

LEGAL SECRETARIES OF
NEW ORLEANS & THE RIVER REGION

present

AMICUS CURIAE

("Friend of the Court")

VOLUME XCXXXIV

JUNE 2011

JUNE MEMBERSHIP MEETING NOTICE

Salvatore Ristorante

Date: June 28, 2011
Location: 3226 N. Arnoult Rd.
Metairie, LA
Phone: 455-2433
Cost: \$25.00
Dinner: 6:00 p. m.

Please RSVP to Beverly Jackson at bjackson@hhkc.com. The deadline to respond is Friday, June 24 before noon.

If you RSVP for a membership meeting and don't attend, you will be charged for the dinner as LSNORR will be charged by the restaurant.

CIVIC

We collected \$38.00 for the 50/50 drawing at our May Membership Meeting. Dorothy Hollingsworth won \$18.00. Kay Donnelly donated \$5.00 and John Denenea, our guest speaker, donated \$10.00. The total collected to date is \$240.50.

EMPLOYMENT

Are you or someone you know searching for new employment? Do you have a lead for some of our members? If you are looking for a job or your firm is searching for new employees, contact Evelyn Breaux at ebreaux@kingsmillriess.com.

Once you have obtained employment, please e-mail Evelyn and share your success with her so she is able to update her records.

FROM THE PRESIDENT'S DESK

Fourth of July Is Independence Day

Independence Day honors the birthday of the United States of America. On July 4, 1776, we claimed our independence from Britain and Democracy was born. On this day the Declaration of Independence was approved by the Continental Congress, setting the 13 colonies on the road to freedom as a sovereign nation.

Every day thousands leave their homeland to come to the "land of the free and the home of the brave" so they can begin their American Dream.

It is a day of celebration with picnics and patriotic parades, a night of concerts and fireworks, and a reason to fly the American Flag.

I am so grateful to be an American. I hope you are too.

Happy Birthday America!

Theresa Roques

MEMBERSHIP

Welcome to new members, Della Vidoine and Brittany Leal, who were recently initiated into our organization. Also, welcome to our new corporate member, Doar Litigation Consulting.

Look around! Do you work with or know someone who is interested in joining LSNORR? Let Faye know and she will be happy to provide a membership application to them, along with any other pertinent information.

Members remember to notify Faye LePre, Membership Chairman of any change in your name, address, firm, telephone and fax numbers. mfl1226@aol.com

WEBSITE

Members, please check our website for information on meeting dates and upcoming events. Officers and Chairman, **PLEASE** remember to submit information to be put on the website to Theresa Roques, troques@laborlawyers.com.

VISIT OUR WEBSITE AT www.lsnorr.org

HISTORIAN

Please e-mail or give photos of LSNORR events to Giselle Gifford. She is collecting them for the President's scrapbook which will be presented to Theresa Roques at the 2011 Christmas party. giselle_gifford@ca5.uscourts.gov.

OPERATION MARDI GRAS

Don't forget to give your beads and trinkets to Odile Arregui who is collecting Mardi Gras throws, costumes, etc. for Operation Mardi Gras which is an annual effort by Soldiers' Angels to send purple, green and gold packages to our men and women serving in Afghanistan and Iraq. A unit in Afghanistan holds a parade and a ball, so costumes and beads are needed.

OUR ADVERTISERS

Please take a moment to check out our Advertiser's Page. All of our advertisers have been a tremendous support to our organization. We ask that you and/or your office utilize their services.

If you or someone you know owns a business or service and would like to advertise in our newsletter, please contact Theresa Roques at troques@laborlawyers.com.

LOUISIANA LEGAL SECRETARIES, INC.

Annual Fall Meeting October 28-29, 2011

The annual fall meeting of LLSI will be held at the Microtel Inn and Suites Ponchatoula Hammond
727 W Pine St.
Ponchatoula, LA 70454
985-370-7378

Friday, October 28th beginning at 1 p.m.
And Saturday, October 29th from 8 a.m. through luncheon.

The room rates are \$60 plus tax for room with one queen bed, or \$70 plus tax for room with 2 double beds. Be sure to let the hotel know that you are with Louisiana Legal Secretaries.

LEGAL SECRETARIES INTERNATIONAL, INC.

The 2011 Annual Meeting will be held in Tampa, Florida September 22-25, 2011. Registration forms were included in the June issue of *Briefly Speaking* and need to be returned before August 23. The meeting will be held at the Mainsail Suites Hotel and Conference Center. The theme will be "Sea Shells at Tampa Bay." This year they will be doing a magnet exchange, Be on the lookout for a refrigerator magnet that showcases something about your state. Invite a friend.

ANNOUNCEMENT: CL§: Executive Legal Secretary

This new Certified Legal Secretary Specialist Examination will be offered for the first time at the Annual Meeting in September 2011 in Tampa, Florida. This exam consists of questions regarding duties of a legal secretary, including general secretarial knowledge, grammar, and ethics; the certification is geared to a legal secretary in a small legal office, for an executive, or involved in management or administration, especially for those who have many years of experience. See new application on page 2 of each issue of In Brief.

The 2012 Annual Meeting will be held in New Orleans hosted by Louisiana Legal Secretaries, Inc.

2011 LSNORR BOARD MEMBERS

OFFICERS

President	Theresa Roques	troques@laborlawyers.com
Vice-President, Membership	Faye LePre	mfl1226@aol.com
Treasurer	Tracey Cannon	tmc@wbkaplc.com
Recording Secretary	Dorothy Hollingsworth	angel18dy@aol.com
Corresponding Secretary	Beverly Jackson	bjackson@hhkc.com
Affiliate Director	Giselle Gifford	giselle_gifford@ca5.uscourts.gov
Director of Public Relations	Carla Valaske	chv@mbfirm.com
Parliamentarian	Judy Heinrich	jmh@mbfirm.com
Historian	Giselle Gifford	giselle_gifford@ca5.uscourts.gov

COMMITTEE CHAIRMEN

Bar Liaison	Mary Bordelon	mary_lawfirm@yahoo.com
Career Legal Secretary Course	Trisha Crombie	crombiet@phelps.com
Christmas Party/Installation of Officers	Tracey Cannon	tmc@wbkaplc.com
Civic Affairs	Susan Claffey	sc826union@aol.com
Court Directory	Trisha Crombie	crombiet@phelps.com
Employment	Evelyn Breaux	ebreaux@kingsmillriess.com
Family Outing	Gayle Green	gjohnson@shergarner.com
Legal Education	Board of Directors	
Newsletter/Bulletin	Theresa Roques	troques@laborlawyers.com
Points System	Odile Arregui	oarregui@hhkc.com
Program/Speakers	Board of Directors	
Reservations/Hospitality	Giselle Gifford	giselle_gifford@ca5.uscourts.gov
Scholarship	Judy Heinrich	jmh@mbfirm.com
Ways and Means	Beverly Jackson	bjackson@hhkc.com
Website	Theresa Roques	troques@laborlawyers.com

VISIT OUR WEBSITE AT www.lsnorr.org

Computer Tips

By Bonnie Schloegel

You can easily sort a table by the first cell in a row. And you can easily sort a range in Excel, too. If you want to do a more complex sort and do more with your table, schedule one of the Tables or Excel Webinars listed further down in this e-mail. Or contact BonnieTraining for a hands on class.

Word 2007 and 2010

1. Place your cursor inside of the table.
2. Click the Layout Tab of the Table Tools Contextual Tab on the top of the screen toward the right.
3. Click the Sort Button.
4. Click the OK Button.

Word 2003 and 2010

1. Place your cursor inside of the table.
2. On the Menu Bar, click Table, Sort.
3. Click the Sort Button.
4. Click the OK Button.

WordPerfect

1. Place your cursor inside of the table.
2. On the Menu Bar, click Tools, Sort.
3. Click the Sort Button.

Excel 2007 or 2010

1. Select the Range.
2. Click the Home Tab and Click the down arrow of the Sort and Filter Button
3. Click the Custom Sort.
4. In the Sort by field, select Column A or the Column Heading.
5. Click the OK Button.

Excel 2003 or lower

1. Select the Range.
2. On the Menu Bar, click Data, Sort.
3. In the Sort by field, select Column A or the Column Heading.
4. Click the OK Button.

Webinars

Webinars and On-site Training can be arranged by E-mailing bonnie@bonnietraining.com. Learn from the comfort of your computer and phone and use a credit card or PayPal to attend.

Program	Name	Code	You Will Learn How to:	Cost
Access	Tables and Queries	A01-BT	Create basic tables and queries to find your data	\$50 ½ Hr.
Excel	Formulas	E01-BT	Create formulas with ease	\$50 ½ Hr.
Internet Explorer 7	New Features	IE7-BT	Use the new tabs feature, choose your search engine, and make permanent tabs	\$25 15 min.
Outlook	Beyond Basics	O02-BT	Turn e-mails into appointments or tasks, color code e-mails, create folders, count days ahead, send an appointment as an e-mail and more.	\$50 ½ Hr.
PowerPoint	Making a Presentation	P02-BT	Make presentations using all of the types of slides using special effects	\$100 1 Hr.
PowerPoint	Tips and Tricks for the Presenter	P01-BT	How to go forward or backward a slide or get to the correct slide, print the presentation in different forms, write on your slides while giving the presentation and plenty of speaker tricks	\$25 15 min.
Windows	Tips and Tricks Everyone Should Know	WW01-BT	Tricks and Tips for easy ways to select text, tricks for cut, copy and paste multiple times and collect and paste, tricks to locate a file quickly	\$25 15 min.
Word	From WordPerfect to Word	W01-BT	Learn the critical differences of how Word works differently from WordPerfect. Learn Word's "Reveal Codes" and how to tackle formatting problems.	\$100 1 Hr.
Word	Briefs	W04-BT	Format briefs with page numbers, Tables of Contents and Authorities	\$100 1 Hr.
Word	Formatting in 2003 & Earlier	W32-BT	Headers, Footers, Page Numbering, Section Breaks, Indentation, and Basic Styles	\$100 1 Hr.
Word	Formatting in 2007	W72-BT	Headers, Footers, Page Numbering, Section Breaks, Indentation, and Basic Styles	\$100 1 Hr.
Word	Letters and Envelopes	W05-BT	Create a Letter form or template, set up headers for the letter, single and multiple envelopes	\$50 ½ Hr.
Word	Mail Merge	W32-	Send the same letter to recipients stored in	\$50

		BT	Word, Excel, PowerPoint or Outlook Contacts	½ Hr.
Word	Navigating in 2007	W71-BT	Find all of the commands you knew in earlier versions of Word	\$50 ½ Hr.
Word	Tables	W01-BT	Make tables, sort, math and table formatting.	\$100 1 Hr.
Word	Tips and Tricks	W01-BT	Shortcuts, Macros, Autotext and more	\$50 ½ Hr.
Word	Track Changes	W07-BT	Benefits, dangers, and features of track changes	\$50 ½ Hr.
WordPerfect	Briefs	WP4-BT	Format the brief with page numbers, Tables of Contents and Authorities	\$100 1 Hr.
WordPerfect	Letters and Envelopes	WP2-BT	Create a Letter form or template, set up headers for the letter, single and multiple envelopes.	\$50 ½ Hr.
WordPerfect	Mail Merge and Sort	WP3-BT	Send the same letter to recipients and sort the data base	\$50 ½ Hr.
WordPerfect	Styles	WP8-BT	Create Styles to do quotes, number paragraphs or interrogatories and format text for tables of contents.	\$50 ½ Hr.
WordPerfect	Tables	WP6-BT	Make tables, sort, math and table formatting.	\$100 1 Hr.
WordPerfect	Tips and Tricks	WP01-BT	Shortcuts, Macros, QuickWords and more	\$50 ½ Hr.

Private Webinars and On-site Training can be arranged by E-mailing bonnie@bonnietraining.com.

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& Documentation
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