

AALS - The Association for Arkansas Legal Support Professionals  
Member of NALS - The Association for Legal Professionals

# The Informer

Volume XXXIII, No. 2 - December 2006

**MERRY CHRISTMAS TO ALL!!**

Table of Contents

President’s Message.....3  
Congratulatory Message.....4  
Minutes of Fall 2006 Business Meeting.....6  
Notice & Call to Winter Business Meeting.....9  
Certification of Election of Alternate State Director.....11  
Nominations & Elections Committee Report.....12  
Greater Little Rock LSP Report - Lisa Brecht.....14  
Jefferson County LSP Report - Dot Griffin, PLS.....16  
NEALS - Sharon Davis, PLS.....17  
Saline County LSP Report - Martha Cox, PP, PLS.....19  
White County LSP Report - Cheryl Summerhill, PLS.....20  
“Forwarding E-Mails” - Linda K. Adair, PLS via Carolyn Shackelford, CP.....23  
Legal Education - “Notaries Public” .....24  
Legally Speaking - “The Night Before Christmas” - Martha Cox, PP, PLS.....25  
2006-2007 AALS Board and Executive Committee.....27  
Functional Directors & Committee Chairs & State Directors.....28  
Deadlines & Reminders.....32

*Ladies,*

*Wow! It's almost Christmas! Where has this year gone? I know everyone has been very busy and many things have been accomplished.*

*The Reno conference had great legal ed, as usual, and I will have a short report from the Region 6 meeting held at the conference regarding the expenditures of the funds from Region 6 conferences at the Winter Business Meeting. I hope everyone has had a chance to visit the AALS photo album and view the pictures from Reno. We really had a great time.*

*I would like to encourage everyone to visit the NALS website at [nals.org](http://nals.org). They have so many things from legal education to NALS forms at the website.*

*I look forward to seeing you at the Winter Business Meeting and Educational Conference in Jonesboro!*

*Andrea Hicks, PLS  
President, AALS*

Congratulations On Your Election  
**Doris Compton, PP, PLS**  
as NALS Region 6 Director



**Statistics:**

Local Chapter: Greater Little  
Rock Legal Support  
Professionals

Joined NALS in 1986, Life Member

Years in Legal Profession: 24

Employer and Job Title: Gary Eubanks & Associates; Paralegal/Complex Litigation Department  
Supervisor

**Certifications/Awards:**

Certified Professional Legal Secretary (1991)

AALS Legal Secretary of the Year (Arkansas Association of Legal Secretaries)  
(1993-94)

Legal Secretary of the Year (Greater Little Rock Legal Secretaries Association)  
(1994)

NALS Continuing Legal Education Award (1989)

NALS Continuing Legal Education Renewal Award (1992)

Certified Professional Paralegal (2003)

The questions proposed to Doris in her application for Region Director was: “In 75 words or less, as a Regional Director what will you do to make your regional conference a ‘not to be missed’ event for 2007.” Her response:

A few years ago, I learned one of the main reasons people don’t participate is because they aren’t asked. Therefore, I personally invite every member to attend the next Region 6 conference. You are missed and needed. I will provide a hospitality suite with a relaxed, informal setting, where I will attempt to meet and greet every member in attendance. If you’ll come, I’ll dance on the tables —and that’s not to be missed!

I personally can’t wait to see her dancing on the tables!!! (*notation from Cheryl Summerhill*)

The endorsements for Doris listed on the NALS website were as follows:

I recommend, without hesitation, Doris Compton, PP, PLS, for a position on the NALS Board as Region 6 Director. During the past 15 years, I have admired her work ethic and enthusiasm for NALS. She sets the standard for professional and personal achievement and readily shares her energies, knowledge, and skills to encourage individual members to take advantage of the opportunities afforded by NALS membership. Doris has superior organizational and time management skills, individual and group presentation skills, and excellent communication skills - verbal and written. She has the ability to work as a team member, to handle multiple tasks and changing priorities, and to effectively lead committee and business meetings. Doris is also acquainted with the leadership of NALS, having served on numerous national committees and held almost every office on the state and local levels of the association. She is an invaluable asset to the NALS tri-level association, and I highly recommend Doris Compton, PP, PLS for Region 6 Director.

.....Linda Adair, PLS, Greater Little Rock Legal Support Professionals, AALS Executive Secretary 2006

Harold J. Seymore said ““Leaders are the ones who keep faith with the past, keep step with the present and keep the promise to posterity.” Doris T. Compton, PP, PLS, is a leader. She has continually worked on the local, state and national levels for the advancement our association and in doing so, has developed her skills as a leader. She has kept faith with the past, is in step with the present and will strive to make our association stronger in the future. I encourage the members of Region 6 to vote for Doris T. Compton, PP, PLS, for Region 6 Director.

.....Faynell Poe, PP, PLS , 2001-2002 Texas ALP Past President

Who is Doris Compton, PP, PLS? The answers that quickly come to my mind are: Someone who stands up for what’s right...someone who believes that everyone has a voice...someone who diligently supports Region 6, NALS, and the state and local chapters...someone who listens and acts on all ideas and views, without showing any preferential treatment...someone who accepts the challenge to better our Region...someone who is an advocate for our legal profession...someone who works many long hours for her employer...someone who has dedicated herself to the legal community and to those clients who are desperately seeking justice...and my friend. Region 6 has a history of great leaders—but NOW is the time that R6 benefit by having a director from Arkansas. Region 6 would profit greatly with Doris’ professionalism, leadership, efficiency, and knowledge, and it is with great honor and pride that I recommend Doris Compton, PP, PLS for 2006-07 Region 6 Director.

.....Cheryl Summerhill, PLS, White County LSP (Arkansas)

**Congratulations Doris!!**

We’re proud of you and for you.

We look forward to your leadership and guidance  
as our Region 6 Director!!

**AALS - the Association for Arkansas Legal Support Professionals  
Minutes of the Fall Business Meeting of Board of Directors  
Bryant, Arkansas, September 9, 2006**

**Call to Order:**

The 2006 Fall Board Meeting of AALS - the Association for Arkansas Legal Support Professionals was convened on September 9, 2006, at the Holiday Inn Express in Bryant, Arkansas, with President Andrea Hicks, PLS, presiding. Lisa Brecht of Greater Little Rock LSP led the Pledge of Allegiance; Janet Gordon, PLS, of White County LSP read the Code of Ethics.

**Credentials Report:**

President Hicks expressed appreciation to Saline County LSP for hosting the Fall Business Meeting & Educational Conference. According to registration, five chapters were represented; a quorum was declared present. There was one member-at-large and one first-time attendee present. Wyvetta Smith, PLS, was appointed timekeeper and Sue Holder, PLS, Christy Wilson, and Doris Compton, PP, PLS, were appointed tellers.

Members of the Board of Directors who were present included:

**Officers**

President Andrea Hicks, PLS  
President-Elect Michelle Grilletta, PLS  
Executive Secretary Linda Adair, PLS  
Treasurer Mary Hand, PP, PLS  
Immediate Past President Belinda Penn, PLS  
Parliamentarian Mae Humphries, PLS, CLA

**Board of Directors**

Lisa Brecht, Greater Little Rock LSP  
Dot Griffin, PLS, Jefferson County LSP  
Sharon Davis, PLS, Northeast Arkansas LSP  
Martha Cox, PP, PLS, Saline County LSP  
Cheryl Summerhill, PLS, White County LSP

**Consent Agenda:**

The consent agenda as provided was utilized. Parliamentarian Mae Humphries, PLS, CLA, explained the consent agenda process.

The **Treasurer's report** was distributed; a **motion carried** to approve subject to financial review.

**Recommendations of the Executive Committee:**

**Recommendation #1:** After discussion, a **motion carried** to approve the financial review report for the 2006 Annual Meeting funds as submitted by the Audit Committee.

**Recommendation #2:** After discussion, a **motion carried** to approve a scholarship in the amount of \$500 and a grant in the amount of \$500 for 2007.

**Recommendation #3:** After discussion, a **motion carried** to approve the Quality Suites, Jonesboro, AR, as the location for the 2007 Winter Board Meeting and Educational Conference with the room rate of \$64.99 single/double occupancy, the dates to be January 19-20, 2007, and a registration fee of \$40 for members and \$50 for non-members.

**Recommendation #4:** After discussion, a **motion carried** to approve the Best Western Inn of the Ozarks & Convention Center, Eureka Springs, AR, as the location for the 2007 Annual Business

Meeting and Educational Conference with the room rate of \$84 single/double occupancy, the dates to be May 4-6, 2007, a registration fee of \$95 for members and \$105 for non-members, and a theme of AALS — a natural state of mind.

**Recommendation #4a:** After discussion, a **motion carried** that the net proceeds of the 2007 Annual Meeting be shared equally with AALS and all local AALS chapters in good standing with NALS.

**Recommendation #5:** After discussion, a **motion carried** to approve the distribution of the budgeted funds to pay Early Bird Registration for the 2007-2008 President and President-Elect to attend the March 8-10, 2007 NALS Professional Development Conference in Tulsa which are due by December 1, 2006.

**Distribution of Region 6 net proceeds:** Janice Miller, PP, PLS, CPS, reported on the discussion regarding distribution of Region 6 net proceeds which took place during 2006 Region 6 meeting in Richardson, TX, and gave a history of the distribution procedure. Prior to the 2005 Region 6 meeting in Mississippi, the net profits had been distributed as follows: \$1000 to NALS Foundation with the remaining funds being distributed to each state association based upon the number of attendees. At the 2005 Region 6 meeting, a motion carried to distribute the net profits as follows: 50% to the NALS Foundation and 50% to the hosting state. After discussion, a **motion carried** that AALS' proposed distribution of Region 6 annual meeting net profits is as follows: 10% NALS Foundation; 40% hosting state; and 50% divided pro rata among all Region 6 states and that this proposal be published and distributed to the Region 6 states/members prior to the meeting in Reno.

**Umbrella Fire Sale:** After discussion, a **motion carried** to sell the remaining umbrellas at \$10 each.

**Reports:**

2007 Leadership Retreat — CLEC Chair Martha Cox, PP, PLS reported that the Retreat will be held at the Fern Creek House on June 22-23, 2007.

**Round Table Discussion Recap:** President Hicks reported the following suggestions from the Friday night Round Table discussion:

- Ethics CLE should be offered at each meeting;
- Last page of each issue of *The Informer* should include deadlines, including deadlines for meeting bids, committee guidelines and reports, etc.; and
- List of officers and state directors contact information should be included in each issue of *The Informer*.

Doris Compton, PP, PLS, presented the **AALS Owl** to President Hicks. The Owl had been presented to a former AALS President by Marvalene James, PLS who had asked that the AALS Owl be handed down to each succeeding state president.

**Informational Items and Deadlines:**

Court Observance Week — “We, the Jury”, October 9-13, 2006  
NALS Educational Conference & National Forum, Reno, NV, October 24-29, 2006  
NALS Foundation Grant deadline, December 1, 2006  
AALS Winter Business Meeting & Educational Conference - NEALSP, Jonesboro, January 19-20, 2007  
NALS Professional Development & Educational Conference, Tulsa, OK, March 8-10, 2007  
AALS Annual Meeting & Educational Conference – Ad hoc Committee, Eureka Springs, May 4-6, 2007  
AALS Leadership Retreat, Fern Creek House, June 22-23, 2007  
Region 6 Meeting, Shreveport, LA, July 27-28, 2007  
AALS 2007 Fall Business Meeting & Educational Conference, hosted by White County  
2007 NALS Educational Conference & National Forum, St. Louis, MO  
AALS 2008 Winter Business Meeting & Educational Conference hosted by Greater LR LSP  
AALS 2008 Annual Business Meeting & Educational Conference hosted by Saline, Garland & Jefferson  
Counties

**Adjournment:**

There being no further business, the 2006 Fall Business Meeting was adjourned at 2 p.m.

Respectfully submitted,  
Linda Adair, PLS  
Executive Secretary

**NOTICE AND CALL TO BUSINESS MEETING**

TO: All Members  
 FROM: Linda Adair, PLS, AALS Executive Secretary  
 DATE: December 1, 2006

Pursuant to Article IX, Section 2(b) of the Bylaws of AALS, the 2007 Winter Business Meeting and Educational Conference will be held at the Quality Suites in Jonesboro, Arkansas, on Friday, January 19, 2007, and Saturday, January 20, 2007. All members of this association are invited to attend this meeting and take advantage of the privileges of participation. All members of this association have the right and privilege to enter into discussion of any issues and to make and second motions. However, only the duly elected and appointed officers and duly elected directors and alternate directors from each chapter may vote on any issue.

**Friday, January 19, 2007**

6:30 p.m. Registration  
 7 p.m. "Meetings and Introductions" presented by Linda Lou Moore  
 8:15-9 p.m. Coffee Break with President – The Edge Coffeehouse

**Saturday, January 20, 2007**

8 a.m. Breakfast  
 9 a.m. "Foster Care" presented by Cindy Thyer  
 10:15 a.m. "SFST and Other Testing" presented by Jeff Hust, Arkansas State Police  
 12 noon Lunch  
 1:15 p.m. Business Meeting

**REGISTRATION FOR SEMINARS AND BUSINESS MEETING**

Name \_\_\_\_\_ Member # \_\_\_\_\_  
 Address \_\_\_\_\_ Chapter \_\_\_\_\_  
 Employer \_\_\_\_\_ Day Telephone \_\_\_\_\_

	Member	Non-Member
Full Registration	_____ \$40.00	_____ \$50.00
Seminar (Fri. pm)	_____ 5.00	_____ 10.00
Seminar (Sat. am)	_____ 10.00	_____ 15.00
Seminar (Sat. am)	_____ 10.00	_____ 15.00
Lunch	_____ 15.00	_____ 15.00
Business Meeting	_____ 5.00	_____ 5.00
Total Enclosed	\$ _____	\$ _____

Room reservations: Quality Suites, 2909 Kazi Drive, Jonesboro, AR, (870) 802-3212; rate is \$64.99 per night, single/double occupancy, and includes breakfast. When reserving rooms and upon check-in, tell them you will be attending the meeting hosted by NEALSP for AALS. A

\$10.00 late fee will apply for registrations received after **January 10, 2007**. Make checks payable to **AALS** and mail to **Mary Hand, PP, PLS, 320 W. Capitol Avenue, Suite 211, Little Rock, AR 72203**.

**Certification of Election of Alternate State Director**

THIS IS TO CERTIFY THAT:

\_\_\_\_\_ is a member of \_\_\_\_\_ and has been duly elected as alternate State Director of said local chapter to serve only in the absence of the elected State Director's meeting of AALS . . . the Association for Arkansas Legal Support Professionals to be held Saturday, January 20, 2007.

\_\_\_\_\_  
Local Chapter Recording Secretary

\_\_\_\_\_  
Date

INSTRUCTIONS:

Mail original certification to AALS Executive Secretary at the address below, or notify the AALS Executive Secretary by telephone, fax or e-mail, at least five days prior to the meeting at which an alternate State Director may vote:

Linda Adair, PLS  
AALS Executive Secretary  
One Allied Drive, B5F11-B  
Little Rock, AR 72202  
Ph (501) 905-5079; fax 501-905-4173  
[linda.k.adair@alltel.com](mailto:linda.k.adair@alltel.com)

If the certification has not been mailed at least five days prior to the meeting and the notification method was used, the original must be presented to the AALS Executive Secretary on the date of the meeting prior to the commencement of any business.

Failure to elect and certify an alternate State Director at least five days prior to the meeting at which an alternate State Director may be voting results in the loss of the chapter's vote at said meeting if the duly elected and certified State Director is not present.

DOT GRIFFIN, PLS  
AALS Nominations and Elections Chairperson  
Chadick Law Office  
225 West Barraque Street  
Pine Bluff, AR 71601

(870) 536-5110  
(870) 536-5629 (Fax)  
[dot@chadicklaw.com](mailto:dot@chadicklaw.com)

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**TO: Andrea Hicks, PLS, President; Belinda Penn, Immediate Past President, Linda Adair, PLS, Secretary, Mary Hand, Treasurer, Mae Humphries, PLS, CLA, Donna Holloway, PLS**

**DATE: January 2, 2006**

**RE: AALS OFFICERS FOR 2007-2008**

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The report given at the Winter Board meeting by the nominations and elections chairperson will be as follows:

President-Elect:	Linda Adair, PLS
Secretary:	Judy Davis
Treasurer:	Janice Miller, PP, PLS, CPS
	Janet Gordon, PLS
	Christy Wilson

A copy of the Report of Nominations and Elections Chair is enclosed for each of you.

## **REPORT OF NOMINATIONS AND ELECTIONS CHAIR**

On or about October 30, 2006 a call for nominations was duly sent by email (and by regular mail to those without email) to each AALS member and member –at-large. Letters or emails of notification of nomination were sent to each nominee, and the following members accepted the nomination.

President-Elect:	Linda Adair, PLS
Secretary:	Judy Davis
Treasurer:	Janice Miller, PP, PLS. CPS
	Janet Gordon, PLS
	Christy Wilson

I have prepared ballots for the Winter Board Meeting with the above slate of officers.

I hereby certify that Michelle Grilletta, PLS, President, is assuming her respective office for the ensuing year, to serve until her successor is certified and/or elected and qualified.

I further certify that Andrea Hicks, PLS, Immediate Past President, is assuming her respective office for the ensuing year, to serve until her successor is certified and/or elected and qualified.

---

Dorothy “Dot” Griffin, PLS, Chairman

Date: November 30, 2006

Greater Little Rock Legal Support Professionals  
State Director Lisa Brecht

Since the last *Informer*, we have welcomed a new member to our group, Brandy Spillers, who works at Mitchell, Williams, Selig, Gates & Woodyard, P.L.L.C.

CONGRATULATIONS to DORIS COMPTON for being elected Region 6 Director!  
Way to go, Doris!

Bosses Night was held in September. Mrs. Holly Larkin of Alltel was selected as the Boss of the Year. She was nominated by Linda Adair. Judy Davis was awarded the Award of Excellence.

Seven members traveled to Reno, NV to attend the NALS Conference in October. Those attending were Linda Adair, Doris Compton, Judy Davis, Mary Hand, Janice Miller, Ann Simmons, and Lisa Brecht.

On November 30, GLRLSP hosted a Membership Reception in the lobby of the Metropolitan Bank Building in downtown Little Rock. Literature was passed out to prospective members.

Our Christmas party is scheduled for Thursday, December 7 at Chili's in North Little Rock. Members are reminded to bring their gifts for Dirty Santa.

Day in Court was held November 16 at Mitchell Blackstock Law Office. Sammye Taylor discussed the jury system, focusing on voir dire in Court.

Judy Davis reported GLRLSP is holding a NALS Legal Training Course-Basic. Classes are held every Tuesday night at Pulaski Technical College in Little Rock. Classes began October 17 and will run through February 6 with the final exam to be conducted on February 20. We have 19 enrolled from Greater Little Rock, Jefferson County, and Saline County. Instructors are from law offices, accounting firms, judges, professors from Pulaski Tech, and legal assistants. The response to the training course has been great and we are very excited that some of the students will be sitting for the ALS in March. Also, we have several new members for our Association as a result of this course.

Our chapter has sent a monetary donation and boxes full of food and household donations to the Dorcas House and a monetary donation to the Center for Youth and Families to help with their Christmas project.



JEFFERSON COUNTY ASSOCIATION  
OF LEGAL SUPPORT PROFESSIONALS

REPORT  
OF  
STATE DIRECTOR,  
DOT GRIFFIN, PLS

WOW!!!! JEFFERSON COUNTY ALSP has doubled their membership. Welcome to new members, Tina Williams and Tonya Payton and a new student member, Stephanie Bolls.

Tina was a member previously. Tonya is on her first job in the legal field. Stephanie is the AALS grant winner the last two years. All three work at the Chadick Law Office. Tina and Tonya are also attending the Greater Little Rock NALS Legal Training Course. Stephanie is still attending classes at SEARK.

I am hoping all three of them will be able to attend the meeting in January in Jonesboro or the annual meeting in April-May.

Needless to say, I am extremely pleased to have them as members.

## **Report of NEALSP State Director, Sharon Davis, PLS**

Since my last report, NEALSP has been busy with plans for the Winter Business Meeting. The meeting will be held at the Quality Suites in Jonesboro on January 19-20, 2007. Room rate will be \$64.99 plus tax which will include a deluxe continental breakfast. Please check in this issue of *The Informer* for registration information. We will be having a silent auction to benefit AALS so any chapter with items to donate, please contact an NEALSP member or bring them with you to the meeting. Our chapter will also have a separate table with silent auction items to benefit our chapter's scholarship fund and to assist us in other charitable projects during the year.

Our speakers for the legal education meetings for the months of September, October, and November were Judge John Fogleman, Attorney Ray Spruell and Attorney Scott Wilhite, respectively.

For Court Observance Week in October, our chapter invited Marcia Isbill's Business Law class from Jonesboro High School to participate in a tour of the county and circuit court clerk's offices where the procedure of a jury pool was explained. The students then were escorted to the jury room and court room procedures were explained and they were introduced to the bailiffs. At that time, the attorneys spoke to them about voir dire and then they were sworn in as jurors by Judge David Burnett. It proved to be such a hit with their teacher that she wants to do this every semester!

NEALSP was awarded a grant from NALS for use in purchasing chapter pins for our members. Michelle Grilletta, PLS, was in charge of this project and with input from several members we have a new pin in the shape of the state of Arkansas, with our logo in the center and our names across the top. These will be great for use in meetings and functions requiring name tags. We also purchased some small round pins with just our logo on them to give to incoming new members.

Our charity project for the month of November was the Women's Shelter. NEALSP members provided a turkey, canned goods, staple items, etc. for the shelter's Thanksgiving dinner. These items were delivered by President Christy Wilson and Andrea Hicks, PLS.

Our chapter just recently held a Home Interior fund raiser and netted approximately \$230.00 to be used for our Christmas project. We have adopted the Women's Shelter this year and will provide a Christmas meal and gifts for the residents.

We are gearing up for our annual Christmas Party which is being held on Tuesday night, December 5, at Battens' Bakery and Café. We will be playing our infamous "Pirate's Christmas" which always proves to be fun for everyone involved (unless you keep getting your gift stolen)!

We have enjoyed a great year so far, and look forward to seeing you all at the Winter Board Meeting in January!

Sharon Davis, PLS  
NEALSP State Director

## **SALINE COUNTY LSP**

Martha Cox, PP, PLS, State Director

Saline County has gained one new member. Nichole Anderson, Sue Holder's granddaughter, is now a member of SCLSP. She has recently received her paralegal certification through the University of Arkansas Division of Continuing Education. Nichole is also attending the Greater Little Rock Official Course. Nichole works for Attorneys Dustin Dyer and Thomas Burns in Benton.

We have held a monthly meeting each month. Martha Cox, PP, PLS, presented the CLE for the October meeting on changes in the notary public laws and the CLE for the November meeting on trial preparation. Donna Holloway, PLS, will be our hostess for our Christmas meeting. SCLSP has just completed a fundraiser with Innisbrook gift wrap, and SCLSP will be using some of those funds to sponsor a boy and a girl from the angel tree at Wal-Mart for Christmas this year.

We are looking forward to seeing everyone at the Winter Educational Conference and Business Meeting in Jonesboro in January.

From all of the members of SCLSP , we wish everyone a very Merry Christmas and a healthy and prosperous New Year!

## **White County Association of Legal Support Professionals**

*Cheryl Summerhill, PLS, State Director*

Janet Gordon is a grandmother!!! Her son and daughter-in-law, Heath and Rachel Williams, presented Janet with her first grandson, James Allen Williams, born November 21, 2006, at 3:45 p.m. James came into this world kicking and screaming about six weeks early and weighed 4lbs 10oz. Although Janet has not yet seen him in person, (she had already planned a trip to Seattle, Washington for January, when he was due), she has received many photos via e-mail. Thank goodness for technology!!!

Janet and I attended the AALS Fall Business Meeting in Bryant. We had a great time—legal ed was very fun and informational. We look forward to seeing everyone at the AALS Winter Business meeting.

Court Observance Week had us trekking to White County's new correctional facility. We got the grand tour from the County Judge the day before the dedication. We toured the entire building, but we seemed to be most impressed with the padded cell, maximum security section, state-of-the-art kitchen, and the control floor for the entire facility. Although the inmates have not made it to the new facilities, the Sheriff's Office has been relocated, and both the District Court and Judge Edwards' Circuit Court are now being held in the new facilities.

We had a Pampered Chef fundraiser this fall. Thanks to Ann Simmons for her hard work!!! We raised some much needed funds for our chapter. For our Christmas charity, we again chose to donate money to the White County Foster Parents Association because they are unable, because of confidentiality reasons, to be listed on any Angel Tree, Christmas 4 Kids, and other local holiday giving projects.

Our local legal education sessions the past several months have centered on the PP exam. Janet is studying for the exam, and in doing so, has been preparing and presenting topics to our group. Not only is Janet learning in her self-study, but is learning while teaching. November's legal education session was our Thanksgiving feast, with all preparing and sharing good foods, good thoughts, and many heartfelt words of thanks.

Our chapter Christmas party will be held on December 7, 2006, at my house. That date is Kathy Good's birthday and we're planning to celebrate with her. We're not saying what number this is for Kathy, but we're thankful that we can share this birthday with her!! Kathy is now back to work, working three days a week, and is doing pretty good. She's several (about 50) pounds lighter than she was earlier this year—she looks great! Her round black eyes and smile are a blessed event for us to see!! Her hair, so she tells me, is growing back and sticking straight out, everywhere, "I look like a chia pet", so she says. Please continue to keep Kathy and her family in your prayers. She's convinced that all the prayers she's received thus far in her battle have been a great help for her.

Thanks to those of you who nominated me for AALS offices for the ensuing year. Although I didn't accept any nominations, I appreciate your vote of confidence.

My wish for this holiday season is "Let There Be Peace on Earth". Merry Christmas, Happy New Year, and God's blessings for a happy and prosperous 2007 to all my AALS sisters-in-law.

***Merry Christmas to all, and to all a good night!!! Love ya, Cheryl***

**We may have all seen this one before, but it bears repeating:**

**Do you really know how to forward emails? 50% of us do; 50% do not!**

**Do you wonder why you get viruses or junk mail? Do you hate it? Every time you forward an email, there is information left over from the people who got the message before you; their email addresses and names. As the messages get forwarded along, the list builds and builds and builds, and all it takes is for some poor sap to get a virus and his or her computer can send that virus to every email address that has come across his computer. Or someone can take all of those addresses and sell them, or send junk mail to them in hopes that you will go to the site and that person will make five cents for each hit.**

**How do you stop it? There are several easy steps:**

- 1. When you forward an email, DELETE all of the other addresses that appear in the body of the message (at the top). That's right, DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. You must click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.**
- 2. Whenever you send an email to more than one person, do not use the "To" or "Cc" fields for adding email addresses Always use the "BCC" (blind carbon copy) field for listing the email addresses This way the people you send to will only see their own email address. If you don't see your "BCC" option, click on "To" and your address list will appear. Highlight the address and choose "BCC." It's that easy. When you send to "BCC" your message will automatically say "Undisclosed Recipients" in the "To" field of the ones who receive it.**
- 3. Remove any "FW" in the subject line. You can re-name the subject or even fix spelling.**
- 4. ALWAYS hit your "Forward" button from the actual email you are reading, not from the one who sent it to you!! Ever get emails where you have to open ten pages first to read the one page with the wanted information on it? By forwarding from the actual page you wish to be viewed, it eliminates extra emails people have to wade through.**
- 5. Have you ever gotten an email that is a petition? It states a position, asks you to add your name and address and then requests that you forward it to ten or 15 people or your entire address book. As it is forwarded on and on it can collect thousands of names and email addresses.**

**FACT: That petition is worth a couple of bucks to a professional spammer because of the wealth of valid names and email addresses on it. If you want to support the intent of the petition, send it as your own personal letter to the most effective source. Your position may carry more weight as a personal letter than does a laundry list of names and email**

**addresses on a petition.**

**And think about this - who is supposed to actually send the petition in after the names are collected?**

**And don't believe the ones that say that the email is being traced. It just ain't so!**

**6. One of the emails I hate is the one that says something like, "Send this email to ten people and you'll see something cut run across your screen," or sometimes they just tease you by saying something really good will happen soon. IT AIN'T GONNA!!!! Trust me, some of the same ones went around ten years ago!**

**I don't let the bad luck ones scare me either; they get trashed! (could be why I haven't won the lottery!!!)**

**7. Before you forward an Amber Alert or a Virus Alert, or some of the other ones floating around nowadays, check them out before you forward them. Most of them are junk mail that have been circling the net for years.**

**Is it real or not? Almost everything that is questionable can easily be checked out at Snopes.com. Take that moment. If it's not real, don't pass it on.**

**Submitted by Linda K. Adair, PLS, via Carolyn Shackelford, CP**

Legal Education

1. Which of the following may a notary supervise the making and copy of an original document and attest that the document is a copy of the original document:

- A. Birth Certificates
- B. Death Certificates
- C. Marriage Certificates
- D. Divorce Decree
- E. None of the above

2. A notary public may notarize documents in adjoining states as long as the document pertains to Arkansas transactions.

- A. True
- B. False

3. Notaries public may:

- A. Administer oaths
- B. Take acknowledgments
- C. Certify affidavits
- D. Certify depositions
- E. Supervise photocopying
- F. All of the above

4. A notary must register a facsimile signature with the Arkansas Secretary of State if s/he wishes to use it.

- A. True
- B. False

5. Under what conditions may a faxed or photocopied documents be notarized?

- A. Notary recognizes the signature
- B. Notary knows the signer
- C. Document is signed after being faxed or copied
- D. It can never be done

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Answers: E, B, F, A, C

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## The Night Before Christmas, Legally Speaking

Whereas, on or about the night prior to Christmas, there did occur at a certain improved piece of real property (hereinafter "the House") a general lack of stirring by all creatures therein, including, but not limited to a mouse.

A variety of foot apparel, e.g., stocking, socks, etc., had been affixed by and around the chimney in said House in the hope and/or belief that St. Nick AKA/St. Nicholas AKA/Santa Claus (hereinafter "Claus") would arrive at sometime thereafter.

The minor residents, i.e., the children, of the aforementioned House were located in their individual beds and were engaged in nocturnal hallucinations, i.e., dreams, wherein visions of confectionery treats, including, but not limited to, candies, nuts and/or sugar plums, did dance, cavort and otherwise appear in said dreams.

Whereupon the party of the first part (sometimes hereinafter referred to as "I"), being the joint-owner in fee simple of the House with the parts of the second part (hereinafter "Mamma"), and said Mamma had retired for a sustained period of sleep. (At such time, the parties were clad in various forms of headgear, e.g., kerchief and cap.)

Suddenly, and without prior notice or warning, there did occur upon the unimproved real property adjacent and appurtenant to said House, i.e., the lawn, a certain disruption of unknown nature, cause and/or circumstance. The party of the first part did immediately rush to a window in the House to investigate the cause of such disturbance.

At that time, the party of the first part did observe, with some degree of wonder and/or disbelief, a miniature sleigh (hereinafter "the Vehicle") being pulled and/or drawn very rapidly through the air by approximately eight (8) reindeer. The driver of the Vehicle appeared to be and in fact was, the previously referenced Claus.

Said Claus was providing specific direction, instruction and guidance to the approximately eight (8) reindeer and specifically identified the animal co-conspirators by name: Dasher, Dancer, Prancer, Vixen, Comet, Cupid, Donner and Blitzen (hereinafter "the Deer"). (Upon information and belief, it is further asserted that an additional coconspirator named "Rudolph" may have been involved.)

The party of the first part witnessed Claus, the Vehicle and the Deer intentionally and willfully trespass upon the roofs of several residences located adjacent to and in the vicinity of the House, and noted that the Vehicle was heavily laden with packages, toys and other items of unknown origin or nature. Suddenly, without prior invitation or permission, either express or implied, the Vehicle arrived at the House, and Claus entered said House via the chimney. Said Claus was clad in a red fur suit, which was partially covered with residue from the chimney, and he carried a large sack containing a portion of the aforementioned packages, toys, and other

unknown items. He was smoking what appeared to be tobacco in a small pipe in blatant violation of local ordinances and health regulations.

Claus did not speak, but immediately began to fill the stocking of the minor children, which hung adjacent to the chimney, with toys and other small gifts. (Said items did not, however, constitute "gifts" to said minors pursuant to the applicable provisions of the US Tax Code.)

Upon completion of such task, Claus touched the side of his nose and flew, rose and/or ascended up the chimney of the House to the roof where the Vehicle and Deer waited and/or served as "lookouts." Claus immediately departed for an unknown destination.

However, prior to the departure of the Vehicle, Deer and Claus from said House, the party of the first part did hear Claus state and/or exclaim:

"Merry Christmas to all and to all a good night!"

Or words to that effect.

Submitted by Martha Cox, PP, PLS

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## DEADLINES & REMINDERS

Deadline for submitting registrations for the ALS, PLS, PP to be given in March - January 1, 2007

Award of Excellence applications must be distributed by - January 10, 2007

AALS Winter Business Meeting & Educational Conference - NEALSP, Jonesboro, January 19-20, 2007

NALS Professional Development & Educational Conference, Tulsa, OK, March 8-10, 2007

Reports and articles due for March edition of *The Informer* - March 5, 2007

Award of Excellence applications must be post marked - March 10, 2007

President's Award submissions due April 6, 2007

Chapter Achievement applications must be post marked - April 15, 2007

AALS Annual Meeting & Educational Conference – Ad hoc Committee, Eureka Springs, May 4-6, 2007

AALS Leadership Retreat, Fern Creek House, June 22-23, 2007

Region 6 Meeting, Shreveport, LA, July 27-28, 2007

AALS 2007 Fall Business Meeting & Educational Conference, hosted by White County

2007 NALS 56<sup>th</sup> Educational Conference & National Forum, St. Louis, MO - October 11-14, 2007

AALS 2008 Winter Business Meeting & Educational Conference hosted by Greater LR LSP

AALS 2008 Annual Business Meeting & Educational Conference hosted by Saline, Garland & Jefferson Counties

2008 NALS 57<sup>th</sup> Educational Conference & National Forum, Norfolk, VA - September 11-14, 2008  
(must schedule AALS Fall Board Meeting & Educational Conference around this date to avoid conflict)