

SNAP SHOT



This Issue:

Editor's Note.....	1
Executive Committee Minutes.....	2
General Meeting Minutes.....	3
NALA News.....	4
Treasurers Report.....	4
Job Bank.....	5
Annual Seminar.....	6
Member Page.....	7
Holiday Party Flyer.....	8
General Meeting Flyer.....	9

SNAP Calendar 2010/2011

December 8 Holiday Party (see flyer)
January 18 Tuesday at Noon (see flyer)
January 28: Newsletter Deadline

Save The Date

April 8: Annual Seminar 8:00 am
 At the Northern Nevada Bar Association

Officers and Chairpersons

President: Anna Buchner
1st VP/Education: Jeannie Dieffenbach
2nd VP/Membership: Amy Hodgson, ACP
Treasurer: Susan Sunday, ACP
Parliamentarian: Susan Davis, CLA, PLS
Student Liaison: April Solomon
Secretary: Linda Palmer
NALA Liaison: Kate Cline, ACP
Newsletter Editor: Lynda Traves
Web Site Manager: Kate Cline, ACP

Editor's Note

Greetings,
 I am hoping that some of the articles we publish, will generate a response from you and other fellow readers. I would like to a start reader voices or op-ed section. Please email your submissions.

Today, however, I want to share how friendly and helpful people in the Reno legal community have treated me and how courtesy towards fellow professionals makes serving our clients more effective.

I want to commend the court staff in the Reno Justice and 2nd Judicial District courts. I have found them helpful and courteous to me.

For example, I had requested three court files to be copied. I picked up the files and discovered that not all documents were included. I called the court and was put at ease and told I had not committed some horrid e-filing error (which I was sure was the case) — the documents were just missed by the court clerk. This clerk also helped me obtain a document on our e-filing system in a new way (I will describe it for those that may not know).

The law firm I worked for in California did not have the need to e-file documents, so I am new to e-filing. Thus, I have been learning by doing and by making errors along the way. For example, I will never again forget to add “/s/L. Traves” electronic signature on the *Certificate of Service*.

What I learned today was a new way to retrieve a document under the standard “my case” menu at the 2nd Judicial District Court e-filing Web site. If you are unable to open the document in the “normal” way, you:

- 1) Go to *My Cases*
- 2) Type in the case number
- 3) Type the judges name in the Participants name section
- 4) Click *History*
- 5) Open the document needed.

With this method I was able to open a document that is still currently unavailable using the more obvious method.

Thanks to the patient and helpful clerk, I downloaded the file and got the information our office needed when we needed it. I did not have to make a trip to the court house, which saved time. As a result, we will have the time to write a thoughtful and hopefully convincing appeal because we had all the facts available. We will also be able to write it without burning any midnite oil.

Lynda
 SNAP Editor
lynda@brync.com

**MINUTES OF THE
EXECUTIVE COMMITTEE
MEETING OF THE
SIERRA NEVADA
ASSOCIATION OF
PARALEGALS
December 1, 2010**

The meeting was called to order at 12:10 p.m. by President Anna Buchner. Present were Jeannie Dieffenbach, First Vice President; Susan Sunday, Treasurer; Kate Cline, NALA Liaison & Web Site manager; Susan Davis, Parliamentarian; Linda Palmer, Secretary; and Lynda Traves, Newsletter Editor. A quorum was verified. Amy Hodgson, Second Vice President, was unable to attend the meeting.

Anna announced that there is a full board for the Executive Committee except for the Student Liaison. She has been fulfilling the Student Liaison duties and has been visiting classes to tell students about SNAP. April Solomon has stated she would like to be the Student Liaison but Anna has not been able to contact via email as they do not go through.

While Executive Committee meeting minutes from 7/29/10, 9/7/10, 10/5/10, 11/2/10 have been presented via email to the board members for their approval, they have not all been presented to the board at an Executive Committee meeting for formal approval. These were not available for the members to read and a motion was made by Linda to table the minutes until the next meeting. The motion was seconded by Susan Sunday and carried.

A motion was made, seconded, and carried to have the January Executive Committee meeting on January 12th, 2011.

Anna stated the annual seminar will be April 8th, 2011 and will be held at the Northern Nevada Bar Center at 9456 Double R Blvd., Suite B. The seminar will be held from 8:30 a.m. to 4:30 p.m. SNAP does not have to pay for the use of the room at the center and, like last

year, this may help hold down the cost of the seminar to the attendees. In the morning session, Elliott Sattler, Washoe County Deputy District Attorney; Maiuze Pusich, Washoe County Public Defender; and an appellate writer will be speaking about criminal and capital punishment cases. In the afternoon session, Laura Peterson, CP, an investigator with the Office of Bar



Council who investigates complaints against attorneys will speak regarding ethics and paralegals. Anna stated she would like to have a speaker for Forensic Accounting as the second speaker in the afternoon session to explain what a forensic accountant does and how this applies to court cases. Susan Sunday will research this. Susan Gao was suggested.

Linda was asked to arrange for the lunch. She will contact the caterer from last year's seminar and ask if he can cater this year's lunch.

The seminar is open to attorneys. How many CLE's will be earned will be determined after forms have been submitted to NALA. Kate will be requesting the forms and submitting the information to NALA.

Anna would like suggestions for vendors for the seminar. It was also suggested that sponsorship for the seminar would help defray fees to be charged.

Jeannie Dieffenbach reported on people she has asked to be speakers at future meetings.

Joe Santos, attorney, for Personal Injury.

Linda Bissett, Government Liaison for Nevada Energy. She works at the local level with the legislature.

Robin Wright, Probate Commissioner. She was previously a judge.

Heidi Fulks and Nicole Steinhaus, attorneys, for Social Security Disability.

Jeannie will also be asking several people who work in her office to be speakers. A suggestion was made to ask a DMV hearing officer to speak.

John Kadlic, Reno City Attorney, will be the speaker at the January General Membership meeting.

Susan Sunday presented for Amy Hodgson, Second Vice President, an application for Associate Membership: Samuel Olson with Harvey Law Office.

Anna made a motion and Kate seconded it to discuss the membership. The motion carried. After discussion, a motion was made, seconded, and carried to accept his application.

Amy also has had a request for Associate Membership from Nita Harrowa who works the Law Office of Cliff Young. A motion was made, seconded, and carried to accept this request conditional on her application.

Kate reported the study group is done and there is one person sitting for the test. TMCC has been officially approved for the testing center and will be handling all the details associated with the testing. Because of this, a proctor will not need to be obtained for the testing, however, there will be a fee to be paid for TMCC being the testing center, similar to ACT testing fees for this.

Lynda asked that any information, reports, articles to be printed in the newsletter be sent to her ASAP. She would like to begin putting many types of informative articles in the newsletter and would appreciate any and all submissions.

Lynda and Kate discussed Pay Pal accounts. Lynda has used this to successfully pay bills. Pay Pal has been loaded onto the SNAP account and she and Kate will experiment with this so that members can begin using this when paying for membership.

The meeting was adjourned at 1:05 p.m.

**MINUTES OF THE
GENERAL MEETING OF
THE
SIERRA NEVADA
ASSOCIATION OF
PARALEGALS
November 16, 2010**

The meeting was called to order at 12:05 p.m. by President Anna Buchner. The meeting was held at Zozo's Restaurant and a quorum was present.

Jeannie Dieffenbach, First Vice President, stated that this was her first report as Vice President and that the January speaker will be John Kadlic, Reno City Attorney.

Amy Hodgson, Second Vice President, reported we have 39

members of which 14 are students.

Susan Sunday, Treasurer,

Account. She reminded members about the scholarship program. It is available for members to use for classes and seminars and to assist in obtaining CLA/CP certification.

Kate Cline, NALA Liaison, reported that Breanne Read achieved her ACP in Alternative Dispute Resolution. She is the first Nevada paralegal to do so. The 2011 NALA Convention was moved from Omaha, Nebraska to Dallas/Plano, Texas due to a construction project at the Omaha Hilton that would not be completed in time for the convention. The 2012 convention will be held in Omaha. The 2011 convention will have SEVEN Institutes: Corporate, Essential Skills, Estate Planning/Administration, Personal Injury, Real Estate, Social Security Disability, and Technology for Litigation Paralegals. NALA announced the release of a new APC course for land use, which covers zoning and land-use regulation.

Linda Palmer, Secretary, had no report to submit.

Susan Davis, Parliamentarian, had no report to submit.

Anna reported there are job openings at Washoe County District Court.

The Holiday Party will be December 8th and will be held at Great Basin Brewing Company on South Virginia. The annual seminar will be held on April 8th, 2011. Elliott Satler with the Washoe County District Attorney's office and Maiuze Pusich with the Washoe County Public defender's office will be among the speakers at the seminar.

The guest speaker was Major Gary A. Pulliam with the United States Air Force Judge Advocate General. The JAG office handles all level of law, including when serviceman appear in civilian courts. He spoke highly of the role of paralegals and of how valuable their knowledge and services are to the JAG office. He reported that civilians can work as paralegals with JAG and that paralegals under the supervision of a JAG officer can provide representation in civilian court.

All requests being presented to or by military personnel and or family members on a base or requests affecting the armed



forces have to pass through and be approved by the JAG office before it can be acted on. JAG officers are also available for one to two hours daily to provide legal assistance to military

personnel. The JAG office offers legal counsel to all military personnel, active or retired, and their families without observance of division of branch of service, i.e. a JAG officer can be in the Air Force and counseling a Marine. Major Pulliam answered questions from the floor.

The meeting adjourned at 12:55 p.m.

Respectfully submitted,
Linda Palmer
Secretary

Report of NALA Liaison
Website Manager
NALA NEWS FLASHES!

• NALA Liaison Report: TMCC has been approved as an official testing center for the CP Exam. For more information, check out www.nala.org/Certification.aspx.

The study group has concluded and there will be one person taking the exam in January.

• The 2011 Convention was moved from Omaha, NE to Dallas/Plano, Texas due to a construction project at the Omaha Hilton that would not be completed in time for the convention. The 2012 convention will be held in Omaha. The 2011 convention will have SEVEN Institutes: Corporate, Essential Skills, Estate Planning/ Administration, Personal Injury, Real Estate, Social Security Disability, and Technology for Litigation Paralegals.

• NALA announced the release of a new APC course for land use, which covers zoning and land-use regulation.

• The deadline for the 2011 Member Exchange was extended to 11/15/2010 (presentations are part of the annual convention educational programs).

• The 2010 Utilization and Compensation Survey Report was released and is available on the NALA website.

Please check the NALA website for more information on the above items (www.nala.org).

Web site, please be sure to send me an email at webmaster@snapreno.com

Respectively,
Kate Cline, ACP
NALA Liaison / Website
Manager





Annual Educational Seminar

April 8, 2011

Northern Nevada Bar Association
9456 Double R Blvd., Suite B

Plans are underway for SNAP's annual seminar.

Information will be provided as we finalize the details.

The seminar will be held from 8:30 a.m. to 4:30 p.m.

Morning Ssession

Elliott Sattler, Washoe County Deputy District Attorney
Maiuze Pusich, Washoe County Public Defender
An appellate writer
Topic: Criminal and Capital Punishment cases.

Afternoon Session

Session 1
Laura Peterson, CP, an investigator with the Office of Bar Council who investigates complaints against attorneys.
Topic: Ethics and Paralegals.

Session 2
Forensic Accounting to explain what a forensic accountant does and how this applies to court cases.

Volunteer

If you are interested in helping the Executive Committee with the planning and organization of this event, please contact President Anna Buchner or First Vice President Jeanne Dieffenbach (see officers page for info).

Washoe County Law Library

75 Court Street, Room 101, Reno, NV

(775) 328-3250

<http://www.co.washoe.nv.us/lawlib/hoursloc.htm>

Nevada Legal Resources

Class at Washoe County Law Library

http://www.co.washoe.nv.us/index/display_outreach.html~details=8895

Washoe Legal Services

299 South Arlington Avenue
Reno, NV 89501

Telephone: (775) 329-2727

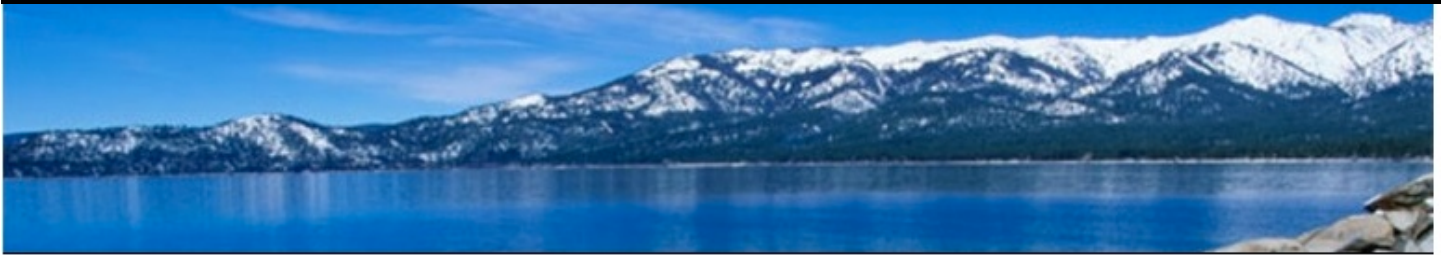
Fax: (775) 324-5509

Free legal services in Washoe County, Nevada

<http://washoelegalservices.com/>

State of Nevada Bar

<http://www.nvbar.org/>



Member Page

Please submit articles to Lynda Traves, SNAP Editor to Lynda@brync.com

Dear SNAP Members:

With this latest storm, and winter fast approaching, may I suggest that all SNAP members check their auto insurance policies to ensure they have full coverage, ESPECIALLY medical payments and uninsured motorist coverage! I also think it would be a good idea to recommend this to our clients too, whenever possible. Don't settle for the minimum liability requirements; everybody needs more coverage with the cost of medical care and auto body repairs these days, and there are more and more uninsured drivers out there now due to the economy. Medical payments coverage is essential for people without health insurance. Happy Holidays everyone and please drive safely, slowing down and allowing lots of extra room when icy. 4WD vehicles still slide in ice, so don't think you're OK just because you have 4WD!

In continuation of safety ...

Did you know that it is the homeowner's or tenant's responsibility to remove snow and ice from public sidewalks and walkways in front of their residence or business? Please help prevent falls this winter by promptly removing snow and ice from your sidewalks, especially areas traveled by senior citizens. I found the below Reno and Sparks ordinances in an internet search and believe they are still pertinent today, but did not perform exhaustive research on the subject; I just think it's a good idea to shovel your sidewalks. Thanks!

Reno Municipal Code

Sec. 12.20.005. - Duty to maintain sidewalk, curb and gutter, or trail.

(a) This chapter shall apply to sidewalk, curb and gutter, or trail constructed of concrete, asphalt concrete, paving stones, pavers or similar type materials.

(b) It shall be the duty of the owner of any property along which any curb, gutter, sidewalk, or trail has been constructed to maintain the same in good repair and safe condition in accordance with the provisions set forth in the "Guidelines for Determination of Deteriorated Sidewalks, Curb and Gutter" and any addendum thereto which are adopted by reference and incorporated herein and made a part hereof as set forth in full and in accordance with Chapter 278 of NRS, Section 2(d) and any amendments thereto. Specifically, the owner shall be responsible for:

(i) The repair and reconstruction of a sidewalk in the public right-of-way that abuts the property of the owner if the owner caused the need for such repair or reconstruction.

(ii) The general maintenance of a sidewalk in the public right-of-way that abuts the property of the owner, including, without limitation, sweeping, removal of snow, ice and weeds, and maintenance of any grass, shrubs or trees that encroach on the sidewalk.

© Should any such owner fail to so maintain such curb, gutter, sidewalk or trail, as determined by the director of public works or his designee, the owner will be considered in violation of this chapter and the director of public works or his designee will utilize the provisions set forth in Chapter 1.05 of the Code; latest available assessment roll in the county assessor's office.

(Ord. No. 5508, § 1, 10-22-03)

Sec. 12.20.040. - Owner's liability for injuries.

A person who owns property is liable in a civil action for any injury or damage that occurs as a result of the use of a sidewalk, curb or gutter in a public right-of-way that abuts his property if the person fails to comply with this chapter; or if the person creates the dangerous condition that caused the injury or damage.

(Ord. No. 5508, § 1, 10-22-03)

Sparks Municipal Code Section 12.16.035 Maintenance of sidewalks.

A. Property Owners shall be responsible for the general maintenance of a sidewalk in the public right-of-way that abuts the property of the owner, including, without limitation, sweeping, removal of snow, ice and weeds, and maintenance preventing any grass, shrubs or trees from encroaching upon the sidewalk.

B. In the event snow and ice on a sidewalk become so hard that it cannot be removed without likelihood of damage to the sidewalk, the person or entity charged with its removal shall cause enough sand or other abrasive to be put on the sidewalk to make travel thereon reasonably safe.

(Ord. 1349 § 1, 1982.)

Respectfully Submitted,
Melissa Paschal

SNAP Holiday Dinner Party

December 8, 2010 at 5:30 pm

Great Basin Brewing Company

5525 SO. VIRGINIA ST.

\$23 / Person includes non-alcoholic beverage

Salad

Tossed Green Salad with Roasted Red Pepper Vinaigrette or Ranch Dressing and freshly made Beer Bread

Entrees

Choose Three from the following:

Ale Marinated Steak - Char-Broiled Strips of Top Sirloin Steak marinated in our special Wild Horse Ale Marinade

Tahoe Tamarind Glazed Chicken- Char-Broiled Chicken Breast glazed with our sweet Tahoe Tamarind Sauce.

Pasta Primavera- Seasonal vegetables a rich Garlic Cream Sauce over Fettuccine

Accompaniments include:

Sautéed Seasonal Vegetables • Vegetable Rice Pilaf

Your choice of one Potato dish:

Mashed Garlic Red Potatoes

Our Famous Brewhouse Garlic Fries with Ranch Dipping Sauce
Regular Fries

R.S.V.P by December 6, 2010 NOON SHARP

With Your Selection

Mail check and selection to:

P.O. Box 2832

Reno, Nevada 89505

Email reservations accepted at: l.palmer1@live.com

SNAP General Meeting Luncheon Tuesday, January 18 at Noon

SPEAKER: John Kadlic

PLACE: ZoZo's Restaurant
3446 Lakeside Drive
775.829.9449

COST: \$18.00 – Members & Guests \$15.00 – Student Members

Name: _____

Office: _____

Phone/Email: _____

Member

Student

Guest

Menu - Italian Buffet

Angel hair pasta with tomatoes, fresh garlic, and topped with pine nuts
Mushroom ravioli
Salad

Please mail your reservation form and payment to:

SNAP, P.O. Box 2832, Reno, NV 89505-2832

ALL RESERVATIONS WITH PAYMENT MUST BE RECEIVED

BY FRIDAY, January 14, 2010

Email reservations accepted at: l.palmer1@live.com

Bio**graphy**®

John Kadlic Bio – 2010

John Kadlic is the Reno City Attorney. He graduated from the University of North Dakota School of law, and was admitted to the Nevada State Bar in 1975. He was elected as the City Attorney to serve a second term in 2010. As the City Attorney, Mr. Kadlic oversees two divisions, the Civil Division and the Criminal Division.

The Civil Division provides a full range of effective and economical legal services to the City in order to protect the City's legal interests and reduce its legal liability. The Civil Division represents the City in litigation ranging from simple personal injury cases to complex civil rights litigation and wrongful death cases.

This division also serves as in-house counsel for all City boards, commissions, departments, and the City Council, which includes providing legal advice on a day to day basis ranging from answering simple questions to drafting and

reviewing complex legal documents. The division also serves as in-house counsel to the

Redevelopment Agency, and handles some litigation for that agency.

The Criminal Division of the City Attorney's Office, promotes the safety and quality of life in

the City of Reno, through the prosecution of all misdemeanor violations of the Reno Municipal Code. In the Reno Municipal Court, the violations range from traffic tickets to D.U.I., and domestic violence cases

Prior to serving as the City Attorney, Mr. Kadlic served as the Deputy District Attorney for Elko, Pershing and Washoe Counties, and in 1993 he was appointed as the Justice of the Peace for the Reno Township, Dept. 3. He was elected to that position in 1984, 1988 and 1992.

Resources: City of Reno Website – www.reno.gov