

Summons

WESTERN DAKOTA ASSOCIATION OF LEGAL ASSISTANTS

An Association for Paralegals/Legal Assistants
www.wdala.org

President's Message

By Alice M. Johnson, ACP



Hi Everyone! Welcome to another year of WDALA! What can we do to make it better than ever? That is a question every one of us needs to ask ourselves – not only about WDALA but about so many other things in our lives! If we don't continue to ask ourselves "how can this be improved" or "how can I make this better" or "what will it take for

me to get more out of this" about whatever is frustrating you, annoying you, or just plain being a pain in the keester – we will continue to be frustrated and annoyed!

You've all read my writings talking about going "outside the box" or "pushing yourself beyond your comfort zone". I truly do believe this is a proactive way of becoming a better person. (Even if it IS changing the WDALA colors, Anna! LOL!) I'm not talking about life-changing decisions or world-shattering actions. I am talking about the little things in life. Things you have never tried (but always kind of wanted to) ... chores that aren't normally "your job" ... or trying to do/make something yourself instead of hiring someone to do it; these are the little ways in which we find ourselves growing and learning and evolving into a better person.

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President's Message continued

This past summer I did something for the first time I had never done before in all my years of riding horse. I either had to “pony” a horse (with a rider on it) from the horse I was riding, or I had to get off and lead both horses. “Ponying” a horse means you are riding your own horse, holding onto a lead line, and leading a 2nd horse to wherever you are going. Lots can go wrong! You can lose the lead line, the other horse can cut behind and to the other side of you which tangles up the line, the other horse can refuse to move, balk, try to walk ahead of your mount, or any number of things ... some of which can be a bit dangerous. Well, I’m basically lazy (didn’t want to walk) so I decided to give it a try. Yes, it was uncomfortable and challenging but by the end of the ride, all was well and if I find myself in that same situation to do it again – I’ll be much better equipped and confident to do so.

What does all this have to do with WDALA? Everything! It’s easy to be a member and enjoy the benefits of WDALA. That’s okay, but it really doesn’t DO anything for you. To get the most out of anything, you need to put in a little bit of extra effort Or go outside your box and jump into the workings of WDALA.

I appreciate every one of you and thank you for being a WDALA member. I also want to encourage you to reach out – to any of us – and say “hey, do you need help on ‘this’ committee or on ‘that’ project”? You will find that not only will you have a blast doing whatever WDALA work you are doing, but you will get to know other members better, learn probably more than you ever thought you would about WDALA, and feel good about doing it all!



There are a lot of different tasks, committees, and activities to do in WDALA and, as John Heywood said, “many hands make light work.” Let your hands be a part of WDALA along with your heart and mind.

Welcome! New WDALA Members!



Stephanie Howe: I am a Paralegal with Melling & Roseland Law, PC. I have worked for the firm since May of 2019, starting with the books and attending classes online to become a Paralegal. I received a Paralegal Certificate from the University of North Dakota. I am also a Mom to two beautiful girls, a farmer's wife, and a Cross Country coach. I enjoy spending time with my family, listening to true crime podcasts, traveling and running.

Tiffany Knopik: I wanted to take a minute and introduce myself and let you know a little about me. I am a full time Paralegal for the Smith Porsborg Law Firm here in Bismarck, where we specialize in civil litigation. My husband James and I have four boys. Our family loves to enjoy the lake and all things outdoors in the summer.

I have been getting a taste of the Drug Court Program and I am working on getting to know more of the WADALA members. I am looking forward to learning more about the group and all the things it does!



Cassy Larson, CP: I grew up in Dickinson, ND and graduated from NDSU with a bachelor's degree in Criminal Justice. In 2021, I passed the Certified Paralegal examination and I'm currently a Paralegal at Pulkrabek Law Office. In my free time I enjoy scenic & family photography, running, and paddleboarding. I live in Morton County with my fiancé and two daughters.

Our legal system and the possibilities we have as professionals to provide service to our community has fascinated me throughout my professional career. I'm grateful for the opportunity to be a member of WDALA and NALA, as these associations bind together the vital members of the legal system that are the Paralegals and Legal Assistants.



Volunteer Spotlight



ReBecka Wohl, ACP

Why do you volunteer for WDALA?

I was raised volunteering for my church, helping with dinners, food pantry, and other miscellaneous needs. After moving to Bismarck, volunteering with WDALA has filled that gap of being able to continue to help where needed. It has been such a light for me, not just in expanding my career connections, but because there is an obvious need that we are able to help fill. It's very rewarding. Plus, being able to volunteer with other members who have become friends keeps me from becoming a social hermit!

Which event is your favorite? Why?

I very much enjoy the Christmas gift event that we do through drug court. While I'm not a shopper, wrapping gifts is my absolute favorite part of the holiday (after eating the treats). I've been able to attend the delivery of these gifts to the families that have been chosen a handful of times, and it really helps you understand the reason for the season.

Do you have a favorite memory from volunteering?

Every time I've attended drug court, it would make me laugh that Judge Romanick referred to us as "the WDALA ladies." Even the participants have begun referring to us that way. We may not know every individual name or story, but they sure know us!

What would you tell new members about volunteering for WDALA?

It might be scary, especially if you're a new member. I remember thinking "I don't know anyone, what do I even SAY?" I quickly learned that it is a wonderful group of people, and from all walks of life. Don't worry, you'll fit right in. I promise, we don't bite, and we are always happy to have more hands willing to pitch in for different things.

What motivates you to stay involved?

Knowing there is a need that we are filling is what keeps me doing volunteer work. Being able to have even a small hand in keeping drug court or RADD working properly is worth a few hours of my time here and here. Plus, my children have been able to attend events with me, and it has helped teach them the value of volunteering, as well as doing something nice for others without expecting anything in return.

What volunteer contribution or achievement are you most proud of?

I've got more time and work to put in before I earn any achievements! There are some of our members who have given countless hours to volunteer their time, efforts, and even money. I'm proud of them!! I just want to continue to help WDALA be present in our community. Volunteering is a great way to do that!

What other organizations or causes do you volunteer for and support?

I also volunteer and contribute support regularly to Miles of Love, which is a local dog rescue organization. My own AmStaff is a rescue, and owning him has taught me a lot about rescues, the work they put in, and why certain types of dogs are always in need of homes. Not everyone always agrees with the cause, especially some of the specific types of dogs that are always needing homes, but if we can change the minds of even one person by educating them on rescues, fosters, and/or adopting, it's worth it to me. I'm a big softie when it comes to dogs.

Tell us a fun fact about yourself!

I love being "the fun aunt" to my niece, nephews, coworkers kids, friends kids, drug court kids, random Target kids... I almost always keep a candy stash in my desk or in my purse to sneak to whichever little kid I come across who just needs a smile, and some sugar! (Please don't tell my own children, they would never stay out of my purse if they knew!!!)



Get to Know . . . Gabrielle J. Goter, Morton County Assistant State's Attorney



What are your job duties?

My job duties are numerous and varied. As a senior assistant state's attorney for Morton County, I prosecute criminal cases and juvenile cases and am responsible for the pleadings, discovery, search warrants, etc. that those cases would entail. I also represent Morton County in post-conviction hearings, mental health hearings, extraditions, and civil commitment hearings. I advise county agencies and departments on points of law, review contracts, review HR proceedings, and give legal opinions, when asked, to the County Commission.

I supervise staff and attorneys as well as legal interns/clerks and provide instruction or training to area law enforcement. Additionally, I am on a number of committees and boards, including the Bismarck-Mandan Drug Court Board, the Dakota Children's Advocacy Center Board of Directors and Advisory Council, ND Courts Caseflow Management Committee, North Dakota Bureau of Criminal Investigation Advisory Committee, United Tribes Technical College Criminal Justice Advisory Board, and am the president of the North Dakota State's Attorney's Association.

What did you want to be when you grew up and are you currently doing it?

I was about four years old when I decided I wanted to be either a doctor or a lawyer. My high school and undergraduate studies were focused on going to medical school, but I worked from a young age at my father's criminal law practice, answering phones, speaking to clients, filing, researching and drafting. I don't know if I envisioned myself doing exactly this as I grew up, but it has been a part of my life as long as I can remember.

What led you to this career and how did you get into your current field or position?

I enjoyed the majority of law school and areas of law that I studied, but I found criminal law and juvenile law the most interesting due to the pace, the case subjects, and the ability to impact my community positively.

What is a typical day like at your job?

A typical day in my job is a juggling act. It is rare that I can work on one brief or one case all day. My day usually consists of reviewing new cases or charges, appearing in court, dealing with search warrants, attempting to resolve cases, responding to motions and appeals, and attending a variety of meetings. All of these things are interspersed with

Get to Know . . . Gabrielle J. Goter, Morton County Assistant State's Attorney continued

telephone calls, emails, or visits from staff, law enforcement officers, social workers, probation officers, or witnesses who have urgent questions.

What advice can you offer to attorneys / paralegals to make your job easier?

Calendar everything! This job is extremely hectic, so, more than ever, calendaring court appearances, depositions, meetings, trial prep, etc. helps in creating timelines for completing tasks. My other greatest piece of advice would be to show up for court prepared; know the law and your case. Have the statutes and rules handy in court. The tenor of a hearing or trial can change really quickly if either of the parties appear to be fumbling or misstating the law or case. Judges and other attorneys don't have patience for that. Putting in the extra prep time helps you appear knowledgeable and confident.

What's something that has surprised you about your chosen career path?

The thing that has surprised me the most about this career path is that there still exists such gender inequality in this line of work, which manifests itself in so many ways—the number of male versus female colleagues, expectations as to the manner in which we should communicate, speak, or even dress for court, and the way different attorneys and judicial officials may treat you based on gender whether you are an attorney or party. It's galling to admit that over the years of practice, I have almost grown accustomed to it until there is a significant event, but a law student extern did a paper on this issue this spring. She and I had a frank discussion about her observations and experiences in our courts and attorney and law enforcement interactions. She spoke the truth in what she saw in her experience, and I had to acknowledge the accuracy.

Do you have any mentors in your professional life?

I have had a number of mentors in all of the areas of my job, but the most significant would be my father and Jackson Lofgren who was my assigned mentor when I started at Morton County and remains a good friend, sounding board, and voice of reason.



Get to Know . . . Gabrielle J. Goter, Morton County Assistant State's Attorney continued

If you could meet any historical figure, who would they be?

Madame Marie Sklodowska Curie

If you didn't have to work, what would you do with your time?

I would travel. There are so many amazingly fascinating places and cultures in this world that I still have not experienced.

Do you have any favorite quotes?

"We do not have to become heroes overnight. Just a step at a time, meeting each thing that comes up, seeing it as not as dreadful as it appears, discovering that we have the strength to stare it down." Eleanor Roosevelt



"It is not the critic who counts: not the man who points out how the strong man stumbles or where the doer of deeds could have done better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly, who errs and comes up short again and again, because there is no effort without error or shortcoming, but who knows the great enthusiasms, the great devotions, who spends himself for a worthy cause; who, at the best, knows in the end, the triumph of high achievement, and who, at the worst, if he fails, at least he fails while daring greatly, so that his place shall never be with those cold and timid souls who knew neither victory nor defeat." Theodore Roosevelt

What book or movie have you recently read/seen and why would you recommend it?

Mare of Easttown is a miniseries I watched recently. I would recommend it. The series deals with a lot of heavy topics—drug addiction, suicide, trauma and coping, homicide/kidnapping, work and personal life balance—but, it's done in a manner which is gripping to watch and portrayed incredibly accurately and honestly.

If you were a super-hero, what powers would you have?

Teleportation, Telekinesis, and Time Travel

Get to Know . . . Karlei K. Neufeld, Assistant Attorney General



What are your job duties?

As an Assistant Attorney General in the Criminal & Regulatory Division of the North Dakota Office of Attorney General, I have a wide variety of job duties. First and foremost, I work as a criminal prosecutor. With jurisdiction across the State of North Dakota, I can either assist local counties in difficult/complex criminal cases or assume cases from local counties (taking them on independently) due to a conflict of interest. As a result, I have the privilege of working with criminal prosecutors and defense attorneys across the State, while also appearing in any of North Dakota's 8 judicial districts. In addition to my responsibilities as a criminal prosecutor, I also teach a variety of courses at the Law Enforcement Training Academy, I sit on multiple State-Wide Taskforces and Multi-Disciplinary Teams, I help lead the Sex Offender Risk Assessment Committee, I assist during Legislative Session, and I lend a helping hand wherever needed.

What did you want to be when you grew up and are you currently doing it?

Like many young girls, I always wanted to be a teacher. Looking back, I think that was for a variety of reasons. First, I was blessed with teachers who were role models that I looked up to and wanted to be like. Plus, I loved working with children, and I enjoyed public speaking. So, on the surface level, I took a very different career path than I originally imagined. That said, in my current role, I fulfill many of the goals I always envisioned. As a criminal prosecutor, I often handle cases involving children, I teach at the Law Enforcement Training Academy, and I regularly speak publicly. Plus, I've come to realize that regardless of your career or position, each one of us has the power to be a role model for those around us.

What led you to this career and how did you get into your current field or position?

I made the decision to go to law school and become an attorney for many reasons, but most importantly, I wanted to be an advocate and raise awareness for causes that I am passionate about. Then, when I was in law school, I had the privilege of being selected for the UND School of Law Mock Trial Team. While on trial team, I had the opportunity to prepare a civil and criminal case for trial. That experience solidified two

Get to Know . . . Karlei K. Neufeld, Assistant Attorney General continued

things: 1) I love being in the courtroom, connecting with jurors, and advocating for a special cause; and 2) criminal cases empower me to advocate on behalf of victims who often cannot speak for themselves. For that reason, I made the decision to become a criminal prosecutor. While my job is not always easy, I am thankful to have found a career that I am passionate about and one that allows me to make a difference in my community.

What is a typical day at your job?

With my current position, each day is unique. Most days you can find me at my desk, reviewing police reports and filing criminal charges, preparing for trial, responding to emails, or handling other general legal work. Other days, I'll be travelling to Court, meeting with trial witnesses, and handling jury trials. I could also be found teaching at the Law Enforcement Training Academy, assisting the Sex Offender Risk Assessment Committee, or participating in a taskforce meeting. Having a wide variety of tasks and responsibilities keeps me on my toes and allows me to connect with amazing professionals across the State.



What advice can you offer to attorneys/paralegals to make your job easier?

My advice would be to take the time to get to know the team that you work with and to set the goal of working together as a team. That might mean taking the time to learn your team member's preferences, idiosyncrasies, and style. It might mean taking the time to learn about their family, friends, and hobbies. It might also mean telling them what their strengths are and what you appreciate about them. In my experience, when you care about each team member that you work with and value them for what they bring to the table, they will inherently do the same for you. As a result, you'll be able to work well together and everyone's job will be that much easier!

What's the biggest misconception people have about your profession?

One of the biggest misconceptions about the legal profession is that all attorneys are arrogant, rude, and argumentative. From personal experience, I know that to be false. I am fortunate to know and work with some of the most intelligent, humble, kind-hearted, and genuine people...who also happen to be attorneys!

Get to Know . . . Karlei K. Neufeld, Assistant Attorney General continued

What's the best piece of professional advice you've ever received?

The importance of being able to “disagree without being disagreeable.” Working in an adversarial system, attorneys are often forced to disagree with one another. We file opposing motions and briefs, we are unable to reach plea agreements and settlements, and we go into court and argue against one another. That said, disagreeing with someone doesn't give us the authority to be disagreeable. In the same way, advocating zealously for our clients or for causes that we care about, does not give us the authority to be mean, rude, or inconsiderate to our adversaries. Taking that advice to heart, regardless of which side of the table we sit on, would do wonders for our profession.



Do you have any mentors in your professional life?

Thankfully I can answer that question with a resounding yes! The list is long and I won't “name names,” but they know who they are. It is so important for all of us, regardless of age or experience, to find a mentor to look up to and to learn from. I am the attorney that I am today due to the insight, wisdom, support, and encouragement of many different professionals. Several of those mentors are strong, confident, female attorneys who have shown me that success, happiness, and a work-home balance are not mutually exclusive.

What motivates you?

As a prosecutor who specializes in personal crimes, I can't bring back loved ones, erase abuse, or change the past. However, I do have the ability to be an advocate and to seek justice. Those opportunities motivate me to do everything within my power to make a positive difference in the lives of those around me, and to help make my community safe.

If you could choose to do anything for a day, what would it be?

I would spend the day on a beach: white sand, crystal-clear water, 90-degree weather, and not a cloud in the sky.

Collaboration and Court TV

By Misty Nehring, Attorney at Law



An inside look into the broadcast and a special thank you to the team that makes it happen every day.

As a criminal defense attorney, my passion for the law and my love of the role has grown exponentially over the last decade. I thrive on the challenge presented in the courtroom and learn from the clients' whose lives I have the privilege of impacting every day. In November 2019, I made the transition into private practice and started my own office where I work as an individual attorney. Owning a law practice is great but the experience of a solo attorney can be isolating and demanding. As I have succeeded, the client demand and the request for immediate attention has been a complex and new challenge.

The solution to my challenge was delivered to me via the most unexpected means. In August 2021, I was given the opportunity to appear as a guest on CourtTV. CourtTV received permission to livestream the Chad Isaak trial on their website and cable systems. What I had originally believed to be a one-time special event, turned into six separate appearances. Each appearance was more rewarding than the next and I am grateful that I was given the opportunity as it provided me true insight into the benefits of building a collaborative team.

Days before every appearance, I would receive a communication from Matt, the CourtTV show booker. He not only booked me for every appearance but then would reach out to me several times providing clips and feedback from lighting to commentary about the broadcast. As we watched the trial unfold, it was rewarding to express our thoughts on a mutually shared experience.

The night before each appearance, the CourtTV team would send me an email outlining the various cases being covered, updates, and links detailing each case and the status of every matter that could be potentially covered the next day. It also included friendly tips for each guest on how to individually set up their own backgrounds for the livestream.

On the day of the appearance, I would receive a call from the engineering team. They would review my background, assist me with lighting, check sound, and transition me

Collaboration and Court TV continued

over to the control room. The control room is best described as a hive of activity. Through my Bluetooth earphones, I was audibly connected to their entire team including but not limited to producers, staff, on screen anchors, and other guest attorneys making their appearances. Through my computer and Skype, I could visually see the anchors, the live broadcast, and the events as they unfolded during the Isaak trial. I am grateful to the CourtTV team for the experience as it removed the anxiety of not knowing specifically what I would be asked to comment on or having to comment on the other cases livestreamed from other parts of the country being livestreamed at the same time as the Isaak case.



While a lawyer has specialized knowledge and experience in their role, a successful practice cannot survive on its own. Without a support team and truly investing in that team, a lawyer's ability is limited. As witnessed by my CourtTV experience, a well-managed functioning team can make a complex process a simple one through collaboration. Where each member of the team contributes their strengths and pulls themselves together, the team can build

on its work and succeed as a unit to achieve great things. As I work to expand my team, I have a whole new level of appreciation, respect, and gratitude to my paralegal. Giving him more responsibility and allowing him to interact with myself and my clients has breathed new life into my practice and increased my ability to handle the personal affairs of my clients effectively and efficiently. In addition, his insight has been invaluable as his interactions, his experiences, and his expertise are different from my own which has increased our success in and out of the Courtroom.

I would like to take a moment to thank my friends on the CourtTV team as they taught me the value of collaboration, delegating responsibility, and trusting them enough to allow their strengths for a common goal.

Ms. Nehring is an attorney from Williston, ND. Her bio can be found at mistynehring.com.

Installation Celebration for Melissa J. Hamilton, ACP, as NALA President 2021-2022

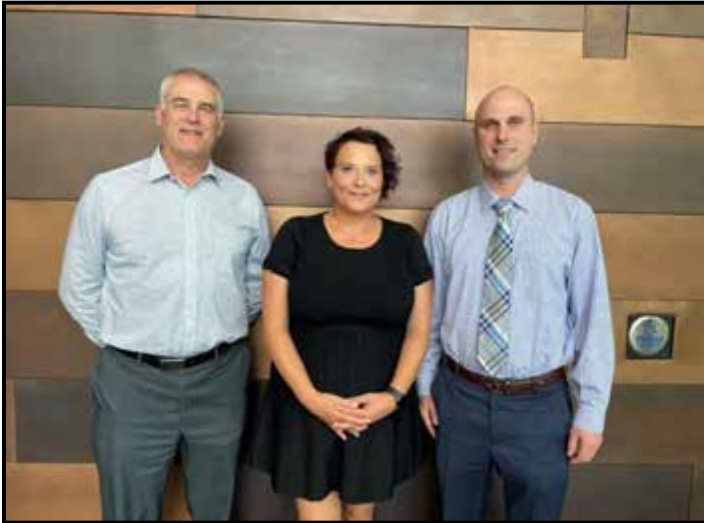
An Installation Celebration for Melissa J. Hamilton, ACP, as NALA President 2021-2022 was held on September 13, 2021 in the Northern Lights Atrium of the North Dakota Heritage Center. The installation was attended by Melissa's family and friends, WDALA members, co-workers, Justices of the ND Supreme Court, and the Clerk of the North Dakota Supreme Court.



Installation Celebration continued



Installation Celebration continued



Installation Celebration continued

Installation Celebration

Melissa J. Hamilton, ACP
NALA President 2021-2022

Monday, September 13, 2021
Northern Lights Atrium
ND Heritage Center



Welcome

Vicki J. Kunz, ACP
NALA President, 2002-2004

Remarks

Alice M. Johnson, ACP
WDALA President

James E. Nicolai
Deputy Solicitor General

David R. Phillips
Assistant Attorney General

Closing

Melissa J. Hamilton, ACP
NALA President, 2021-2022

Installation Celebration continued

The following is Vicki Kunz's welcome comments from Melissa's Installation Celebration.

We are excited to be able to have us all gather here to celebrate Melissa's second year as NALA's 25th president! NALA is the largest paralegal organization, representing over 18,000 paralegals nationwide as individuals or members of its 70 plus affiliates. Its Vision is to be the preeminent resource for personal and professional success with its Mission to Advance paralegals through certification and professional development. NALA's Officers and Directors are very familiar with NALA's Mission Statement and agree to uphold the standards of excellence and leadership that the NALA founders established.

The position of president is not to be taken lightly like one of overseeing one of your local service organizations or associations, or fun trips and frivolous meetings. NALA has a 14-member board, a separate certification board and 13 staff employees including a CEO that Melissa oversees. It provides premiere conferences and professional development both in person, online and quarterly publications. Since Melissa's installation in July of last year, she has virtually overseen NALA's second Virtual Conference with 1,456 record attendee numbers!

The NALA members have expressed their confidence in her integrity as an executive, her devotion and commitment to NALA, and her ability to carry on the ideals of those who have served before her. She has the enthusiasm and experience to flourish as she faces new opportunities and challenges in the year ahead. As the

NALA President, it is her duty to administer, impartially and impersonally, the affairs of this Association, to accomplish its purposes and goals.

What I hope you know and can understand, the paralegal profession recognizes Melissa for her outstanding and dedicated leadership. We know she cannot do this without the full support of her family, her bosses, all the attorneys she



Installation Celebration continued

works for, and her fellow co-workers.

North Dakota attorneys have recognized and supported the paralegal field for many years. Many of you, today and in the past, have provided us with opportunities to hone our leadership skills as well. In fact, ND has had the most NALA presidents with Melissa being the 3rd NALA president from North Dakota. NALA's second president and founding member was Dot Jorde, 1977 to 1979. She was from Minot and worked at the Pringle firm. She helped start our WDALA state organization in 1984, introducing many attorneys to the utilization of legal assistants and paralegals across our state. She was a great leader and mentor to many of us. I was the next North Dakota NALA president, # 16, in 2002 to 2004. And now Melissa as the 25th - 2020 to 2022. We have had several ND paralegals involved at the national level as board and committee members and chairs. I have told Melissa we need to shorten that 20-year span between ND leaders and work on attorneys across the state to encourage their paralegals to follow in her footsteps and get involved in their state and national organization!

Melissa received her bachelor's degree in Paralegal Studies in 2001 and joined NALA in 2005. I have literally witnessed her growing up in her paralegal and NALA leadership career! She has over 26 years of legal experience working for the State of ND and we all know she loves working for the Attorney General's office.

We hope you are as proud of Melissa serving NALA as its national leader as we are!

By Vicki J. Kunz, ACP, NALA President, 2002-2004





MEET THE NALA BOARD OF DIRECTORS

2021-2022 TERM



President
Melissa J. Hamilton, ACP
Bismarck, North Dakota



Vice President
Debra L. Overstreet, ACP
Porter, Oklahoma



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Midvale, Utah



At Large Director
Richard Hahn, ACP
Bel Air, Maryland



At Large Director
Cassie D. Snyder, ACP
Ocoee, Florida



Chief Executive Officer*
Vanessa Finley, MBA, CAE
Tulsa, Oklahoma

* Non-voting

Supreme Court: Q & As

By Petra H. Mandigo Hulm, Clerk of the ND Supreme Court



I've been asked to answer questions from the members of WDALA. Thank you for the opportunity. Please do not hesitate to call or email my office if you have questions on an appeal. We are happy to answer questions if we are able.

Notice of Appeal

When preparing a notice of appeal, what heading is used (the district court heading or Supreme Court heading)?

You put the heading or caption of the court in which you are filing. Therefore, for a notice of appeal, you use the Supreme Court heading.

Briefs

In addition to the Supreme Court No., does the Civil No. of the lower court need to be on the cover page?

N.D.R.App.P. 32 says "the number of the case" must be on the cover. At the least, you must have the Supreme Court number on the brief. It is helpful to also have the district court number.

Where do the paragraph numbers start in the brief (i.e. Statement of the Issues, Statement of the Case, etc.)?

Paragraph numbers should start with the statement of the issues or the next thing after the table of authorities, which might be a short statement explaining why oral argument would be helpful to the court.



Supreme Court: Q & As continued

Can the Statement of the Issues and Oral Argument Statement be on the same page? If so, does a page break need to be included between that page and the Statement of the Case?

Short answer, yes. The rule is not specific as to a requirement for the location of an oral argument statement in a brief. However, we ask that it be in the body of the brief. We have seen them on the cover, in the table of contents, or after the signature block, which are not preferred.

Under N.D.R.App.P. 25(a)(3)(B), hard pages breaks must separate only the cover, table of contents, table of authorities, and body of the brief.

Does the Certificate of Compliance and Certificate of Service need a ¶ number?

No.

Appendix

If a document from the Court Docket is listed in the Table of Contents, does the Doc ID # need to be included (i.e. Complaint (Doc ID #2))?

That is preferred and the most helpful to the Justices. I am unaware of a specific rule requiring index number in Odyssey to be noted.

Is there a certain way the appellant and appellee should label the bates stamp in the appendix (i.e. AA1, App1, Appellants' Appendix 1, etc.)?

There is no certain way as long as it's clear to which appendix a party is referring.

APPENDIX



The easiest is to use Arabic numbers from the front cover to the end, e.g. 1, 2, 3, etc. Roman numerals or letters should not be used.

Does the attorney's signature block need to be included in the Appendix?

No.

Supreme Court: Q&As continued

Where does the Certificate of Service for the Appendix go (i.e. at the very end of all the documents or after the Table of Contents and before the documents)?

Most often, parties submit the certificate of service as a separate document listing service of both the brief and appendix. Internally, we put a certificate of service at the end of a brief. The time to file a responsive brief is triggered by service of the brief. Therefore, we put the certificate of service at the end of a brief so we can easily double check deadlines.

Are any of the Justices color blind? (regarding color exhibits)

Not that I am aware of but interesting question!

Oral Argument

How do you properly ask for an argument?

Under the current rules, a party may ask for argument one of two ways. N.D.R.App.P. 28 and 34. First, a party can include the request in the principle brief. Second, if a party did not include a request in a brief, a party can file an intent to participate in oral argument.

Request in Brief: If argument is requested in a principle brief N.D.R.App.P. 28 states:

Any party who desires oral argument must place the words "ORAL ARGUMENT REQUESTED" conspicuously on the cover page of the appellant's, appellee's or cross-appellee's reply brief. Any party requesting oral argument must include in their brief a short statement explaining why oral argument would be helpful to the court.



Supreme Court: Q&As continued

Therefore, a brief cover must include “ORAL ARGUMENT REQUESTED” and the brief contain a short statement explaining why oral argument would be helpful to the court. Please note that a party cannot, for the first time, request oral argument in a reply brief unless it is a reply brief and response to a cross-appeal.

The only information that should be in a brief is a request for oral argument. Statements such as the following should not be used:

1. Oral argument not requested but reserved if oral argument is granted.

In this court, oral argument is not granted. If a party requests argument, it is scheduled. The court may waive argument at a later date, but that is a different concept.

2. The appellee believes oral argument should be waived.

In general, you cannot request waiver of another party’s oral argument in this manner. If you wish to seek that relief, file a separate appropriate motion.

3. The appellee believes oral argument should be waived, but argument is reserved if the appellant is permitted to argue.

Refer to No. 2. Additionally, this type of statement is inappropriate under the rules. You either affirmatively request argument or you do not. This type of statement advises nothing concrete to my office.

4. Oral argument not requested.

This is inappropriate under the rules. The proper procedure to not request argument is to place nothing in the brief requesting argument.

Intent to Participate: If a party does not request argument in a brief, they can file a notice of intent to participate. An intent to participate should not be filed if a party requested oral argument in a brief. A notice of intent to participate is due within five days after my office’s letter setting the date and time of argument.

Supreme Court: Q & As continued

An intent to participate can only be filed if at least one other party has requested argument or the Court requires argument. Under N.D.R.App.P. 34, an intent to participate can be filed if oral argument is scheduled. If no party requests argument and absent the Court requiring argument, we do not schedule argument and no notice of a time and date for argument will be sent.

What do you do when you don't think an oral argument is necessary?

Assuming the question is not how to waive another party's argument, it is as simple as not requesting argument in a brief. If a party does not request argument in a brief and does not file an intent to participate, the party is not permitted to participate. The Court may require participation and a party would be notified of that directive.

How does someone request a Zoom argument (my question)?

Requesting oral argument by reliable electronic means must be done within 10 days of our notification of the term or month argument will be held – generally when the last appellee's brief is filed. This is necessary for scheduling purposes. All parties permitted to participate must agree to conduct oral argument by Zoom. The parties must confer and submit one collective response stating the agreement. My office will not keep track of multiple responses from parties. The notification need not be formal. It can be just an email stating the parties agreed to Zoom.

Petra H. Mandigo Hulm has been the Clerk of the North Dakota Supreme Court, since January 2020, and previously was the Chief Deputy Clerk since 2010. She completed her Bachelor of Arts in Chemistry-Biology at Ripon College in 1998. After graduation, she worked for two years as a chemist in the drug development field. She completed her Juris Doctor at Creighton University School of Law in 2003. From August 2003 through July 2004, Petra was a law clerk to North Dakota Supreme Court Justice Mary Muehlen Maring. From August 2004 through September 2010, she was in private practice focusing mainly on civil litigation.

Petra is a member of the National Conference of Appellate Court Clerks, previously serving on its executive committee.

Petra is married to Jason and has a daughter, Leah, as well as three dogs. She is an active volunteer for Special Olympics and serves on the Bismarck area management team.

Professionalism in Volunteering

By Laurie Guenther, ACP and Melissa Klimpel, ACP



The following article was originally published in 2014. Since then WDALA has gained new members who may not know the history of Region III's partnership with Drug Court. The article is reprinted to provide that background. A brief update follows at the end of the article.

We know we are expected to be professional in the work place, but professionalism can be extended to many other aspects of our lives, especially in volunteer settings. Following is a story of a group of paralegals in Bismarck-Mandan who really wanted to put their professional skills to work in the community helping others.



The Western Dakota Association of Legal Assistants is an association for paralegals/legal assistants in the western half of North Dakota. Our objectives include establishing good fellowship among association members and members of the legal community, encouraging a high order of ethical and professional attainment, and furthering education among members of the profession. WDALA is comprised of four regions centered in Dickinson, Williston/Watford City, Minot, and Bismarck/Mandan.

For the Bismarck-Mandan region, its relationship with the Bismarck-Mandan Drug/DUI Court program (Adult Drug Court) started with a simple luncheon seminar in 2011. Judge Gail Hagerty spoke to the Bismarck-Mandan region about how she effectively juggles all the professional and personal responsibilities in her life. While Judge Hagerty was explaining how she juggled all of her responsibilities, we took special notice of one of them.

The information Judge Hagerty shared about Adult Drug Court piqued the interest of many of our members. Our region had been looking for a community service project that would utilize the skills and abilities of our members. As a professional organization, we felt it was time to use our talents to help others through volunteerism. So with that, we were eager to learn more about how we could match our legal skill sets to benefit the Adult Drug Court program.

The Adult Drug Court program began in Bismarck-Mandan in 2001. It is an intensive probation program for adult nonviolent offenders with drug and alcohol addictions. The program allows participants to avoid prison if they voluntarily follow the program. Participants attend court sessions each week and are involved in intensive treatment and proba-

Professionalism in Volunteering continued

tion programs. They are tested for drug and alcohol use several times weekly, and they are required to work, attend school, or perform community service 40 hours each week. Participants move through three phases of the program and earn incentives as they progress. A minimum of a year in the program is required.

As any good paralegal would, we took time to research and become educated. We met with the Adult Drug Court Committee to identify needs of program participants. We were put in touch with the probation and Drug Court officer who works with the individual participants. He graciously spent hours educating us on the program and became an invaluable liaison between WDALA and Adult Drug Court.

We also observed the weekly public court sessions so we could become familiar with participants and their particular needs. In observing court, we were struck by the diversity of participants. They were young and old, men and women, rich and poor, married and single, and from a variety of nationalities. Substance abuse knows no boundaries.

We quickly became familiar with individual faces and we took pleasure in their graduation from the program. We also saw participants who stumbled and had setbacks in their recovery. The program is not easy and participants do hit bumps in the road. They were dealt with matter-of-factly by the judges, but with compassion and encouragement to learn from their mistakes and forge ahead in the program.

Positive reinforcement is a key component of the program. While the participants had ups and downs during the week, the probation officer and addiction counselor always pointed out something positive from every experience and gave participants validation and motivation to continue. Time spent observing was time well spent and an eye-opening experience. It gave WDALA members needed insight to determine how we could help. We decided we wanted to be part of the positive reinforcement behind the program.

As a result of our research, we came up with preliminary ideas about how to assist the program. Our first mission was to sponsor a summer picnic for the participants as a positive social event away from alcohol and drugs. We planned and organized an evening of relaxation and rejuvenation.

From the perspective of the participants, we were a group of strangers providing a free meal, amusement park tickets for their children, and a volleyball game. Many of them wondered why we would do this for people we didn't even know. Our response was that we wanted to show them the community supported their efforts and to provide encouragement for them to keep on the right path. Maybe having the inaugural picnic on the hottest day of the summer showed them we were a little crazy, or maybe it showed them we were determined to accomplish something when we set our minds to it. Thus, by example, to

Professionalism in Volunteering continued

show that they, too, could achieve their goals even when it was tough and uncomfortable. One participant reported that the picnic made her feel like someone was noticing her hard work. We are looking forward to sponsoring our fourth picnic in the summer of 2014.

The relationship between the Drug Court and WDALA seemed to be a good fit, so we continued on with our next endeavor of organizing a career and life-skills fair. The fair was held one evening in a church basement and allowed the drug court participants to attend learning stations about fundamentals of managing their finances, time management, and organization skills. There were also lessons in public speaking, completing job applications, and preparing resumés. Child-care services were provided during the fair. The event was well received and WDALA held a second fair the following year.

The holidays are often trying times for many families, especially those dealing with addiction. For the past three years, Bismarck-Mandan members of WDALA put on elf hats over the holidays and prepare baked goodies for the participants in Drug Court the week prior to Christmas.

Each Christmas, we also have adopted families in the program in need of basic necessities. WDALA region members purchased, wrapped and delivered toys and clothes for the adults and children in these families. The joy in the children's eyes and the genuine gratitude shown on the faces of the participants were humbling and happy experiences for our members. Several of the recipients are alone for the holidays or have no presents under the tree for their children. They commented that the gifts were a bright spot in their holiday season. One participant wanted only a bottle of dish soap for Christmas. We were happy to provide a good bit more than that for her and her family.

We also gather donations of money that go towards a special incentive plan. Each week when participants appear in Drug Court, their names are entered in a drawing to win items such as gift cards to local stores, movie tickets, bowling tickets, or waivers of probation fees.

We are excited and feel fortunate to have found a volunteer project that allows us to exercise our professional skills outside the office, court, or corporate setting where we spend our days. We have enjoyed offering support to these members of our community who are trying to integrate themselves back into society in a productive and healthy way.



Professionalism in Volunteering continued

Our work with the Adult Drug Court program has been a natural fit for us as paralegals. We already understand the court system through which the participants are winding their way. We know the judges and court personnel who administer the program. We are also learning about the probation and counseling sides of addiction rehabilitation. We plan to keep this partnership with the Drug Court as long as we have members willing to donate their time, talent, and professionalism.

Many of us became paralegals because of a desire to help people. We are lucky enough to earn a living providing that help to clients, but sometimes providing help as a volunteer is as rewarding as receiving a paycheck. When the payment you receive is a smile, a hug, or a “thank you” from someone who needs to know they are supported by a community, you realize that what might be a small deed on your part contributed to someone else’s well being.

Update: Region III has now sponsored 10 picnics (we were unable to sponsor a picnic in 2020 due to COVID). We serve an average of 60 people at each picnic. Attendees of the picnics include the Drug Court participants and their families, Drug Court staff (probation officer, counselors, and District Court Judges), Justices of the ND Supreme Court, and Region III WDALA members.

We are preparing for our 11th Christmas project of providing gifts to participants and their families who are most in need. In the past 10 years, Region III has raised approximately \$13,000 to buy gifts for 164 individuals. Food baskets are also donated for our Christmas project. In the last couple of years, we have also donated movie and Walmart gift cards to each of the participants.

Several years ago, Region III added a Cookies to Court component to our Christmas event. Region III members supply 5 dozen baked goods. We box up a variety of cookies and take them to a Drug Court session in December. Everyone appearing at Drug Court that day receives a box of Christmas goodies.

Region III is also excited to be participating for the 8th year in The Santa Run. The Santa Run is a run/walk event based in Bismarck. Every December, hundreds of Santas race around the North Dakota State Capitol Grounds to help support a singular cause – addiction recovery. Funds raised are used to support RADD (Runners Against Destructive Decisions), a juvenile running program, Hope Manor, and more. Region III provides volunteers to help the event “run” smoothly.

The power of WDALA paralegals is present in our community. We hope to continue and expand that presence for years to come.



Cassy Larson has successfully completed the Certified Paralegal exam. She is now entitled to use the “CP” (Certified Paralegal) credential.

Congratulations.

Ashley Miller was awarded with WDALA’s Scholarship at the annual meeting on September 14, 2021. WDALA has been offering a yearly Scholarship since 2011. The Scholarship program was established to assist WDALA members with the expense of continuing education. The Scholarship funds can be applied towards a NALA education sponsored event.



10 Questions for NALA President, Melissa J. Hamilton, ACP



Why did you decide to get involved with WDALA and NALA?

I actually joined WDALA and NALA at the same time – I had finally reached a point in my career that I was ready to get involved in my local and national associations. I was also working at the ND Dept. of Transportation, and they encouraged employees to become certified. I initially joined WDALA and NALA for the discounts on education and certification, but it has become so much more than that. The networking, the community/volunteer programs (Drug Court and Santa Run), and the friendships I have made over the years are invaluable.

What has helped you get to where you are today?

Hard work and a little dumb luck! I grew up on a farm and cattle ranch - the oldest of three girls. My parents, my Dad in particular, would not take no for an answer. He always told my sisters and me that whatever boys could do, we could do better – and he made us do it. We did everything on the farm, from feeding and working cattle to helping plant and harvest crops and everything in between. The dumb luck is that no matter what has happened to me, from struggling to find my first legal assistant position to surviving a reduction in force/elimination of position, I have always managed to find a new and better position to move to that has challenged me to better my paralegal skills – WDALA and NALA have both helped me with this.

What is the best advice you have been given?

Always keep learning – when you cease to learn you start to rot. The law is always evolving and as paralegals, we need to keep up.

What has been your greatest accomplishment, so far, or of what are you most proud?

I am proud to be the 3rd North Dakota paralegal and member of WDALA to be President of NALA. My greatest accomplishment will be leading NALA through a global pandemic.

10 Questions for NALA President, Melissa J. Hamilton, ACP continued

Who do you look up to for inspiration or mentorship?

Professionally, I have been extremely lucky to have been mentored by a group of wonderful paralegals. I completed a summer internship at the same law firm that WDALA Past President Carol De-genstein worked at, so she was my first unofficial mentor. When I first joined NALA, past WDALA President Michelle Erdman, ACP mentored me when I joined the WDALA Board and offered my first exposure to NALA and helped guide me to seek an appointment to a NALA Committee. Past NALA President Kelly LaGrave, ACP was assigned to be my mentor when I was appointed Chair of the Professional Development Committee and became a member of the NALA Board of Directors and has been a mentor to me ever since. I also look to past WDALA and NALA President Vicki Kunz, ACP for guidance and mentorship throughout the years.



Why is it important to have mentors?

Mentors are important as they help guide you but can also give you constructive criticism – you need to hear all sides of a story and a good mentor will help guide you, letting you know the good, the bad, and the ugly, and as a mentee, you need to be willing to hear it and learn from it.

What is your favorite memory from a NALA Conference?

There are so many, from my first NALA Conference in Tampa, when I shared a room with Melissa Klimpel, ACP, (who I really didn't know before, other than we were both on the WDALA Board together) and has since become a close friend, to renting a car in Jacksonville to drive to the Fountain of Youth, to getting stuck in Denver because of a mechanical issue and getting in a fight with a customer service representative at 1:00 a.m. – but I think my favorite memory was at the Omaha conference when I was elected NALA Treasurer and started on the path to NALA President - but it was also special because Melissa Klimpel won the NALA Affiliated Associations Outstanding Contribu-

10 Questions for NALA President, Melissa J. Hamilton, ACP continued

tion Award – WDALA and North Dakota were well represented that year!

How do you continue to grow and develop as a leader?

I never quit learning – I try to attend training and webinars as I have time. At the start of the pandemic, I was able to access many different professional and leadership training through LinkedIn – I plan to do more as I have time. I also follow various paralegal social media accounts to see what is going on with paralegals throughout the nation.

What is something you wish someone had told you during your paralegal career journey?

Join a paralegal association – whether a local or national or both – if I could go back and do it all over, I would have joined WDALA and NALA. The best way to grow your paralegal career is to network. Networking will help you find the good jobs as well as the one you may want to stay away from! Most of the good jobs in the legal community are through word of mouth and your network.

How do you achieve a balance of your work, life, and NALA duties?

I do not know that I have – it seems there are not enough hours in the day – I have lots of lists and sticky notes and try to capture all the things I have on my plate and then prioritize what needs to get done right away, what needs to get done in the next 1-2 days, weeks, or month. When I am at work, I try to only focus on work, but sometimes I do have to deal with family or NALA matters. It is a balance – if I do handle NALA business while I am at work, I make up my time or take leave as I do not get professional development hours to cover this – which I understand and am ok with as I am a state employee. My family always comes first, but they also understand (sometimes very begrudgingly) that I may have to take care of NALA business during family time. Some days are better than others, but it all seems to work out in the end.



Power in Purpose

By Laurie Guenther, ACP



They say a picture is worth a thousand words. I won't use a thousand words, but a few come to mind when I look at these pictures and think about their purpose.

CLEVER

Remarkable



Imaginative

Beautiful

Thoughtful



Resourceful

Astounding



Inspired

Generous

Extraordinary

Incredible



Power in Purpose continued

The productive paralegals at the Smith Porsborg law firm pooled their personal and professional talents to create these silent auction baskets and sign. The baskets and sign were displayed at the law firm and available for bidding by the attorneys and staff. These amazing humans also sponsored a free-will donation lunch for the firm. For dessert, the firm made an additional donation! All of the proceeds will be used to buy Christmas gifts for participants in the Bismarck-Mandan Adult Drug Court program!

Thank you to all the Smith Porsborg attorneys and staff who supported this project. A special shout out to the paralegals who put the power behind it – Anna Heinen, Tami Hulm, Melissa Klimpel, Tiffany Knopik, and Ashley Miller.

Happiness is doing things we can take pride in doing well. Well done “WDALA ladies!” The power of your purpose – to support Drug Court - should make you very happy. It will surely make some Drug Court families very happy this Christmas.

We Asked . . . You Answered

What's a quote that inspires you and why?

“When you focus on the good. The good gets better.”

Always look for the positives and soon that will be all you see.

“Without struggle there is no progress.”

I am not sure if this is a quote that my husband heard at one time or if he came up with it. He has told me this countless times for over 20 years. I love it so much that I have it tattooed on my arm so that on days when I'm really stressed it's a reminder of what I have been through, how far I have come, and that through all that hardship I am making progress everyday and making a beautiful life.

“Who you become is infinitely more important than what you do or what you have.” – Matthew Kelly

We are consumed with ego and possessions and this makes me pause to realize it is our character that really matters. Instead of asking kids “what” they want to be when they grow up, maybe we should ask them “who” they want to become.

“Keep your eyes on the stars, and your feet on the ground.” – Theodore Roosevelt

It's a reminder to aim big and work hard, but not lose track of reality and the little things in life that keep us grounded and humble.

“Not my circus; Not my monkeys. My monkeys fly!”

“See flowers, not weeds”

It's a great reminder that everything can be beautiful if you take the time to see it that way.

“Go confidently in the direction of your dreams. Live the life you've imagined.” – Thoreau

It gives me hope and the courage to keep trying.

“Whatever you are, be a good one.” – Abraham Lincoln

I have always loved this quote because it has inspired me to remember that no matter how unimportant or insignificant I might feel, as long as I am striving to be the best at whatever it is I'm doing, I can make a difference and be proud.

“Oh my darling it’s true, beautiful things have dents and scratches, too.”

I like this so much, I actually have this tattooed on me. It reminds me that you do not need to be perfect, the most put together, etc. in order to excel at being yourself, your work, and anything else that you want to accomplish.

“In a world where You can be anything, be kind.”

A simple act of kindness can change someone’s day. I think that’s so important.



Other than your computer, what is the one office supply that you can’t live without and why?

A Notepad!

If I don’t write it down, it won’t get done.

Post-it notes!!! Also, my Tul pens.

People can make fun of me all they want when they see tons of post-it notes on my desk, on my computer, on my phone, etc., but it helps keep me organized and on track!!! It may be a strange strategy but it helps me prioritize my tasks. I’ve tried keeping just a list before on a piece of paper or a task list on my computer and for some reason it is just not as effective for me. Lol.

Tul is my favorite brand of pens and do not even think about stealing my Tul pen!!! Ha!

Scanner

It helps my world be paperless.

A GOOD pen.

Planner/pens

I use the TUL system with both Frixion erasable pens and Tul pens.

Coffee maker

This is an office supply right? My brain doesn’t run on all cylinders until I’ve had my morning dose of caffeine.

Post-it notes

I am forgetful so when I remember things that I have to do, I write it on a big Post-it note.

My planner

It tells me where to be and when to be there no matter if it is work, regular life, extra-curricular activities, and basically runs my life!

Candy dishes in co-worker's offices.

Chocolate keeps me going!



What are you currently binge watching?

Squid Games and soon, Yellowstone!

Yellowstone!

I've already watched every episode but I'm gearing up for Season 4 so I'm re-watching all 3 seasons to brush up. If you haven't watched it, you need to!!!

The Morning Show with Jennifer Aniston and Reese Witherspoon

You on Netflix

I don't binge watch anything I'm a voracious reader!!!

Raising Hope

This Is Us

Maid on Netflix

You on Netflix

I haven't started it yet, but I know as soon as I start Season 3 of "You" I am going to watch it all in a day!

All American

I am patiently waiting for new seasons of All American, Virgin River, and Sweet Magnolias.

Officers/Board of Directors' Reports

1st Vice President's Report

By Holly A. Radke



Wow, what a year this has been! With most of us settling into the many different changes that the pandemic brought and accepting our new way of life, it's been quite the ride. Some of the changes may be positive or some negative. Either way, I think we all adapted just well. We are resilient in this profession. I am so proud of all our members and how you all pushed through this year and adapted to the many changes. I hope everyone continues to stay healthy. 2021 is almost over and I think most of us are hoping that 2022 will be better.

I feel like the year has barely started. I would like to thank the WDALA members for re-electing me to serve another term as your First Vice President. I have learned so much these past few years and I have enjoyed getting to know some of the members better as well as the amazing connections that I have made through this position. I am excited for the future of WDALA and continuing to serve you. Thank you everyone for everything, including educating me on certain areas and having patience with me!

The 2021 WDALA Fall Seminar was a success! Everything went smoothly with holding it both in person and virtually. I was happy with our attendance. The seminar was held on Monday, September 13, 2021 and Tuesday, September 14, 2021 in the Lecture A and B/Project Rooms at the North Dakota Heritage Center, 612 East Boulevard Avenue, Bismarck, ND 58505. Our members that attended were able to obtain 9.5 hours of CLE credits, including 2.0 hours of ethics. We felt fortunate to be able to offer that to our members during this time.

The 2021 WDALA Annual Meeting was held at 11:00 a.m. on Tuesday, September 14, 2021 during the Fall Seminar. All the members that attended the Seminar stayed for the Annual Meeting and we had a few more members join us both in person and virtually. At the annual meeting, members voted on candidates for WDALA offices and the Officer Installation took place.

1st Vice President's Report continued

All of the speakers put on great presentations! They were all simply amazing! We learned a great deal of information. We ended the Seminar by getting an inside perspective on what goes on with solving a murder case and prosecuting it. Presentations included the following:

“Ethics in the Courtroom” – Presented by Judge Nesvig & Judge Bahr

“Women’s Suffrage” – Presented by Justice Lisa McEvers and Law Clerk Katie Carpenter

“Court Reporters Zoom in 2021” – Presented by Stephanie Smith

“Fundamentals of ND DUI Defense & Firearm Possession Law in ND” – Presented by Attorney Kevin Chapman

“How Media and the Law Are Learning to Co-Exist in the Digital Age” – Presented by Attorney Jack McDonald

“Murder in Bowman County – Case Review” – Presented by Britta Dello Rice, Assistant Attorney General, and Special Agent Timothy Helmer

We were very fortunate to have the amazing line up of presenters as we did and that they took the time out of their day to educate us. The education committee worked very hard on this seminar. Everyone worked so well together that everything just came together so perfectly on this seminar.

Thanks to our wonderful and generous sponsors and to all those that attended. We not only stayed well within budget but we made a profit!

We have started planning the 2022 Spring and Fall Seminars so I hope this pandemic is over by then and I will get the privilege of seeing more of our incredible WDALA members in person!!!

I hope everyone continues to stay healthy for the remainder of 2021 and the upcoming holidays!

Here is to a prosperous, healthy, blissful 2022!!!

Officers/Board of Directors' Reports continued

2nd Vice President's Report

By Kathy Johnson, CLA



As of this date, our membership stands at 36 members: 33 Active and 3 Emeritus. We have three new WDALA members: Stephanie D. Howe, Tiffany Knopik and Cassy Larson. Welcome to WDALA!!

I hope everyone is enjoying the fall and ready for winter! This is my favorite time of year. I love the changing colors of the leaves and the cool crisp weather. Also, hoping everyone is staying healthy and COVID free! I am afraid this is not over yet so people need to be vigilante about wearing masks and social distancing when out in public. Our

court system is still holding hearings via ZOOM which I like so we keep the public out of the courthouse and I can sit at my computer and prepare Judgments, etc. I foresee this to continue well into the New Year. The only thing we cannot do is have jury trials via ZOOM. Those need to be held in-person and we have many requirements for people so it has gone well so far!

If anyone needs to contact me or has any questions regarding membership, you can email me at kjohnson@ndcourts.gov.

Treasurer's Report

By Anna Heinen



Fall is here!! The air is crisp, the trees are beautiful, and the smell of pumpkin spice is everywhere! I hope everyone is getting their fall photos complete and in preparation for their holiday cards. Enjoy all the upcoming holidays and I wish you and your family all the blessings you can handle!

The treasurer balance for the Western Dakota Association of Legal Assistants as of October 21, 2021, is \$15,674.46.

Officers/Board of Directors' Reports continued

NALA Liaison's Report

By ReBecka Wohl, ACP



At our fall seminar, our scholarship winner was announced. Congratulations to Ashely Miller!

As always, we encourage you to check out NALA's webinars, CLEs, seminars, and other trainings. Your \$80 member credit is good towards any of these things, so do not let that go to waste.

As a reminder, the dates for the NALA Conference 2022 have been announced, and conference will be held July 14-16, 2022 in Phoenix, Arizona. As details are announced regarding virtual and in person options, I will be sure to pass the information along.

Region I Report

By Holly A. Radke



Anna Oleksik and I are teaming up with a goal to increase our region numbers. We are starting to make plans on outreaching and recruiting the area paralegals and legal assistants. We will keep pushing forward and continue this mission. We hope everyone is faring well during these times and are staying healthy!!!

Officers/Board of Directors' Reports continued

Region III Report

By Ashley Miller



Region III members were able to restart the monthly meetings on October 20th where we hosted a Meet & Great Luncheon. Region III members invited paralegals/legal assistants in the region to join us for pizza and learn why we are a part of our organization. I'm happy to say we had a great turnout as ten new faces showed up. Members of Region III will continue our monthly lunch meetings every second Tuesday of the month as follows:

Tuesday, November 9th

* We will not have a luncheon in December.

However, we will be having a Christmas party.

Tuesday, January 11th

Tuesday, February 8th

Tuesday, March 8th

Tuesday, April 12th

Tuesday, May 10th

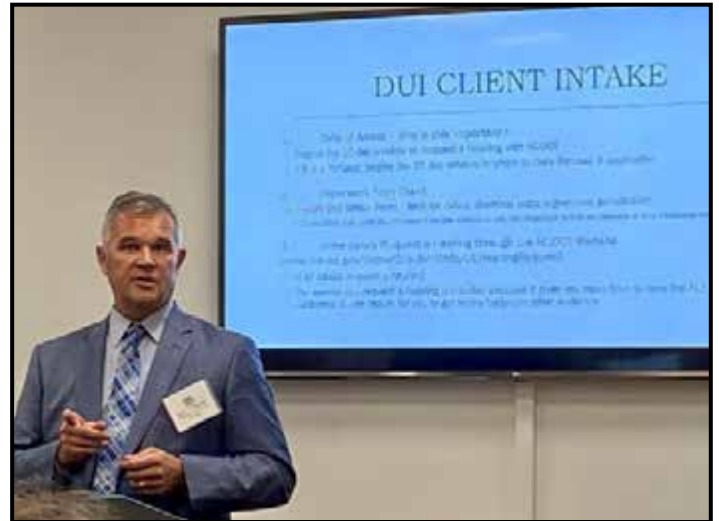


Region III has also begun preparing for the Drug Court Christmas project. The WDALA members from my firm hosted a silent auction and a free-will donation lunch for our office. Region III members will continue volunteering for the Drug Court Christmas project as we near the holidays.

WDALA's Fall Seminar



WDALA's Fall Seminar



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Dakota Association of
Legal Assistants)

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President
Alice Johnson, ACP



First Vice President
& Region I Director
Holly A. Radke



Second Vice
President
Kathy Johnson,
CLA



Secretary
Charlene Smith,
ACP



Treasurer
Anna Heinen



Parliamentarian
Tammy Berger



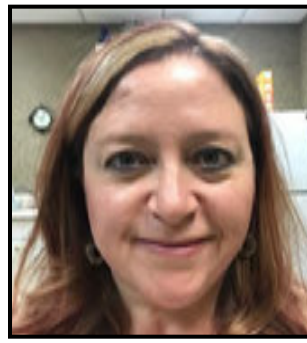
NALA Liaison
ReBecca Wohl, ACP



Region I Director
Anna Oleksik, CP



Region II Director
Andrea Johnson



Region II Director
Afton Basden, CP



Region III Director
Ashley Miller



Region IV Director
Josie Schaefer

WDALA Committees

Education

Holly Radke (Chair); Anna Oleksik, CP;
Afton Basden, CP; Andrea Johnson;
Ashley Miller; Josie Schaefer;
ReBecka Wohl, ACP; Anna Heinen; and
Alice Johnson, ACP

Membership

Kathy Johnson, CLA (Chair);
Holly Radke; Anna Oleksik, CP;
Afton Basden, CP; Andrea Johnson;
Ashley Miller; and Josie Schaefer

Finance/Budget

Anna Heinen (Chair)

CLA Chairman

ReBecka Wohl, ACP

Nominations/Elections

Unfilled

Auditing

Becky Kocourek, CLA

Legal Assistant Day

Anna Heinen and Ashley Miller

Ethics/Professional Development

Mitzi Sundheim and Becky Hillerud-
Johnson

State Bar/NDTLA Liaison

Tammy Berger

Historian


Laurie Guenther, ACP

Student Liaison

Anna Oleksik, CP

Public Relations

Melissa Klimpel, ACP (*Summons* Edi-
tor); ReBecka Wohl, ACP (Facebook);
Alice Johnson, ACP (Website);
Tami Hulm, ACP; Michelle Christie;
Laurie Guenther, ACP; Shannon Barth;
Candy Schaefer, CLA; Andrea Johnson;
and Afton Basden, CP



I don't know who needs
to hear this but... you
can still be a superstar
paralegal if you take a
lunch break!





Never stop
learning,
Because life
never stops
teaching.

NOVEMBER 2021

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 Election Day	3 National Sandwich Day	4	5 Love Your Lawyer Day	6
7 Daylight Saving Time Ends	8 National Cappuccino Day	9	10 National Vanilla Cupcake Day	11 Veterans Day 	12	13 Bonnie Banks, CP 
14	15 National Clean Out Your Refrigerator Day	16 National Fast Food Day	17	18 Use Less Stuff Day	19 National Play Monopoly Day	20
21 National Gingerbread Cookie Day	22 Michelle Christie 	23	24	25 Thanksgiving Day 	26	27 Linda Hagen Mathern, CLA 
28	29 Electronic Greeting Card Day	30 Giving Tuesday				

DECEMBER 2021

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Eat a Red Apple Day	2	3 Mitzi Sundheim 	4
5 Cassy Larson, CP 	6	7 National Letter Writing Day	8	9 Christmas Card Day	10	11 National App Day
12 Gingerbread House Day	13	14 Ashley Miller 	15	16 Chocolate Covered Anything Day	17 Ugly Sweater Day	18
19 Becky Hille-rud-Johnson 	20	21 National Crossword Puzzle Day	22 National Cookie Exchange Day	23	24 Christmas Eve	25 Christmas Day 
26 Thank You Note Day	27	28 Card Playing Day	29	30 National Bacon Day	31 New Year's Eve 	

JANUARY 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1 New Year's Day
2 National Buffet Day	3	4 National Spaghetti Day	5	6 National Technology Day	7	8 National English Toffee Day
9	10 National Clean Off Your Desk Day	11 Shop for Travel Day	12	13 National Sticker Day	14 National Dress Up Your Pet Day	15
16	17 Martin Luther King, Jr. Day	18	19 National Popcorn Day	20 National Cheese Lover's Day	21	22 National Blonde Brownie Day
23 National Pie Day	24	25 Plan for Vacation Day	26	27 National Chocolate Cake Day	28	29 National Puzzle Day
30	31 National Hot Chocolate Day					