



SUMMONS

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

September 2013

Volume 52—Issue 4

Special points of interest:

- * Notary Changes
- * Annual BBQ Photos
- * Practice Tips from PLF
- * Can You Pass the ALS?

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ANNUAL SUMMER PICNIC

The NALS of Southern Oregon Coast Annual Picnic and potluck was hosted on **August 20, 2013**, this year at the home of NALS of Southern Oregon Coast member, Caroline Barr, located in Coledo. Thank you, Caroline, for hosting!



MEETING NOTICE

The next regular monthly educational meeting of **NALS of Southern Oregon Coast** will be held on Tuesday, **September 17, 2013, at 5:30 p.m.**

The September meeting will feature **Janet Riley of Computalk** regarding Internet Security and Hot Button computer issues.

Certificates of Attendance will be provided for all attendees.

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

The meeting location will be **Kum-Yons Restaurant in Coos Bay, Oregon.**





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2013-2014 Board Members**

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PRESIDENT'S MESSAGE

Greetings Members

My mom, sister (Tonya Davis – past member) and I planned a mother/daughters trip this past month. I caught wind of a place called Tree to Tree Adventure Park in Gaston, Oregon (just outside of Hillsboro) and made reservations to zip line and climb through the trees on aerial obstacle courses. We spent the day there playing in this wonderful park until we were completely exhausted. That evening we made our way to Silverton, stayed the night in a cabin at the Silverton Conference Center and got up early the next morning and hiked all of Silver Falls in about 3 hours. We made some great memories bonding and laughing until we cried. We've decided this will be an annual event for the three of us from here on out.

I am now winding down the Summer and gearing up for a very busy fall season with the kids returning to school, sports activities going into full force, and getting myself back into a regular work schedule and focused again on my NALS projects.



Our members had a great time mingling with each other and munching on all the great food at the Summer BBQ at Caroline's beautiful home, and now NALS of Southern Oregon Coast is focusing their efforts on the October Court Observance Month where Judge Richard Barron will come to speak with us.

Fall Board is September 20th and 21st, so if you want to register, do so by September 6th without incurring a fee. Early registration is helpful to the Douglas County Chapter who is hosting Fall Board.

NALS of Southern Oregon Coast Board Meeting will be September 10th at noon. If you are interested in attending let me know, and I will let you know the location when that is determined and I will send you an Agenda. Otherwise, we will see you all at the Meeting on September 17th to hear what Janet Riley at Comp-U-Talk has to say about miscellaneous computer issues.

Submitted by:

Mindy Woodworth PLS

President, NALS of Southern Oregon Coast.

FACEBOOK: <https://www.facebook.com/NALSofSOC>

NALS of Southern Oregon Coast: <http://www.nalsor.org/SouthernOregonCoast/index.htm>

Upcoming NALS Meetings

2013 NALS of Oregon Fall Board September 20-21, Grants Pass , OR

October 17-20, 2013—NALS Inc. 62nd Annual Education Conference, Atlanta, GA

2013 MID YEAR - January 25, 2014

2014 Annual Meeting—April 4-5, 2014—Salishan Lodge, Gleneden Beach , OR

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EDITOR'S CORNER

Greetings Everyone

Well, we are heading into Fall and the beginning of our educational meetings.

This month's issue features Practice Tips from PLF, information on the NEW NOTARY laws, Tidbits regarding the Oregon Motto and introduces you to our 2013 Scholarship recipient.

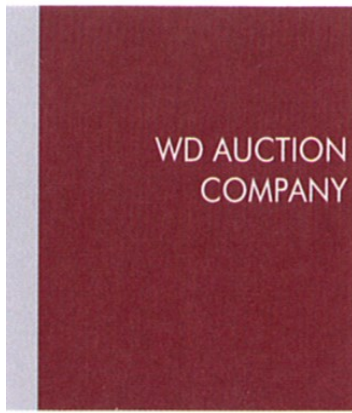
Also included are the registration forms for Fall Board to be held in Grants Pass and for those of you who are interested in membership, the form is included in the back.

Have you been practicing for your ALS or PLS test? Another mock test segment is included on page 16 of this issue.

As always, Thank you to everyone who submitted information to The Summons and a BIG Thank You for all of our Advertisers. Please use their services and remember to thank them for their continued support.

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Editor, *The Summons*



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Practice Tips From PLF

Getting Started

When you get a new case/project/task, do something on it almost immediately no matter how small - begin anywhere - just do something. It can be something as simple as making a file folder and putting a note in it. Even if the deadline for the project is far off, it is helpful to do something on it.

You can put the project away until you are ready to spend more time on it. By then you will be "completing" the project and not "starting" it. In addition, place several periodic reminders to work on it in your electronic tickler. This really helps to stay on top of projects and minimizes the constant feeling of being overwhelmed by projects whose deadlines are approaching.

Invoices Are More Than Just Bills

Small firms and solo practices often compete with their larger counterparts on price. Billing entries and invoices are the ideal place to communicate to the client the value the lawyer is providing. Each entry should have enough detail to not only justify the time claimed, but also to show the value received. The more descriptive your billing entries, the less likely the client is to question or balk at the time incurred.

Invoices also can be more than the sum of their parts. Over and above each individual billing entry, the entries on an invoice can also serve, collectively, as a monthly progress report. A client should always have a pretty good idea what is happening in litigation by virtue of the invoices alone. Ideally, your invoices will show concrete progress towards a discrete goal, such as resolution through trial or settlement.

Have You Looked at YouTube Lately?

If you are upgrading your Microsoft Office or you want to review the new features in Office 365 or 2013, check out YouTube. I recently performed a search on YouTube using "Office 365 for Business" and up came hundreds of videos showing me how to use Office 365 and all of its different features. These are all free learning videos.

No matter what software you are using, if you want help and instructions, try doing a search on YouTube. You'll be surprised at how much free information you can get.

CLIENT INTAKE

Your client intake process sets the tone for your relationship with your client. Effective client intake can be one of the most difficult skills to learn. It may also be the difference in obtaining a favorable outcome for your client, avoiding malpractice, and can have a significant impact on your overhead.

One law firm has improved their client intake process by providing down loadable intake forms on their website. For a look at what the Texas firm of Bailey & Galyen has done, go to:
<http://www.galyen.com/Client-Intake-Forms/>

Secure Storage of Files in the Cloud

LogMeIn's Cubby (www.cubby.com) is a cloud storage service with native applications for Windows, Mac, Android, and iOS.

Cubby's DirectSync technology enables you to cloud-enable one or more folders on your computer. These folders continue to function like regular folders except that you can access and modify the documents in these folders on your other devices using the Cubby apps. Any changes you make sync back to your original folder and across all your devices. Versioning enables you to keep all prior versions of a document.

LogMeIn claims that Cubby offers superior security than Box, Dropbox, Google Drive, and others because it encrypts your documents in addition to providing a secure connection to them. Cubby Pro and Cubby Enterprise offer even more security via Cubby Locks. When you apply a Cubby Lock to a folder, you must enter a second folder-specific password to access its documents.

The Practice Tip of the Week is a service of the Professional Liability Fund. The tips are not meant as legal advice, nor binding on any bar association. For additional information about PMA services in Oregon, contact Dee Crocker, Sheila Blackford, or Beverly Michaelis at the PLF: (503) 639-6911, (800) 452-1639, or www.osbplf.org

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New 2013 Notary Guide now available!

The New 2013 [Notary Guide](#) is now available on the Secretary of State, Corporation Division website. There have been several updates to the guide and we encourage you to take a moment to view the new guide.

Be sure to view our list of [Live Seminar Locations](#); we add new locations monthly. We encourage you to attend a live seminar to remain current on notary laws and rules, to ask questions and participate in discussions.

The 2013 Oregon Legislature adopted the Revised Uniform Law on Notarial Acts, completely replacing the old notarial statutes with modern and standard language. Please see our announcement page [Notary Law Changes](#) to see a copy of the new law and proposed rules. To match the updated laws, the Secretary of State has modernized its method of commissioning Oregon notaries public, too. The new system will be in place beginning September 3, 2013.

Keep Your Dropbox Files Safe

Lots of lawyers are using Dropbox to store files online and access them from multiple devices. According to the 2013 ABA Legal Technology Survey Report, it is not only the most popular cloud storage platform among lawyers, but also the most popular cloud-based application of any kind among lawyers. Even so, many lawyers remain concerned about the security of the files they load into Dropbox.

A new application released last week, Safebox (www.safeboxapp.com), enables you to encrypt your files before you send them to Dropbox, so that they do not leave your computer until they are protected with what the company promises is military-grade security. (It uses AES-256, the advanced encryption standard with a 256-bit key.) Once the encrypted file is added to Dropbox, you can retrieve it from any other computer you use, provided you have also installed Safebox there. The free download allows you to store five encrypted files and you can purchase

Should Your Law Firm Accept Credit Card Payments?

On average, consumers spend 30% more on their purchases when they use credit cards versus when the purchase can only be made with cash or check. When McDonalds started accepting credit cards, sales went from \$4.50 to \$7.00 per transaction. That's a whopping 56% increase!

Not only are credit card payments more convenient for potential clients, but an abstract pledge of payment in the future is very different than parting with physical cash. Clients are more inclined to pay your retainer or outstanding fees faster when they are not immediately parting with cash and can simply 'put it on their card' to be worried about later.

It's important that you give your customers as many convenient ways to pay you as possible. Most

people know that they're protected by the credit card processing companies, since they'll get their money back if the merchant does not live up to his end of the bargain. The overall result, as confirmed in studies, is that businesses that accept credit cards can see increases of sales by 30%+.

Understanding this psychology has unfortunately created a nation of debtors when irresponsibly used BUT the merchants who accept credits cards are paid immediately and substantially more. For service professionals, their receivables are reduced and more time is spent on doing business which has already been paid for then on chasing fees which ultimately go uncollected. How many of you already have your cell phone bills on automatic payment to your credit card? Easy,

right? Smart for the cell phone company. That six week float on the credit card is one you should be capitalizing upon to keep your cash flow steady, your receivables almost non-existent, and all that time you now save on billing and collection should be going towards working on your clients' cases and marketing for more business.

For information on third party credit card processing, go to www.lawpay.com or www.payproslegal.com

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NALS OF SOUTHERN OREGON COAST AWARDS SCHOLARSHIP



NALS of Southern Oregon Coast, the Association for Legal Professionals, in conjunction with the Coos Curry Bar Association, is proud to announce that **Winsvey Elizabeth Campos** was awarded a \$750 scholarship. Member Raquel Wood PLS made the presentation to the recipient at the NALS of Southern Oregon Coast annual picnic which Ms. Campos attended.

Scholarship committee members Raquel Wood PLS, Roberta Granby PLS, Maxene Grabe PLS and Nicole Bradley said that Ms. Campos was awarded the scholarship based upon her superb school records. She is starting college this month and will attend Pacific University.

NALS of Southern Oregon Coast awards yearly scholarships to students with preference going to students entering the legal field. Funds for the scholarships are obtained from donations and yearly fundraisers.

NALS of Southern Oregon Coast Scholarship information is sent to all local schools. Additional information regarding scholarships can be obtained from Raquel Wood PLS at raquelwood@epuerto.com



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Interesting Tidbit Regarding Oregon Motto

Oregon State Motto Timeline

1854 "She Flies With Her Own Wings"

1957 "The Union"

1987 "She Flies With Her Own Wings"

"She Flies with Her Own Wings" was adopted by the 1987 Legislature as the state motto. The phrase was written by Judge Jessie Quinn Thornton and translated into Latin for the territorial seal in 1854. "Alis Volat Propiis" is the Latin translation. Chapter 848, 1987 Oregon Laws, most clearly describes the events that led to the choice for the state's motto in 1854.

"Relating to the state motto; amending ORS 186.040.

Whereas the spring of 1843 found the Oregon Country politically unorganized and its inhabitants in disagreement over whether their future lay beneath the wing of Britain or that of the United States; and

Whereas on the second day of May in that year of 1843, the settlers of the Oregon Country gathered at the settlement of Champoege and voted, by division of those present, to form a provisional government dependent upon neither Britain nor the United States, but dependent only upon the inherent political authority of its own people; and

Whereas the Oregon Territorial Legislature, on January 18, 1854, recognized this seminal event in the history of the Oregon Country by adopting as the motto of the Oregon Territory the Latin phrase, "Alis Volat Propiis," which, in English, means "She flies with her own wings"; and

Whereas the motto appropriately reflected the independent character of the Oregon pioneer settlers who established their own government ..."

In 1957, the motto was changed to "The Union." According to former Senate historian Cecil Edwards, "The Union" goes back to earlier years in Oregon when citizens "were torn over the issue of slavery."¹

Senate historian Cecil Edwards, Secretary of State Barbara Roberts and former state Senate President Jason Boe were the sponsors for the 1987 Senate Bill 1036 which proposed changing the motto back to "She Flies With Her Own Wings." Supporters of the bill felt that "She Flies With Her Own Wings" reflected Oregon's tradition of independence and innovation. Sen. Frank Roberts said that Oregon was the first in many areas including the bottle bill and the public beach access bill. In addition Oregon was the first in some national issues among which were providing for the recall of public officials in 1908, statewide voter registration in 1899 and the first celebration of Labor Day.

1."Senate Historian Backs Gutsy Motto," Statesman Journal, May 12, 1987, Page 4C

"She Flies With Her Own Wings; New Motto Describes the Oregon of Today," Statesman Journal, June 22, 1987, Page 6A

"Senate Approves Reclaiming Motto." Statesman Journal, May 28, 1987, Page 6C

Submitted by Mindy Woodworth PLS

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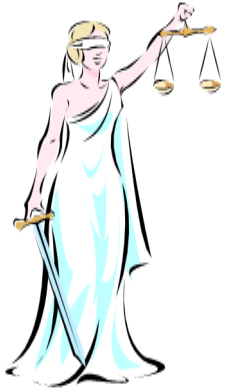
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Quote

*"Never forget
that everything Hitler did
in Germany was legal."*

Martin Luther King Jr.



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Totally Useless Facts

- Dueling is legal in Paraguay so long as both parties are registered blood donors.
- Knights in full armor used to raise their visors to identify themselves in the presence of their king. This custom developed into the modern military salute. In every country, the salute is with the right hand. This is because, in medieval times, only right handed people could become knights as it was assumed that left handed people were descendants of the devil himself.
- In the coastal provinces of Canada it is illegal to shoot a whale from a moving automobile.
- The State of Rhode Island's official name is "Rhode Island and Providence Plantations."
- The word "sheriff" is derived from "shire reeve." In early England, each shire had a reeve who was the law for that shire. When the term was brought to the United States it was shortened to sheriff.
- In Texas, it's illegal to put graffiti on someone else's cow.

NOTARY CHANGES

The 2013 Oregon Legislature adopted the Revised Uniform Law on Notarial Acts, completely replacing the old notarial statutes with modern and standard language. Please see our announcement page at http://www.filinginoregon.com/pages/notary/notary_news/notary-law-changes.html to see a copy of the new law and proposed rules. To match the updated laws, the Secretary of State has modernized its method of commissioning Oregon notaries public, too. **The new system will be in place beginning September 3, 2013.**

Whether you are a new notary, being re-commissioned, or simply need to update your record, you may be affected by these changes.

Dates to note:

- **September 3** - FIRST DAY of new law and new system. **All commission applications must be done online.** Amendments shall be free.
- **September 3** - FIRST DAY of the new Oregon Notary Education tutorial. New applicants (and other interested parties) can take the free online class and learn the new law changes.
- **September 30** - LAST DAY to submit old amendment forms. After this day, any of the old forms will be rejected without processing.

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10/09/2013

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CAN YOU PASS THE ALS?

1. The form which must be distributed to all plan participants within nine months after the plan year end is a(n)
 - a. annual report/return
 - b. summary annual report
 - c. summary plan description

2. Every plan administrator must be bonded under a _____ bond.
 - a. fidelity
 - b. personal
 - c. position

3. A self-employed individual may establish a tax-qualified retirement plan known as a(n) _____ plan.
 - a. hybrid pension
 - b. IRA
 - c. Keogh

4. Social Security was originally called the _____.
 - a. Old-Age, Survivor's & Disability Insurance program
 - b. Pension Reform Act
 - c. Social Security & Disability Act

5. The most popular stock bonus plan in existence is the
 - a. ESOP
 - b. SEP
 - c. SIMPLE

6. The last state to adopt a workers' compensation act did so in _____.
 - a. 1943
 - b. 1953
 - c. 1963

7. Workers' compensation laws are established by
 - a. each state
 - b. local municipalities
 - c. the federal government

8. Payments awarded for actual or functional use of a body part are called
 - a. additional compensation
 - b. permanent partial disability payments
 - c. scheduled benefits

9. Requests for workers' compensation benefits are generally initiated by the
 - a. employee
 - b. employer
 - c. workers' compensation agency

10. In most states, the employer has the duty to maintain written records of all claims
 - a. for a statutory period of time
 - b. until the employee's workers' compensation claim is settled
 - c. until the injured employee is no longer employed by the employer

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ROLLING ON THE RIVER OF KNOWLEDGE

Friday, September 20, 2013

- 8:00 a.m. to 11:00 a.m.
Executive Committee Meeting
- 11:00 a.m. to 12:00 p.m.
Legal Education Council Meeting
- 11:00 a.m. to 5:00 p.m.
Registration Desk Open
- 12:00 p.m. to 1:00 p.m.
Chapter Directors' Information Session
- 12:00 p.m. to 1:00 p.m.
Lunch (on your own)
- 12:00 p.m. to 1:00 p.m.
Scholarship Fund, Inc. Board Meeting
- 1:15 p.m. to 1:30 p.m.
Opening Ceremonies
- 1:30 p.m. to 3:00 p.m.
Educational Seminar: *Technology Crimes –*
Presented by: TBA
- 3:00 p.m. to 3:15 p.m.
Break
- 3:15 p.m. to 4:45 p.m.
Educational Seminar: *Tribal Law*
Presented by: TBA
- 5:30 p.m. to 7:00 p.m.
Exhibitors/No-Host Social
- 7:00 p.m.
Dinner

Saturday, September 21, 2013

- 8:00 a.m. to 12:00 p.m.
Registration Desk Open
- 8:30 a.m. to 10:30 a.m.
Continental Breakfast
- 8:45 a.m. to 9:15 a.m.
Town Hall Meeting – Topic TBA
- 9:30 a.m. to 10:15 a.m.
Educational Seminar: *Rights of the Disabled**
Presented by Bob Rose
- 10:15 a.m. to 10:30 a.m.
Break
- 10:30 a.m. to 11:45 a.m.
Educational Seminar: *Rights of the Disabled**
cont'd.
- 12:00 p.m. to 1:15 p.m.
Luncheon/Scholarship Fund, Inc. Meeting
- Immediately Following:**
Business Meeting

*Due to unforeseen circumstances, the above-noted seminar topics are subject to change without notice. Every effort will be made to notify registrants of a change in topic, but that notification cannot be guaranteed.

NALS of Oregon Fall Board Meeting
and Educational Conference
September 20 & 21, 2013

Registration Form

(One person per registration/Please type or print)

Name: _____

Suffix: ALS PLS PP
 Other _____

Address: _____

Phone: _____

E-Mail: _____

Chapter: _____

First NALS of Oregon Meeting? Yes No

For more information or to make special requests for
Fall Board Meeting, please contact:

Sherry Kittson
541-218-1545
Sunflower60@centurylink.net

**Hosted by Legal Professionals of Douglas
County**

Overnight accommodations must be arranged with:
Riverside Inn
986 SW 6th Street, Grants Pass, OR 97526
Tel: 541-476-6873

Be sure to tell them you are with NALS of Oregon!

Room Rates:

King \$105
Queen/Queen \$105

**Reservations must be made no later than
8/19/13**

Special Dietary Requests (Please note):

(Please be aware that not every special dietary request can be
accommodated, although every effort will be made to do so.)

**Please send completed registration form and
payment to:**

Sherry Kittson, PLS
PO Box 345
Glide, OR 97443

Full Registration

(Includes Friday and Saturday Seminars, Friday Dinner,
Saturday Breakfast, and Saturday Lunch)

- Member - \$118.00 NALS No.: _____
 Non-Member - \$158.00
 Student - \$98.00 School: _____

Partial Registration

- Registration Only - (No Seminars/Meals) -- \$15.00*

Friday Education Only

(All Friday sessions included in price):

- Member - \$32.50 NALS No. _____
 Non-Member - \$55.00
 Student - \$20.00 School: _____

Saturday Education Only

(Saturday session included in price):

- Member - \$32.50 NALS No. _____
 Non-Member - \$55.00
 Student - \$20.00 School: _____

Friday AND Saturday Education Only

(All sessions included in price):

- Member - \$50.00 NALS No. _____
 Non-Member - \$95.00
 Student - \$25.00 School: _____

*Partial Registrants: If you plan to attend any
meal function, please mark below and include
meal fee with partial registration fee.

Extra Meals

- Friday Dinner - \$37.50
 Saturday Breakfast - \$14.50
 Saturday Lunch - \$21.00

Late Fee

(Received after September 6, 2013)

- Late Fee \$25.00 \$_____

Make Checks Payable to:
"Legal Professionals of Douglas County"

Amount of Check Enclosed: \$_____

COMMITTEES 2013 –2014

MEMBERSHIP CHAIR

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
Nicole Bailey

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.



ANSWERS TO ALS MOCK EXAM

1.	B	6	C
2.	A	7.	A
3.	C	8.	C
4.	A	9.	A
5.	A	10.	A

SO...how did YOU do?

We're on the Web! www.nals.org



engage
inspire
enhance
promote

NALS, Inc.® is dedicated to enhancing the competencies and contributions of members in the legal services 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 and professional standards; and
- Professional certification programs and designations.

There are local chapters throughout the state of Oregon and members are typically career legal support staff who are interested in learning as much as possible about the legal profession and keeping up to date on changes in the law.

Our membership is open to any persons employed in work of a legal nature, including legal secretaries, legal assistants, paralegals, court personnel, law librarians, law office administrators, and even attorneys and judges. We are a nonpartisan, nonunion, nonprofit organization whose main objective is to further the education and training of legal support staff to enhance the competencies of members in the legal services profession.

