

LEGAL BYTES



Presidential Words

Laleise D. Curtiss (NALS of Detroit; President)

Shift /Shift/ (1) Move or cause to move from one place to another, especially over a small distance. (2) A slight change in position, direction or tendency.

During the first half of 2020, all of us have had to deal with a shift, whether it be in life, family, career/job, and even our daily routines and location of those routines, including the way we conduct business within NALS at the national, state, and local levels.

Everyone has been pushed outside of their norm and comfort zone. The pandemic and quarantine has allowed us to merge the old with the new. Business client meetings, staff meetings, training, and court hearings are all being done electronically. Employees are working from home. This may prove to be the new norm, as some may work virtually from their homes from now on.

NALS of Michigan made a shift by kicking off its first Virtual Summer CLE Series via Zoom, with weekly legal education that you can view from the comfort of your home at no cost. Other NALS members from across the globe have contacted (cont. on page 2)

Tech Mate

Teresa Garber, PP, CLP (NALS of West Michigan; Technology Chair)

Boy, have we had to make some adjustments these past few months! Admit it, we were all excited about being able to work from home: working in comfy clothes, no one monitoring how many trips to the bathroom we took, no coworkers “accidentally” taking our lunches from the company fridge. Sure, the circumstances (cont. on page 2)



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Presidential Words (cont. from page 1)

Michigan about this. They're not only interested in joining in to attend our CLE sessions, but also to strategize and begin to do their own.

We look forward to the days of old when we can meet in person again for NALS events; but right now, health and safety are most important, but we still want to keep everyone engaged and motivated.

This definitely reflects the 2020 NALS of Michigan theme: "Driving NALS Into the Future!" Michigan NALS pals: you're all trailblazers to other NALS pals across the globe! Your passion and excitement for innovation, technology, stepping outside the box, and actually realizing that there is no box will make us stand out and above the rest!

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MSC Admin. Order 2020-19

On June 26, 2020, the Michigan Supreme Court issued Administrative Order 2020-19, which is a continuing order regarding operations. It rescinds Administrative Order 2020-2, continues the use of remote participation technology, continues the amendments of certain Michigan Court Rules and extends some deadlines, and clarifies courts are to collect certain information to schedule remote hearings.

To read the full text of the order, follow this link:

https://courts.michigan.gov/Courts/MichiganSupremeCourt/rules/court-rules-admin-matters/Administrative%20Orders/2020-08_2020-06-26_FormattedOrder_AO2020-19.pdf

Tech Mate (cont. from page 1)

for having to stay home were awful, but we were going to make the best of it . . . until we actually had to start working from home. Getting hooked up to the firm's VPN was a disaster, if not downright cruel. Trying to adjust to working with only one monitor instead of your usual two or three, and that one monitor was on a laptop, was enough to make you cry. Keeping the cat off of your new workstation (and you thought the kids were going to be the problem) was a chore. But there was one thing we did not plan on: staying organized. Well, I was recently turned on to a **FREE** online app that may help: Trello.

One of the biggest reasons for problems with productivity and organization is not just losing to-do items, but losing the flow of a task. Not just getting a task completed, but really understanding everything required to complete it is an issue. Apps like Trello were designed to allow users to not only keep items from getting bogged down in overburdened email inboxes, but allow the user to watch the flow of the task as it is being worked on to better manage it. Trello allows a user to create boards of different tasks to be completed. You can attach documents to the tasks for the users to work on. You also can create calendar appointments. You even can invite others to "join" a board so they can be assigned tasks to work on and appointments to attend, and all participants can collaborate on a task and/or board as well. I have been working with it for about a week and find it to be very user friendly. Did I mention this is a free program?

Obviously, a large law firm is not going to use this firmwide. However, for personal use of your tasks while you are working at home, or for very small firms, this may be something to check out. Go to trello.com to sign up for your free account today!



NALS 2020 National Conference Is Going Virtual!

For 68 years, NALS members gathered together in all corners of the country to partake in top-notch CLE, connect with vendors of legal services, and celebrate the achievements of their peers. Then came COVID-19, and the NALS board had to make some very difficult decisions. But those decisions made for an awesome opportunity for NALS members and legal professionals everywhere!

Introducing the NALS 2020 Virtual Conference! For just \$99, you get 5 hours of CLE through speakers and presentations, along with time to interact with fellow professionals and important news and updates from NALS and experts in the legal field.

The keynote speaker will be Dr. Terrell L. Strayhorn. Dr. Strayhorn is internationally recognized as an authority on issues of equity/diversity, inclusion, and belonging in corporate and education industries. He is an award-winning speaker and author on civil rights, educational equity, and leadership. Dr. Strayhorn specializes in translating scientific discoveries to solving practical problems. This is a presentation you do not want to miss.

Want more information? Ready to register? Click on the following link:
<https://www.nals.org/page/2020conference> We'll see you there!

Credentials: Who, What & Why

Heidi Hopper, PP, PLS (NALS of Lansing; Vice President Certification and Education)

Membership benefits and certification go hand-in-hand: involvement and achievement! NALS offers three important certifications. The Accredited Legal Professional (ALP) is designed for students and entry-level professionals. The Certified Legal Professional (CLP) is geared toward professionals looking to establish their credentials and prove their dedication to a legal career. The Professional



Remote Notarization

Governor Whitmer extended the executive order allowing for remote notarization of documents due to the COVID-19 pandemic. In order to conduct notarizations using two-way real-time audio-visual technology, certain requirements are to be met to make the notarization valid. Some requirements to conduct a notarization via videoconference include:

- The technology must allow for direct interaction between the notary and the signer by sight and sound.
- An audio-visual recording must be created and maintained by the notary for 10 years.
- The notary must keep a journal of each transaction using such technology

This method of notarization is currently allowed through July 31.

NALS of Michigan

The Association for Legal Professionals

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Laleise Curtiss (NALs of Detroit)

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Teresa Garber, PP, CLP (NALs of West Michigan)

Credentials (cont. from page 3)

Paralegal (PP) is for paralegals looking to be distinguished as exceptional in all areas of the law.

To be eligible for the ALP, you must have completed either (a) an accredited business/legal course; (b) the NALS Legal Training Course; or (c) one year of general office experience. Passing the ALP exam demonstrates your willingness and commitment for succeeding in the ever-changing legal environment. Eligibility for the CLP exam is a **minimum** of three years of experience in the legal field. A partial waiver (maximum of one year) may be granted for post-secondary degrees, successful completion of the ALP exam, or other certifications. Passing the CLP exam demonstrates a mastery of office skills, the discipline and dedication to professionalism, and acceptance of the challenge to be exceptional. Paralegals eligible to sit for the PP exam must meet one of the following criteria: (a) have a minimum of five years' experience performing paralegal/legal assistant duties; (b) hold a bachelor's degree in paralegal studies; (c) hold a bachelor's degree in an unrelated field and have one year of experience performing paralegal/legal assistant work; (d) graduated from an ABA-approved paralegal program; or (e) graduated from another accredited paralegal program (minimum of 60 semester hours and/or 900 clock hours, of which a minimum of 15 semester hours and/or 225 clock hours were in substantive law). Passing the PP exam demonstrates knowledge and understanding of legal terminology and procedures, as well as procedural and substantive law.

All exams are online, and payment is required. See www.nals.org/page/certification or contact me (hhopper@fosterswift.com) for more information.

For more information about NALS of Michigan:

<https://www.nalsoftmichigan.org/>





NALS OF MICHIGAN SUMMER CLE SERIES

NALS of Michigan's **Summer CLE Series** is off to a great start. Below are the dates, topics and presenters of upcoming webinars in this series:

Date/Time	Topic/Title	Presenter
July 15, 2020 @ 12:10 p.m.	A Conversation About Racial Justice and Equality	Attorney James Liggins Warner, Norcross + Judd
Coming in July - date to be determined	Maintaining Good Mental Health in a Law Office Setting (During a Pandemic)	
August 6, 2020 @ 12:10 p.m.	Writing Better Letters, Memos and Emails	Teri Garber, PP, CLP NALS of West Michigan
Coming in August - date to be determined	Boater Safety: Rules & Regulations	John Byars, Jr. Department of Natural Resources

To register, please contact:

Tami Carl, CLP (carlt@millerjohnson.com)
Kathleen Hutchins, PLS (kehutch60@yahoo.com)
2020-2021 Co-Chairs, NALS of Michigan Legal Education Committee

If you missed one of the webinars and would like the materials or recording, please let us know and we will be happy to share. Stay tuned for additional information about upcoming webinars!

NALS Continuing Education ...

- **Keeps members current with the latest developments, skills and newest technologies;**
- **Boosts member confidence;**
- **Leads to more satisfaction on the job; and**
- **Leads to opportunities for advancement.**

NALS Mission

engage | inspire | enhance | promote

Certification Quiz: Capitalization

Are the following capitalizations correct?

1. Very Truly Yours
2. American
3. It was constitutional
4. The Board of Directors were seated
5. Governor Gretchen Whitmer
6. The City of Grand Rapids
7. The board met at The NALS headquarters
8. She went South to the Sunshine State
9. Elliott Larsen Civil Rights Act
10. Clorox bleach

Answer Key to Certification Quiz: Capitalization

1. Incorrect. Capitalize only the first word of a complimentary closing in the letter.
2. Correct. Capitalize adjectives derived from proper nouns.
3. Correct. This is an exception to capitalizing adjectives derived from proper nouns (congressional, senatorial, etc.).
4. Incorrect. Do not capitalize nouns used to express general terms of classification or that denote a class of persons or items.
5. Correct. Official titles of honor and respect are capitalized if they come before personal names.
6. Incorrect. City should only be capitalized when part of corporate name of the city, such as Michigan City.
7. Incorrect. "The" should not be capitalized as the official name is NALS (not The NALS).
8. Incorrect. South is incorrect here as it refers to direction, but Sunshine State is correct as it an imaginative name
9. Correct. Capitalize names of formal titles of acts, laws, bills, and treaties.
10. Correct. Do not capitalize common noun name that follows a trademarked or brand name. However, you do capitalize trademarked names (Tylenol), except when definitely known or established as common nouns (acetaminophen).