

# NALS OF MICHIGAN

## LEGAL BYTES

Issue No. 35

www.nalsofmichigan.org

February 2020

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Call to Meeting Notice for  
NALS of Michigan's 59<sup>th</sup> Annual  
Meeting

Free Registration Opportunity

Winter CLE Opportunity

Membership

Employment Opportunities

Chapter Happenings

2020 National Conference

Certification

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## Call to Meeting Notice for NALS of Michigan's 59<sup>th</sup> Annual Meeting and Education Conference

According to our current Bylaws and Standing Rules:

- By March 3, 2020 (45 days before Annual Meeting) the proposed NALS of Michigan Bylaws and Standing Rules and the proposed Scholarship Budget are due to the members.
- By March 18, 2020 (30 days before Annual Meeting) the proposed NALS of Michigan Budget, slate of candidates and candidate bios, and the Scholarship Fund candidates are due to the members.

## NALS of Michigan 2020 Annual Meeting

The NALS of Michigan's 59<sup>th</sup> Annual Meeting will be at the Bavarian Inn in Frankenmuth from April 16-18, 2020.

We are looking for sponsors, advertisers, and donors for this event. Attached are the forms to share with your local chapter, employer, friends, family and anyone else you think would support our 2020 Annual Meeting.

If you are interested in volunteering your time and talents to help with the planning of this meeting, please contact co-chairs, Teresa Garber, PP, CLP ([tgarber@silvervanessen.com](mailto:tgarber@silvervanessen.com)) and Lynn Philp ([lphilp@wnj.com](mailto:lphilp@wnj.com)).

## Free Registration Opportunity

Do you want to win a **FREE** registration to the 2020 NALS of Michigan Annual Meeting? If so, please see flyer attached for more information.

## Winter CLE Opportunity

NALS of Michigan is sponsoring a Winter CLE event on Saturday, February 22, 2020 in Kalamazoo. **Earn 6 hours of CLE!**  
See registration form attached.

## Employment Opportunities

### Docket Coordinator

<https://millerjohnson.com/positions/docket-coordinator/>

### Paralegal – Litigation

<https://millerjohnson.com/positions/paralegal-litigation/>

### HRPG Paralegal

<https://millerjohnson.com/positions/litigation-paralegal/>

## NALS of Michigan Membership Campaign

**REMINDER:** Accomplishment points are due to Heidi Hopper, PP, PLS ([hhopper@fosterswift.com](mailto:hhopper@fosterswift.com)) by the 5<sup>th</sup> of each month. The membership campaign is full of opportunities to further your member benefits and get to know your NALS pals. If you need additional information on the membership campaign, please reach out to Heidi Hopper.

## New Member Orientation

Are you a new member? If so, you will want to participate in this FREE new member orientation. This is offered online the first Wednesday of every month from 6:30 to 7:30 p.m. (CST) Go to the “Events” page to register. [https://www.nals.org/events/event\\_list.asp](https://www.nals.org/events/event_list.asp).

## Welcome New Members

Please welcome our new members to the Association.

- Toni Gaskell of Lewis, Reed, & Allen, P.C. , NALS of Greater Kalamazoo
- Mandice McAllister of Warner Norcross & Judd LLP, NALS of West Michigan
- Shelby Johnston of Duba & Duba, PLLC , NALS of West Michigan
- Elizabeth Cary of Chartier & Nyamfukudza, P.L.C., NALS of Lansing
- Rochelle Taylor of City of Detroit, NALS of Detroit

## Meet Mandice McAllister



1. Your birthday (month and day only): **June 16th**
2. Tell us about your family: **My husband Eriq and I have two sons, Eriq II (6) and Nathan (3).**
3. Tell us about your hobbies and interests: **I love to read, listen to interesting podcasts, and eat good food!**
4. Tell us about your pets: **No pets.**
5. Do you collect anything? **Nope.**
6. Do you enjoy traveling? **Yes.**
7. If time and money were of no object, where would you most like to travel to? **I have quite a few locations on my travel bucket list, but where I'd most like to visit next is the UK.**
8. What type of law do you work in? **I work in the Library at Warner Norcross + Judd, so I answer reference questions for various areas of law.**
9. What type of law interests you most (whether you work in it or not)? **Employment Law**
10. How is your current position defined? Legal secretary, legal assistant, paralegal, court reporter, etc.: **Resource Analyst**
11. Do you utilize social media? Facebook? Instagram? LinkedIn? **I am on LinkedIn.**
12. Do you prefer to have membership information sent to your home address or your work address? Please give the preferred address. **Work.**  
  
1500 Warner Building  
150 Ottawa Ave  
Grand Rapids, MI 49503
13. Same question regarding email, if you have two home or work email? **Work (mmcallister@wnj.com)**
14. Is it ok to share this information to all members of NALS of Michigan? **Yes**



# Chapter Happenings

## **NALS of West Michigan**

President: Teresa M. Garber, PP, CLP  
Email: [tgarber@silvervanessen.com](mailto:tgarber@silvervanessen.com)

### **NALS @ Noon**

Thursday, February 13, 2020, at noon; University Club of Grand Rapids  
Topics: New Michigan Discovery Rules  
Speaker: Nicholas Dondzila, Esq.  
Contact Lynn Philp ([lphilp@wnj.com](mailto:lphilp@wnj.com)) for more information.

## **NALS of Jackson**

President: Marion Stone, PP, PLS  
Email: [MStone@mijackson.org](mailto:MStone@mijackson.org)

### **Monthly Meeting**

Tuesday, February 18, 2020, at noon; Judge Rapple's Jury Room  
Topic: Social Security  
Speaker: Rebekah Rotich  
See flyer attached for more information.

## **GTALP**

President: Andrea Cooper  
Email: [acooper@grandtraverse.org](mailto:acooper@grandtraverse.org)

**Stay tuned for exciting events. In the meantime, check out the GTALP Facebook page.**

## **NALS of Lansing**

President: Deb Surls, PLS  
Email: [deb@surls.net](mailto:deb@surls.net)

### **Save the Date:**

Saturday, March 23, 2020  
CLE Opportunity which will include five speakers.  
Stay tuned for more information.

## **NALS of Detroit**

President: Gayle Lawson  
Email: [gaelawson@gmail.com](mailto:gaelawson@gmail.com)

### **CLE Opportunity**

Monday, February 24, 2020, at 5:30 p.m.; Butzel Long, in downtown Detroit  
Topic: U.S. Federal Court – Eastern District of Michigan Federal Public Defender Office  
Speaker: James Gerometta, Deputy Defender  
See flyer attached for more information.

## **NALS of Greater Kalamazoo**

President: Paula Steffey, PP, CLP-SC, CWCP

Email: [westernmom40@gmail.com](mailto:westernmom40@gmail.com)

### **Membership Meetings**

Tuesday, February 25, 2020, at 5:30 p.m.; University Roadhouse

Topic: Wrongful Death

Speaker: Barry Conybeare, Esq.

Contact Tierney Tubergen ([tubergent@millerjohnson.com](mailto:tubergent@millerjohnson.com)) for more information.

Tuesday, March 24, 2020, at 5:30 p.m.

Tuesday, April 28, 2020, at 5:30 p.m.

## **2020 National Conference Detroit, Michigan**

### **"Driving the Soul of Legal Professionals"**



A sneak peak at some of the confirmed speakers/topics include:

#### **Healthcare and the Opioid Crisis:**

Kim V. Curtiss-Blevins, RN, BSN

Mercy Regional Medical Center

Lorain, Ohio

Ohio has ranked as the top state for drug overdose deaths.

#### **Mental Illness is Not a Crime - A Parent's Perspective:**

Melvina Smith is the mother of Darian Smith-Blackmon, a young man with severe mental disabilities who was attacked by another man with mental disabilities at an adult facility. One was pronounced dead, and the other was placed in jail. Hear her story on not only fighting for her son, but fighting for a change in the system to help all with mental disabilities.

#### **Human Trafficking Panel Discussion:**

Hear from actual survivors of trafficking and sexual assault as we present a panel discussion on this topic.

#### **Tips and Techniques to Start Up and Run a Freelance Paralegal/Legal Assistant Business:**

Wil Antonides (NALS of West Michigan)

Ever wanted to start your own freelance paralegal business? Well learn how from one of our very own NALS members.

## **Immigration:**

Reginald A. Pacis, Esq., from Butzel Long

*If you have an idea for a speaker/topic session, please feel free to contact any of the conference committee members:*

Shina Boyd (NALS of Detroit)  
Tyrone Butler (NALS of Detroit)  
Laleise Curtiss (NALS of Detroit)  
Renee Draper (NALS of Detroit)  
Debra Guilbeaux (NALS of Detroit)  
Gayle Lawson (NALS of Detroit)  
Dolores Oliver, PLS (NALS of Lansing)  
Myria Ross (NALS of Detroit)  
Cathy Zackery, CLP (NALS of Greater Kalamazoo)  
Kathy Rood (NALS of Lansing)  
Stephanie Temple (NALS of Lansing)

The conference exhibitor/vendor and sponsorship prospectus is available now online at:

<https://cdn.ymaws.com/www.nals.org/resource/resmgr/NALS-2020-Prospectus.pdf>

You may even purchase and pay online.

## **Certification**

### **Certification & Education Orientation for Members and Nonmembers**

**When:** First Saturday of Each Month; 12:00 p.m. to 1:00 p.m. CST

**Where:** Online

**Cost:** FREE

If you have questions regarding NALS certification exams or educational opportunities, please join us the first Saturday of each month! This is a national, online event designed to answer your certification exam inquiries and introduce new members to the educational opportunities provided by NALS.

#### **Program Goals:**

- To assist interested parties with answers to questions regarding NALS Certification Exams & Education Programs.
- To actively engage the entire membership in a coordinated and shared effort in providing a warm welcome to the new members of our community.
- To help interested parties become familiar with and feel connected to NALS staff.
- To help interested parties become familiar with NALS website as a learning environment.

To register for this event, go to:

[https://www.nals.org/events/EventDetails.aspx?id=1236086&group=.](https://www.nals.org/events/EventDetails.aspx?id=1236086&group=)

For more information about the Certification and Education Orientation, send an email to: [cert-edu@nals.org](mailto:cert-edu@nals.org).

## **NALS Recertification Amnesty Period**

Have you missed your recertification deadline in the last five (5) years? If so, this is the event for you. Earn back your certification with this simple process!

When: November 1, 2019 to March 31, 2020

Where: Online Submissions ONLY (United States)

Contact: Certification + Education Department  
[cert-edu@nals.org](mailto:cert-edu@nals.org)  
(918) 582-5188



### **Register.**

Go to NALS.org to register for the event through our Events calendar.  
([https://www.nals.org/events/event\\_list.asp](https://www.nals.org/events/event_list.asp))



### **Submit.**

Gather your valid CLE, based on NALS Recertification Guidelines ([NALS.org/Recertification](https://www.nals.org/Recertification)). Submit by March 2020. All submission instructions will be listed in your confirmation email.



### **Confirm.**

NALS Certification and Education Department will review your entries for confirmation. Then, you will receive your updated certification.

## **Finance Committee**






### **Benefit fundraising program** [www.benefit-mobile.com](http://www.benefit-mobile.com)

All you need to do is download the App (for I-phone or Android), select “NALS of Michigan” as the beneficiary, purchase a gift card and a portion of the proceeds goes to NALS of Michigan. You don’t need to purchase gift cards just to give as gifts – you can purchase a gift card for yourself prior to going shopping or out to dinner. You’ll be spending that same amount of money anyway, so why not help our organization at the same time. A few examples of participating retailers are Applebees, Bath & Body Works, Bed Bath & Beyond, Best Buy, Burger King, K-Mart, Lowes, Old Navy, Panera, Petco, Starbucks, Target, Staples, Walmart, Home Depot, Whole Foods, and Zappos.

**If you are not sure how to use this mobile App, go to the NALS of Michigan Facebook page and watch the video.**

### Logo Items

Does your chapter need gifts and/or prizes for upcoming events? Consider purchasing some NALS of Michigan logo items to give away. Prices have been reduced, so these items won't last long.

|  |  |
|--|--|
| <p>List Pads<br/>25¢ each</p>           | <p>Greeting Cards<br/>\$2.00 per pack or<br/>\$5.00 for 3 packs</p> <p>(Perfect for sending to<br/>your NALS PALS)</p>  |
| <p>Fidget Spinners<br/>\$2.00 each</p>  | <p>Blue Tooth<br/>Speakers<br/>\$10.00 each</p>   |
| <p>Mugs<br/>\$10.00 each</p>          | <p>To order a logo item, please contact Lynn Philp at <a href="mailto:lphilp@wnj.com">lphilp@wnj.com</a>.</p>  |

## NALS of Michigan 2019-2020 Officers

Susan Acklin, PP, PLS, President  
Phone: 616-752-2241  
[sacklin@wnj.com](mailto:sacklin@wnj.com)

Jennifer Robinson, Treasurer  
Phone: 269-459-9500  
[jen@austin-koffron.com](mailto:jen@austin-koffron.com)

Cathy Zackery, CLP, Vice President of  
Membership & Marketing  
Phone: 269-599-6281  
[cathy.zackery@gmail.com](mailto:cathy.zackery@gmail.com)

Tami Carl, CLP, Executive Secretary  
Phone: 269-226-2966  
[carlt@millerjohnson.com](mailto:carlt@millerjohnson.com)

Maureen K. Jones, PP, PLS, ALP, Vice President of  
Certification & Education  
Phone: 231-775-1391  
[maureen@wmplegal.com](mailto:maureen@wmplegal.com)

Rebecca Quimby, Parliamentarian  
Phone: 616-752-2342  
[rquimby@wnj.com](mailto:rquimby@wnj.com)



Sherri J. Bowden, PP, PLS, Executive Advisor  
Phone: 616-6081115  
[sbowden@clarkhill.com](mailto:sbowden@clarkhill.com)







**NALS OF MICHIGAN**  
Winter Continuing Legal Education  
**Saturday, February 22, 2020**

|  |  |
|--|--|
| <p><b>Agenda:</b></p> <p>8:30 a.m. Registration<br/>9:00 a.m. <i>Turning Frustration Into Satisfaction</i><br/>10:30 a.m. <i>Michigan's New Civil Discovery Rules</i><br/>12:00 p.m. Lunch<br/>12:30 p.m. <i>Branding and Trademarking 101</i><br/>2:00 p.m. <i>Elder Law</i></p>  | <p><b>Location:</b><br/>Miller Johnson*<br/>Radisson Plaza Hotel &amp; Suites<br/>100 West Michigan Avenue, Suite 200<br/>Kalamazoo, Michigan 49007</p> <p><i>*Please note that Miller Johnson has generously offered to provide a parking voucher for anyone who attends this CLE.</i></p> <p><i>Attached is a map to Miller Johnson's offices for your convenience.</i></p>  |
|  <p><b>Diane Winn</b><br/>Through Eagles Eyes, Inc.</p> <p><b>Turning Frustration Into Satisfaction</b><br/>We all deal with frustrations and problems that are generated from people and situations outside of our control. Professional Certified Coach, Diane Winn, will lead us through an understanding of emotional intelligence and how it can help us navigate obstacles to success. With over 25 years of experience as a leadership coach, mentor, facilitator and speaker, Diane approaches life from the perspective that <i>superior</i> results come from who you are first, and then what you do. <b><i>What do you have the power to change?</i></b></p> |  <p><b>Teresa M. Garber</b><br/>Paralegal/Office Manager<br/>Silver &amp; Van Essen, P.C.</p> <p><b>Michigan's New Civil Discovery Rules - How Do The New Rules Affect Your Office?</b><br/>Effective January 1, 2020, changes to Michigan's civil litigation discovery procedures were adopted by the Michigan Supreme Court. Teresa M. Garber, PP, CLP will provide guidance on these new rules. Teresa has been a litigation legal secretary and paralegal for over 20 years and worked for a solo practitioner, a large law firm, and a medium-sized law firm before joining Silver &amp; Van Essen. Teresa is a member of NALS and is the current president for NALS of West Michigan. Teresa is also a member of the Legal Assistants section for the Grand Rapids Bar Association. <b><i>What are the best discovery practices?</i></b></p> |



**Attorney Kevin McLaughlin**  
Crafted Law

**Branding & Trademarking 101**

Your trademark is your brand. What are the differences between trademarks and service marks? How do you register your trademark or service mark with the USPTO? Attorney Kevin McLaughlin, founder and principal of Crafted Law, will educate us on the basics of trademark law. Kevin previously practiced law in San Diego and Chicago before returning to his home state and practicing as in-house counsel. ***Learn the basics of trademark law and how to protect the brand.***



**Attorney Charles Ofstein**  
DeMent & Marquardt, PLC

**Elder Law**

Elder law attorneys are advocates for the elderly and their loved ones. There are a wide range of legal matters that affect the elderly or disabled, including health care, long-term care planning, guardianships, retirement, and advance directives. Attorney Charles Ofstein will provide guidance on elder care law. ***Learn more about Elder Law.***



**NALS OF MICHIGAN**  
Winter Continuing Legal Education  
**Saturday, February 22, 2020**

**REGISTRATION FORM**

|   |   |
|---|---|
| <p><b>Fees, including lunch (please choose one):</b></p> <p>NALS of Michigan Member _____(\$40)<br/>Future Member _____(\$50)<br/>Student _____(\$20)<br/>Flash Drive _____(\$45)<br/>Google Link _____(\$40)<br/>GoToMeeting _____(\$35)</p> <p>Food Restrictions:<br/>_____<br/>_____</p> | <p><b>Refund Policy:</b><br/>Full refund if notification received prior to February 18, 2020. SORRY; NO EXCEPTIONS.</p> <p>For further information, contact:<br/>Michelle Spiker<br/>Chair, Legal Education Committee<br/>(2019-2020)<br/>NALS of Michigan</p> <p>C: 517.242.3236<br/>E: <a href="mailto:michellespiker@att.net">michellespiker@att.net</a></p> |
|---|---|

**RSVP Deadline is:**  
**February 18, 2020.**  
**SORRY; NO EXCEPTIONS.**

Mail completed registration form and check payable to **NALS of Michigan** to:<sup>1</sup>  
Michelle Spiker  
4667 Preston Road  
Howell, MI 48855

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

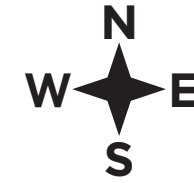
Telephone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

If a NALS member, list chapter: \_\_\_\_\_

If a student, please list school: \_\_\_\_\_

<sup>1</sup> If timing is an issue, you may e-mail the completed Registration Form and provide payment at the meeting.



**Directions** to  
Miller Johnson's Kalamazoo Office

Radisson Plaza  
Hotel & Suites  
100 West Michigan Avenue,  
Suite 200  
Kalamazoo, MI 49007

269.226.2950

*\*Map note: Burdick St. is also called  
Kalamazoo Mall as it passes Miller Johnson.*

We are located in the Radisson Plaza Hotel & Suites at the West Michigan Avenue and North Rose St. intersection in downtown Kalamazoo. The Radisson Plaza Hotel & Suites Parking Ramp is across from us with access from Rose St. or Church St. For your convenience, the parking ramp and hotel are connected via an elevated, enclosed skywalk on Level 3 of the parking ramp. Our office is located on the second level of the hotel (the same level as the skywalk entrance to the hotel). We will validate your parking ticket at our reception desk.

### **Directions from US-131.**

#### **From the North**

Travel US-131 South to Kalamazoo.  
Exit via Business 131 South (Exit 41)  
Downtown/Kalamazoo.  
Continue onto US-131 Business South.  
Continue onto North Westnedge Ave.  
Turn left onto West Michigan Ave./I-94  
Business East/US-131  
Business North/MI-43.  
Continue onto West Michigan Ave./I-94  
Business East/MI-43.  
Turn left onto North Rose St.  
Parking entrance is on left.

#### **From the South**

Travel US-131 North to Kalamazoo.  
Exit via Business 131/Business I-94  
Kalamazoo (Exit 36A).  
Turn right onto Stadium Dr./I-94  
Business East/US-131 Business North  
Continue onto West Michigan Ave.  
(M-43 East/Business 94).  
Turn left onto North Rose St.  
Parking entrance is on left.

**Directions from I-94 are on the back.**

## **Directions from I-94.**

### **From the East**

Travel I-94 West toward Chicago.  
Exit via Business I-94 (Exit 81)  
Downtown/Kalamazoo.  
Turn left onto King Highway/I-94  
Business West/MI-43  
Turn left onto East Kalamazoo Ave.  
Turn left onto North Rose St.  
Parking entrance is on right.

### **From the West**

Travel I-94 East toward Detroit.  
Exit via US-131 North (Exit 74B)  
Kalamazoo/Grand Rapids.  
Exit via I-94 Business/Stadium Dr. East  
(Exit 36A) toward Kalamazoo.  
Turn right onto Stadium Dr./I-94  
Business East/US-131 Business North.  
Turn right onto West Michigan Ave./I-94  
Business East/US-131 Business North/MI-43  
Turn left onto Rose St.  
Parking entrance on left.





engage  
inspire  
enhance  
promote

*maximizing your potential!*

**NALS of Detroit** Fall CLE Registration

**February 24, 2020**

**U.S. Federal Court – Eastern District of Michigan  
Federal Public Defender Office  
Presented by James Gerometta, Deputy Defender**

James Gerometta serves as Deputy Defender in the Federal Public Defender Office and has worked there for over 10 years. His presentation will be an overview of the Public Defender Office and the criminal areas it concentrates on.

Jim has a Bachelor of Arts degree from Michigan State University. He received a Juris Doctor degree from University of Michigan Law School. He is a member of the State Bar of Michigan and the Federal Bar Association. He is serving as a newsletter co-editor for the Federal Bar Association Eastern District of Michigan Chapter.

Presentation will begin at 5:30 PM at Butzel Long, downtown Detroit office.

**Location:**

Butzel Long – Detroit office  
150 West Jefferson Ave., Suite 100  
Detroit, MI 48226

**In Person Fee (including dinner):**

\_\_\_\$15 – NALS of Detroit  
Member  
\_\_\_\$20 – Future Member

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Mail completed registration form with check payable to **NALS of Detroit** to:  
Dee McCray, Treasurer, 630 St. Charles Court, Royal Oak, MI 48067

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please RSVP by Friday, February 23, 2020**

Need more information or have questions, please contact  
Gayle Lawson at 734-558-7941; email:  
[gaelawson@gmail.com](mailto:gaelawson@gmail.com)

**Refund Policy:**

Full refund if notification received prior to February  
23, 2020. No exceptions

# **NALS OF JACKSON COUNTY**

MONTHLY MEETING

FEBRUARY 18, 2020

NOON

JUDGE RAPPLEYE'S JURY ROOM

COUNTY COURTHOUSE

4<sup>TH</sup> FLOOR

LUNCH: Taco Bar \$5.00

PROGRAM:

**SOCIAL SECURITY**

**Rebekah Rotich**



**FOR RESERVATIONS CALL:**

**Robyn Winneroski, 517-888-5900**

**[robyn@marienfeldlaw@hotmail.com](mailto:robyn@marienfeldlaw@hotmail.com)**

**If you're not on the permanent reservation list, please RSVP  
(Permanent reservation members, please call if you're unable to attend)**



beteiligen  
begeistern  
verbessern  
fördern



**NALS of MICHIGAN**  
**59<sup>th</sup> Annual Meeting and Education Conference**  
**April 17-18, 2020**  
**Bavarian Inn; Frankenmuth, Michigan**  
**REGISTRATION**

|   |  |
|---|--|
| Name _____<br>Local Chapter _____<br>Certification(s) _____<br>Badge Name/Nickname _____<br>Address _____<br>_____<br>Phone _____<br>Email _____<br>*Guest(s) _____<br><br>NOTE: If more than one guest will be accompanying you, please attach a separate sheet with information. If your guest(s) is attending meal functions, please refer to registration fee schedule below.<br><br>Please describe any accommodations (mobility, dietary restrictions, etc.) you will need: _____ | Check all that apply:<br><input type="checkbox"/> Member <span style="float:right;"><input type="checkbox"/> Student Member</span><br><input type="checkbox"/> Past State President <span style="float:right;"><input type="checkbox"/> State Officers</span><br><input type="checkbox"/> First Time Attendee<br><br><input type="checkbox"/> First Timers' Reception (April 17)(first timers and board of directors and guests)<br><br><input type="checkbox"/> Welcome Reception (April 16)(EVERYONE WELCOME!!)<br><br>Checks payable to NALS of Michigan Annual Meeting Fund<br><br>Amount enclosed \$ _____<br><br>Paying by credit card? Email Teri Garber at <a href="mailto:tgarber@silvervanessen.com">tgarber@silvervanessen.com</a><br><br>Send completed registration form and payment to:<br>Kathy Rood<br>Dickinson Wright PLLC<br>215 South Washington Square, Suite 200<br>Lansing, MI 48933-1816<br><a href="mailto:krOOD@dickinson-wright.com">krOOD@dickinson-wright.com</a> |
|---|--|

**SCHEDULE OF EVENTS (Check all events you plan to attend.)**

|  |   |
|--|---|
| Please check only one: <input type="checkbox"/> Full Registrant<br><input type="checkbox"/> Partial Registrant<br><br>Full Registration Fee Schedule (includes all events):<br><br>Postmarked <b>before March 10, 2020</b><br><input type="checkbox"/> Member \$130 <input type="checkbox"/> Future Member \$155 <input type="checkbox"/> Students \$100<br><br>Postmarked <b>after March 10, 2020</b><br><input type="checkbox"/> Member \$150 <input type="checkbox"/> Future Member \$175 <input type="checkbox"/> Students \$120<br><br><b>GUESTS</b><br><input type="checkbox"/> Thursday Welcome Reception \$20 (children under 12 \$10)<br><input type="checkbox"/> Friday Luncheon \$25<br><input type="checkbox"/> Saturday Luncheon \$25<br><input type="checkbox"/> Saturday Banquet \$50 | Partial Registration Fee Schedule<br>(Please check all that apply. <b>Add \$20 if postmarked after March 10, 2020.</b> )<br><br>Thursday, April 16 Welcome Reception<br><input type="checkbox"/> Member \$20 <input type="checkbox"/> Future Member \$25 <input type="checkbox"/> Students \$10<br><br>Friday, April 17, 2020 (includes lunch and breaks):<br><input type="checkbox"/> Member \$40 <input type="checkbox"/> Future Member \$55 <input type="checkbox"/> Students \$30<br><br>Saturday, April 18, 2020 (includes lunch and breaks):<br><input type="checkbox"/> Member \$40 <input type="checkbox"/> Future Member \$55 <input type="checkbox"/> Students \$30<br><br>Saturday Banquet:<br><input type="checkbox"/> Member \$40 <input type="checkbox"/> Future Member \$50 <input type="checkbox"/> Students \$30 |
|--|---|

**HOTEL INFORMATION**

Reservations can be made directly through the hotel by clicking here <https://lodgeres.bavarianinn.com/> (enter Group No. 12W896). Bavarian Inn Lodge, One Covered Bridge Lane, Frankenmuth, MI 48734, (855) 652-7200  
**Guest rooms:** \$169/night standard double; \$179/night premium double/king; \$244/night suite (single, double, triple, quad).  
**QUOTED ROOM RATES ARE AVAILABLE UNTIL MARCH 17, 2020.**  
**Refund policy:** Fifty percent (50%) registration refund if received before April 1, 2020. No refund after April 1, 2020; no exceptions.



## **SCHEDULE OF EVENTS<sup>1</sup>**

### **Thursday, April 16**

|                       |               |  |
|-----------------------|---------------|--|
| 6:00 p.m. – 8:30 p.m. | Welcome Party | Enjoy a pizza buffet and discounted mini golf at Ratskellar in the Bavarian Inn. Prizes will be awarded for the mini golf! |
|-----------------------|---------------|--|

### **Friday, April 17**

|                        |   |  |
|------------------------|---|--|
| 7:30 a.m. – 8:30 a.m.  | First Timers' Breakfast                   | The NALS of Michigan Board will welcome all first timers with food and fun!  |
| 8:30 a.m. – 9:00 a.m.  | Willkommen!                               | Mary Anne Ackerman, Mayor of Frankenmuth   |
| 9:00 a.m. – 10:15 a.m. | In-Home Care and Senior Residences        | Carol Hillman, Consumer Education, Michigan Attorney General's Office  |
| 10:30 a.m. – noon      | Resumes and how to promote yourself       | Nicholas Romley, Special Counsel   |
| 12:15 p.m. – 1:30 p.m. | Luncheon                                  | Time to network with other legal professionals and meet the candidates for the 2020-2021 NALS of Michigan Board of Directors |
| 1:30 p.m. – 3:30 p.m.  | Office Safety and Active Shooter Training | Dwayne Flees, KarateBuilt Martial Arts   |
| 3:30 p.m. – 4:30 p.m.  | Probate Process/Hot Topics                | Attorney Alex Mallory, McCurdy Wotila & Porteous, PC   |
| 4:30 p.m. – 5:30 p.m.  | Employment/Other Discrimination           | Attorney Julie Gafkay, Gafkay Law PC   |
| 6:30 p.m.              | Past Presidents' Dinner                   |  |

### **Saturday, April 18**

|                        |  |  |
|------------------------|--|--|
| 9:00 a.m. – 12:00 p.m. | First General Assembly, 59 <sup>th</sup> Annual Meeting                    |  |
| 9:00 a.m. – 5:00 p.m.  | Chapter and State Fundraisers  |  |
| 12:15 p.m. – 1:15 p.m. | Certification Luncheon   | Paula Steffey, PP, CLP-SC will present on the changes for obtaining NALS certifications. Certification awards will be presented.                 |
| 1:30 p.m. – 5:00 p.m.  | Second General Assembly, 59 <sup>th</sup> Annual Meeting                   |  |
| 6:00 p.m. – 7:00 p.m.  | Chapter Pictures   |  |
| 7:00 p.m. – 9:00 p.m.  | Third General Assembly, 59 <sup>th</sup> Annual Meeting and Awards Banquet | Installation of the 2020-2021 NALS of Michigan Board of Directors and presentation of the Clara LaGow and Legal Professional of the Year Awards. |

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<sup>1</sup> Tentative.

You get a free  
registration!

And you get a free  
registration!



And you get a free  
registration!

**Do you want to win a free registration to the  
2020 NALS of Michigan Annual Meeting?**

If so email me at [Cathy.Zackery@gmail.com](mailto:Cathy.Zackery@gmail.com)  
your name prior to **March 15, 2020 by 5 p.m.**

**On March 16, I will pull three names via Facebook Live at noon!**





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begeistern  
verbessern  
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NALS OF Michigan 59<sup>th</sup> Annual Meeting and Education Conference

Chair: Teresa Garber, PP, CLP

c/o Silver & Van Essen, P.C.

300 Ottawa Avenue, NW, Suite 620

Grand Rapids, MI 49503

(616) 988-5600

[tgarber@silvervanessen.com](mailto:tgarber@silvervanessen.com)

[www.nalsofmichigan.org](http://www.nalsofmichigan.org)

Schönen tag!

NALS of Michigan is excited to announce its 59<sup>th</sup> Annual Meeting and Education Conference to be held April 17-18, 2020, at the Bavarian Inn in Frankenmuth, Michigan!

NALS is the association for legal professionals. NALS is a national association made up of many state and local chapters, and NALS of Michigan is one of the largest state chapters. We provide professional development to those working as paralegals, legal secretaries, attorneys, county clerks, etc., by offering continuing legal education, leadership training and opportunities, and nationally-recognized certifications. Our goal is to **engage** individuals in our association, **inspire** them to become top-notch professionals, **enhance** their skills, and **promote** them to the legal community. At our conference in Frankenmuth, NALS of Michigan will be holding an entire day of continued legal education and training, followed by a day of leadership development and an awards banquet.

Enclosed are opportunities to not only assist NALS of Michigan with its goals, but to promote your business as well. There are forms to advertise in our conference program (and possibilities to be on our website), sponsor our conference (again, with opportunities to advertise in our conference program and on our website), and donate to "swag bags" for conference attendees. Also enclosed is a registration form for the conference. We encourage you and your staff to attend our conference and experience the benefits of NALS.

Thank you very much for your consideration in assisting with our conference. Our association cannot function without the support of law firms and businesses such as yours.

Sincerely,






Teresa Garber, PP, CLP  
Chair, 2020 Annual Meeting  
NALS of Michigan



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**NALS of Michigan 59<sup>th</sup> Annual Meeting and Education Conference  
SPONSORS ONLY**

|   |                |  |
|---|----------------|--|
| <p>Inspiring Sponsor</p>       | <p>\$1,000</p> | <ul style="list-style-type: none"> <li>Name listed on invitations and registration forms as "Inspiring Sponsor"</li> <li>2 tickets to Saturday banquet</li> <li>Signage with color logo and sponsorship acknowledgement at event (4 8 ½" x 11" signs)</li> <li>Logo featured on website (including hyperlink to company website) for 18 months</li> <li>Full page ad featured in newsletter for 18 months</li> <li>Color logo featured in event program with full page ad</li> </ul> |
| <p>Enhancing Sponsor</p>      | <p>\$750</p>   | <ul style="list-style-type: none"> <li>1 ticket to Saturday banquet</li> <li>Signage with color logo and sponsorship acknowledgement at event (2 8 ½" x 11" signs)</li> <li>Logo featured on website (including hyperlink to company website) for 12 months</li> <li>Full page ad featured in newsletter for 12 months</li> <li>Color logo featured in event program with ½ page ad</li> </ul>   |
| <p>Engaging Sponsor</p>      | <p>\$500</p>   | <ul style="list-style-type: none"> <li>Signage with color logo and sponsorship acknowledgement at event (1 8 ½" x 11" sign)</li> <li>Logo featured on website (including hyperlink to company website) for 9 months</li> <li>½ page ad featured in newsletter for 9 months</li> <li>Color logo featured in event program with ¼ page ad</li> </ul>   |
| <p>Promoting Sponsor</p>     | <p>\$250</p>   | <ul style="list-style-type: none"> <li>Logo featured on website (including hyperlink to company website) for 6 months</li> <li>¼ page ad featured in newsletter for 6 months</li> <li>Color logo featured in event program</li> </ul>  |
| <p>NALS Partner Sponsor</p>  | <p>\$100</p>   | <ul style="list-style-type: none"> <li>Logo featured on website for 3 months</li> <li>Business card-sized ad featured in newsletter for 3 months</li> <li>Name listed in event program</li> </ul>  |
| <p>NALS Pal Sponsor</p>   | <p>\$50</p>    | <ul style="list-style-type: none"> <li>Name listed in event program</li> </ul>   |

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Please return completed form and payment (payable to NALS of Michigan Annual Meeting Fund), along with logo and .jpg ad (if applicable) by February 15, 2020, to:

Lynn Philp  
Warner Norcross + Judd LLP  
1500 Warner Building  
150 Ottawa Avenue, NW  
Grand Rapids, MI 49503



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**NALS of Michigan 59<sup>th</sup> Annual Meeting and Education Conference  
PROGRAM ADVERTISEMENT ONLY**

|       |                                      |
|-------|--------------------------------------|
| _____ | Outside Back Cover (color) \$300*    |
| _____ | Inside Back Cover \$250*             |
| _____ | Full Page (7 1/2" x 10") \$200*      |
| _____ | Half Page (7 1/2" x 5") \$125        |
| _____ | Quarter Page (3 1/2" x 5") \$80      |
| _____ | Business Card (3 1/2" x 2 1/4") \$50 |

\*Includes logo with hyperlink on NALS of Michigan website for 12 months.

Chapter and Member Special: 50% off pricing (does not include placement on website)

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Please make checks payable to: NALS of Michigan Annual Meeting Fund

Return this form and payment, along with your ad in .jpg format by February 15, 2020, to:

Paula Steffey, PP, CLP-SC  
P.O. Box 19564  
Kalamazoo, MI 49019



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**NALS of Michigan 59<sup>th</sup> Annual Meeting and Education Conference  
"GOODIES" DONORS ONLY**

At our Annual Meetings, we give out "swag bags" to all attendees upon registration. This is always a nice welcome gift for the attendees, providing fun, handy things to use both during and after the Conference. We are looking for donations for items and/or monetary donations to fill the swag bags. We plan on stuffing a total of 100 bags for the 2020 Conference.

You could also choose to make a monetary donation. We can do the shopping for you !!

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

If you wish to make a monetary donation, please make checks payable to NALS of Michigan Annual Meeting Fund.

Return this form and donation by March 15, 2020, to:

Kathy L. Rood  
Dickinson Wright PLLC  
215 South Washington Square, Suite 200  
Lansing, MI 48933  
Questions: [krood@dickinson-wright.com](mailto:krood@dickinson-wright.com)

# Membership Contact Form

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Your Email: \_\_\_\_\_

Consider colleagues and acquaintances and companies (if a company, please provide a company contact name)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Will you like someone from the Membership committee to invite this person to a meeting or event?

Yes       No

Will you like someone from the Membership committee to provide a potential membership package, including membership benefits to this individual/company

Yes       No



## Membership Satisfaction Questionnaire

This survey is intended for use by NALS of Michigan. Completing this questionnaire will help determine member satisfaction. Please return your completed form to the Membership Chair. Please do not write your name on the form. All responses are confidential.

Do you feel welcome in NALS of Michigan?  Yes  No

If no, why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you rate the level of NALS of Michigan's involvement in the following types of activities?

|                            | Excellent                | Adequate                 | Insufficient             | Not Aware                |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Continuing Legal Education | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certification              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Networking                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fundraising                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Scholarship Awareness      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community Services         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What are 3 action areas that are important to you? (ex. education, professional development, community dev.)

1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

How would you rate our association's efforts at addressing those action areas?

Excellent  Adequate  Insufficient  Not Aware

If you answered anything other than Excellent, explain how the Association could increase satisfaction in the 3 action areas that are important to you. \_\_\_\_\_

Have you participated in NALS of Michigan continuing legal educational events in the last year?  Yes  No

If no, why not? \_\_\_\_\_

Have you participated in NALS of Michigan membership meetings in the last year?  Yes  No

If no, why not? \_\_\_\_\_

Did you participate in the 58<sup>th</sup> NALS of Michigan Annual Meeting in Kalamazoo?  Yes  No

If no, why not? \_\_\_\_\_

Please indicate your involvement in the following:

|                            | Currently Involved       | Would like to be involved | Contact Me               |
|----------------------------|--------------------------|---------------------------|--------------------------|
| Continuing Legal Education | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| Certification              | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| Membership                 | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| Networking                 | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| Fundraising                | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| Scholarship Awareness      | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |

How would you rate your level of satisfaction with your participation in activities and projects?

Very Satisfied  Satisfied  Dissatisfied

If dissatisfied, why? (check all that apply)

- Insufficient Knowledge
- Personality Conflicts
- Lack of quality projects
- Lack of support from other members
- Personal time conflicts
- Other \_\_\_\_\_

How would you rate the following aspects of our membership meetings?

|                                   | Excellent                | Adequate                 | Insufficient             | Not Aware                |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Amount of membership content      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Length of time                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Time for Networking Opportunities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Is there anything else you would like to see change or comment upon?

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## Membership Talent and Time Survey

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Your Email: \_\_\_\_\_

1. I have a passion for and experience in the following areas:

|   |                                      |                                       |                                       |   |
|---|--------------------------------------|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Banking        | <input type="checkbox"/> Decorating  | <input type="checkbox"/> Leading      | <input type="checkbox"/> Mentoring    | <input type="checkbox"/> Research         |
| <input type="checkbox"/> Health/Fitness | <input type="checkbox"/> Sports      | <input type="checkbox"/> Music        | <input type="checkbox"/> Social Media | <input type="checkbox"/> Writing articles |
| <input type="checkbox"/> Gardening      | <input type="checkbox"/> Cooking     | <input type="checkbox"/> Video Games  | <input type="checkbox"/> DIY Projects | <input type="checkbox"/> Painting         |
| <input type="checkbox"/> Story Telling  | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Politics     | <input type="checkbox"/> History      | <input type="checkbox"/> Travel           |
| <input type="checkbox"/> Technology     | <input type="checkbox"/> Marketing   | <input type="checkbox"/> Other: _____ | <input type="checkbox"/>              | <input type="checkbox"/>                  |

2. A subject/topic I would enjoy volunteering for is: \_\_\_\_\_

3. Check all areas that you feel would benefit with you as a team member/volunteer:

|  |
|--|
| <input type="checkbox"/> Membership: I am one with a strong desire to share the association with non-members in every possible situation and through all possible means.   |
| <input type="checkbox"/> Leadership: I have the ability to lead others in encouraging them towards professional and personal growth; I have the ability to set goals and motivate others toward accomplishing these goals.                   |
| <input type="checkbox"/> Fundraising: I have the ability to give materials goods and financial resources with joy, so that the needs of the association are met.   |
| <input type="checkbox"/> Mentoring: I am one who is motivated by the desire to further the association by meeting genuine needs of another individual. I am able to offer words of comfort, courage, and counsel at times of need or crisis. |
| <input type="checkbox"/> Education: I have the ability to research and teach legal education so there is understanding and application in how the law relates in real life.  |
| <input type="checkbox"/> Strategic: I have the unique ability to take responsibility for the long-term growth of the association.  |

4. What educational experience(s) do you have? Either in teaching or as a student? \_\_\_\_\_

\_\_\_\_\_

5. What occupational or professional experience(s) do you have that might help other members?

\_\_\_\_\_

6. In which volunteer organizations have you served, and in what capacity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What would you like to share with the Board of Directors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. The following times work best for my schedule:

|  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Mornings              | <input type="checkbox"/> Weekdays |
| <input type="checkbox"/> Afternoons            | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> Evenings              | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> As needed             |                                   |
|  |                                   |
| <input type="checkbox"/> One-time project(s)   |                                   |
| <input type="checkbox"/> Short-term project(s) |                                   |
| <input type="checkbox"/> Year-long project(s)  |                                   |