

## **"THE SPARTANBURG SPEAKER"**

Volume XXVI Book 1

MAY 2012

## **SPARTANBURG COUNTY LEGAL STAFF PROFESSIONALS**

a chartered local chapter of



### **NALS Mission Statement**

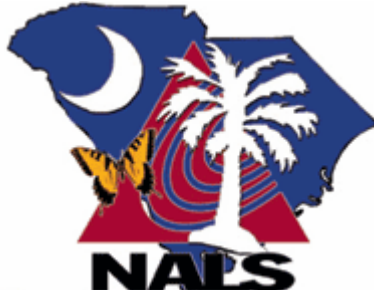
NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. NALS accomplishes its mission and supports the public interest through:

Continuing legal education and resource materials;

Networking opportunities at the local, state, regional, and national levels;

Commitment to a Code of Ethics and professional standards;

Professional certification programs and designations.



## NALS Code of Ethics and Professional Responsibility

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Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall

- Encourage respect for the law and the administration of justice;
  - Observe rules governing privileged communications and confidential information;
  - Promote and exemplify high standards of loyalty, cooperation, and courtesy;
  - Perform all duties of the profession with integrity and competence; and
  - Pursue a high order of professional attainment.
- Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by the NALS and accepted by its members to accomplish these ends.

**Canon 1.** Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

**Canon 2.** Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of the association and the legal profession.

**Canon 3.** Members of this association shall avoid a conflict of interest pertaining to a client matter.

**Canon 4.** Members of this association shall preserve and protect the confidences and privileged communications of a client.

**Canon 5.** Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

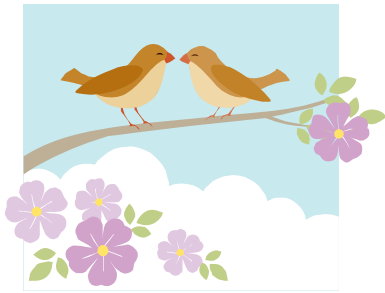
**Canon 6.** Members of this association shall not solicit legal business on behalf of a lawyer.

**Canon 7.** Members of this association, unless permitted by law, shall not perform paralegal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.

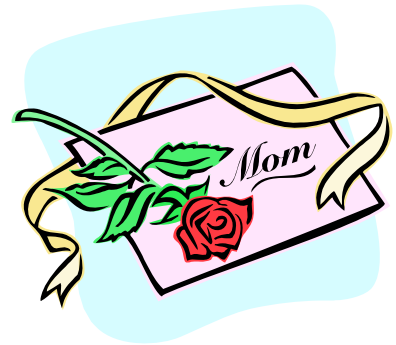
**Canon 8.** Members of this association, unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.

**Canon 9.** Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

**Canon 10.** Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.



| MAY 2012  |           |    |    |           |    |    |
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**THIS MONTH'S CALENDAR OF EVENTS**  
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- May **10** SCLSP **Membership Meeting - The Marriott - 1:00 p.m.**  
**Speaker/Program:** The Hon. J. Mark Hayes, II  
 Circuit Court Judge
- May 10 State of SC Confederate Memorial Day (state holiday - state offices closed)

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**FUTURE CALENDAR OF EVENTS**  
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- June 22 Region 4 Hotel reservation deadline, Chattanooga Choo Choo Hotel  
[www.choochoo.com](http://www.choochoo.com) – Group Code NALS4)
- July 13-15 Region 4 Annual Meeting and CLE, Chattanooga, TN

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**NOTE FROM THE EDITOR**  
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**PLEASE NOTE:** The deadline for the **June 2012** issue is **Friday, May 26, 2012**. You may submit your report or article by email. Original reports must be given to Chapter Secretary for the permanent records.

Deborah League Brown, Certified PLS (864/699-5655)  
 Butler, Means, Evins & Browne, P.A., 234 North Church Street (29306)  
[deborahbrown@butlermeans.com](mailto:deborahbrown@butlermeans.com)

Any changes in address (home or office) and/or phone numbers, please complete NALS Change of Address form in this issue and contact Yearbook chairman to complete another Membership Information Sheet.

**Mother's Day**

**MAY ` 13, 2012**

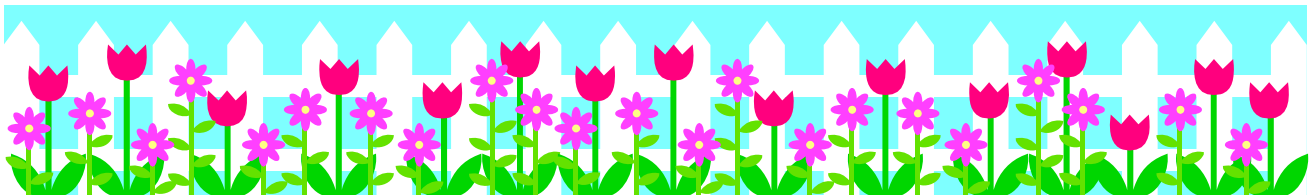
# SPARTANBURG COUNTY LEGAL STAFF PROFESSIONALS

## 2011-2012 ELECTED AND APPOINTED OFFICERS

|  |  |
|--|--|
| <p><b>PRESIDENT</b><br/>                 Post Office Drawer 451<br/>                 Spartanburg, SC 29304-0451<br/>                 Email: <a href="mailto:kerrywaldrop@butlermeans.com">kerrywaldrop@butlermeans.com</a></p>   | <p><b>Kerry Ann Waldrop</b><br/>                 Office (tollfree) 877/582-5630<br/>                 Office (direct) 864/699-5652<br/>                 Telefax 864/585-2034<br/>                 Home 864/472-5486</p>                   |
| <p><b>PRESIDENT-ELECT/Parliamentarian</b><br/>                 Post Office Box 1897<br/>                 Spartanburg, SC 29304-1897<br/>                 Email: <a href="mailto:rreynolds@holcombebomar.com">rreynolds@holcombebomar.com</a></p>                                   | <p><b>Roxanne R. Reynolds, Certified PLS</b><br/>                 Office (direct) 864/594-5312<br/>                 Telefax 864/585-3844<br/>                 Home 864/487-5725</p>  |
| <p><b>SECRETARY</b><br/>                 Post Office Box 2929<br/>                 Spartanburg, SC 29304-2929<br/>                 Email: <a href="mailto:lharris@lfklaw.com">lharris@lfklaw.com</a></p>   | <p><b>Linda F. Harris</b><br/>                 Office 864/582-3770 Office<br/>                 (direct) 864/582-3034 x103<br/>                 Telefax 864/582-3553<br/>                 Home 864/489-0138</p>                           |
| <p><b>TREASURER</b><br/>                 2230 Hickory Drive<br/>                 Spartanburg, SC 29302<br/>                 Email: <a href="mailto:nancy_lemmons@yahoo.com">nancy_lemmons@yahoo.com</a></p>  | <p><b>Nancy J. Lemmons, Certified PLS</b><br/>                 Home 864/583-6559</p>   |
| <p><b>Functional Director –<br/>                 EDUCATION / MEMBERSHIP</b><br/>                 Post Office Box 1897<br/>                 Spartanburg, SC 29304-1897<br/>                 Email: <a href="mailto:rmitchell@holcombebomar.com">rmitchell@holcombebomar.com</a></p> | <p><b>Rhonda S. Mitchell</b><br/>                 Office (direct) 864/594-5313<br/>                 Telefax 864/585-3844<br/>                 Home 864/489-5664</p>  |
| <p><b>CHAPTER LIAISON</b><br/>                 Post Office Drawer 451<br/>                 Spartanburg, SC 29304-0451<br/>                 Email: <a href="mailto:deborahbrown@butlermeans.com">deborahbrown@butlermeans.com</a></p>   | <p><b>Deborah League Brown, Certified PLS</b><br/>                 Office (tollfree) 877/582-5630<br/>                 Office (direct) 864/699-5655<br/>                 Telefax 864/585-2034<br/>                 Home 864/583-5264</p> |

## CONFEDERATE MEMORIAL DAY

In North and South Carolina, May 10 marks the anniversaries of the death of Gen. Thomas Jonathan 'Stonewall' Jackson in 1863 and the capture of Jefferson Davis in 1865 (May 10<sup>th</sup> is a South Carolina state holiday; state offices will be closed).



# SPARTANBURG COUNTY LEGAL STAFF PROFESSIONALS

## 2011-2012 COMMITTEE CHAIRS

|  |   |
|--|---|
| <b>AUDIT</b><br>Post Office Box 1897<br>Spartanburg, SC 29304-1897<br>Email: <a href="mailto:rreynolds@holcombebomar.com">rreynolds@holcombebomar.com</a>  | <b>Roxanne R. Reynolds, Certified PLS</b><br>Office (direct) 864/594-5312<br>Telefax 864/585-3844<br>Home 864/487-5725                                    |
| <b>AWARDS / BOSSES DAY</b><br>c/o President Kerry Waldrop<br>Post Office Drawer 451<br>Spartanburg, SC 29304-0451<br>Email: <a href="mailto:kerrywaldrop@butlermeans.com">kerrywaldrop@butlermeans.com</a> | <b>Board of Directors</b><br>Office (tollfree) 877/582-5630<br>Office (direct) 864/699-5652<br>Telefax 864/585-2034<br>Home 864/472-5486                  |
| <b>BAR LIAISON</b><br>Spartanburg County Probate Court<br>180 Magnolia Street<br>Spartanburg, SC 29306<br>Email: <a href="mailto:pcaldwell@spartanburgcounty.org">pcaldwell@spartanburgcounty.org</a>      | <b>The Honorable Ponda A. Caldwell</b><br>Office (direct) 864/596-2474<br>Telefax 864/596-2011<br>Home 864/592-1052                                       |
| <b>COMMUNICATIONS</b><br>Post Office Drawer 451<br>Spartanburg, SC 29304-0451<br>Email: <a href="mailto:deborahbrown@butlermeans.com">deborahbrown@butlermeans.com</a>                                     | <b>Deborah League Brown, Certified PLS</b><br>Office (tollfree) 877/582-5630<br>Office (direct) 864/699-5655<br>Telefax 864/585-2034<br>Home 864/583-5264 |
| <b>COMMUNITY SERVICE</b><br>516 Union Street<br>Spartanburg, SC 29306<br>Email: <a href="mailto:nyc046323@aol.com">nyc046323@aol.com</a>   | <b>Sarah L. Wallace</b><br>Office<br>Telefax<br>Home 864/316-1439   |
| <b>EMPLOYMENT</b><br>Post Office Box 1897<br>Spartanburg, SC 29304-1897<br>Email: <a href="mailto:rmitchell@holcombebomar.com">rmitchell@holcombebomar.com</a>   | <b>Rhonda S. Mitchell</b><br>Office (direct) 864/594-5313<br>Telefax 864/585-3844<br>Home 864/489-5664  |
| <b>FINANCE</b>   | <b>Board of Directors</b>   |
| <b>HISTORIAN</b>   | (vacant)  |
| <b>LEGAL EDUCATION/PROGRAMS</b>  | <b>Rhonda S. Mitchell</b>   |
| <b>NALS FOUNDATION</b>   | <b>Board of Directors</b>   |
| <b>MEMBERSHIP</b>  | <b>Rhonda S. Mitchell</b>   |
| <b>NOMINATIONS AND ELECTIONS</b>   | <b>The Honorable Ponda A. Caldwell</b>  |

The best advice from my mother was a reminder to tell my children every day:  
 "Remember you are loved."

Evelyn McCormick

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|--|---|
| <b>PUBLIC RELATIONS</b><br>130 Huff Road<br>Cowpens, SC 29330<br>Email: <a href="mailto:shollis@spartanburgcounty.org">shollis@spartanburgcounty.org</a><br><a href="mailto:sahollis50@yahoo.com">sahollis50@yahoo.com</a> | <b>Sarah A. Hollis, Certified PLS</b><br>Office 864/596-2501<br>Office (direct) 864/596-2355<br>Fax 864/596-2078<br>Home 864/463-4795 |
| <b>SPECIAL PROJECTS</b>  | <b>Roxanne R. Reynolds, Certified PLS</b>   |
| <b>STANDING RULES / Parliamentarian</b>  | <b>Roxanne R. Reynolds, Certified PLS</b>   |
| <b>SUNSHINE</b><br>6191 South Pine Stree<br>Pacolet, SC 29372<br>Email: <a href="mailto:tsexton@fordharrison.com">tsexton@fordharrison.com</a><br><a href="mailto:redsexton@charter.net">reddsexton@charter.net</a>        | <b>Theresa Sexton</b><br>Office 864/699-1100<br>Office (direct) 864/699-1141<br>Telefax 864/699-1101<br>Home 864/474-3050             |
| <b>YEARBOOK</b>  | <b>Deborah League Brown, Certified PLS</b>  |



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|--|---|
|  <p>09 Sharon West<br/>27 Deborah Brown</p> |  <p>04 Linda &amp; Woody Harris</p> |
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There is no modern pain medicine as effective as a mother's kiss.  
Author unknown

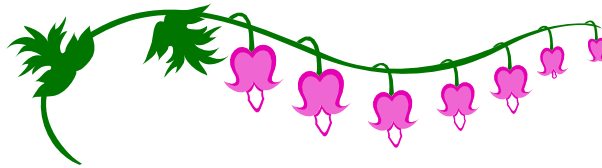
## REPORT OF FUNCTIONAL DIRECTOR OF EDUCATION/MEMBERSHIP

I am pleased to announce that The Honorable J. Mark Hayes, II, Circuit Court Judge, has agreed to speak at the May 10, 2012, meeting of the Spartanburg County Legal Staff Professionals.

Judge Hayes was very happy to be asked to be present that day and asked if he could choose his topic.

I encourage all members to attend the May meeting to show Judge Hayes what a strong, supportive group we are.

Rhonda S. Mitchell, Functional Director



## REPORT OF CHAPTER LIAISON

I am sending with this issue of the *Speaker* pdf documents from the NALS website with regard to the proposed governance changes. Please take a few minutes to read these. I am sure we will be discussing this matter at the State Annual Meeting this coming weekend. If you have any questions which you'd like me to ask at the meeting, please contact me..

Deborah League Brown, Certified PLS, Chair  
[deborahbrown@butlermeans.com](mailto:deborahbrown@butlermeans.com)



A mother has to give her daughter her wings by giving her the self-confidence to make decisions.

Priscilla Presley, Actor

## CONFERENCES

***Make the Most Out of Your Membership...Attend a NALS Conference!***

### Region 4 Conference

July 13-15, 2012

[Chattanooga Choo Choo Hotel](#)

Chattanooga, TN

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### Education Conference & National Forum



#### **61st NALS Education Conference and National Forum**

October 18-21, 2012  
Sheraton-Portland Airport Hotel  
Portland, Oregon

#### **62nd NALS Education Conference and National Forum**

October 17-20, 2013  
Atlanta Marriott Century Center  
Atlanta, Georgia

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inspire  
enhance  
promote

## ALL New - NALS Library!

The newest member benefit for you is the NALS Library! The Library holds a listing of past webinars that can be purchased from the [NALS Store](#), FREE [WebEd](#) sessions for Members, 20+ presentations and seminars for you to utilize, Past [Jett Award](#) Winners, the Ethics Series, The NALS Guide to Model Competencies for Legal Secretaries, and full issues of Past [@Law](#) magazines in PDF format.

These resources are here for you to use whenever you would like. Download powerpoint presentations or load @Law PDF files to your e-reader or iPad and take them with you...all at no extra cost. We understand that you want more for your money and we are giving you just that.

You will have to be logged in to access this information as it is for NALS Members Only! If you are logged in, [click here to access the NALS Library](#).

If you are a NALS member here is a current listing of the seminars, presentations and @Law issues available to you:

### Webinars – 1 Hr CLE (Webinar Recordings)

- \$1,000 Tennis Shoes
- An Introductory Overview of Collaborative Divorce
- Ethics: Top 10 Malpractice Tips, Part I
- Ethics: Top 10 Malpractice Tips, Part II
- Hands-On Summation
- Six Insider Secrets Every Family Law Professional Must Know
- Starting Off on the Right Foot: Business Formation and Owner Agreements
- Technology Forensics: The Good, The Bad, and The Ugly
- Understanding the PZR Report
- What Full Coverage Means and How You Don't Have It

### Leadership Library (Webinar Recordings)

- Art of Persuasion
- Building Your Leadership Portfolio
- Building Your Team: Future Leaders Development
- Coaching/Mentoring 2010
- Coaching & Mentoring: Future Leaders Development (2011)
- Communication
- Conflict Resolution
- Dealing With People: Future Leaders Development
- Encouraging Innovation
- Leading Without Authority
- Managing Your Team: Future Leaders Development
- Managing Yourself and Inspiring Others
- Parliamentary Procedure: Future Leaders Development
- Promoting Your Team: Future Leaders Development
- Nominations
- Setting Goals: Future Leaders Development
- Think Big – Insight Needed to Serve at the National Level

- Thinking of Running for National Office?
- Understanding the Mission of NALS
- Understanding What Leadership Skills Will Be Needed
- Uniform Bylaws: The Heartbeat of Your Association
- What You Need to Know About Serving at the National Level

### **Seminars/Presentations (Powerpoint and Word notes)**

- U WNT me 2 do w@? – Generations in the Workplace
- The Lean, Mean, “Green” Machine – Think Big, Think Green
- 2004 Board Orientation
- 2004 Leadership Orientation
- Attitude for Dummies
- Bluebook for Staff
- Business Etiquette
- Business Etiquette and Getting Along with Others
- Destination: Organization
- Essential Communication
- Everything You Need to Know About Being a Legal Professional You Learned in Kindergarten
- Friday Afternoon Attitude Adjustment
- Got Billable Hours?
- Mindset List for the Class of 2012
- Parliamentary Procedure (w/handouts)
- Proofreading
- Put the POW in Your PowerPoint Presentation
- Roles and Responsibilities (for State Presidents)
- Think Big – Living and Leading Large (PowerPoint) (no handout)
- Working With Paralegals and Secretaries
- Cincinnati: Marketing the Conference

### **Jett Awards (PDF Format)**

- NALS of Phoenix – Certification Study Group
- NALS of Phoenix – Membership Social “Midway Mania”
- NALS of Tucson and Southern Arizona – Charity Golf Tournament Event
- NALS of GreaterSeattle – Tech Day Program
- AALS... the Arkansas Association of Legal Support Professionals – AALS Can Do It! Campaign
- NALS of Greater Seattle – “Where’s Eula Mae?”
- NALS of Missouri – Mock Exam Development
- Philadelphia LSA – Secretarial Boot Camp
- Houston ALP – Think Big Membership Development
- NALS of Lansing – 50th Anniversary
- NALS of West Michigan – Ethics in the Workplace
- NALS of Central Ohio with NALS @ Noon
- Houston ALP with Super CLE Saturdays 2008-2009
- Texas ALP with Come Fly Me and Texas Train to Tomorrow (2-year membership drive)
- Mississippi LPA with www.mississippi.org
- RLSA with Lessons in Law
- Austin LSA, Inc. for Saturday Seminar – Nuts and Bolts of Grammar and Written Communication
- NALS of Phoenix for Fall Social
- San Antonio LSA for Day-In-Court Luncheon
- Tri-County Association for Legal Support Professionals for First Annual Court Observance Reception
- CLSA – Chattanooga Legal Professionals (Tennessee) for 50th Anniversary Celebration and Legal Professionals Night Out
- Berrien – Cass LSP for “Celebrating the 50th Anniversary of Berrien – Cass LSP Court

- Observance Week”
- Austin LSA for “Specialized Civil Litigation Enhancement Seminar”
- Austin LSA for “Association of Legal Administrators Expo”
- NALS of Missouri for “Forms Manual
- San Antonio LSA for “Game Show Seminar

**Past Issues of @Law (PDF format)** beginning with Spring 2008 issue

**Ethics Series(PDF format)**

- Ethics Series Debut
- Ethics Series – Terminology
- Ethics Series – Pro Bono Service

**The NALS Guide to Model Competencies for Legal Secretaries (PDF format)**

- The NALS Guide to Model Competencies for Legal Secretaries Debuts – Section I & II
- The Emergence of Competencies – Section III
- Stupid Lazy Worker vs. Motivated Worker – Section IV
- Competency? What’s a Competency? – Section V
- Writing Model Competencies – Section VI
- What Does a Legal Secretary Do, Anyway? – Section VIII

***This listing will be updated as new information is made available to you...enjoy and keep an eye out for additions to the NALS Library!***

Downloaded from NALS website 04/21/12



**Memorial Day – Monday, May 28, 2012**

Heroes may not be braver than anyone else. They’re just braver five minutes longer.  
Ronald Reagan 40th U.S. President

# 5 WAYS TO MINIMIZE INTERRUPTIONS

By Vicki Voisin, ACP

**How can you get your work done if your co-workers are constantly interrupting you? You can't...and it's very frustrating.**

You have to practice self-defense when it comes to interruptions. If you don't take steps to minimize them, your time will be wasted and your productivity will suffer.

**Studies show that the average worker is interrupted every eight minutes.** The same studies reveal that 15% of the interruptions are important, while the remaining 85% are a waste of time.

Telephone calls and e-mail are major culprits, but even worse are the two-legged interrupters: your co-workers.

**Here are five tips to minimize those two-legged interruptions and keep you in the productivity fast lane:**

**1. Stand up when someone enters your workspace...or when they've over-stayed their welcome.** When you stand, you send a message that the meeting will either be brief or that it has ended. This works every time. You start moving, they start moving...end of interruption.

**2. Never ask "How are you?" when someone stops by your office.** This is an open invitation to chat. Do you really want to hear about their gallbladder surgery? Instead, ask "What can I do for you?" This will get you right to the point of the interruption.

**3. A bit of creative workspace re-organization goes a long way.** If your desk faces the door, turn it so you don't look right into the hallway at everyone who passes. Once they make eye contact, they always stop to chat.

Can you remove your chairs? If not, stack some files on them so the office pest (i.e. time waster) can't take root for a half hour of blah blah blah. Last, NEVER have a bowl of candy on your desk. Who can resist a handful of M&M's...and a little conversation to go along with them?

**4. If you're asked to answer a 'quick question or someone wants 'just a minute' of your time, beware!** Your first question should be, "How much time do you need?" If you have the time available, go for it and hold them to the deadline. If you don't have a spare fifteen minutes, schedule an appointment with them later.

Rehearse a few lines like: "I'm sorry but I need to finish this deposition summary in the next hour. Can we talk later?" or "Attorney X is waiting for this research. I can spend some time with you at 2:00 this afternoon." If you use lines like these, you've turned the tables and you're now meeting on your own terms.

**5. Urge co-workers to accumulate their questions.** They should save all but urgent issues to discuss with you in one chunk of time. It's much more productive to spend twenty minutes discussing five client matters than it is to talk about one client matter for ten minutes every hour.

**BONUS TIP: Don't interrupt yourself!** Determine the time of day you are most productive (early morning? mid-afternoon?) and make yourself unavailable to the world during that time every day. Shut your door. Turn off anything that might be noisy or distracting. Stock your desk with all the supplies

you need to eliminate unnecessary trips to the supply room. Practice what you preach: gather your questions and assignments and interrupt your co-workers only once.

**Your challenge:** Make a short list of the interruptions you will allow. For all the rest, decide which of today's tips you can implement to minimize them. Once that decision is made, take the necessary steps to curb those interruptions and you'll find yourself on your way to a more productive day.



## DO NOT BELIEVE THIS MYTH

By Vicki Voisin, ACP

**Myth:** Once you have your paralegal education and your paralegal job, you don't have to do anything else to have a successful, fulfilling paralegal career.

**Truth:** Your paralegal job and education are just the foundation for your career.

This foundation serves as a facilitator for the rest of your career, much the same way a blank canvas serves as the facilitator for a beautiful portrait.

While your job may be interesting, time-consuming and challenging, it is not the sum total of your career. Consider my situation for a moment:

My entire working life has been spent in a small law office in a very small town. This has been a job I've enjoyed immensely. The attorneys would come and go...and name of the firm would change...but I remained like a favorite old shoe: reliable, durable...and also knowledgeable.

Had I remained in that comfortable cocoon, where would I be today? Probably preparing to retire with a cheese and cracker reception attended by people I've known all my life...wonderful people, I might add.

Instead of choosing that cocoon, I chose to make my world large and today know paralegals from every state, as well as Canada.

**How do you take the foundation you have and turn it into a satisfying and interesting career? Here are some tips for you:**

**Never stop learning.** If you follow the Thirteen Questions column in Paralegal Strategies, you'll notice that almost everyone says that to make your career interesting, you must never stop learning. This includes new technology, new systems, and new areas of the law.

**Accept challenges.** If you think you can't speak before a large group of people or that you could never write an article for a professional journal, you're dead wrong. But how will you know what you can do if you don't try? When you're asked to do something you have not done before – or you are uncomfortable with – always jump at the chance.

What if you're not asked? Volunteer! You'll always be glad you did.

**Join groups and participate.** Joining groups (professional associations in particular) is like throwing a pebble into a pool of water and watching the ripples spread. You will broaden your circle of acquaintances (who will probably become best friends!) as well as your professional network.

You will be surprised at your capacity for growth. The ripples spread even wider when you take an active part, run for office, serve on a committee, and attend annual meetings. Wide ripples are good for your career.

**Get out of your comfort zone.** When I traveled from tiny Charlevoix to Detroit to join a professional association, I might as well have been traveling to Mars! Today, I can maneuver most any travel without worry.

You can do anything you decide to do but you may have to take chances, face risks, and break out of your cocoon.

**Your career a work in process.** A career doesn't happen all at once. It takes a lifetime. When you take the steps above, you will be painting on the canvas where the brush strokes illustrate the bright, colorful career you've chosen for yourself.

**Your challenge?** Consider these recommendations and choose at least one to work on. This will be your first step in painting the gorgeous picture that will, in the end, be your outstanding career.

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Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential.

She is the co-author of *The Professional Paralegal: A Guide to Finding a Job and Career Success*. Vicki publishes *Paralegal Strategies*, a weekly e-newsletter for paralegals, and co-hosts *The Paralegal Voice*, a monthly podcast produced by [Legal Talk Network](#).

More information is available at [www.paralegalmentor.com](http://www.paralegalmentor.com) where subscribers receive Vicki's **151 Tips for Your Career Success**.

Do visit [www.paralegalmentor.com](http://www.paralegalmentor.com) where new subscribers can access the special report titled "Is Your Computer Talking Behind Your Back" This report is available at no cost and offers inside information on how the careless use of technology can result in the disclosure of confidential client information and/or privileged documents and information.

[The Paralegal Mentor Blog](#) is now available. I'll be looking forward to your comments as I post more information and pictures there.

Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers.

Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weekly ezine titled *Paralegal Strategies*. Information is available at [www.paralegalmentor.com](http://www.paralegalmentor.com)

She also co-hosts a monthly podcast on Legal Talk Network ([www.legaltalknetwork.com](http://www.legaltalknetwork.com)).

Vicki Voisin, Inc.  
PO Box 743  
Charlevoix, MI 49720  
[support@paralegalmentor.com](mailto:support@paralegalmentor.com)  
[www.paralegalmentor.com](http://www.paralegalmentor.com)



### **Festival Dates and Times:**

Friday, May 4, 6 pm - 10 pm  
Saturday, May 5, 11 am - 9 pm  
Sunday, May 6, 1 pm - 7 pm

When Spring time arrives in Spartanburg, it can only mean one thing - it's time for a FLING! **Spartanburg Spring Fling**, one of the Upstate's largest outdoor street festivals, is always the first weekend in May. Thousands and thousands of people converge on Downtown Spartanburg for a weekend of fun.

This 34-year old Spartanburg tradition offers something for everyone. Festival goers can look forward to a professional bicycle race, lots of great shopping in the arts and crafts marketplace, savory food, tons of family-friendly activities, classic cars, an extensive lineup of great entertainment, and a whole lot in between.

**Admission is FREE to the festival.**

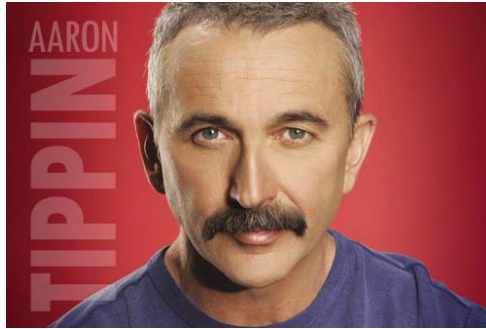
### **General Festival Information**

- Spring Fling is a SMOKE-FREE Event
- **Pet Policy:** No pets are allowed. Wagging tails and festival crowds just don't mix. Please leave your pets at home - for the safety of both patrons & the animals.
- **Alcoholic Beverages:** Anyone wishing to purchase an alcoholic beverage must be 21 years of age and present a valid ID. Budweiser products will be sold all 3 days of the festival in 3 locations.
- **Street Closures:** The festival covers several city blocks, so numerous downtown streets will be closed starting early Friday (May 4) morning.
- **Parking:** Parking is plentiful all around the festival area. In addition to the on-street parking around the site, there are over 3,000 parking places in parking lots/garages in the immediate downtown area. All all parking is FREE!
- **All entertainment is FREE.** (There are no concerts in Barnet Park.)



# GREER FAMILY FEST

The Village Hospital GREER FAMILY FEST is proud to announce that AARON TIPPIN will be the headline performer for this year's festival!



Saturday, May 5, 2012 8:00-10:00pm on the Nationwide Insurance Stage

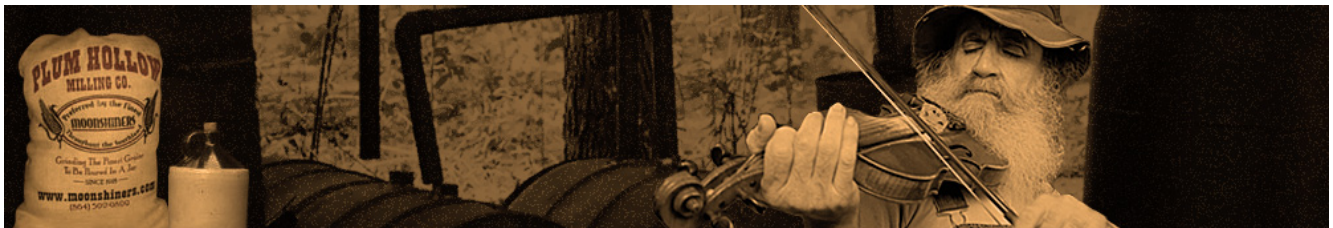
## 2012 Village Hospital Greer Family Fest

With a rich history of providing family fun for all ages, the annual **Village Hospital Greer Family Fest** promises to be better than ever this year, the 28th anniversary of the event. Greer is growing, and festival planners have an expanded vision for a spectacular event that reflects the growth Greer is achieving. This year's event will feature the best of the old and add exciting new activities with the goal of being the Upstate's favorite family festival. This two-day event features live music on the Nationwide Insurance Garfield Main Stage and the BMW Manufacturing Co. Dick Ploof Community Stage, Mitsubishi Anne Helton Creation Station, KidsZone, Food Court, and over 150 vendors throughout the festival!

### EVENT DATES/HOURS

Friday, May 4, 2012 6:00 pm - 10:00 pm  
Saturday, May 5, 2012 10:00 am - 10:00 pm

## *PLUM HOLLOW FESTIVAL*



**When:** May 24 - 26, 2012 (all-day)  
**Where:** Plum Hollow Farm  
5015 Rainbow Lake Road, Campobello, SC 29322  
**Cost:** \$25/day or \$45/weekend  
**Contact:** **Debbie Barnwell**  
864-680-0225  
[info@moonshiners.com](mailto:info@moonshiners.com)



**EMPLOYMENT INFORMATION SHEET**  
**Employer**

The information to be published will be strictly limited to the following:

- (a) Employer's name (individual, firm, company, office, etc.)

\_\_\_\_\_

- (b) **Contact Person and telephone number:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- (c) **Position available and skills required:**

Position: \_\_\_\_\_

Skills: \_\_\_\_\_

Employers who are eligible to submit Employment Information Sheets for publication in the Spartanburg County Legal Staff Professionals monthly publication, *The Speaker*, are as follows:

**law offices, courts, trust departments of bank, or trust companies, or in any public or private institution directly engaged in work of a legal nature, including all public offices of the United States, state, city or municipal governments**

**All completed Employment Information Sheets are to be forwarded to:**

**Rhonda S. Mitchell**  
Employment Committee Chairman  
[rmitchell@holcombebomar.com](mailto:rmitchell@holcombebomar.com)  
Office (direct) - 864/594-5313  
Telefax -864/585-3844

and will be published in the next issue of *The Speaker*.

**EMPLOYMENT INFORMATION SHEET**  
**Employee**

The information to be published will be strictly limited to the following:

- (a) **Name:** \_\_\_\_\_
- (b) **Telephone number(s):**
- Home: \_\_\_\_\_
- Other: \_\_\_\_\_
- (c) **Experience:**
- Legal Fields: \_\_\_\_\_
- Number of years: \_\_\_\_\_
- (d) **Position desired and skills acquired:**
- Position: \_\_\_\_\_
- Skills: \_\_\_\_\_

Only members of the Spartanburg County Legal Staff Professionals may have their Employment Information Sheet published in the SCLSA monthly publication, *The Speaker*.

**All completed Employment Information Sheets are to be forwarded to:**

**Rhonda S. Mitchell**  
Employment Committee Chairman  
[rmitchell@holcombebomar.com](mailto:rmitchell@holcombebomar.com)  
Office (direct) - 864/594-5313  
Telefax -864/585-3844

and will be published in the next issue of *The Speaker*.

**NALS CHANGE IN STATUS FORM**  
(form can be filled out online at [www.nals.org/forms](http://www.nals.org/forms))

NALS Membership # \_\_\_\_\_

Reason for Change:            \_\_\_\_\_ Preferred Address  
   \_\_\_\_\_ Address Correction  
   \_\_\_\_\_ Name Change  
   \_\_\_\_\_ Name Change  
   \_\_\_\_\_ Deceased

**Old Information:**    \_\_\_\_\_ **Business**    \_\_\_\_\_ **Home**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\_\_\_\_\_ Primary Chapter    \_\_\_\_\_ Member-at-Large    \_\_\_\_\_ Associate Member

Email Address: \_\_\_\_\_

**New Information:**    \_\_\_\_\_ **Business**    \_\_\_\_\_ **Home**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\_\_\_\_\_ Primary Chapter    \_\_\_\_\_ Member-at-Large    \_\_\_\_\_ Associate Member

Email Address: \_\_\_\_\_

Current Phone Numbers:

Home \_\_\_\_\_

Business: \_\_\_\_\_

**Instructions for Transfer:** If you are transferring to a new association, submit one photocopy to the membership chairman of the chapter to which you are transferring; if you are a member-at-large, submit one photocopy to the state membership chairman of the association to which you are transferring.

**Instructions for Completion:** Submit this online form or mail an original printed form to the NALS Resource Center, 314 East Third Street, Suite 210, Tulsa, OK 74120.

Return one photocopy (print this form from your web browser before submission or use the printable version) to the State Membership Chairman.

Return one photocopy for the Chapter records or retain for your records if you are a member-at-large.

## MEETING NOTES



engage  
inspire  
enhance  
promote

## NALS MEMBERSHIP BENEFITS

### Take Advantage of All That NALS Has to Offer

Opportunities for professional and personal development abound when you join NALS. NALS is a tri-level organization composed of NALS, state associations, and local chapters, with each offering top-notch professional growth through seminars, quality publications, and networking. NALS offers several regional and national conferences each year with outstanding education and excellent speakers from around the country. By joining NALS you have the opportunity to attend local chapter meetings, where quality legal education is offered every month. You can attend state association meetings (where applicable), where you will be exposed to some of the top legal experts in your state. At the National conferences, speakers from across the country address issues of national importance, enlightening NALS members with a national perspective. As a NALS member, you also receive valuable legal education every month via the newsletters, *e-Learn@NALS* and *Leading the Way*, delivered directly to your computer through your e-mail address. The NALS quarterly publication, *@Law*, is packed with informative articles and association information in an award-winning format. NALS also supports members and chapters by providing other benefits, including:

#### AFFINITY PROVIDERS

Through outside sources NALS is able to bring members many services that otherwise might be substantially more expensive. Current affinity program providers include:

**Aflac** - NALS is making AFLAC's accident and cancer insurance policies available to its members. AFLAC offers a distinct type of protection. Unlike major medical health insurance, AFLAC pays you (unless otherwise assigned), not the doctor or hospital. You control the cash benefits and spend them as you like to help with financial challenges an accident or illness could have to your standard of living. For more information, visit [www.chooseaflac.com/nals](http://www.chooseaflac.com/nals).

**FedEx** - NALS members can save up to 16% on FedEx® shipping!

**Avis Car Rental** - With great discounts and the highest levels of service, there's never been a better reason to rent with Avis!

**Hertz Car Rental** - Take advantage of special discounts available through your organization's Hertz Member Savings program. [Your Association Hertz CDP# 1485573 is the key](#). Be sure to include it on all your reservations and be sure to present your membership card or Hertz discount card for identification at the time of rental. Visit [Hertz.com](http://Hertz.com) or call Hertz at 1-800-654-2210

**Liberty Mutual** - NALS members can now get discounts on auto and home insurance through Liberty Mutual Insurance Company. This new affinity program not only offers discounted group rates on auto and home insurance, but also convenient payment options. Policyholders also enjoy 24-hour emergency roadside assistance and claims service. To locate your nearest Liberty Mutual office call 800-225-8281. For a free quote on the savings available through this program just call 800-524-9400 and use NALS Group Number 4606.

**National Notary Association** - The non-profit National Notary Association is 45 years old and has over 200,000 members. Quality services and programs include the National Notary magazine, Notary Bulletin newspaper, and landmark books such as the U.S. Notary Reference Manual; and state Notary Law Primers. A unique membership benefit is the dedicated Hotline with counselors to answer Notary questions. Our pioneering legislative work includes the Model Notary Act, just updated with a chapter on e-notarizations; and the Notary Public Code of Professional Responsibility. The NNA is the largest and oldest organization of its kind in the world for service, advocacy and education.

***Spartanburg County Legal***

***Staff Professionals***

**Deborah League Brown, PLS, Editor**

**Post Office Drawer 451**

**Spartanburg, SC 29304-0451**

**May**

The word "May" is rendered in a bold, black, sans-serif font. The letter "M" is the largest and most prominent. The letter "a" is smaller and positioned between the two vertical strokes of the "M". The letter "y" is also smaller and positioned to the right of the "a". Three white daisy-like flowers with black centers are integrated into the design, overlapping the letters "a" and "y".