

The Brief on Appeal



Official Publication of the Kansas City Legal Secretaries Association – Kansas City, Missouri

Affiliated Chapter of: NALS...the Association for Legal Professionals and NALS of Missouri

September, 2011

KCLSA – Celebrating Over 50 years!

Volume 59, No. 5



PRESIDENT'S MESSAGE by

Nichola Engle, PP, PLS

How Does Our Garden Grow?

Rain, Rain, Go Away...or maybe not.

As I sit here writing this article, I look out my window and see the rain coming down outside. I think about all of the storms and rain that we have experienced this month and how “inconvenient” the storms and rain have been. When we have the rainstorms we do not have as much opportunity to get out and tend to our yards and gardens; however, it is the very rainstorms that our yards and gardens need to grow. This very inconvenience is what our gardens are looking for to grow and produce fruit.

I notice that my tomato plants have become stronger with each rainstorm, they take in the rain that I find as a temporary nuisance and they weather the winds that come through and their stems become stronger so that they are ready for the next rain storm. The rainstorms nourish the plants and make them stronger. My husband goes out after every storm and props the plants back up into place so that they are ready for the next rainstorm and with each storm they become stronger.

KCLSA is like the tomato plants that weather the turmoil in my garden. Our group is comprised of human beings and therefore

Rainstorms occasionally affect us. However, after each rainstorm we all lovingly prop the stems back up and know that because of that rainstorm we have been nourished and we are stronger. Sometimes growth and nourishment has to come in the form of a struggle. We go through these struggles, rainstorms, knowing that we will be nourished as a group and we will grow as a group.

Thank you to all who weather the rainstorms. You are all a great group of passionate people that work through differences to be a cohesive group.

Nicci



From the Executive Director

NALS appreciates all our members and your continued dedication to the association. Just as you show us your overwhelming dedication, we also want to show you our support and dedication in your time of need. If you are a *continuing* member of NALS and are unemployed at the time of renewal and payment of your dues creates a hardship for you, NALS will waive your dues for one year. [You only need to fill out this form](#) and submit it to [Saundra Bates](#) at the NALS Resource Center. Be sure to utilize your NALS network and resources during your job search, and together we can create a brighter tomorrow.

Tammy L. Hailey, CAE
NALS Executive Director

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**Elected Officers
2011 – 2012**

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Code of Ethics

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.



Mission Statement

NALS is dedicated to enhancing the competencies and contributions of members in the legal service profession. It 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 & Professional Responsibility; and
- Professional certification programs and designations.

HONORING SPECIAL MEMBERS

KCLSA HONORARY MEMBERS

**John M. Bowen
The Honorable Thomas C. Clark
Dwight Elliott
Brienne Hampton
Cherie Kennedy
Mary Ann McClure
Mike Murphy
Honorable Thomas Sims
Patrick Young**

KCLSA LIFE MEMBERS

**Kristen Bailey
Ruth French
Miriam Gemperle
Rita Hallowell
Michelle Haughey, PP, PLS
Linda Hoffman, PLS
Diane Kennedy, PP, PLS
Marian Neal, Barbara Nelson
Judy O'Hara
Janice Rider
Carrie Tyner, PLS
Peggy Sullivan, PP, PLS**

NALS LIFE MEMBERS

**Delores Champ, PP, PLS
Linda Hoffman, PLS
Martha Miller, PLS**

BRIEF BUDDIES!!

**DONATE YOUR \$5.00 TO SEE YOUR NAME
HERE!!!**

**Peggy Sullivan Janice Rider Donna Young Patrick Young
Dee Champ Joyce Bassett Nicci Engle**

These people have pledged their support to KCLSA by donating \$5.00 to our treasury. If you'd like to show your support and have your name listed above every month in the *Brief on Appeal*, please notify the Editor and forward your \$5.00 to our Treasurer.



PLEASE JOIN US!

KCLSA 2011 Bosses' Night Celebration

Wednesday, October 12, 2011

Cocktails: 5:30 p.m. (cash bar)

Dinner: 6:30 p.m.



Buca di Beppo
310 West 47th Street
Kansas City, Missouri

Menu:

Mixed Green Salad & Caesar Salad

Fettucine Alfredo

Baked Rigatoni

Chicken Parmigiana

Cannoli

Unlimited Soft drinks, Coffee & Tea

Reservations required by October 4, 2011

ONLY \$40.00 per person

Contact Information:

Laura J. Stevenson, PLS
Van Osdol & Magruder, P.C.
911 Main St., Suite 2400
Kansas City, MO 64105
816-421-0644

ljstevenson@vomerc.com



Finance Report

At this time we are asking for donations to go into our Italian themed basket (i.e. pasta, sauce, wine etc.) which will be auctioned at the state meeting next month. Please email me to let me know if you are able to make any donation. We will need all donations by September 5, 2011. I am also asking for any suggestions for a fall fundraiser item. Finally, we currently have recycled grocery tote bags and coffee cups still available, please call me at (913) 475-1864 or email me at maria_kesslerlaw@kc.rr.com if you are interested in purchasing any of these wonderful items.

Maria Mejia, ALS

Hey KCLSA Members!!! Don't you have a picture of where you've gone this summer that you would like to share with the rest of us? If so, just email it to me at ljstevenson@vomer.com and I'll make sure it makes it into the next issue. Thanks!



Note the "I ❤️ Lawyers" T-Shirt! On my way to Texas to visit Emily at her new house in Temple!

Summer Vacation



PLEASE JOIN THE
KANSAS CITY
LEGAL SECRETARIES
ASSOCIATION
(KCLSA)
FOR ITS SEPTEMBER
MEMBERSHIP
MEETING

Date: Wednesday, September 14, 2011

Time: Social 5:30 p.m.; dinner 6:00 p.m.

Place: Bulldog

Dinner: Your Choice—PLEASE SPECIFY
Bulldog Club; French Dip; Grilled
Chicken; or Veggie Sandwich
Fries OR Salad
Cheesecake

Cost: \$23

Speaker: Kimberly Hughes, Domestic, Traffic &
DUIs

RSVP: Peggy Sullivan, PP, PLS,
psullivan@shb.com by Friday, August 5,
2011 that you are attending

SPECIAL ANNOUNCEMENT

KCLSA PROGRAM POLICY

1. It is suggested that reservations be mailed directly to the person designated on the reservation form in the *Brief on Appeal* by the deadline date, using the reservation form in the *Brief on Appeal* or via e-mail. Payment may either be mailed with the reservation or brought to the membership meeting.
2. Reservations are due no later than 5:00 p.m. on the Friday preceding the membership meeting.
3. Cancellations must be made no later than 11:00 a.m. on the Monday preceding the membership meeting. There will be no exceptions. If a cancellation is not made, payment will be forfeited. If payment has not been made with reservations, payment in full is due and payable immediately.
4. All members and guests are required to check in.
5. The monthly dinner fee includes other costs. Therefore, anyone attending the meeting is required to pay the dinner fee.
6. The Program Chairman may institute a Standing Reservation List will apply, however paragraph 3 above still applies.
7. The speaker is allowed a total of 45 minutes which includes time for questions and answers. Please hold all questions until the commencement of the question and answer period, unless otherwise instructed by the speaker.

KANSAS CITY LEGAL SECRETARIES ASSOCIATION (KCLSA) TECHNOLOGY SEMINAR

The Kansas City Legal Secretaries Association will be presenting a Technology Seminar, which will be hosted by the Law Offices of Shook, Hardy & Bacon, L.L.P. at their 2555 Grand Boulevard offices in Kansas City, Missouri, on Saturday, October 1, 2011, from 9:00 a.m. until 3:00 p.m. Topics covered will be tips on Excel, Word, and PowerPoint. Five hours of CLE will be offered. This will be a “hands-on” seminar experience with the seminar being held in Shook’s computer training rooms. Please contact Micki Warnecker at mwarnecker@shb.com if you would like further information. The registration form is attached.

TECHNOLOGY SEMINAR

Presented by
Kansas City Legal Secretaries Association

Saturday, October 1, 2011
9:00 a.m. – 3:00 p.m.

Hosted by the Law Offices of Shook, Hardy & Bacon L.L.P.
2555 Grand Boulevard – 13th Floor
Kansas City, MO 64108
**{Parking at Crown Center
Lunch will be Provided}**

A HANDS-ON EXPERIENCE TAUGHT BY PROFESSIONAL TRAINERS

Tips and Tricks on:

PowerPoint – Master Slides, Slide Insertion, Importing Charts from Excel

Excel - Pivot Tables, Formulas, Charts

WORD - Table of Authorities, Table of Contents, Mail Merge

Registration:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Registration Deadline September 19, 2011

Forward Forms to:

| | | | |
|----------------------------|-----------------------|------|---------|
| Micki Warnecker, PP, PLS | MEMBER: | \$35 | \$_____ |
| Shook Hardy & Bacon, LLP | NON-MEMBER: | \$45 | \$_____ |
| 2555 Grand Boulevard | | | |
| Kansas City, MO 64108-2613 | TOTAL FEES SUBMITTED: | | \$_____ |
| Email: mwarnecker@shb.com | | | |

*Make Checks Payable to KCLSA
5.0 CLE Credits Available*

AUGUST 2011 SERVICE REPORT

I am happy to report that KCLSA made a total \$220 donation to The Greater Ozarks Red Cross. The donation was our July project to help the people of Joplin devastated by the tornado back in May. I had contact The Greater Ozarks Red Cross Chapter asking the best way we could help and was advised that, at that time, monetary donations would be best because they had received enough personal items & toiletry items and were in need of funds in order to continue to serve daily meals to those in need.

It had been previously discussed and approved by the Board that KCLSA as a whole would donate \$100 and at our July meeting I asked the members to donate at least \$5 each hoping to collect at least another \$100 and we surpassed that!

Way to Go KCLSA! WooHoo!

SEPTEMBER 2011 SERVICE PROJECT

For August & September, we are having a BOOK DRIVE for donations to schools, libraries, the Boys & Girls Club, Operation Breakthrough and/or nursing homes. Once we know the amount of books and the type of books collected, we can make a decision on where to donate them. So gather up all your gently used and/or purchase of new books for all ages and get them to me. Get your family, friends & co-workers involved as well.

Please bring your books to the September 14, membership meeting. If you cannot or will not be there, please contact me ... 816/841-6416 or mgathright@session.com ... and I will be more than happy to come by and pick them up.

Let's Get Our Communities Reading!

**Marcia L. Gathright
Service Director**

Birthdays

August 29
August 30

Evelyn Hanauer PLS
Janet Briscoe PLS

September 15
September 17

Glennis Fuller
Dana P. Clark

Anniversaries

August 11
August 17
August 24

Sally J. Myers
Tamara Perron
Patricia D. Mart

2 years
1 year
5 years

September 1
September 11

Wendy Mentzer
Laura J. Stevenson PLS

2 years
13 years

Hope your days are full of fun & laughter

If I've missed anyone it's because your dates are not listed on our Roster... please let me know your dates so you can be included in the future.

Marcia L. Gathright
Service Director

ARE YOU READY FOR A CHANGE?

Michelle Haughey, PP, PLS

The members at the August membership voted on six possible names as outlined in the June *Brief on Appeal*. Below are the three finalists:

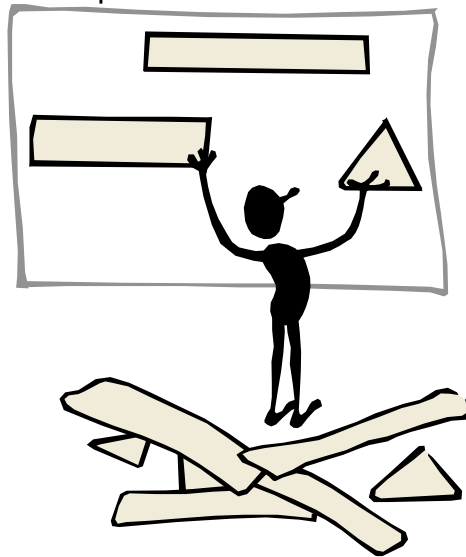
KCLSA . . . *the association for legal professionals*

Kansas City Legal Support Association

Legal Professionals of Kansas City

At the September membership meeting we will be voting again to element one more possible name change from the above list. At the November membership meeting will we vote on the top two so that we can come up with one name to be voted on at our annual membership meeting in February 2011.

I look forward to seeing you on September 14.



Word Pair of the Month: *fare, fair*

There's a pretty simple difference between this month's words. *Fare* with an "a-r-e" means the amount charged, usually for a ride on some sort of transport vehicle. But *fair* with an "a-i-r" refers to something that is equal and right, such as *fair trade*. *Fair* can also be used in a somewhat old-fashioned way to mean "good looking" or "of very light complexion." Don't mix these words up. They sound alike but have very different meanings, as in this sentence about modern-day travel: The new *fares* are simply not *fair*.

KCLSA AWARD OF EXCELLENCE

DEADLINE TO SUBMIT APPLICATION: SEPTEMBER 30, 2011

All members of KCLSA in good standing are eligible, with the exception of the President of NALS of Missouri, the current Award of Excellence Chairman, the committee appointed for this contest, if any, and past winners of NALS of Missouri Award of Excellence contest.

All nominees will be judged on the following basis only:

Legal Education, Skills, and Experience 60%
Service to Local, State, and National associations 30%
Civic and Charitable Activities 10%

Name of Candidate:

Person Submitting Form:

Telephone number of Person Submitting Form:

Date Submitted:

1. PROFESSIONAL/EDUCATIONAL HISTORY OF CANDIDATE:

Education:

Special Professional and Education Recognitions (ALS, PLS, PP, CLE Award, etc.; please provide date received)

Legal Experience:

Dates of Employment

Employer

Title/Summary of Duties

Description of present job (not to exceed 100 words)

2. SERVICE TO LOCAL CHAPTER, NALS of MISSOURI AND NALS:

Date of Affiliation as a member: _____

Local Chapter: Offices and Chairs held (if more than once, give number of years)

Local Chapter: Other achievements/activities/awards:

NALS of Missouri: Offices and Chairs held (if more than once, give number of years)

NALS of Missouri: Other achievements/activities/awards

NALS...the association for legal professionals: Offices and Chairs held (if more than once, give number of years)

NALS...the association for legal professionals: Other achievements/activities/awards

3. CIVIC AND CHARITABLE ACTIVITIES AND MEMBERSHIPS IN OTHER ORGANIZATIONS (LIMIT TO LAST THREE YEARS):

| <u>Date of Activities/Membership</u> | <u>Organization</u> | <u>Participation/Offices Held</u> |
|--------------------------------------|---------------------|-----------------------------------|
|--------------------------------------|---------------------|-----------------------------------|

4. REFERENCES:

A. Comments by Present Employer (not to exceed 100 words):

B. Comments by Local Chapter President, other Officer, or local Award of Excellence Chair (not to exceed 100 words):

Name/Title of Officer Providing Comments

Signature of Person Submitting Application

BOSS OF THE YEAR COMPETITION
(MUST HAVE BEEN AN ATTORNEY FOR 5 YEARS)

DEADLINE TO SUBMIT APPLICATION: SEPTEMBER 30, 2011

Your application must contain the following:

OPENING (not to exceed 25 words)

LEGAL BACKGROUND (not to exceed 200 words)

PARTICIPATION IN COMMUNITY (not to exceed 100 words)

BRIEF STATEMENT (comments by secretary or nominator not to exceed 100 words)

ASSOCIATIONS BELONGED TO

Name of Person Submitting Application

Signature of Person Submitting Application

PUBLICATION INFORMATION

The Brief on Appeal is published by Kansas City Legal Secretaries Association (KCLSA). The materials in *The Brief on Appeal* are provided for general information purposes only; they are not intended to, and do not constitute, legal advice. For specific legal advice, readers are encouraged to consult with counsel of choice.

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Visit us on the web at www.kclsa.net

JOIN US

The Kansas City Legal Secretaries Association (KCLSA) is a multi-level association, affiliated with NALS, Region 6 and NALS of Missouri.

Our organization is open to anyone who is employed in work of a legal nature. Dues are \$135 (includes a \$10 one time processing fee).

Benefits include monthly issues of *The Brief on Appeal* newsletter from KCLSA, issues of *The Briefcase* from NALS of Missouri, and *@Law* from NALS.

NALS members are eligible for discounts on a variety of goods and services such as insurance, travel services and rental cars.

To receive membership information, contact KCLSA's Vice President, Jaime Munoz, jmunoz@sls-law.com, (816) 931-0500. Learn more about our multi-level association by visiting us at www.kclsa.net.

Quality Legal Support

Secretary @Law

1627 Main Street, Ste. 400
 Kansas City, MO 64105
www.secretaryatlaw.com

Phone: 816-221-4777
 email: secatlaw@kcnet.com

THIS IS WHAT'S COMING UP!!!

- September 2-4, 2011KC Irish Fest – Crown Center
- September 2-5, 2011 Santa-Cali-Gon Days – Independence Square
- September 7, 2011KCLSA Board of Directors Meeting (Shepherd Firm)
- September 7-11, 2011 Ringling Bros. and Barnum & Bailey Circus – Spring Center
- September 9-10, 2011 NALS of MO Fall Board
- September 14, 2011KCLSA Monthly Meeting – Bulldog
- September 16-18, 2011Black Expo – KC Convention Center, 301 W. 13th St.
- September 17, 2011 American Royal Parade - Downtown



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- **BUSINESS LEADS**, including bankruptcies, fictitious names, new corporations, vital statistics, marriages, water filings, real estate leases and dissolutions of marriages. PLUS many more listings to come in the future.
- **CALENDARS**, including KCLSA events, functions happening in and around Kansas City, and court dockets.
- **PUBLIC NOTICES**, including trustee sales, adoptions, name changes, election notices and bids.
- **LEGAL COVERAGE**, including news stories and features about lawyers, judges, your friends, colleagues and others.



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