

SNAP SHOT



This Issue:

President's Note.....	1
Executive Committee Minutes.....	2
General Meeting Minutes.....	4
Treasurer's Report.....	5
Job Bank.....	6
Hot Tips.....	7
Member Biography.....	8
Meet the SNAP Board.....	9
Speaker Biography.....	10
General Meeting Flyer.....	11

GENERAL MEETING **SNAP Calendar 2012**

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

ZoZo's Restaurant @ 3446 Lakeside Drive

October 16, 2012:

Speaker: Bob Eisenberg

Topic: Supreme Court Rules

November 20, 2012:

Speaker: David Gordon

Topic: Judicial Education

December 18, 2012:

Speaker: Casey Campbell

Topic: Collaborative Law

January 22, 2013:

Speaker: Joe Becker

Topic: Constitutional Infringements

Officers and Chairpersons

President: Susan Sunday, ACP

1st VP/Education: Amy Hodgson, ACP

2nd Vice President/Membership/Job Bank:

Kate Cline, ACP

Treasurer: Erin Tieslau, CP

Parliamentarian: Susan Davis, CP, PLS

Secretary: Crystal Huss

NALA Liaison: Anna Buchner

Activities/Social Chair: Christine Lamia

Newsletter & Web Site Editor: Lynda Traves

<http://www.facebook.com/groups/154903284632632/>

Presidential Ramblings

I have been a SNAP member since approximately 1993. Our member, Mona Zumwalt, encouraged me to start attending general meetings, and I have been doing so for the past 19 years. Although I have gotten to know many members over the years, there have been many I have never met. We arrive at the meeting, the meeting begins, the speaker gives his or her presentation, the meeting ends, and we go back to work. Generally there hasn't been time to get to know each other. During the past couple of months we have provided the first few minutes of each meeting as an opportunity to welcome each other. We greet those around us and share a few words. Although it isn't much time, hopefully our members feel they are getting to know each other. I encourage each of you attending the general meetings to sit next to someone you don't know, introduce yourself to that person, and exchange a few words.

SNAP encourages its members to increase their knowledge through education, and there are many resources available for continued education. SNAP holds monthly speaker meetings and an annual seminar; the Washoe County Bar Association holds monthly speaker meetings; NALA offers live educational programs, online self study programs, and various publications; and NALS of Washoe County holds monthly educational meetings and an annual seminar.

Each month SNAP offers education at a reasonable price. For \$18 (\$15 for student members), you can have lunch, network with other members, listen to an informative speaker, and receive one hour of CLE. During the first two months of this fiscal year, Amy Hodgson, our First Vice President, assembled some dynamic and extremely knowledgeable speakers, and she much more in the works. In August, Kim Surratt, Esq., presented Testing Your Ethics. Baby Selling: What Not to Do! In September, Susan Bergstrom Brackney

Legal Hot Tips of the Month

Hot Tips is a column in which paralegals submit practical advice and suggestions to other paralegals. We encourage each of you to submit your “hot tips” on a regular or irregular basis. Many of us have acquired skills over the years that have made our jobs easier, and we encourage you to share that knowledge with your fellow paralegals. You are welcome to include your name or not.

The Windows Logo Button on the Keyboard – *Useful or Useless?*

By Kate Cline ACP, SNAP Second Vice President



Many of us have worked within the Windows environment for much of our career and are familiar with the Windows Logo button on our keyboard. When we hit that button (for me, a lot of the time on accident), up pops the Start Menu with a shortcut to several of our favorite programs or an instant search, all at just a click away. But did you know that there are several other *helpful* shortcut keys available from that very same button? No? My exact same question! What? That button has usefulness other than a quick search or program menu access?! Really? How could I have been using this program for 20+ years and not known that? Again, my exact same question! Or perhaps, should I say, am I the only one who didn't know that?! ☺

I really enjoy my shortcut keys and utilize them often – Ctrl+A=Select All; Ctrl+C=copy; Ctrl+V=Paste; Ctrl+S=save; Ctrl+P=print, to name a few. I recently learned of several *awesome* and useful shortcut keys using the Windows Logo button (“Win”). Here are just a few...

How many of you lock your screen each time you leave your desk? Are you thinking, “Ctrl+Alt+D it too far of a stretch for my short fingers”? Have you tried Win+L? For me, that is a great new shortcut key and it is now my favorite! Did you know that Win+E opens Windows Explorer/the Computer window? A lot quicker than grabbing for the mouse and clicking on the computer file folder button in the task bar (that's my fancy description), especially if your wrist hurts at times because of your frequent mouse use.

How many of you lock your screen each time you leave your desk? Are you thinking, “Ctrl+Alt+D it too far of a stretch for my short fingers”? Have you tried Win+L? For me, that is a great new shortcut key and it is now my favorite! Did you know that Win+E opens Windows Explorer/the Computer window? A lot quicker than grabbing for the mouse and clicking on the computer file folder button in the task bar (that's my fancy description), especially if your wrist hurts at times because of your frequent mouse use.

How many of you have nosy people that look over your shoulder (uninvited!) to see what you are working on or looking at? Do you go through and minimize everything that is open, hoping you can get it done quickly enough that “Ms. Nosy” doesn't see anything? Did you know that you can minimize everything that is open by simply using Win+M? Or, you can toggle directly to/from your desktop by selecting Win+D, which also minimizes everything. So much more easier than individually minimizing every open program window!

For me, shortcuts make my work life much more efficient. The fewer “mouse grabs” I have to do the better my wrist feels! If you are a shortcut person, I hope you find these Windows Logo key shortcut tips useful. I know there are several more shortcuts that can be utilized by using the Windows Logo key, but these are just a few of my recently learned favorites!

Amy Hodgson's Hot Tip

My helping tip is to make a checklist of a “typical” case from beginning to end. Include everything you can think of - from the initial consultation through the entry of a judgment or decree, along with any items to be done before a file can be closed. Do not worry that you are putting in too much detail – the purpose of the checklist is twofold: (1) to make sure no deadlines are overlooked; and (2) so coworkers and attorneys in your office know what has been done on a case, what still needs to be done; and all the deadlines in one document.

If you ask me the status on a case I'm working on, I can tell you what I've done, and what needs to be responded to. But, I cannot tell you (off the top of my head) what the status of certain discovery is, as that is handled by someone else in my office. This is where a checklist can really be beneficial.

Our checklists include the client's contact information; what the issues in their case are; when certain documents were drafted, approved by the client and filed (such as the Complaint, any ex-parte motions, etc.); deadline to serve

complaint; when discovery starts; what discovery has been done and when (i.e. request for production of documents sent on x date, and due back by x date); when the trial notebook was created; when client was notified of any upcoming hearings and/or trial; and what the office's procedure is to close the file.

Yes, a checklist takes time to create, and yes, it also take time to update. However, in my opinion it is priceless to be able to quickly and accurately answer your attorney when they ask you when expert reports are due, or when discovery cut off is, without having to scramble and panic that somehow a deadline was not properly calendared, as our checklists give the section in the Nevada Rules of Civil Procedure which states when that deadline is. It makes you invaluable to your attorney -- they know that you are on top of all deadlines, and they can access those deadlines when you are out of the office.

Submitted by:
Amy S. Hodgson, ACP
1st Vice President



Biography of Erin Tieslau

I was born and raised in Reno, Nevada. I graduated from McQueen High School in 2003 and started at University of Nevada, Reno in the fall of 2003. I obtained my Bachelor's degree in Political Science with a minor in History in May of 2007. I am a big UNR football fan. My family has had season tickets to the UNR games for as long as I can remember, and I try to make every home game I can. I'm not much of a basketball fan, but I love going to the UNR basketball games. The only time I ever really watch basketball is if UNR is playing.

During school I worked as a runner for Lemons, Grundy and Eisenberg. After I graduated from UNR, I decided I wanted to try living somewhere other than Reno. In August 2007, I moved to Sacramento with my best friend who was going to McGeorge Law School. I got a job working as a legal assistant and receptionist for an attorney who specialized in estate planning and business organization. After a year of living in Sacramento I realized it just wasn't for me, and I moved back to Reno in July 2008. Once I got back to Reno I was able to come back to Lemons, Grundy and Eisenberg as a legal assistant. The other paralegals in my office encouraged me to join SNAP and to take my CLA to become a certified paralegal. I took the CLA exam in January 2011 and received my certification in March 2011.

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/>

Meet the SNAP Board

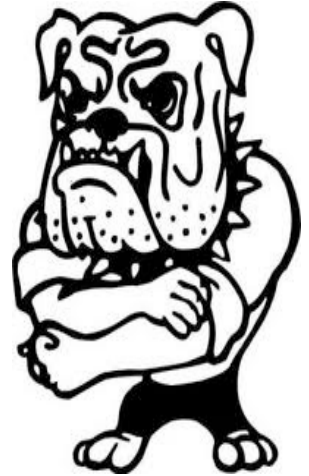


Susan Sunday, ACP
President



Erin Tieslau, CP
Treasurer

Susan Davis, CP, PLS
Parliamentarian



Amy Hodgson, ACP
1st VP/Education

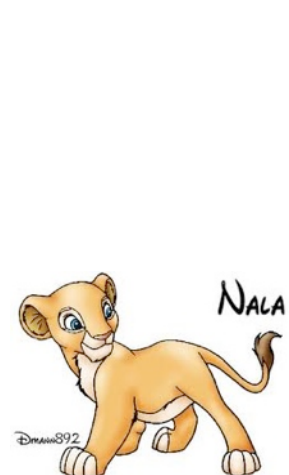


Crystal Huss
Secretary

Christine Lamia
**Activities/Social
Chair**



Kate Cline, ACP
**2nd Vice President/
Membership/Job Bank**



Anna Buchner
NALA Liaison

Lynda Traves
**Newsletter &
Web Site Editor**



Speaker Biography

SPEAKER: Robert L. Eisenberg, Esq.

TOPIC: New Rule Changes and the Difference Between a Direct Appeal and Writ Petition

LEMONS,
GRUNDY &
EISENBERG

experience • results

6005 Plumas Street

Third Floor

Reno, NV 89519

T: 775.786.6868

F: 775.786.9716

Edward J. Lemons

David R. Grundy

Robert L. Eisenberg

Christian L. Moore

Alice Campos Mercado

Tiffinay B. Pagni

Douglas R. Brown

Joy R. Graber

Todd R. Alexander

Christopher M. Rushy

Abby Jaquette Moran

RESUME OF

ROBERT L. EISENBERG

PROFESSIONAL EXPERIENCE

1985 to Present:

Lemons, Grundy & Eisenberg Reno, Nevada

Senior Partner in firm; practice is almost entirely civil appeals, with hundreds of briefs and oral arguments in Nevada Supreme Court; also, civil litigation trial attorney in Nevada state and federal courts; mediator and arbitrator. (See attached supplement)

1979 through 1984:

Nevada Supreme Court Carson City, Nevada

Supervising Staff Attorney, 1981 to 1984;
Staff Attorney, 1979 to 1981

Appointed by justices for supervision of all attorneys and support personnel in Central Legal Staff. Worked on all aspects of appellate process. Substantive responsibilities included drafting opinions and orders; review of all Central Staff work for accuracy of legal analysis and for proper drafting of opinions and orders; chief legal adviser to the justices on most Court matters; legal counsel to Court officers such as Supreme Court Clerk; administrative responsibilities included case-flow management, hiring and training of staff attorneys, and budget presentations to Legislature.

Attended approximately 1,000 oral arguments and post-argument conferences with justices; attended numerous draft conferences with justices (for discussion of Court opinions and orders); drafted numerous unpublished orders and published opinions for the Court.

The full biography is an attachment with the newsletter

SNAP General Meeting Luncheon Tuesday, October 16 at Noon

SPEAKER: Robert L. Eisenberg, Esq.

TOPIC: New Rule changes and the Difference Between a Direct Appeal and Writ Petition

PLACE: ZoZo's
3446 Lakeside Drive
Reno NV

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

Name: _____

Office: _____

Phone/Email: _____

Member

Student

Guest

Menu - Italian Family Style
(Always including Mushroom Ravioli)

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, October 12, 2012

RSVP via
Email to Christine Lamia christinelamia@kernltd.com
Or Evite