

SNAP SHOT



President's Note

Congratulations, Erin Tieslau, CP!

April 8, 2011, is the annual SNAP seminar. The seminar this year will once again be informative and educational. Elliott Sattler from the Washoe County District Attorney's Office said during his presentation in August to educate yourself in other areas of the law that you normally don't work in. He is right. He said that when he took office as the President of the Washoe County Bar Association he asked individuals what is needed. Their response was to do more for the public sector. He of course, is a deputy district attorney. So I challenge you to attend this years seminar and learn about the criminal aspect of law.

Elliott Sattler, Deputy DA, Maize Pusich, Chief Deputy Public Defender, John Petty, Appellate writer for the Public Defender's Office will present in the morning session. Peters, CP from State of Bar of Nevada will present our ethics section. Laura is an investigator who investigates complaints against attorneys. The final speaker will be Deputy Dennis Carry of the Washoe County Sheriff's Department who is a detective that investigates cyber crimes.

The seminar will be all day and includes lunch. The cost is \$89.00 for

members and \$110.00 for non members. This seminar is open to all who want to attend including attorneys. Continuing education credits for paralegals and attorneys will be announced soon. We have applied for them and have not heard back yet.

Vendors will once again be present. Vendors have been a very important part of our legal lives who make things easier for us. I would ask that you please support the vendors whenever possible.

Financial assistance is available for members. The qualifications for applying for a scholarship are available on our website at SNAPRENO.COM. The main qualification is that you must be a member in good standing for SIX MONTHS. Scholarships are available for assistance at the annual seminar, sitting for the CP/ACP exams, NALA convention, and classes. I would encourage you to visit the website and read the entire qualifications.

I hope to see you on April 8, 2011, at State Bar of Nevada for the annual seminar. This seminar will be very valuable to you and your employer.

Anna Buchner
SNAP President 2009-2011

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SNAP Calendar 2011

SNAP General Meetings Every Third Tuesday at Noon (see flyer)

ZoZo's Restaurant @ 3446 Lakeside Drive

May 17:

Speaker:

Topic:

June 21:

Speaker:

Topic:

Save The Date

April 8: SNAP Annual Seminar

Officers and Chairpersons

President: Anna Buchner

1st VP/Education: Jeannie Dieffenbach

2nd Vice President/Membership/Job Bank:
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 & Web Site Editor: Lynda Traves

**MINUTES OF THE
EXECUTIVE COMMITTEE
MEETING OF THE
SIERRA NEVADA ASSOCIATION
OF PARALEGALS**

See next month

**MINUTES OF THE
GENERAL MEETING OF THE
SIERRA NEVADA ASSOCIATION
OF PARALEGALS**

See next month

Report of NALA Liaison

SNAP Seminar:

NALA has approved the April 8, 2011 Sierra Nevada Association of Paralegals Annual Seminar for 5.75 CLE credit including 1.5 for Ethics credit.

NALA NEWS FLASHES!!!

Erin Tieslau sat for and passed the Certified Paralegal Exam, and I am very proud to make that announcement to the membership.

***Way to go, Erin!
Congratulations!!***

NALA has announced the release of the new Advanced Paralegal Certification course in Criminal Litigation. Great timing for SNAP's Annual Seminar subject! And the theme of the latest *Facts & Findings* is Criminal Law.

The Annual NALA Convention is July 27-30 in Plano/Dallas, Texas, so watch for the convention brochure to arrive in your mail if you are a NALA member. If you are not a NALA member and are interested in going, check out the NALA website for more information. This year's convention sounds like it is going to be a great one, and I am going to miss attending this year!

Did you know that NALA offers discounts to employers that pay the dues of at least five NALA members? Discounts begin at 10% and increase up to 25% for 11 or more members.

As always, please check out the NALA website for more specific information on the above items (www.nala.org) or other news affecting the paralegal profession.

Deadline Reminders

Nominations for NALA's Award Programs (NALA Founders Award, NALA Presidents Award, and the Making a Difference Award) are due April 15.

If you are interested in serving the national association as an Affiliate Associations Director or Affiliated Associations Secretary, the nominations are due by May 1.

Applications for the LEAP Class of 2012 are being accepted through May



15. If you are interested in serving in a leadership role, this is an excellent program to look into applying for.

As a reminder, feel free to contact me at nalaliaison@snapreno.com if you have any questions regarding NALA news (or anything else for that matter). As always, check out www.nala.org for other interesting NALA information. Happy Surfing!

Respectively,
Kate Cline, ACP
NALA Liaison

Report of Parliamentarian

Dear SNAP Members:

Just a friendly reminder about holding board positions for SNAP. Because we do not have a general meeting scheduled for April, this is your last chance to run for a SNAP board position. Pursuant to our bylaws, a slate of officers must be presented to all the members no later than, I believe, May 5. For those of you who are interested in holding a SNAP board position, please let me know as soon as possible which position you are specifically interested in so I can prepare that slate of officers.

To all SNAP members, most of the board positions are available at this time,

and we desperately need your help to ensure that our organization keeps running smoothly and to ensure quality speakers for our future general meetings. As you know, on a monthly basis SNAP makes sure you get your CLE to maintain your CLA/CP status!

If you have any questions in the meantime, please feel free to contact me at 786-6868.

Susan G. Davis, CLA, PLS
2010/2011 SNAP
Parliamentarian



JOB OPPORTUNITIES

This section is designated for those job opportunities in the legal field.

SNAP welcomes all firms and businesses employing paralegals to list their opening(s) in the SNAPShot or on our website (www.snapreno.com) free of charge.

Advertisements will run for one month on the website and appear in a single issue of the newsletter, or until the position is filled. If you would like the ad to continue for an additional month, or the position has been filled, please let us know.

If you are interested in receiving email notifications of Job Bank opportunities, please email Amy Hodgson (see Officers page on the website: www.snapreno.com)

Reno Family Law firm with long standing practice and established presence in the community is seeking a Paralegal to support, two Family Law Specialist practitioners. A minimum of 3 years experience as a Family Law paralegal preferred. Must be proficient with Microsoft Office products, be comfortable working with clients and an excellent team player. Salary and Benefits compensation package commensurate with experience, Please send resumes and cover letters to Robert@logarpulver.com.

Resumes will be accepted until April 8th 2011

Hello SNAP Members!

I have been appointed as the Chairman of the Nominations and Elections Committee. Everyone give a cheer! (Okay, so maybe it's not that exciting.)

As you may know, SNAP elections are held every year in June, and wouldn't you know it but every position on the SNAP board is up for grabs. I know it's a little early, but I would like everyone to start thinking about holding a SNAP board position. Volunteering, especially for a non-profit organization, is extremely rewarding, and it takes less time than you think.

As SNAP has given so much to its members over the years, wouldn't it be nice to give something back? As you know, SNAP has provided quality speakers each month at its general meetings, as well as the Annual Seminar. As you also know, SNAP provides its members with hours and hours of CLE at a very lost cost. Ask not what your SNAP organization can do for you; ask what you can do for SNAP!

Our bylaws state that, "The President shall appoint a Nominations and Elections Committee chairperson at least sixty (60) days prior to the annual Meeting of the Association to present a slate of officers to the membership at least thirty (30) days prior to election." In order to hold a position on the SNAP board, you must have certain qualifications. If you would like to review those qualifications, please review the bylaws located at www.snapreno.com. If you would like more information regarding the Executive Committee positions, they are also attached herewith as well.

So what are you waiting for? Come on! Give it a go! You've got nothing to lose and everything to gain, plus you'll be a valuable team player, and you'll learn some great leadership skills.

If you're still not sure if holding a board position is right for you (which I can't imagine after reading the foregoing fabulous and hard to resist narrative), feel free to contact any one of our current board members. Their contact information is also listed on SNAP's website.

Amy Hodgson and I will be contacting shortly to inquire about your interest in holding a board position. So you can look forward to hearing from us personally!

Susan Davis, CLA, PLS
(775) 786-6868

SNAP BOARD POSITION DESCRIPTIONS

President

The President is responsible for SNAP. The president puts in on average about six to eight hours a month. The president sets up the agendas for the monthly executive committee meetings and the general membership meetings. The president oversees all committee work but is a nonvoting member of the committees.

First Vice President

The By-Laws State:

Article 10.1.A EDUCATIONAL PROGRAMS COMMITTEE (First Vice President is chairperson): This committee shall coordinate and organize educational events for the benefit of the membership, such as CLA preparatory courses for SNAP, panel discussions, legal education seminars, and any other educational-related activities. The chairperson shall appoint the members of this standing committee.

This position requires attendance at two monthly meetings, the Executive Committee Meeting and the SNAP Luncheon. Arranging for monthly speakers at the luncheons requires calling and e-mailing people of interest, coordinating their availability with the monthly luncheons, and obtaining their personal information and background for the newsletter. The months where there are no luncheon meetings, there are other activities, such as the annual seminar, elections, and the Christmas party.

This position is also responsible for arranging the SNAP Annual Seminar. This involves working with the President to secure a location for the seminar, arranging for qualified speakers, submitting the paperwork to obtain the CLE credits, and catering.

The amount of time spent each month can vary from 3-6 hours.

Second Vice President

The position in a nutshell: MEMBERSHIP. The second vice president has created a spreadsheet which has all of our current membership information, including if the member wishes to be in our job bank. As applications come in, the second vice president reviews them to see if they meet the qualifications as specified in our bylaws. If they qualify for membership, the second vice president prepares and mails their membership card with a letter welcoming them to SNAP. The second vice president then adds their information to our member database, and e-mail the updated database to our newsletter editor and website manager, so they receive all notifications of upcoming meetings and events.

Additionally, the second vice president is in charge of the job bank. As the second vice president is notified of positions available, the second vice president, in turn, notifies the members who are in the job bank. The second vice president also e-mails our newsletter editor with the opening, so it can be added to our newsletter.

The average time spent doing the duties for the Second Vice President position is approximately 2 hours per month, except at the beginning of the fiscal year, when the second vice president creates the member database, and is responsible for creating and mailing the new membership cards to our renewing members.*

Treasurer

The treasurer's duties entail the following:

1. Attend the general meeting and pay the restaurant bill
2. Attend the executive committee meeting
3. Pay bills and mail payments (usually average one or less per month)

4. Balance the checkbooks (general account and scholarship account)
5. Prepare the monthly treasurer's report and e-mail to newsletter editor
6. Make deposits at the bank (once to twice a month)
7. Review and respond to e-mails from board members

Not including attending meetings and going to the bank, on the average, the treasurer spends about 1 hour to 1.5 hours doing the treasurer's duties.

Recording Secretary

The recording secretary is responsible for attending the monthly Executive Committee meeting and the monthly General Membership meeting. Both meetings generally last about an hour and the secretary is responsible for recording what is discussed at the meetings. Any motions that are made will be recorded, as well as the vote on the motion. The minutes will be typed and presented to the Executive Committee members for approval and recommended corrections will be made. The Executive Committee will approve the minutes from the Executive Committee meetings. Minutes from the General Membership meetings are presented to the General Membership at the monthly meeting for approval. (It takes about 45-60 minutes altogether for each set of meeting minutes to be prepared, emails to be sent to Executive Committee members, corrections to be made, and the final set of minutes to be prepared for approval.)

The recording secretary is also responsible for responding to e-mail confirmations for the General Membership meeting and preparing a sign-in sheet for the General Membership meeting from either these confirmations or mail confirmations that have been received in the mail. The checks and/or money that have been received as payment need to be copied with each payment annotated with whom the payment is for. Checks, cash, and a copy of the sign-in sheet will be given to the Treasurer. The sign-in sheet is given to the NALA Liaison. (This takes about 45 minutes all together.)

NALA Liaison

In conjunction with the duties outlined in the Bylaws, estimated time spent each month on those duties is as follows:

- Reporting on a quarterly basis SNAP's activities – This entails attending Executive Committee and General Meetings so the liaison is familiar with what our Association is doing. Time spent at meetings and preparing the report equals about 2.5 hours monthly.
- Represent SNAP at the NALA Annual Convention – This is a once a year event and typically entails five days (including travel but not including networking and socializing).
- The NALA liaison is the recipient of NALA news for SNAP, and that information is typically assembled in the liaison's report for the *SNAPShot*. The time for preparing a monthly report is typically less than 30 minutes.
- The duties as listed in the Bylaws are a fair description of the requirements of the position. One can devote more or less time to the position as desired.

Overall, the time devoted to the position is approximately three hours per month, including responding to emails and messages.

Parliamentarian (Appointed by President)

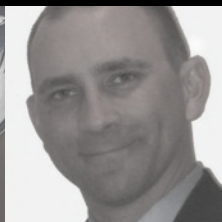
Advise the president and board of parliamentary procedures. The parliamentarian does not vote. Spends about two hours a month.

*** Note from Amy Hodgson:** As I have only served in this position for one year, I can be re-elected to the position of Second Vice President. I hope to retain my current position for the 2011-2012 fiscal year.

**Nevada State Bar
Association
9456 Double R
Blvd. Suite B,
Reno**



Laura Peters, Paralegal
Nevada State Bar
Association



Detective Dennis Carry
Washoe County Sheriff's
Office.



Elliott Sattler, Esq.
Washoe County iDeputy
strict Attorney



Maizie Pusich, Esq.
Washoe County Chief
Deputy strict Attorney



John Petty, Esq.
Chief Appellate Deputy,
Washoe County Public
Defender's Office

April 8, 2011

2011 Sierra Nevada Association of Paralegals

Annual Seminar

- **Capitol & Criminal Crimes**
- Appellate Procedure after the "slug fest"
- **Ethical Assistant** (ethics portion)
- Cyber Crimes

Guest Speakers

- **Elliott Sattler, Deputy District Attorney, Criminal Division of Washoe County**
- **Maizie Pusich, Chief Deputy Public Defender of Washoe County**
- **John Petty, Chief Appellate Deputy, Washoe County Public Defender's Office**
- **Detective Dennis Carry, Washoe County Sheriff's Office**
- **Laura Peters, CP, Investigator for Nevada State Bar.**

Continuing Educations: Attorneys 5.5 CE credits; NALA 5.75 credits, 1.5 credit for Ethics

Schedule of Events

8:30 a.m. to 9:00 a.m.

Check in; vendor fair; continental breakfast

9:00 a.m. to 12:00 p.m.

Capitol & Criminal Crimes and Appellate Procedure

There will be 15 minute break and vendor fair

1:00 p.m. to 2:30 p.m.

One hour Lunch (included with registration)

2:45 p.m. to 4:00 p.m.

Ethics: "The Ethical Assistant"

4:00 p.m. to 4:30 p.m.

Cyber Crimes

Drawing and door prizes

Registration

Name: _____

Telephone Number: _____

Firm Name: _____

\$85.00 Members

\$35.00 Student Members

\$105.00 Guests/Non-members

\$25.00 Vendors (lunch included)

Email Your Reservation To: l.palmer1@live.com by MONDAY, April 4, 2011

Please bring your check to the seminar or mail to:

Detective Dennis Carry, Washoe County Sheriff's Office, has worked in law enforcement for 15 years. He's been a Detective for over half of his career, working homicides, sexual assaults, and other violent felony crimes. Detective Carry works at the Northern Nevada Cyber Center and is assigned to the Nevada Internet Crimes Against Children Task Force and FBI's Innocent Images National Initiative Task Force. Detective Carry has investigated over 200 cases involving online child exploitation resulting in numerous arrests of predators who target children. Detective Carry also conducts computer forensic examinations to locate potential related evidence of various crimes. Detective Carry is a current instructor for the task force and has instructed over 300 law enforcement personnel nationwide in the use of online investigative techniques. Detective Carry often testifies as an expert for various cases in state and federal court and often presents to national conferences. Also, Detective Carry's responsibilities with the task forces, he's also a member of the Sheriff's Office SWAT Team.

Laura Peters is a Paralegal/Investigator for the Office of Bar Counsel in Reno, Nevada. She received her CLA designation in May 2002, after earning her associates degree in Legal Assistance at TMCC. Laura has worked in the areas of civil litigation, administrative law, water rights and real estate. She is a member of the National Association of Legal Assistants and the Organization of Bar Examiners.

John Reese Petty is a Chief Deputy Public Defender for Washoe County. He has worked in the Public Defender's Office for over 19 years, first as a trial deputy and, for the past 17 years, as the Chief Appellate Deputy. In the interim John served as the first Discovery Master for the Second Judicial District Court. As an appellate attorney John represents criminal defendants in direct appeals to the Nevada Supreme Court, including death penalty appeals. He also handles extraordinary writ proceedings in the Nevada Supreme Court. In 2003 the Nevada Supreme Court appointed John to serve on the Board of Bar Examiners for the State Bar of Nevada. John received his undergraduate degree from the University of Nevada, Reno and his Juris Doctorate Degree from California Western School of Law in San Diego, California. John lives in Reno with his wife, Lisa.

Maizie Pusich is a Chief Deputy Public Defender for Washoe County. She has worked with the PD for over 20 years, supervising their homicide and major crimes unit for nearly fourteen. Maizie has defended over fifty homicide cases, including nine in which the State sought a death sentence against the defendant. Of seven Washoe

County criminal defendants sentenced to die, and later saved from death row, Maizie has represented three. She is the treasurer for Nevada Attorneys for Criminal Justice and serves on the Board of Directors. Maizie was born and raised in Reno, and lives here with her husband, Pat, and their children.

Elliott Sattler moved to Northern Nevada when he was three years old and has lived here ever since. He graduated from Sparks High School and went to college and law school in Oregon. Elliott returned to Nevada after graduation from Willamette University College of Law in 1992. Elliott worked briefly in private practice in a small, general practice firm in Incline Village after graduation. In 1993 he was hired as a prosecutor in the Washoe County District Attorney's Office and has been there ever since. He considers himself a "career prosecutor".

Currently, Elliott is assigned to a felony trial team and is responsible for a case load of hundreds of felony matters at any given time. He is a certified arson investigator and handles most of the arson cases in our area. Elliott is one of seven prosecutors assigned to "homicide" cases in the Washoe County District Attorney's Office. This means he handles the murder cases which occur in our community. Elliott has prosecuted many murder cases in his career. He has also participated in numerous "death penalty staffings". This is a review process to determine if the death penalty should be sought. Some of the notable cases Elliott has prosecuted are: the *State of Nevada v. Darren Roy Mack* (prior to the case being taken over by the Clark County District Attorney) — the defendant murdered his estranged wife and shot a local judge "sniper style" from a parked car; the *State of Nevada v. Valerie Moore* (as co-counsel with David Clifton) — the arson at the Mizpah Hotel which led to twelve murder convictions; and recently the *State of Nevada v. James Michael Biela* - the 2010 death penalty trial wherein the defendant was convicted of murder, kidnapping, and three counts of sexual assault for a series of crimes that occurred in and around the University of Nevada campus. Biela received the death penalty.

Elliott is the President of the Washoe County Bar Association and is a board member of Washoe County Legal Services. He has been married to his wife Sigrid for fourteen years. They have a ten year old daughter. He is a voracious reader of history and claims to be "the world's worst avid golfer".