

LEGAL SECRETARIES OF
NEW ORLEANS & THE RIVER REGION

present

AMICUS CURIAE

("Friend of the Court")

VOLUME XCXXXV

JULY 2011

JULY MEMBERSHIP MEETING NOTICE
The Fat Hen Grill

Date: July 26, 2011
Location: 1821 Hickory Ave.
Jefferson, 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, July 22 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.

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.

CONGRATULATIONS To Brittany Leal. In a couple of weeks she will start working in the legal field. She is so excited. I don't think she'll have any problem adjusting. After all, with all of our work experience and knowledge, she has us to call upon with any help we can extend.

Both Brittany and I would like to take this opportunity to thank everyone for their help.

Best to Brittany!

Evelyn Breaux, LSNORR Employment Chairman

FROM THE PRESIDENT'S DESK

E-Mail Tracker Programs

Any time you see an e-mail that says "forward this on to '10' (or however many) of your friends", "sign this petition", or "you'll get bad luck" or "You'll get good luck" or "you'll see something funny on your screen after you send it" or whatever – it almost always has an e-mail tracker program attached that tracks the cookies and e-mails of those folks you forward to. The host sender is getting a copy of each time it gets forwarded and then is able to get lists of 'active' e-mail addresses to use in SPAM e-mails or sell to other spammers.

You may think you are supporting a good cause but you are not. Instead, you will be getting tons of junk mail later and very possibly a virus attached. Plus, we are helping the spammers get rich. Let's not make it easy for them.

E-mail petitions are not acceptable to Congress or any other organization. To be acceptable, petitions must have a signed signature and full address of the person signing the petition, so this is a waste of time and you are just helping the e-mail trackers.

Theresa Roques

SCHOLARSHIP

LSNORR will award a \$1,000 scholarship which will be voted on at the November General Membership Meeting and announced at the LSNORR Christmas Party in December. You will find attached an Application for Scholarship along with the Rules and Regulations. If you have any questions, please contact Judy Heinrich at jmh@mbfirm.com

CIVIC

We collected \$28.00 for the 50/50 drawing at our June Membership Meeting. Renee Goldstein won \$14. The total collected to date is \$241.50.

MEMBERSHIP

Welcome to our new corporate member, Serpas & Associates Certified Court Reporters.

Look around! Do you work with or know someone who is interested in joining LSNORR? Let Faye LePre 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: CLS: 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@kingmillriess.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

BonnieTraining Webinars will teach you how to set up Word 2010 for the law office or Outlook tricks. Scroll further down the email to find out more.

Have you needed the degree sign or the section sign often in your documents? You can easily map an often used symbol to a shortcut key on your keyboard. Here's how:

Word 2003 and Lower

1. On the Menu Bar, click Insert, Symbol.
2. Click the desired symbol (Hint: § and ° are in the Latin-1 Subset).
5. Click the Shortcut Key Button.
6. Press the keys (Alt + a letter or ALT + SHIFT + a letter are usually not already in use by Word).
7. Click the Assign Button.
8. Click the Close Button.

Word 2007 or 2010 or 2010

1. Click the Insert Tab.
2. Click the Symbol Button.
3. Click More Symbols.
4. Click the desired symbol (Hint: § and ° are in the Latin-1 Subset).
5. Click the Shortcut Key Button.
6. Press the keys (Alt + a letter or ALT + SHIFT + a letter are usually not already in use by Word).
7. Click the Assign Button.
8. Click the Close Button.

WordPerfect

1. On the Menu Bar, click the Tools, Settings.
2. Double Click Customize.
3. Click the Keyboards Tab.
4. Click Edit.
5. Scroll to the desired Shortcut Key on the left side of the window and highlight it.
6. Click the Keystrokes Tab on the right side of the window.
7. Press CTRL + W and select the desired symbol. (Hint: § and ° are in the Typographic Symbols Set).
8. Click the Insert and Close Button.
9. Click the Assign Keystrokes to Key Button.
10. Click the OK Button and the next 2 Close Buttons.

Outlook or GroupWise

Have you noticed that you can specify which pages to print in some emails, but not in others? The ones that you can choose which pages to print were sent to you in HTML format. Emails you cannot select specific pages to print were sent in Rich Text or Plain Text format. Robin Castle, a legal secretary, has a great idea of what to do when you receive an email in Rich Text or Plain text format and you want to only print certain pages. She says she saves the email in .PDF format. Then she opens it up in Adobe and selects which pages to print. Thanks, Robin.

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 or 2010	W72-BT	Headers, Footers, Page Numbering, Section Breaks, Indentation, and Basic	\$100 1 Hr.

			Styles	
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-BT	Send the same letter to recipients stored in Word, Excel, PowerPoint or Outlook Contacts	\$50 ½ Hr.
Word	Navigating in 2007 or 2010	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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 Customized Legal Training
 & Documentation
 16 Normandy Drive
 Kenner, LA 70065
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E-mail: Bonnie@BonnieTraining.com

Please forward this e-mail to anyone who may benefit from it. If you would like to be added to the mailing list, please send an e-mail. If you like to be taken off, please send an e-mail with PLEASE REMOVE ME FROM YOUR LIST in the subject.

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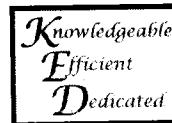
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LEGAL SECRETARIES OF NEW ORLEANS AND THE RIVER REGION
Application for Scholarship

Name of Candidate: _____

Address _____

Telephone: Home _____ Work (if any) _____

Submitted by: _____ Telephone _____
Signature of LSNORR Member/Affiliate Member

CANDIDATE NUMBER _____ (will be assigned for judging)

Interests and Hobbies _____

Extracurricular Activities _____

Membership in Organizations (Civic, Social, Church, Professional) _____

Legal Work Experience (if any) _____

Which Louisiana college does Candidate plan to attend, if known? _____

Is Candidate financially able to attend a school of higher education without financial assistance?

What are candidate's career goals and why does he/she wish to pursue a career in the legal field?

Is Candidate a member of LSNORR? Yes No (circle one)

[Attach copy of transcript and letters if any]

Please return by October 15, 2011 to:

Judy Heinrich
LSNORR Scholarship Chairman
338 Lafayette Street
New Orleans, LA 70130
504-581-9065; jmh@mbfirm.com

LEGAL SECRETARIES OF NEW ORLEANS AND THE RIVER REGION

Rules and Regulations - Scholarship Award

1. LSNORR will award a scholarship which will be known as the "LSNORR Scholarship Award."
2. The sum to be awarded will be determined by the LSNORR Board of Directors at its first meeting, held in January of each year.
3. The LSNORR Scholarship Chairman shall mail to all members and affiliated members, no later than July 31, a copy of the Rules and Regulations, together with the scholarship application form. Each member/affiliated member is entitled to sponsor one candidate.
4. The award will be granted based on scholastic achievement, leadership ability and financial need. Particular emphasis will be placed on pursuing a career/furthering one's career in the legal field.
5. The candidate must have a grade point average of "B or above, be in need of financial assistance, and plan to enroll and/or be enrolled in a school of advanced education as a full-time student in the State of Louisiana.
6. Candidates, including winners from prior years, remain eligible and may be resubmitted for consideration.
7. The application shall consist of the following:
 - a. Application form to be completed, with the assistance of the candidate, and signed by the LSNORR sponsoring member/affiliated member.
 - b. Transcript of grades from most recent school attended; and
 - c. Letters may be written by candidate and/or LSNORR sponsoring member/affiliated member and/or teachers and/or employers in support of candidate. No more than two such letters may be submitted. Those letters each should be limited to a single sheet of 8 ½" x 11" paper.
8. The completed application must be mailed to the LSNORR Scholarship Chairman by U.S. Mail or by overnight/express mail services. Applications must be received by the LSNORR Scholarship Chairman no later than October 15, regardless of the postmark/mailing date. Any applications received after October 15 will be disqualified.
9. The LSNORR Scholarship Chairman will then prepare the applications for submission to the LSNORR Board of Directors, to be mailed no later than October 30, by deleting the candidate's name, address, school attended, sponsoring LSNORR member/affiliated member's name, and any other pertinent information which would readily identify the candidate. A number will be assigned by the Scholarship Chairman to each candidate. The identity of the candidates (i.e., winner and runner-up) will be revealed at the LSNORR Christmas Party held in December.
10. The Board of Directors will select three finalists from all applications received and will advise the LSNORR Scholarship Chairman of their decision no later than November 14. The three finalists will then be presented to the membership for voting at the November General Membership Meeting in November of each year. A winner and runner-up will be selected by ballot vote. The finalists receiving the most votes will be declared the winner and the finalist receiving the second highest number of votes will be declared the runner-up.

[NOTE: If any dates referred to in Items 3, 8, 9 or 10 hereof fall on a Saturday or Sunday, the deadline will be extended to the following business day.]
11. The Scholarship Award recipient will be announced at the LSNORR Christmas Party in December.

12. The LSNORR Director of Public Relations will publicize the name of the winner in newspapers in the metropolitan New Orleans area and will obtain appropriate information for the article from the Scholarship Chairman.
13. In the event the winner does not/cannot accept the scholarship, the scholarship will be awarded to the runner-up.
14. The scholarship will be paid by LSNORR Treasurer directly to the school of the winner's choice and is to be disbursed at the discretion of the school.