

SNAP SHOT



President's Note

Email Tips

I use email many times throughout the day – to communicate with clients, co-workers, opposing counsel's office, expert witnesses, SNAP board members, friends and others. It allows me to send and receive messages in a short amount of time and to use my time efficiently. I'd like to share a few tips regarding email with you. It's probably things you already know, but a reminder never hurts.

Macmillan Dictionary defines communication as "the process of speaking or writing to someone to exchange information or ideas." What happens when the information sent is interpreted differently than what the sender intended? It can cause confusion, frustration, or lack of understanding.

Verbal communication consists of three things: words, voice intonation, and body language. Since email lacks body language and voice intonation, that leaves only our words open to interpretation by the receiver.

Some suggestions to improve email communication:

- 1. Be clear and be brief.** Keep your message short and to the point. Reread your message before you send it to make sure it is not open to misinterpretation. If your message requires a lot of information, instead of writing an email, consider writing a letter so that you can outline the points you are making.
- 2. Tone.** Be careful of the tone of your email, especially if you are using sarcasm. Sarcasm rarely comes across in emails.
- 3. Proofread.** Proofread your message several times. Check your spelling and punctuation. If you are "hot under the collar" when you are writing the email, allow it to sit for awhile before you send it. Ask yourself, "Do I really need to send this? Will this email cause more damage than it is worth?" If in doubt, it may be best not to send the email or to modify your email.
- 4. Use the telephone.** There are times when emails are not the best way to communicate. If you start to notice the conversation is breaking down, pick up the telephone and speak to the person. If needed, schedule a face-to-face meeting. Two-way communication can go a long way to alleviate confusion.

Respectfully submitted,

Susan Sunday, ACP
President

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Membership Fees Due Now

SNAP Calendar 2011

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

ZoZo's Restaurant @ 3446 Lakeside Drive

September 20:

Speaker: Hal Taylor, Esq.

Topic: Defending the — How to Lose an Administrative Law Case and Still feel Good About What You do

October 18:

Speaker: Rebecca Gasca, Legislative and Policy Director, ACLU of Nevada

Topic: Know Your Rights

Officers and Chairpersons

President: Susan Sunday, CP

1st VP/Education: Melissa Paschal, CP

2nd Vice President/Membership/Job Bank:
Amy Hodgson, ACP

Treasurer: Erin Tieslau, CP

Parliamentarian: Susan Davis, CLA, PLS

Secretary: Linda Palmer

NALA Liaison: Anna Buchner, AAS

Newsletter & Web Site Editor: Lynda Traves

Minutes of the General Membership Meeting SNAP on January 18, 2011

The meeting was called to order at 12:05 p.m.

Jeanne Dieffenbach, First Vice President, announced she would be conducting the meeting in the absence of Anna Buchner, President.

Jeannie called for a show of hands of active members and there were 6 present, enough to establish a quorum.

Jeannie made a motion to approve the November 16, 2010 General Membership Meeting minutes. Laura Carlson seconded the motion. All votes were in favor of approval and the motion was approved.

Jeannie announced that the NALA Convention will be held in Dallas/Plano, Texas on July 27-30th and that more information can be found at www.nala.org.

Jeannie introduced John Kadlic, Reno City attorney.

Mr. Kadlic spoke about the responsibilities of the City Attorney's office and the comparison of an appointed City Attorney vs an elected City Attorney. An elected official will be able to debate differences with the City Council more easily than an appointed official.

Mr. Kadlic discussed the issue of the Clearwater Coalition. (Here is a link to the case from the Las Vegas Sun: <http://www.lasvegassun.com/news/2010/jun/24/nv-high-court-decline-sewer-coalition-budget-case/>) He stated the legislature went in and took the money that was not used to build the sewer treatment system to help balance the State's budget. They were able to do this under Dillon's Rule.

He explained the difference between Dillon's Rule and Home Rule. The floor was then opened for questions and answers. Mr. Kadlic was available for quite a while after the main meeting adjourned at 1:00 p.m. He made himself available for questions and further conversation until about 1:40 p.m.

Minutes of the General Membership Meeting SNAP on February 15, 2011

The meeting was called to attention at 12:05 p.m.

A quorum was present. Anna Buchner, President, discussed officer elections that will be coming up in June. She stated the position of President is a 2 year position and the rest of the positions are for one year.

Jeannie Dieffenbach, First Vice President, reported that next month's speaker will be Lars Tollefson, DMV Hearing Officer. She reported he is responsible for hearing appeals by people who want their driver licenses reinstated by DMV.

Susan Sunday, Treasurer, reported that there is \$10,156.79 in the General Account and that this did not include the deposit of \$321 that had just been made. She did not have a figure for the Scholarship Account available. She reminded that members can apply for a scholarship to attend the seminar, and scholarship information is available on the website.

Linda Palmer, Secretary, reported that Steve Tucker, caterer from last year's Seminar, has confirmed he will be able to cater the Seminar this year. Members were reminded of the wonderful job he did last year.

Kate Cline, NALA Liaison, reported that Heidi Meek received her ACP in Discovery. A round of applause was given to Heidi and to Breanne Read who was the first person in the state of Nevada to attain an ACP in Alternative Dispute Resolution. Kate also reported that the NALA Convention will be held in Dallas this July, and convention information can be found at www.nala.org. All information can be found in her report and at NALA.org. Kate reported that 4/1/11 is the deadline to sign up for the May, 2011 CP exam. Members should go to www.nala.org to sign up and for more information.

A big thank you was given to Lynda Traves for having taken over the Web Site and for having done such a wonderful job on it and the newsletter.

She congratulated those who had emailed her that they had found the words "current husband" in the 2/2011 newsletter. Susan Sunday, Susan Winters, and Connie Wharton had responded. Their names were put into a drawing and Joel Santos, today's speaker, picked Susan Sunday's name for the prize. Susan Winters and Connie were also given a prize for having responded. Members were encouraged to read the newsletter and to submit their comments.

Susan Davis, Parliamentarian and Election Committee Chairperson., spoke about the upcoming elections. Susan asked that nominations be turned in so that nominations can be presented to the General Membership by May 21st. She asked members to be thinking about whether or not they would like to be a Board Member. She stated that she and Amy will be calling members in the near future to ask if they would like to volunteer to be a Board Member. Her contact information is on the Officer's page of the website.

A question was raised about to whom to submit new jobs for the job bank to and it was stated that all job information should be sent to Amy Hodgson, Second Vice President.

The meeting was turned over to Jeannie who introduced Joel Santos, Attorney, who spoke about Workmen's Comp and how important it is to know the law surrounding the claim being worked on. He spoke about how important the work of the paralegal is on this type of claim and, how at some levels of work on this type of claim a paralegal is able to represent a client in the Administrative Hearing Process. He was very informative about the different steps a Workmen's Comp claim can progress through: Administrative Hearing Process; Appeal to District Court; Appeal to the State Supreme Court. Mr. Santos was thanked for his very informative talk.

The meeting adjourned at 12:55 p.m.
Respectfully submitted,
Linda Palmer,
Secretary

**Minutes of the
General Membership Meeting
SNAP on March 15, 2011**

The meeting was called to order at 12:10 p.m. by Anna Buchner, President. A quorum was present.

As Secretary Linda Palmer was unable to attend the meeting due to work conflicts, Amy Hodgson agreed to take the minutes.

There were no minutes from the last general meeting to review.

Anna Buchner reminded everyone that the annual seminar is April 8 at the Nevada State Bar Association. Space is limited to 70 attendees. Those attending will receive 5 hours of substantive law CLE, and 1 hour of ethics CLE. The cost for active members is \$85.00; non-members is \$105.00; and student members is \$35.00.

Jeannie Dieffenbach, First Vice President was unable to attend the meeting due to work conflicts.

Amy S. Hodgson, Second Vice President, reported that right now SNAP has 50 members, including student members.

Susan Sunday, Treasurer, was unable to attend the meeting.

Kate Cline, NALA Liaison, was unable to attend the meeting due to work conflicts.

Susan Davis, Parliamentarian reminded everyone that elections are coming up and active members should consider running for a position. SNAP puts on great seminars, and the time commitment isn't too burdensome. She thanked everyone she contacted to start thinking about running for a position on the executive board for listening to her.

Lynda Traves, website manager, was unable to attend the meeting due to work conflicts.

Anna Buchner introduced the guest speaker, Lars Tollefson, Administrative Law Judge for the Department of Motor Vehicles..

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

Respectfully submitted,
Amy S. Hodgson, ACP
Acting Secretary

**Minutes of the
General Membership Meeting
SNAP on May 17, 2011**

Meeting was called to order at 12:05 p.m. Roll call of officers was held and a quorum was present.

Anna Buchner, President, reminded all members that elections will be held at the June meeting and all should be reading the newsletter for information regarding the candidates for office. She reviewed the candidates currently on the ballot: Susan Sunday - President; Melissa Paschal - First Vice President; Amy Hodgson - Second Vice President; Erin Tieslau - Treasurer; Linda Palmer - Secretary; Anna Buchner - NALA Liaison. Officers presented their monthly report to the membership.

Anna introduced Heidi Fulks, Attorney, and Linda Palmer, Paralegal/Legal Assistant, with Shook and Stone Law Office to speak regarding Social Security Disability. Heidi gave a presentation on how a disability claim starts and how it proceeds through the various phases of the system. Both Heidi and Linda shared how paralegals are important to the preparation of the claim at all levels of an appeal. Afterwards the floor was opened for questions.

The meeting was adjourned at 1:00 p.m.

**Minutes of the
General Membership Meeting
SNAP on June 21, 2011**

The meeting was called to order at 12:00 p.m. And a quorum was present.

Anna Buchner, President, announced this meeting was for General elections per Article 9 Section 1 of the Bylaws. For the office of President, Susan Sunday, ACP is the candidate on the slate. No nominations from the floor were received, and the nominations for President were closed.

For the office of First Vice President, Melissa Paschal, CP is the candidate on the slate. No nominations from the floor were received, and the nominations for First Vice President were closed.

For the office of Second Vice President, Amy Hodgson, ACP is the candidate on the slate. No nominations from the floor were received, and nominations for Second Vice President were closed.

For the office of Treasurer, Erin Tieslau, CP is the candidate on the slate. No nominations from the floor were received, and nominations for Treasurer were closed.

For the office of Secretary, Linda Palmer is the candidate on the slate. No nominations from the floor were received, and nominations for Secretary were closed.

For the office of NALA Liaison, Anna Buchner is the candidate on the slate. No nominations from the floor were received, and nominations for NALA Liaison were closed.

Anna cited that the Bylaws allow for a voice vote if there is only one candidate for each office and if there is no objection. There were no objections, a voice vote was taken, all members voted in favor of the slate as presented. Anna congratulated the candidates.

President: Susan Sunday, ACP
1st VP: Melissa Paschal, CP
2nd VP: Amy Hodgson, ACP
Treasurer: Erin Tieslau, CP
Secretary: Linda Palmer
NALA Liaison: Anna Buchner

As the outgoing SNAP President, Anna thanked this year's officers and presented each with a cupcake that had been baked by her husband, Ken Buchner.

Anna was thanked for all of her hard work throughout her 2 year term as president.

The meeting adjourned at 12:47 p.m.
Respectfully submitted,
Linda Palmer,
Secretary



Dear Members:

I want to sincerely thank our members and the SNAP Board for allowing me to attend the 2011 NALA Convention in Dallas, Texas as a SNAP representative. It was an amazing conference! I urge you to attend next year or whenever possible, as it's a wonderful event. I attended the Personal Injury Institute, Legal Research Institute, meetings and workshops. I learned a lot and had fun too and I am now ready to take the Advanced Certification test. I picked up and scanned two newsletters from the affiliates portion and they are attached as PDFs. I thought you might be curious to see other associations' newsletters. I also took several photographs; here's a link to the slideshow (you do not have to join or be a member to view the photos): <http://share.shutterstock.com/action/welcome?sid=8AYs2LZwzZOGy>

I am hoping to increase SNAP's membership numbers this year. I was relieved to find out that several other paralegal associations' membership numbers across the country are down as well. The economy is being blamed in general, as several firms are no longer willing to pay for their employees' memberships, dues, continuing education credits, travel, seminars, etc. We are hopeful we will be able to convince Reno employers that they should pay these important expenses.

I hope to see you at the September 20, 2011 meeting. Should be a good one!

Sincerely,

Melissa M. Paschal, CP

First Vice President of SNAP

(editor's note: copies of the newsletter mentioned are included as an attachment to the email.)

Every year the State Bar of Nevada, Family Law Section holds an annual seminar in Ely, Nevada. Approximately five years ago a paralegal track for the seminar was created.

Family Law Executive Council wants to hear from paralegals on topics WE want presented. Feedback from paralegals in previous years indicated the classes were not meeting our needs. Now is the time to speak up! E-mail amy@silverman-decaria.com by October 1, 2011, with your suggestions on this year's paralegal track.

If you are a paralegal in family law, even if you don't attend the Family Law Seminar, please e-mail me with suggestions as to what you want to know more about – what additional skills would make you more efficient, confident in your duties and a better paralegal. If you KNOW a paralegal in family law, ask them to e-mail me. This is our opportunity to have a say in the paralegal track for the annual Family Law seminar. Thank you!

Amy Hodgson, ACP

2nd VP

Amy@silverman-decaria.com

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/>



Washoe County Bar Association

Save the Dates!

Ready for Life
Community Compact for Professional
Organizations Launch
Wed., Sept. 7, 2011
4:00 to 5:00 p.m.
Reno/Sparks
Convention Center,
4590 S. Virginia St.
Grand Ballroom

Seniors & The Law
CLE
Wed., Sept. 7, 2011
9:00 to 4:15 p.m.
6 Hours CLE
Bruce Thompson
Federal Courthouse

WCBA Luncheon
featuring Legislative
Recap
Wed., Sept. 14, 2011
12noon - Harrah's

U.S. District Court
Formal Investiture
Ceremony
for
Hon. William G. Cobb
Wednesday, October
5, 2011 at 4:00 p.m.
Joe Crowley Student
Union Ballroom
University of Nevada,
Reno
1664 N. Virginia
Street, Reno, Nevada

Reception Following
the Ceremony

Nevada Legal
Services
Champions of Justice
Luncheon
Thurs., October 20,
2011
11:30 to 1:30 p.m.
Peppermill

The Nevada Judicial
Historical Society will
hold their annual
meeting on

September 16th in
Carson City. For

NEW HOURS FOR THE SECOND JUDICIAL DISTRICT COURT

Effective September 2, 2011, the Second Judicial District Court and the Law Library will close to the public at 12:00 noon every Friday. The Filing Office will remain open for transactions between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. The shortened hours will allow the Court to maintain service levels and manage budgetary requirements.

We apologize for any inconvenience this change may create. We appreciate the public's cooperation regarding these changes. As always, we will continue to provide the highest level of service to the citizens of Washoe County

Need more 2011-12 Directories? No one should have to share this valuable resource. Download an order form at wcbar.org or call 786-4494.

Sincerely,

Christine Cendagorta, Executive Director
Washoe County Bar Association

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/>

DUES ARE DUE!

It is renewal time again. Please complete the flyer and mail in your cheque for the appropriate amount.

Reminder:

If you have not renewed your membership, this is your LAST newsletter!!! Please do not postpone renewing any longer – you don't want to miss out on all the great benefits of SNAP.

Amy S. Hodgson

Second Vice President

SIERRA NEVADA ASSOCIATION OF PARALEGALS

Affiliated with the National Association of Legal Assistants

P.O. Box 2832, Reno NV 89505

MEMBERSHIP RENEWAL APPLICATION

(Please Print – Clearly)

SNAP's membership year runs from July 1 through June 30. Membership dues are payable July 1 of each year, in the following amounts:

Active	\$50.00	(\$45.00 if paid by the third Monday in August)
Retired	\$20.00	(\$15.00 if paid by the third Monday in August)
*Associate	\$30.00	(\$25.00 if paid by the third Monday in August)
*Student	\$20.00	(\$15.00 if paid by the third Monday in August)

* If you wish/need to upgrade your membership to Active Member, please fill out a new membership application, and **PLEASE USE THE APPLICATION FOR ACTIVE MEMBERSHIP**. Make your check payable to SNAP and mail it to the address above.

Renewal Application

Name: _____ CLA/CP Designation: _____ M/F: _____

Residential Address: _____

Residence Telephone: _____ Business Telephone: _____

E-Mail address (print clearly): _____

Employer (if any): _____

Employer Address: _____

Areas of specialization (if any): _____

Experience in states other than Nevada: _____

Renewing Membership Category: ☐ Active ☐ Retired ☐ Student ☐ Associate ☐

I hereby attest that I meet the qualifications for Membership in the Sierra Nevada Association of Paralegals for the category selected.

I agree to be bound by the Code of Ethics and Professional Responsibility adopted by the National Association of Legal Assistants, Inc., subscribed to by the Sierra Nevada Association of Paralegals, and the bylaws adopted by the Sierra Nevada Association of Paralegals.

Date: _____

Applicant Signature _____

I prefer any SNAP mailings to be sent to: Home _____ Office _____

I would like to be included in the SNAP Job Bank to receive notification of job openings via e-mail _____



September Speaker: Hal Taylor, Esq.

Will be presenting:

Defending the Bears - How To Lose An Administrative Law Case
and Still Feel Good About What You Do

1. Black bears have been protected in Nevada since 1929. How did we get a bear hunt in 2011?
2. Adopting regulations under NRS 233B: Temporary vs. permanent regulations.
3. Procedural history: How did the bear hunt case end up in State District Court? An interesting exercise in administrative law and procedure.
4. How to address standing attacks: What went right? What went wrong?
5. The Decision.
6. Post-Decision developments.

HAL TAYLOR is admitted to practice in ILLINOIS, NEVADA, and CALIFORNIA. He has over 25 years' experience in professional licensing and administrative law. Previously he was legal counsel for the Nevada State Contractors Board and the Nevada State Optometry Board, and before he moved to Reno in 1990, he was the Chief of Prosecutions - Business Professions, for the Illinois Department of Professional Regulation. Until recently he served as an Impartial Due Process Hearing Officer for the Nevada Department of Education. He has been a presenter on professional licensing issues at national meetings of the Association of State Agency Attorneys and Administrators, and the Federation of Associations of Regulatory Boards, and for the State Bar of Nevada Administrative Law Section ("Administrative Law: 'Where Do I Begin?'"). He co-authored "Tips on Handling Your First Occupational Licensing Case" Nevada Lawyer, July 2011.

In addition to his work representing applicants and respondents before professional licensing boards, he also represents Social Security Disability claimants.

He can be reached at (775) 825-2223 or at haltaylorlawyer@gbis.com, or you can check out his websites at NevadaLicenseLawyer.com and NevadaSocialSecurityLawyer.com.



For October, Rebecca Gasca, Legislative and Policy Director, ACLU of Nevada

Will be presenting "Know Your Rights."

Rebecca has asked if our association has a specific ACLU issue. If so, the sooner we let her know the better, as she said she will do some extra work on the history and context. If not, it will be a general discussion on civil rights and what to do if they are violated. So, please contact Melissa Paschal with a specific topic for Rebecca to address.

SNAP General Meeting Luncheon Tuesday, September 20 at Noon

SPEAKER: Hal Taylor, Esq.

TOPIC: Defending the Bears

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

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, September 16, 2011**

Email reservations accepted at: lsp5131@hotmail.com