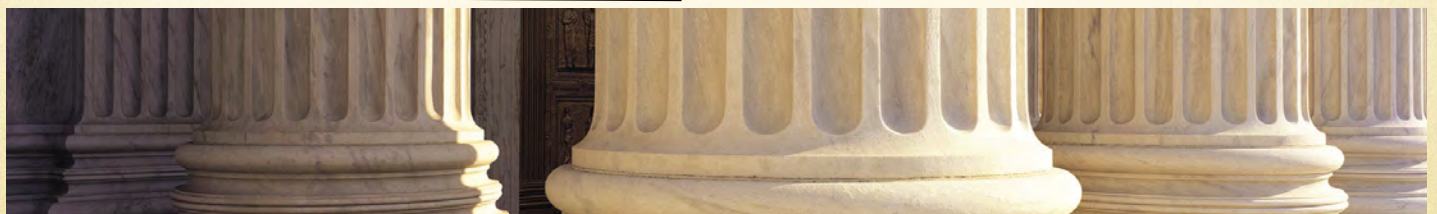
Cathy Dille
Director
Dover Dixon Horne
(501) 375-9151
cdille@ddh-ar.com



National President
Karen D. Griggs, CLM
Baker Sterchi Cowden & Rice
Kansas City, Missouri
(816) 471-2121
griggs@bscr-law.com



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



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Arkansas Chapter

**Celebrating 30 years
1981 - 2011**



Arkansas Chapter

*Standing (L-R): Terri Dickinson, Julia Strickland, Kathy Cagle, Carol Minor, Donna Blacklaw, Pat Campbell, Gina Richburg, Nancy Collins, Bonnie Vickery, Angelia Hadden, Cathy Dille, Angela Falco.
Sitting (L-R): Diane Smith, Carolyn Owen, Bev Eberle, Paula Anderson, Mary Coney.
Missing: Marie Ray, Vivian Koettel, Diana Thomas, Susan Burgess, Kristy Lowery, Barbara Bennett, Sandra Roth, Vickie Garlington, Ellen Simpson.*

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**The Arkansas Chapter of the
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would like to thank its Business Partners for their Support.**

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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:

I would like information on how to set up a small legal library. When I arrived at my firm there was a library, but I don't think any thought was given to the layout. I would like to know how to group the books we have.

Answer:

There isn't one "right" way to arrange a library collection, but here are some suggestions on how to come up with a plan that works for your firm. We'll assume that your library is not cataloged, and that the materials are not classified (numbered following the Library of Congress or Dewey Decimal classification system).

In general, arrange the books so that like materials are together. Put standard, often used reference works such as dictionaries and directories together; you can start with the general ones and follow with those that are focused on the law, then those on nonlegal subjects (medicine, for instance). Statutes, regulations and sets of case reporters should be arranged by jurisdiction – federal materials first, then regional, then state and local materials. General legal encyclopedias and digests should be together; these are sometimes referred to as "finding tools" because they direct the user to resources on various topics. You'll want to shelve them near case reporters, to make using these tools more efficient.

Of course, you'll want to group books on specific subjects together. You don't have to follow any particular order of major subjects, but there should be a logical shelving arrangement within each individual subject. One way to do this is to put general works at the beginning of a subject section, followed by more specific items on "subtopics" within that subject. Another method, particularly in law libraries, is to put primary materials on a subject first, followed by secondary sources – in other words, statutes, regulations and case law on the subject (e.g., bankruptcy) come first, then any hornbooks or other items that cover an entire topic, then the books covering very specific aspects of that subject.

General material on the practice of law should have its own grouping; you can put those books before or after

the individual subject areas, or near the reference works. Books on trial practice, if your firm handles litigation, can be shelved either in a section of their own (immediately following the general law practice material, for instance) or with an individual topic if they have a narrow, subject-specific focus (labor law, securities, etc.). If you have material that is state-specific, keep it all together rather than splitting it up into a number of topic area, but do arrange it by subject within the state section.

Once you've gathered the books in the "most-general-to-most-narrow" groupings, you'll probably find that you have multiple books dealing with subtopics. Arranging books by author within those subtopics is a standard way to shelve them.

If the firm keeps professional journals and other periodicals in the library, try to gather them in one place. It's better to arrange them in one sequence by title, rather than trying to separate them by topic. To avoid having haphazard stacks of journals on the shelf, an easy way to keep them neat is to use labeled file cases (you've probably seen these in the public library).

Once the library is arranged to your satisfaction, consider labeling the shelves – it helps users find what they're looking for and (even more important) helps attorneys and others put things back where they belong. Users in a time crunch are prone to shoving a book in the first empty space they see, rather than making sure it gets back to the right place; visual cues can keep that to a minimum. If you have a number of look-alike sets such as case reporters, an individual volume can be "lost" for months if it gets misfiled. Don't forget to leave some room for expansion, particularly if you have case reporters that "grow" constantly, otherwise you'll be spending a lot of time shifting books around to accommodate new ones.

Don't forget to leave some room for expansion, particularly if you have case reporters that "grow" constantly, otherwise you'll be spending a lot of time shifting books around to accommodate new ones.

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Question of the Month

Cont. from Previous Page

As you're sorting through the materials in your library, keep an eye out for incomplete sets, outdated books, and items that really don't belong in the library. Stacks of photocopies, for instance, probably belong with a case/matter file – or in the recycling bin. Loose-leaf titles that haven't been updated in several years can be risky to use and should be replaced, brought up to date, or discarded altogether; an attorney in the relevant practice area should evaluate the resource and determine an appropriate course of action. Search attorney offices, conference rooms, and other areas for volumes missing from sets; if a book cannot be located, and the set is a needed resource, it may be possible to purchase an individual volume (try used-book sellers before buying from the publisher). Don't be hesitant about discarding materials that are no longer needed; an important part of maintaining a library collection is keeping it current and relevant.

Best of luck with this project!

Legal Management, ALA's educational journal, published several articles on law firm libraries and law librarians, available in the online archives – "Synergizing Relationships" (October 2009) and "Success By the Book" (May/June 2006).

The American Association of Law Libraries (AALL) offers a number of publications on law library management topics. Visit their [Publications](#) page for product descriptions and ordering information.

Your fellow administrators can be excellent sources of practical information. You can post your question to ALA's online member [discussion forums](#) to ask your peers for any ideas or samples they can share, and you can search for discussions on specific topics. These groups can be a great way to learn how other firms handle the same management issues your own firm is facing

Disclaimer: *The ALA Editors' Response in this study is not intended as legal advice. Readers are encouraged to seek appropriate legal and other professional advice.*

Special Note: *ALA members have free access to the ALA Reference Desk. Send questions on legal management to InfoCentral@alanet.org. Staff will conduct personal research on each question.*

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Arkansas Chapter

**Celebrating 30 Years
1981 - 2011**

Come Join Us!

Membership in ALA offers opportunities for:

- Knowledge sharing and networking opportunities (locally, regionally, nationally, and internationally);
- Professional recognition;
- Chapter and leadership support (substantial educational tools, idea exchanges, and workshops to educate the chapter leaders); and
- A whole host of resources and opportunities for professional development.

For more information, check out ALA's website at www.alanet.org or contact Bonnie Vickery at bvickery@mwlaw.com.



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Thirty Years of Friends

by
Nancy Collins

As the only chapter member who has experienced all thirty years of the chapter's history, I have been asked to write an article from that perspective. I was 28 years old when I joined Mitchell Williams as its first administrator. Well, you can do the math, so you know how old I am now. I grew up with ALA, made many long-time friends, and learned many life lessons along the way. It would make a nice article if I could tell you how all the educational opportunities made me a better administrator – which they have, but my fondest memories and the greatest impact of ALA on my life have been all the people that I have been privileged to call “friend” over the past thirty years.

Our chapter has been blessed with a wonderful cast of characters during its thirty year history. I will mention a few of them, but I could write pages on the ALA members who have influenced my life.

I learned to stay focused on the goal from Myra. I will always have the highest respect for Myra Runyon, the Chapter's first president. Myra was the long-time administrator at Wright, Lindsey & Jennings. She was the epitome of professionalism, and a friend and mentor to me. In late 1980 or early 1981, before I even knew that ALA existed, Myra called and asked if I would be interested in attending a legal administrator's conference in Dallas. Myra's goal was to establish an ALA chapter in Arkansas. Ten months after the conference the Arkansas Chapter was born, and as they say, the rest is history.

I learned not to sweat the small stuff from Judy. The most fun, outgoing, vivacious chapter member was Judy Jones Stafford Brison, administrator at Friday, Eldredge and Clark. Judy was one of a kind. She literally bubbled with enthusiasm and Judy had such a way with words. I regret that I did not save some of her email. Judy was habitually late for chapter meetings and it didn't seem to bother her a bit. You didn't mind that she was late because there was always a story to explain her tardiness and no one could tell the story like Judy.

I learned uncontrollable enthusiasm from Glenda. Glenda Raley was the administrator at Huckaby before Kathy Cagle. Glenda is one of the most enthusiastic people I have ever met. At one of our first Vendor Fairs, Glenda gave a rousing speech on the many hats that administrators wear and she brought and wore all the hats! She is currently a legal administrator in Cincinnati.

I learned sincerity and compassion from Julie. Julie Brown Whetstone radiated an ethereal sweetness even while she was undergoing treatment for breast cancer. Her voice was soft, but people listened when Julie spoke. Julie only spoke when she had something significant to say.

I learned from our Poor Man's Lunch that Arkansans will pay \$5 for a hot dog lunch. A small committee composed of Bev Eberle, Carol Minor, Judy Jones Stafford Brison, and me met in 1999 to come up with an idea for the first Community Challenge Weekend (CCW). We visited Hope Lodge (Bev's suggestion) and then ate at the Flaming Arrow (Judy's suggestion) to figure out how we would raise money for Hope Lodge. Bev suggested the Poor Man's Lunch idea. My first thought was “Who in the world will pay \$5 for a hot dog?” I now know that a lot of people will if it involves a Silent Auction and a Bake Sale, and they will do it year after year after year. That first year we hoped to raise \$1,000 and ended up raising \$5,000.

From Bev. I learned that if you ask for what you want, you get it if it is for a good cause. Bev Eberle has the darndest knack for getting people to give her things. She single-handedly got all the Silent Auction items for the Poor Man's Lunch and does the same thing for Runway for a Cause. I am still working on this lesson.

Our chapter has been blessed with a wonderful cast of characters during its thirty year history. I will mention a few of them, but I could write pages on the ALA members who have influenced my life.

The Legal Link

Thirty Years of Friends

Cont. from Previous Page

I learned the value of a Hallmark card and a stamp from our chapter members and ALA friends across the country. While undergoing treatment for breast cancer, I received a mountain of cards from ALA members both locally and outside Arkansas. Even chemo is tolerable if you have friends supporting you. I was reminded of this recently when talking with Debbie Curtis from ALA Headquarters. She lost her husband to cancer earlier this year and was talking about the many ALA members from across the country who sent cards, cards, and more cards.

Our chapter history continues with each of you. I hope I am half the friend to you that so many ALA members have been to me. Thank you for your friendship! I hope the attachment makes you smile. (I couldn't decide between the two so am sending both!)

<http://www.youtube.com/watch?v=bOqyygAOSX0>

http://www.youtube.com/watch?v=KiQzUEc_Fml



Nancy Collins is the Director of Administration for Mitchell Williams. Nancy has been a legal administrator for 30+ years and still learns something new every day. Nancy has held various positions at the chapter level. Regionally, she has served as a Region 4 officer, was a member of the Regional Nominating Committee, and helped plan two regional conferences. Nationally, she has participated on two Annual Conference committees and also on the Association Nominating Committee.

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Member Profile - Paula Anderson

I grew up in Lawton, Oklahoma, and went to college in Weatherford, Oklahoma – Southwestern Oklahoma State University – where I graduated with a degree in business administration. My husband and I moved to Little Rock at the end of 1990. One of my first job interviews was for an HR position with Regions Bank. I didn't get the job, but I dreamed of how great it would be to have a job in HR in one of the "big" downtown office buildings. I guess you could say I am living the dream!

After working a few jobs in retail sales, a friend convinced me to apply for a legal secretary position with her firm (Perroni, Rauls, Looney and Barnes, at the time). I went to paralegal school at night and after obtaining my certificate, I went to work for Rose Law Firm. The securities group broke off from Rose in 1998 to join Kutak. I started my adventure in law office management at that point in time.

My main responsibilities at Kutak are a lot of HR, a fair amount of computer technology, and a whole lot of babysitting.

Attorneys and staff at my firm would describe me as dependable and the Class Clown.

Vacation? Do we get those?

The best professional advice I ever received was to never get in between two attorneys' deadlines. Tell them about the conflict and let them decide whose work should come first.

The biggest kick I get out of being a legal administrator is resolving what appears to be "the worst crises ever" without losing my cool.

If I weren't a legal administrator, I would do something in the earth sciences. I am very much an earth child.

The hardest situation I have had to deal with in my career is something I shared with Julia on the way home from the Kansas City conference. I would rather fire someone than address inappropriate attire with them. No matter how delicate and nice, there is no way that it comes across without being personal.

In college, I drove a school bus for the Weatherford Public Schools. I drove bus number 7 and Tracy drove bus number 8. The kids thought it was hysterical that bus driver number 7 and bus driver number 8 were getting married.

I have been married to my college sweetheart for 22 years. My son, Jeremy, will turn 17 next month, and my daughter, Sarah, just turned 13. Between school, soccer, band, etc., there is always something going on in our house.

I forget what the most memorable event in my life has been. Actually, my fondest and most memorable events would have to be anything related to my kids. Who knew that life could change so significantly?



Paula enjoys spending time with her raccoon critters!

The Legal Link

Member Profile Cont'd.

Paula Anderson

I enjoy art. I enjoy experimenting with all types of paint and all types of surfaces. I am working on a buffalo right now in oil - I LOVE oil!

I have yet to make a dime on my work, mostly because I am too busy giving it away! However, I have about 3 pieces I am working on now in various stages, so I need to find a new victim to take some pieces.

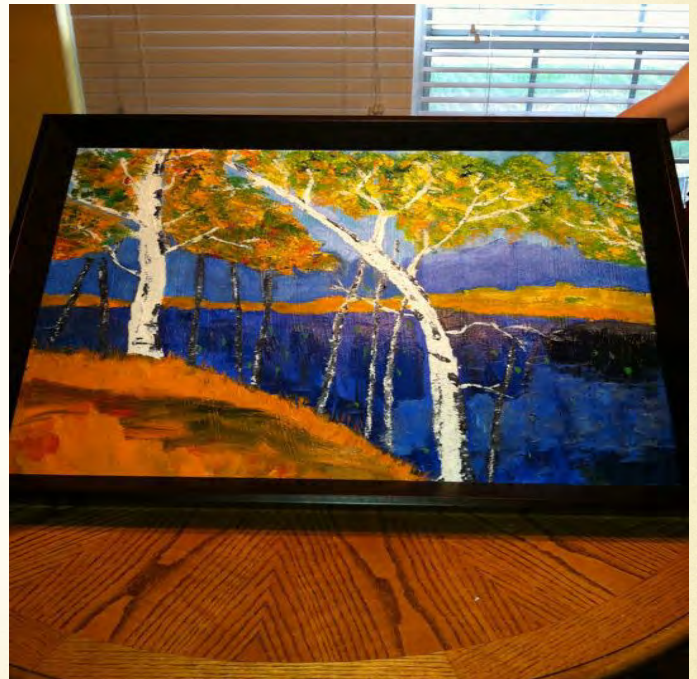
Another thing I shared with the group who attended the Kansas City conference and will now share with the rest of you is that I am licensed through the Arkansas Game and Fish Commission as a wildlife rehabilitator. I take orphaned and/or injured wildlife and work to get them well enough to release back into the wild.

My whole family gets involved in this – they pretty much have to help when you have 8 raccoons all wanting a bottle at the same time!

ALA has benefitted me because more often than not, I leave a meeting with a better knowledge of any given subject. Several times, I have been able to take what I learned at a meeting and apply it to my firm – and look more informed in front of my supervisors.

To date, I have been a membership chair in ALA.

What I enjoy most about my affiliation with ALA are the friendships that I have found. While we all may be competing for the same employee base, the professionalism of ev-



Samples of Paula's Art Work

Business Partner Profile

BancorpSouth Insurance Services

BancorpSouth Insurance Services, Inc., is the 26th largest insurance brokerage in the U.S. with over 500 insurance agents operating from 25 offices across 8 states. We specialize in providing business insurance, professional liability, surety, employee benefits, and personal insurance brokerage and consulting services to clients across the globe. We also specialize in providing our clients with risk management, safety and loss control programs, and claims management services.

Our Resources:

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- contract review
- in-house continuing education
- risk management
- safety training and loss control
- claims analysis and advocacy
- life, employee benefits, and continuity plans
- human resources training
- workers' compensation analysis

Our People:

The success of any business relies upon its ability to match the right opportunities with the right resources and most importantly, the right people. Some of our insurance agents that specialize in providing Professional Liability coverage include:

Alfred L. Williams, Senior Vice President, Special Projects Director and Risk Consultant, CWCA

After graduation from The McCallie School in Chattanooga, Tennessee in 1962, Alfred attended the University of

Arkansas at Little Rock and obtained a B.A. in History/Political Science in 1966. He served four years with the United States Air Force, being honorably discharged as a Staff Sergeant in 1970.

He began his insurance career in 1970 with Williams and Rosen Insurance Agency. Alfred received the Cecil Cleavenger Memorial Young Agent of the Year Award in 1979 and the Allan Kennedy Memorial Association Agent of the Year in 1983. He has served as an executive committee member and in numerous committee chair positions within the IIAA of Arkansas as well as on numerous Insurance Company Advisory Committees and was a member of USF&G's Financial Institution Product Development Committee. Alfred joined Ramsey Krug Farrell & Lensing (RKF&L) in 1989 when it purchased Cobb-Hollenberg and Associates. Currently, he sells and services commercial insurance business maintaining a focus on national and international business, manufacturing/distributing companies, and not-for-profit organizations as well as planning and developing national association insurance programs.

He received his CWCLA designation in 2002 and his Risk Consultant License in 2008. He continues his insurance studies today.

His community involvement has included various Little Rock Metropolitan Chamber of Commerce committees, Leadership Greater Little Rock, Chair of the Little Sister Cities Commission for 1990-1999, Chair of the Arkansas Opera Company, Member of the Board and Past Chair of Presbyterian Village 1987, and presently serves as a member of the executive group of UALR's Insurance and Risk Management committee and as a member of UALR Business Advisory Council. He served as Board Chair of the UALR Alumni Association from 2007-2009. He is presently serving as a Capital Campaign co-chair for the Central Arkansas Area Agency on Aging d/b/a CareLink.

The Legal Link

Business Partner Profile Cont'd.

BancorpSouth Insurance Services

Cont from Previous Page

He was elected to the Meals on Wheels of America Foundation Board of Directors in 2010.

He is married to Elaine Eubank, and they have two children and four grandchildren. He is a member and Elder of the Second Presbyterian Church of Little Rock, Arkansas.

Ken Estes, Senior Vice President, CIC

Ken joined Ramsey, Krug, Farrell & Lensing on October 3, 2006, as a Vice President in the Professional and Commercial Division. Ken is a licensed property and casualty agent with his Certified Insurance Counselor designation. He presently serves as a member of the Board of Directors of the Professional Liability Agents Network of American chairing the PLAN relationship committee with national insurance carriers. Previously Ken held rating, underwriting and sales positions with Cincinnati Insurance Companies where he was employed from 1993 to 2006. He negotiated terms, conditions, and pricing on a wide variety of risks in multiple states. Ken's experience as a company underwriter has enabled him to better evaluate the risks that his customers face and how to negotiate terms and conditions to properly cover those exposures.

Steven Greathouse, Assistant Vice President

In 2010, Steven Greathouse joined BancorpSouth Insurance Services, Inc., as a property and casualty insurance producer.

After graduating from Harding University in 1996 with a bachelor's degree in Business Administration, Greathouse began working for Merck and Company as a vaccine and pharmaceutical sales professional. In 2002, he achieved the highest sales award for top sales and leadership. Greathouse holds life and health and property and casualty insurance licenses and specializes in professional liability insurance.

A native of Nashville, Arkansas, Greathouse enjoys playing golf and traveling. He and his wife, Julie, have two boys and reside in Little Rock.

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Education

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

- 1. In the strategic planning process, what addresses (a) what is involved, (b) when it begins and ends, (c) who will do it, (d) how much it will cost, and (e) the expected outcomes?**
 - (a) Vision statement
 - (b) Goals statement
 - (c) Statement of objectives
 - (d) Action plan

- 2. According to ABA guidelines, when may a lawyer destroy client files?**
 - (a) One year after the conclusion of the matter
 - (b) After the lawyer has attempted to return the file to the client and after ensuring that no legal or ethical restrictions prevent their destruction
 - (c) If the lawyer, in his or her professional opinion, concludes that the matter is completed and the client has no further need of the file contents
 - (d) Once the lawyer has determined that the client cannot or will not pay outstanding fees

- 3. When may funds not be disbursed from a trust fund account?**
 - (a) Before a prescribed number of days after receipt of funds
 - (b) Without specific written instructions from the client to the firm
 - (c) Until the specific funds to be disbursed have been collected by the firm's bank
 - (d) If the firm has co-mingled those funds into a common client trust fund

ANSWERS TO TEST YOUR KNOWLEDGE:

1. d; 2. b; 3. c.

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



Information on
"green" office
practices

Sample
telecommuting
policies

An attorney
withdrawal
checklist

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Arkansas Chapter's 30th Anniversary Celebration by *Julia Strickland*

The 30th anniversary of the Arkansas chapter of the Association of Legal Administrators coincides with the 40th anniversary of the national organization. An association's anniversary is a good occasion to not only celebrate its accomplishments and contributions, but to also reflect on how a profession is different because of its existence.

On September 29, the Arkansas ALA chapter hosted a 30th anniversary celebration event at The Little Rock Club for attorneys and its business partners and friends. Cocktails preceded the welcome address by Chapter President, Bonnie Vickery, and a delicious dinner. Gates Smith, son of ALA member, Carolyn Owen, proved he could compete in the final rounds of American Idol with his performance of the National Anthem. Rex Nelson served as Master of Ceremonies for the program, "What keeps me up at night..." that included a panel of managing partners from six law firms in Little Rock discussing topics important to the legal profession.

Two members who helped charter the Arkansas ALA chapter are still members today – Nancy Collins and Donna Blacklaw. They are probably better equipped than anyone to explain to the 26 active members how our profession and its responsibilities have changed over the last three decades.

As the economic turmoil of the last few years have highlighted, everyone in our profession is expected to do more with less. That point was underscored by a panel of managing partners featured at the chapter's 30th anniversary celebration.

Harry Hamlin, a managing partner with Mitchell, Williams, Selig, Gates & Woodyard, PLLC, observed that the market is full of "lots of good lawyers" who are not being hired because firms such as his are not hiring as many new associates as they once did.

His firm, for example, imposed a hiring freeze at the end of 2008, dramatically cut expenses, and taught attorneys how to develop new business.

Perry Wilson, managing partner with Barber, McCaskill, Jones & Hale, reminded us that a good legal administrator will continue to play an indispensable role in building and sustaining a successful firm.

But as Cotton Cunningham, managing partner of Laser Law Firm, pointed out, it is incumbent upon all of us – lawyers and legal administrators – to not only work in the present, but also think of ideas that will create new business.

The evening was a success, due in part to the extensive work of the 30th anniversary committee. In fact, Committee Chair, Bev Eberle, has been nominated to lead the 35th anniversary event, which promises to be another wonderful celebration of our continued accomplishments and contributions to the legal profession.



Julia Strickland is the Business Manager for Cross, Gunter, Witherspoon & Galchus, P.C. (CGWG), where she directs management in the financial and administrative aspects of the firm's legal services and coordinates the law firm's three offices statewide. Julia holds certifications as a certified public accountant (CPA), certified management accountant (CMA), and certified legal manager (CLM). She is also a member of several associations that complement these designations, including the Association of Legal Administrators.

As an active member of the community, Julia has been involved in the Junior League of Little Rock for eight years, where she served as its President. Julia was recognized for her contributions and involvement by being honored as one of Arkansas Business' Forty under Forty in 2009.

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ALA Calendar of Events

- Oct. 12****Meeting**
- Oct. 19**.....**CCW Event**
- Oct. 19****Webinar Wednesday** **Focus on Profitability: Revenue Based Management**
- Nov. 9****Meeting**
- Nov. 1**....**Webinar Wednesday**....**Your Firm's Risk Insurance Needs: Professional Liability Coverage**
- Dec. 14****Meeting**

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Chapter Memories - 30th Anniversary Celebration



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Chapter Memof Yg



Master of Ceremonies Rex Nelson and Marilyn Miller



Terri Dickinson, Arkansas Chapter President-Elect and Perry Wilson, Panelist

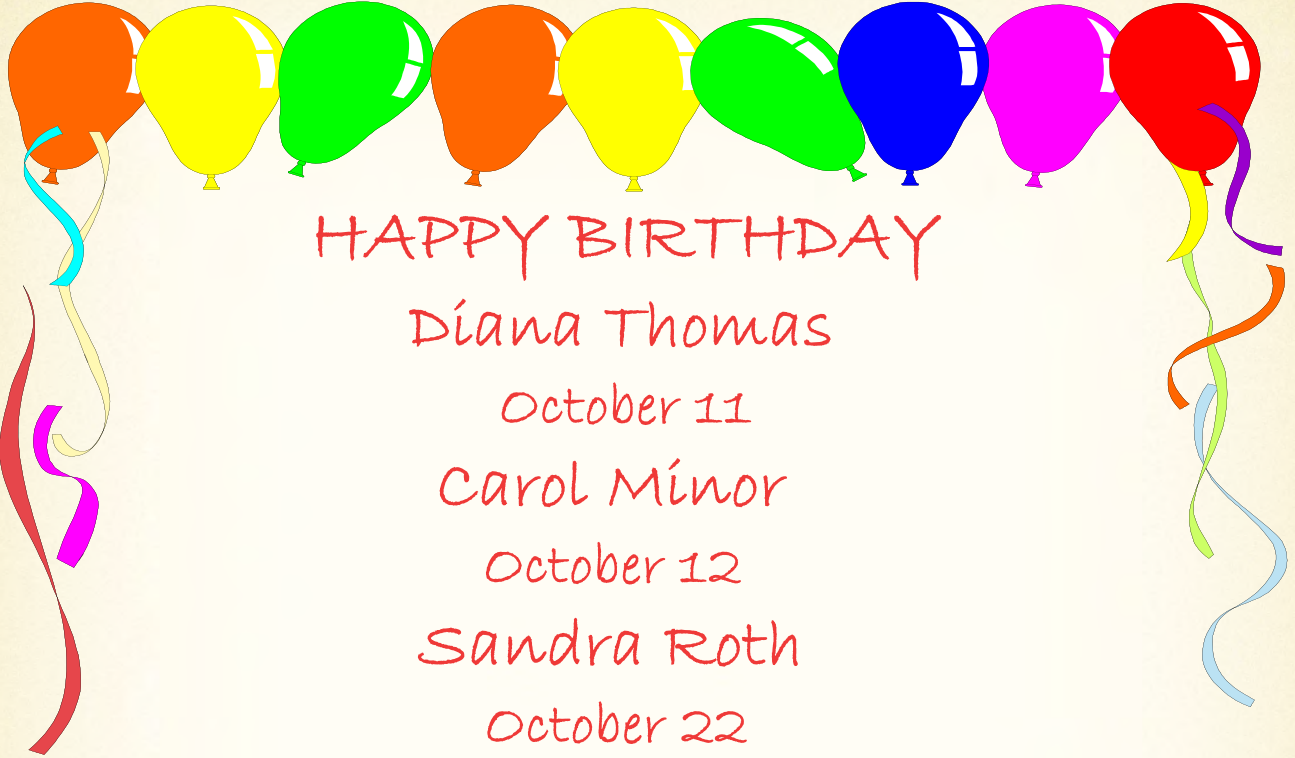


Arkansas Chapter of the Association of Legal Administrators' 30th Anniversary Celebration

"I just wanted to say how much enjoyed the dinner celebration last night. Y'all have it going on!!! That was really fun. I am glad that we can be a part of the Association. I have been and belonged to a lot of them, but you make a fun and informal meeting happen."

Richard Gulley, Standard Business Systems

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ALA'S MISSION

The Association of Legal Administrators' mission is to:

Promote and enhance the competence and professionalism of all members of the legal management team;

Improve the quality of management in law firms and other legal service organizations; and

Represent professional legal management and managers to the legal community and to the community at large.

ALA'S GOALS

The Association of Legal Administrators' goals are to:

Develop and deliver programs and products that will provide high-quality, competency-based education to members of the legal management team.

Improve and strengthen the flow of information to and from the members.

Enhance the services and benefits available to members.

Increase the visibility and credibility of the Association of Legal Administrators and its members in the legal community through effective marketing and communications and through partnering efforts with the bar and other law-related associations.

Retain and recruit members from all components of the legal management team.

Maintain the Association's strong economic base.

Increase diversity in the Association, in the legal management community, and in all legal service organizations.

Promote and continue an organizational structure which clearly and effectively allocates the policy and operational roles and responsibilities of volunteers and staff through Governance Policies that ensure that organizational resources are best-used to achieve the Association's Mission and Goals.



EDITORIAL NOTES

Co-Editors: Diane Smith and Marie Ray

Photographers: Carolyn Owen and
Donna Blacklaw

Editorial Board: Nancy Collins, Julia Strickland,
and Carol Minor

Special thanks to Steve Brooks of Fox Images for photographing the Arkansas River and the Little Rock skyline and permitting us to use the cover photo for our newsletter.

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