

THE VERDICT

NALS, Association of Legal Professionals, Nashville Chapter
c/o Lewis, King, Krieg & Waldrop, P.C., Suite 2500, Nashville, Tennessee 37219
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Message from the President



Get Hooked on NALS

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Hello everyone! I hope you are all doing well and enjoying the cooler weather. Those of you that were unable to attend the recent TALS meeting at The Preston Hotel sure missed a good one! The speakers were very interesting and informative. There were some great auction baskets and door prizes won. If you have never been to a TALS meeting, I strongly suggest you give it a try. It is a great time with good people; and it offers a lot to learn.

We have an exciting month coming up. Mayor Karl Dean will be our guest speaker at this month's Lunch & Learn. We are expecting a packed house, so please get your reservations in as soon as you can. You will notice that we have changed our food supplier to a new vendor so we do not get tired of the same stuff every month. We are going to switch it up a bit so that you will have a good choice of menus each month.

I am also looking forward to Tara Boosey Wilson of Special Counsel speaking at our Members' Meeting this month regarding the current employment situation in Nashville. Tiffany Burford and I were the lucky winners of last month's door prizes. We will have two door prizes to give out again this month, so please try to attend.

One last thing I would like to announce - we will be putting items up for auction soon to benefit our Ways & Means efforts. We will have several items listed in next month's Verdict with a minimum bid attached. You may send in your bid on that item, and at the end of the month the highest bidder will purchase the item. More details will follow, but I may try to get pictures of the items on our website soon.

I hope you all have a great month and enjoy our upcoming events. Have a wonderful Labor Day weekend!

I hope to see you soon.

Vickie Hellmer, PLS

If you want to build a ship, don't drum up people together to collect wood and don't assign them tasks and work, but rather teach them to long for the sea.

- Antoine de Saint-Exupery

NALS Code of Ethics and Mission Statement . . .

Members of NALS, Association of Legal Professionals are bound by the objectives of this Association and the standards of conduct required on 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

We are committed to deliver quality legal service through continued education and increased professionalism, promote and recognize a high standard for members through the certification program, and provide networking and personal growth opportunities for our members.

NALS – Association of Legal Professionals, Nashville Chapter

2010-2011 Officers

<p><u>President:</u> Vickie Hellmer, PLS Lewis, King, Krieg & Waldrop, P.C. Post Office Box 198615 Nashville, TN 37219 Phone (615) 259-1354 Fax: (615) 259-1389 vhellmer@lewisking.com</p>	<p><u>Parliamentarian:</u> Delone Anderson, PLS Robinson & Robinson 2nd Floor, Court Square Building 300 James Robinson Parkway Nashville, TN 37201 Phone: (615) 259-2802 Fax: (615) 259-2804 Delone011@bellsouth.net</p>
<p><u>President-Elect:</u> Donice Alford, PP, PLS Howard Tate Sowell Wilson Leathers & Johnson 150 2nd Avenue North, Ste. 201 Nashville, TN 37201 Phone: (615) 256-1125 deapls@yahoo.com</p>	<p><u>Education Director:</u> Nanette M. Green, PLS mobile: 615-335-6127 ngreenpls5@yahoo.com <u>Co-Chair:</u> Donice Alford, PP, PLS Howard Tate Sowell Wilson Leathers & Johnson 150 2nd Avenue North, Ste. 201 Nashville, TN 37201 Phone: (615) 256-1125 deapls@yahoo.com</p>
<p><u>Secretary:</u> Karen S. Mattingly Burr & Forman LLP 700 Two American Center 3102 West End Avenue Nashville, Tennessee 37203 Direct: (615) 724-3225 Main: (615) 724-3200 Fax: (615) 724-3290 Karen.Mattingly@burr.com</p>	<p><u>Certification Director:</u> Tonya Bowman Craft & Sheppard, P.L.C. 1604 Westgate Circle, Suite 1 Brentwood, TN 37027 Phone: (615) 309-1707 Fax: (615) 309-1717 tonyabowman@CraftSheppardlaw.com</p>
<p><u>Treasurer:</u> Tiffany RaShaun Burford Waller Lansden Dortch & Davis, LLP 511 Union Street, Suite 2700 Nashville, TN 37219 Phone: (615) 850-8883 Fax: (615) 244-6804 tiffany.burford@wallerlaw.com</p>	<p><u>Membership Director:</u> Tonya Bowman Craft & Sheppard, P.L.C. 1604 Westgate Circle, Suite 1 Brentwood, TN 37027 Phone: (615) 309-1707 Fax: (615) 309-1717 tonyabowman@CraftSheppardlaw.com</p>
<p><u>Governor:</u> Linda Hulsey Burr & Forman LLP 700 Two American Center 3102 West End Avenue Nashville, Tennessee 37203 Direct: (615) 724-3224 Main: (615) 724-3200</p>	<p><u>Marketing Director:</u> Rebecca Glenn Lewis, King, Krieg & Waldrop, P.C. Post Office Box 198615 Nashville, TN 37219 Phone (615) 259-1362 Fax: (615) 259-1389 rglenn@lewisking.com</p>

Fax: (615) 724-3324 lhulsey@burr.com	
<u>Past President:</u> Tina L. Boone, PLS Waller Lansden Dortch & Davis, LLP 511 Union Street, Suite 2700 Nashville, TN 37219 Phone: (615) 850-8166 Fax: (615) 244-6804 tina.boone@wallerlaw.com	

NALS – Association of Legal Professionals, Nashville Chapter

2010-2011 Committee Chairpersons

Audit Award of Excellence..... Bosses Luncheon..... Charitable Services Court Observance	ABS Financial Services Donice Alford, PP, PLS Board of Directors Melanie Oyharcabal Betsy DeShano and Stephanie Faulkner, CCR, CRI, CPE	Dan Robinson, CPA deapls@yahoo.com Board of Directors moyharcabal@lewisking.com antbetsy3@aol.com stephaniefaulkner@alphareporting.com
Employment History Book..... Journalist..... Nominating Committee..... Past Presidents Scholarship Sunshine Technology.....	Tammy Morris Betsy DeShano Vickie Hellmer, PLS Jerrie Chilcote Tina L. Boone, PLS Amelia Workman, PLS Ginger Reeves Donice Alford Tiffany Burford	tmorris@gprm.com antbetsy3@aol.com vhellmer@lewisking.com jchilcote@sherrardroe.com tina.boone@wallerlaw.com amelia.workman@wallerlaw.com greeves@nealharwell.com deapls@yahoo.com tiffany.burford@wallerlaw.com
Ways & Means Reservations	NALS Board Members Nanette Green and Donice Alford	ngreenpls5@yahoo.com deapls@yahoo.com

Employment Committee

Please remember to ask your office administrator to contact Tammy Morris (tmorris@gprm.com) at Gullett, Sanford, Robinson & Martin if there is an employment opening at your firm. When opportunities are available, Tammy will send out an email notifying the membership of possible openings. Also, potential openings will be listed in The Verdict.

Sunshine Committee

The NALS Sunshine Committee is responsible for sending cards, flowers, etc. to any member in a time of need. If you know of a member within the Nashville Chapter that is ill, gave birth or has experienced a loss, please email or call Ginger Reeves at greeves@nealharwell.com or (615) 244-1713 - Ext. 1163 to let her know so that the Nashville Chapter can send a card.

Certification

Please contact Tonya Bowman for more information regarding out certification exams for ALS, PLS, and PP at Tonya Bowman, Craft & Sheppard, P.L.C., 1604 Westgate Circle, Suite 1 Brentwood, TN 37027, Phone: (615) 309-1707, Fax: (615) 309-1717, tonyabowman@CraftSheppardlaw.com

Bulletin Board

NALS offers this service to anyone that has items to sell or trade, looking to buy, and/or have any other services to offer. The Bulletin Board e-mail is sent out on a request ONLY basis by the person requesting that they be included in the mailing. If you wish to be included in the NALS Bulletin Board periodic listings and/or have anything you would like to list, please contact Vickie Hellmer, PLS, at vhellmer@lewisking.com.

September Board Meeting

The monthly Board Meeting will be held via e-mail this month. If anyone would like to join in our e-mail chat, please let one of the board members know and we will make sure you are included in the e-mail meeting

September Member's Meeting

Our Member's Meeting will be held on Monday, September 13, 2010, at 12:00 p.m. at the Nashville Bar Association, 315 Union St., Suite 800, Nashville, Tennessee. Tara Boosey Wilson will be speaking on the current job market with some dos and don'ts for resumes and interviewing.

Tara Boosey Wilson serves as the Executive Director for the Nashville office of Special Counsel. Law firms and corporate legal departments turn to Tara for highly skilled, experienced legal professionals to help meet workload demands and e-discovery project staffing needs. As Executive Director of one of Special Counsel's key locations, Tara's responsibilities include delivering quality customer service and ensuring that Special Counsel maintains its leading market position. Prior to joining Special Counsel, Tara put her experience as a human resources specialist as the Human Resources Manager and Attorney recruiter with Boulton, Cummings, Conners & Berry, PLC.

Tara is a devoted networker and keeps a viable presence within the Nashville legal community. She has served on the board with the Nashville Association of Legal Secretaries organization. She was also pivotal in establishing the partnership between Special Counsel and the Nashville Bar Association which led to Special Counsel being their Legal Staffing Partner. Tara served as Special Counsel's national liaison for the Association of Legal Administrators. Tara is also active in roles outside the legal community. She sits on the board for the Nashville Emerging Leaders. She is also honored to be a Young Ambassador for the Vanderbilt-Ingram Cancer Center. In addition, Tara serves as the Business Manager for the Miss Tennessee Scholarship Pageant. Tara received a B.S. in Business Management with a concentration in Human Resources from the University of Tennessee at Knoxville

NALS – ASSOCIATION OF LEGAL PROFESSIONALS
NASHVILLE CHAPTER
DRAFT MINUTES OF MONTHLY MEMBERSHIP MEETING

August 16, 2010

The monthly membership meeting of NALS – Association of Legal Professionals, Nashville Chapter (“NALS”) was held on August 16, 2010, at the Nashville Bar Association.

President Vickie Hellmer, PLS, called the meeting to order at 12:07 p.m. and welcomed all members. President Hellmer recognized our guest, Rip Clayton of PageOne.

Betsy DeShano recited the Code of Ethics and the Mission Statement.

The sign-in sheet served as roll call.

Minutes: President Hellmer tabled the July minutes until such time that they are available to be discussed.

Treasurer’s Reports: Tiffany Burford distributed the July 2010 Treasurer’s Reports. There being no further questions, a motion was made to accept the Treasurer’s Report for July 2010, subject to audit, by Donice Alford, PP, PLS and was seconded by Kristi Seamon.

Announcements: Donice Alford inquired about switching vendors for the Lunch & Learns. After discussion, a decision was made to use Maggie’s Café and Panera Bread for the upcoming meetings. Deli Dave’s would be used thereafter. President Hellmer announced the possibility of her having surgery, in which case Donice Alford would fill-in for President Hellmer.

Door Prizes: At President Hellmer’s request, Rip Clayton drew raffle tickets for two door prizes.

Having no further business, the meeting was adjourned at 12:17. A presentation by Mr. Clayton immediately followed.

NALS, Association of Legal Professionals, Nashville Chapter
Monthly Lunch & Learn

Presents: Mayor Karl Dean

“Music City is on the Rise”

Date: September 8, 2010
Registration Deadline: Thursday, September 2, 2010 @ 5 p.m.
(Due to the Labor Day holiday and expected attendance, PLEASE get your RSVP's in by Thursday at the close of business; I will be out of the office on that Friday; there are several that have already pre-registered)

Place: Tennessee Bar Association
221 Fourth Avenue North, Suite 400

Time: 12 Noon to 1 P.M.

Speaker: Mayor Karl Dean

Topic: “Music City is on the Rise”

Lunch:

- (1) Veggie Sandwich – Lettuce, tomato, pickle slices, cucumbers and cheese
- (2) Southern Picnic: Chicken breast strips, homemade honey mustard dressing, homemade pimento cheese rolls, potato salad, deviled eggs, olives, pickle spear and homemade brownie
- (3) Classic: Choice of sandwich – homemade chicken salad, tuna salad, pimento cheese salad, ham, turkey or veggie on wheat bread, chips, pickle spear and homemade brownie
 - Option 3 comes with a can drink

PLEASE ADVISE OF ANY DIETARY ISSUES / SPECIAL REQUESTS.

Lunch provided by Maggie's in the Arcade

Registration fees include the seminar and lunch and are payable whether or not the person(s) reserving are in attendance.

RSVP NO LATER THAN THURSDAY, SEPTEMBER 2, 2010 @ 5 P.M.

Mayor Karl Dean

Karl Dean is the sixth mayor of the Metropolitan Government of Nashville and Davidson County. He was elected on Sept. 11, 2007. Dean's priorities as mayor are education, public safety and economic development. He also works diligently on efforts to sustain and improve Nashville's high quality of life.



Education

During his two years in office, Dean has acted as a strong advocate for education reform in Metro Nashville Public Schools. In both years, he fully funded the budget for Metro schools despite cuts in most other departments. He formed the [Project for Student Success](#) task force to find innovative ways to increase student engagement and reduce high school dropouts. And he has focused on initiatives related to teacher recruitment and school choice

As part of the Project for Student Success recommendations, Dean allocated funding in the Metro budget for an Attendance Center run by Juvenile Court, which provides case management for students chronically truant from school. He also began work on developing a system of quality after school programs for middle school students in Nashville. In May 2009, Dean announced the [Nashville After School Alliance](#), a partnership with Metro Nashville Public Schools to create after school zones throughout Davidson County.

In the areas of teacher recruitment and school choice, Dean raised private funds to bring two national teacher recruitment organizations, Teach for America and The New Teacher Project, to Nashville starting in the 2009-10 school year. And Dean was a vocal proponent of charter school legislation passed during the 2009 session of Tennessee's 106th General Assembly. The legislation greatly expands charter school enrollment eligibility in Nashville.

To further draw community support for education reform initiatives, Dean helped create the [Education First Fund](#) through the Community Foundation of Middle Tennessee. Contributors to date include individuals, foundations, and faith-based organizations.

Public Safety

2009 marked the sixth consecutive year of overall crime reduction in Nashville. To help the Metro Nashville Police Department continue its progress, Dean has worked to see more police officers protecting our streets. While Dean has been in office, the police department has recruited and trained over 200 new sworn police officers. And with the mayor's encouragement, the police department applied for and received a federal [COPS](#) grant to grow the police force by 50 officers. The department now has the largest number of sworn officers ever. Dean also included in the 2009-10 capital spending plan funds to begin planning for two additional police precincts, which will improve police coverage throughout Davidson County.

Economic Development

The first economic development initiative Dean undertook as mayor was to help women- and minority-owned businesses receive a fair share of Metro Government contracts. Dean formed the Mayor's Minority Business Advisory Council and began work on legislation to address the findings in two past disparity studies conducted by Metro. An ordinance creating the Procurement Non-Discrimination Program was passed in April 2008. The program is administered out of a new [Office of Minority and Women Business Assistance](#) in the Department of Finance, which has worked to significantly increase the number of companies approved for Metro's small business program and the number of minority-owned businesses registered with Metro.

Since taking office, Dean also has strongly advocated for the development of a new downtown convention center in Nashville in order to grow the city's tourism industry. The Metro Council gave final approval for [Music City Center](#) in January 2010, and construction of the facility is currently underway. Once the center is operating at full capacity, it's expected to generate \$134.9 million a year in new local spending. Music City Center is scheduled to open in early 2013.

Livability

In the spring of 2008, Dean formed the [Green Ribbon Committee on Environmental Sustainability](#) and set a goal to make Nashville "the greenest city in the Southeast." The committee completed its work in April 2009 and presented a summary report with 16 goals and 71 recommendations. Dean is now working to prioritize and implement the initiatives. Those already underway include planning for mass transit in the Middle Tennessee region and developing an Open Space Plan for Davidson County.

In effort to expand transportation and recreation options for residents, Dean formed the [Bicycle Pedestrian and Advisory Committee](#), which works to further make Nashville a bicycle- and pedestrian-friendly city. Dean also addressed Nashville's need to improve water, sewer and storm water infrastructure through the creation of the [Clean Water Infrastructure Program](#).

Background

Dean first held public office when he was elected as Nashville's Public Defender in 1990, a post he was re-elected to in 1994 and 1998. Dean served as Metro Law Director from 1999 to January 2007, when he resigned to run for the office of mayor. Dean completed the program for Senior Executives in State and Local Government at the John F. Kennedy School of Government at Harvard in 1999. He has also served as an Adjunct Professor of Law at Vanderbilt.

Dean is married to Nashville native Anne Davis, who he met in law school. Anne practiced civil and criminal litigation with Bass, Berry & Sims and Neal & Harwell. She has taught at Vanderbilt Law School for nearly two decades, including courses on white collar crime, trial advocacy and legal writing. They have three children: Rascoe, Frances, and Wallen.

Nashville Bar Association, Young Lawyers Division /
NALS-Association of Legal Professionals, Nashville Chapter

TOILETRY DRIVE FOR THE HOMELESS

Do you travel on business? Are you planning a summer vacation? We need your help!

Consider bringing home with you any toiletry items provided on a complimentary basis by hotels. Or the next time you visit Kroger, please pick up an extra bar or two of soap. *Items needed include: soap, shampoo/conditioner, razors for shaving, shaving cream, deodorant, lotion, toothpaste and toothbrushes and more.* Any size bottles will be accepted.

The Young Lawyers Division and NALS are sponsoring their annual Summer Toiletry Drive to benefit Nashville's homeless population. Local homeless shelters and organizations serving the homeless are in desperate need of toiletry items for use in their programs to provide homeless men and women with a place to shower during the warm months of summer.

If your office does not already have a Toiletry Drop Box, please place one in a central location and ask your co-workers to donate to this deserving cause. When you are ready to donate these items, please contact any of the individuals listed below for collection and delivery to area shelters.

***PLEASE NOTE THAT THE LAST DAY FOR PICK-UP OF DONATED
TOILETRIES IS FRIDAY, SEPTEMBER 17TH!**

Thank you in advance for your participation in this worthwhile cause.

Michael Gardner, NBA YLD
(615) 850-8854
E-mail: mike.gardner@wallerlaw.com

Joel Eckert, NBA YLD
(615) 252-4640
E-mail: jeckert@babac.com

Tina Boone, NALS
(615) 850-8166
E-mail: tina.boone@wallerlaw.com

NASHVILLE BAR ASSOCIATION
YOUNG LAWYERS DIVISION /
NALS-ASSOCIATION OF LEGAL
PROFESSIONALS

DROP BOX

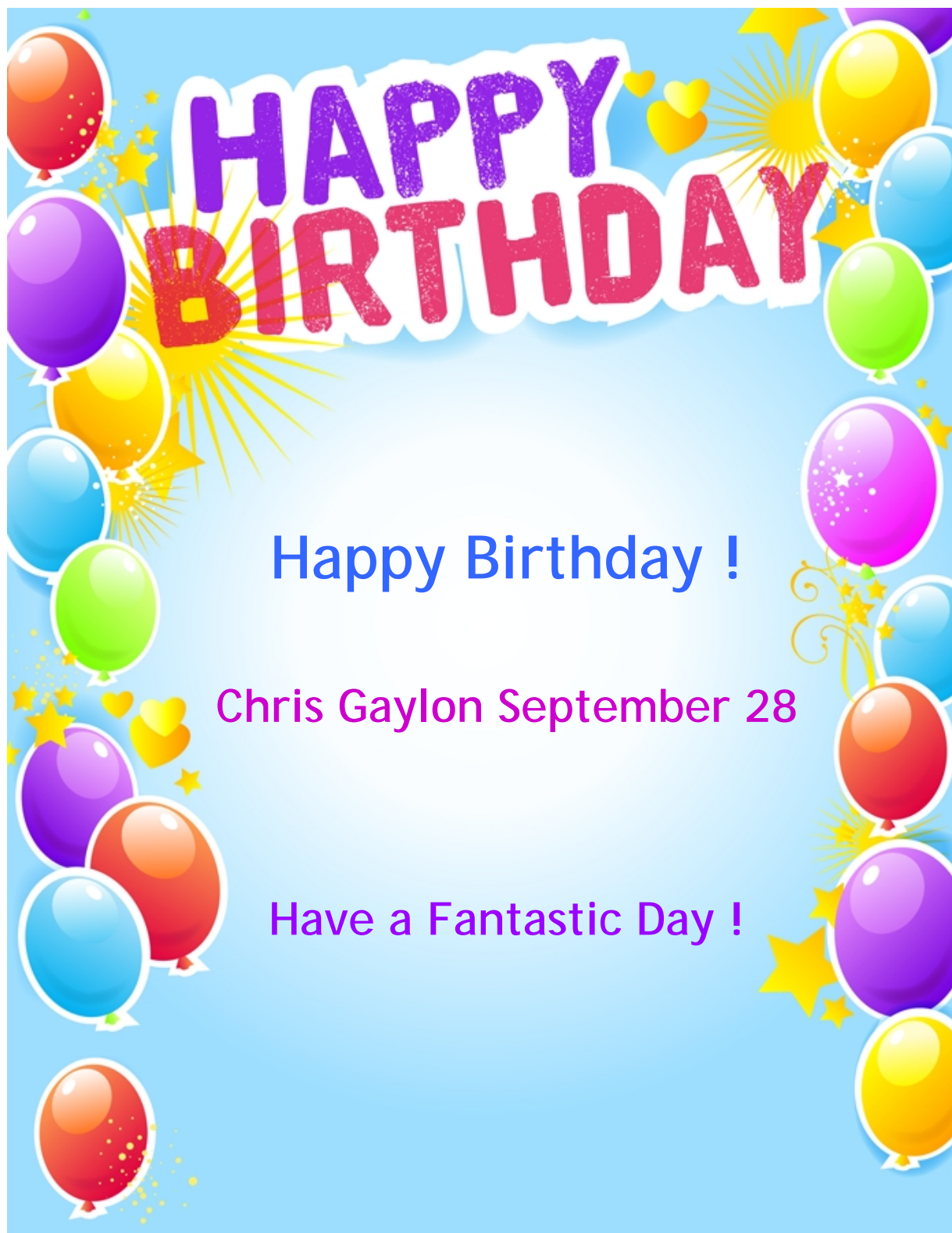
TOILETRY DRIVE FOR THE
HOMELESS

Charitable Services

We will be collecting donations for YWCA's "The Weaver Domestic Violence Shelter." It is 90-day program, and the largest domestic shelter in Tennessee with 51 beds for women and children. They also have a transitional housing program that helps women and children for up to one year. They have a 24-7 crisis line for women in need. They are in desperate need for some of the items below. Most of the items are needed "new and unopened." If you have any of these items you would like to donate, please hold onto them and we will be collecting them in the very near future. Thank you for your help in this very worthy cause.

Please contact Melanie Oyharcabal, NALS Charitable Services Director, at moyharcabal@lewisking.com for more information, or to schedule a pick-up of items.

<p>URGENT NEED! The YWCA Domestic Violence Center is critically low on the following items for residents:</p> <p>Flash Lights Allergy/Cold/Flu Medicine Cleaning Supplies (sponges, furniture polish, bug-spray, all purpose cleaners, and glass cleaner) Coffee and Sweetener/Creamer Coffee Filters Pillowcases (new or used, but if used – must be cleaned) Sunscreen</p>	<p>WOMEN'S ITEMS</p> <p>Bras (NEW) Makeup - Mascara, Eye Liner (NEW) Women's Socks (NEW) Hair care products for women of color Hairbrushes (NEW) Hair Conditioner Hair Spray/Gel/Mousse Razors & Shaving Cream Facial Care Products Perfume Samples Hair Dryers/Curling Irons/Flat Irons Anti-Fungal Foot Cream Tampons, Pads, Panty Liners Gift Items/Sets (NEW)</p>
<p>Needed for Transitional Housing Program:</p> <p>Pots, Pans, Skillets, Baking Dishes Dinnerware Flatware Cups, Glasses, Mugs Microwaves Vacuum Cleaner Toasters, Blenders, Coffee Pots Can Openers, Cheese Graters, Peelers Measuring Cups/Spoons Serving/Mixing Spoons Brooms, Mops, Vacuum Cleaners Televisions, DVD Players Towel Sets Twin and DBL Sheet Sets Furniture, Mattresses (please call ahead) Lawnmower (please call ahead)</p>	<p>CHILDREN'S ITEMS</p> <p>Baby Wipes Diapers Sizes 4 - 6 Booster Seats Umbrella Strollers Double or Triple Strollers Girls' Hair Accessories Sports Equipment (NEW) DVDs (G or PG rating) Non Violent Xbox Games</p>



**HAPPY
BIRTHDAY**

Happy Birthday !

Chris Gaylon September 28

Have a Fantastic Day !

NALS - NASHVILLE CHAPTER

Getting to know your NALS Nashville Members

Name: Stephanie Faulkner

Employer: Alpha Reporting Corporation full-time and College of Court Reporting part time. I teach an online transcript prep class one night a week. Just something to do for fun.

Tell us something about yourself: (Do you have a significant other, children, grandchildren?)

Married to Brad for 16 years, two girls (Caroline 13, Caitlin 10)

How long have you been in the legal profession: 12 years as a court reporter

Why did you join NALS: To learn more about the Nashville legal community and meet new people

Past (or Current) Offices you have held in NALS: Lunch and Learn Chair

Pets: Two cats (Jack & Jill), Boston Terrier (Bo), Long-haired Dachshund (Lady)

Hobbies: Reading, gardening, watching movies with my girls

Favorite book or series: My favorite author is Richard Paul Evans

Favorite TV Show: CSI

Favorite Movie: Too many☺

Favorite Restaurant: Macaroni Grill

Favorite Flower: Daffodil - they make me smile

Favorite Sports Team: Predators/UT Football

Other Outside Activities of Interest: Staying sane with a full-time job and two kids

NALS - NASHVILLE CHAPTER

Getting to know your NALS Nashville Members

Name: Ginger M. Reeves

Employer: Neal & Harwell, PLC

Tell us something about yourself: I live in Franklin with my s/o and my Aussie Shepherd rescue Annie. I am originally from Nashville, but grew up in Lebanon with my parents, two brothers and a sister. I have nine nieces and nephews and a great-niece that I am very close to. In my spare time I love to travel, cook, read and volunteer for a variety of animal rescue/welfare causes including Happy Retales in Brentwood. My favorite place to travel is Disney World. My dad took our family there every summer growing up and I have never missed a year, even as an adult. I am hoping to add an Ireland stamp to my passport this fall. I have been a vegetarian for 20 years.

How long have you been in the legal profession: Almost 15 years. I started as an intern in high school with a firm in Lebanon. I worked there over 6 years and then moved downtown and have been with Neal & Harwell, PLC for 8 years.

Why did you join NALS: I wanted an opportunity to network professionally.

Past (or Current) Offices you have held in NALS: Education Director, Reservations Chair, Charitable Services Chair, Journalist, Sunshine Chair

Pets: Annie (7)

Favorite book or series: To Kill a Mockingbird

Favorite TV Show: The Office, Criminal Minds, Army Wives

Favorite Movie: Wizzard of Oz

Favorite Restaurant: in Nashville - Café Nonna; all time favorite is Julian's in Ormond Beach, Florida

Favorite Flower: gerbera daisies

Favorite Sports Team: I got enough sports growing up with 2 brothers.

Other Outside Activities of Interest: I like to cook (although I am not very good), travel, read, go to plays, visit the zoo, go to wineries. I would like to learn to knit, if anyone can teach me, I am game. I have this crazy idea of knitting everyone Christmas gifts. I volunteer on Tuesdays at Happy Retales. I am adventurous and love to explore new things.

WELCOME TO NALS

Please join me in welcoming our newest NALS Student Chapter from Nashville State Community College. The results of their first election are listed below. Again, WELCOME members – it is great to have you aboard as a part of our professional association:

NSCC Student Chapter of NALS

Adam Jackson, 2010-2011 – President

Katherine Watts, 2010-2011 – President-Elect

Brandi Caruthers, 2010-2011 – Treasurer

Stephanie Farmer, 2010-2011 – Secretary

Michelle Sims, 2010-2011 – Governor

Edmund W. Turnley III, J.D. – Program Director of the Paralegal Studies Program at NSCC

Debra Dorio – Member

Rodney Ford – Member

Vicky Hardimon – Member

Barbara Johnson – Member

Starbabe Thomas – Member

Semra C. Triplett – Member

Catherine Weir – Member

Bernadeen Williams - Member

A special thanks to Mr. Ed Turnley for your help and consideration in making this new Chapter possible!



Swearing-In Officers - Left to Right: Ed Turnley Program Director of Paralegal Studies at NSCC; Adam Jackson (President, NALS of NSCC); Kathryn Watts (President-Elect, NALS of NSCC); Brandi Caruthers (Treasurer, NALS of NSCC); Stephanie Farmer (Secretary, NALS of NSCC); Michelle Sims (Governor, NALS of NSCC)



Official Charter Presentation at TALS Meeting: Left to right: Starbabe Thomas (NSSC Student, NALS member); Michelle Sims (NALS of NSCC Governor); Stephanie Farmer (Secretary, NALS of NSCC); Kathryn Watts (Vice President, NALS of NSCC); Adam Jackson (President, NALS of NSCC); Edmund W. Turnley III, J.D. (Program Director of the Paralegal Studies Program at NSCC)

EMPLOYMENT OPPORTUNITIES

Temp. Contract Manager for CMT

POSITION TITLE: Contract Manager, CMT BALA (**Temporary/Project-based only**). This is an 8-10 week project (TBD) anticipated to begin late September, early October, 2010. DEPARTMENT: CMT Business & Legal Affairs. This position reports directly to Director-Contracts Management, Business & Legal Affairs, CMT.

PRINCIPAL RESPONSIBILITIES: Draft, negotiate, implement, interpret & finalize a wide variety of agreements for CMT with strength in live performance productions and the related channel needs on such shows for various internal departments, including but not limited to, on-air promotions, press, marketing and online (e.g., on-camera and off-camera talent agreements, guest releases, location releases, amendments, vendor and work for hire agreements). Working closely with a variety of client groups within CMT, including Original Programming, Production Management, Creative, Marketing, CMT.com, Press and Music Strategy to determine their needs in the negotiation and consummation of agreements. Managing tracking chart for status of project related agreements.

JOB SKILLS REQUIRED: Excellent writing skills, some negotiating skills (including ability to interpret and analyze comments to our contract/policies from opposing representation), clear and effective communication skills, excellent organizational skills, ability to work well under pressure, working knowledge of television and ancillary business and general entertainment industry, attorney and/or paralegal experience preferred. Ability to handle a high volume of work and shift gears as well as recognize priorities and manage time effectively to meet deadlines. Build and foster good working relationships with client groups and entertainment business affairs community. Maintain and input project related tracking charts.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily: (i) Must function on an independent basis with moderate supervision; (ii) Ability to prioritize, handle and execute high volume of agreements/matters at same time in a start-up environment; (iii) Strong legal writing/proofreading capabilities and problem solving skills; (iv) Ability to work in high pressure atmosphere and address many situations simultaneously; (v) Excellent interpersonal skills including the ability to listen, communicate clearly and effectively with internal client groups and externally with agents, business persons and legal affairs persons; (vi) Computer proficiency; and (vii) Ability to respond effectively to a variety inquiries, both verbally and in written form.

EXPERIENCE: 3-4 years relevant experience, preferably in entertainment business affairs, in either a law firm or in-house legal department environment. Legal writing, contract analysis a must, negotiation skills preferred. Computer skills extremely valuable (including Microsoft Word, Excel, Outlook, knowledge/experience setting up databases, tables, knowledge of redlining software).

EDUCATION: J.D. or B.A. with a Paralegal certification.

INTERNAL/EXTERNAL COMMUNICATIONS: This position maintains and interacts with internal contacts including attorneys, executives, coordinators, managers, directors who make up the client group at CMT; including Original Programming and Production Management teams, Music Strategy groups, On-Air Promos/Creative, Press, Marketing and Online and Multiplatform groups. The purpose of the interactions is to discuss the terms of the deal and/or situation and/or to provide legal assistance. External contacts and interactions include business affairs in entertainment industry, business and legal affairs persons from third party companies with whom we may enter into agreements.

QUALIFIED CANDIDATES: Email your resume to cynthia.mangrum@cmt.com. **Resumes will not be accepted after September 14, 2010.**

Constangy, Brooks & Smith, LLP, is a management-only labor and employment law firm. We handle litigation prevention and defense and also workers' compensation in our Nashville office. This position requires an assistant with a background in litigation. Knowledge of electronic filing in federal court and state court procedures is a requirement, with an understanding of the litigation process, such as pleadings, motions, discovery procedures, preparing Subpoenas, obtaining medical and employment records, etc. Clerical tasks would include filing, travel arrangements, expense reports, helping with phones, supply orders, and all other general administrative duties.

Please email your resumes to Tammy Dotson at TDotson@constangy.com

Tammy Dotson

Office Manager/Legal Assistant

Direct: 615.340.3808 • Direct Fax: 615.810.8065

E-mail: TDotson@constangy.com

Legal Assistant to Teresa Rider Bult



401 Commerce Street, Suite 700, SunTrust Plaza Nashville, TN 37219

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Bone McAllester Norton PLLC's downtown Nashville office has an opening for a legal assistant, working with attorneys who practice in the areas of commercial lending, corporate and tax. At least 5 years' experience in the legal industry is required; experience in these areas of practice is preferred. Candidates should be proficient in MS Word and Excel, with a typing speed of 70-80 words per minute and excellent transcription skills. Experience with Power Point a plus. Strong interpersonal, verbal and written communication skills are critical, as well as the ability to multi-task, interact with various personalities, and be a team player. Salary commensurate with experience. Please submit resume in confidence to Vicki Scruggs at vscruggs@bonelaw.com or by mail at 511 Union Street, Nashville City Center, Suite 1600, Nashville, TN 37219. Non-smoking environment.



Accounting Assistant

Reports to: Accounting Manager

Location: Nashville, TN

Full-time/Part-time: Full-time

Monthly Salary Range: \$3,200 – 3,500

FLSA Classification: Non-exempt

Position Summary: Responsible for supporting the Accounting Department at busy law firm. AP, AR, Expense Reporting, and any other assigned clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- AP/AR duties as assigned
- Cash basis accounting
- Juris validation
- Expense entries import to Juris software and post
- Identification of long distance calling records using Equitrac
- Open cases
- Closing files
- Perform daily deposit
- Client billing
- Electronic billing
- Destruction of closed files
- Answers Accounting inquiries
- Ordering office supplies, letterhead, announcements, etc
- Monitor printer cartridge needs for two floors, order as necessary
- Kitchen supply monitoring / shopping

MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or equivalent GED.
- Up to 2 years of successful full-time administrative support in an Accounting environment
- Law Firm experience a plus

Knowledge and Abilities:

- Strong interpersonal skills; excellent customer service skills.
- Ability to maintain a high level of confidentiality.
- Ability to manage time effectively.

- Skilled in use of operating basic office equipment.
- Computer proficient; proficient in Microsoft Word, Excel, and Outlook, and the internet.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- This position requires some in town travel.
- Current, valid Tennessee driver's License.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Frequent lifting is required, up to 50 pounds.

Region 4 - Are You Ready To THINK BIG???

Have you been wondering what Region 4 will be doing as an incentive for its members to Think Big? Well, wonder no more.

Region 4 will have 3 drawings as follows:

July (for March, April, May, and June)

November (for July, August, September, and October)

March (for November, December, January, and February)

How do you get your name in a drawing and what can you win?? “Easy peasy lemon squeezy!” All you need to do is sponsor a new member – any new member. It can be a student member, associate member, or regular member. Every time you sponsor a new member, your name and the new member’s name will be placed into the corresponding drawing, depending upon their join date. Winners will receive a **\$25 Amazon gift card**, plus a NALS goodie bag filled with NALS goodies.

At the end of the year, we will draw a GRAND PRIZE WINNER from all the new members and their sponsors. What is the Grand Prize? Well, we’re going to keep that a secret for now, but one of the prizes will be a \$100 Amazon gift card!!

I have already sponsored one new member this year, which makes me eligible for the July drawing, as well as the year end drawing! Two chances to win and all I had to do was tout the benefits of NALS to someone who was interested!

PLUS... there is an added benefit!! If you recruit 5 members (of like membership status) within the year, you can get your national dues waived! Not only would you then have **6 chances to win prizes**, but you would save **\$98!!**

If you have any questions, please don’t hesitate to contact me!

Good luck Region 4!!

Lisa

Lisa J. Mitchum, PLS
2010-2011 NALS Region 4 Director
Smiley Bishop & Porter LLP
1050 Crown Pointe Parkway
Suite 1250
Atlanta, GA 30338
lmitchum@sbpllp.com
Direct Dial (770) 829-3847

September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day	7	8 LUNCH & LEARN TBA Rosh Hashanah	9	10	11
12 Grandparents Day	13 MEMBER MEETING - NBA	14	15	16	17 Yom Kippur	18
19	20	21	22	23 Autumn begins	24	25
26	27	28	29	30		

TALS - LEGAL PROFESSIONALS OF TENNESSEE 2010-2011 SCHEDULE

<u>Date</u>	<u>Purpose</u>	<u>Location</u>
July 31-August 2, 2009	Region 4	Asheville, NC
August 7, 2010	TALS Summer Meeting	Nashville, TN
October 8-11, 2009	NALS 59 th Annual Education Conference and National Forum	Branson, MO
*September 30, 2010	Deadline for Fall Junction Edition	
November ____, 2010	TALS Seminar/Fall Meeting	Rutherford/Cannon/Williamson
*December 31, 2010	Deadline for Winter Junction Edition	
February ____, 2011	TALS Seminar/Winter Meeting	Chattanooga
*March 31, 2011	Deadline for Spring Junction Edition	
April ____, 2011	TALS Seminar/Annual Meeting	Memphis

*DATES SUBJECT TO CHANGE

YEAR 2010 HOLIDAYS CALENDAR

The following are dates to remember for the upcoming year.

September 2010

- Monday September 6th -- Labor Day
- Sunday September 12th -- Grandparents Day
- Thursday September 23rd -- First Day of Autumn

October 2010

- Monday October 11th -- Columbus Day
- Sunday October 24th -- United Nations Day
- Sunday October 31st -- Halloween

November 2010

- Monday November 1st -- All Saints' Day
- Sunday November 7th -- Daylight Saving Time Ends
- Thursday November 11th -- Veteran's Day
- Thursday November 25th -- Thanksgiving

December 2010

- Friday December 17th --Wright Brothers Day
- Tuesday December 21st --First Day Winter
- Saturday December 25th --Christmas
- Friday December 31st --New Years Eve

Promo of John Maxwell's new book, *The Right to Lead*:**The Kind of Leader Others Want to Follow**

The key to becoming an effective leader is not to focus on making other people follow, but on making yourself the kind of person they want to follow. You must become someone others can trust to take them where they want to go.

As you prepare yourself to become a better leader, use the following guidelines to help you grow:

1. Let go of your ego.

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

2. Become a good follower first.

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

3. Build positive relationships.

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

4. Work with excellence.

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

5. Rely on discipline, not emotion.

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

6. Make adding value your goal.

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

7. Give your power away.

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

In *The Right to Lead*, you will hear from and read about people who have done these same things and earned the right to lead others. Because of the courage they found and the character

they displayed, other people recognized their admirable qualities and felt compelled to follow them.

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

John C. Maxwell

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Member Contact Information

In an effort to have up-to-date contact membership contact information, please complete the following information and either email, mail or fax to Tonya Bowman:

Full Name: _____

Firm/Company Name: _____

Address: _____

Preferable Contact Number: _____

Fax Number: _____

Area of Practice: _____

Birth Date (Month/Day) : _____

Year joined NALS: _____

Preferred Email Address: _____

Send this form to:

Tonya Bowman
Craft & Sheppard, P.L.C.
1604 Westgate Circle, Suite 1
Brentwood, TN 37027
Phone: (615) 309-1707
Fax: (615) 309-1717
tonyabowman@CraftSheppardlaw.com

Did you know?

The [NALS Career Center](#) is part of the Legal Job Exchange and partners with the American Bar Association, American Immigration Lawyers Association and the North Carolina Bar Association to make sure that your job listings and resumes are viewed across the network.

That means that you can place an ad with NALS and have it seen by members of these organizations as well. This also means that if you are on the job hunt these organization's job listings will be found in the [NALS Career Center](#). If you haven't checked it out have a look today...there are currently 11 jobs open in the legal support category.

Reminders

- The NALS Think Tank needs your help! [Fill out the Legal Support Industry Survey Today.](#)
- Need Help Getting Around the NEW NALS Website? [Check out this post that will highlight the new features and help you navigate!](#)
- Follow along with everything NEW at NALS Online...visit [insideNALS!](#)

Upcoming Sessions from NALS:

[WebEd Session](#): *Nuts & Bolts of Written Communication and Grammar Part 1 - Nouns, Verbs and Capitalization (1 hour of CLE)*

September 2, September 9 - [WebEd Session](#): Nuts & Bolts of Written Communication and Grammar (6 Week Course) CLE

The [Online Learning Center](#) is taking a holiday for the month of July but will return in August with the next edition of the [Online Study Group!](#)

[Online Study Group](#) - August 10 - September 21, 2010 - 8:00 p.m. Central

- September 7 - ALS Review
- September 14 - PLS Review
- September 21 - PP Review

NALS Foundation

YOU are at the NALS conference in Branson. It's a chilly fall Saturday night. What are you gonna do? Go to the NALS Foundation Gala, of course! You not only get dinner at the Gala and get a chance to have some fun with your fellow NALS members and a chance to win prizes, you will be entertained by the Beartones. No, not the Beatles, the Beartones. The Beartones are an all-male A Cappella group from Missouri State University in Springfield, MO. The group has been invited to sing all over the country, entertaining music lovers of from all genres, and will hold a "One Night Only Special Performance" at the NALS Foundation Gala. Be sure to sign-up for the NALS Foundation Gala on your conference registration form. Limited seating is available and no tickets will be available at the door. Don't miss it!

Education

Are you in need of CLE credits, but don't want to miss out on the family activities of the summer? Well, there is an easy answer to your problem! If you've missed a webinar that you really wanted to attend, or you are in a crunch to get those last few credits you need for recertification, there is a great way to get the education you need on your schedule. Past webinars are available for purchase in the NALS store. Registering for a webinar is easy. Simply go to www.nals.org and under the "Learn" tab, click [WebEd](#). Scroll down to see the schedule or click "Register Now".

Membership By Sherri Krawitz, PP, PLS

First-Year Member Retention Tips:

- Interview new members when they join, and after six months, about their challenges and concerns. Include a "Welcome New Members" on your Website or in your bulletin and be sure to confirm their contact information is correct.
- Give new members some sort of designation on their name tags when they attend their first meeting or function. Be sure your leaders are aware of who the new members are, and encourage the leaders to make a special effort to greet new members.
- A few weeks before sending first-year members their first renewal notice, send them a special letter from your chapter or state president. Acknowledge that the first renewal is coming up, summarize all the great things your chapter/state has done, and say that you hope their first year was a rewarding one.
- Once the application has been processed, send an email letting the new member know how to access restricted areas on the Website.
- If possible, get a current member to contact a new member and just say, "Welcome."

Text Development

When you're planning future study groups and legal training courses, don't forget that each of our textbooks has a corresponding Student Study Guide that provides vocabulary, study questions, and research projects that relate to each chapter to assist the students in mastering the material. Course leaders can obtain a corresponding Instructor's Manual that also provides teaching suggestions to augment classroom presentations, as well as definitions of vocabulary terms, answers to review questions, and quizzes that cover the material in each chapter.



Mark your calendars now for these upcoming educational sessions in the OLC, OLSG and webinars (all sessions are at 8:00 p.m. Central):

Online Learning Center (OLC) - FREE TO MEMBERS

DATE	TOPIC	NALS COMMITTEE PRESENTING
Sept. 15, 2010	<i>Students - Types of Law Practiced in the Law Firm</i>	Membership
Sept. 22, 2010	<i>Test Taking Tips</i>	Certifying Board

Online Study Group (OLSG) - FREE TO MEMBERS

DATE	TOPIC	NALS COMMITTEE PRESENTING
August 31, 2010	<i>Legal Knowledge (1.5 CLE)</i>	Education
Sept. 7, 2010	<i>ALS Review (1.5 CLE)</i>	Education
Sept. 14, 2010	<i>PLS Review (1.5 CLE)</i>	Education
Sept. 21, 2010	<i>PP Review (1.5 CLE)</i>	Education

Webinars (WebEd) - register at http://www.nals.org/?page_id=45

DATE	TOPIC	NALS COMMITTEE PRESENTING
Sept. 2, 2010	<i>Written Communication/Grammar Part V-Sentence Structure, Word Usage, Spelling and Punctuation (1 CLE)</i>	Education
Sept. 9, 2010	<i>Written Communication/Grammar Part VI- Numbers, Abbreviations and Style (1 CLE)</i>	Education
Sept. 16, 2010	<i>Public Speaking-FREE TO MEMBERS-presented by NALS FLD Past President Donna Dendy, PP, PLS</i>	FLD
Sept. 30, 2010	<i>Conflict Resolution-FREE TO MEMBERS-presented by Karen McElroy, PP, PLS</i>	FLD

INSTRUCTIONS TO ACCESS WEBINARS: To register for a NALS Webinar, simply go to the NALS website and under "Learn" (tab with drop down choices at top of NALS web page), click on "WebEd." This will take you to the screen to register for the webinar you wish to attend. There are "how to" directions on this page and descriptions of the webinars offered. You just need to scroll down and click on the registration link (the title of the webinar) and it will take you through the registration process. The webinar registration is a two-fold process. The initial registration lets you select the webinars you are interested in attending and submitting your payment information. When that information is processed, participants are sent a WebEd invitation that will complete the registration. When you have completed this second "invitation," a subsequent e-mail is sent to the participants, which contains access information to the webinars. **NOTE:** You can access any webinar through both the Internet and the audio connection (with any telephone) OR you can simply access the webinar presentation (without viewing the PowerPoint presentation) by simply calling and connecting to the audio portion of the presentation. You can do this from any telephone anywhere! But you still need to register for the webinar (even if you will only be listening to the audio portion of the program).

INSTRUCTIONS TO ACCESS OLC/OLSG: Members must first login as a Member and enter your login name and password. If you have not registered as a member just go to the "Welcome" tab at the top of the NALS web page (it's a drop down tab with "Member Log In" - click there). There are complete instructions to login as a member or to register as a member to access all the membership services. After you login as a member you will see a page with member accessed information (on the left-side of the screen). Simply scroll down to Online Learning Center, click and you have now entered the OLC properly! The OLC page comes up with instructions, but you can simply scroll down and type in a "User Name" (user name does not have to match your Internet user name) and click "Connect," which will take you to the "Lobby." Click on the tab/icon at the top, right-hand side of OLC screen (it has what looks like a comment box on the tab), and then double click on "OnlineLearningCenter" and, voila, you're there! You can increase the size of the screen by clicking on the four arrows button (second button from the right at the bottom). You can increase the size of your font by clicking on "Options" (upper left, second button from left) then "Font Size." You can change the color of your responses by clicking on the colors button (third button at from the left at the bottom). Yes, we do have emotions and sounds which can be entered, but, particularly the sounds, can be distracting and our intention is to get you in, discuss the topic, and let you go within the allotted time. Also, you must participate every three to four minutes or you will be "bumped" out.

MESSAGE TO ALL MEMBERS OF NALS COMMUNITY

Take part in our latest survey so that we can learn more about what your career is like and help us understand what you are looking for in a professional association.

<http://www.surveymonkey.com/s/legalsupportsurvey>

Visit NALS community at: http://nalsnet.ning.com/?xg_source=msg_mes_network



STAY INFORMED ON
WHAT IS NALS

When you join NALS, you have access to a wealth of information and affinity providers. Are you taking advantage of your ENTIRE membership in NALS?



eNews – Are you receiving the bi-weekly newsletter of pertinent information about NALS? If you are a member and want to receive the newsletter, please email Jay Moore at moore@nals.org. Until then, enjoy the most recent issue by going to the following link:

<http://www.nals.org/newsletters/enews/pastissues/en09.01.09.html>



Leading The Way - is the NALS Leadership Newsletter that is available to ALL members of NALS. If you're interested in staying in touch, go to: (www.nals.org/newsletters/leadingtheway)



Members have access to outside providers that brings many services that otherwise might be substantially more expensive to NALS Members. (www.nals.org/membership/benefits/affinity.html)

I personally use Liberty Mutual. NOW, Sam's Club is part of NALS Affinity Provider.



Members can take advantage of online professional development and legal education in the Online Learning Center for FREE in the comfort of your own home during the evenings.

REMEMBER: You do not have to be a certified member to enjoy these sessions. In today's uncertainty with employment, it is great to stay educated and this is only one way to achieve a high level of education.

TOPICS: <http://www.nals.org/onlinelearning/index.html>

Instructions on Entering Online Center: www.nals.org/onlinelearning/room

WHAT IS NALS, ASSOCIATION OF LEGAL PROFESSIONALS, NASHVILLE CHAPTER?

NALS, Association of Legal Professionals, Nashville Chapter ("Nashville Chapter") is a multi-level organization. Membership in the local chapter brings membership in TALS –Legal Professionals of Tennessee ("TALS"), NALS Region 4 and NALS...the association for legal professionals ("NALS").

The Nashville Chapter was first organized in 1949 and was chartered with TALS and NALS in 1972.

WHAT IS TALS?

TALS holds an annual convention and quarterly meetings throughout the state. In addition to the business meetings, legal education seminars are offered at these meetings. Each local chapter sends a Governor to report back to the chapter all business transacted; however, members are encouraged to attend. State meetings and seminars afford a wonderful opportunity for networking with other legal professionals from across the state that have the same goals and objectives.

WHAT IS REGION 4?

Region 4 is lead by an elected regional director that plans a meeting once a year with the states that cover our region. The states that are within our region is Alabama, Georgia, Florida, North Carolina, South Carolina, and Tennessee. This meeting is not as large as the NALS national educational or professional development meetings; but, they are generally larger than the state meetings. It is a wonderful way to meet other legal professionals that has the same goals and objectives as you do; but, closer to home.

WHAT IS NALS?

NALS is a non-partisan, non-profit, non-sectarian corporation based upon principles of service to all areas of the legal field. Membership is open to all persons engaged in service in the legal forum, including, but not limited to, attorneys, legal assistants, paralegals, secretaries, typists, word processors, court clerks, clerks employed in law offices, persons employed by the courts, trust departments of

banks or trust companies, and those persons employed in public or private institutions directly engaged in work of a legal nature.

WHEN ARE MEETINGS HELD?

Nashville Chapter Board/Membership meetings are held on the third Monday of each month at Noon at the Nashville Bar Association. A monthly lunch & learn is offered at a nominal cost by reservation on the second Wednesday at the Tennessee Bar Association.

WHEN ARE NASHVILLE CHAPTER'S LUNCH & LEARNS HELD?

Nashville Chapter Lunch & Learns are held on the second Wednesday of each month at noon at the Tennessee Bar Association. Because of the venue, a box lunch is offered, and may change over the course of the year at a cost of \$12 and is a reservation only meeting. The lunch hour is devoted almost in its entirety to a speaker advising on a legal or community topic. You do not have to be a member to attend. Attendance at the Lunch & Learn is a good way to find out more about the Nashville Chapter and meet its members.

HOW MUCH DOES MEMBERSHIP COST?

The annual fee for new members is \$120.00. Thereafter, the annual renewal is \$110.00. A portion of this amount pays your dues to TALS and NALS.

WHAT DOES MEMBERSHIP OFFER ME?

You will be a member of a professional organization dedicated to the furtherance of legal education and having as its main objective the encouragement of its members to attain a high degree of professional excellence in their chosen career.

You will receive publications written for the legal professional, including The Verdict, our local monthly publication, The Junction, the TALS state quarterly publication, Region 4 Newsletter and @Law, the NALS national quarterly publication.

You will have the opportunity to attend seminars, study groups, workshops, and other activities which will enhance your legal education relationships in a local and national network.

You will have access to employment placement at no charge through the Employment Committee.

You will be given the opportunity to serve on committees which function to promote the goals and objectives of the association and, in the process, allow a greater opportunity for new and lasting friendships among members.

You will be eligible for discounted travel and rental car rates, group insurance programs, a retirement program, loan programs, and credit card applications.

WHAT IS THE PROFESSIONAL PARALEGAL EXAM?

The Professional Paralegal (PP) certification was developed by NALS to promote legal professionals who wish to be identified as exceptional in all areas of the law. Certain eligibility requirements must be met to take this exam, and are available for viewing at www.nals.org.

WHAT IS THE PROFESSIONAL LEGAL SECRETARY PROGRAM?

The Certified Professional Legal Secretary (PLS) designation is achieved by passing a rigorous one-day examination. Eligibility for the exam requires at least three (3) years' experience as a legal secretary.

The Accredited Legal Secretary (ALS) designation is achieved by passing a half-day examination and is available to persons who have completed one of the following: a secretarial course, the NALS Legal Training Course, or one year of secretarial experience.

Those interested in sitting for these examinations can attend group study sessions held in advance of the examination. These sessions are provided without charge to members. The examinations are given at testing

centers throughout the United States with one center being located in Nashville.

The examination covers a variety of subjects: Written Communication; Ethics & Judgment; Office Procedures & Technology; Legal Knowledge & Skills.

NASHVILLE CHAPTER ANNUAL EVENTS

Bosses Appreciation Luncheon is held each October. This event affords the legal secretary the opportunity to invite the attorney for whom she works to a special lunch.

The "Chris Galyon Scholarship Award" is presented annually to a worthy individual who has exhibited a desire to further his or her education in the legal field.

Legal Professionals Night Out is held each year for the legal community to come together on a social basis for the purpose of promoting NALS and encouraging membership in our Association.

In 1972, the President of the United States proclaimed Court Observance Week an annual event in October. Each year our members sponsor a program to recognize our judicial system.

NASHVILLE CHAPTER NOTEWORTHY ACCOMPLISHMENTS

The Nashville Chapter hosted the Annual Meeting and Educational Conference of the National Association of Legal Secretaries International in July 1985 with approximately 1,000 members, delegates, and their families in attendance.

The Nashville Chapter has the proud distinction of having members Chris Galyon, PLS elected National President for 1984-85 and Tina L. Boone, PLS serving/elected as Region 4 Director from 2005-2007. Other members have been or currently serve as officers, committee members and chairmen at both state and national levels.

HOW DO I BECOME A MEMBER OF THE NASHVILLE CHAPTER?

Contact any member or:

Tonya Bowman, Membership Director
 Craft & Sheppard, P.L.C.
 1604 Westgate Circle, Suite 1
 Brentwood, TN 37027
 Phone: (615) 309-1707
 Fax: (615) 309-1717
tonyabowman@CraftSheppardlaw.com

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE QUALIFICATIONS FOR MEMBERSHIP?

Individual members consist of those persons engaged in work of a legal nature and who agree to comply with the NALS Code of Ethics and Professional Responsibility.

HOW DO I BECOME A MEMBER?

You can use the secure online application, or you may choose to print out the application right from the web site or in Adobe PDF format and mail or fax it. Simply choose the method you want to apply, fill out the NALS Membership Application, select a method of payment, and submit your application. You then just sit back and will receive your new member package from the NALS Resource Center within four weeks.

Categories of membership:

- Regular Member
- International Member
- Retired Member
- National Associate Member
(educators, judges and attorneys)
- National Student Member
(must be a fulltime student)

WHY SHOULD I JOIN NALS?

Opportunities for professional and personal development are plenty when you join NALS. NALS is a tri-level organization composed of NALS, your state association, and your local chapter. Each offers topnotch professional

growth through seminars, quality publications, and local, state, regional and national networking. NALS offers several regional and national conferences each year packed with outstanding education and featuring excellent speakers from around the country. State and local chapters offer more frequent meetings to give in-depth local educational coverage.

Additionally, NALS supports its members by providing the following benefits:

Affinity Programs - members enjoy discounts on a variety of goods and services.

Certification - accreditation for everyone, whether beginning a new career or enhancing your current one.

ALS--the basic certification for legal professionals, PLS--the advanced certification for legal professionals and Professional Paralegal certification.

@Law Magazine - members receive this award-winning publication quarterly.

E-Learn - a monthly update on current topics of interest to legal support staff, delivered via e-mail.

E-News - a bi-weekly electronic newsletter sent to all NALS members who provide an email address, which includes timely information and details of NALS activities, with links to educational information and topics of interest to legal support staff.

NALS Online Learning Center - Education and personal development offered on a variety of subjects with the added bonus of networking across the United States.

NALS also presents a host of other professional development programs including the Legal Training Course, NALS Educational Institute, and college credits.

WHAT IS E-LEARN AND HOW DO I SUBSCRIBE?

E-learn is a monthly educational subscription received by NALS members via e-mail or fax featuring articles, technology tips, legal community news, etc. If you are currently a member and not receiving e-learn and would like to be on the distribution list, please contact Sandra Bates, NALS Member Services Manager at bates@nals.org or 918-582-5188. Sandra will be happy to add you to our list.

WHAT ARE THE BENEFITS OF THE NALS ONLINE LEARNING CENTER?

Education, updated information on NALS and various legal topics, networking across the country are just a few of the benefits afforded our members who make it a point to participate in our weekly Tuesday and Wednesday night NALS Online Learning Center sessions. Each week a different topic is chosen as an educational subject or for discussion over the Internet lines. Come check us out!

WHO DO I CONTACT WITH REGARD TO MEMBERSHIP QUESTIONS?

Sandra Bates, NALS Membership Services Manager or Tonya Bowman, NALS, Nashville Chapter Membership Director

WHAT DO THE FOLLOWING ACRONYMS MEAN?

ALS . . . the basic certification for legal professionals: The ALS designation is an attainable goal for someone entering the legal support field. Demonstrate your acceptance of the challenge while improving your on-the-job skills in the areas of communication, accounting, office administration, ethics and legal procedures.

PLS . . . the advanced certification for legal professionals: The certified PLS designation is the best way to show off your expertise in areas including legal terminology and procedures, ethics, office procedures, and communication skills. That could mean more money and more opportunities for you, or it could mean doing a better job for your present employer! The PLS

certification is recommended by the American Council on Education ("ACE") as valuable college credit for as much as 27 semester hours.

PP: Professional Paralegal, this is the newest of the NALS Certifications

SMC: State Membership Chairman

LMC: Local Membership Chairman

CLE: Continuing Legal Education

CLA: Certified Legal Assistant

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