

# The *Legal* Link

Arkansas Chapter News

Association of Legal Administrators

July 2009

## FROM YOUR CHAPTER PRESIDENT,

**Julia Strickland...**



Developing collaborative partnerships with other legal groups is an effective way to promote our organization in the community. Collaboration helps educate others about our purpose and in turn, enhance our careers by learning more about theirs. In just two months, our chapter will have partnered with three other organizations to do just that. In June, eight members volunteered their time to assist the Arkansas Bar Association with their annual meeting in Hot Springs. During our July meeting, Cathy Underwood, a Paralegal Instructor at Pulaski Technical College, will provide an educational session on legal technology. And recently, NALS approached our chapter about promoting educational enrichment within the community through a CLE seminar for fellow legal support professionals.

The unstable economy has caused nonprofits such as us to focus more efforts on combining with other organizations to maximize resources and to complement each other's capabilities. Valuable knowledge exists in these other groups, where their different environments tend to teach us diverse skills and competencies. As a result, we become a stronger organization, achieving collaboratively what we could not achieve alone. I encourage each of you to embrace the relationships we are developing with the ABA, Pulaski Tech and NALS to strengthen our presence in the legal community and accordingly, your presence as a Legal Administrator.

Julia

P.S. Have a safe and memorable 4<sup>th</sup> of July weekend!



*Skyline view of Little Rock, Arkansas*



### *ALA Arkansas Chapter-March Meeting*

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

**When: July 8, 2009**

**Lunch: 11:30 a.m.**

**Meeting: 12:00 Noon**

**Topic: Legal Training w/  
Real-time on-line Technology**  
**Speaker: Cathy Underwood, Paralegal  
Instructor, Pulaski Tech**



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



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### ALA Mission Statement

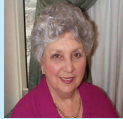
The Association of Legal Administrators' mission is to improve the quality of management in legal services organizations; promote and enhance the competence and professionalism of legal administrators and all members of the management team; and represent professional legal management and

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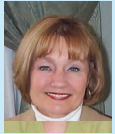
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Silver Partnership opportunities are still available.

Please contact Bonnie Vickery at [bvickery@mwsqw.com](mailto: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](mailto: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 Mary Coney, Newsletter Editor at [mary.coney@arkansas.gov](mailto:mary.coney@arkansas.gov). The Legal Link editorial team consists of Pat Campbell and Julia Strickland. Clip art located in this newsletter is furnished by [www.fotosearch.com](http://www.fotosearch.com).

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## TWEETLAW FACILITATES NETWORKING FOR LEGAL PROFESSIONALS

Members of the legal community who use the Twitter online communication service now have a way to “tweet” about legal issues and news. Using TweetLaw.com will allow Twitter users to network with and follow attorneys, paralegals, legal librarians, court reporters, legal journalists and, more. Users can read tweets categorized by legal specialty, or peruse all legal tweets at once.

 [Read more](#)



### *Mark Your Calendars!*

#### **Region 4 Educational Conference**

October 2-3, 2009

Crowne Plaza Riverwalk Hotel

San Antonio, TX



Click [here](#) to register!

### JULY 4th IS INDEPENDENCE DAY REMEMBER, AND BE SAFE



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# Deborah Coop

## ALA GOLD MEMBER

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# SHARP

**COMING NEXT MONTH  
NEW ALA LOGO**

**Our ALA member  
profile of the  
month is...**

**BONNIE  
VICKERY**



**ALA Position: Secretary**

**Firm and Title: Mitchell, Williams, Selig,  
Gates &Woodyard, Human Resources  
Director**

**How long have you been with the ALA: 17  
years.**

**My family consists of: My husband Wayne,  
daughter-Alyson and son-Jesse.**

**My favorite decade was: The 1980's.**

**My worst fashion mistake: Navy shoes with  
black pants.**

**My first car was a: 1972 Volkswagen Beetle  
Zoom, Zoom**



**The last book I read was: "Beautiful Boy" by  
David Sheff.**

**The people I would most like to have dinner  
with are: Wayne, Alyson and Jesse.**

**The person who has had the most influence  
in my life: My Mother (she keeps me cen-  
tered).**

**Bonnie**

**got clm?**

**INTERESTED IN TAKING THE NEXT STEP?**

A CLM Study Group will assist you when planning to take the CLM certification exam and provides continuing legal education for ALA members of the Arkansas Chapter.

**What is the value of participating in a Study Group?**

Attaining and maintaining the CLM designation is designed to be a continual process of gaining experience and knowledge. In one's attempt to attain the CLM designation, it is important to focus on the process as opposed to merely absorbing the facts that will ensure a passing score on the exam. Many who have participated in CLM study groups have either not chosen to take the exam or have not passed, but will attest to the fact that the study group experience was invaluable to their individual professional development and confidence in their role as legal administrator.

Participating in a study group provides opportunities for:

- Sharing of knowledge and experience
- Sharing of resources
- Guided study
- Scheduled study times
- Camaraderie
- Affirmation of the value of the profession

The potential to establish a network of colleagues that will be a resource long after the study group has concluded

If you are interested in studying for the exam or just want to gain the knowledge and networking through a group study, a CLM Study Group is for you. Contact Julia Strickland at (501) 371-9999 or email [jstrickland@cgwg.com](mailto:jstrickland@cgwg.com). Once we've determined how many individuals are interested in pursuing a study group, we can determine the time and location to meet.

**(See page 7 for more information.)**

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## Alternative Work Arrangements

11 a.m. – 12:30 p.m. PT; Noon – 1:30 p.m. MT; 1 p.m. – 2:30 CT; 2 p.m. – 3:30 ET

Wednesday, July 15, 2009

*Is working from home the right choice for your firm?*

If your firm is considering offering [alternative work arrangements](#), this is a Webinar you will want to attend. Stay in the convenience of your office and gain important information for your employees.

- Discuss the legal issues involved for the law firm when employees work from home, including Fair Labor Standards Act (FLSA), worker's compensation, safety, etc.
- Construct technology policies that will protect their firms' data and safeguard the confidentiality of client data
- Estimate the impact on their firms' finances, such as overtime, tax issues, and office space Considerations
- Members register [online](#) for \$169.

About the speakers:

**Jeannie Foster** is the Human Resources Manager for Bryan Cave, LLP in St. Louis, MO.

**Lori A. Johnson** is the Chief Human Resources Officer for Bryan Cave, LLP, in St. Louis, MO. Johnson presented this session to a large audience at the 2009 ALA Annual Conference in New Orleans and was a top-rated speaker with high evaluations and strong comments.

*HAPPY BIRTHDAY*

Barbara Bennett

July 17



Members from left to right are: Nancy Collins, Bev Eberle, Carolyn Owen, Angelia Hadden, Carol Minor and Julia Strickland.

The Arkansas Chapter provided support to the 2009 Arkansas Bar Association Conference in Hot Springs, Arkansas.



From left to right: Carol Minor and Julia Strickland

The Arkansas Chapter was awarded the "2009 Presidents' Award of Excellence Silver Certificate of Achievement" at the Awards Reception at the Annual ALA Conference in New Orleans in May. To achieve this award, ALA chapters must meet criteria in several categories throughout the year that are set by ALA and designed to help chapters to be well-rounded and carry out ALA's mission and goals. Thanks, Angelia, for your guidance and leadership in achieving this honor during your reign as President of our chapter.

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## CLM COMPETENCY QUESTIONS



**Don't let your career  
fall into a recession**

Regardless of the stage in your career, earning the [Certified Legal Manager \(CLM\)<sup>SM</sup>](#) designation adds a valuable dimension to your professional development and is an investment in yourself and in the future of your organization. [Learn more](#) about upcoming CLM exam dates and application deadlines. **(No fair scrolling down for the answers.)**

1. In order for a firm to manage client representations effectively, and fulfill its duties to existing and former clients, when should conflict of interest checks on new work be performed?
  - a. As soon as the details of the substantive facts of a new matter are known to the firm.
  - b. Once it is clear that work underway will become known to third parties.
  - c. As soon as the client and subject matter are identified and before any work is undertaken.
  - d. Once the client and the firm agree that work is progressing satisfactorily.
  
2. What do modified cash basis financial statements reflect?
  - a. Fees receivable and accounts payable on the balance sheet.
  - b. Prepaid expenses and accrued fringe benefits on the balance sheet.
  - c. The value of unbilled time on the balance sheet.
  - d. A bad debt expense on the income statement when it is determined that fees for services will not be collected.
  
3. When being fair and impartial is more important than the specific outcome of a disagreement, how should an administrator settle the conflict?
  - a. By defining a solution and convincing the parties to agree.
  - b. By ignoring the situation and letting the conflicting parties develop a solution.
  - c. By using an objective rule such as a coin flip.
  - d. By choosing the side which seems to be the most correct and convincing the other party to agree.

Answers:

1. C
2. B
3. C





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