



FEBRUARY 2008

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February 2008

THE SCRIPTUM

INSIDE THIS ISSUE

<i>President's Message</i>	Front
<i>Calendar</i>	2&3
<i>Code of Ethics</i>	2
<i>Scriptum Information</i>	2
<i>From the Editor</i>	3
<i>Birthday Celebrations</i>	4
<i>Thinking of You</i>	4
<i>January CLE Pictures</i>	5
<i>January CLE Recap</i>	6
<i>Call to Nominations</i>	7
<i>Qualifications</i>	8
<i>Slate of Officers</i>	9
<i>Bosses Night</i>	10
<i>Member of the Year</i>	11
<i>Award of Excellence</i>	12
<i>Boss of the Year</i>	13
<i>National News</i>	14
<i>Important Dates</i>	14
<i>Certification</i>	15
<i>Self Improvement Tip</i>	10
<i>Ads:</i>	
- <i>Cambridge</i>	16
- <i>Elizabeth Gallo</i>	15
- <i>Special Counsel</i>	10

WHO IS NOA? ... WHY, IT IS YOU!

Greetings! At first blush, NALS of Atlanta looks a lot like your typical legal secretaries' club, offering a wide variety of educational programs, informative speaker events, fun social gatherings, just to name a few. And yet, the word "club" doesn't adequately capture the NOA spirit. We are more than an organization. We are a community. Within this community, I have witnessed extreme kindness, support and love exchanged among good friends and between total strangers.

Although we all share the unique experience of working in the legal arena, diversity is a core value of NOA. We reflect the vast array of cultures, religions, occupations, and family structures that make the Atlanta area great. Some of us work in large law firms, some in mid-size to boutique, while others are balancing the sole practitioner's needs of being a paralegal and legal secretary (and to think they do this willingly!). Some of us are parents and even grandparents, some of us are married, others single. We work full-time and part-time outside the home (and all work overtime AT home).

You already know that "the more the merrier." So, come join us on March 18th when we elect our new officers and vote on Member of the Year. Submit your nominations for Boss of the Year. Get your attorney to say something nice about you and possibly be presented with the Award of Excellence. Detailed information about these various awards can be found in this issue of the *Scriptum*.

As you take a moment to reflect and renew your commitment to NALS of Atlanta, may I encourage a focus on: *Membership*...please consider those who could benefit by being an active member of our organization; *Leadership*...it is time to elect a new slate of officers to ensure a smooth transition and will lead our efforts to develop strategies and tactics toward meeting the strategic goals of our Chapter; *Celebration*...use Bosses Night on April 29th as a way to say thank you and recognize successes of past years and to welcome Kathy Saint as she is handed the crown (okay, gavel) to commence her reign.

Finally, a heartwarming thank you for those in our NALS of Atlanta community who have played such an integral part of making the Chapter what it is today.

MaryKathryn



NALS of Atlanta

...the association for legal professionals

SCHEDULE OF EVENTS

THIS MONTH:

- ◆ Monday, February 11—EC Meeting at Sutherland Asbill & Brennan
- ◆ Thursday, February 14—Valentine’s Day
- ◆ Monday, January 18—Presidents’ Day
- ◆ Tuesday, February 19—CLE After Hours @ 6:00 p.m. — Sutherland Asbill & Brennan

<i>February 2008</i>						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11 EC Meeting	12	13	14 Valentine's Day	15	16
17	18 Presidents' Day	19 CLE After Hours	20	21	22	23
24	25	26	27	28	29	

The Scriptum

2007-2008 EDITOR

Sally Stenger

ADVERTISING

Contact Lisa Mitchum at 770-829-3847

RATES

Grayscale ads are:

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1/8 page for \$15	1/8 page for \$150—a \$30 savings
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ADVERTISING & ARTICLE DEADLINE

The first Wednesday of each month.

MEMBERSHIP INFORMATION

Lisa Mitchum at 770-829-3847

Subscriptions also available.

NALS Code of Ethics

Members of NALS® are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

- Encourage respect for the law and the administration of justice;
- Observe rules governing privileged communications and confidential information;
- Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.

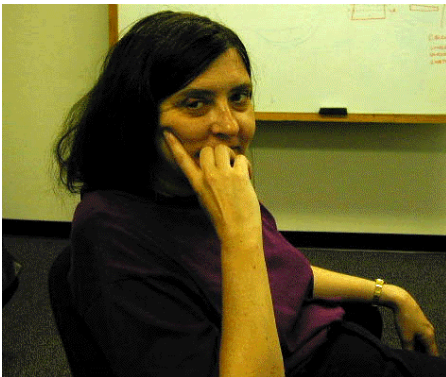
SCHEDULE OF EVENTS

LOOKING AHEAD:

- ◆ Saturday, March 1—ALS, PLS, PP Exams
- ◆ March 3-7—March spring break
- ◆ March 6-8—NALS Leadership conference in Tulsa
- ◆ Monday, March 10—EC Meeting at Sutherland Asbill & Brennan
- ◆ Monday, March 17—St. Patrick's Day
- ◆ Monday, March 18—CLE After Hours @ 6:00 p.m. — Sutherland Asbill & Brennan
- ◆ Sunday, March 23, 2008—Easter

<i>March 2008</i>						
SUN	MON	TUE	WED	THU	FRI	SAT
						1 Certification Exams
2	3 Week of March Spring Break	4	5	6 Leadership Conference	7 Leadership Conference	8 Leadership Conference
9	10 EC Meeting	11	12	13	14	15
16	17 St. Patrick's Day	18 CLE After Hours	19	20	21	22
23 Easter	24	25	26	27	28	29
30	31					

FROM THE EDITOR
 Sally Stenger, Scriptum Editor, 2007-2008
 sstenger@kilpatrickstockton.com



It is hard to believe that the 2007-2008 year is already coming to an end. Soon we will have a slate of officers for the year to come and in March we will vote them into office. With the installation of officers in April my term for this year as Scriptum Editor will be over. Time passes so quickly. It seems as though I hardly got started. As always, I have found it to be a learning process, and it seems as though even when you have had experience with a position in the past there is always something new.

Once again I would like to express my appreciation to the membership for making this organization what it is.

Birthday Celebrations

Feb. 1 Barb Haney
Feb. 9 Lori Tipson
Feb. 16 Mary Alice Bancroft
Feb. 17 Donna Tucker
Feb. 19 Mary Jo Denman
Feb. 23 Sonia Nembhard-Rattray



THINKING OF YOU

Brenda Sutton-Jeffers— Husband Sinclair died after an extended illness. Brenda, our thoughts are always with you even though you have relocated to New York.

Marge Jones—Brother Floyd who was killed in a tragic accident

Lisa Mitchum—Dad who is presently undergoing radiation treatment for prostate cancer

Several members and their loved ones continue to need our thoughts and prayers for health and employment related issues.



CLE AFTER HOURS Tuesday, January 15, 2008

We are excited that one of Atlanta's dynamic physicians, Dr. Joseph Doughty, agreed to speak with our group on the importance of the overall toll that stress takes not only on our bodies, but our relationships and on our lives overall ... and



different avenues for de-stressing and getting out of the rut that some of us may be in.



CLE AFTER HOURS

Tuesday, January 15, 2008

Joseph M. Doughty is a chiropractor at the ProSport Wellness Center in Marietta. He opened by telling us "stress happens" "life happens". Dr. Doughty asked us what we thought stress was. One answer was the absence of relaxation. He explained that it was anything external trying to get into our internal body. There are three parts to stress, mental such as a husband, kids or work; physical such as a car accident or a slip and fall; and chemical such as pollutants in the air.

There are three stages a person goes through in response to stress: (1) the alarm stage; (2) the resistance stage; and (3) the exhaustion stage. In the alarm stage affects the nerve system and the "fight or flight" mechanism kicks in. Your eyes go white and blood drains. In the exhaustion stage, our nervous system overreacts and causes the secretion of hormones such as cortisol which gives us our belly fat, adrenaline that stimulates the heart muscles and norepinephrine which affects our digestion. Ways of dealing with stress are alcohol deep breathing, chocolate, and working out. In other words, our bodies will adapt to any stressful situation unless we do nothing about it. The primary symptoms of stress are headaches, fatigue, pain and tension in the neck, shoulders or lower back, irritability, sleep problems, allergies and sinus problems and digestive trouble.

The nerve system affects our immune system causing us to get colds for example more often if we are stressed. A chiropractor is a nerve doctor. When your nerves are out of order, your back is out of place, your bones are out of place and it wears your body down decreasing your immune system.

As secretaries, there is no safe position at your desk. Things to do to relieve this stress at your desk are rub the back of your neck, stand and hang over towards your toes, move during the day. Yoga will also help stress. Also exercise will help, but you have to take the time and effort to put exercise into your day. Exercise puts oxygen into your brain, which enlarges the blood vessels, so it is important to put exercise into your daily routine. Dr. Doughty recommended the kettle ball. Always before starting an exercise program, make sure your body is in good shape such as the proper alignment. Start at five minutes a day and build on this. Do shorter periods of time at a higher intensity to get your heart going. One question asked was the difference between inflammation and stress. Inflammation is the response of your body to stress. Stress affects what the body had to fight against.

Dr. Doughty also touched on the subject of diet. He states the three things you need to eliminate from your diet are sugar, white (sugar, flour, rice) and milk. If you drink milk, drink organic because the proteins in milk are not easily digested.

So to lower stress, exercise and diet sums it up. Find what works for you

CALL TO NOMINATIONS

It is that time of year again! It seems like just last month when we brought the new Board in for another term! And what a great year they have given us.

An election of new officers marks the beginning of new era in the history of an organization. We have experienced much growth and had many progressive changes with our present leadership and we are grateful for the time and energy given to NALS of Atlanta during their tenure but it is now time to move on and elect a new set of leaders who will continue to move us forward with even more challenges ahead.

As we look at our own commitments for the next year and our expectations for our careers, and ourselves we must also take time to evaluate what we will give of ourselves both personally and professionally. NALS and NALS of Atlanta offer us opportunities to grow in both areas of our lives. Without our commitment to give back, they cannot continue to provide us with the quality and quantity of programs and opportunities they have provided us in the past.

According to Standing Rule No. 3, the election of officers shall take place at the March regular meeting. Officers shall be installed at Bosses Night or at the first regular meeting of the next fiscal year.

In order to have an election, we must develop a slate for you the membership to consider and, for that, we need your assistance. First, we are asking that you each soulfully consider your commitment to the organization and your desire to serve in one of these positions. Secondly, we are asking that you consider those you know in the organization and what you have observed in their abilities that match the qualifications and duties for the respective positions.

The officer positions to be filled are President-Elect, Membership Director, Certification/Education Director, Secretary, and Treasurer. (The office of President will automatically be filled by this year's President-Elect.)

Each position can have more than one candidate. Nominations from the floor for any of these positions are welcome but most especially for those positions which have not yet been filled.

Please consider your time and talents and help NALS continue to grow and develop by serving as a Board member this upcoming year. Here is the pertinent information:

Qualifications, Term of Office and Duties

The qualifications are: All elected officers and executive committee members must be members in good standing. A candidate for president-elect shall have served as an elected officer for at least one year prior to nomination.

The term of office for each position is one year, commencing at installation or until their successor is elected or appointed. The president-elect shall automatically succeed to the office of president. Other officers shall be eligible for reelection to the same office.

The duties for each position:

President. The president shall preside at all meetings of this Association and at regular and special meetings of the executive committee; recommend appointments and committee chairmen, subject to the approval of the executive committee; generally manage the day-to-day business of this Association; and act as liaison to the State and National Associations. The president serves as an ex-officio member of all committees, except for nominations, and is a signer on all bank accounts.

President-Elect. The President-Elect shall assume the duties of president in the absence of the president; serve as strategic planning chair; assist the membership director in marketing efforts to the legal community; is a signer on all bank accounts; and perform such other duties as may be assigned by the president or the executive committee.

Membership Director. The Membership Director shall serve as membership chairman in admitting new members; promote membership growth and retention by educating members and prospective members about the benefits available through membership; act as liaison to the NALS Membership Committee; assist in establishing and attaining membership goals in the Association; continuously gather information and pertinent statistics necessary to provide tools for membership in the Association; is a signer on all bank accounts, and perform such other duties as may be assigned by the president or the executive committee.

Certification/Education Director. The Certification/Education Director shall work to promote NALS programs for the certification of ALS, PLS, and PP; work to further the primary goal of the Association B education; act as liaison to the NALS Certification and Education Committees; is a signer on all bank accounts; and perform such other duties as may be assigned by the president or the executive committee.

Secretary. The Secretary shall keep the minutes of all meetings; give all notices in accordance with the provisions of this Association's bylaws and standing rules; be custodian of this Association's records; is a signer on all bank accounts; and shall coordinate with the president or other officers in timely furnishing reports and other required information to the National and State Associations.

Treasurer. The Treasurer shall oversee the financial affairs of this Association under the direction of the executive committee; sign checks for authorized disbursements; and perform such other duties as are assigned by the president or the executive committee.

We appreciate your consideration of time and effort for these positions and hope that you will apply to serve your organization, NALS of Atlanta. Remember, we must all give of ourselves in order for NALS of Atlanta to grow and prosper. Please contact Lovette Bennett, lovette.bennett@sablaw.com, with your request to be placed on this year's ballot and/or the name of one of your fellow members in nomination to this Board. Thank you for your time and consideration.

2008-09 PROPOSED SLATE OF OFFICERS

President	Kathy J. Saint, PP, PLS
President-Elect	Lisa J. Mitchum
Secretary	Marjorie "Marge" Jones
Treasurer	Patricia "Pat" Gilbert, PLS
Membership Director	Donna Tucker
Education/Certification Director	Debra "Debbie" Staples

As you can see, we have no multiple candidates for any one position. If you wish to be added to the nomination list, please contact Lovette Bennett. Candidates may also be nominated from the floor at the March 18th meeting. Anyone nominated from the floor must be present to accept the nomination by signing an acceptance form stating their intent.

Please consider your contributions to our organization and offer your time to serve either as an officer or on a committee (either as a member or a chairperson).

We look forward to seeing you on March 18th.

2008 Bosses Night and Installation of Officers

Tuesday, April 29, 2008

6:00 p.m.—Cocktails/Cash Bar

6:30 p.m.—Dinner and Program

Steak and Ale—Downtown
60 International Boulevard
Atlanta, GA 30308
(404) 577-6770

More Details to follow

Self Improvement Tip for February

Believe in Yourself

You must believe in yourself and know that you can achieve any reasonable task. If you do, you will push away negative attitudes and beliefs and have more self confidence. You will need to talk yourself into believing that you are a capable person that can finish any assignment. You cannot be happy or self confident unless you can do this. Never underestimate yourself or sell yourself short. Set your aim high and know that you can accomplish it. Write down how you would like to be in five years and start today making yourself that person.

Steve Moore
mooresuccess@gmail.com



he's really going to like
working for that firm

our client loved him

how can I find
the right firm?
I'm ready to grow

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Member of the Year...yes, it's that time again!

Is there a Member who has demonstrated what you think Member of the Year stands for? Is there a Member who you feel has gone "above and beyond" this year and deserves to be recognized for their efforts? Then we need to hear from you!

The nomination process is simple. To nominate someone, simply go to the Chapter website (www.nalsofatlanta.org) and look for the Member of the Year link at the top of the page. Click on the link and then fill out the form. After you have completed the form, click the "Make Your Nomination" button and your nomination will be sent directly to Lisa Mitchum. Or, if you prefer, simply e-mail me with the name of the Member and a short descriptive paragraph as to why you feel that Member should be Member of the Year. Remember, winners from the last three years are ineligible this year.

The deadline to submit your nomination is March 14, 2008.

Please keep in mind that *you are not voting at this point, but merely submitting a nomination*. Voting will take place at the CLE After Hours on March 18, 2008 and the winner will be announced at Bosses' Night 2008. You must be a member in good standing and present at the CLE After Hours to vote for Member of the Year 2008.

If you have any questions, feel free to e-mail me at lmitchum@sbpllpaw.com.

Lisa J. Mitchum
Smiley Bishop & Porter LLP
1050 Crown Pointe Parkway, Suite 1250
Atlanta, GA 30338
(770) 829-3847

Your Name on the AWARD OF EXCELLENCE 2008?

You are probably juggling several things for a couple of people right at this very moment. Feeling a little frustrated? Angry even? Want to choke someone? The way they do in the cartoons where they pop back up afterward and are good as new! Just a typical day in the life of a legal secretary.

You bosses may **never** tell you how much they appreciate you. However, if they were asked *privately* what they thought about your work and professionalism, you would probably be shocked at what nice things they would say, *privately*.

As Chair of the 2008 Award of Excellence Committee, I am looking for the next recipient. You know you deserve to receive the NALS of Atlanta 2008 Award of Excellence but there is a catch - there is only ONE way for you to receive it. You must be proactive and take action!

Email to me the names, mailing and email addresses of your bosses, as well as your name and job position (i.e. paralegal, legal secretary, etc.). I will send them a letter asking that they nominate you. Don't assume no one will nominate you. If you don't send me their contact information - trust me - they will NEVER nominate you because they will have never been given the opportunity.

Please send me your names by March 15 so that all entries must be judged and a winner chosen. The winner will be announced on Bosses Night - and the nominating letter will be read out loud for all to hear!

Do you want to hear your name called this Bosses Night? Then, please email me at staplesd@gtlaw.com. I look forward to hearing from everyone!

Debra Staples, PP, PLS
Chairman, Award of Excellence Committee

SPEAKING OF BOSSES . . .

The highlight of Bosses Night is announcing the winner of Boss of the Year. Who will win in 2008?

It Could Be YOUR Boss!!

1. Are you at your computer? GREAT!! Open a new document. Start typing your name and the name of your boss exactly as you wish it to appear on an award. Save this document!
2. Open another new document and tell me about your boss. Refer to him or her anonymously. (*Do not use their name or the name of your firm anywhere in your letter*). Now, write a little about your boss's attitude toward you personally and professionally;
3. Next, write about your boss's professional conduct and his relationship with clients and peers;
4. Now, a few words about how he or she is viewed in the legal community;
5. What is his or her participation in legal professional affairs? (Is he or she supportive of NALS?)
6. Is he or she involved in any community or religious activities that you feel should be mentioned?
7. **You are done!** Save your document. Print it out. Read and edit it. Make sure it is only ONE PAGE long. Now, send your nomination letter AND the first document containing both names, to me.

You have **three** ways to get them to me:

1. *Mail them* to Nancy Mikacevich, PLS, Kilpatrick Stockton, LLP, 1100 Peachtree Street, Suite 2800, Atlanta, Georgia 30309; or
2. You may also *email them* to nmikacevich@kilpatrickstockton.com. The subject line MUST BE "BOY Nomination;" or
3. Finally, *the easiest way* to get it to me is via this NALS of Atlanta website link, which is now available. Just click on the Boss of the Year link at www.nalsofatlanta.org, and you can type your nomination directly in the space provided. Once you have completed the form, click on the "Make Your Nomination" button and your nomination will be sent directly to me.

Deadline for submitting Boss of the Year nominations is **Wednesday, March 31, 2008**. If you have any questions, give me a call!!!!

Nancy Mikacevich, PLS
Installation and BOY Chair
1100 Peachtree Street, Suite 2800
Atlanta, GA 30309-4530
Phone: 404.815.6558

NATIONAL NEWS:

Are you taking the ALS/PLS Exam in March? Tuesdays in February (February 5, 12, 19, and 26) there is an on-line study group at 9:00 p.m. EST for those interested. Each week in February a different exam is reviewed, as well as a session on test-taking tips. Go to www.nals.org and click on "Online Study Group" under the Online Learning Center heading for more information.

Do you need CLE hours for your PLS or PP recertification? In addition to the February on-line study group sessions (which earn you 1.5 CLE hours per session), there are non-exam specific sessions held on Wednesdays beginning at 9:00 p.m. EST in the on-line learning center. Each of these sessions will earn you 1.0 CLE hour. February sessions include:

February 6 – Time Management and Outlook

February 20 – NALS Foundation

Go to www.nals.org and click on "Online Learning Center" under the Online Learning Center heading for more information on these sessions and to print the materials for review before the session starts.

While the deadline for getting your name on the NALS Recognition Wall has passed, NALS is still accepting donations and your plaque may make it up before the grand opening! Contribute Today for the Best Chance of Making it! Go to www.nals.org/building/wall.html to see who has already put their name in lights, including: Mary Jo Denman, Kathy J. Saint, and NALS of Atlanta!!

NALS OF GEORGIA was also among those who contributed.

IMPORTANT DATES:

March 1, 2008 — ALS, PLS, PP Certification Exams

March 6-8, 2008 — NALS Professional Development & Education Conference, Tulsa, OK

March 18, 2008 — Election of Officers, Member of the Year Voting, NALS of Atlanta

April 29, 2008 — Bosses Night/Installation of Officers, NALS of Atlanta, at Steak & Ale

August 1-3, 2008 — NALS Region 4 Conference, Nashville, TN

September 11-14, 2008 — NALS 57th Annual Education Conference & National Forum, Norfolk, VA

September 27, 2008 — ALS, PLS, PP Certification Exams

Certification

Time for a NALS of Atlanta Certification Study Group?

Are you considering sitting for the ALS .. the basic certification for legal professionals, the PLS .. the advanced certification for legal professionals, or the PP .. the Professional Paralegal certification developed for paralegals by paralegals? If so, would you be interested in participating in a Study Group?

Although NALS offers the online study group on its website, some members prefer to prepare in a social setting where they can review study materials along with other members. Participating in a study group requires commitment by everyone involved as these sessions are moderated by qualified members who volunteer their personal time to assist you.

Please email me at staplesd@gtlaw.com and let me know if you would like to attend a study group. If I receive requests from enough members, I will make arrangements to form the group.

Debra Staples, PP, PLS
Certification/Education Director

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**NALS OF ATLANTA
2007-2008 OFFICERS & COMMITTEE CHAIRS**

President	MaryKathryn Largent	404-853-8652	marykathryn.largent@sablaw.com
President-Elect	Kathy J. Saint, PP, PLS	404-685-4289	ksaint@burr.com
Secretary	Marjorie "Marge" Jones	404-923-9046	mjones@ebglaw.com
Treasurer	Patricia A. Gilbert, PLS	706-654-9141	gpatdjoe@aol.com
Membership Director	Lisa Mitchum	770-829-3847	lmitchum@sbpllaw.com
Education/Certification Director	Debra A. Staples, PP, PLS	678-553-2422	staplesd@gtlaw.com
Georgia Council Rep. 1	Lovette Bennett	404-853-8609	lovette.bennett@sablaw.com
Georgia Council Rep. 2	Nancy Mikacevich, PLS	404-815-6558	nmikacevich@kilpatrickstockton.com
Parliamentarian	Susan Weaver, PLS	404-888-7385	sweaver@wcsr.com
Publication Chair	Sally Stenger, PP, PLS	404-541-6821	sstenger@kilpatrickstockton.com
Immediate Past President	Sadie M. Bispham, PP, PLS	404-966-7638	sadiemarie52@yahoo.com
Advertising	Lisa Mitchum	770-829-3847	lmitchum@sbpllaw.com
Auditor/Finance	Monica Murack	404-923-9081	mmurack@ebglaw.com
Award of Excellence	Debra A. Staples, PP, PLS	678-553-2422	staplesd@gtlaw.com
Bosses Night	Nancy Mikacevich, PLS	404-815-6558	nmikacevich@kilpatrickstockton.com
Court Observance	Lovette Bennett	404-853-8609	lovette.bennett@sablaw.com
Historian	Sadie Bispham, PP, PLS	404-966-7638	sadiemarie52@yahoo.com
Holiday Party	Kim Noble, PP, PLS	404-233-7000	knoble@mmmlaw.com
Marketing	Kathy J. Saint, PP, PLS	404-685-4289	ksaint@burr.com
Member of Year	Lisa Mitchum	770-829-3847	lmitchum@sbpllaw.com
Nominations	Lovette Bennett	404-853-8609	lovette.bennett@sablaw.com
Programs	Executive Committee		Call any officer with a suggestion
Public Service	Misty Carlson	404-739-8814	mcarlson@stites.com
Scholarship Planning Committee	Vacant		marykathryn.largent@sablaw.com
Sunshine Committee	MaryKathryn Largent	404-853-8652	marykathryn.largent@sablaw.com
	Kathy J. Saint, PP, PLS	404-685-4289	ksaint@burr.com
Technology Committee	Kathy J. Saint, PP, PLS	404-685-4289	ksaint@burr.com
Ways & Means	Executive Committee		Call any officer with a suggestion
Webmaster	Sam Boles	678-553-5940	sam.boles@acfb.org



of Atlanta

...the association for legal professionals

Visit our web site at
www.nalsofatlanta.org

CLE AFTER HOURS
Tuesday, March 18, 2008

6:00 p.m. Dinner & Program
Election of 2008-09 Officers
Voting on Member of the Year

Location: Sutherland Asbill & Brennan LLP
999 Peachtree Street, N.E.
Atlanta, GA 30309

Cost: \$15.00 Dinner and Program

Program: TBA

RSVP: 3:00 p.m. on Monday, March 17, 2008
marykathryn.largent@sablaw.com