

The *Legal* Link

Arkansas Chapter News

Association of Legal Administrators

February 2009

FROM YOUR CHAPTER PRESIDENT,

Angelia Hadden...



Dear ALA Members:

Welcome to February! It seems impossible, but here we are.

At our February meeting, the board will present a proposed slate of officers. At that time, nominations can be made from the floor for the different positions and a vote taken. The new slate of officers and committee heads will assume office at our April meeting.

Also, the Scholarship Committee has met to determine what scholarships can be given to the annual and regional meetings. The recommendations will be presented for a decision and vote.



We hope to be able to draw for a \$2500.00 scholarship to the annual meeting in New Orleans. If you are unable to attend, please make sure someone knows to put your name in the hat if you are interested.

Look forward to seeing you February 11th.

Angelia



Skyline view of Little Rock, Arkansas



ALA Arkansas Chapter-February Meeting

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

When: February 11, 2009

Lunch: 11:30 a.m.

Meeting: 12:00 Noon

Topic: Wellness Program
Roundtable



Speakers: Diana McKeown, Mitchell Williams

Note: Validated parking in the Regions Bank Building parking deck.



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ALA Mission Statement

The Association of Legal Administrators' mission is to improve the quality of management in legal services organizations; promote and enhance the competence and professionalism of legal administrators and all members of the management team; and represent professional legal management and

April 2008– March 2009 Officers/Directors

Angelia Hadden, President
Friday, Eldredge & Clark
(501) 376-2011
ahadden@fec.net



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



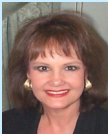
Nancy Collins, Vice-President
Mitchell, Williams, Selig, Gates
& Woodyard
(501) 688-8800
ncollins@mwsqw.com



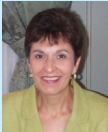
Terri Dickinson, Secretary
Barber, McCaskill, Jones
& Hale
(501) 707-6121
tdickinson@barberlawfirm.com



Carolyn Owen, Treasurer
Gill Elrod Ragon Owen
& Sherman
(501) 376-3800
carolyn@gill-law.com



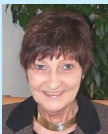
Pat Campbell, Immediate Past
President
Anderson, Murphy & Hopkins
(501) 372-1887
pcampbell@amhfirm.net



Mary Coney
Director (2008-09)
Arkansas Insurance Department
(501) 371-2600
mary.coney@arkansas.gov



Carol Minor
Director (2007-09)
Lax, Vaughn, Fortson,
McKenzie & Rowe, P.A.
(501) 376-6565
cminor@lvfm.net



Region 4 Director
Thomas H. Ivey, Jr., CLM
Crain Caton & James, PC
Houston, TX
tivey@craincaton.com



National President
Wendy Rice-Isaacs
Vorys Sater Seymour
& Pease, LLP
Cleveland, OH
wriceisaacs@vorys.com



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Silver Partnership opportunities are still available.

Please contact Bonnie Vickery at bvickery@mwsqw.com for more information on how
your company can benefit from partnering with our 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.



We value your comments/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 Julia Strickland, Newsletter Editor at jstrickland@cgwg.com. The Legal Link editorial team consists of Pat Campbell and Julia Strickland. 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. Reprint of articles contained in this newsletter requires the written permission of the Editor of the *Legal Link*.

February 2009 Calendar

6-7

ALA —Regional Team Orientation

Place: Hyatt Deerfield, Deerfield, IL

Contact: [Nicole Larson](#), ALA Headquarters

16

Presidents' Day, ALA Headquarters Closed

18

ALA Webinar—Leaves of Absence

Speakers: Keith Harrison, Crowell & Moring and Martha Youngblood, Finnegan, Henderson, Farabow, Garrett & Dunner LLP

Contact: [Rosemary Shiels](#), ALA Headquarters

New Orleans
GET JAZZED!

**38th Annual Educational
Conference and Exposition
May 18-21, 2009**

**New Orleans Memorial Convention Center
New Orleans, LA**

Note: The Conference Preview brochure will be mailed to all ALA members in January 2009. More information coming soon—stay tuned!



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to be a part of ALA!*

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ALA PROFILE OF THE MONTH

Our ALA profile of the month is...

TONI BEASLEY



ALA Position: Regions 4 Project Officer

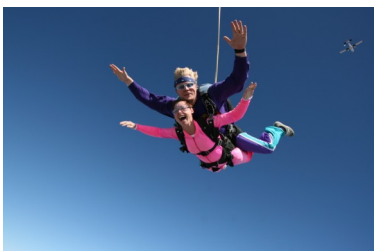
Firm and Title: Andrews Kurth LLP—Austin Office Administrator

Family: My husband, Byron and I have been married for over 23 years, and have a combined family of 4 children and 4 grandchildren (all boys). All of our children and grandchildren live in Houston.

The thing I like best about being a legal administrator is: the novel challenges of every day. Just when I think I've got it all figured out, something new and complex lands on my desk. This job is definitely not boring!

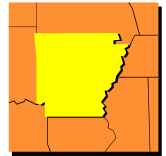
The hardest situation I have had to deal with was:

This is a very difficult question. I've dealt with situations that seemed insurmountable at first, but with the help of my peers in the Austin ALA Chapter, the resources from ALA, and the leaders of my Firm I have always been able to get to a reasonable, if not favorable, resolution. As I write this response; however, I am now thinking that the hardest situation I had to deal with was my move to Austin in 2003. My Firm's Austin office brought in a group of new attorneys that resulted in exponential growth for the office overnight. The decision was made that an onsite Office Administrator was needed. I was offered the position and moved from Houston to Austin within a few days. The next several months were difficult. We put our house in Houston up for sale, our children were away at college, my husband was working for a client in Chicago, and I was living in an apartment in Austin. The best thing I did during that time was to join the Austin ALA Chapter. Not only was the Austin ALA Chapter a great resource in the local legal community, they became very good friends. That was my first step in the right direction. My office grew to 25 attorneys in 2003, and we now we have grown 42 attorneys. My husband and I love our life in Austin. My most difficult situation became one of my best!



WHAT'S NEW???

From Around the State...



DON'T MISS OUT! The Arkansas Chapter will select one lucky member to receive a full scholarship to the 2009 ALA Annual Conference in New Orleans this May. You must be present at the next local chapter meeting for a chance to win. *Good luck!*

Future ALA Leadership

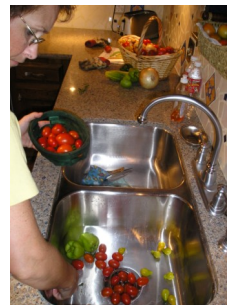
Your Nominating committee has been hard at work selecting members to serve our chapter for the 2009-10 year. The slate of officers and committee chairs will be revealed soon. Thank you to the members of this committee for their service. Members include Angelia Hadden, Bonnie Vickery, Pat Campbell and Julia Strickland.

Check out our state's ALA website anytime at www.arkansasala.com!

ALA profile of the month continued....

Why you like being a member of ALA

is: that ALA provides excellent resources on almost any topic you encounter as a legal administrator. While the information provided through the website and publications is so helpful, the members themselves are the best resource. One of the reasons I believe the conferences are so successful is the combination of the ALA resources of speakers and members all in one place. I have also been very fortunate that the leadership and members at the International, Regional, and local level have given me support, comradeship and friendship.



My Harvest

The best advice I've received from a fellow legal administrator is: to join ALA!



Fish Fry

When I'm not at work, I like to: garden and fish - it's like meditation to me. When I am looking for something with a little more action I like to play tennis and, once in a while, skydive.

My plans for the next 10 years include: enjoying my life - my family, friends, and continuing my career with ALA and Andrews Kurth LLP.

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 Create the *extraordinary*



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TAKE 10 FOR TRAINING

Question of the Month

From the Legal Management Resource Center (LMRC)
Each month, ALA will post a commonly asked question in the industry. A short summary of the answer will be provided, along with links to content in the Legal Management Resource Center (LMRC) where you will find many resources that will address the question posed. Please contact jdouglas@alanet.org with a question you have for LMRC Question of the Month.

Question:

Is the Behavior of Your Staff a Reflection of the Firm's Culture and Policies?

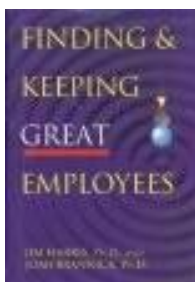
Click [here](#) for the answer!



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.

Dig into a Good Book

Finding & Keeping Great Employees



Great employees are those who match the culture of the law firm for which they work and whose personal values align with the firm's core purpose. Discover how your firm's operational excellence, customer service, innovation and spirit are directly linked to finding, keeping and motivating the best people in your office.
Author: Jim Harris and Joan Brannick. 222 pp.

ALA Member: \$18.00

To order your copy today, click [here](#).

Basics About Employee Motivation (Including Steps You Can Take)



By: Carter McNamara
Library of Management Assistance Programs

Clearing Up Common Myths About Employee Motivation

The of motivating employees is extremely important to managers and supervisors. Despite the importance of this topic, several myths persist—especially among new managers and supervisors. Before looking at what management can do to support the motivation of employees, it's important first to clear up these common myths.

To read this article in its entirety, click [here](#).

DIVERSITY CORNER



DiV^{ers}ity Means Business

Law firms must adapt to constant demographic and cultural change, and legal administrators can play major roles in emphasizing the importance of diversity and using it to their firms' advantages.

The minority population is increasing, in turn, creating diversity among clients, business associates and even your employees. To continue gaining clients and revenue, law firms need to adapt to demographic and cultural change—and legal administrators can play major roles in making it happen.

To read this article in its entirety, click [here](#).

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DEPOSITIONS TO TRIAL NOTEBOOKS...AND THEY GET IT
RIGHT EVERY TIME..." RAMONA BOYCE, PARALEGAL*



Leaves of Absence: It's a Spaghetti Maze

February 18, 2009

11 a.m. - 1 p.m. Pacific | 12 noon - 2 p.m. Mountain | 1 - 3 p.m. Central | 2 - 4 p.m. Eastern

It sometimes seems like a spaghetti maze. Managing employee leaves of absence sometimes creates a complicated legal web that involves The Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), workers compensation laws and group disability benefits. This is an area of the human resources and the law where the only constant is change. During this Webinar, the presenter will focus on some of the new leave requirements and how they may impact your firm and employees. After participating in this program, attendees should be able to:

- Discuss the new family military leave requirements
- Explain the proposed amendments to the FMLA regulations
- Identify the developments in the law of reasonable accommodations
- Manage the increasingly complex interplay between the FMLA and the ADA

Speakers:

Keith J. Harrison is a Partner in Crowell & Moring's Washington, D.C., office, focusing on employment disputes. He has been successful in numerous employment discrimination trials and argued a broad range of issues before appellate courts.

Martha B. Youngblood is the Director of Human Resources and Administration at Finnegan, Henderson, Farabow, Garrett, and Dunner LLP, an intellectual property law firm with more than 300 attorneys in eight U.S. and international offices. She has more than 25 years of experience in Human Resources, is an active ALA member and is chair of the 2009 ALA Annual Conference Committee.

Contact: [Rosemary Shiels](#), ALA Headquarters



Stu's Views

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I need a really good excuse...
Do you think you can eat 200,000
pages of discovery?

*** GOLDEN BUSINESS IDEAS ***

V-Day Etiquette in the Workplace

By: Lisa W.

It's Valentine's Day, and a great way to celebrate the holiday is by giving gifts to your colleagues. However, when you mix Valentine's Day, the day of love, with the workplace, things can get a little awkward. It's possible to avoid the potential awkwardness of Valentine's Day while still celebrating it at the office by giving non-personal, similar gifts to each of your colleagues and your boss. Here are just a few fun and easy ideas:

Homemade Cookies

Homemade Valentine's Day cookies for your colleagues will always be well-received because they're tasty, thoughtful, and comfortably casual. Make red and pink heart-shaped sugar cookies, put them on individual plastic red dessert plates, and make sure you bring enough plates to the office for everybody.



Flowers for the Office

A Valentine's Day gift for your whole office rather than for your colleagues is also a great option. If you like flower arranging, you could volunteer to create a beautiful Valentine's Day bouquet for the break room or receptionist's desk. Store-bought flowers are okay, too, and you can find some beautiful arrangements for the office at Flowers.com



Gift Cards

If you're a high-level exec at your company, Valentine's Day gift cards for your colleagues and employees is a present everyone will love. Buy one generic gift card for each person good towards movies, a nice restaurant, or Starbucks. You'll gain respect with this gift, and you might be able to right it off as a company expense.



These gifts are all guaranteed to give you and your colleagues a fun and festive Valentine's Day experience. Whatever you give your colleagues for Valentine's Day, just make sure you stay away from the presents described [here](#).

February is here and it's time to update your calendars for these special days during this cold month!

- February 1 (Sunday), **Super Bowl**
- February 14 (Saturday), **Valentine's Day**
- February 16 (Monday), **President's Day** (U.S.)
- February 22 (Sunday), **Academy Awards**
- February 24 (Tuesday), **Mardi Gras**
- February 25 (Wednesday), **Ash Wednesday**

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