

AALS- The Association for Arkansas Legal Support Professionals  
Member of NALS, the association for legal professionals

# THE INFORMER



Volume XXXVI, No. 2 – December, 2009

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*Love blooms where kindness is planted!*

### **A Love Note from Janice**

Happy Holidays everyone!! Can you believe it's December? Me either! What a great year we are all having – and how quickly it is progressing. I hope that in the last few weeks of 2009 that you take time to contemplate and appreciate all the blessings in your life; take time to express your gratitude and thanks -- to God, your loved ones and friends; and take time to plan, imagine and dream about what you want to do and where you want to go from here.

I know that in lots of respects this year has been hard too – hasn't it? Besides all the good things that have happened, there have been frustrations and challenges in each of our lives. Let's always remember then that it takes both rain and sunshine to make a rainbow – that every garden will have some weeds – and that we must cultivate what we want to grow. As the garden grows, so does the gardener! For each challenge or frustrating circumstance, there is a lesson and a blessing... and that's why we are told "in all things, give thanks!" I am so very grateful for each one of you!

Love and congratulations to all of the new members who have joined us in the last few months... **Amanda Armstrong** (GLRLSP), **Kirby Griggs** (GLRLSP), **Christy Morano** (Garland County LSP), **Phyllis Bridgeman** (WCLSP), **Carla Mooney** (WCLSP), **Courtney Campbell** (NWALSP), **Deborah Dodge** (NWALSP) and **Jessie Plant** (NWALSP) -- we're so glad to have you!! A special welcome also to our two secondary members, **Amylyn Reidling**, from Tacoma, Washington and **Gloria Thomas, PP, PLS**, from Wynne, Arkansas. We hope that all of our new members are able to attend the Winter Board Meeting in Searcy, January 8-9, so we can formally welcome and recognize you!

Love and congratulations to those of you who stepped up to the challenge and took the certification exams in October, and to all of you who received your ALS, PLS or PP certification – we celebrate that accomplishment with you! For those who are proceeding toward gaining a certification – we are so very proud of your dedication and determination, and encourage you to continue down that path. I promise that the goal, when you reach it, will be even sweeter than you had imagined it would be!

Love and congratulations again to **Linda Adair, PLS** for being one of the three finalists for the NALS national award of excellence. You did a super job and represented AALS so beautifully! We are all so proud of you!

Love and congratulations to **Doris Compton, PP, PLS**, who has just been elected the 2009 NALS Certification Director! We are also very proud of all AALS members who have signed up to be involved on a NALS Committee during Patty Infanti's year as NALS President. Your involvement on the national level enhances your own experience, of course! -- but AALS and your chapter also benefit! You will bring the enthusiasm, training and ideas you gain at national back to the state association and your chapter and share what you learn with all of us.

Love and thanks to **Saline County LSP** for hosting the fall meeting in Bryant. We appreciate very much the great CLE speakers, the lovely facilities, and the fun and frivolity! Thanks for hosting a very successful meeting. (Please Note: Everyone had been working so hard in their local chapters that we almost depleted the supply of flowers for our “Bloom Where You Are Planted” competition... not to worry, it’s replenished now -- so be sure to bring your list of activities with you to the Winter Board Meeting in Searcy!)

Love and thanks to **White County LSP** for all their work on the upcoming Winter Board Meeting in Searcy, January 8-9! The Winter Board Meeting is a very important meeting because we’ll be electing new officers and approving a new budget, etc. AALS needs each of you to be there! So go right now and find the registration information in this issue of *The Informer* and get it sent in pronto, before the hustle and bustle of the holidays starts in earnest! If you have any questions, contact one of the White County LSP members and they’ll be happy to help you.

There are two short items I wanted to add to this love note to you. I revisit them fairly often, and they always help my view of sticky situations. I hope you enjoy and appreciate them too! The first one is:

“Life is Too Short to be Little” – Andre Maurois

Often we allow ourselves to be upset by small things we should despise and forget. Perhaps we think some person we helped has proved ungrateful – we think someone we believed to be a friend has spoken ill of us – or some reward we thought we deserved has been denied us. We feel such disappointments so strongly sometimes that we can no longer work or sleep, but isn’t that really pretty absurd? Here we are on this earth, with only a few decades to live, and we lose irreplaceable hours brooding over grievances that, in a short time, will be forgotten by us and by everyone else. **No! Let us rather devote our lives to worthwhile actions and feelings – to great thoughts, real affections, and enduring undertakings. Remember – Life is too short to be little!**

And, I was reminded of the following today as I was driving along and enjoying the honking of the geese flying overhead.....

“The Sense of a Goose” – author unknown

This fall when you see geese heading south for the winter flying along in a “V” formation, you might be interested in knowing what science has discovered about why they fly that way. It has been learned that as each bird flaps its wings, it creates an up-lift for the bird immediately following. By flying in a “V” formation, the whole flock adds at least 71% greater flying range than if each bird flew on its own. **People who share a common direction and sense of community can get where they are going quicker and easier, because they are traveling on the thrust of one another.** Whenever a goose falls out of formation, it suddenly feels the drag and resistance of trying to go it alone, and quickly gets back into formation to take advantage of the lifting power of the bird immediately in front. **If we have as much sense as a goose, we will stay in formation with those who are headed the same way we are going.** When the lead goose gets tired, it rotates back in the “V” and another goose flies point. **It pays to take turns doing hard jobs – with people or with geese flying south.** The geese honk from behind to encourage those up front to keep up their speed. **What do we say when we honk from behind?** Finally, when a goose gets sick, or is wounded by gun shots and falls out, two geese fall out of formation and follow it down to help protect it. They stay with it until it is either able to fly or until it is dead, and they then launch out on their own or with another formation, to catch up with the group. **If we have the sense of a goose, we will stand by each other like that.**

Love to you all! -- Janice Miller, PP, PLS, CPS  
AALS President 2009-2010

**GARDEN TIDBITS FROM PRESIDENT-ELECT/MEMBERSHIP CHAIR**  
**JUDY DAVIS**  
**November 2009**

It is really hard for me to believe that the holidays are upon us. Thanksgiving is the time to give thanks for all our blessings. I am very thankful that I have been blessed with such wonderful friends. Christmas is the time to celebrate the birth of the Savior. How wonderful!

We had a wonderful time in Saline County for the Fall Business Meeting. The ladies there did a wonderful job with the CLE and the meeting. Everything was very organized and went off like clockwork. The speakers were good, the food was great, and a good time was had by all.

Linda, we are very proud of you for representing AALS so well at the NALS Educational Conference and National Forum in Irvine, California in October. And Doris, what can we say, you make a great “Phyllis Diller”. I was not fortunate enough to get to attend this year, but I heard great things about the meeting.

The “Master Gardner” membership drive is going well. We have new seeds planted in Northwest Arkansas, White County, and Garland County. Jefferson County has new prospects. Boy, are we planting those seeds! Step back and watch them grow and blossom. I am looking forward to hearing from the other chapters on their growth. We will be finding out who our “Master Gardner” is at the Winter meeting in White County. I can’t wait.

At the Fall meeting in Saline County, President Janice launched the AALS CAN project. We have been getting great results from our members. This is a good time of year with all the parties and celebrations, to collect cans. What an easy way to make money for AALS and for your local chapters.

I am looking forward to the Winter meeting in White County in January. Those ladies and gentleman have been working hard on the meeting. Let’s all look for the Notice and Call to Meeting in the Informer and get those registrations in. If you have ever attended a meeting in White County, you know you are in for a real treat.

I want to wish you all a very Merry Christmas and a Happy New Year. I will see you in Searcy in January 2010.



### **Lines from Linda**

*Linda Adair, PLS, Immediate Past President*

I want to thank AALS members for your tremendous support extended to me as a finalist for the NALS Award of Excellence. It was a thrill and an honor that only a handful of members get to experience, and I am glad you all experienced it with me! Many of you have expressed your thoughts about the outcome, and I got a kick out of them! Wish you all could have been there in person, but I certainly felt your support all along the way. Belinda, the edible bouquet was a wonderful surprise! (Sorry, we ate more than half before I remembered to get a picture!) Thanks for expressing your support in this way. Janice, Mary, Mimi, and Margaret, I sure wish we had gotten a picture of that little car full of laughing AALS gals! Doris, you were an excellent replica of Ms. Diller. Thanks for being so willing to represent us on the purple carpet. Our trip to California in October 2009 is full of many fond memories!

As we enter this most wonderful time of year, I want to encourage each of you, my dear friends, to share time and make memories with your loved ones and friends. Have a very Merry Christmas and be safe! See you in January in Searcy!

*Linda Adair, PLS*



### **REPORT OF SCHOLARSHIP CHAIR**

By Allison Streepey, BA, PLS

This is a reminder that The *Mada L. Larmore Scholarship /Grant* Program deadline for applications is February 15, 2010. The *Mada L. Larmore Scholarship* is for any person who demonstrates scholastic achievement, leadership ability and financial need. The *Mada L. Larmore Grant* is limited to current AALS members who are carrying at least five hours working toward a degree. Prior recipients are also eligible. Each chapter and member-at-large is entitled to sponsor one candidate. For more information, please contact Nichole Anderson, ALS at [nichole7anderson@gmail.com](mailto:nichole7anderson@gmail.com) or Allison Streepey, BA, PLS at [streepeyallison@uams.edu](mailto:streepeyallison@uams.edu). Detailed information about the scholarship and grant were sent to all members previously, but can also be found in Attachments F, G and H to the AALS Standing Rules on the AALS website.



## **CERTIFICATION CHAIR REPORT**

Submitted by Martha Cox, PP, PLS, Chair

### **Congratulations to AALS' newest certified members!**

#### **ALS**

Candy Johnson, ALS (White County LSP)

#### **PLS**

Mary Ann Pope, PLS (Greater Little Rock LSP)

Stacye Dullard, PLS (NW Arkansas LSP)

#### **PP**

Janet Gordon, PP, PLS (White County LSP)

Through perservance and believing in yourself, you have accomplished a career goal. You should be proud of yourselves -- just as we are proud of you!

Let these members' passing the certification exams be an inspiration to those of you who have not yet accepted the challenge to sit for the ALS, PLS, or PP exam. Your next opportunity will be the first Saturday in March 2010. All applications must be postmarked by January 1, 2010. Online study sessions are available through NALS as follows:

January 5, 2010 8:00 p.m. Central Time	Part 1 of the ALS, PLS, and PP exams
January 12, 2010 8:00 p.m. Central Time	Part 2 of the ALS, PLS, and PP exams
January 19, 2010 8:00 p.m. Central Time	Part 3 of the ALS, PLS, and PP exams
January 26, 2010 8:00 p.m. Central Time	Part 4 of the PLS and PP exams
February 2, 2010 8:00 p.m. Central Time	ALS Review
February 9, 2010 8:00 p.m. Central Time	PLS Review
February 16, 2010 8:00 p.m. Central Time	PP Review

You can do it, if you just believe in yourself! So, repeat these words, "I believe . . . I believe . . . I believe!"



## **REPORT OF AALS HISTORIAN**

By Co-Historian Dot Griffin, PLS

The binder has been purchased and pages to the chapters have been distributed. Pages were also distributed to members-at-large and AALS Associate Members. Pictures have been taken and the fun has begun.

Chapters will bring their pages to Annual Meeting for inclusion in the History Book. Sue and I will be in contact with you later with the specifics.



## **Report of Garland County Legal Support Professionals**

By State Director Marie Schoenfeldt, PLS, CLA

What a great time we had at our Carnival! Kim Holcomb did a bang up job getting things organized. With the help of the members we netted over \$1,800 (approximately \$500 for a flat screen for the District Court Room) and the rest split between Paws and Claws and Potter's Clay (a women's organization). We had many sponsors donating money and supplies and a lot of community support. The lemonade stand, chili contest and pie eating competition were hits of the carnival as well as face painting. You will see the pictures in our history book! Oh yes, Kim, our resident clown appeared in full costume!

We have had some great CLE lunches including the Prosecuting Attorney, Judge Vicki Cook and a roundtable discussion with the Trial Court Assistants.

We are going gung ho with the membership competition and hope to win that \$100. As an insensitive for the attorneys, we are waiving our local dues of \$10 for new members between now and the board meeting.

We have our Christmas Party scheduled and will adopt three angels for Christmas.

Four of us will be at the January Board Meeting. See you then!

## **Report of Greater Little Rock LSP**

By State Director Stacie Givens, PLS

GLRLSP celebrated our Annual Bosses Night on September 3<sup>rd</sup> at Loca Luna. Allison Streepey was the recipient of this year's Award of Excellence. Allison gives freely of her time and talents to our Association and she greatly deserved that honor. I was given the Outstanding New Member award, and what a great honor that is for me! I am so proud to say that my boss, Mike Mitchell, was named Boss of the Year. Margarett Wilson, Cynthia Brown and Tonya Lee did a wonderful job organizing this event.

Several of our members attended the AALS Fall Business Meeting in Bryant on September 18<sup>th</sup> and 19<sup>th</sup>. Saline County LSP did a wonderful job with this event. The CLE consisted of Legal Squares, Mortgages and Foreclosures, and Medicare Set Asides. NEALSP announced the theme for the AALS 2010 Annual Meeting – "Passport to the Future" – which will be held April 30 – May 2, 2010, at the Hilton Garden Inn in Jonesboro. Remember, the AALS Business Meetings are a vital part of our association, as well as a wonderful opportunity to fellowship with our sisters-in-the-law.

On October 22<sup>nd</sup>, GLRLSP attended our annual Day in Court which was held at the Pulaski County Courthouse, which was wonderful planned and organized by Mary Hand. Jason Kennedy, Human Resources Director, gave us an overview of the Clerk's Office and told us about recent changes, and more changes that will be made after the first of the year. Nell Jones, Administrative Support Manager, took us on a tour of the Courthouse.

I want to say "thank you" to Shirley, Cheryl, Linda, Danny, Janet and Candy of White County LSP for allowing me to be a part of their team for Susan G. Komen Race for the Cure! What a beautiful morning it was, and of course such an uplifting and special environment!

I wish each of you and your families a holiday season full of love, peace and happiness. I look forward to seeing you at the AALS Winter Business Meeting in Searcy.

Merry Christmas and Happy New Year!!!



## **Report Of Jefferson County LSP**

By President Dot Griffin, PLS

Other than our regular monthly meeting in September, the big news was Tina's vacation to Disney World.

The big news in October, other than our regular monthly meeting, was our participation in the Race for the Cure. Also, Stephanie Sweet announced that she was pregnant. That means Dot Griffin will have another great-grandbaby to spoil in June, 2010.

November had us planning to host a Nuts & Bolts seminar in Pine Bluff. Unfortunately, we have had to tentatively reschedule the Nuts & Bolts seminar for February, 2010.

Our chapter will again be participating in the Feed the Hungry program during the holiday season.



## **Report Of NEALSP**

By State Director Belinda Penn, PLS

Several NEALSP members attended the Fall Board Meeting and Michelle, specifically, enjoyed the birthday cake. (Words from Michelle: Thanks again Sue for thinking of us on our special days.)

Although things have been relatively quiet since our return home, NEALSP is very excited about our new project. NEALSP will be periodically sending goodie boxes to three of our extended family members who are serving our country overseas: Mike Clark, husband of member Jamie Clark; Chris Isom, son of member Brenda Welch, PLS; and Drake Newsom, son of member Andrea Hicks, PLS.

Oh, and don't forget the fun of our Christmas Party on December 17, 2009, at 7:00 p.m. at Lewis' BBQ. I can guarantee there will be a lot of laughter.



## **Report of Saline County LSP**

By State Director Sue Holder, PLS

Since last report, we have continued to have our monthly meetings with only one or two members not attending. We will sponsor a needy family for Thanksgiving and have purchased two Angel Boxes of frozen foods to deliver to them the week of Thanksgiving.

Nichole Anderson, ALS, is now employed at the Bennett-Williams Law Firm in Conway as the assistant to Chip Liebovich, who formerly was from Bryant and Benton. Good luck, Nichole. We miss you, but wish you the best. Nichole is also in the process of purchasing a home in Conway.

Congratulations to Doris Compton, PP, PLS, in being elected NALS Certification Chairperson; Patti Infanti, PP, PLS, was elected President of NALS; and Tina Hurley, PP, PLS, was re-elected as Region 6 Director. Again, Congrats to all.

Our Innisbrook and Rada orders were a success and we will put some \$\$ in our coffers when the orders are in. We are also collecting aluminum cans that will benefit both AALS and SCLSP. None has been cashed in at this writing so we don't have any funds to share from that just yet.

At the Court Observance luncheon on October 13, Bryant City Attorney Nga Mahfouz presented a CLE to the members on the legal assistant's role in trial preparation. I personally wish each of you a Happy Thanksgiving, a very Merry Christmas, and a most prosperous New Year, and look forward to seeing all of you in January in Jonesboro.



## **Report of White County Legal Support Professionals**

By State Director Linda Sullivan, PLS



*Several members of the White County Legal Support Professionals “raced for the cure” and had their photograph taken with Governor Mike Beebe.*

White County LSP has been very, very busy since last report, starting with Danny Looney, Janet Gordon, PLS, PP, Cheryl Summerhill, PLS, and Candy Johnson, ALS attended the AALS Fall Business Meeting hosted by Saline County on September 18-19.

On September 26, 2009, three of our members sat for certification testing, with Candace Johnson obtaining her ALS certification and Janet Gordon, PLS, obtaining her PP certification. Danny is going

to sit again for the ALS, and with the support, love and encouragement of this group, he's gonna ace it!  
Go Danny!!

October brought a new adventure to our group. Danny signed us up to participate in the Race for the Cure held on October 17, 2009. He ordered our packets, crocheted pretty pink scarves for us to wear, and "coached" one particular older, overweight team member to complete the course. (That would be me!) Well, I completed the course, but could hardly walk the next day. However, I am grateful for an opportunity to have participated in such a worthy cause. As most of you know, my Mother struggled with breast cancer for many, many years, but due to the wonderful treatment available to her, and the love and prayers of friends and family, she was with us 'til age 87. Our team consisted of Danny, Cheryl and her daughter, Kelly, Candace and her daughter, Kristen, Janet, Shirley, guest Stacie Givens and, of course the older, overweight team member. (That would be me!)

Court Observance was held October 27, 2009, with some of our members attending Judge Hughes' court.

We have been participating in the AALS Can Do It Campaign, with Danny taking our collected cans to the recycling center once a month.

A Pampered Chef FUNdraiser was held on November 2nd at the home of Cheryl Summerhill, PLS, with a very nice profit being derived from this event. Another one is being planned for February, with Danny to host the upcoming event.

Our Thanksgiving charity was a monetary donation to White County Domestic Violence Prevention, and our Christmas Charity is a monetary donation to White County Foster Parents.

We have two new members!!! Welcome to Carla Mooney and Phyllis Bridgeman of the George Carder Law Firm. These ladies jumped right in and hosted our Thanksgiving get-together on November 24th. Since we were all going to be having the traditional Thanksgiving meals with family and friends, we opted to have a Mexican food pot-luck luncheon. The food and fellowship were awesome. Again, thank you Phyllis and Carla, for hosting this event.

We are really looking forward to seeing all of you at the AALS Winter Business Meeting hosted by White County LSP on January 8-9, 2010, here in Searcy. Chairman, Danny Looney, and the rest of the gang have been working really hard to make this a good meeting!



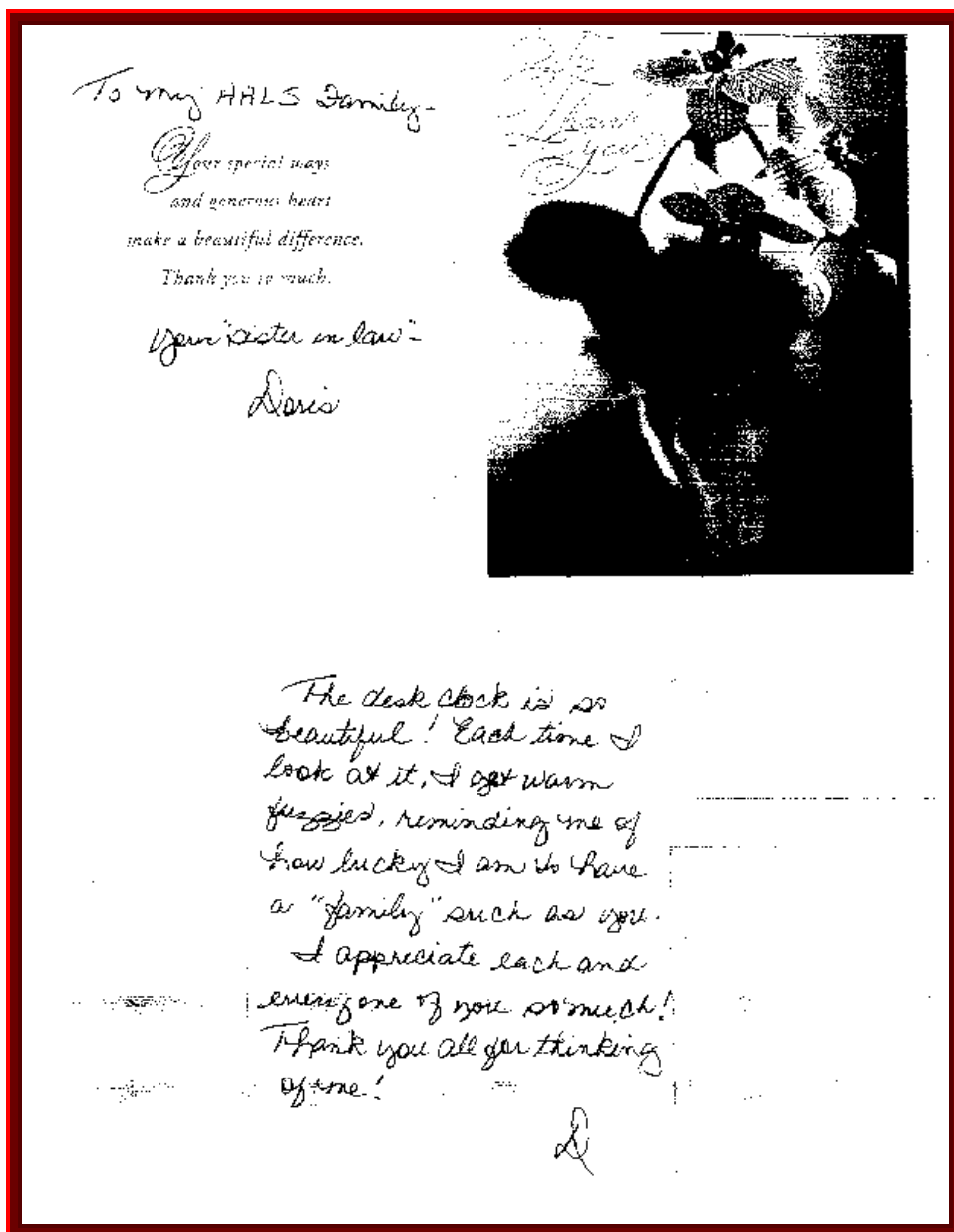
## REPORT OF PUBLICATION DIRECTOR

By Rita Thatcher, CPS, ALS

Many thanks to Mary Hand, PP, PLS who has literally been my good right hand for this issue. I broke my right wrist a couple of weeks ago, and can only type with my left hand. I couldn't have put it together without her valuable assistance. Thanks again, Mary!

### NEWS FROM REGION 6

Doris Compton was presented with a beautiful desk clock by AALS at the Annual Meeting in Springdale, in recognition of her service to AALS as Region 6 Director, and as past president, and as the first AALS member to hold a national office at NALS.....



The 2010 Region 6 Conference will be held July 15-18, 2010 at the Hilton Garden Inn in Jackson/Pearl, Mississippi and hosted by Mississippi LPA.



### **NEWS FROM NALS**

**[Don't forget the NALS on-line Learning Center](#)**

**[Mark your calendar for future sessions:](#)**

December 2 - Text Development

December 16 - Certification

**THINK BIG and plan to join in Study Sessions for the March certification exams starts on January 5!**



**Testimonial for the “Nuts ‘n Bolts of Grammar and Written Communications” Seminar**

(Attended 10/17/09 in Springdale, Arkansas)

I recently had the pleasure of attending the seminar “Nuts ‘n Bolts of Grammar and Written Communications” sponsored by the AALS and the NALS, and conducted by Janice Miller and Linda Adair. I came away with a wealth of new knowledge and information. Some old rules were reinforced and new ones were shared, along with great tips and tricks for steering through the vast, ever-changing sea of grammar and communication rules!

The material content was very useful, the presentation was organized and professional, and Janice and Linda kept the whole event informal and fun! Very well worth the time and cost, and I recommend it to anyone whose job requires a high level of skill in grammar and written communication.

–*Marilyn Stafford, Alliance Virtual Services*



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Email: [marilyn@alliancevs.com](mailto:marilyn@alliancevs.com)



## **NOTICE AND CALL TO BUSINESS MEETING**

TO: All Members  
FROM: Ann Simmons, AALS Executive Secretary  
DATE: November 9, 2009

Pursuant to Article IX, Section 2(b) of the Bylaws of AALS, the 2010 Winter Business Meeting and Educational Conference will be held at the Holiday Inn, 3660 Ferron Trail, Searcy, AR, on Friday, January 8, 2010 and Saturday January 9, 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, January 8, 2010**

5:00 - 6:45 p.m. Registration (with finger foods available in hospitality suite)  
7:00 - 8:15 p.m. Legal Education - Teresa Hughes, Family Law

### **Saturday, January 9, 2010**

8 - 9:00 a.m. Registration (Breakfast in Hotel Lobby free only for overnight guests)  
9 -10:15 a.m. Legal Education – Carla Fuller, Juvenile Law  
10:15 - 10:30 a.m. Break  
10:30 - 11:45 a.m. Legal Education – Phyllis Worley, Public Defender (Sex offender program)  
11:45 - 12 noon Break  
Noon - 1:00 p.m. Lunch  
1:00-2:00 p.m. Business Meeting, followed by Silent Auction to Benefit AALS Scholarship Fund

**AALS WINTER MEETING**

**REGISTRATION FOR SEMINARS AND BUSINESS MEETING**

Name \_\_\_\_\_ Member # \_\_\_\_\_  
Address \_\_\_\_\_ Chapter \_\_\_\_\_  
Employer \_\_\_\_\_ Contact Phone \_\_\_\_\_  
Email address \_\_\_\_\_ First Timer? \_\_\_\_\_

	Member	Non-Member
Full Registration	_____ \$55.00	_____ \$70.00
CLE - Family Law (Fri. pm)	_____ \$15.00	_____ \$20.00
CLE – Juvenile Law (Sat.)	_____ \$15.00	_____ \$20.00
CLE – Public Defender (Sex offender program)(Sat.)	_____ \$15.00	_____ \$20.00
Lunch	_____ \$10.00	_____ \$15.00
Business Meeting	_____ \$ 5.00	_____ \$ 5.00
Total Enclosed	\$ _____	\$ _____

A \$10.00 late fee will apply for registrations received after December 29, 2009. Make checks payable to AALS and mail to Janet Gordon, PLS, P.O. Box 1236, Bald Knob, AR 72010.

Room reservations: Holiday Inn, 3660 Ferron Trail, Searcy, AR 72143 (501) 279-9991; rate: \$114.99 per night, double, triple or quad occupancy with deluxe continental breakfast included. When reserving rooms and upon check-in, tell them you are with AALS - the Association for Arkansas Legal Support Professionals. Cut off date for room block is December 21, 2009.

**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 business meeting of AALS - the Association for Arkansas Legal Support Professionals to be held Saturday, January 9, 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:

Ann Simmons  
AALS Executive Secretary  
200 West Capitol Avenue, Suite 1600  
Little Rock, AR 72201  
Ph (501) 375-2301; fax 501-375-6861  
[asimmons@shultslaw.com](mailto:asimmons@shultslaw.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 Fall Business Meeting of Board of Directors  
Benton, Arkansas, September 19, 2009**

**Call to Order:**

The 2009 Fall Business Meeting of AALS - the Association for Arkansas Legal Support Professionals was convened at 1:00 p.m. on September 19, 2009, at the Hampton Inn in Bryant, Arkansas, with President Janice Miller, PP, PLS, CPS, presiding. Dianne Meriweather, ALS, of Saline County LSP, led the Pledge of Allegiance; and Candace Johnson, ALS of White County LSP, read the NALS Code of Ethics.

President Miller expressed appreciation to Saline County Legal Support Professionals, for hosting the AALS 2009 Fall Business Meeting & Educational Conference.

President Miller announced that Linda Adair, PLS was one of three finalists across the nation in competition for the NALS Award of Excellence, and the winner will be announced at the upcoming NALS Annual Meeting in Irvine, California. Doris Compton, PP, PLS, a/ka Phyllis Diller is going to represent AALS at the NALS “Purple Glob” competition and the members had an opportunity to see how she would be dressed for the event. It was also noted that Doris had been nominated to run for NALS Certification Chair and everyone was encouraged to vote in the upcoming NALS elections.

President Miller introduced the Executive Committee:

President	Janice Miller, PP, PLS, CPS
President-Elect	Judy Davis
Secretary	Ann Simmons
Treasurer	Janet Gordon, PP, PLS
Past President	Linda Adair, PLS
Parliamentarian	Cheryl Summerhill, PLS

The members were reminded that the AALS By-laws and Standing Rules list the voting members of the Board for this meeting to be the Executive Committee, Historian (we have two Historians this year -- Dot Griffin, PLS and Sue Holder, PLS, but they will only cast one vote), Publications Director; Marketing Director and the State Director for each of the seven local chapters.

**Credentials Report:**

According to the registrations, 7 chapters were represented; total number of voting board members present was 16 with a majority being 9 and two-thirds being 11. A quorum was declared present. Dianne Meriweather and Shelley Jackson were the only members who were attending an AALS meeting for the first time. President Miller awarded their AALS membership pins.

Donna Holloway, PLS of Saline County LSP, was appointed official timekeeper. Kim Holcomb of Garland County LSP, Mary Hand, PP, PLS, of Greater Little Rock LSP, and Sharon Davis, PLS of NEALS, were appointed tellers.

The rules of the meeting are contained in the standing rules and are part of the Consent Agenda.

**Consent Agenda:**

The Consent Agenda as provided was utilized. Parliamentarian Cheryl Summerhill, PLS, explained how the consent agenda process works. A **motion was made and carried** to approve the items listed on the Consent Agenda.

**Action Items:**

The Treasurer’s report was distributed and discussed. Since there were no questions, the Treasurers report was accepted, subject to financial review.

**Recommendations of the Executive Committee:**

Executive Secretary, Ann Simmons, read the following EC recommendations and the Board voted on each recommendation as follows:

**Recommendation No. 1:** The Executive Committee recommended that the AALS Board of Directors approve the following for the 2010 Scholarship and Grant Programs.

A scholarship in the amount of \$500 and a grant in the amount of \$500.

**Motion carried.**

**Recommendation No. 2:** The Executive Committee recommended approval of the following arrangements for the 2010 Winter Business meeting to be hosted by White County LSP.

- |                  |  |
|------------------|--|
| Dates            | - January 8-9, 2010  |
| Hotel            | - Holiday Inn, 3660 Ferron Trail, Searcy, AR 72143<br>(501.279.9991) Room Rates: \$114.99<br>Conference Room Total - \$415.00<br>Hospitality Room – Free; Free Continental Breakfast |
| Registration fee | - Member: \$55.00 Non-Member: \$70.00<br>- CLE: \$15.00 CLE: \$20.00<br>- Lunch (Sat): \$10 Lunch (Sat): \$15.00<br>- Bus Mtg: \$ 5.00 Bus Mtg: \$ 5.00                              |
| Speakers         | - Teresa L. Hughes – Family Law (Mediation) (1.25)<br>- Carla Fuller – Juvenile Law (1.25)<br>- Phyllis Worley – Public Defender, Sex Offender Program (1.25)                        |

**Motion carried.**

**Recommendation No. 3:** The Executive Committee recommended approval of the following arrangements for the 2010 AALS Annual meeting to be hosted by NEALS P.

- |                  |  |
|------------------|--|
| Hotel            | Hilton Garden Inn, Jonesboro, AR, \$119/single, double, triple |
| Dates            | April 30-May 2, 2010   |
| Registration fee | \$100 member / \$110 nonmember                                 |

Advertising costs       \$75 – full page; \$50 – half page; \$25 – quarter page  
Theme/speakers       “Passport to the Future”

CLE – Friday evening – Social Networking w/Christy Wilson; Saturday – Military Law w/Atty. Stella Phillips and Agricultural Law w/Atty. Brandy Brown; Sunday morning – Kim Cooksey, PLS, RN.

**Motion carried.**

**Discussion Items:**

1. Annual Meeting Report: The AALS Board and GLRSLP sponsored the meeting which was held in Springdale in April 2009. The total profit from the meeting was \$1,450.27 which was divided between AALS and GLRSLP. The financial review of the records was completed by Dot Griffin, PLS and Tina Ray of Jefferson County LSP. A copy of their report was published in the most recent issue of *The Informer*.
2. Fund-Raising Ideas and Suggestions: President Miller asked the membership to send any fund-raising ideas to her or to Janet Gordon, our Treasurer and Ways and Means Chair, so the suggestions can be discussed at the Retreat in June. Or, if you have any ideas of items we might sell to other NALS members, you can send that information to our Region 6 Director Tina Hurley.
3. AALS Booth at the Arkansas Bar Association Annual meeting: Allison Streepey, PLS was the chair of this project and several members worked at the booth. Several packets of information were distributed and the Bar Association staff and the attendees were very impressed with the people who worked in the booth. Thanks to all who helped make this event a success.
4. Leadership Retreat: President Miller thanked the CLE for a great retreat. Mimi Mangrum is the chair of the CLE but she was not in attendance at the Fall meeting. Although the Retreat is not a money making event, it was important to note that it only cost AALS about \$12. At the retreat we did a "*Let Us Lighten Your Load*" donation to help benefit the AALS Scholarship fund. We invited the members who wanted to do so, to empty their extra change into the "Lighten Your Load" basket for the AALS Scholarship fund-- This practice will be continued throughout the year at all the meetings.
5. Region 6 Meeting: Wyvetta Smith, PLS was the chair of this event. This meeting was a success even though it was a lot of work. The Treasurer's report reflected that we made approximately \$2,693.94 profit which was split between Region 6 and Greater Little Rock LSP. AALS set the bar high for the next Region 6 meeting.
6. AALS New Website. If you have any problems or questions about the new website contact Christy Wilson of NEALSP. Our new website is [aalsonline.org](http://aalsonline.org).
7. Membership Drive: Judy Davis, President-elect, announced that we are thinking BIG this year and we are going to *BLOOM* where we are planted. We are going to cultivate our garden this year and watch it grow by setting goals and reaching for that goal. We have 111 members now, and we need to set a goal for 150 members. We can do this by having a membership drive at your local chapter. You can purchase membership materials from NALS at a minimal cost. This contest will

begin today and will end at the Winter Board Meeting in January 2010. There will be a prize of a \$100 AALS credit to be used toward a membership function. While each individual member is eligible for the Master Gardener prize, please note that local chapters may combine efforts to compete for the prize.

- To count toward the award, new members must be added to the NALS roster after fall business meeting and before winter business meeting.
- The sponsor's NALS membership number must appear on the NALS roster with the new member's information.
- In the case of a tie, the winner will be drawn from the qualifying names.
- The award must be used toward a local, state or national membership function.

8. AALS CAN Project. President Janice Miller spoke to the members about a new fundraising project which:

- will not require any AALS monies to be expended
- doesn't require AALS members to buy anything extra
- doesn't require AALS members to sell anything
- doesn't require AALS members to take orders or pay for something in advance
- will earn money for the local chapters and AALS
- will serve as a community improvement project for each local chapter
- will benefit Arkansas, your community, your chapter and AALS

It will be called The "AALS CAN" Project

Each chapter is encouraged to collect aluminum cans and take them to their nearest recycle location, then bring the proceeds to the Winter board meeting. The proceeds will be split equally between AALS and the local chapter. The money from the CAN Project may be used to help fund members to the AALS Leadership Retreat which is held in June each year.

9. Winter Board Meeting: Danny Looney of White County LSA presented the following proposal for the winter board meeting to be held on January 8-9, 2010:

Dates	- January 8-9, 2010
Hotel	- Holiday Inn, 3660 Ferron Trail, Searcy, AR 72143 (501.279.9992) Room Rates: \$114.99 Conference Room Total - \$415.00 Hospitality Room – Free; Free Continental Breakfast
Registration fee	- Member: \$55.00    Non-Member: \$70.00 - CLE:     \$15.00    CLE:             \$20.00 - Lunch (Sat): \$10    Lunch (Sat):    \$15.00 - Bus Mtg: \$ 5.00    Bus Mtg:        \$ 5.00
Speakers	- Teresa L. Hughes – Family Law (Mediation) (1.25) - Carla Fuller – Juvenile Law (1.25) - Phyllis Worley – Public Defender, Sex Offender Program (1.25)

10. Crime Policy or bond for the association: President announced that NALS strongly recommends that all state and local chapters bond their treasurer and anybody who has access to the funds or get a type of crime policy that covers it. The bonding companies have a limit of \$10,000 before they will underwrite. The companies that we contacted said there would be a \$1,200 per year premium. There is an independent insurance agent in Little Rock who will write us a crime policy with Travelers Insurance Company, and they estimate it will be \$120 per year. If we receive all the written documentation, this issue will be ready for vote at the Winter board meeting.

11. Award of Full Registration to 2010 Winter Business Meeting: A decision was made last year that AALS will award one full registration to the next following business meeting, the recipient to be determined by random drawing from all the attendees at this meeting. If the winner of the registration cannot attend the meeting they have until the registration deadline to say if they are going to attend the meeting. If they are not attending, then they should give it to their chapter president and another member will be chosen to receive the registration. Should they just not show at the meeting, then they will be asked to reimburse AALS for any cost of the registration that had to be expended by AALS for that member's registration. The winner of the free registration for 2010 Winter Board Meeting and Educational Conference is Kim Holcomb, of Garland County LSP.

### **Informational Items:**

As informational items, President Miller reported to the Board that the following actions have been taken since the Spring Business Meeting:

- EC approved the purchase of a \$50 Wal-Mart gift card donation for the silent auction at the Regions 6 meeting.
- EC approved the allocation of \$75 for a full-page ad in the Region 6 program.
- EC approved the purchase of a gift for presentation at the installation of the new officers at Northwest Arkansas LSP (a frame for their charter).
- EC approved the award of the Paralegal Software Training class which was donated by Pulaski Technical College (value of \$129); this will be given by a random of the members in attendance at the Fall Board Meeting. (The award was originally presented at the Region 6 meeting to a member who was not from Arkansas and they gave it back to AALS since they probably would not be able to attend the training class at PTC).
- EC recommended and the Board approved via email notification and vote, a one-time only reimbursement to NWALSP for expenses of their chapter set-up (\$225.19).
- EC approved the expenditure of \$100 for AALS sponsorship of Doris Compton, PP, PLS in the NALS Gala Event and Purple Glob Award Competition in Irvine, CA (to benefit the NALS Foundation).
- EC recommended and the Board approved via email notification and vote, a payment of \$149.00 to Godaddy.com for AALS new website (three-year contract).

- EC approved offering free CLE immediately following the Fall Board Meeting, on Trial Director, conducted by Cathy Underwood from PTC.

The Silent Auction Report was then given - \$252 was raised for the AALS Scholarship Fund at the Fall Board Meeting.

The Treasurer gave an interim report on the profit from the Fall Board Meeting – which was \$723.16 profit to be split 50/50 between Saline County LSP and AALS.

**Adjournment:**

There being no further business to come before the Board, the 2009 Fall Business Meeting and Educational Conference of AALS - the Association for Arkansas Legal Support Professionals adjourned at 2 p.m.

Respectfully submitted,  
Ann Simmons  
Executive Secretary



**Why Punctuation is Important or  
The Costly Comma**  
By Allison Streepey, BA, PLS

Czarina Maria Fyodorovna saved a man's life by placing a comma differently in note written by her husband. The original note read "Pardon impossible, to be sent to Siberia." And she changed it to read "Pardon, impossible to be sent to Siberia." The man was set free. A simple phrase had such a different interpretation depending on the placement of the comma.

An English professor wrote the following phrase on the board and asked the class to punctuate it: *A woman without her man is nothing*. All of the males in the class wrote: "A woman, without her man, is nothing." And all the females wrote: "A woman: without her, man is nothing." A dramatic difference in the interpretation of the phrase.

The actor David Duchovny lost \$500,000 for his favorite charity on a game show because of a lack of punctuation in a phrase. He was asked to name the movie from which the phrase "You be careful out among them English!" was said. He believed it was the movie *Braveheart* and that was the incorrect answer. The correct answer was the movie *Witness*. The reason he got it wrong is because the phrase reads differently with the comma: "You be careful out among them, English!"

These three examples illustrate how small grammatical mistakes can have a big impact on the outcome of a situation. This is particularly significant in legal documents where the aim is exact meaning. Knowledge and correct use of proper English grammar and punctuation, as well as careful proofreading, are skills that can be learned.

Improper punctuation can change everything. For example, a misplaced comma in a contract cost a company approximately \$2.15 million. The misplaced comma changed the terms of the agreement and also caused an 18-month dispute between Rogers Communication, Inc. and Aliant, Inc. of Canada.

Rogers Communication had what they believed to be an ironclad five-year agreement with Aliant to connect cable lines to 91,000 poles across the Maritimes (New Brunswick, Nova Scotia and Prince Edward Island) for an annual fee of \$9.60 a pole. The purpose of the agreement was to lock in a five-year term and protected Rogers from a rate increase on the poles. Rogers thought that the contract with Aliant would be reviewed in five years towards renewal. After two years into the project, Aliant cancelled the agreement with short notice. Aliant believed that the agreement allowed for termination at any time without cause, upon one-year's written notice. This was all due to a misplaced comma which ended up costing Rogers Communication about \$2.15 million more than expected because Aliant proposed a rate increase of the poles to \$28.05 a pole after the initial agreement was terminated.

The phrase in the agreement that caused the dispute and the increased cost to Rogers states that it "shall continue in force for a period of five years from the date it is made, and thereafter for successive five year terms, unless and until terminated by one year prior notice in writing by either party." The comma in question is the second one between the words *terms* and *unless*. Without the second comma, the agreement is for a five-year term and could be renewed for successive five year terms and the poles would have cost \$9.60 for five years. With the comma the agreement can be

terminated with a one-year notice no matter what the terms are. The means the poles could cost up to \$28.05 each, hence the \$2.15 million to finish the project.

The regulators of the Canadian Radio Television and Telecommunications Commission (CRTC) ended with dispute citing proper English rules of punctuation, meaning the second comma did allow for the termination of the agreement between Rogers and Aliant, without cause, upon one-year's written notice.

The moral of these stories is: the correct use of the English language and punctuation are important, as well as proofreading skills, especially in legal document preparation. These are skills that can be learned and improved, and these skills will increase your value to your attorney and your company.

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[http://singularitylaw.com/contract\\_law/a\\_misplaced\\_comma\\_causes\\_big\\_trouble](http://singularitylaw.com/contract_law/a_misplaced_comma_causes_big_trouble)  
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[http://www.encyclopedia.com/doc/1P2\\_182568.html](http://www.encyclopedia.com/doc/1P2_182568.html)  
[http://www.atsutane.net/2009/04/a\\_woman\\_without\\_her\\_man\\_is\\_nothing.html](http://www.atsutane.net/2009/04/a_woman_without_her_man_is_nothing.html)



## The Things I Have Learned in One Month at the Supreme Court:

By Kristin Edstrom, GLRLSP

*Editor's Note: Kristin was the recipient of the Scholarship awarded by GLRLSP in September. She has been working as the Administrative Assistant to Arkansas Supreme Court Justice Jim Gunter since the first of September, and wanted to share her experiences with her sisters-in-law.*

### Preservation of the record

Arguments not preserved in a lower court will not be heard on appeal.

**Brilliant law student:** But Judge, this court's interpretation of so-n-so statute has a serious 14<sup>th</sup> Amendment problem.

**Judge:** Did the plaintiff argue this issue below and have the judge rule on it?

**Brilliant law student:** No, but...

**Judge:** Then it is not properly before this court and we cannot/will not rule on it....

In civil procedure class they tell you over and over that arguments not ruled on by the lower court will not be heard on appeal. I remember hearing it, but it did not make sense until I spent a whole day on an awesome 14<sup>th</sup> Amendment argument that was irrelevant because the issue was not properly before the court. Ouch! The court will not make arguments for the appellant. In fact, the only matter an appellate court will consider without motion by either party is jurisdiction.

I often hear something similar to the following: "Lawyers object to everything. Why do they have to make things so complicated?" The answer is that we live with an adversarial system of justice, and a lawyer who does not make a timely objection foregoes that potential argument on appeal because it is not preserved in the record.

### Clear, clean court records

When I was a secretary in private practice I recall the frequent minor formalities my boss made me do to clarify the record simply by filing an additional pleading with the clerk. I thought he was just being picky. NOW I know why he was so meticulous: when those cases come back, as they so often do, having an unclear record can be fatal. At the appellate level, all we have is the record. We can't just call the attorney and say "Hey, what did you mean when you did this?" The Supreme Court sends cases back all the time because of incomplete records. Unsurprisingly, the Court does not look favorably on it. Why would an attorney ask the highest Court in the state to decide in her favor and then not give the Court the tools it needs to see the issue her way?

### The law of the case

If the Supreme Court has already made a ruling in a case, it is now the law of that case. Some cases make it to the Supreme Court several times on different issues. Once an issue has been decided by the Supreme Court, the Supreme Court's decision on that issue

is the law of that case. The remainder of the case must operate under that law as though it were written in the Constitution of the United States.

**The court does not care about your opinion**

In a memo to a judge or an attorney, the words “in my opinion” should not be used unless they are preceded by A LOT of good, relevant, controlling law. Otherwise, neither your attorney nor the judge “give[s] a s\*\*\* about your opinion.”

**The Arkansas legal community is very small**

Before expressing your feelings about a particular attorney’s speaking or writing abilities, you should make sure that the attorney is not a family member, friend, or campaign manager of any judge/attorney within ear shot. This is a lesson I have had to learn twice.



## The Things I Have Learned in Three Months at the Supreme Court:

By Kristin Edstrom, GLRLSP

### *Month 3: Missing the civil side of life.*

1. Criminal defense attorneys should be required to put warnings on the outside of any abstract that contains crime scene photos, autopsy photos, and the like.
2. Procedural posture must be perfect. Improper procedural posture is fatal to a case. For example, know the difference between a 12(b)(6) motion to dismiss and a motion for summary judgment. There is a reason they are both included in the law. They are not interchangeable.
3. A “class action” is a lawsuit because an action is the same thing as a lawsuit. There is no need to put the word “lawsuit” behind “class action.” It is like going to the ATM machine. The “M” in “ATM” stands for “machine.” It is redundant ... and irritating.
4. Highlighting, bold, italics and underline should be left out of a brief unless you are citing a case name. ***I cannot stress enough how important it is to type in regular font.*** If your argument is not that strong, no amount of character manipulation is going to help.
5. If your client fired a shot from a double-barrel sawed off shot gun from the passenger’s seat of a stolen vehicle in a crowded mall while fleeing from the store he just robbed, please do not argue sufficiency of evidence.
6. *Marinda* is still surprisingly vague.
7. “Because they were already dead” is not the best defense to the urgency exception of the search warrant rule. Fruit of the poisonous tree will only go so far.
8. You cannot be put to death in Arkansas if you have an IQ of 65 or lower; but, you have to be pretty smart to get the State’s expert to testify that you are retarded.



## **MURPHY'S LAW FOR LEGAL SUPPORT PROFESSIONALS**

Submitted by Marie Schoenfeldt, PLS, CLA, member of Garland County LSP

1. The day you wear comfortable, ugly shoes is the day you are called into a partner's office or have to meet with a client.
2. The day you wear attractive shoes that pinch your toes, bite you instep and chafe your heels is the day you have to serve papers.
3. The night you have a date, theatre tickets or fifteen dinner guests due at 7:30 is the night you have to work late.
4. The day your car is in the garage and you car pooled is the day that you receive a 10-hour project that has to be done before you go home.
5. Your mother, the love of your life, or your bookie always calls when the boss is standing at your desk.
6. Clients that work near you never have to sign anything. The number of documents that need to be signed by a client increases in proportion to the number of miles between their home or office and your office.
7. Whatever you lost is what everyone must have immediately.
8. Whatever cannot be found was last in the possession of the paralegal.
9. The day you have a sub for lunch is the day that you have to attend an unscheduled meeting with an important client or an attorney.
10. Whatever needs to be hand-delivered or picked-up is always beyond the messenger's responsibility, or too late in the day to be taken care of.
11. The reference book that you require to prepare a motion is always missing from the library.
12. Nobody ever asks you about subjects with which you are familiar. If you are an expert on the mating habits of mosquitoes, you will be asked to digest a deposition or prepare research about the malfunction of the farabus and allie pin connection in Yugoslavian lawnmowers.



## **CATHY'S TOP TEN - A List of Do's and Don'ts for Legal Support Professionals**

Submitted by: Marie Schoenfeldt, PLS, CLA, member of Garland County LSP

*Cathy Underwood is an Attorney/legal editor in Little Rock and a full-time instructor in the paralegal program at Pulaski Technical College where she teaches a course in ethics. She recently presented a seminar to AALS on Ethics. Following are excerpts from that seminar.*

*Legal Support Professionals must abide by the same rules as attorneys, who are governed by the Arkansas Rules of Evidence and the Arkansas Rules of Professional Conduct. Each of Cathy's top ten refers to a section from these Rules.*

### **Cathy's Top Ten:**

1. "Don't talk" Section 502 of the Arkansas Rules of Evidence (5) "A communication is "confidential" if not intended to be disclosed to third person other than those to whom disclosure is made in furtherance of the rendition of professional legal services to the client or those reasonably necessary for the transmission of the communication."

The rule of confidentiality is also covered in Rule 1.6 of the Arkansas Rules of Professional Conduct.

2. "Don't commit UPL," (unauthorized practice of law), is covered in Rule 1.6 "Confidentiality of Information." The legal support professional is under the same strict rule and must not reveal information relating to representation of a client unless the client gives informed consent. A lawyer may reveal such information to the extent the lawyer reasonable believes necessary, however, the legal support professional should not do so without express directive from the lawyer.

3. "Don't misrepresent yourself," Rule 5.3 "Responsibilities Regarding Nonlawyer Assistants," covers nonlawyers employed or retained by or associated with a lawyer. Your lawyer is responsible for the actions of his/her legal support staff and your conduct should be such that you do not violate the rules of professional conduct.

4. "Don't commingle funds." Rule 1.15 "Safekeeping Property and Trust Accounts". As the employee in charge of handling the funds, it is your duty to see that said funds are placed in the proper accounts and credited toward the respective clients.

5. "Do get a written fee agreement." Rule 1.5. While this is the responsibility of the attorney, the legal support personnel, under the attorney's directive, is given the duty of preparing the fee agreement.

6. "Don't solicit." Rule 7.3 a, as with attorneys, the legal support personnel are under a duty to not solicit prospective clients for his/her employer. Even if a friend asks about your attorney's representation, you cannot accept him/her as a client.

7. "Do understand the rules on attorney advertising." Rules 7.1 to 7.5. As an employee you should be aware of and know the procedures under which your attorney may advertise.

8. “Do be honest.” Rules 3.3, candor toward the tribunal; 3.4, fairness to opposing party and counsel; and 4.1 to 4.4., truthfulness in statements to others. The attorney shall not knowingly make a false statement..., fail to disclose..., offer evidence known to be false...; or fail to disclose a material fact.... You are bound by the same rules.

9. “Do strive to be competent and professional.” Rule 1.1, states a lawyer shall provide competent representation and to be professional. Your competency and professionalism has a direct bearing on your employer.

10. “Do advise your attorney of any conflict of interest.” Rule 1.7. A lawyer shall not represent a client if the representation involves a concurrent conflict of interest. You, as part of the legal support staff are duty bound to inform your employer if you feel there is a conflict of interest such as your knowing both parties in a pending legal problem.

NALS has adopted a “Code of Ethics and Professional Responsibility based on these by which all members are bound. A copy of that Code may be found on the last page of this publication. Also, Cathy handed out a copy of the Arkansas Rules of Evidence, rule 502, lawyer-client privilege and a complete copy of the Arkansas Rules of Professional Conduct. You may obtain a copy from anyone who attended the Region 6 meeting or by contacting me at [marie1938@hotmail.com](mailto:marie1938@hotmail.com).



## LEGAL QUIZ

Submitted by Marie Schoenfeldt, PLS, CLA, member of Garland County LSP

1. One not a party to an action may file a brief in a case on appeal as:  
a. amicus curiae      b. respondent superior      c. corpus delicti      d. stare decisis
2. A gift in contemplation of death is a gift:  
a. causa mortis      b. de factor      c. intervivos      d. pendente lite
3. A nolo contendere plea indicates a party:  
a. is guilty      b. is not guilty      c. will contest      d. will not contest
4. Hypothecate means:  
a. as a hypothetical question      b. execute a chattel mortgage  
c. pledge properly as security for a debt      d. waive payment
5. In propria persona means:  
a. in the proper form      b. in the proper person  
c. in one's own person      d. for another person
6. Venue refers to:  
a. jurisdiction of a court to hear a case      b. place of trial of action  
c. writ for summoning a jury      d. the person being sworn in
7. A verification is:  
a. an acknowledgment      b. an attestation.      c. a signature      d. an affidavit
8. A counterclaim is not which of the following:  
a. part of the defense      b. pleaded as and has the same effect as a cross complaint  
c. part of the answer      d. means of defeating or diminishing plaintiff's cause of action
9. Common law is based on:  
a. codes      b. legislation enacted by the federal government  
c. court decisions      d. legislation enacted by individual states
10. An acceleration clause might be found in:  
a. a remainder deed      b. a will      c. a promissory note      d. a warranty deed
11. A distributee's receipt is signed by:  
a. an attorney for his fee      b. a divorcee for payment of alimony  
c. an heir of an estate      d. a purchaser of real property
12. Which is not a discovery device:  
a. depositions      b. physical examination      c. interrogatories      d. pre-trial conference



A listing of the officers and committee chairs is now online for your convenience at [www.aalsonline.org](http://www.aalsonline.org)



*Answers to Legal Quiz: 1. a; 2. a; 3. d; 4. c; 5. b; 6. a; 7. b; 8. b; 9. c; 10. c; 11. c; 12. b.*

