

Special points of interest:

- Scholarship Fundraiser
- Practice Tips from PLF
- Can You Pass the ALS?

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THE SUMMONS

NALS of Southern Oregon Coast...the association for legal professionals

January 2014

And the Winner is ...

NALS of Southern Oregon Coast members recently hosted a "Shopping Spree" to raise funds for scholarships for local students. The drawing was held on New Years Day and the winner was:

Elisa Pole. Congratulations!



McKay's Manger drawing the Winning ticket

MEETING NOTICE

The next regular monthly educational meeting of NALS of Southern Oregon Coast will be held on Tuesday, January 21, 2014, at 5:30 p.m.

This month's speaker will be Professor Mark Wilson from SOCC who will speak on Improving Writing Skills and Grammar.

All persons interested in the legal field are invited to attend.

The meeting location will be Sumin's Restaurant in downtown Coos Bay.



The meeting will feature a one -hour education. Certificates of Attendance will be provided for all attendees.

THE SUMMONS



NALS of Southern **Oregon Coast** 2013-2014 Board Members

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PRESIDENT'S MESSAGE

Greetings Members

Wishing all my NALS friends a wonderful 2014!! When I look back to where the past year went, I just can't believe an entire Spring Break, Summer, Thanksgiving, and Christmas has passed us by. It is fun to reflect on the things that have happened and our accomplishments over the past several months. This past year has been an exhausting, yet prosperous year for me and I am thankful for the opportunities and the blessings in my life.

NALS of Southern Oregon Coast members have been hard at work selling tickets to raffle a shopping spree at a local market to raise money for student scholarships. We had 6 applications last year and were only able to give out one scholarship. Hopefully we will be able to stash some of those raised funds toward next year's student scholarship after the shopping spree takes place. A BIG THANK YOU to Nicole and Jenny for all your hard work on this fundraiser!

The Mid-Year meeting is January 25th and the deadline is January 10th without incurring a \$25 late fee. It should be interesting and fun to reconnect with all the NALS gals and hear about some great legal education. I hope you all can make it!

The Annual Meeting is in April at Salishan Spa and Resort on April 4 – 5, 2014. Be looking for the registrations.

Nominations for the new 2014-2015 Board members are due to Kelli, so she can get the slate of officers put together for the next regular meeting.

Bosses Event planning is underway and we need more people on the committee. If anyone would like to help with the Bosses Event, please talk to me and I can give you a job. Also please nominate your bosses and have your nominations to me by the end of the day Tuesday, January 28th.

The next regularly scheduled meeting is January 21, 2014 at Sumin's and Mark Wilson from Southwestern Oregon Community College will refresh our memories on writing skills and Grammar.

Mindy Woodworth PLS President NALS of Southern **Oregon Coast**

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Upcoming NALS Meetings

Mid-year Board Meeting and Educational Seminar—Lane County Mental Health, Eugene, Oregon -January 25, 2014

NALS Professional Development Conference –February 27-March 2, 2014, Tulsa, OK

50th Annual Meeting and Educational Conference—Salishan Spa and Resort April 4 &5, 2014

Fall Board 2014—TBA

NALS National Education Conference October 2-4, 2014 Houston, TX

Mark your calendars and be sure to attend these GREAT meetings!





engage inspire enhance promote



EDITOR'S CORNER

As Editor of the Summons, I thought I would take advantage of the new year by saying THANK YOU to all of the members of NALS of Southern Oregon Coast.

I joined this association in 1995 after being invited by a co-worker to attend a meeting. I remember meeting members Maxene Grabe and Tracy Hoye. Maxene's grace and consistent friendliness made it easy to attend additional meetings and join the association. Maxene had knowledge of Parliamentarian procedures and traveled the road to be NALS of Oregon President. Tracy was very young, shy and quiet with an underlying determination to be successful and as the years progressed, she became a confident well-spoken woman and served as NALS of Oregon president.

Ginger, who recently retired was great as Treasurer, accepting our nominations for several years. Roberta always gets things done if she volunteers to take on a task, and so on. I could single out each and every member and outline their attributes, but it would make this article WAY too long.

Kudos too, to our new members whose creativeness and innovation are leading us to newer and brighter visions.

NALS of Southern Oregon Coast members are a wonderful group of women of all ages. Every member has a different personality and skill set which makes the association so diverse. From my point of view, I feel that NALS members are dedicated, outgoing, giving and inviting and associating with them is a high point of my month each and every month.

NALS of Southern Oregon Coast members work hard to raise scholarship funds to help assist others attend college. In addition, NALS of Southern Oregon Coast provides education free of charge to members in the legal community partnering with judges, attorneys and other community members to make certain that pertinent legal issues are available to those who want to become more knowledgeable and advance their own education.

Finally, for all of the advertisers, attorneys and Judges who are supportive of the association and of the Summons, I say THANKYOU!

Diane Whitson PLS Editor, *The Summons*

Practice Tips From PLF

You Next Technology Purchase

While most small and midsize law firms will not spend an inordinate amount of time breaking down a technology investment's financial return, there are ways to make sure your decisions will yield returns for you and your business. Evaluating the benefits of any technology investment can be broken down into three simple questions:

What problem do you expect this technology to solve? Make sure you know what you expect to accomplish or which problems you expect to solve prior to each technology purchase.

What are the real costs for recommending this technology? Whether you're considering an iPhone or a new server, make sure you think about all the potential costs that could be involved. Set up? Training? Maintenance? All of these costs can add up and affect your overall ROI.

How will you determine whether or not the product actually delivers the results you were expecting? Set a plan for measuring the results – time savings, money savings, improved workflow can all be gauged to be sure you've met your plan.

By answering these questions first, you'll have a much better understanding of what you're buying and why. (And if the answer is 'for fun' – that's okay too. Everyone likes toys.

Automatically Update Dates in Word

If you ever need to set the date in your "Dated this 9th day of December, 2013" for automatic updating, you can get instructions at:

http://legalofficeguru.com/ ordinal-dates-field-quickparts/

NOTE: There is a lot more information on this website for other legal questions.



Why Isn't the World Paperless?!

Going paperless requires using new tools to do the work we're already doing. Often the steps can remain the same - but are easier and faster when automated. But even the slightest change can be hard to implement. Without the enthusiastic participation of everyone involved, going paperless will fail. Electronic case files won't have all the documents in them ("I'm keeping just a few paper documents on the floor next to my desk because they're really important"), processes will be interrupted ("I'm not reviewing that pleading on line – just print it for me!"), and frustration will abound.

Recruit a sponsor. Unless you have the attorney or key employee on board – you're going to find it much harder to go paperless.

Start small. Identify a simple process that touches many in the firm – and use it to show the power of going paperless. Perhaps an electronic correspondence file which can be the foundation for an electronic case file.

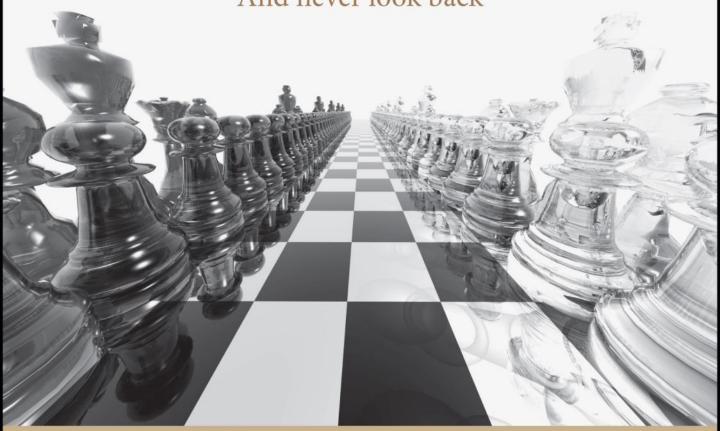
User Support. Users must have confidence in going paperless which means confidence that they will always find their document. Implement tools that make it simple to find a document and give them enough training to assure they know how to find a document.

Going Paperless can deliver hard-cost savings and can transform your firm to be substantially more efficient – delivering a healthy dose of profitability.

The Practice Tip of the Week is a service of the Professional Liability Fund. These tips are for the purpose of providing lawyers with options to consider and research. Practice Tip of the Week is not offered as legal advice or an endorsement or guarantee of products or services. Readers should conduct their own legal and law office management research. For additional information about

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ANNUAL BOSSES' EVENT MENU

BOSSES EVENT MENU

Benetti's Italian Restaurant 260 South Broadway, Coos Bay February 18, 2014, noon to 1:30 p.m.

\$17.00

Ahi Tuna Salad

Seared Ahi tuna steak (served medium rare) with local mixed greens pancetta, kalamata olives, marinated potatoes, cucumbers and hard-boiled egg with a lemon vinaigrette. Cup of Soup included.

Ahi tuna may be substituted with Salmon if tuna is unavailable

Orecchietta Pasta

Orecchietta pasta with broccoli, zucchini, grape tomatoes and fresh herbs tossed with a white wine garlic asiago sauce. Side salad included.

Chicken Parmigiana

Chicken breast smothered with Parmesan and mozzarella cheese, then baked in marinara and topped with a white sauce. Served with pasta; your choice of marinara, meat, pesto or garlic-parmesan sauce. Side salad included

All meals include bread and beverage (coffee, tea, soft drink)
Gratuity included

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	Orecchietta Pasta	
	Chicken Parmigian	a

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Kelli Burnette, 106 D Street, Coos Bay, OR 97420
No later than February 11, 2014



MORE Practice Tips From PLF

Get Rid of Spammy Email Messages From Social Media Sites

Do you have an inbox full of crap automatically spewed by all of the social networks you accidentally signed up for?

Look no further than Notification Control (www.notificationcontrol.com), a simple website designed to point you in the direction of each social network's "Notifications" page so you don't have to dig. For example, clicking the F will take you to Facebook's Notifications page so you can turn all the darned things off.

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Mother's Little Helpers... helping to sell raffle tickets



Did You Know...?

That......Judge Bechtold will receive the Human Dignity Award from the Human Rights Advocates on Martin Luther King Day, January 21. Festivities start at 1:00p.m. at the North Bend Public Library.

That..... that Malcolm Corrigall has retired as of December 31, 2013;

ThatKaren Costello has decided to join the law office of Don Costello, her husband; that you can reach Karen Costello at: Costello & Costello, The Hub Building, 125 West Central, PO Box 600, Coos Bay, OR 97420, Tel: 541.808.0284, Email: kcostello@epuerto.com; t

That......the former law offices of Corrigall, McClintock and Costello, LLP, is now Corrigall & McClintock.

THAT.....Women are being stopped more for drunken driving than they were two decades ago.







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www.nals.org/download/membershipapp.pdf



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Lynda Payton	February 4
Roberta Granby	February 26

Quote

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YUMMY HONEY CHICKEN KABOBS

Original recipe makes 12 servings Change Servings

1/4 cup vegetable oil

1/3 cup honey

1/3 cup soy sauce

1/4 teaspoon ground black pepper

8 skinless, boneless chicken breast halves - cut into 1 inch cubes

2 cloves garlic

5 small onions, cut into 2 inch pieces

2 red bell peppers, cut into 2 inch pieces

skewers

Directions

1.In a large bowl, whisk together oil, honey, soy sauce, and pepper. Before adding chicken, reserve a small amount of marinade to brush onto kabobs while cooking. Place the chicken, garlic, onions and peppers in the bowl, and marinate in the refrigerator at least 2 hours (the longer the better).

- 2. Preheat the grill for high heat.
- 3.Drain marinade from the chicken and vegetables, and discard marinade. Thread chicken and vegetables alternately onto the skewers.
- 4.Lightly oil the grill grate. Place the skewers on the grill. Cook for 12 to 15 minutes, until chicken juices run clear. Turn and brush with reserved marinade frequently.



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Totally Useless Facts

The term "devil's advocate" comes from the Roman Catholic church. When deciding if someone should be sainted, a devil's advocate is appointed to speak against bestowing the sainthood upon the nominee.

- The last NASCAR driver to serve jail time for running moonshine was Buddy Arrington.
- Many Japanese golfers carry "hole-in-one insurance," because it is a tradition in Japan to share one's good luck by sending gifts to all your friends when you get an "ace."
- The price for a hole-in-one, what the Japanese term an "albatross", often reaches \$10,000.00
- The lot numbers for the Tylenol capsules tainted with cyanide in 1982 were MC2880 and 1910MD.
- The U.S. Government's Pentagon building has five sides, five stories, and five acres in the center. It now also has twice as many bathrooms than necessary. This is because when it was built in the 1940's, the government still had segregation laws requiring separate toilet facilities for blacks and whites.
- In Chinese, the words for crisis and opportunity are the same.





Cryptolocker Virus

There's been a big nasty virus going around called Cryptolocker. What this puppy does is encrypts vow entire hard drive, making recovering of the files near impossible unless you pay a healthy ransom dose to \$1,000,000.

Right now, the main method of delivery of this virus is via email attachments. If you are worried in the slightest about an the authenticity of an email, then don't open it!!!

This link was an article that I found about a town in New Hampshire who ended up losing 8 years-worth of data.

To research that virus and others, you can go to:

http://www.computerworld.com.my/

Submitted by Mindy Woodworth PLS

NOTARY CLASSES

Notary classes are going to be held in the Coos Bay area soon. Check the Secretary of State website for the Notary Division to see dates, times and locations all around the state.



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CAN YOU PASS THE ALS?

- 1 The three main functions of an administrative agency are rulemaking, enforcement, and
 - a. adjudication
 - b. investigation
 - c. procedural
 - d. Regulation
- 2. An agency can find detailed procedures to follow in making formal rules and adjudicating disputes
 - a. from the National Mediation Board
 - b. in the Administrative Procedure Act of 1946
 - c. in the Federal Trade Commission Act of 1914 in the Uniform Commercial Code
- 3. The federal agency that regulates the nation's stock exchanges and enforces securities laws is the
 - a. Federal Securities and Exchange Commission
 - b. Federal Stock and Securities Commission
 - c. Securities and Exchange Commission
 - d. Stock Trade and Exchange Commission
- 4. United States Customs Service, Immigration and Naturalization Service, Secret Service, and the United States Coast Guard are regulated by the
 - a. Defense Department
 - b. Health and Public Safety Department
 - c. Homeland Security Department
 - d. State Department
- 5. An acquisition of a company occurs when
 - a. a company liquidates its assets
 - b. a new corporation is formed and the former corporation ceases to exist
 - c. all assets are purchased by a corporation
 - d. the surviving corporation acquires all assets and liabilities
- 6. The liability of partners in a partnership is the main reason for the increase in the formation of
 - a. limited liability companies
 - b. limited liability corporations
 - c. limited liability joint ventures
 - d. limited liability partnerships
- 7. The four essential elements of a contract are: _____
 a. competent parties, consideration, performance, and discharge
 b. competent parties, mutual consent, performance, and lawful consideration
 c. mutual consent, competent parties, lawful consideration, and lawful subject matter
 d. mutual consent, payment, lawful subject matter, and release
- 8. The difference between an express contract and an implied contract is
 - a. an express contract is concluded more quickly than an implied contract
 - b. an express contract is easy to get out of an implied contract is difficult to terminate
 - c. an express contract is manifested by words; implied contracts are implied in fact or in law
 - d. an express contract is spoken orally; an implied contract is written
- 9. In a contract, the offer is _____
 - a. a conditional promise that seeks a promise from another in acceptance
 - b. a distribution of proceeds and performance duties
 - c. the equality of the offers made by the parties to a contract
 - d. the equality of the parties making the contract



NALS of SOUTHERN OREGON COAST 2014 CALENDAR

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01 New Year's Day20 M.L. King Day

21 NALS meeting

04	Independence	Day

15 NALS meeting

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17 Presidents Day

18 Annual Bosses Event

NALS ANNUAL BBQ

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18 NALS meeting

1	Labor Day
16	NALS meeting

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4 &5 NALS of Oregon Annual Education Conference -Salishan

15 NALS meeting

18 Good Friday 20 Easter Sunday

13	Columbus	Day
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21 NALS meeting

31 Halloween

OCTOBER							
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11 Mother's Day

20 NALS meeting

26 Memorial Day

11	Veterans Day
18	NALS meeting

27 Thanksgiving Day

NOVEMBER						
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15 Father's Day

17 NALS meeting

16	NALS Christmas Party
25	Christmas Day

DECEMBER							
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NALS Code of Ethics & Professional Responsibility

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.

COMMITTEES 2013 –2014

Recruiting Committee Volunteers!

Membership and Annual/Reimbursement Funds notices /Press Releases

Kelli Burnette Diane Whitson

Bar Liaison:

Kelli Burnette

Reservations:

Jenny McGriff Nicole Bradley

Bosses Event:

Mindy Woodworth PLS Jenny McGriff Roberta Granby PLS

Ways and Means (Fundraising):

Nicole Bradley

Webmaster:

Diane Whitson PLS

Nominations:

Kelli Burnette Tract Hoye PLS

Financial Review:

Mindy Woodworth PLS

Budget:

Roberta Granby PLS Lynda Payton

Program Education and Press Releases: Including Day in Court (October)

Caroline Barr

Scholarships (Member and Student):

Raquel Wood PLS Maxene Grabe PLS Roberta Granby PLS Nicole Bradley

Summons:

Diane Whitson PLS Roberta Granby PLS Mindy Woodworth PLS

Historian:

Lynda Payton Caroline Barr

Special Committee to Review Bylaws and Revise Standing Rules:

Roberta Granby PLS Mary McNamee PLS Tracy Hoye PLS

Contact NALS of Southern Oregon Coast President Mindy Woodworth PLS to let her know where you want to volunteer.

MEMBERSHIP CHAIR

Kelli Burnette
P.O. Box 1178
Coos Bay, OR 97420
Phone: (541) 269-1123
Email: kelli@epuerto.com



ANSWERS TO ALS MOCK EXAM

- 1. A
- 2. B
- 3. C
- 4. C 5. C
- 6. D
- 7. C
- 8. C
- 9. A

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Application Date:	Membership Category				
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City:State:Zip:	0				
Employer:	Total Due \$				
Position Title:					
Business Address:	Payment Method				
City:State:Zip:	Payment must accompany application. There will be a \$20				
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Preferred Email Address:	Expiration Date: Month Year				
	Security Code:				
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Your Specialty Area: (required)					
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