

SOTA

State of the Association

Your News Bulletin for
Colorado Association of Legal Support Staff!

2007-2008, Vol. 3

March/April 2008

Message from the President

Wasn't Longmont fun?! It was a windy weekend, but it seems everyone had a great time. Thanks again Longmont for the speakers and the fun had by all!

Now on to Frisco in May. I know mud season is an interesting time bringing sunshine and sometimes snow, but with CALSS friends, even mud season is fun. We will be fairly close to the lake for the walkers and bike riders and real close to downtown for the shoppers. We'll have a good time!

With the weather warming up (yeah!), please don't forget to include CALSS and our meetings in your plans. There is the Third Board meeting in Frisco with the ever popular Gwendolyn S. Duran Memorial Scholarship Fun nature walk and then the annual meeting in September in Boulder. Yes, Boulder, with the normal and maybe not so normal people, come people watching with me.

Hopefully, we can also get some CLE's in your area lined up. Just let Sherri Meadors know; she is waiting to hear from you.

I am excited about our Logo contest and by Frisco hope to have lots of logos to show you. Send your suggestions to any EC member.

Well, I will be in Frisco and Boulder if you want to get together and chat, have coffee or just hang at the hot tub. Also, in the meantime, I am always up for hanging with friends, sharing ideas and looking at family photos. Just call or e-mail me. See you all soon.

Ginny Lee
CALSS President



Annual Meeting Committee

The 12th Annual Meeting of the Colorado Association of Legal Support Staff will take place on September 12 and 13, 2008, at the Boulder Broker Inn. The Boulder Broker Inn is located next to Highway 36 as you enter Boulder from the south. The theme is "The Midnight Hour", which associates the number of the annual meeting with the number on the clock.

During the weekend of the Second Board Meeting in Longmont, the Annual Meeting co-chairs met to discuss various planning items. Proposed menus have been established for all of the meals and the breaks. Initial contacts have been made with regard to the Saturday banquet entertainment and one of the seminar speakers.

Qwest is donating the registration bags for the event and items are being gathered to put in the bags. If you have goodie bag items or know of a possible sponsor or vendor for the event, please contact either of the co-chairs, and your information will be forwarded to the chairs of the right subcommittees.

Look for further information to come, and plan ahead now so that you can attend this fun and informative weekend!

Ann Salek and Ginny Schermerhorn
Annual Meeting Co-Chairmen

GUIDELINES COMMITTEE

As Guidelines Chair, I am working on getting feedback from the Executive Committee, State Representatives and Committee Chairs from this year and last year. If you held any of those offices, please review your portion of the Guidelines and get back to me with any changes. The responses will be incorporated into an updated set of Guidelines for CALSS.

If any other member would like to review the Guidelines and offer feedback, please do so. The

Guidelines can be found in the *Forms* portion of the *Members Only* section at the Website. Thank you for your feedback!

Sherry McWethy
Chair, Guidelines Committee

MEMBERSHIP COMMITTEE

CALSS was invited to participate in a networking social sponsored by the Arapahoe Community College paralegal club on Saturday, February 16. Approximately 90 people registered, and it looked like there were about that many in attendance. We did a short presentation, had our display and laptop set up, and tried to meet as many attendees as possible. There were 21 persons who requested follow-up information. In addition, many of the attendees came through our display and took brochures. We also made a very substantial dent in our supply of post-it notes, scratch pads, pens and lanyards. We will follow up through both CALSS and Mile High with the persons who provided contact information and anticipate that others will check out the website and contact us.

CALSS and Mile High ALSS agreed to donate a door prize of a free associate membership through the remainder of the fiscal year. The winner was

Gale Moore of Denver. Besides myself, Ginny Lee, Audrey Brekel, Connie Rossi and Pauli Ingwersen attended. We were one of seven associations that gave presentations, but we were the **only** association that was so well represented.

Shelley McKinstry
Membership Chairman

Outstanding Member Committee

IT IS NOT TOO EARLY to start thinking about who you believe deserves the nomination as CALSS Outstanding Member of the Year for 2008. This Association is full of involved people who actively work toward improving CALSS and advancing the reputation of our Association in the legal community by way of the professionalism of our members. I invite you to take a good look at the members of your local chapters and those members involved (and who have always been involved) on the state level and start composing your ideas as to who you believe should be our next CALSS Outstanding Member and why.

Teresa G. Stenwall, PLS
Outstanding Member Committee

News from Around the State

Larimer-Weld

Renie Shovlin, State Representative

Larimer-Weld members participated in a brown bag CLE about estate planning issues and the divorc(ing)(ed) client on February 13 hosted by the Larimer County Bar Association Young Lawyers.

President Judy Boker is now an IBMC Adjunct Instructor, teaching a Family Law course for the students! Way to go Judy!

Sherri Meadors spoke to court reporting students at the Oregon Court Reporters Fall Meeting in October. The speech was later published in their newsletter.

Logan County

Peg Bell, State Representative

In January we had our annual tax "lesson" from Sandy Lambrecht, a CPA in Sterling and cousin of Audrey Brekel. It is educational and she makes a dull subject fun.

Logan County's February meeting was held on the 20th at the Logan County Justice Center, Sheriff's Training Room. Our speakers were Ray Neville from Advantage Treatment Center and Leslie Berg, a parole officer.

Our Association will be donating to care packages sent to military personnel serving in Iraq. There are 24 from Sterling and packages are sent to the troops three or four times a year. The Military Support Group for Logan County organizes the project.

Longmont

Jeanette McDade, State Representative

Longmont Association of Legal Support Staff held their February 12th meeting at the Longmont Public Library with guest speaker, John E. Lauce, Probate Registrar for the Twentieth Judicial District of Colorado. He informed us of all the changes they plan to make on the state level. Forms are in the process of changing from CPC to JDF. We, also, had Cathy Schultheis, from the Boulder Paralegal Services present. Patsy Thompson and Jeanette McDade plan to attend the American Business Women's Association "Brunch with Bob" on

Saturday, Feb. 16th, a leadership workshop on the fundamentals of Robert's Rule of Order Parliamentary Procedures by our own CALSS' Audrey Brekel. Our Longmont member Vicki Maurer is, also, a member of this organization and will be helping with this workshop.

Our March 11 meeting was held at the Law Office of Bernard, Lyons, Gaddis and Kahn, 515 Kimbark, Longmont, CO, @ 12:00 Noon, with guest speaker Sarah Gayle for the Safe Shelter. Ginny Lee, CALSS President, was our special visitor.

Mile High

Carol Werner, State Representative

Mile High is cruising along wonderfully under Audrey Brekel's term as President. MHA chose Attention Homes in Boulder, Colorado as their charitable donation project for Audrey's term. In the picture, accepting the donations, is Allison Penner Disbrow, the Development Director at Attention Homes.



Meetings are held on the third Monday of the month at 6 to 8 p.m. at Parkplace Auditorium, 111 Emerson Street, Denver. The format is usually a brief business meeting followed by a buffet dinner and guest speaker. Cost for members is \$14.00, and non-members is \$16.50. Guests are always welcome at MHALSS meetings.

Our speaker in February was Corporal Doug Church, he was accompanied by Arco, his police dog. They educated us on how canines are used to protect officers and citizens. Our upcoming meeting topics are: March, Darlene Johnson, Managing Editor at the Colorado Bar Association; her topic is "The Grammar Police: Grammar Mistakes That Can 'Arrest' Your Career Development"; April, Catherine Moore, paralegal with HRO; topic TBD; May, Bill Sobesky, a licensed psychologist -- May is Mental Health Month; June, Harisha Bastiampillai, Qwest Law Department; topic TBD; and July is our membership meeting with Judge Habas as speaker; topic TBD. Please consider joining us for a meeting!

Plans for the annual meeting are coming along well under Ann Salek & Ginny Schermerhorn's

chairing. We sincerely hope to see many CALSS members in Boulder in September.

What's Up In CALSS?!

History Book

WANTED! Pictures, mementos, etc. needed of any CALSS event. Please send copies to Ginny Schermerhorn for President Ginny Lee's history book.

CLE and Coffee Events

Please talk with your chapter members about co-hosting a CLE & Coffee in your area. It provides an excellent marketing mechanism for your chapter in a fun and educational atmosphere. Please contact CLE Chairman Sherri Meadors for information and help in coordinating this learning event.

DeNovo

The next issue of *De Novo* will be distributed in early May. If you know someone who would be willing to write an educational article for a future issue . . . or if you've recently read an article that you think would be of interest to CALSS members, please share it with me. As long as you provide me with the information I need to obtain reprint permission (i.e., publication, date, page number, article name and author . . . and, if possible, an e-mail address for the publication), I will be happy to make the contact.

Submission dates are April 15 for the May issue; June 15 for the July issue; and August 15 for the September issue. Please contact me at cathy.hansen@qwest.com or 303-965-8088 (office) with comments, suggestions, or questions.

Cathy Hansen, PLS
CALSS Bulletin Chairman

Depositions: What To Do or Not To Do

By Sherri Meadors
CALSS CLE Chairman

In a lot of my working with paralegals and other court reporters, the question always comes up: How can we work together more effectively?

When a paralegal needs to schedule a deposition, close captioning or realtime reporter, it really assists the reporter to have the following information.

Date of the deposition. This assists reporters to know right away if he or she is available. If you give the date first, you may save yourself valuable time. If

the reporter is not able to help you on the date chosen, you can call someone else or the reporter will refer you to someone who is available.

Time of deposition. This is really important, as the court reporter will need to be at the location usually about 30 minutes before. If it is during the lunch hour or outside of normal working hours, someone will need to be available to allow time for set up at the location. Court reporters have equipment that needs to be double checked beforehand. Electrical problems or cords that fail need to be remedied so the reporter can be up and running when the attorney wishes to begin.

Place of deposition. Make sure that the reporter understands if there is more than one building in the area with the same address or if a suite number is missing, to obtain that information for the reporter. Sometimes down in office parks, buildings do not make sense numerically and the poor reporter is stressed trying to reach the deposition on time.



How many attorneys will attend? I know this is sometimes impossible. Schedules change. A ballpark number is helpful especially if there will be microphone hookups for video depositions.

How long will the deposition run? Another difficult question for the paralegal, but one that helps the reporting office with scheduling on crowded days. Most paralegals get around this by saying, half day, or all day. Some even know their attorneys well enough to tell the reporter, two hours or four hours. Any information is great!

Is the deposition technical? Reporters and reporting firms have different levels of expertise. If you need someone with medical/technical background and you stress it will be a difficult deposition, the reporter and or the firm can send you the best qualified person.

Please send a notice of deposition. Reporters need this information to be prepared with names and

the caption so that it will come up on the computer cleanly. Also, it helps the reporter to make sure to get the spelling of the deponent's name if the attorney forgets to ask. Reporters do not need the subpoena duces tecum, as we can't do anything with that information. It just takes up space in our scheduling book or computer. The notice with the certificate of mailing for the attorneys on the case, including the other taking party, is just great! Next time, how court reporters can help paralegals.

UPCOMING CALSS PUBLICATION DEADLINES

SOTA

(to Pauli Ingwersen)

- May 30th for June issue
- July 30th for August issue

De Novo

(to Cathy Hansen)

- April 15th for May issue
- June 15th for July issue
- August 15th for September issue

CALSS Local Chapter Meetings:

- Larimer-Weld ALSS – Third Tuesday of the Month
(alternate lunch hour/evening)
- Logan County ALSS – Third Wednesday of the Month
(lunch hour)
- Longmont ALSS – Second Tuesday of the Month
(lunch hour)
- Mile High ALSS – Third Monday of the Month
(evening)

Happy Birthday to You!



- 11 Janie Kelley (Member at Large)
- 18 Nicole Fry (Logan County)
- 21 JoAnn Thompson (Mile High)
- 22 Sharon Davis (Mile High)
- 15 Debra Ortiz (Larimer-Weld)
- 26 Anne Brown (Larimer-Weld)



- 10 Renie Shovlin (Larimer-Weld)
- 11 Karen Towner (Mile High)
- 23 Teresa Stenwall (Mile High)
- 30 Apryl Penfold (Member at Large)



- 02 Shellie McHenry (Larimer-Weld)
- 08 Janet Boughton (Member at Large)
- 14 Jane Sprague (Mile High)
- 23 James Thompson (Larimer-Weld)
- 23 Randy Weiss (Larimer-Weld)
- 24 Lenona Raymond (Mile High)



Bailey's Irish Cream Cake

- 1 pkg. (18¼ oz.) yellow cake mix
- 1 pkg. (4 oz.) instant chocolate pudding mix
- ¾ Cup vegetable oil
- 1/8 Cup water
- ¼ Cup vodka
- 3/8 Cup Bailey's Irish Cream liqueur
- 4 eggs

Additional Bailey's and powdered sugar for glaze.

Preheat oven to 350°. Grease and flour a 10-inch bundt pan.

Combine cake mix, pudding mix, oil, water, vodka, liqueur and eggs in bowl. Beat until smooth. Pour into prepared pan. Bake for 40-50 minutes or until cake tester comes out clean. Remove from pan and cool completely on a wire rack.

Mix a glaze of additional Bailey's and powdered sugar until it reaches a thick consistency. Drizzle over cake.

Save the dates:

- ❖ The 2007-2008 Third Board Meeting will be held at the Holiday Inn in Frisco on **May 30-31, 2008**. Speakers include Phil Alterman, from Stern, Elkind, Curry & Alterman, who will present "Immigration 101," and Tim Reynolds, partner with Holme Roberts & Owen, who will speak about copyright protection and infringement as it relates to electronic media.
- ❖ The CALSS 2008 Annual Meeting will be hosted by Mile High ALSS at the Boulder Broker Inn on **September 12-13, 2008**.

Lexis/Nexis File & Serve Training

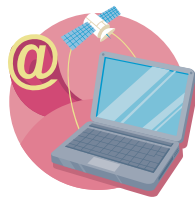
On March 26, 2008 from noon to 1:30 p.m. meet with representatives from LexisNexis as well as the Weld County and Larimer County Court Clerk's offices.

Bring your lunch and join us at the Weld County Combined Court building, Plaza West Jury Assembly Room, 910 10th Avenue, Greeley, CO. Get a better understanding of Lexis/Nexis File and Serve as well as fostering good working relationships with the Court Clerk offices you deal with on a daily basis.

**Co-Sponsored by Larimer-Weld Association of
Legal Support Staff**

***This free brown bag seminar has been approved
for 2 CLE credits.***

**PLEASE RSVP TO elise.herding@lexisnexis.com
by March 21, putting Larimer/Weld File & Serve
Training in the subject line.**



Easter Surprise Cupcakes

2/3 Cup butter or margarine softened
1 Cup firmly packed light brown sugar
3/4 Cup sugar
2 eggs
1 teaspoon almond or vanilla extract
2 3/4 Cups flour*
2 1/2 teaspoons baking powder
1 teaspoon salt
1 1/4 Cups milk*
24 small chocolate eggs – unwrapped

Heat oven to 350°. Grease 24 medium muffin tins or line with paper baking cups. Mix butter, sugars, eggs and extract in large mixing bowl until blended. Beat on high speed, scraping bowl occasionally, about five minutes. On low speed, beat in flour, baking powder and salt alternately with milk. Fill muffin cups 1/3 full and place one unwrapped chocolate egg in the center of each. Top with remaining batter, to 2/3 full. Bake 18-20 mins. or until top springs back when touched. Cool. Frost as desired.

*High altitude directions: Add 2 tablespoons flour and increase milk to 1 1/2 cups.

FREE E-NEWSLETTER FOR COLORADO TRIAL LAWYERS AND THEIR PARALEGALS

Your email address can be added to our subscription list for a free, monthly e-newsletter containing information on recent developments enhancing or inhibiting access to legal information.

The e-newsletter contains updates on legislative developments, court rulings, congressional actions and new data bases, along with an investigative tip every month that will help you dig up critical information on their own.

You can read the most recent issue at <http://www.milehi-pi.com/newsletter2.php?id=2>. Nearly 1,000 Colorado trial lawyers and their legal staff currently subscribe. Much of the newsletter content is geared to Colorado, but also covers federal issues.

You can subscribe to the newsletter at <http://www.milehi-pi.com/digest.html>. For more information, please contact:

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2007-2008 Leadership*

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* Please check this information carefully to make sure it correctly reflects the contact information you wish to use; if anything is amiss, please let me know so I can correct it in the next issue. Thanks!