ATTENTION EVERYONE!!!!
If you were unable to attend the AALS 2014 RETREAT, you missed a great experience! NEALSP was well represented with 9 members in attendance. That is fabulous but the best part...The winning bid for NEALSP basket for the Silent Auction was $140.00. Thank you to all who donated! The topics were interesting and work related. There was a lot of useful information given. It was very interactive with a lot of give and take. Many of the handouts given during the CLE can be found at the AALS website. I would encourage you to go and download them as they are very helpful and great reminders about professional etiquette. However, my favorite part was getting to know some other members from our neighboring states!

"Friends are the Sunshine of Life"-John Hay
COMMUNITY PROJECTS

WHAT AN AWESOME FEELING! ON JUNE 24TH, NEALSP MEMBERS MEET AT THE RED CROSS OFFICE ACROSS FROM THE CRAIGHEAD COUNTY VOTING ANNEX AND PRESENTED THEM WITH OUR $200.00 DONATION TO HELP THE TORNADO VICTIMS OF VILONIA. THEY WERE VERY APPRECIATIVE.

ALSO, DON’T FORGET WE ARE STILL COLLECTING DONATIONS FOR THE ASPEN GARDENS PROJECT. AT THIS TIME, THEY ARE STILL IN GREAT NEED OF BATH TOWELS AND TOILET PAPER. IF YOU CAN HELP OUT WITH A DONATION, PLEASE BRING IT TO THE MONTHLY BUSINESS MEETING OR CONTACT ASHLEY HOWELL AT ASHLEYKAYLYNHOWELL@GMAIL.COM.

WE HAVE MANY MORE PROJECTS COMING UP SO KEEP YOUR EYES AND EARS OPEN!

Wow, is July already half over! It’s hard to believe. I have been enjoying seeing pictures and hearing about everyone’s summer plans. Keep ‘em coming! (You can bet when my new little granddaughter gets here, you will see some pictures of her!) 😊

I have been thinking about service a lot lately. One of our goals as an organization is to provide service to our members and to the legal community, and I am so glad it is! We have been able to help, in small ways, and I think that when we each do what we can for those around us the world becomes a richer and more loving place.

At our recent CLE, listening to Taty Rossman describe the wonderful Juvenile Drug Court program that she is involved with was really interesting, but it warmed my heart to see several members spontaneously make small donations toward the incentive program for the kids.

We have done ongoing small service for the women’s shelter here in Jonesboro, and recently learned about the resale store they have (The Second Home Shoppe in the Elk Park Shopping Center on Southwest Drive next to Outback Steakhouse) and decided to encourage members to donate their unwanted items there. All of the proceeds go to the women’s shelter, to defray budget cuts. What a good cause! I recently cleared out a few things and decided to look around while I dropped them off. While I was looking, I noticed the volunteer putting out some of the things I brought! Wow! More warm fuzzies!

Ms. Ashley Howell is keeping us updated on the situation with the Aspen Gardens Apartment residents who need help with some basic living supplies and with cleaning before they can move back into their fire-damaged apartments. Anyone who has gently used household items or small Wal-Mart gift cards they would like to donate to help these people, or would be able to help on a Saturday with cleaning, contact Ashley!

All the small services that our members do on their own or as part of an official NEALSP activity are wonderful, and they make a difference. Keep up the good work ladies! I am so very proud to belong to a group with people who care about others so much, and so happy to know your kind hearts!

Debbie Johnson
2014-2015 NEALSP President
The Paralegal Profession: 5 Must-Have Qualities for Success

The paralegal profession is currently booming, with an ever growing need for professional assistance in law firms. The paralegal job market is expected to continue its growth, while colleges throughout the United States have added and expanded paralegal studies and certification programs. Paralegals work in all areas of law, in many different types of settings. Assisting attorneys with legal matters can be a high demand, high stress career that requires certain qualities for success. Whether you possess these qualities naturally or need to learn them, they are important for being a successful paralegal. What do you need to be the best paralegal you can be?

Let's start with the most important quality a paralegal should have. Exceptional reading and writing skills are necessary in the field of law. It is top priority for a paralegal to do their job accurately and communicate clearly. Ninety percent of your day may consist of proofreading court documents, reviewing medical records, and writing pleadings that are filed with the court. The tiniest mistake on a document, or a mistake in document review could cost a client their case, anger a judge, or have your boss screaming at you.

The ability to pay attention to detail, and stay focused, is another quality one will need. Legal cases are complicated. There are often mountains of paperwork to manage. Paying attention to details, whether in a document, or when interviewing witnesses, can open your eyes to the more subtle aspects of the case and will prevent mistakes.

Patience is a virtue, especially in a law firm dealing directly with clients. Clients need help, they are hiring you for a reason. Most average people are lost when it comes to the law. Clients are emotional, confused, and worried. You are there to listen and assist the attorney make the client understand his case. Your patience with people will be tested on a daily basis. Keep a happy face!

Paralegals simply cannot be disorganized. It is imperative to keep accurate, organized case files for your clients. Judges do not like to wait in court while you find your documents, and when your attorney requests something he usually wants it yesterday. An organized calendar is necessary as well. Keeping court dates and appointments for you and your attorney must be done accurately so that no important hearings or depositions are missed.

"Success usually comes to those who are too busy to be looking for it." --Henry David Thoreau
2014-2015 NEALSP OFFICERS:

President - Debbie Johnson (djohnson@deaconlawfirm.com)
Vice-President - Mimi Mangrum (mimi@owattorneys.com)
Secretary - Ashley Howell (ashleykaylynhowell@gmail.com)
Treasurer - Dana Beck (beckreporting@gmail.com)
State Director - Tami Dodd (tdodd@mwlaw.com)
Parliamentarian – Erma Brady (ebrady@snellgrovefirm.com)

Don’t forget if you have any questions, concerns, or suggestions that you would like to voice, please contact us. We want to hear from you!

JULY BIRTHDAYS AND ANNIVERSARIES

Amanda Porbeck July 18

7/6/1993 Belinda Penn, CCM
7/25/2013 Jill Crowder

2014 ARKANSAS SALES TAX HOLIDAY

Arkansas will hold its annual sales tax holiday, beginning Saturday, August 2, 2014 at 12:01 a.m. and ending Sunday, August 3, 2014 at 11:59 p.m. State and local sales tax will not be collected during this 48-hour period on the sale of: (1) Clothing and footwear if the sales price is less than one hundred dollars ($100) per item; (2) Clothing accessories and equipment if the sales price is less than fifty dollars ($50) per item; (3) School supplies; (4) School art supplies; and (5) School instructional materials.
By Chris Le Roy---Chris has a Six Step Meditation Program called Relaxation Techniques for Stress Management, Baroque Meditation Music

#6. Limit the Amount of Time Spent Dealing With Emails

Technology is a wonderful thing, but when technology rules your life, then you have a big problem and very quickly technology like email can overwhelm you causing you to become stressed. One of the rules my team and I have in the office is that nobody must respond to emails for more than 60 minutes per day. The reason we have put this rule into place, is that many of my team and our corporate clients spend their whole day emailing each other rather than dealing with the issues at hand.

How often have you received an email on one topic and then have the content of the email go off in another direction right before your eyes? I was working in one corporate organization as an external consultant and very often all I would do is simply respond to emails all day long and get nothing done. Most of the emails could have been dealt with a 2 second phone call. In one of the offices I was working in, it was an open plan office layout and I had a bloke working directly across from me, who refused to speak to me or anyone else on the floor and all he did was when he had an issue, he would send an email.

This is a crazy way to do business and it does not work and only causes technology stress. My solution, each time he emailed me, I simply spoke the answer back to him. He got the point after a while and my email load went down when he spoke to me rather than emailed me. Technology is supposed to make life easier, not take over your life, so if you have a question and the person is sitting in the next office, get up and knock on their door and ask the question.

By doing this you are undertaking item number 6 which is limiting your emails and item number 3 which is get up and do some office exercises. That little bit of walking will help get the blood flowing through you veins.

#7. Be Prepared To Say "NO!"

We all want to get ahead in the world today and I am sure in everyone there is a little part of us that wants to live the life of Bill Gates and Donald Trump and be as rich as them. However, most of us make the mistake of simply saying yes to everything that is thrown at us. Now whilst that is great to say yes, people like Bill Gates and Donald Trump have teams of people to help them, and in all honesty you maybe on their teams, but all of us are only human and sometimes we simply have to say "NO!"

Where is the point in saying to our bosses, "Yes we will have this 500 page report written for you tomorrow." When in reality there is absolutely no chance of that occurring. Sometimes in this world you simply have to say no and that does not go just for the boss, it also goes for the customers as well. My team and I have a seven day schedule across the various businesses I run and whilst we do not all work seven days a week, sometimes we do work six days a week to get through our responsibilities. One weekend I had one of our customers, mind you it was 6:30 am on a Sunday morning demand one of my team from our car cleaning business, drop everything and clean their car at 7:00 am because an important family member was coming.

There were many responses I could have given, but my simple answer was NO! The customer ranted and raved for about 10 minutes by which time I was imagining them naked yelling at me, which really was a funny site and then when they were finished and I simply asked them would they be prepared to work all week including Saturday and Sunday for the next 2 weeks and their reply was "NO, My Weekends Are My Own and I am not working them for anyone." Then I simply responding by saying to them, then there is your answer and I hung up. You know the funny thing, they rang me on Monday morning and apologized and we did the top car cleaning service on their car the following week. I charged them more as well.
Most customers will accept the answer of No when they understand why you are saying No.

#8. Take your shoes off and walk on the carpet

This is my favorite de-stressing activity and it shocks the living daylights out of everyone. I first met a lady about 10 years ago who was in her early 40s, and nothing seemed to shake her stature. She was always calm and never got flustered and I asked her what her secret was and she said, "I always take my shoes off as often as possible so I can stay in touch with the earth." This was a really prominent statement for me, because I never really thought of my shoes as a tool to disconnect us from our surroundings but if you think about it, it makes sense.

If you go down to the beach, what is the first thing you do. You take off your shoes to feel the sand through your feet and how does it make you feel? Relaxed. If you go to the park with the children, what do you do? Take your shoes off so you can run around and have fun or to play in the mud. Whether we realize it or not, when we disconnect ourselves from mother earth we really do start to stress.

I now always take my shoes off when I am working in my office, including my socks just so I can feel something more inspirational under my feet rather than just the hard soles of my shoes. I know another corporate CEO in Brisbane, Australia, who used to walk down to Anzac Square every lunch hour to walk on the grass so that he could stay in touch with the world. Hey, if it works in the movie Pretty Woman, surely it must work.

#9. Play Music

Listening to the right type of music is really important when you are trying to reduce stress and find your inner peace. Some music when listened to, whilst stressed, can in fact heighten your stress levels. One type of music, which research has shown to help reduce stress is Baroque music. This music is written so that there is only 60 beats per minute and funny enough that is what our heart rate should be. The baroque music has been found to increase the alpha waves in your left and right sides of your brain which help improve your learning ability, creativity and calmness.

Whilst you are working in the office on a demanding piece of work, simply put in a CDROM of music and listen to it as you are completing the work, but honestly do watch the type of music you are listening to or it can back fire. Most corporate organizations are now realizing the benefit of staff listening to music during the day and with 90 percent of corporate computers having CDROMs, it is possible to listen to music on your computer whilst doing your work, you may just need headphones. I work in hundreds of corporate organizations a year and only one had a no music policy and that was because they were a call center, which I can understand. There is no reason why you can not listen to music during your break though to ensure you a feeling calm before hitting those phones again.

#10. Meditate

Okay, I can hear it now, "Oh Yeah Hippy, Want Us to Meditate do ya." Absolutely! While meditation has certainly been a thing of fringe groups in western society or associated with more eastern religions many researchers are now coming to the distinct conclusion that meditation can make a huge difference to our day-to-day lives and helps us to overcome stress.

The core advantage meditation will play in your office is to help you to relax and deal with challenging situations more effectively. The more relaxed you are the more creative you can be in dealing with any issues that arise. I certainly recommend that when you are meditating, that you use baroque music with your meditation as it will help increase the alpha waves which will help lead you to a calm feeling. This is especially useful if you do not have a long period to meditate. I recommend a 20 minute meditation session at least once a day preferably two. You will be really surprised the difference it makes to your day. Just try it out, you have nothing to loose and the rest of your life to gain.

The office environment in these millennia is far more stressful than they were a century ago, but there are things you can do about it but it is up to you. Remember, we only have one life and it is not a dress rehearsal so get out and reduce the stress your office gives you and have some fun.

Don't forget to like us on face book: https://www.facebook.com/NEALSP1
My boss, Circuit Judge Lee Fergus, began the Juvenile Drug Court Program in Craighead County on January 1, 2012. Taty Rossman (originally from Columbia) is our Juvenile Drug Court Coordinator. Juvenile Drug Court participants are ordered in from Juvenile Court. They are assessed by the Juvenile Drug Court Team, which consists of Judge Fergus, Taty Rossman, Prosecutor-Val Price, Public Defender-Charlene Henry and Mid-South Health Counselor-Lori Poston. The judge, prosecutor and public defender donate their time for the program. Currently, there are 22 participants in the program. Participants are highly supervised on a daily basis with strict curfews and rules to follow, and are randomly drug-tested on a regular basis. They appear in Juvenile Drug Court once or twice each month. Taty becomes very involved in every aspect of their lives and becomes like a second mother to them. There are four phases to the Juvenile Drug Court Program, the first phase being the most difficult, with each phase being a minimum of eight weeks. If they mess up throughout the program, they are bumped back down to a lower phase. If they terminate the program, they are usually sent to DYS (Department of Youth Services). Sanctions include stricter curfews, jail time, and electronic monitoring. Incentives include extended curfews, weekend passes, gift cards for food, clothing, movies, etc. Incentive donations are much appreciated. We are pleased to have many success stories of participants who have benefitted from the program.
AALS UPCOMING EVENTS

AALS Fall Business Meeting

September 12-13, 2014 at the Wyndham Riverfront in North Little Rock.

This will be a full weekend of education, networking, and the formal AALS Business Meeting for the state. The theme this year is Federal Law.

DEADLINE FOR INFORMER ARTICLE SUBMISSIONS IS JULY 31ST

NALS UPCOMING EVENTS

NALS Education Conference

October 2-4, 2014 | Houston, Texas

Hotel Information

Crowne Plaza Houston near Reliant–Medical
8686 Kirby Drive, Houston, TX 77054

$109 Single & Double Rate

For reservations call 713–748–3221 or (800) 227–6963 and ask for the NALS group rate. Group code is TAL. Available dates for the NALS rate are September 25 – October 9, 2014, based on availability. Make your reservations now! If reserving rooms online, click here to reserve online.

DON’T BE: TOO LATE

Some additional upcoming deadlines for NALS:

July 15 Call For Presentations Deadline
Aug. 25 Houston Conference T–Shirt Pre–Order Deadline
Sept. 1 NALS Foundation Grant Deadline
Sept. 15 IRS Form 990N Deadline (For chapters whose fiscal year ends April 30)
Sept. 16 Houston Conference Hotel Reservation Deadline (to Receive NALS Room Rate)
This post is in partnership with Inc., which offers useful advice, resources and insights to entrepreneurs and business owners. The article below was originally published at Inc.com.

While I like to think I know a little about business writing, I often fall into a few word traps. For example, who and whom. I rarely use whom when I should. Even when spell check suggests whom, I think it sounds pretentious. So I don’t use it. And I’m sure some people then think, “What a bozo.” And that’s a problem, because just like that one misspelled word that gets a résumé tossed into the “nope” pile, using one wrong word can negatively impact your entire message.

Fair or unfair, it happens.

So let’s make sure it doesn’t:

Adverse and averse

Adverse means harmful or unfavorable; “Adverse market conditions caused the IPO to be poorly subscribed.” Averse means dislike or opposition; “I was averse to paying $18 a share for a company that generates no revenue.”

But you can feel free to have an aversion to adverse conditions.

Affect and effect

Verbs first. Affect means to influence; “Impatient investors affected our roll-out date.” Effect means to accomplish something; “The board effected a sweeping policy change.” How you use effect or affect can be tricky. For example, a board can affect changes by influencing them, or can effect changes by implementing them. Use effect if you’re making it happen, and affect if you’re having an impact on something someone else is trying to make happen.

As for nouns, effect is almost always correct; “Once he was fired he was given 20 minutes to gather his personal effects.” Affect refers to emotional states so unless you’re a psychologist, you’re probably not using it.

Compliment and complement

Compliment is to say something nice. Complement is to add to, enhance, improve, complete or bring close to perfection. So, I can compliment your staff and their service, but if you have no current openings, you have a full complement of staff. And your new app may complement your website.

For which I may decide to compliment you.

Criteria and criterion

“We made the decision based on one overriding criteria,” sounds pretty impressive but is wrong.

Remember: one criterion, two or more criteria. Although you could always use reason or factors and not worry about getting it wrong.
Discreet and discrete

*Discreet* means careful, cautious, showing good judgment; “We made discreet inquiries to determine whether the founder was interested in selling her company.”

*Discrete* means individual, separate or distinct; “We analyzed data from a number of discrete market segments to determine overall pricing levels.” And if you get confused, remember you don’t use “discretion” to work through sensitive issues; you exercise discretion.

Elicit and illicit

*Elicit* means to draw out or coax. Think of *elicit* as the mildest form of extract or, even worse, extort. So if one lucky survey respondent will win a trip to the Bahamas, the prize is designed to elicit responses.

*Illicit* means illegal or unlawful. I suppose you could “illicit” a response at gunpoint … but best not.

Farther and further

*Farther* involves a physical distance; “Florida is farther from New York than Tennessee.” *Further* involves a figurative distance; “We can take our business plan no further.” So, as we say in the South, “I don’t trust you any farther than I can throw you.” Or, “I ain’t gonna trust you no further.”

(Seriously. I’ve uttered both of those sentences. More than once.)

Imply and infer

The speaker or writer *implies*. The listener or reader *infers*. *Imply* means to suggest, while *infer* means to deduce (whether correctly or not). So, I might imply you’re going to receive a raise. You might infer that a pay increase is imminent. (But not *minent*, unless the raise will be prominent and distinguished.)

Insure and ensure

This one’s easy. *Insure* refers to insurance. *Ensure* means to make sure. So if you promise an order will ship on time, ensure it actually happens. Unless, of course, you plan to arrange for compensation if the package is damaged or lost — then feel free to insure away.

Number and amount

I goof these up all the time. Use *number* when you can count what you refer to; “The number of subscribers who opted out increased last month.” *Amount* refers to a quantity of something you can’t count; “The amount of alcohol consumed at our last company picnic was staggering.”

Of course, it can still be confusing: “I can’t believe the number of beers I drank,” is correct, but so is, “I can’t believe the amount of beer I drank.” The difference is I can count beers, but beer, especially if I was way too drunk to keep track, is an uncountable total — so *amount* is the correct usage.

Precede and proceed

*Precede* means to come before. *Proceed* means to begin or continue. Where it gets confusing is when an “ing” comes into play. “The proceeding announcement was brought to you by …” sounds fine, but *preceding* is correct since the announcement came before.

If it helps, think *precedence*: anything that takes precedence is more important and therefore comes first.
Principal and principle

A **principle** is a fundamental; “We’ve created a culture where we all share certain principles.” **Principal** means primary or of first importance; “Our startup’s principal is located in NYC.” (Sometimes you’ll also see the plural, **principals**, used to refer to executives or (relatively) co-equals at the top of a particular food chain.)

**Principal** can also refer to the most important item in a particular set; “Our principal account makes up 60% of our gross revenues.”

**Principal** can also refer to money, normally the original sum that was borrowed, but can be extended to refer to the amount you owe — hence principal and interest.

If you’re referring to laws, rules, guidelines, ethics, etc., use **principle**. If you’re referring to the CEO or the president (or the individual in charge of the high school), use **principal**. And now for those dreaded apostrophes:

**You’re and your**

One more. **You’re** is the contraction for **you are**. **Your** means you own it; the apostrophe in **you’re** doesn’t own anything.

For a long time a local nonprofit had a huge sign that said “You’re Community Place.”

Hmm. “You Are Community Place”?

Probably not.

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**NALS STUDY SESSIONS**

The next Certification exam is scheduled for September 27th. **NALS** will again be offering its On-Line Study Group Sessions beginning the first Tuesday in August (5th). The sessions are in webinar format, begin at 8 p.m. central time, and last for 1 hour. You will also earn 1 hour of CLE for each webinar session you attend. In addition, the structure of the pricing system has been changed so you may purchase individual parts of the ALP, PLS or PP study sessions or you may purchase the entire series of webinars for the ALP, PLS or PP exams.

**A link to the registration page for your use is below. By way of explanation on how the On-line Study Group sessions work, one week before your scheduled session you will receive a “questions only” document and that will be your homework assignment. Then during the actual session the questions will be reviewed and the correct answers provided as well as any discussion necessary in order that you understand the Q & A’s.**

[http://www.nals.org/?page_id=59](http://www.nals.org/?page_id=59)

Ashley Howell, Tami Dodd, ALP, and Debbie Johnson are planning on taking the exam in September and would love to form a study group with other members interested in obtaining their certification.