

# Briefly...New York



## On the Horizon

### **NALS Professional Development and Education Conference**

March 10-12, 2011  
DoubleTree Warren Place  
6110 So. Yale Ave.  
Tulsa, OK 74136  
(918) 495-1000

### **NALS of NY Annual Meeting**

April 2011  
TBD (watch for announcement!)

### **NALS 60<sup>th</sup> Education Conference & National Forum**

October 12-16, 2011  
Hyatt Regency Cincinnati  
151 W. Fifth Street  
Cincinnati, OH 45202  
(513) 579-1234

## Our Leaders

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## Marion Sarcuni, PLS

### **PRESIDENT'S MESSAGE...**

Dear Friends and Colleagues,

I sincerely hope that everyone had a very Merry Christmas and New Year! The Holiday Season which seemed so far away at the time of our last newsletter has already come and gone!

I have been out of the office since October 1 of last year and just returned mid-January. I have been recuperating from a couple of surgeries and am ready to get our plans in motion for our April meeting – continuing with NALS' great tradition of education, networking and topping the day with dinner and a show.

Please contact me at any time should you have any suggestions or have an educational topic you would especially want addressed at our meeting. I am looking forward to reconnecting with old friends and making new ones.

See you all again soon!

Marion

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*"Life is what happens to you while you're busy making other plans."*  
~John Lennon (1940-1980)

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Welcome to our newest member:

Albina Miceli



2010/2011 NALS OF NEW YORK, INC.  
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## SOCIAL NETWORKING TOOLS

by Catherine Sanders Reach

(excerpted from the December 2009 issue of Law Technology News)

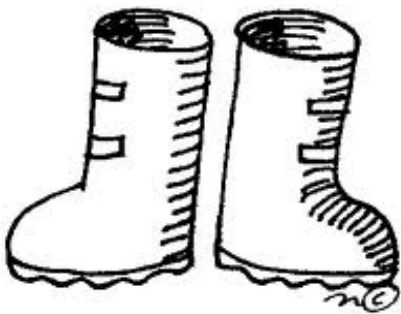
The results of the ABA 2009 Legal Technology Survey Report shows a giant leap in the use of social media by lawyers – though primarily on a personal level, rather than on behalf of firms.

Online social networking, originally the bastion of teenagers, has exploded into a mainstream technology used by millions of individuals and entities to network, communicate, market and advertise.

The distinctions between personal/professional and public/private participation are very important for lawyers, especially in terms of what constitutes ethical behavior, what might be discoverable, and what is permissible to mine for information.

While many firms have established policies for internet use, some are developing specific protocols to govern the use of social networking by their personnel to protect the firm from risk.

Social media might seem a bit risky, but can be rewarding. Best practices include creating a strategy, learning the culture and behavior of new networks before jumping in, keeping ethics responsibilities in mind, and watching time management.



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“I Can Never Find My Size!”

Do your feet fall on the small or large end of the spectrum? Bookmark these especially accommodating sites:

[BarefootTess.com](http://BarefootTess.com) - sizes 9 to 15

[Endless.com](http://Endless.com) - sizes 3 to 16

[JildorShoes.com](http://JildorShoes.com) - sizes 4 to 11

[Nordstrom.com](http://Nordstrom.com) - sizes 4 to 14

[StuartWeitzman.com](http://StuartWeitzman.com) - sizes 4 to 12



**Transitioning Legal Research Skills from the Classroom to the Workplace**  
(excerpted from the article by Cathy Underwood, JD in the Fall 2010 edition of @Law)

- Begin by consulting a legal encyclopedia to get an understanding of the issue.
- Analyze the footnotes which can lead you to primary authorities in support of the material.
- The best way to find other cases about a particular topic is to go to the Digest; look up key words from your issue in the Index, which would lead you to Topics and Key Numbers in the Digest that deal with the area of law you are interested in.
- If you find a case on point that is not from your jurisdiction, read the headnotes and find the headnote that deals with the point of law you are interested in; get the Topic and Key Number for that headnote. Look up that Topic and Key Number in the Digest and it will take you directly to headnotes from other cases that deal with the same issue. Note the citations and look them up in the reporter.

For a good format to follow when writing up research for submission to your boss, use the acronym IRAC:

**Issue** - Start with the issue you were researching. What is the client's problem? What is the question that needs to be answered?

**Rule** - State the rule of law that determines the issue. This is the rule of law that comes from the case you found.

**Analysis** - Take the rule of law and apply it to the client's facts. If the rule contains elements, break them down and apply them individually to the client's case.

**Conclusion** - Restate the conclusion in terms of the issue. The conclusion should answer the question asked on the issue.

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*"Learning is a lifelong process, and complacency is a true enemy of a fertile mind."*  
– Glenn Hameroff

## ARMA's Eight Management Principles

by Fred Pulzello

(excerpted from the December 2009 issue of Law Technology News)

ARMA International ([www.arma.org](http://www.arma.org)) is a not-for-profit professional association that addresses records management (both paper and electronic). Established in 1955, its 11,000 members include records managers, corporate librarians, legal professionals, IT managers, and others, in a wide range of industries, such as government, legal, financial services, and health care. Its members hail from the U.S., Canada, and more than 30 other countries. The association develops and publishes records management standards and guidelines.

Early in 2009, ARMA developed eight "Generally Accepted Recordkeeping Principles" ("GARP"). The following is a brief summary of those principles:

1. Accountability - requires a senior executive to oversee and designate responsibility for the recordkeeping program, as well as to ensure that policies and procedures are adopted so the program can be audited.
2. Integrity - An organization's recordkeeping program must ensure that its records and information are reasonably authentic and reliable.
3. Protection - An organization must protect its private, confidential, privileged, secret, or essential-to-business-continuity records and information.
4. Compliance - An organization's recordkeeping program must comply with its own policies, as well as with applicable laws and binding authorities.
5. Availability - An organization must be able to retrieve needed information quickly, efficiently, and accurately.
6. Retention - An organization must maintain records and information as long as needed to meet legal, regulatory, fiscal, operational, and historical requirements.
7. Disposition - An organization's records and information that are no longer required to be maintained by law or policy must be disposed of securely and appropriately.
8. Transparency - An organization's recordkeeping processes must be documented so they are understandable and the documentation must be available to appropriate parties.



## Live in the Now

*by Marlene Buckler, MD, FACEP*

(taken from Lifestyles Newsletter, 9/21/10)



Live in the now. It sounds like such a simple thing, doesn't it. But what does it really mean? Do you live in the now?

Actually, the now is the only place in which you can live, but some folks spend endless hours dwelling on the past and worrying about the future. They don't appear to really live in the now, in the present moment.

There's nothing wrong with reliving pleasant memories or learning lessons from the past, and planning for the future is a wise endeavor and can be very beneficial.

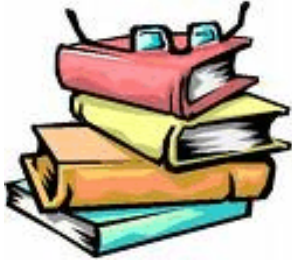
But hanging on to unpleasant memories, allowing the tapes to play over and over in the mind, dwelling on past failures so they negatively impact the now and not getting beyond past mental and physical assaults can leave you doubting yourself and suffering endlessly over things that no longer exist.

Fretting about things that could happen in the future, expecting the worst and anticipating doom and gloom can paralyze you into not enjoying the present.

Many people who end up as patients in the ER have trouble letting go of the past and worry too much about the future. They are often on tranquilizers and antidepressants to help numb the effects of the past/future treadmill.

An excellent book (much healthier and more effective than taking pills) is "The Power of Now" by Eckhart Tolle. If you are not living in the now this book will help enormously.

So take a lesson from small children, dogs, horses, and other animals and plants. They all seem to instinctively understand that now is the only time.



NALS OFFERS MORE EDUCATION THAN YOU CAN  
IMAGINE!

Helene L. Wood, PP, PLS, TSC-RECertified Professional  
Legal Secretary  
Certified Professional Paralegal  
Specialty Certified—Texas Real Estate  
Secretary/Treasurer  
NALS . . . the association for legal professionals

NALS listened and made significant adjustments in the amount of education offered to members. The schedule for the 2011 Educational Conference in Cincinnati has been changed based on research conducted by the NALS Think Tank. This research focused on what you, the members, want, as well as what the industry requires (see the following article "What Have We Learned About You?"). NALS is increasing the number of CLE hours available in Cincinnati in October by offering education in four core areas of law identified by the Think Tank's research:

Litigation/Civil Law  
Corporate Law  
Estate Planning/Family Law  
General Law

This change will increase the potential for your law firms to cover your costs based on the significant increased number of CLE hours offered specifically in your area of law. Start planning now for the 2011 NALS Education Conference at the Hyatt Regency Cincinnati on October 12-16, 2011. When NALS' members speak—NALS listens!  
Thanks for all you do to support our mission.

Helene



## **What Have We Learned About You?**

*By Jay Moore, NALS Communications Manager*

As many of you know, NALS...the association for legal professionals has put together a Think Tank of individuals to evaluate the association and the profession to ensure that the two are aligned in the most efficient way possible. As part of the process, NALS seeks to learn what you want from it and will adjust its programs so you are getting the most out of your membership.

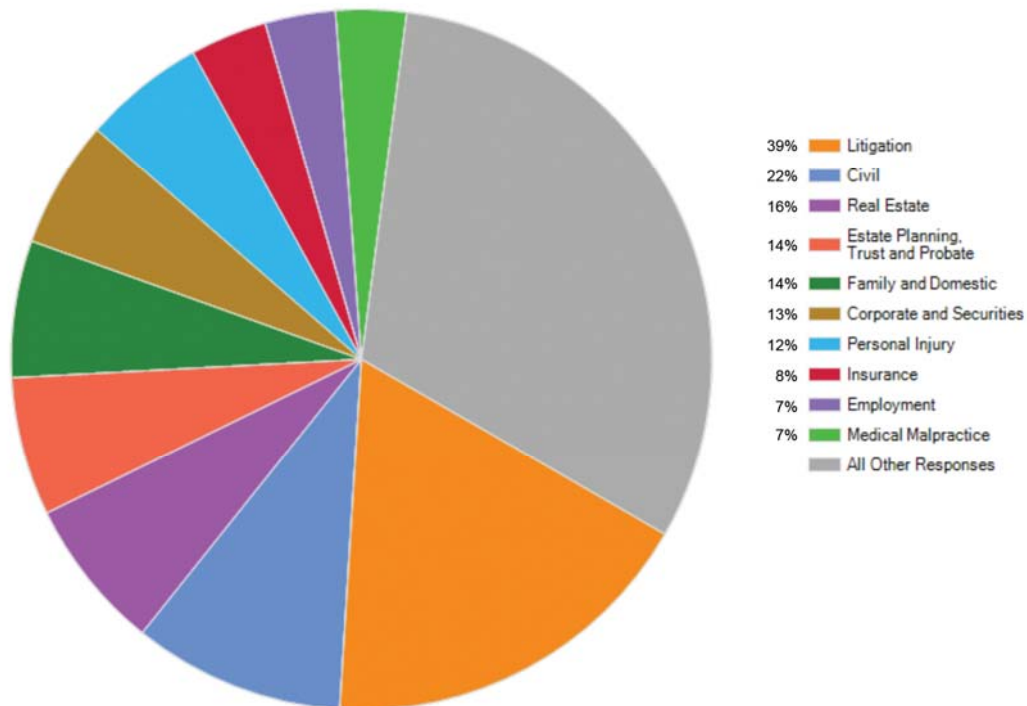
Recently, the NALS Think Tank surveyed 500 legal professionals online to gather information about their careers and involvement in professional associations. NALS is already using these findings to move forward by offering more CLE sessions included in your dues and increased CLE opportunities at the 2011 NALS Education Conference and National Forum. It is also focusing these additional CLE sessions on the areas of law in which you work. NALS will begin offering CLE tracks focused on the areas of law that were proven to be the most applicable to our membership and the industry.

We were able to narrow the fields of law to four general areas, with additional sub-areas that are more specific. The idea is not to have a group for each and every area of law, as we would not be able to efficiently service each of those groups in a way that would be beneficial to you. Instead, the idea is to give the NALS Education Committee some guidance and focus on the legal areas in which many of you work. NALS' programs will offer more specific and targeted education with a greater impact on your career. The broad areas of law that we will be focusing on are: Civil Litigation, Corporate Law, Estate Planning/Family Law, and General Practice.

The results of our survey showed that nearly 40% of respondents worked in litigation, with another 20% working in civil law. By grouping the areas of law that fall under corporate focus, we are targeting another 34% of respondents. Estate planning and family law areas, which have been grouped together, made up another 51%. The remaining specialty areas of law were added to a general

practice group, allowing NALS the flexibility to offer education in many other areas of interest. Note that in designing the survey, we were aware that many legal professionals work in more than one area of law and so we allowed respondents to select multiple responses. This is why the results total more than 100%.

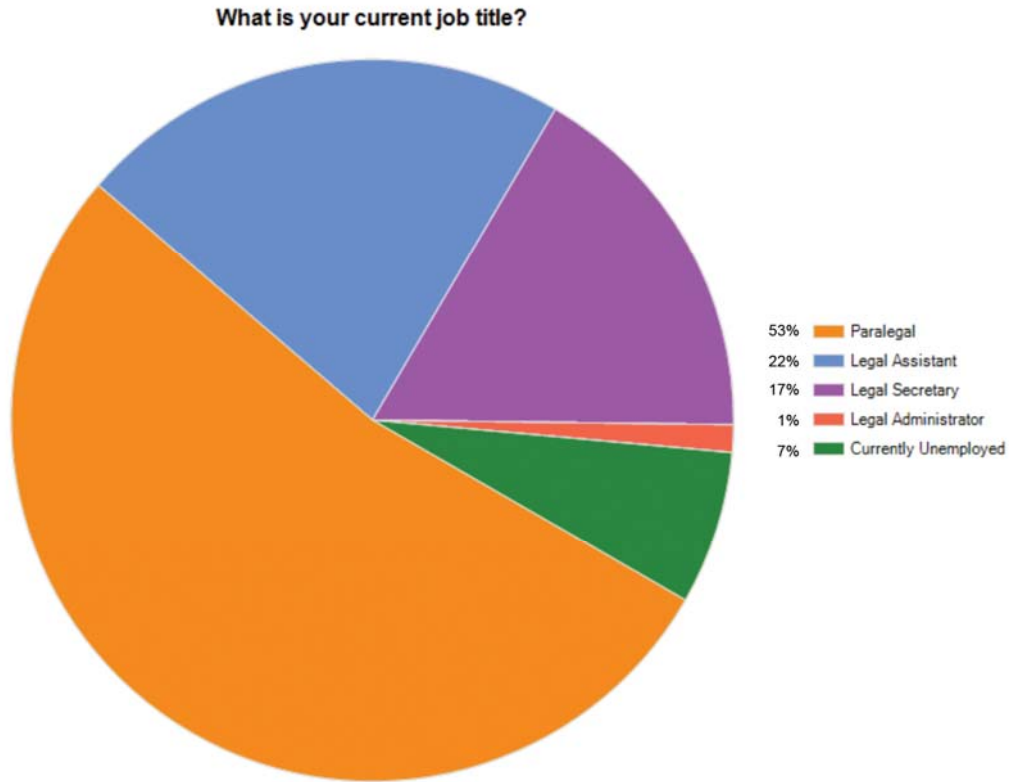
Identify the specialty area of law you work in the most. You may select more than one but please try to limit your responses to those you value the most.



A resounding 82% of respondents told us they value a professional association's relation to their profession and career. Approximately 60% responded that the number one thing they looked for in an association was overall education value. These overwhelming responses indicate to us that combining a greater education value with focused career-enhancing topics will result in a greater benefit from NALS membership dues.

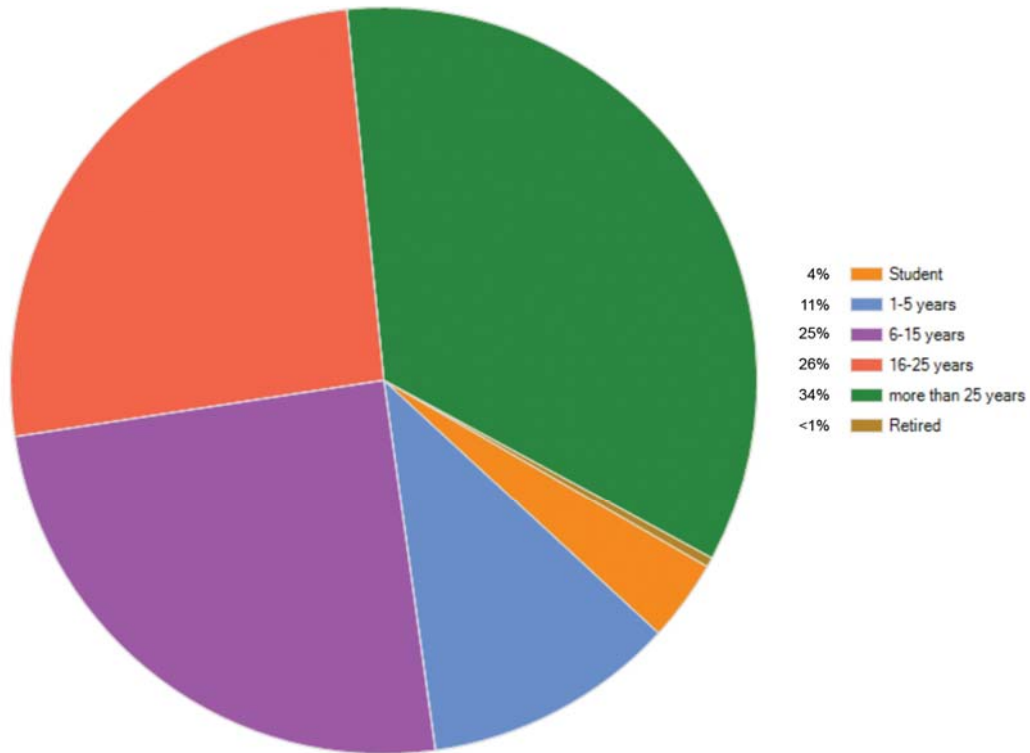
When surveying the job titles of the respondents, we learned that 53% were paralegals, 23% were legal assistants, and 17% were legal secretaries. One area of concern was the 6% of respondents who are currently unemployed. NALS will continue to assist those that are unemployed through the NALS Career Center ([careers.nals.org](http://careers.nals.org)) and will continue to offer the dues waiver for those members

who are unemployed at the time of their renewal. NALS understands the tough economic times and we will do everything that we can to assist our members who may be struggling.



We were happy to learn that nearly 35% of respondents have been in the legal field for more than 25 years, which shows how dedicated you are to your careers. We also learned that 60% volunteer for local or national charitable organizations, which tells us that you are interested in making a difference in your communities. NALS will continue to foster relationships with national charities to help provide you with opportunities to provide an impact on society.

How long have you been in the legal field?



The NALS Think Tank will continue to monitor the industry and recommend areas of improvement for the association. If you have any recommendations, please send an email to [thinktank@nals.org](mailto:thinktank@nals.org). We will review your message and see what we can do to investigate further ways we can better serve you.

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»»» **NEXT BULLETIN DEADLINE: March 1, 2011** «««