

# Legally Speaking

of Washington

# NALS

## Fall 2016

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## *President's Article:*

Hello Members! As I'm sitting here writing this article I'm thinking about how this year is going by so quickly. I can't even believe that we are only a few weeks away from Christmas.

### Fall Conference:

As you know, we recently held our Fall Education Conference at the Red Lion in Olympia, and for the first time ever, it was a joint conference with the court reporting group WFSRA. I personally thought the education was outstanding, and not only did we get great feedback from our NALS members, but also from the court reporters who attended some of our education.

Members who attended Fall Conference each received a small gift from NALS of Washington. We designed Bigfoot charms and each attendee received one. These charms were designed for a specific purpose and that purpose will be discussed later in this publication by Amylyn Riedling, PP, PLS-SC in her capacity as Membership Director so make sure to read on!!

### SSCLE:

In this publication there is the flyer for Super Saturday CLE. If you are thinking about obtaining your ALP, PLS/CLP or PP, there will be a cram session at Super Saturday in January. This will be a great opportunity for those testing in March to better prepare in advance of the test.

Also, NALS of Washington will be giving away two grants to attend Super Saturday CLE. The Grant Application is in this publication for those of you wishing to apply.

At our Fall Conference in September we gave away a raffle prize which was a registration to Super Saturday CLE. The winner of that drawing was Jan Klineburger from Kitsap County. Congratulations Jan!

### Listserv:

A google group has been created to be used as a listserv for Washington Paralegal/Legal Assistant/Secretary. It is a free and friendly forum/discussion group to share forms, ideas, questions, job postings, etc., for all Washington State Paralegals/Legal Assistants/Secretaries. It also provides an avenue to network with others across the state, and in the same profession.

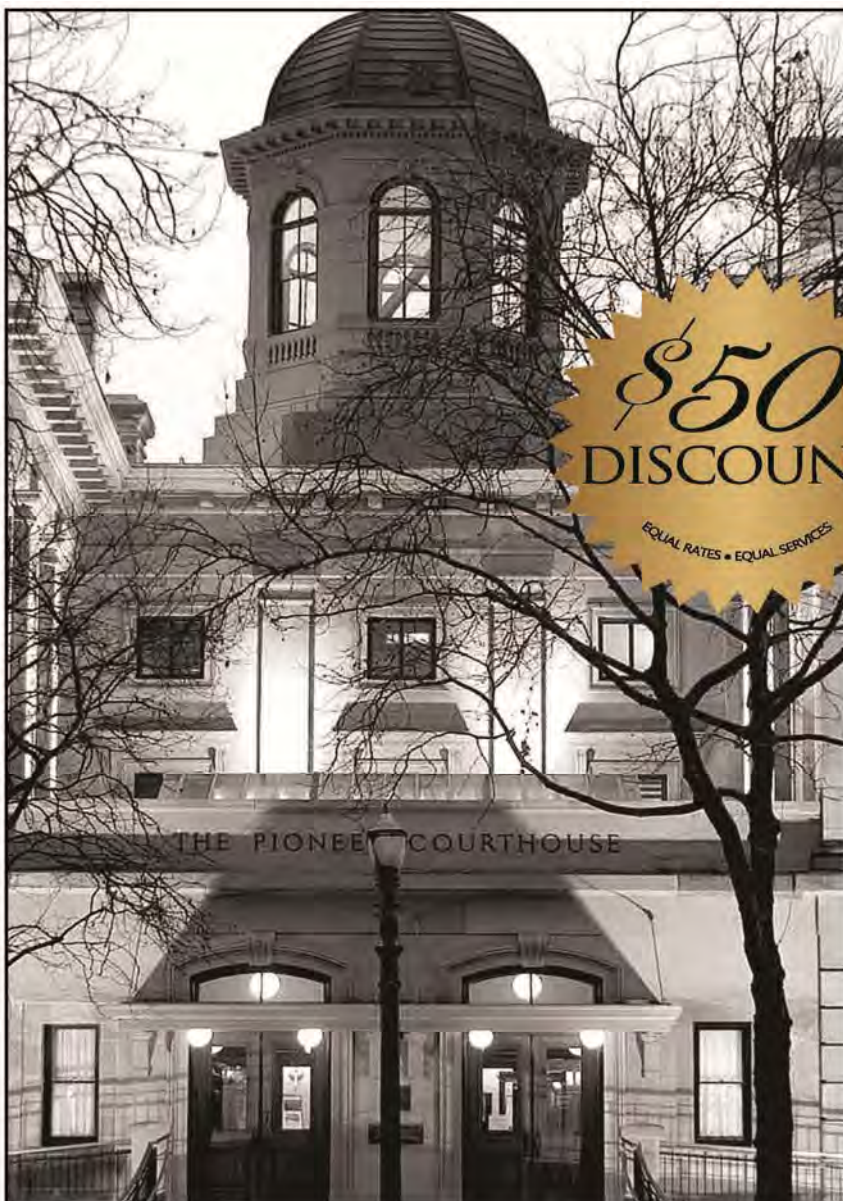
If you are interested in joining, you may look up Washington Paralegal/Legal Assistant/Secretary in Google Groups, or contact Rory Hardy at [hardylegal@gmail.com](mailto:hardylegal@gmail.com) directly.

As always, if you have any questions or need assistance in any way, please feel free to contact me at: [klarkin@gth-law.com](mailto:klarkin@gth-law.com) or (253) 620-6444. Have a great Thanksgiving folks!

~Kristin Larkin, PLS







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## Jo Yantz, PP, PLS Certification Director

As I write this I was reminded that Fall will officially start tomorrow by the biting wind as I got off the bus and walked to my office. Before I get into the Certification news, one safety reminder: check the batteries in both your smoke alarms and carbon monoxide detectors. A couple of minutes' time could save lives.

Okay, back to Certification. I attended the NALS of Washington Fall Business Conference held in Olympia on Sept. 9th and 10th. Besides having fun with friends I don't get to see that often, it was also an opportunity to earn some much needed CLE credits for your Certification renewal. The speakers and topics were all great and a couple of the speakers I really hope we can get to come back again and expand on what they were saying. I would like to suggest that you get a bright colored file folder and make it a point to put in your CLE certificates in it right away. Mine is bright red and I keep it in a personal drawer in my desk. This way when it comes time for you to renew your certifications; you can just pull out the file and write up the renewal application. I still remember my first time at renewing and having to hunt all over for each CLE notebook for my certificates.

This Saturday several people will be sitting down and taking their certification exams, I have been in contact with several of them and wished them good luck. For those I haven't been able to reach, I will wish you good luck here. I will be watching to see all of their names on the pass list when it comes out. However, if you don't pass the entire exam the first time you take it – remember, you only have to retake the parts you miss. I encourage anyone who does need to retake a part to do so on the very next opportunity.

I hope all of my NALS pals have a great Fall and I will see you at Super Saturday CLE (and more opportunities to obtain those renewal credits) if not before. Remember if you have any certification questions, please contact me.

## The Best Kept Secret in the Legal Field

Many of you have heard me say that NALS is the “best kept secret in the legal industry.” I said this again when the current board was discussing the new pin/charm for NALS members and we joked about how NALS was like Bigfoot!

In our discussion we wanted a pin/charm that represented NALS, as well as some of what Washington state is known for. A pin/charm with apples, space needle, etc. all seemed obvious choices, but they have been done before and we wanted a new pin/charm design that would spark conversation. Our conversation and design led us to the new coffee carrying bigfoot that was drawn by our very own Kristin Larkin, PLS! Then, Jo Yantz, PP, PLS's sister took the design and made the amazing charms. The charms are amazing and fun!

So how do you get one of these charms? Simple, attend a NALS of Washington event. NALS of Washington members will get them at the first NALS of Washington CLE they attend. Those that attended NALS of Washington's Fall Conference were given theirs already. Those that attend Super Saturday CLE (January 28, 2017) or Annual Meeting (April 21-23, 2017) will get theirs at these events.

If you are a NALS member from outside Washington State and want to have one of our charms, join us as a secondary member! As a secondary member, you will get a NALS of Washington pen, the charm, a copy of our quarterly publication and we are working on some more surprises/ideas for Secondary Members. The application for secondary membership is included in this publication, and I will be promoting these charms in Tennessee during the NALS Conference.

As always, if you want or need anything, or have questions about your NALS membership, be sure to reach out to me. I can be found at [amylynpp@gmail.com](mailto:amylynpp@gmail.com) or reached at (253) 988-8744.



## KRISTIN LARKIN, PLS

Some of you may know that our Immediate Past President, Amylyn Riedling, PP, PLS-SC, was nominated for the National Award of Excellence. The nominees are put through a pretty tedious process where they must submit information about what they have accomplished for their local or state chapters and describe how they implemented each item and how people benefitted from them. Through this process, the nominees are whittled down to three candidates. Although Amylyn did not win the award, she was beyond excited for the winner, Marcie Carter, who is a NALS of Portland member.



Marcie Carter, PP, PLS-SC – winner of the 2016 Award of Excellence!



Amylyn Riedling, PP, PLS-SC showing her plaque as a 2016 nominee

Also, the NALS National Board of Directors has sent out its ballots for new board members. You will notice that Amylyn has been nominated! Don't forget to vote folks!





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## ANNOUNCEMENT!

I am updating the history of NALS of Washington and need additional information.

If you are certified, please email Sam Schmit, PP, PLS, at [samschmit1@yahoo.com](mailto:samschmit1@yahoo.com) with the type of certification and the year you attained your certification.

If you have received an award from NALS of Washington (Washington Association of Legal Professionals “WALSP” or Washington Association of Legal Secretaries “WALS, i.e., Officer of the Year, Member of the Year, Legal Secretary of the Year, President’s Award, or Award of Excellence, please email that information to [samschmit1@yahoo.com](mailto:samschmit1@yahoo.com).

Thank you.

Sam Schmit, PP, PLS  
State Meetings Coordinator and History Keeper

# CLERK'S ALERT

## Amendments to King County Superior Court Local Rules go into effect on September 1, 2016

King County Superior Court Local Rule amendments go into effect September 1, 2016, pursuant to GR 7. The rule changes were adopted by a majority vote of King County Superior Court Judges on June 16, 2016, following a two month period of publication for review and comment.

The amendments include new rules, changes to existing rules and the adoption of rules previously amended on an emergency basis. Many of the zero rules are converted to Local Court Management Rules or to the new KCLGR 29. The juvenile dependency rules were reviewed and amended to eliminate redundancy with State Rules and RCWs, to clarify local practice, and to provide format and language consistency.

The new and amended rules are:

Local General Rules: 29, 30, 31.

Local Court Zero Rules: 0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9, 0.10, 0.11, 0.12, 0.13, 0.14, 0.15, 0.16, 0.17.

Local Civil Rules: 7, 12, 55, 56, 60, 77, 78.

Local Criminal Rule: 3.2.

Local Mental Proceeding Rule: 1.8.

Local Juvenile Court Rules: 1.2, 1.3, 1.4, 1.7, 1.8, 1.9, 2.3, 2.5, 3.2, 3.4, 3.7, 3.8, 3.10, 3.11, 3.12, 3.13, 4.3, 4.4.

To view the 2016 rule amendments in a “tracked changes” format (.pdf), go to the Clerk’s website: [www.kingcounty.gov/courts/clerk/rules](http://www.kingcounty.gov/courts/clerk/rules).

Hard copy booklets of the entire set of King County Superior Court local rules effective September 1, 2016, are available for purchase at the [Clerk's Office](#) copy center in the King County Courthouse in Seattle and the Maleng Regional Justice Center in Kent.

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### KING COUNTY SUPERIOR COURT CLERK'S OFFICE

CONTACT: Beth Taylor, PPM, 206-477-0783 or [beth.taylor@kingcounty.gov](mailto:beth.taylor@kingcounty.gov)  
ISSUED BY: Barbara Miner, Director and Superior Court Clerk  
ISSUE DATE: August 22, 2016  
ISSUE NO: 16-003





## NALS of Washington 2017 Super Saturday CLE

**Saturday, January 28, 2017**

**Davis Wright Tremaine LLP  
1201 Third Avenue, Suite 2200  
Seattle, WA 98101**

### EDUCATIONAL SEMINARS

<b>8:30 a.m.–9:00 a.m.</b>	Registration
<b>9:00 a.m.–10:30 a.m.</b>	<p><b>Cybersecurity</b> presented by James Sharpe, Trainer from Ryan Swanson.</p> <p>This course is intended to provide a solid foundation for overall information security awareness. It is designed to help attendees to understand information security risks, sound information protection practices, and how their individual actions and behaviors can impact information security in their organization as a whole.</p> <p><i>This session qualifies for General CLE Credits</i></p>
<b>10:30 a.m.–10:45 a.m.</b>	Break
<b>10:45 a.m.–12:00 p.m.</b>	<p><b>Cyber Sleuthing / Background Checks</b> presented by Michael Anderson, of Seattle Legal - Investigations and Paralegal Services, LLC.</p> <p>Prepare to learn more about background checks involving skip-tracing, surveillance and what is available to aid in your investigations.</p> <p><i>This session qualifies for General CLE Credits</i></p>
<b>12:00 p.m.–12:30 p.m.</b>	Lunch
<b>12:30 p.m.–1:30 p.m.</b>	<p><b>Adobe</b> presented by Anita Evans, Information Systems Trainer at Williams Kastner.</p> <p>We will further explore PDF editor programs like Adobe Acrobat Professional and eCopy PDF Pro. Within this, PDF editing will be covered such as redaction, bates stamping, splitting a document for upload to ECF etc.</p> <p><i>This session qualifies for General CLE Credits</i></p>
<b>1:30 p.m.–1:45p.m.</b>	Break
<b>1:45 p.m.–2:45 p.m.</b>	<p><b>Paperless Practice</b> presented by Cheryl Mangio and Julia Obien of YOM Reporting.</p> <p>Learn about paperless exhibit sharing using Exhibeo. Exhibeo is "legal ready" and allows you to locally and securely share and mark documents at your deposition, hearing, or arbitration.</p>
<b>2:45 p.m.–3:00 p.m.</b>	Break
<b>3:00 p.m.–4:30 p.m.</b>	<p><b>Excel</b> presented by Anita Evans, Information Systems Trainer at Williams Kastner.</p> <p>This session will cover topics such as how to correctly set a spreadsheet to print when you receive it from another, basic formulas, and an introduction to Pivot tables.</p> <p><i>This session qualifies for General CLE Credits</i></p>

**6.15 HOURS OF NALS CLE CREDITS**

**PENDING APPROVAL FOR 6.15 HOURS OF WSBA CLE CREDITS**

**A NALS ALP, PLS, AND PP TEST CRAM SESSION WILL RUN CONCURRENTLY WITH OUR EDUCATION SESSIONS. THE PRICE TO ATTEND THE CRAM IS THE SAME AS THE PRICE TO ATTEND THE CLE. BREAKFAST AND LUNCH ARE INCLUDED.**

**REGISTRATION FORM**

(One person per registration / Please type or print)

Name:	
Address:	
Phone:	
Email:	
Chapter:	
Emergency Contact Name and Number:	
"After Hours" Contact Number:	
Dietary Restrictions or Allergies:	

**Check All That Apply**

<input type="checkbox"/>	NALS Member
<input type="checkbox"/>	NALS Member Number _____
<input type="checkbox"/>	Future Member
<input type="checkbox"/>	Attending CRAM session
<input type="checkbox"/>	PP _____ PLS _____ ALP _____
<input type="checkbox"/>	Attorney, Bar Number _____

**CONFERENCE FEES**

Includes breakfast, lunch and seminars.

Member	<input type="checkbox"/>	\$60
Future Members	<input type="checkbox"/>	\$90
Attorneys	<input type="checkbox"/>	\$125
Students/Retired	<input type="checkbox"/>	\$25
CRAM Session	<input type="checkbox"/>	\$60

**TOTAL CONFERENCE REGISTRATION \$ \_\_\_\_\_****Amount of Check Enclosed \$ \_\_\_\_\_****(payable to NALS of Washington)****PLEASE SEND COMPLETED REGISTRATION FORM  
& PAYMENT TO:**

Autumn Elmore  
NALS of Washington Education Director  
Johnson, Graffe, Keay, Moniz & Wick, LLP  
925 Fourth Ave., Ste. 2300  
Seattle, WA 98104  
Phone: (206) 223-4770  
Email: [autumn@igkmw.com](mailto:autumn@igkmw.com)

**Materials will be emailed to you before the conference.****Hard copies available upon request (for \$25).**

**Cancellation Policy:** If your schedule changes and you contact us at least 10 days prior to the date of the conference (by January 18, 2017), we will offer a refund, less 25% of your registration fee. No refunds will be given after January 18, 2017.

\*Attire for the seminar is business casual.

\*NALS of Washington strives to ensure the comfort of everyone by encouraging a fragrance free environment.

\*NALS of Washington reserves the right to cancel or change any session as it deems necessary.

# INSPIRE • Enhance • ACHIEVE

**DIRECTIONS TO DAVIS WRIGHT TREMAINE LLP****Northbound on I-5**

- As you near downtown Seattle northbound on I-5, get into the far left lane to take the Seneca Street exit (exit 165)
- Turn left onto the off-ramp and pass through the first light after the off-ramp; you are now on Seneca Street
- As you go down the hill, get into the right lane of Seneca Street;
- The entrance to the parking garage is on your right after the 3rd and Seneca intersection

**Southbound on I-5 (also applicable for those connecting to I-5 via Hwy 520 westbound)**

- As you near downtown Seattle, get into the far right lane on I-5
- Take the off-ramp onto Union Street (exit 165B), located underneath Freeway Park
- Stay in the left lane of Union Street until you reach 3rd Avenue\*
- Turn left onto 3rd Avenue
- Go past University Street and the 1201 Third Avenue building, and turn right onto Seneca Street, the next cross-street after University
- The entrance to the parking garage is on your right, about 25 yards down the hill

**Westbound on I-90**

- Take I-90 west to I-5 north
- Take the Madison Street exit from I-5 and turn left on Madison Street heading west, down the hill toward Elliott Bay
- Follow Madison Street down the hill to 4th Avenue; take a right on 4th Avenue
- Follow 4th Avenue for two blocks staying in the left lane, and then turn left onto Seneca Street
- The entrance to our parking garage is on the north side of Seneca Street (right side as you go down the hill) between 3rd and 2nd Avenues



**NALS of Washington Grant Application**  
**SSCLE 2017 – Davis Wright Tremaine**  
**DEADLINE TO APPLY IS January 10, 2017.**

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

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

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

NALS Member Number: \_\_\_\_\_

First NALS of Washington Conference: \_\_\_\_ Yes \_\_\_\_ No

I \_\_\_\_\_ understand that if I am awarded one of the two (2) grants, that the grant funds will only cover my registration fee as a NALS of Washington member for the SSCLE/CRAM session.

**The grant does NOT apply to the following: (1) a quest for the luncheon, or (2) any transportation to/from the conference.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

To submit your application, email it to  
Kristin Larkin, PLS, [klarkin@gth-law.com](mailto:klarkin@gth-law.com)

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***Social Media – Your Online Reputation***  
**Northeastern University**  
**Office of Information Security**

Social media is a great asset and can help to advance your career and goals but it can also hold you back. Close to 90% of hiring managers are looking at applicants' social media history and making hiring decisions based on what they find. The images and words you post can reach a much larger community than just your friends. Material sent to a small group of close friends may find its way onto the Internet where it becomes public forever. What some may find acceptable may offend others and there can be very public consequences.

Below are some examples of how posts on social media have backfired, costing people their jobs and reputations. You will also find suggestions for how to scrub your social media profile and avoid potential problems.

**Who is looking at your profile?**

- College Recruiters
- Rental agencies and landlords
- Job and Co-op recruiters and hiring managers
- Work supervisors and colleagues
- Loan and financial managers
- Social contacts – friends and people you are dating

**What you write and post matters...**

What you say online has consequences; the First Amendment gives you the right to say most anything but it does not mean that you are free from the consequence for your speech.

In 2011, a [UCLA student](#) posted a racist rant in a YouTube video. The backlash was swift and immediate and she was publicly ridiculed online and on television. She quickly took down the video and apologized, but the post had already been copied and re-posted elsewhere. The University did not discipline her but she withdrew from campus because of the controversy .

In 2010, a [Duke University student](#) created a very detailed PowerPoint presentation including names, pictures, and details of the men she had sex with at school. This document was only supposed to go to three friends but within a few days it was leaked to the internet. The student not only embarrassed herself but also violated the privacy of the 13 people on the list. Forever now future employers and others can view this information. There is no word on whether or not the student was sued by the 13 men as all parties have kept a low profile on the internet since the incident.

A [UCLA grad student in 2009](#) was hired at Cisco and tweeted, “Cisco just offered me a job! Now I have to weigh the utility of a fatty paycheck against the daily commute to San Jose and hating the work.” Unfortunately, the tweet was read by a hiring manager at Cisco and since the student was going to “hate the work”, the company rescinded the employment offer.

In 2011, a [NYU Law and Security fellow](#) tweeted what he thought was a funny joke about the brutal sexual assault of a reporter in Egypt. The backlash was swift and in less than 24 hours he resigned from the university.

Last December 2011, [three Capitol Hill legislative assistants](#) were fired for tweets they sent detailing unprofessional behavior, drinking, and badmouthing their boss.

A picture is worth a thousand words...



*(flickr @sirtrentalot )*

It might be fun to post pictures from your phone during a party on Facebook or Twitter, but who else besides your friends are viewing the pictures?

In 2008, a [New England Patriots cheerleader](#) was fired after she was seen in Facebook photos holding a sharpie next to a passed out man who was covered with drawn-on graffiti including swastikas and crude sexual drawings.

Last year, two New York politicians – [Anthony Weiner](#) and [Christopher Lee](#) – were both forced to resign after they posted semi-nude pictures of themselves to Twitter and Craigslist.

### **Job and Co-op Implications:**

A [2011 survey by Reppler](#), a social media monitoring service, found that 91% of employers view an applicants' social media profile and 69% have rejected an applicant because of what was posted on their social media sites.

**The most common reasons for rejecting an applicant were:**

- Posted inappropriate photos and comments
- Posted content about drinking and drugs
- Posted negative comments about a previous employer
- Demonstrated poor communication skills
- Lied about their qualifications



## Your Date WILL Google You

A recent study reported that [43% of singles](#) have Googled their date before going out. First impressions are important and now they occur before the date begins. What does your profile say about you? Does your online persona differ from your personality? Are there images or posts that would be embarrassing to bring up with a new person you are trying to impress?

### Recommendations to Clean Up Your Profile

- Remove any offending or questionable images and posts from your profile. Use your gut; if you think it might be questionable, remove it.
- Un-tag all images you are linked in and ask your friends to un-tag you in their pictures. If they refuse, “un-friend” them; real friends care about your requests. You may also be able to change the settings on your account to make it harder for others to tag you in pictures or comments without your permission.
- Remove any questionable third party comments or links from your profile.
- Ask people at parties not to take your picture and not to upload it to the Internet.
- Do not post or respond in anger; stop, take a few breaths, and think about what you are going to write.
- When posting a picture of or information about another person ask for permission first.
- Don’t say bad things about your current or past employers and businesses.
- Keep your posts generally positive; leave out the profanity.
- Don’t friend your boss, professor, or colleagues. They may be friendly in a work environment but that does not mean it’s appropriate to bring them to your private life.
- Keep constant tabs on all your social media accounts for new pictures or comments by others that do not show you in a positive light.
- Monitor the privacy settings on your social media accounts so that only your friends can see your posts (instead of friends-of-friends, etc.). Note that even with these privacy settings in place, anyone who has seen your information could potentially copy and re-post data without your permission. Choose your “friends” carefully.
- Do not accept friend requests from people you don’t know. Even if they appear to be a friend of your friend. They could be spammers, marketing companies, data gathering companies or others trying to collect personal information about you.
  - **Nothing on the Internet is private; everything on the Internet is permanent.**





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## NATIONWIDE SCHEDULING

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NALS OF WASHINGTON  
MEMBERSHIP MEETING  
SEPTEMBER 9, 2016  
RED LION INN, OLYMPIA, WA

Present: Kristin Larkin, Dara Tremblay, Theresa Redfern, Jo Yantz, Autumn Elmore, Sam Schmit, Nancy Thayer, Linda Tjaden, Virginia De Lay, Holly Simmilink, Eleanor Mitchell, Brandy Bewley, Jan Klineburger, Jeanne Barrans, Ted Huening, and Heather Sims.

Meeting was called to order at 6:47 p.m.

Nancy Thayer read the Financial Review report for Annual Meeting 2016.

Kristin spoke about this morning's board meeting, and upcoming meetings.

Linda Tjaden gave a synopsis of the minutes from the Fall Board Meeting.

Kristin Larkin spoke about PayPal and explained a little about how it works. She also told the membership the Logowear that is available for sale. The items need to be ordered, paid for and then it will be ordered and given to the member.

Annual membership meeting minutes of April 22, 2016. Jo Yantz made a motion to approve the membership meeting minutes as published and Jeanne seconded the motion. Motion passed unanimously.

Virginia De Lay asked how many people from NALS were registered for this conference – 20 people.

Eleanor Mitchell asked if we are going to do another joint event with the Washington Court Reporters Association ("WCRA"). Dara explained how it came about and that it is still in the works and will be looked into. Eleanor said she had suggested it years ago when she was president of WCRA and feels it is a good idea. She fully supports a continuing dialogue between the two associations. There are several other associations, PSA, LA Association, and others to look at for joint conferences. Kristin explained how this Fall 2016 joint meeting came about. Long discussion ensued.

Jeanne spoke about the insulated grocery bags as a Logowear item. She received one from NALS of Idaho and thinks it is fabulous. For Logowear, Dara needs an order of 12 for the clothing, for the bags or hats she needs to order 12 of each. Eleanor will buy 12 of one thing. Virginia suggested Dara get the cost of everything to everyone at the meeting for us to order from.

The meeting adjourned at 7:17 p.m.

## Membership Report for NALS of Washington

Here are the current membership numbers for NALS of Washington:

State – 162  
Chapters  
Greater Seattle – 84  
Kitsap – 12  
Pierce – 46  
Spokane – 2  
Members at Large – 18





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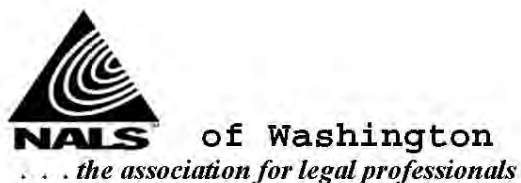


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## OFFICIAL CALL FOR NOMINATIONS

A call for nominations for the 2017-2018 Officers and Directors of NALS of Washington is issued to all members for the following:

President-Elect	Certification Director
Secretary	Education Director
Treasurer	Marketing Director
Membership Director	

You may make nominations for any of the above positions, but it is not necessary for you to nominate someone for each position. You may nominate *more than one person* for any position. The qualifications and duties for each office are listed below.

Nominations must be postmarked or emailed to the Nominations and Elections Chair by November 30, 2016. Ballots will be sent by Ballot Bin to all members in December 2016.

**Send nominations by mail or e-mail by November 30, 2016, to:**

Amylyn Riedling, Certified PP, PLS-SC  
Immediate Past President of NALS of Washington  
c/o Robin H. Balsam PS  
911 South I Street  
Tacoma, WA 98405  
PHONE: (253) 627-7800 Work  
(253) 988-8744 Cell  
EMAIL: [amylynpp@gmail.com](mailto:amylynpp@gmail.com)



### DUTIES AND QUALIFICATIONS

In addition to the specific duties of the individual positions, all candidates running for a position will be responsible for attending the State planning meeting for a full weekend in May or June, attending all State Board Meetings, such as Annual Meeting, Fall Meeting, and Super Saturday CLE, serving as chapter liaison to one assigned chapter, tracking income and expenses to adhere to established budget, prepare training workshops for the membership as needed, and writing educational articles for publication in *Legally Speaking*.

Office/Position	Duties	Qualifications
President-Elect	The President-Elect shall assume duties of the President in the President's absence; shall maintain the Bylaws and Standing Rules; shall maintain, update, and distribute the Officer, Director, and Committee Guidelines; shall handle all questions relating to ethical matters in accordance with the Standing Rules; shall perform any other special assignments from the President or Board of Directors; and all other duties listed in the Officer, Director, and Committee Guidelines.	Actively engaged in work of a legal nature at least three years immediately prior to nomination with at least two years of service on the Board of Directors, one of which must have been on the Board of Directors (other than as president or president-elect) within the past four years.
Secretary	The Secretary shall accurately transcribe and distribute timely all minutes of the Association's meetings; shall recap minutes for publication in <i>Legally Speaking</i> ; shall prepare and update the annual roster of the officers and directors; shall prepare correspondence as necessary; shall perform any other special assignments from the President or Board of Directors; and all other duties listed in the Officer, Director, and Committee Guidelines	Three years experience in the legal field and one year of leadership service in the tri-level association.
Treasurer	The Treasurer will oversee the financial affairs of the Association under the direction of the Board; shall maintain the accounts for receipts and disbursements in an ethical and professional manner; shall sign checks for authorized disbursements; knowledge of Quicken is helpful, but not necessary; shall perform any other special assignments from the President or Board of Directors; and all other duties listed in the Officer, Director, and Committee Guidelines. The member may take a Quicken class, which would be reimbursed by NALS of Washington, or may seek help from the past treasurer or other member with Quicken experience.	Three years experience in the legal field, one year leadership service in the tri-level association, and one year bookkeeping experience.
Certification Director	The Certification Director shall lead the Certification committee; shall promote the NALS programs for the certification of Professional Paralegal (PP), Professional Legal Secretary (PLS), Accredited Legal Secretary; shall offer mock exams; shall perform any other special assignments from the President or Board of Directors; and all other duties listed in the Officer, Director, and Committee Guidelines	Three years experience in the legal field and three years of leadership service in the tri-level association, one year of which must have been state leadership services. A candidate for Certification Director must be certified, however, if circumstances exist which would make this qualification impracticable, then the certification requirement may be waived by the Board of Directors.



Education Director	The Education Director shall lead the Legal Education Committee and further the educational goals of this Association; shall attend all meetings of the LEC and NALS of Washington; shall prepare a two-year education plan; shall be in charge of all legal education of this Association, including securing location and speakers for seminars; shall offer assistance and support to any chapter hosting a non-meeting seminar; shall write or provide articles for each issue of <i>Legally Speaking</i> ; shall work with the Marketing Director to promote NALS of Washington seminars; shall perform any other special assignments from the President or Board of Directors; and all other duties listed in the Officer, Director, and Committee Guidelines	Three years experience in the legal field and two years leadership service in the tri-level association, one year of which must have been state leadership services.
Marketing Director	The Marketing Director shall lead the Marketing Committee; shall make the legal community and general public aware of the benefits and resources available through NALS of Washington and NALS; shall be responsible for promoting and publicizing all programs and events for NALS of Washington, including the duty of selling advertising for the state publication entitled <i>Legally Speaking</i> ; shall perform any other special assignments from the President or Board of Directors; and all other duties listed in the Officer, Director, and Committee Guidelines	Three years experience in the legal field and two years leadership service in the tri-level association, one year of which must have been state leadership services.
Membership Director	The Membership Director shall lead the Membership Committee by promoting growth and retention of membership; shall maintain membership database; shall assist in organization of new chapters; shall keep in contact with each Chapter Membership Director; shall send correspondence to potential members and new members along with applicable information; shall send and retrieve National membership information; shall attend State and National leadership meetings; shall maintain a membership display table for State meetings; shall perform any other special assignments from the President or Board of Directors; and all other duties listed in the Officer, Director, and Committee Guidelines	Three years experience in the legal field and two years leadership service in the tri-level association, one year of which must have been state leadership services.

**Send nominations by mail or e-mail by November 30, 2016, to:**

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## President-Elect's Report By Dara Wasalino Tremblay, PP, PLS-SC

Welcome to Fall 2016 NALS of Washington!

NALS of Washington held its Fall Conference September 9-10, 2016 at the Red Lion in Olympia. At Fall Conference we debuted our new membership charm (photo at top left). Isn't it great? Our President Kristin Larkin, PLS is responsible for the artwork and Certification Jo Yantz, PP, PLS enlisted her sister to help with manufacturing. These charms are in the same style as the Wizard of Oz charms received by all attendees at the Seattle Region 7 meeting in 2010, which some of you may recall were a huge hit. The Board was looking for something "very Washington" to represent us on these charms and I think a Sasquatch with a latte hit the nail on the head! Charms will be provided with attendance at conferences (EXAMPLE: If you attended Fall Conference you received your charm, if you did not attend Fall, but are attending Super Saturday CLE, you will receive your charm at Super Saturday). We will also be providing charms to our secondary members, so spread the word to your NALS Pals across the country about these awesome little pieces of Washington.

Fall Conference 2016 was a joint conference with the Washington Freelance Shorthand Reporters Association (WFSRA) and NALS of Washington. The conference was a success and I noticed most of our sessions had WFSRA members in attendance. All of the conference attendees spent time with the vendors and enjoyed the vendor raffles. Every time I was in the vendor's room it was buzzing with activity. The NALS of Washington board has been approached by another court reporter organization about doing a joint conference next year and after the success of this conference we are considering the request. Stay tuned for more details!

My favorite part of Fall Conference was the tour of the Washington State Supreme Court led by Justice Mary Fairhurst. I am a born and raised Washingtonian and this was something I had never done before. It was a fascinating tour and Justice Fairhurst was very nice and gave us a great tour. We learned all about how cases get





The Chief Justice's Reception Room



Justice Fairhurst's Robe



Me, Sitting on the Bench

to the Washington State Supreme Court and what happens to them once they get there. We got to see the Justice's conference room, Chief Justice's Reception Room, and even the Justice's Locker Room. Justice Fairhurst even pulled out her own robe so we could touch it. Everyone got to take turns sitting in the Justice's chairs on the bench and have pictures taken. I'm including some of the photos I took with this article.

NALS of Pierce County will be having an ethics CLE on Saturday, October 15, 2016 at Tower Lanes in Tacoma. Immediate Past President/Membership Director Amylyn Riedling, PP, PLS-SC will be presenting together with Attorney's Bob Nylander and Jennifer Niehaus-Rivers. Topics include the popular session, "They Did What?!" and a new session from Bob and Amylyn titled "What the Florida" which will examine all of the interesting (and entertaining) things that happen in the opposite corner of our country. NALS member Eleanor Mitchell, PLS, CCR, RPR, and Idaho CSR will be presenting a session on Ethics for Court Reporters. NALS of Pierce county has applied for 5 hours WSBA ethics credits and the cost for attorney's, is \$100, non-NALS members and non-attorney's \$60, NALS members \$40, and students \$20. If you are interested in attending or have questions please contact NALS of Pierce County's Education Director, Sylvia Eichman, at [sstefanini@comcast.net](mailto:sstefanini@comcast.net).

NALS of Washington's next event is Super Saturday CLE on Saturday, January 28, 2017. This CLE will be a tech heavy education event. The registration flyer will be out soon.





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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 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
- 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 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 judgement.

**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.



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*Legally Speaking* is published four times per year as a benefit to the members of NALS of Washington. If you would like to submit anything for *Legally Speaking*, please email your submission to the Publication Chair, Michelle King, PLS, at michelleking@dwt.com for inclusion in an upcoming edition.

