

AALS - The Association for Arkansas Legal Support Professionals

Member of NALS, the association for legal professionals

THE INFORMER



Volume XXXVII, No. 1 – August, 2010

Table of Contents

President's Message, Judy Davis	3
Report of President-elect, Cheryl Summerhill, PLS	5
Report of Scholarship Chair, Allison Streepey, BA, PLS	5
Report of Chapter Achievement Chair, Marie Schoenfeldt, PLS, CLA	7
Report of Publication Director, Rita Thatcher, CPS, ALS	7
Report of Ways and Means Chair, Danny Looney	7
Report of Garland County LSP State Director, Marie Schoenfeldt, PLS, CLA	8
Report of Greater Little Rock LSP State Director, Ann Simmons,	8
Basic Legal Training Course Announcement	9
Report of Jefferson County LSP State Director, Dot Griffin, PLS	10
Report of NEALS State Director, Michelle Grilletta, PLS	10
Report of NWALSP State Director, Kim Wiles	11
Report of Saline County LSP State Director, Sue Holder, PLS	11
Report of White County LSP State Director, Danny Looney	12
NALS News – Promo of John Maxwell's New Book	13
Fall Business Meeting Flyer	15
Notice and Call to Fall Business Meeting	16
Registration Form for Fall Business Meeting	17
Certification of Election of Alternate State Director	18
Minutes of Spring Business Meeting	19
 <u>CLE Section:</u>	
<i>All Aboard</i> , by Marvalene M. James, PLS	22
<i>Vocabulary</i> , by Allison Streepey, BA, PLS	24
<i>Creating Custom Action Rules</i> , by Linda Adair, PLS	25
<i>Can I Carry A Gun</i> , by Q. Byrum Hurst, Jr., Esq.	26
<i>What's Your Attitude</i> , by Marie Schoenfeldt, PLS, CLA	27
<i>Real Estate Quiz</i> , by Marie Schoenfeldt, PLS, CLA	28
<i>Up</i> , Submitted by Janice Miller, PP, PLS, CPS	29



The Captain's Log

These are my first notations in the Captain's Log. I want to start by telling all of you how excited I am to be your captain/leader this year. The "Passport to the Future" theme has been accepted with lots of enthusiasm by all. Each of AALS local chapters seems to be on board AALS Flight 2-0-1-0, and travelling around AALS country, sharing the news of AALS, and having fun doing it. That's what it's all about – working hard, but having fun doing it. I have been getting reports from some of the chapters on their activities, and telling me about the monthly meetings. I would love to hear from each of the chapters on a monthly basis on all your activities.

What a great time we had in Jonesboro as we began our flight. Those NEALSP girls – WOW – they are the greatest when it comes to putting on a party. Congratulations to the winners of the awards this year. We are cruising along at a good altitude now. AALS members are having a great time as we make different stops along the way.

Our first stop after taking off from Jonesboro was the Retreat held the first weekend in June. The time we spent at Lake Point Conference Center in Russellville, Arkansas, was very relaxing and informative. The crew members who planned the Retreat did an excellent job. Thank you to Mimi Mangrum, who got the flight off the ground and then handed over the throttle to Stacie Givens-Allen, PLS, and her new CLEC committee. They did a great job of planning the CLE and activities for us. A special thank you to Janice Miller, PP, PLS, CPS and Linda Adair, PLS for finding such a great location for us to hold our Retreat. The downtime was good for all who attended. As we left Lake Point on our next leg of AALS Flight 2-0-1-0, we all said our goodbyes and departed for separate destinations.

AALS Flight 2-0-1-0 landed at the Arkansas Bar Association Annual Meeting on June 9 in Hot Springs, Arkansas. There was only a partial crew on board, but what a crew! A great BIG thank you to Kim Holcomb, stewardess in charge, and her crew for a job well done on the AALS Booth. AALS won first place in the booth decorating contest. Come to the Fall Business Meeting in Saline County when we will announce what we won!!! Also thank you to Janice Miller, PP, PLS, CPS and Linda Adair, PLS. They help every year with the registration desk for attorneys at the Annual Bar Meeting and always do an outstanding job of representing AALS.

On the next leg of our flight, eight of our crew landed in Pearl, Mississippi, on July 15 for the Region 6 meeting. The girls in Mississippi did a great job. We enjoyed getting to visit and renew our friendships with our Region 6 sisters-in-law. A special thank you to Kim Holcomb, AALS Marketing Director, for the AALS Ad in the program book. Kim, as always, you did an excellent job for us.

Everyone get your passports ready, and your bags packed to board AALS 2-0-1-0 for Bryant, Arkansas, when Saline County LSP will host the Fall Business Meeting September 17-18. I understand we will be landing in "Italy" for this part of our flight. This should be an exciting experience for all of us. Please see the Notice and Call for information on the meeting in this issue of *The Informer* and make your reservations early. Christy Wilson, our AALS webmaster, is giving the AALS website a whole new look. She will have some exciting news for us regarding our website when we arrive in Bryant. Thank you, Christy, for all your hard work in making it so much easier to navigate around on our website. I also want to thank Rita Thatcher, ALS, CPS, for putting *The Informer* information together and getting it to Christy for posting on the website. Rita, you are doing a great job for AALS.



Danny Looney, AALS Ways and Means Director, thank you for keeping us all informed of new ways to make money for our chapters and for AALS. As Danny has informed all of us, the AALS CAN project is easy money. Collect, crush, and sell. How easy is that. Thank you, Danny.

My flight crew is the best! Cheryl Summerhill, PLS, (Co-Pilot), is sending out membership information to the chapters on a regular basis. Please read this information, and put it into action with your chapters. We want to see an increase in passengers on AALS Flight 2-0-1-0. As you gain new members, please let Cheryl know so we can send them a big AALS welcome. Thus far, Cheryl has been my "right arm." She keeps me on the right flight path, trying to make sure I don't get off course. That is a full-time job. To the rest of my crew, Margaret Wilson, PLS (Flight Attendant), Stacie Givens-Allen, PLS (Crew Chief), Janet Gordon, PP, PLS (Security Officer), and Janice Miller, PP, PLS, CPS (Chief Navigator), I could not keep this flight cruising without all of you. I cannot thank all of you enough for what you do for AALS.

To my special advisor, thank you. Thank you to all of you who have given me advice, and who have volunteered to help in any way you can to make AALS a better organization. What a wonderful group of members!

AALS Flight 2-0-1-0 has just begun its journey. Please let your Captain and crew know what we can do for you to make your flight as comfortable and successful as possible. We are here to help you.

Judy Davis, President
AALS 2010-2011





AALS President-Elect/Membership Chair

By Cheryl Summerhill, PLS

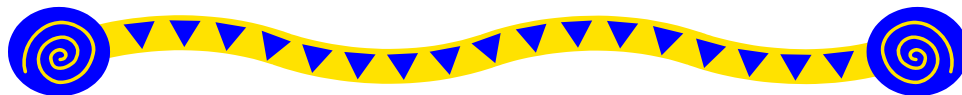
Membership rewards. What is a reward? It is a satisfying return or result; profit. How do **YOU** get rewards from your AALS membership? **YOU** should ask yourself these questions. Answers to NALS membership rewards are found at nals.org. Use the NALS website—it is a great resource and the NALS staff are always ready to lend a helping hand to **YOU**.

YOU are a member of AALS. What can **YOU** do to increase membership in your chapter? What do **YOU** do to maintain and increase membership in your chapter? Do **YOU** ask members what type of education they would like to have? Have **YOU** considered holding the NALS Basic or Advanced Legal Training Course? Have **YOU** volunteered to be a speaker? Have **YOU** organized a study group to prepare for PP/PLS/ALS exams? Have **YOU** contacted non-renewed members from the past year? Have **YOU** contacted attorneys to see what areas of training their support staff needs? Have **YOU** shown attorneys what benefits they can give by their support staff being a member of AALS? Have **YOU** done your part as a vital member of your chapter?

The AALS mission statement for membership is to increase retention and the recruitment of new members. Are **YOU** doing your part to fulfill the AALS Mission Statement? Start today!!

I am so very proud of **YOU**, the members of AALS. This is **YOUR** association. The actions of our membership show me that **YOU** care about this organization. Now is the time for **YOU** to go to work for AALS. To do this, we need more and more participation from **YOU**. That means more members and more involvement of our current members. AALS leaders continue to seek feedback from **YOU**. **YOU** bring a special contribution to our association.

I challenge each chapter to sponsor a membership function. A new membership competition will begin with the fall business meeting! I urge each local membership chairman to begin planning a membership event before 2010 ends (which is fastly approaching!), and I urge **YOU**, each chapter member, to get involved in the planning and hosting of this function. **YOU** can do it!!!



Report of Scholarship Chair

By Allison Streepey, BA, PLS

The 2010 AALS Mada L. Larmore Grant and Scholarship Awards are based on scholastic achievement, extra-curricular activities, leadership, character, ambitions, and financial need. This year we had a number of excellent candidates. Each candidate was exemplary; however, our independent judges narrowed it down to two winners - one for the Scholarship and one for the Grant. Each winner demonstrated outstanding personal, academic, and career-oriented achievements, as well as public service from the heart. The Judges were Ms. Caran Curry, attorney, who works with the City of Little Rock, Mr. Bryan Poe, Assistant Director of the Election Commission for Pulaski County, and Dr. Judy Garrett, Professor, and Director of the Teaching Scholars Program of the UAMS Educational Development Department.

Ms. Neelam Vyas, of Little Rock, was awarded the \$500.00 Mada L. Larmore Scholarship at the AALS Annual Meeting. Ms. Vyas has gone from co-editor of the Central High yearbook, to

Governor's School, to representing Little Rock as a Youth Ambassador in the sister city of Newcastle, England. She is also a member of Audubon Arkansas, mentors abused children at the Little Rock Boys and Girls Club, and is the Youth Coordinator of the Friends of India Society and the Vedanta Society of Arkansas. Recently she has performed modern Indian dances at events such as *Earth Day*, *Worldfest*, and *The Greek Food Festival*. Neelam has also worked in all technical areas of video production for two public service announcements and a seven-minute curriculum promotion film. She signed with the Excel Modeling Agency and was the Keynote Speaker and Panel Member of the State Education Technology Directors Association Meeting in Washington, D.C. She also happens to be Janice Miller's granddaughter!

Ms. Candyce Morgan of Jonesboro was awarded the Mada L. Larmore Grant at the AALS Annual Meeting. Ms. Morgan is pursuing a Bachelor's Degree in Performing Arts and has been accepted at Arkansas State University. She was recently selected as an elite member of the All-State Choir and was also named All-Star Dancer by the Arkansas Activities Association. She is a member of her high school dance team, which won the state championship all three years of her high school career, and she has also performed in many musical productions. In her free time, she visits sick children in the hospital, is active in her church, and started her own children's party entertainment business where she dresses as storybook characters. Ms. Morgan accomplished all this while working part-time in retail and maintaining an exceptional grade point average.

	
<p>Candyce Morgan of Jonesboro Mada L. Larmore Grant Winner</p>	<p>Neelam Vyas of Jonesboro Mada L. Larmore Scholarship Winner</p>

(Editor's Note: Ms. Vyas sent AALS a thank-you note, but due to technical difficulties I was not able to insert a copy of her original note. However, here is what she wrote.)

Dear Ms. Davis (and AALS),

Thank you sincerely for considering me for the Mada L. Larmore scholarship. I was honored to receive it and to be invited to the banquet. I really enjoyed meeting everyone there and learning about AALS! Again, thank you.

Sincerely, Neelam Vyas

Report of Chapter Achievement Chair

By Marie Schoenfeldt, PLS, CLA

Several amendments to the rules for the Chapter Achievement Award have been prepared and submitted to the parliamentarian. The current rules and forms have been e-mailed to everyone. If any of the amendments are approved and will apply to this year's Award, I will send everyone new forms.



Report Of Publication Director

By Rita Thatcher, CPS, ALS

The rules for the AALS Publication Competition were sent to all chapters on June 29. Although no changes will be made this year, I have proposed some future changes to this competition, because only a few chapters publish a newsletter. I believe this will be discussed at the Fall meeting in Bryant.



Report Of Ways and Means Chair

By Danny Looney, White County LSP

First, let me thank each and every member who has been saving those cans. Since April of this year AALS has made \$70.00 from the sale of cans. You may think that it is ONLY \$70.00, but did you know that one of AALS' local chapters also got half of that amount? Greater Little Rock, Saline and White County chapters have been collecting cans. So now, I challenge the other remaining chapters to start collecting cans and encourage those who are now collecting to keep up the good work! It is an easy way of building your local and state treasuries.

I sent emails regarding chapters hosting Pampered Chef FUNdraisers. White County has hosted several and has made several hundred dollars with very little effort. I suggest that you discuss this at your next local business meeting—it is a fun and easy way to make money.

As your Ways and Means chair it is my duty to think of creative ideas of raising money for the state and local chapters. Mimi Mangram with NEASLP is now a Silpada Designs Jewelry representative, who has jewelry for both women and men. Mimi has graciously offered to split her profit with any chapter that wishes to host a jewelry party.

And remember to use Goodsearch.com when searching the web, AALS makes money from your searches!

Report of Garland County LSP

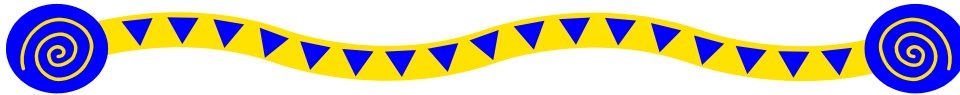
By State Director Marie Schoenfeldt, PLS, CLA

What a great time in Jonesboro! All of our members were thrilled with the awards we brought back and especially with our own Kim Holcomb receiving the Award of Excellence. No one deserves it better!

Since the annual meeting, we sponsored a membership luncheon (Wendy Allen, membership chairman, did a great job); have attended the Law Day luncheon; sponsored an "American Bandstand" dance to raise money for Meals on Wheels; and set up and attended AALS booth at the State Bar Association Meeting.

Wendy and I attended the Leadership Conference and Retreat.

We are preparing the way to host a "Nuts & Bolts" seminar in September.



Report of Greater Little Rock LSP

By State Director Ann Simmons

Greater Little Rock is offering the NALS Basic Legal Training Course this fall. See the announcement on the next page. Please post this announcement in your office and/or pass it along to anyone who may be interested. We are pleased to announce that the Association of Legal Administrators is once again offering a scholarship for this course. If you know of anyone taking the course who would be interested in applying for this scholarship, please have them contact Margaret Wilson or Rita Thatcher for an application form.

NALS Legal Training Course - Basic

Sponsored by:

Greater Little Rock Legal Support Professionals

Greater Little Rock Legal Support Professionals is offering a study course for legal support staff using *The Basic Manual for the Lawyer's Assistant* textbook and its accompanying student study guide.

Classes will be held Thursday evenings from October 7, 2010, through February 17, 2011, from 5:30 to 8:00 at the offices of Arkansas Blue Cross and Blue Shield, 6th and Gaines, Little Rock, Arkansas. The cost will be \$200 for NALS members and \$225 for non-members. The Association of Legal Administrators is offering one scholarship to this course; if anyone is interested in applying for this scholarship, they should notify Margaret Wilson as indicated below.

Classes will be taught by attorneys, judges, certified legal assistants or secretaries, certified paralegals, or persons with expertise in a particular field. All classes focus on skills needed by lawyers' assistants. A Certificate of Completion will be awarded to all who attend at least 80 percent of the scheduled classes and obtain a passing grade of 70 percent or better on the final examination.

The course is directed to support staff who are new to the legal field or who specialize in a particular area of law and would like to expand their knowledge in other areas, as well as those with experience in the legal field who would like to brush up on their skills. The Basic Legal Training Course is excellent preparation for the examination for certification as a legal secretary (ALS). Applications for the examination will be available to course participants.

For Course Information Contact:

Greater Little Rock Legal Support Professionals

Margarett Wilson, PLS – 501-378-7870

legalsecl@sbcbglobal.net

REGISTRATION DEADLINE IS SEPTEMBER 1, 2010, SO DON'T DELAY!

Report Of Jefferson County LSP

By President and State Director Dot Griffin, PLS

Things are slow here in Jefferson County. We haven't accomplished much but we still have high hopes.

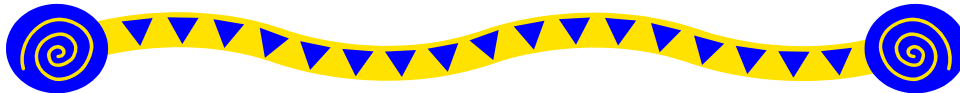
I must confess that I have been extremely busy with family matters. My husband has been dealing with a chronic back problem. He has had three injections since March. I am thinking surgery is in his near future. My grandson, Bobby, is doing fine since his surgery for a brain tumor in April. He is presently having radiation treatments and has only four more weeks to go and then will be reevaluated. He is looking forward to celebrating his 30th birthday in September.

I was in a minor auto accident on July 19th when a young lady decided to rear end me while I was stopped at a red light. No major injuries (just aggravation of pre-existing problems) or damage to my car.

A former member and my granddaughter, Stephanie Sweet and her husband, Acie, welcomed their first child, a son, on June 17th. His name is Laken Trice Sweet and he weighed in at nine pounds.

James and I are planning to take a long awaited and much needed vacation soon. After that, we will see what God has in store for us next.

God bless you all.



Report Of NEALSP

By State Director Michelle Grilletta, PLS

Now that Belinda Penn, PLS, has taken the President's position of NEALSP, it is my honor to represent our members at state meetings.

Since our last report, the 2010 AALS Annual Meeting has been held and NEALSP members have taken a well-deserved rest but not for too long. We have been using our passports to visit different countries for business meetings and different states for our continuing legal education sessions. Our passports are filling up!!

Belinda Penn, PLS, and Sharon Davis, PLS, ventured to the leadership retreat and reported that the meeting was very educational and very much fun. Belinda and Sharon also attended the Region 6 meeting in Pearl, Mississippi, and again reported a very educational meeting along with lots of fun, too.

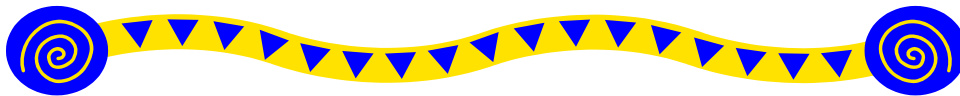
Hope to see all of you at Fall Business Meeting.

Report of NWALSP

By State Director Kim Wiles

The Northwest Arkansas Legal Support Professionals installed their Chapter Officers for 2010-2011 in a ceremony on Thursday, August 12, 2010, at the offices of Quattlebaum, Grooms, Tull & Burrow, in Springdale, Arkansas. Executive Committee members from AALS were in attendance as Shelley Jackson became President, Pat Cooper became President Elect, Deana Duncan became Secretary/Treasurer, and Kim Wiles became State Director.

NWALSP invites you all to come and visit us anytime. Our regular business meetings are on the second Thursday of each month.



Report of Saline County LSP

By State Director Sue Holder, PLS

Since last report Martha and I attended annual meeting in Jonesboro. It was a good meeting and we congratulate our new officers, directors and committee members on their election and nominations.

In May we participated in the US Postal Service "Stamp out Hunger" food drive where we hung our bags of food on our mail boxes for our postman to pick up.

In June Dianne Meriweather and Martha Cox attended the AALS Leadership Retreat held in Russellville on June 4 and 5 and reported a good turnout and good meeting. This was the first time Dianne had attended a retreat but I understand it won't be her last. Our June meeting was held at the Boswell Law Firm in Bryant. With June 14 being Flag Day, it was only fitting to have Waylon come speak to us about folding, displaying, and burning, what each fold of the flag represented, what the 21-gun salute meant, and more. It was very informative and we thank Waylon very much.

Our member, Nichole Anderson, and Jason Edwards were married on June 5, 2010, in Greers Ferry at Jason's parent's home. It was a beautiful wedding. They are at home in Conway. Nichole is working in Benton for Thomas Burns at the present time. I, for one, am really glad she is back in Benton.

In July we held our Bosses' Appreciation Luncheon at The Great Wall of China in Bryant, with four bosses, two guests, and five members present. Donna Holloway, PLS was our hostess.

SCLSP is planning a brown bag seminar to be held on each of four Thursdays in September providing everything works out. We had previously planned to do this in June but it didn't work out.

SCLSP is looking forward to hosting the AALS Fall Board Meeting on September 17 and 18 in Bryant at LaQuinta Inn and the LaQuinta is in the same vicinity we were last year, on the same street with TaMolly's and IHOP. You'll see the sign when you get into Bryant.

Report of White County LSP

By State Director Danny Looney

HAPPY ANNIVERSARY WHITE COUNTY LSP! On July 10th White County LSP celebrated 30 years of continued support to AALS/NALS with a fish fry at the home of Cheryl Summerhill. Members in attendance were Phyllis Bridgeman, Linda Sullivan, Janet Gordon, Shirley Reid and Danny Looney. We were honored to have several past members attend, including Arzetta Rascoe (charter member), to wish us a "Happy Anniversary". Others in attendance included President Judy Davis, Doris Compton, and various spouses and significant others. Cheryl's husband, Wayne, fried the fish, and let me tell you, he did an outstanding job! A big thank you to Wayne for all you did to make our party the best! After the great meal and many trips down memory lane while we perused the history books of years past, Linda Sullivan, our lone remaining charter member, was presented a watch for her continued support to us and this association. On a personal note, Linda is an inspiration to me, as I am sure she is to the rest of the association. Thank you, Linda for all that you did, all that you do, and all that we know you will continue to do for us in the future--you are the best!

In April Cheryl Summerhill, Janet Gordon and yours truly, boarded our first flight of the year with other AALS passengers on flight 2010 to destination Jonesboro for the 2010 Annual Educational Conference and Business Meeting. While in Jonesboro, passengers Cheryl Summerhill received her co-pilot wings (President-elect) and Janet Gordon received her wings for flight attendant (Parliamentarian). While on our flight, White County won Chapter Achievement A, the President's award, and I won the Master Gardener award. While in flight, passengers from White County participated in CLE, business meeting and attended the president's reception, Awards Banquet, and installation ceremony. After attending the spring business meeting, White County passengers boarded for our return trip back to White County.

Our next leg on AALS Flight 2010 was on June 4th with members Cheryl Summerhill, Shirley Reid, Candy Johnson and me attending the AALS annual leadership retreat held in Russellville. During this flight, members participated in leadership meetings and had a great time with other AALS passengers. I had the honor of entertaining passengers in hopes of raising money for AALS by playing the piano and singing (badly), and thanks to the donations to try to get me to shut up :), I was able to raise \$12.00 for the AALS treasury.

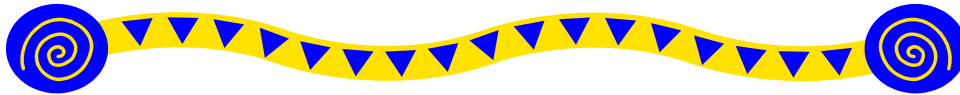
Passengers Cheryl Summerhill and I boarded another flight to Region 6 conference in Pearl, MS, in July. We had ten hours of CLE speakers, ranging from Domestic Violence, Sports Law, Tort and many others. While in Pearl, Cheryl and I had the opportunity to be seated with other AALS members in attendance. The weekend was full of learning, food, and socializing with other NALS and Region 6 members.

Since April, White County has held three legal education sessions. In May, at the law office of Paul Petty, members hosted an Italian themed pot luck, with our own Linda Sullivan presenting part one on Adoptions. June's legal ed, with a Mexican themed pot luck, was again held in Paul Petty's office with Linda Sullivan completing her Adoption topic. July's legal ed, with a picnic themed pot luck, was held in the White County Courthouse, with guest speaker Pat Hambrick, the White County Invested In Substance Abuse Eradication (WISE) coordinator.

In June, we pulled together to help a fellow associate in need. She and her family were safe, but she lost her home and all belongings in a house fire. Several members took various clothing and household items to her, and our chapter voted to purchase a Wal-Mart gift card for her. She was very appreciative of all that was donated and she is now interested in membership in our chapter.

On July 24, members assisted the White County Medical Center's annual Day of Caring at Harding University. A Day of Caring is a community-wide outreach program that is designed to help the uninsured and underinsured residents of White County. Free medical, dental and eye screenings are provided; additional services available include haircuts, immunizations and pap exams. Items such as school supplies, food, bibles, socks, underwear, diapers and personal care products are distributed. Various health screenings, such as blood pressure checks, and social service information are also provided, along with the 17th Annual Shots for Tots and Teens. White County contributes to this annual event with a monetary donation and personal volunteering.

White County holds our monthly business meeting the first Thursday of each month. During the past few months, we have been discussing our options for hosting the 2011 AALS annual meeting. We hold our legal ed sessions on the third Thursday of each month. At the beginning of this year, President Cheryl "exercised her presidential authority" and assigned each monthly legal ed session to a different member so that we can get a variety of topics and input for our educational purposes.



NEWS FROM NALS

Promo of John Maxwell's new book, *The Right to Lead*

The Kind of Leader Others Want to Follow

The key to becoming an effective leader is not to focus on making other people follow, but on making yourself the kind of person they want to follow. You must become someone others can trust to take them where they want to go. As you prepare yourself to become a better leader, use the following guidelines to help you grow:

1. Let go of your ego.

The truly great leaders are not in leadership for personal gain. They lead in order to serve other people. Perhaps that is why Lawrence D. Bell remarked, "Show me a man who cannot bother to do little things, and I'll show you a man who cannot be trusted to do big things."

2. Become a good follower first.

Rare is the effective leader who didn't learn to become a good follower first. That is why a leadership institution such as the United States Military Academy teaches its officers to become effective followers first – and why West Point has produced more leaders than the Harvard Business School.

3. Build positive relationships.

Leadership is influence, nothing more, nothing less. That means it is by nature relational. Today's generation of leaders seem particularly aware of this because title and position mean so little to them. They know intuitively that people go along with people they get along with.

4. Work with excellence.

No one respects and follows mediocrity. Leaders who earn the right to lead give their all to what they do. They bring into play not only their skills and talents, but also great passion and hard work. They perform on the highest level of which they are capable.

5. Rely on discipline, not emotion.

Leadership is often easy during the good times. It's when everything seems to be against you – when you're out of energy, and you don't want to lead – that you earn your place as a leader. During every season of life, leaders face crucial moments when they must choose between gearing up or giving up. To make it through those times, rely on the rock of discipline, not the shifting sand of emotion.

6. Make adding value your goal.

When you look at the leaders whose names are revered long after they have finished leading, you find that they were men and women who helped people to live better lives and reach their potential. That is the highest calling of leadership – and its highest value.

7. Give your power away.

One of the ironies of leadership is that you become a better leader by sharing whatever power you have, not by saving it all for yourself. You're meant to be a river, not a reservoir. If you use your power to empower others, your leadership will extend far beyond your grasp.

In *The Right to Lead*, you will hear from and read about people who have done these same things and earned the right to lead others. Because of the courage they found and the character they displayed, other people recognized their admirable qualities and felt compelled to follow them.

The followers who looked to these leaders learned from them, and so can we. As you explore their worlds and words, remember that it takes time to become worthy of followers. Leadership isn't learned or earned in a moment.

John C. Maxwell

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VACATION WITH AALS IN ITALY

(better known as Bryant, Arkansas)

September 17-18, 2010

PLAN YOUR TRIP NOW!

The next leg of your journey is the AALS 2010 Fall Business Meeting and Educational Conference. Your destination is Italy (a/k/a LaQuinta Inns & Suites, 408 West Commerce Street, Bryant, AR 72022). So, get those passports ready!

AALS is offering a vacation package to beautiful Italy (better known as Bryant, Arkansas). Your tour planners are AALS' Captain Judy Davis and her in-flight officers. Serving as local tour guides will be the members of the Saline County Legal Support Professionals. While in Italy (by way of Bryant), you will enjoy the following excursions:

Friday, September 17

5:30 - 7:00 p.m.

Registration - finger foods and snacks will be provided.

7:00 - 8:00 p.m.

"Let's Make a Legal Deal" with emcee Attorney Drew Rogers.

Wheel and deal with Drew as he presents review questions for the NALS professional paralegal (PP), professional legal secretary (PLS), and the accredited legal secretary (ALS) certification exams. Is it in Box #1, Box #2, or behind Curtain #3? Watch out -- don't get ZONKED!

Bring lots of photos and odds 'n ends, because who knows what he will ask for next! (Crazy costumes are optional.)

Saturday, September 18

8:00 - 9:00 a.m.

Registration

9:00 - 10:15 a.m.

State Representative Ann Clemmer

Rep. Clemmer will discuss state legislature procedures, including her role on the state judiciary committee

10:15 - 10:30 a.m.

Break - stretch your legs and enjoy the Italian countryside

10:30 - 11:45 a.m.

Attorney Drew Ellis

Attorney Ellis will give us a civics lesson on the U.S. Constitution and its Amendments. This will be a good review for the professional paralegal exam.

11:45 - 12:00 p.m.

Break - Pack your bags but hang around for the rest of the tour!

12:00 - 1:00 p.m.

Lunch - A sumptuous Italian fare will be served at Ristorante` Sue located in the Piazza de Saline.

1:00 p.m.

Business Meeting (Your tour guide will be Captain Judy Davis.)

A new, luxurious hotel with indoor swimming pool awaits you. Free breakfast is provided to overnight hotel guests. Lunch and snacks are included in your vacation package. Make your hotel reservations directly with LaQuinta, and don't forget to send in your registration form today!

You will not want to miss this opportunity to travel with your AALS' PALS and see Italy through the eyes of Saline County LSP!



NOTICE AND CALL TO BUSINESS MEETING

TO: All Members
FROM: Margaret Wilson, PLS, AALS Executive Secretary
DATE: August 2, 2010

Pursuant to Article IX, Section 2(b) of the Bylaws of AALS, the 2010 Fall Business Meeting and Educational Conference will be held at the LaQuinta Inns & Suites, Bryant, Arkansas, on **Friday, September 17, and Saturday, September 18, 2010**. All members of this association are invited to attend this meeting and take advantage of the privileges of participation. All members of this association have the right and privilege to enter into discussion of any issues and to make and second motions. However, only the duly elected and appointed officers and duly elected directors and alternate directors from each chapter may vote on any issue.

Friday, September 17, 2010

5:30 – 7:00 p.m. Registration and Snacks
7:00 – 8:00 p.m. CLE – Attorney Drew Rogers – “Let’s Make a Legal Deal”

Saturday, September 18, 2010

8:00 – 9:00 a.m. Registration
9:00 – 10:15 a.m. CLE – State Representative Ann Clemmer – Judiciary Committee and State Legislature
10:15 – 10:30 a.m. Break
10:30 – 11:45 a.m. CLE – Attorney Drew Ellis – U.S. Constitution and its Amendments
11:45 – 12:00 noon Break
12:00 – 1:00 p.m. Lunch
1:00 p.m. Business Meeting

The LaQuinta Inn is located in Bryant, Arkansas, just off I-30 near TaMolly’s restaurant: LaQuinta Inns & Suites, 408 West Commerce, Bryant, Arkansas. **The hotel group rate will be available through September 17**, however, if a room reservation is made, it must be cancelled no later than September 15 to avoid room charges. Phone the hotel directly at 501-847-9494 for reservations. Mention that you are a member of AALS. Rate: \$89.00 per night single, double, triple, or quadruple occupancy.

The 2010 Fall Business Meeting of AALS - the Association for Arkansas Legal Support Professionals will be hosted by Saline County LSP in Bryant, Arkansas, on September 17-18, 2010. Registration begins at 5:30 p.m. on Friday, September 17. The meeting will include continuing legal education sessions on Friday evening and Saturday morning. The Business Meeting will begin at 1:00 p.m.

**AALS-THE ASSOCIATION FOR ARKANSAS LEGAL SUPPORT PROFESSIONALS
REGISTRATION OF FALL BUSINESS MEETING**

Name _____ Member # _____
 Certification () ALS () PLS () PP () CLA () CPS Other _____
 Address _____ Chapter _____
 Firm Name _____ Day Phone _____

	Members	Non-Members
Friday CLE	_____ \$10	_____ \$10
Saturday CLE #1	_____ \$10	_____ \$10
Saturday CLE #2	_____ \$10	_____ \$10
Saturday Lunch	_____ \$10	_____ \$10
Saturday Business Meeting	_____ \$5	_____ \$5
Full Registration	_____ \$40	_____ \$50

Total Enclosed: \$_____. There will be a \$10.00 late charge for registrations received after September 10, 2010. Make checks payable to AALS and mail to Stacie Allen, PLS, P.O. Box 1510, Little Rock, AR 72203-1510.

Certification of Election of Alternate State Director

THIS IS TO CERTIFY THAT:

_____ is a member of _____ and has been duly elected as alternate State Director of said local chapter to serve only in the absence of the elected State Director during the Fall Business Meeting of AALS – the Association for Arkansas Legal Support Professionals to be held Saturday, September 18, 2010.

Local Chapter Recording Secretary

Date

INSTRUCTIONS:

Mail original certification to AALS Executive Secretary at the address below, or notify the AALS Executive Secretary by telephone, fax or e-mail, at least five days prior to the meeting at which an alternate State Director may vote:

Margarett Wilson, PLS
AALS Executive Secretary
P.O. Box 1510
Little Rock, AR 72203-1510
(Phone) 501-378-7870; (Fax) 501-375-1940
mwilson@mitchellblackstock.com

If the certification has not been mailed at least five days prior to the meeting and the notification method was used, the original must be presented to the AALS Executive Secretary on the date of the meeting prior to the commencement of any business.

Failure to elect and certify an alternate State Director at least five days prior to the meeting at which an alternate State Director may be voting results in the loss of the chapter's vote at said meeting if the duly elected and certified State Director is not present.

AALS – the Association for Arkansas Legal Support Professionals
Minutes of the Spring Business Meeting of Board of Directors
Jonesboro, Arkansas, May 2, 2010

Call to Order:

The 2010 Spring Business Meeting of AALS - the Association for Arkansas Legal Support Professionals was convened at 9:45 a.m. on May 2, 2010, at the Hilton Garden Inn in Jonesboro, Arkansas, with President Judy Davis, presiding. Kim Wiles, of NWALSP, led the Pledge of Allegiance; Mae Humphries, PLS, CLA, member at large, read the Code of Ethics.

President Davis expressed appreciation to Northeast Arkansas Legal Support Professionals for hosting the AALS 2010 Annual Business Meeting & Educational Conference.

As a reminder to the members, AALS By-laws and Standing Rules list the voting members of the Board for this meeting as the EC, made up of the President, President-elect, Executive Secretary, Treasurer, Immediate Past President and the Parliamentarian; the Historian, Publications Director; Marketing Director; and the state director for each of the local chapters.

Credentials Report:

According to registration, seven chapters were represented; total number of voting board members present was sixteen with a majority being nine and two-thirds being eleven. A quorum was declared present.

Kim Wiles of NWALSP was recognized for attending an AALS business meeting for the first time.

There was one member-at-large present, Mae Humphries, PLS, CLA.

Velzene Wilson was appointed official timekeeper, and Rita Thatcher, ALS, CPS, Charlie Patterson and Kim Holcomb were appointed tellers.

Consent Agenda:

The consent agenda as provided was utilized. Parliamentarian Janet Gordon, PP, PLS, explained the consent agenda process. A **motion was made and carried** to approve the consent agenda.

Destruction of applications and ballots for all Annual Meeting Competitions was approved.

Action Items:

President Davis introduced the new Executive Committee:

President	Judy Davis
President-Elect	Cheryl Summerhill, PLS
Executive Secretary	Margarett Wilson, PLS
Treasurer	Stacie Givens Allen, PLS
Immediate Past President	Janice Miller, PP, PLS, CPS
Parliamentarian	Janet Gordon, PP, PLS

President Davis continued the tradition of pinning the President-Elect, started in 2009, by pinning President-Elect Summerhill.

Recommendations of the Executive Committee:

Recommendation No. 1: A motion was made and carried to approve the list of appointed officers, functional directors and committee chairs.

Installation of officers and directors: The officers and committee chairs, as appointed by President Davis and as approved by the Executive Committee, were introduced and the oath of office administered by President Davis:

FUNCTIONAL DIRECTORS

Historian	Martha Cox, PP, PLS
Marketing	Kim Holcomb
Publications	Rita Thatcher, ALS, CPS

APPOINTED OFFICERS

Award of Excellence	Kim Holcomb
Certification	Michelle Grilletta, PLS
Chapter Achievement	Marie Schoenfeldt, PLS, CLA
Nominations & Elections	Wyvetta Smith, PLS
Scholarship/Grant	Allison Streepey, PLS, BA
CLE Council	Stacie Givens Allen, PLS, (Chair) Danny Looney Tina Ray
Web Master	Ann Simmons Christy Wilson (Rita Thatcher will carry the vote at the business meeting for Publication Director and Web Master)
Ways and Means	Danny Looney

STATE DIRECTORS

Garland County LSP	Marie Schoenfeldt, PLS, CLA
Greater Little Rock LSP	Ann Simmons
Jefferson County LSP	Dot Griffin, PLS
Northeast Arkansas LSP	Michelle Grilletta, PLS
Northwest Arkansas LSP	Kim Wiles
Saline County LSP	Sue Holder, PLS
White County LSP	Danny Looney

Selection of Future Meetings sites:

There were two timely bids received by the chair for the AALS 2011 Fall Business Meeting and Educational Conference site – Saline County LSP and Greater Little Rock LSP. Following a vote of the Board, Greater Little Rock LSP will host the 2011 Fall Business Meeting.

There were no timely bids received by the chair for AALS 2012 Winter Business Meeting and Educational Conference site. Saline County LSP submitted a bid from the floor and the Board voted by acclamation that Saline County LSP will host the 2012 Winter Business Meeting.

Discussion Items:

1. President Davis explained the TOP GUN competition to the membership.
Each member will be given a Passport. The member is to complete the first page of the Passport, by placing his/her photo, and filling in the information asked for on the first

page. Members should bring the Passports with them each time they attend a meeting. Cheryl and/or Janet will stamp the Passports and award stickers to be placed on the page for the meeting. Passports must be presented at each meeting. More information on the TOP GUN award will be forthcoming. Each chapter should decide how they will participate in the competition on a local level.

2. Annual Meeting Report: A preliminary report was given regarding the proceeds of this meeting. With total profit of \$2,487.87, AALS and NEALSP will each receive \$1,243.93.
3. Silent Auction proceeds were \$316.00.
4. "Bloom Where You Are Planted" garden competition proceeds were approximately \$141.00.

Items Approved by EC:

1. Approved the Fall Business Meeting to be hosted by Saline County LSP. Dates are September 17-18, 2010, at the LaQuinta Inn and Suites in Bryant. Room rate is \$89 and full registration is \$40 for members and \$50 for non-members.
2. The association checking account will remain at Simmons Bank. New signature cards have been submitted. Since we were unable to obtain the bond discussed previously, checks written by the association will require two signatures.
3. Approved the Functional Directors, Appointed Officers and Committee Chairs.
4. Approval of Ann Simmons to fill the unexpired term of Shari Straub for the CLEC (through 2011).
5. Approval of TOP GUN competition
6. Approval of addition of \$100 to the budgeted amount for the history book for this year only.

Adjournment:

There being no further business to come before the Board, the 2010 Spring Business Meeting of AALS - the Association for Arkansas Legal Support Professionals adjourned at 10:50 a.m.

Respectfully submitted,
Margarett Wilson, PLS
Executive Secretary

CLE SECTION

(Editor's Note: Some of you will remember Marvalene James, PLS, a former AALS member and AALS President, who currently lives in Minnesota. She keeps in touch with a number of members and stays up on the AALS news through Mae and others. Mae had a copy of the article that Marvalene wrote about her long journey to certification as a PLS, and Janice submitted it to me to include in The Informer to give everyone a glimpse into what it sometimes takes to accomplish a goal.... and how important it is not to give up.)

ALL ABOARD

BY: MARVALENE M. JAMES, PLS

I've never ridden the night train to Memphis or boarded the Orient Express at Paddington Station (something I would really like to do) but I have ridden the PLS Streamliner to the end of the line (or as they say in one of my favorite movies "to the end of track".) I purchased my first ticket in March, 1992 and the destination was UALR University. The conductor was a professor from the university. The first ride was a very strange new adventure. Taking the test for the first time was quite an experience. I didn't pass any of the parts that time, however, I was privileged to meet a most wonderful lady by the name of Mae Humphries. We took our tests for two days and got to know each other having lunch in the fast food dining car.

My next ticket took me to the UALR Law School; our conductor that time was Sue Holder. I don't remember the passengers on that trip, but we had an open air dining car. This time the food came out of machines. There was a poster in the station I had not seen before and I made a copy. It was a frog in a crane's mouth and the caption read "DON'T EVER GIVE UP". I never forgot that poster and have seen it many times since. I have a copy on my desk to this day.

I can't recall what station we pulled into when I took the test in March, 1994, however that time I ended up with two cars of my own. I passed Part 4: Accounting and Part 7: Legal Secretary Skills (Wow!!! was I happy).

In July, 1994, our National Educational Conference was in Orlando, and I decided to give it a try. Well, after standing in line for quite awhile to get our results, I was still at my previous station. However, we had such a great time in Orlando I hardly noticed and I remembered that poster.

Because of various things in my life, it was a long time before I was standing on another station platform. It was March, 1997 and this time my conductor was another great lady, Linda Adair. Since I was the only one taking the test from the Little Rock area and I don't drive, Linda was very gracious and came to my office in Benton. I didn't pass any more parts that time, but we had a great dining experience at the Clary House Bookstore.

It is now one year later, March, 1998 and once more Linda was my conductor and came to Benton for the same reasons as above. We didn't have lunch this time, because the weather was threatening and we wanted to get home.

This time I reached "end of track" and I passed. Wow!! What a thrill when I opened that letter and it started out "Congratulations".

It took me about six years, but was it worth it. I really didn't think I would be that excited, but what a feeling!!!!

Everyone buy that ticket and got aboard, so what if you don't pass it the first time, there is nothing on that certificate that says how often you took it, it just says MARVALENE M. JAMES is declared to be a CERTIFIED PROFESSIONAL LEGAL SECRETARY, March, 1998. And don't be concerned if you think someone will make disparaging remarks, they are always made by those who don't even try and are usually whiners and complainers.

SO GO TO THE STATION, BUY THAT TICKET, AND CATCH THE PLS STREAMLINER. Many thanks for the phone calls, flowers, cards (I even got one from Elvis!). I loved every minute.

Marvalene M. James, PLS



Don't **EVER** Give Up!!

Vocabulary

Submitted by Allison Streepey, BA, PLS

1. _____ The power to take private property for public use by the state, municipalities, and private persons or corporations authorized to exercise functions of public character.
2. _____ A declaration that no rights or privileges of the party concerned are waived or lost. In a dismissal these words maintain the right to bring a subsequent suit on the same claim.
3. _____ The legal process under a state statute by which a child is taken into one's family and given all rights and privileges of a natural child and heir.
4. _____ (1) A debt or obligation to another person or entity. (2) Legal responsibility to another.
5. _____ Excess of total revenue over total expenses.
6. _____ The "guilty act." The physical aspect of a crime.
7. _____ An official or officer with limited judicial authority. A public officer.
8. _____ The annulling or setting aside by an appellate court of a decision of a lower court.
9. _____ Those persons who are in the blood stream of the ancestor.
10. _____ A corporation no longer operative, having ceased to exist.
11. _____ In contracts, the situation occurring when the offeree is in total agreement with the offer.
12. _____ Phrase used at the beginning of letter to address person to whom the letter is written.
13. _____ A book or writing prepared by a legal scholar or practice expert that covers a specific area of the law.
14. _____ One where a person makes a promise conditioned on the performance of another.
15. _____ The paying or securing to one or more of his creditors, by an insolvent debtor, the whole or part of their claim, to the exclusion or detriment of the rest.

(Answers found on page 29)

Creating Custom Action Rules

By Linda Adair, PLS

Recently, I finally got “a round tuit” and decided to save a click or two by using a timesaver option that is built into Outlook. I thought you might like to save a minute as well. I created a Custom Action Rule that immediately forwards any message received to a folder for me to review at my convenience.

Several months ago, I had set up a NALS folder under Mailbox (simply right click on the Mailbox and select New Folder) with subfolders under that folder for @Law Committee, Meetings, Certification, and Text Development. As I received messages for any of these topics, I simply pulled them into the specific folder, or, if a general message, into the NALS folder itself.

There is an automatic option which is very simple to create and will help you work smarter (not harder)! A rule is an action that Microsoft Outlook automatically performs on sent or received e-mail messages, and the action is based on conditions that you specify in the Rule and Alerts Wizard. The Wizard includes a number of actions you define, such as moving all e-mail messages from a specific person (or related to a specific topic that is included in the subject line) into a folder other than your inbox. The following instructions will help you create a custom action rule. NOTE: A rule with a custom action runs only on the computer where it is installed and only when Outlook is running.

To create a rule by choosing your own conditions, actions, and exceptions, do the following:

1. In the Navigation Pane, click **Mail**
2. On the **Tools** menu, click **Rules and Alerts**.
3. Click **New Rule**.
4. Under **Start from a blank rule**, select either **Check messages when they arrive** or **Check messages after sending**, and then click **Next**.
5. Under **Step 1: Select condition(s)**, select the conditions that you want the messages to meet for the rule to apply. (i.e., when NALS is in subject line)
6. Under **Step 2: Edit the rule description**, click each underlined value, enter the criteria for each condition, and then click **Next**.
7. To change the Action value, click **Change**.
8. Click **OK** to close the dialog box, and then click **Next**.
9. Under **Step 1: Select exception(s)**, select any exceptions to the rule, and then click **Next**.
10. To finish creating the rule, enter a name for the rule, and then select any other options that you want.
11. Click **Finish**; click **Apply**; click **OK**.

Now that we all have our custom action rules set up, I have a related request. When you are sending an e-mail to the membership, please place in your subject line the appropriate acronym – NALS, AALS, GLRLSP, etc. so that our new rule works for all of us! You will be surprised how these timesavers add together to give you extra time in your day, and all of your related messages are in one spot! Now, if I could only think of an appropriate acronym to tag those messages that are only meant to “make my day” and do not require a response! Hmmm . . . I’ll put my thinking cap on!!

Can I Carry a Gun?

By: Q. Byrum Hurst, Jr, Attorney (submitted by Marie Schoenfeldt, PLS, CLA)

It has been estimated that 40% of the U.S. households contain guns. In fact, the appetite for guns seems to be on the rise. FBI statistics show that there were 1.2 million more requests for background checks of potential gun buyers nationwide during a four month period (from Nov. 2008-Feb. 2009). During the comparable period of a year, that is a total of 5.5 million gun buyers.

There has been a great deal of confusion about gun laws in Arkansas and in our nation. This is the by-product of the compromise by the Founding Fathers, reflected by the Tenth Amendment to the United States Constitution, permitting each state to determine the nature and scope of criminal conduct within its borders, subject to overarching prescriptions by the federal government under the Supremacy Clause if, via the Commerce Clause, interstate commerce is affected. Plus, in the absence of permissible federal interdiction, each state may decide for itself, how, if at all, it will regulate the sale or possession of firearms. This is unique to the United States. I know of no other civilized country that criminalizes conduct in one part of its country, but not in other parts. The most poignant example of this concept of states' rights is, of course, the death penalty. In that instance, thirty-five states have it, yet fifteen states and the District of Columbia do not.

The maze of state gun laws, ranging from states such as Maine, which has virtually no gun control law, to Massachusetts and Hawaii, which have highly restrictive laws, and the multiple variations in between from state to state, make it impossible for the average citizen to know when or where in the United States the possession of a firearm is legal. To complicate the issue more, it can be confusing as to which type of firearm is legal without consulting an attorney. Thus, the gun-carrying citizen traveling across state lines may be lawfully in possession of the firearm in one state but not in the other, unwittingly exposing himself to criminal prosecution. For example, even if Plaxico Burress (the New York Giant's receiver) had been lawfully licensed to possess a handgun in his home state in New Jersey, this would be no defense to the gun possession charges he faced under New York law.

In Arkansas, it is a criminal violation to carry a gun if you possess it with the intent to employ it as a weapon against a person. There are several exceptions to this, one of which is that it is lawful if the person is carrying a weapon when upon a journey, unless the journey is through a commercial airport when presenting at the security checkpoint in the airport or it is in the person's checked baggage and it is not lawfully declared a weapon (A.C.A. § 5-73-120).

In 1999 Arkansas passed a concealed handgun act allowing individuals to obtain a license to carry a concealed handgun. There are strict requirements for the issuance of these licenses and the Arkansas State Police can be consulted if you desire to obtain a license to carry a handgun.

These laws are complex and if you have a question, you need to consult your attorney for advice. Keep in mind, what may be lawful in Arkansas may not be lawful in other states.

What's Your Attitude?

By: Marie Schoenfeldt, PLS, CLA, Garland County LSP

It's our attitude at the beginning of a task which, more than anything else, will affect its successful outcome. It's our attitude toward life which will determine life's attitude toward us. We are interdependent. It is impossible to succeed without others, and it is our attitude toward others that will determine their attitude toward us.

Before a person can achieve the kind of life he or she wants, that person must become that kind of individual. He or she must think, act, talk, walk, and conduct himself or herself in all affairs as the one good person he or she wishes to become.

The higher you go in any organization of value, the better your attitude will be. Your mind can hold only one thought at a time. Since there is nothing to be gained by holding negative thoughts, hold successful, positive thoughts. The deepest craving of human beings is to be needed, to feel important, to be appreciated. Give this to them, and they will return it to you.

Part of a good attitude is to look for the best in new ideas. Look for good ideas everywhere. Don't waste your time broadcasting your personal problems. It probably won't help you, and it cannot help others. Don't talk about your health unless it is good. Radiate the attitude of warmth, of well-being, of confidence, of a person who knows where he or she is going. You will find good things start to happen right away.

For the next 30 days, treat everyone with whom you come into contact as the most important person on earth. Do this for 30 days, and you will do this for the rest of your life. When you begin to treat others as you wish to be treated, frustrations begin to disappear. Everything operates on the law of cause and effect. Good attitude = good results; bad attitude = bad results; fair attitude = fair results.

REAL ESTATE QUIZ

By Marie Schoenfeldt, PLS, CLA. Garland County LSP

1. Condensed history of the title to the land _____
 2. Action to have a court declare an owner of a particular tract of land _____
 3. Right of heirs of the owner of a life estate _____
 4. Buildings, curbs, gutters, sidewalks, sewer systems _____
 5. Absolute legal possession of property _____
 6. Right of survivorship _____
 7. Conclusive evidence of the present ownership and status of title _____
 8. Third person's claim against property that diminishes the value _____
 9. Security instrument against real property _____
 10. Right created for work on or delivered materials to property _____
 11. Right granted by a property owner to use a portion of his/her land _____
 12. Unlawful intrusion of one's buildings or improvements onto the land of another _____
 13. Metes and bounds, government survey, recorded plat _____
 14. 640 acres _____
 15. Development of similar lots for construction of residences _____
 16. Detailed account of credits and charges to buyer and seller _____
 17. Contains provisions that protect buyer and seller _____
 19. Cash, mortgage, installment contract, note _____
 19. Trust, warranty, quitclaim, limited _____
 20. Ownership of husband and wife _____
- a. subdivision
 - b. easement
 - c. types of legal descriptions
 - d. Torrens Certificate
 - e. remainder
 - f. Improvements
 - g. closing statements
 - h. quiet title
 - i. encroachment
 - j. escrow agreement
 - k. tenancy by the entireties
 - l. fee simple
 - m. types of real estate transactions
 - n. abstract of title
 - o. joint tenancy
 - p. mortgage
 - q. types of deeds
 - r. encumbrance
 - s. materialman's or mechanic's liens
 - t. one section

(Answers on page 29)



"UP"

Submitted by Janice Miller, PP, PLS, CPS

This two-letter word in English has more meanings than any other two-letter word, and that word is 'UP.' It is listed in the dictionary as an [adv], [prep], [adj], [n] or [v].

It's easy to understand UP, meaning toward the sky or at the top of the list, but when we awaken in the morning, why do we wake UP?

At a meeting, why does a topic come UP? Why do we speak UP, and why are the officers UP for election and why is it UP to the secretary to write UP a report? We call UP our friends, brighten UP a room, polish UP the silver, warm UP the leftovers and clean UP the kitchen. We lock UP the house and fix UP the old car. At other times this little word has real special meaning. People stir UP trouble, line UP for tickets, work UP an appetite, and think UP excuses.

To be dressed is one thing, but to be dressed UP is special. And this UP is confusing: A drain must be opened UP because it is stopped UP!

We open UP a store in the morning but we close it UP at night. We seem to be pretty mixed UP about UP!

To be knowledgeable about the proper uses of UP, look UP the word UP in the dictionary. In a desk-sized dictionary, it takes UP almost 1/4 of the page and can add UP to about thirty definitions. If you're UP to it, you might try building UP a list of the many ways UP is used. It will take UP a lot of your time, but if you don't give UP, you may wind UP with a hundred or more.

When it threatens to rain, we say it is clouding UP. When the sun comes out, we say it is clearing UP. When it rains, it soaks UP the earth. When it does not rain for awhile, things dry UP. One could go on & on, but I'll wrap it UP, for nowmy time is UP!

Oh....just one more thing: What is the first thing you do in the morning & the last thing you do at night?

U

P!

Answers to Vocabulary quiz:

- | | |
|----------------------|-------------------------|
| 1. Eminent Domain | 9. Descendants |
| 2. Without Prejudice | 10. Defunct |
| 3. Adoption | 11. Acceptance |
| 4. Liability | 12. Salutation |
| 5. Net Profit | 13. Treatise |
| 6. <i>Actus reus</i> | 14. Unilateral Contract |
| 7. Magistrate | 15. Preference |
| 8. Reversal | |

Answers to Real Estate quiz:

1. n 2. h 3. e 4. f 5. l 6. o 7. d 8. r 9. p 10. s 11. b 12. i 13. c 14. t 15. a 16. g
17. j 18. m 19. q 20. k