NALS OF MICHIGAN

LEGAL BYTES

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WINTER 2020 Membership Sale

NALS…the association for legal professionals is hosting a winter sale for annual national memberships. This 20-DAY SALE will run from January 2 – 22, 2020. All new individual members who register are eligible for a 50% discount on their annual national membership dues. Enter Promo Code WINTER2020 when prompted. (*www.NALS.org*)

The legal support profession is fast-paced and ever-changing. A NALS membership offers every individual the opportunity to improve our skills with state of the art resources at our fingertips. Membership in NALS allows us to explore the most up-to-date trends and practices and enhance our careers. Networking with our fellow legal professionals is rewarding and fun!

By joining, you become connected to a larger group of legal professionals across the country that gather online through our SocialLink member dashboard system. Local and state NALS chapters offer social events, education, and networking with colleagues near you. While traveling, see if there's a chapter near your destination and meet other members around the country! Visit our **Member Benefits section** to learn more about all the available benefits of membership.

Oakland County eFiling Update

Oakland County Circuit Court now requires Case Evaluation Summaries to be submitted electronically via the MiFile e-service option. Case Evaluation Notices now inform you of the need to electronically serve the summaries upon, and provide emails for, the three evaluators and the ADR Clerk. Please see the attached step-by-step instructions to help you through the process.

https://content.govdelivery.com/attachments/MIOAKL/2019/12/06/file_attachments/1338546/eFiling%20CE%20Summaries%20instructions.pdf

Worth noting:

- MiFile file size limitations apply
- Please select Misc. Document as the Filing Type
- Evaluators and ADR Clerk need to be added on an ad hoc basis for the filing of the summaries, per the instructions. Do not add them to the case as a whole, or they will receive all served documents.

NALS of MICHIGAN
Nomination of Officers

Are you interested in serving on the NALS of Michigan Board of Directors for the 2020-2021 fiscal year? If so, please reach out to Kathy Rood, Nominations Committee Chair (KRood@dickinsonwright.com)

NALS of Michigan
Membership Campaign

REMINDER: Accomplishment points are due to Heidi Hopper, PP, PLS (hhopper@fosterswift.com) by the 5th of each month. The membership campaign is full of opportunities to further your member benefits and get to know your NALS pals. If you need additional information on the membership campaign, please reach out to Heidi Hopper.

NALS of Michigan
2020 Annual Meeting

The NALS of Michigan's 59th Annual Meeting will be at the Bavarian Inn in Frankenmuth from April 16-18, 2020.

We are looking for sponsors, advertisers, and donors for this event. Attached are the forms to share with your local chapter, employer, friends, family and anyone else you think would support our 2020 Annual Meeting.

Also, there will be a Chinese Auction to benefit the 2020 NALS of Michigan Annual Meeting Fund. If you would like to donate an item for the Chinese Auction, please contact Lynn Philp (lphilp@wnj.com). See flyer attached for more information.

If you are interested in volunteering your time and talents to help with the planning of this meeting, please contact co-chairs, Teresa Garber, PP, CLP (tgarber@silvervanessen.com) and Lynn Philp (lphilp@wnj.com).

NALS of Michigan
2021 Annual Meeting

The Lansing members will be meeting on January 21, 2021 to begin planning the NALS of Michigan's 60th Annual Meeting. If you would like to help with the planning, please contact Deborah Surls, CLP (dsurls@osklaw.com)

National Happenings

New Member Orientation

Are you a new member? If so, you will want to participate in this FREE new member orientation. This is offered online the first Wednesday of every month from 6:30 to 7:30 p.m. (CST) Go to the "Events" page to register. https://www.nals.org/events/event_list.asp.

Upcoming Events

There are always a number of events happening at the national level. To see all of the events and to register, go to the Events Listing at: https://www.nals.org/events/event_list.asp.

Online Membership Meetings

The next Online Membership Meeting will be held on January 13, 2020, from 6:30 to 7:30 p.m. (CST) This is FREE to all members and you earn CLE as well! To register for this meeting, go to: https://www.nals.org/events/EventDetails.aspx?id=1301950&group=.

2020 National Conference – DETROIT, MICHIGAN

Detroit Task Force Co-Chairs:
Laleise Curtiss
Gayle Lawson

Certification & Education Orientation for Members and Nonmembers

When: **First Saturday of Each Month; 12:00 p.m. to 1:00 p.m. CST**
Where: **Online**
Cost: **FREE**

If you have questions regarding NALS certification exams or educational opportunities, please join us the first Saturday of each month! This is a national, online event designed to answer your certification exam inquiries and introduce new members to the educational opportunities provided by NALS.

Program Goals:

- To assist interested parties with answers to questions regarding NALS Certification Exams & Education Programs.
- To actively engage the entire membership in a coordinated and shared effort in providing a warm welcome to the new members of our community.
- To help interested parties become familiar with and feel connected to NALS staff.
- To help interested parties become familiar with NALS website as a learning environment.

To register for this event, go to:
https://www.nals.org/events/EventDetails.aspx?id=1236086&group=.

For more information about the Certification and Education Orientation, send an email to: cert-edu@nals.org.

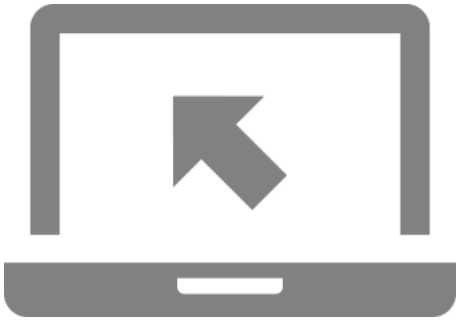
NALS Recertification Amnesty Period

Have you missed your recertification deadline in the last five (5) years? If so, this is the event for you. Earn back your certification with this simple process!

When: November 1, 2019 to March 31, 2020

Where: Online Submissions ONLY (United States)

Contact: Certification + Education Department
cert-edu@nals.org
(918) 582-5188



Register.

Go to NALS.org to register for the event through our Events calendar. (https://www.nals.org/events/event_list.asp)

Submit.

Gather your valid CLE, based on NALS Recertification Guidelines (NALS.org/Recertification). Submit by March 2020. All submission instructions will be listed in your confirmation email.

Confirm.

NALS Certification and Education Department will review your entries for confirmation. Then, you will receive your updated certification.

Holiday Giveback

NALS of Greater Kalamazoo
As part of the NALS of Greater Kalamazoo's Community Give Back, they supported the Gryphon Place Suicide Prevention program this holiday season. They also adopted two foster children through Family & Children Services.

NALS of West Michigan
To all of our members – **THANK YOU**!

On behalf of NALS of West Michigan's Community Service Committee, I would like to thank everyone who helped to support and donated to this year's "God's Kitchen" fundraiser held on December 12, 2019. Your support confirms that the people of NALS care and are committed to helping those in need.

For many people in our community, hunger and poverty are grim day-to-day realities. Your gift will have an immediate impact and will make a difference in the lives of those who truly need it. Thank you for your generosity and supporting our *We Care* initiative.

With sincere gratitude and appreciation,

Donna Raaymakers, PP-SC
Chairperson, NALS of West Michigan
Community Service Committee

Chapter Happenings

NALS of West Michigan
President: Teresa M. Garber, PP, CLP
Email: tgarber@silvervanessen.com

NALS @ Noon
Thursday, January 16, 2020, at noon; University Club of Grand Rapids
Topic: Trust and Estate Litigation—An Overview
Speaker: David L.J.M. Skidmore, Esq.
Please contact Lynn Philp (lphilp@wnj.com) for more details.

Thursday, February 13, 2020, at noon; University Club of Grand Rapids
Topics: New Michigan Discovery Rules
Speaker: Nicholas Dondzila, Esq.

"Back to Basics"
Thursday, January 9, 2020, at 5:00 p.m. "Back to Basics" series begins with a presentation on "Written Communications: Write Better Letters, Memos, and Emails" presented by Teresa Garber, PP, CLP. Will be held at the Entrepreneurial Center Davenport University, 6191 Kraft Avenue, SE, Grand Rapids.
See News Release and registration form attached.

NALS of Jackson
President: Marion Stone, PP, PLS
Email: MStone@mijackson.org

Stay tuned for exciting events. In the meantime, check out the NALS of Jackson Facebook page.

GTALP
President: Andrea Cooper
Email: acooper@grandtraverse.org

Stay tuned for exciting events. In the meantime, check out the GTALP Facebook page.

NALS of Lansing
President: Deb Surls, PLS
Email: deb@surls.net

Save the Date:
Saturday, March 23, 2020
CLE Opportunity which will include five speakers.
Stay tuned for more information.

NALS of Detroit
President: Gayle Lawson
Email: gaelawson@gmail.com

Membership Meeting
Save the Date:
Monday, January 27, 2020 at Butzel Long, in downtown Detroit
Stay tuned for more information.

A Lunch and Learn session on the benefits of joining NALS will be held in mid-January at the Troy office of Hackney Grover. Stay tuned for more information.

NALS of Greater Kalamazoo
President: Paula Steffey, PP, CLP-SC, CWCP
Email: westernmom40@gmail.com

Membership Meetings
Tuesday, January 28, 2020, 5:30 p.m.; Miller Johnson
Please contact Tierney Tubergen (tubergent@millerjohnson.com) for more information.

Tuesday, February 25, 2020, 5:30 p.m.
Tuesday, March 24, 2020, 5:30 p.m.
Tuesday, April 28, 2020, 5:30 p.m.
Stay tuned for more information.

Finance Committee

Benefit fundraising program
www.benefit-mobile.com

All you need to do is download the App (for I-phone or Android), select "NALS of Michigan" as the beneficiary, purchase a gift card and a portion of the proceeds goes to NALS of Michigan. You don't need to purchase gift cards just to give as gifts – you can purchase a gift card for yourself prior to going shopping or out to dinner. You'll be spending that same amount of money anyway, so why not help our organization at the same time. A few examples of participating retailers are Applebees, Bath & Body Works, Bed Bath & Beyond, Best Buy, Burger King, K-Mart, Lowes, Old Navy, Panera, Petco, Starbucks, Target, Staples, Walmart, Home Depot, Whole Foods, and Zappos.

If you are not sure how to use this mobile App, go to the NALS of Michigan Facebook page and watch the video.

Logo Items

Does your chapter need gifts and/or prizes for upcoming events? Consider purchasing some NALS of Michigan logo items to give away. Prices have been reduced, so these items won't last long.

List Pads 25¢ each	Greeting Cards $2.00 per pack or $5.00 for 3 packs (Perfect for sending to your NALS PALS)
Fidget Spinners $2.00 each	Blue Tooth Speakers $10.00 each
Mugs $10.00 each	To order a logo item, please contact Lynn Philp at lphilp@wnj.com.

NALS of Michigan
2019-2020 Officers

Susan Acklin, PP, PLS, President
Phone: 616-752-2241
sacklin@wnj.com

Cathy Zackery, CLP, Vice President of Membership & Marketing
Phone: 269-382-0444
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Maureen K. Jones, PP, PLS, ALP, Vice President of Certification & Education
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Phone: 616-6081115
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Jennifer Robinson, Treasurer
Phone: 269-459-9500
jen@austin-koffron.com

Tami Carl, CLP, Executive Secretary
Phone: 269-226-2966
carlt@millerjohnson.com

Rebecca Quimby, Parliamentarian
Phone: 616-752-2342
rquimby@wnj.com

NALS
the association for legal professionals
engage
inspire
enhance
promote

NALS of West Michigan
Teresa M. Garber, PP, CLP
President
c/o Silver & Van Essen, P.C.
300 Ottawa Avenue, NW, Suite 620
Grand Rapids MI 49503
Phone: (616) 988-5600
Email: tgarber@silvervanessen.com

NEWS RELEASE
January 5, 2020
For immediate release

January 9, 5:00 p.m.: Back to Basics seminar on Written Communications: Writing Better Letters, Memos, and Emails. Will be held at the Entrepreneurial Center of the Maine Lettinga Building at Davenport University, 6191 Kraft Ave. NW, Grand Rapids, MI. Please contact Teresa Garber at tgarber@silvervanessen.com to register.

January 16, 12:00 p.m.: NALS @ Noon event featuring Attorney David L. J. M. Skidmore of Warner Norcross + Judd LLP. Will be held at the University Club, 111 Lyon Street, NW, 10th Floor, Grand Rapids, MI. Please contact Lynn Philp at lphilp@wnj.com to register.

January 16, 5:00 p.m.: Back to Basics seminar on E-Filing in Michigan and Michigan's Federal Courts. Will be held at the Entrepreneurial Center of the Maine Lettinga Building at Davenport University, 6191 Kraft Ave. NW, Grand Rapids, MI. Please contact Teresa Garber at tgarber@silvervanessen.com to register.

January 23, 5:00 p.m.: Back to Basics seminar on Oral Communication: Let Them Know You Know What You're Talking About. Will be held at the Entrepreneurial Center of the Maine Lettinga Building at Davenport University, 6191 Kraft Ave. NW, Grand Rapids, MI. Please contact Teresa Garber at tgarber@silvervanessen.com to register.

January 30, 5:00 p.m.: Back to Basics seminar on Online Resources for the Legal Professional. Will be held at the Entrepreneurial Center of the Maine Lettinga Building at Davenport University, 6191 Kraft Ave. NW, Grand Rapids, MI. Please contact Teresa Garber at tgarber@silvervanessen.com to register.

Questions can be directed to the contact at the top of the release.

* * * * *

About NALS
NALS . . . the association for legal professionals, welcomes all members of the legal services profession. Paralegals, legal assistants, and legal secretaries can learn from one another. NALS provides continuing legal education, certifications, and networking to all members of the legal community. For more information on membership, please visit www.nalsofwmi.org or www.nals.org. Check us out on Facebook.

-End-

"Back to Basics" Series for the Future and Beginning Legal Professional

January 9, 16, 23, and 30 and February 6, 2020, 5:00 p.m.–5:50 p.m.
Entrepreneurial Center, Maine Lettinga Building, Davenport University
Caledonia, Michigan

REGISTRATION

Name _____ Local Chapter/School _____ Certification(s) _____ Address _____ _____ Phone _____ Email _____	Cost: ☐ Member: $10/session; $45 for all 5 sessions ☐ Davenport Student: $5/session; $20 for all 5 sessions ☐ Future Member: $15/session; $60 for all 5 sessions Checks payable to NALS of West Michigan Michigan Amount enclosed $_____ Send completed registration form and payment to: Teresa Garber, PP, CLP Silver & Van Essen, P.C. 300 Ottawa Avenue, NW, Suite 620 Grand Rapids, MI 49503 tgarber@silvervanessen.com

SCHEDULE OF EVENTS (Check all events you plan to attend.)

Please check only one:
☐ Full Registrant
☐ Partial Registrant (check each session below you will attend)

☐ Written Communications: Write Better Letters, Memos, and Emails—January 9 at 5:00 p.m.
☐ E-Filing in Michigan and Michigan's Federal Courts—January 16 at 5:00 p.m.
☐ Oral Communication: Let Them Know You Know What You're Talking About—January 23 at 5:00 p.m.
☐ Online Resources for the Legal Professional—January 30 at 5:00 p.m.
☐ Tips and Tricks of a Savvy Legal Assistant (panel discussion)—February 6 at 5:00 p.m.

REFUND POLICY

Payment is due at the time of the first session. Cash, check, or money order only. Full refund will only be given if cancellation is received 48 hours prior to the session.

So, you want to be a legal professional? Maybe you are just starting out in the industry? Maybe you need a refresher? College legal studies programs are great at teaching substantive topics, but everyone needs the basics of working in the legal field. The topics of this seminar series are geared toward new legal professionals to help them work more efficiently and professionally in just about any law office environment.

TOPICS

"Written Communications: Write Better Letters, Memos, and Emails": Written communication is not just about texting these days. Law firms still create formal letters and memos, and even emails need to be drafted to look professional instead of as an instant message. This session will discuss proper formatting of these types of documents as well as assist with better word usage and common grammatical challenges.

"E-filing in Michigan and Michigan's Federal Courts": Litigation basics are essential for any beginning legal professional. You may not currently work in litigation, but chances are you will come across it at some point, whether you work for a small law firm in which litigation is one of several practice areas, or you have to cover for a coworker or work a temp assignment in it. E-filing is of utmost importance. All federal courts use e-filing, and many Michigan courts do as well. This session will cover basics of e-filing in federal and state courts in Michigan so you can maneuver the systems with ease.

"Oral Communication: Let Them Know You Know What You're Talking About": You may think you were born a great conversationalist, but speaking professionally takes practice . . . and lots of it. This session will concentrate on phone etiquette and some face-to-face conversational skills that you can use for practice.

"Online Resources for the Legal Professional": It is an electronic world out there. As a legal professional, you will need to find a lot of information, and you will need to find it quickly and efficiently. This means everything from research sites to finding a process server. This session will provide you with some online resources almost all legal professionals should be using today.

"Tips and Tricks of a Savvy Legal Assistant": This session will be led by a panel of currently-employed legal professionals who have "been there, done that." They will talk about what a typical day may look like and what they do to help them stay organized and be able to work as efficiently as possible with varying individuals.

ABOUT NALS

NALS is the association for legal support professionals and has been in the business for over 90 years. NALS' mission is to provide continuing legal education and professional development to its members through such things as conferences, nationally-recognized professional certifications, and various online seminars. Its members are legal secretaries, paralegals, human resources managers, law librarians, attorneys, county administrators . . . anyone employed in a legal nature. NALS is a multi-level organization consisting of its headquarters in Tulsa, Oklahoma, and branching out into state and local chapters. NALS of Michigan has been in existence for almost 60 years and is comprised of six local chapters and many members at large. NALS of West Michigan is the largest local chapter in Michigan and covers the greater Grand Rapids area.

Membership Contact Form

Your Name:_____ Date:_____

Your Phone:_____

Your Email:_____

Consider colleagues and acquaintances and companies (if a company, please provide a company contact name)

Name:_____

Address:_____

Phone:_____

Email:_____

Will you like someone from the Membership committee to invite this person to a meeting or event?

☐Yes ☐No

Will you like someone from the Membership committee to provide a potential membership package, including membership benefits to this individual/company

☐Yes ☐No

10 points/contact form

Membership Satisfaction Questionnaire

This survey is intended for use by NALS of Michigan. Completing this questionnaire will help determine member satisfaction. Please return your completed form to the Membership Chair. Please do not write your name on the form. All responses are confidential.

Do you feel welcome in NALS of Michigan? ☐Yes ☐No
If no, why not? _____
_____
_____
_____

How would you rate the level of NALS of Michigan's involvement in the following types of activities?

	Excellent	**Adequate**	**Insufficient**	**Not Aware**
Continuing Legal Education	☐	☐	☐	☐
Certification	☐	☐	☐	☐
Networking	☐	☐	☐	☐
Fundraising	☐	☐	☐	☐
Scholarship Awareness	☐	☐	☐	☐
Community Services	☐	☐	☐	☐

What are 3 action areas that are important to you? (ex. education, professional development, community dev.)
1)_____
2)_____
3)_____

How would you rate our association's efforts at addressing those action areas?

☐ Excellent ☐ Adequate ☐ Insufficient ☐ Not Aware

If you answered anything other than Excellent, explain how the Association could increase satisfaction in the 3 action areas that are important to you._____

Have you participated in NALS of Michigan continuing legal educational events in the last year? ☐ Yes ☐ No
If no, why not?_____

Have you participated in NALS of Michigan membership meetings in the last year? ☐ Yes ☐ No
If no, why not?_____

Did you participate in the 58th NALS of Michigan Annual Meeting in Kalamazoo? ☐ Yes ☐ No

If no, why not?_____

Please indicate your involvement in the following:

	Currently Involved	Would like to be involved	Contact Me
Continuing Legal Education	☐	☐	☐
Certification	☐	☐	☐
Membership	☐	☐	☐
Networking	☐	☐	☐
Fundraising	☐	☐	☐
Scholarship Awareness	☐	☐	☐

How would you rate your level of satisfaction with your participation in activities and projects?

☐ Very Satisfied ☐ Satisfied ☐ Dissatisfied

If dissatisfied, why? (check all that apply)

☐ Insufficient Knowledge
☐ Personality Conflicts
☐ Lack of quality projects
☐ Lack of support from other members
☐ Personal time conflicts
☐ Other_____

How would you rate the following aspects of our membership meetings?

	Excellent	Adequate	Insufficient	Not Aware
Amount of membership content	☐	☐	☐	☐
Length of time	☐	☐	☐	☐
Time for Networking Opportunities	☐	☐	☐	☐

Is there anything else you would like to see change or comment upon?

_____
_____
_____
_____
_____
_____
_____
_____
_____

20 points

Membership Talent and Time Survey

Your Name:_____ Date:_____

Your Phone:_____

Your Email:_____

1. I have a passion for and experience in the following areas:

☐ Banking	☐ Decorating	☐ Leading	☐ Mentoring	☐ Research
☐ Health/Fitness	☐ Sports	☐ Music	☐ Social Media	☐ Writing articles
☐ Gardening	☐ Cooking	☐ Video Games	☐ DIY Projects	☐ Painting
☐ Story Telling	☐ Fundraising	☐ Politics	☐ History	☐ Travel
☐ Technology	☐ Marketing	☐ Other: _____	☐	☐

2. A subject/topic I would enjoy volunteering for is: _____

3. Check all areas that you feel would benefit with you as a team member/volunteer:

☐ Membership: I am one with a strong desire to share the association with non-members in every possible situation and through all possible means.
☐ Leadership: I have the ability to lead others in encouraging them towards professional and personal growth; I have the ability to set goals and motivate others toward accomplishing these goals.
☐ Fundraising: I have the ability to give materials goods and financial resources with joy, so that the needs of the association are met.
☐ Mentoring: I am one who is motivated by the desire to further the association by meeting genuine needs of another individual. I am able to offer words of comfort, courage, and counsel at times of need or crisis.
☐ Education: I have the ability to research and teach legal education so there is understanding and application in how the law relates in real life.
☐ Strategic: I have the unique ability to take responsibility for the long-term growth of the association.

4. What educational experience(s) do you have? Either in teaching or as a student? _____

_____

_____

5. What occupational or professional experience(s) do you have that might help other members?

_____

_____

6. In which volunteer organizations have you served, and in what capacity? _____

_____

_____

7. What would you like to share with the Board of Directors: _____

_____

_____

8. The following times work best for my schedule:

☐ Mornings	☐ Weekdays
☐ Afternoons	☐ Weekends
☐ Evenings	☐ Weekends
☐ As needed	
☐ One-time project(s)	
☐ Short-term project(s)	
☐ Year-long project(s)	

15 points

beteiligen
begeistern
verbessern
fördern

NALS OF Michigan 59th Annual Meeting and Education Conference
Chair: Teresa Garber, PP, CLP
c/o Silver & Van Essen, P.C.
300 Ottawa Avenue, NW, Suite 620
Grand Rapids, MI 49503
(616) 988-5600
tgarber@silvervanessen.com
www.nalsofmichigan.org

Schönen tag!

NALS of Michigan is excited to announce its 59th Annual Meeting and Education Conference to be held April 17-18, 2020, at the Bavarian Inn in Frankenmuth, Michigan!

NALS is the association for legal professionals. NALS is a national association made up of many state and local chapters, and NALS of Michigan is one of the largest state chapters. We provide professional development to those working as paralegals, legal secretaries, attorneys, county clerks, etc., by offering continuing legal education, leadership training and opportunities, and nationally-recognized certifications. Our goal is to ***engage*** individuals in our association, ***inspire*** them to become top-notch professionals, ***enhance*** their skills, and ***promote*** them to the legal community. At our conference in Frankenmuth, NALS of Michigan will be holding an entire day of continued legal education and training, followed by a day of leadership development and an awards banquet.

Enclosed are opportunities to not only assist NALS of Michigan with its goals, but to promote your business as well. There are forms to advertise in our conference program (and possibilities to be on our website), sponsor our conference (again, with opportunities to advertise in our conference program and on our website), and donate to "swag bags" for conference attendees. Also enclosed is a registration form for the conference. We encourage you and your staff to attend our conference and experience the benefits of NALS.

Thank you very much for your consideration in assisting with our conference. Our association cannot function without the support of law firms and businesses such as yours.

Sincerely,

Teresa Garber, PP, CLP
Chair, 2020 Annual Meeting
NALS of Michigan

beteiligen
begeistern
verbessern
fördern

Willkommen!

NALS of Michigan 59th Annual Meeting and Education Conference
SPONSORS ONLY

Inspiring Sponsor	$1,000	• Name listed on invitations and registration forms as “Inspiring Sponsor” • 2 tickets to Saturday banquet • Signage with color logo and sponsorship acknowledgement at event (4 8 ½” x 11” signs) • Logo featured on website (including hyperlink to company website) for 18 months • Full page ad featured in newsletter for 18 months • Color logo featured in event program with full page ad
Enhancing Sponsor	$750	• 1 ticket to Saturday banquet • Signage with color logo and sponsorship acknowledgement at event (2 8 ½” x 11” signs) • Logo featured on website (including hyperlink to company website) for 12 months • Full page ad featured in newsletter for 12 months • Color logo featured in event program with ½ page ad
Engaging Sponsor	$500	• Signage with color logo and sponsorship acknowledgement at event (1 8 ½” x 11” sign) • Logo featured on website (including hyperlink to company website) for 9 months • ½ page ad featured in newsletter for 9 months • Color logo featured in event program with ¼ page ad
Promoting Sponsor	$250	• Logo featured on website (including hyperlink to company website) for 6 months • ¼ page ad featured in newsletter for 6 months • Color logo featured in event program
NALS Partner Sponsor	$100	• Logo featured on website for 3 months • Business card-sized ad featured in newsletter for 3 months • Name listed in event program
NALS Pal Sponsor	$50	• Name listed in event program

Business Name: _____
Contact Name: _____
Contact Phone: _____
Email Address: _____
Mailing Address: _____
_____

Please return completed form and payment (payable to NALS of Michigan Annual Meeting Fund), along with logo and .jpg ad (if applicable) by February 15, 2020, to:

Lynn Philp
Warner Norcross + Judd LLP
1500 Warner Building
150 Ottawa Avenue, NW
Grand Rapids, MI 49503

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NALS of Michigan 59th Annual Meeting and Education Conference
PROGRAM ADVERTISEMENT ONLY

_____ Outside Back Cover (color) $300*
_____ Inside Back Cover $250*
_____ Full Page (7 ½" x 10") $200*
_____ Half Page (7 ½" x 5") $125
_____ Quarter Page (3 ½" x 5") $80
_____ Business Card (3 ½" x 2 ¼") $50

*Includes logo with hyperlink on NALS of Michigan website for 12 months.

Chapter and Member Special: 50% off pricing (does not include placement on website)

Business Name: _____
Contact Name: _____
Contact Phone: _____
Email Address: _____
Mailing Address: _____
_____

Please make checks payable to: NALS of Michigan Annual Meeting Fund

Return this form and payment, along with your ad in .jpg format by February 15, 2020, to:

Paula Steffey, PP, CLP-SC
P.O. Box 19564
Kalamazoo, MI 49019

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NALS of Michigan 59th Annual Meeting and Education Conference
"GOODIES" DONORS ONLY

At our Annual Meetings, we give out "swag bags" to all attendees upon registration. This is always a nice welcome gift for the attendees, providing fun, handy things to use both during and after the Conference. We are looking for donations for items and/or monetary donations to fill the swag bags. We plan on stuffing a total of 100 bags for the 2020 Conference.

You could also choose to make a monetary donation. We can do the shopping for you !!

Business Name: _____
Contact Name: _____
Contact Phone: _____
Email Address: _____
Mailing Address: _____
_____

If you wish to make a monetary donation, please make checks payable to NALS of Michigan Annual Meeting Fund.

Return this form and donation by March 15, 2020, to:

Kathy L. Rood
Dickinson Wright PLLC
215 South Washington Square, Suite 200
Lansing, MI 48933
Questions: krood@dickinson-wright.com

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NALS of MICHIGAN
59th Annual Meeting and Education Conference
April 17-18, 2020
Bavarian Inn; Frankenmuth, Michigan
REGISTRATION

Name _____

Local Chapter _____

Certification(s) _____

Badge Name/Nickname _____

Address _____

_____

Phone _____

Email _____

*Guest(s) _____

NOTE: If more than one guest will be accompanying you, please attach a separate sheet with information. If your guest(s) is attending meal functions, please refer to registration fee schedule below.

Please describe any accommodations (mobility, dietary restrictions, etc.) you will need: _____

Check all that apply:

☐ Member ☐ Student Member
☐ Past State President ☐ State Officers
☐ First Time Attendee

☐ First Timers' Reception (April 17)(first timers and board of directors and guests)

☐ Welcome Reception (April 16)(EVERYONE WELCOME!!)

Checks payable to NALS of Michigan Annual Meeting Fund

Amount enclosed $_____

Paying by credit card? Email Teri Garber at tgarber@silvervanessen.com

Send completed registration form and payment to:
Kathy Rood
Dickinson Wright PLLC
215 South Washington Square, Suite 200
Lansing, MI 48933-1816
krood@dickinson-wright.com

SCHEDULE OF EVENTS (Check all events you plan to attend.)

Please check only one: ☐ Full Registrant ☐ Partial Registrant

Full Registration Fee Schedule (includes all events):

Postmarked ***before March 10, 2020***
☐ Member $130 ☐ Future Member $155 ☐ Students $100

Postmarked ***after March 10, 2020***
☐ Member $150 ☐ Future Member $175 ☐ Students $120

GUESTS
☐ Thursday Welcome Reception $20 (children under 12 $10)
☐ Friday Luncheon $25
☐ Saturday Luncheon $25
☐ Saturday Banquet $50

Partial Registration Fee Schedule
(Please check all that apply. ***Add $20 if postmarked after March 10, 2020***.)

Thursday, April 16 Welcome Reception
☐ Member $20 ☐ Future Member $25 ☐ Students $10

Friday, April 17, 2020 (includes lunch and breaks):
☐ Member $40 ☐ Future Member $55 ☐ Students $30

Saturday, April 18, 2020 (includes lunch and breaks):
☐ Member $40 ☐ Future Member $55 ☐ Students $30

Saturday Banquet:
☐ Member $40 ☐ Future Member $50 ☐ Students $30

HOTEL INFORMATION

Reservations can be made directly through the hotel by clicking here https://lodgeres.bavarianinn.com/ (enter Group No. 12W896).
Bavarian Inn Lodge, One Covered Bridge Lane, Frankenmuth, MI 48734, (855) 652-7200
Guest rooms: $169/night standard double; $179/night premium double/king; $244/night suite (single, double, triple, quad).
QUOTED ROOM RATES ARE AVAILABLE UNTIL MARCH 17, 2020.
Refund policy: Fifty percent (50%) registration refund if received before April 1, 2020. No refund after April 1, 2020; no exceptions.

SCHEDULE OF EVENTS[1]

Thursday, April 16

6:00 p.m. – 8:30 p.m.	Welcome Party	Enjoy a pizza buffet and discounted mini golf at Ratskellar in the Bavarian Inn. Prizes will be awarded for the mini golf!

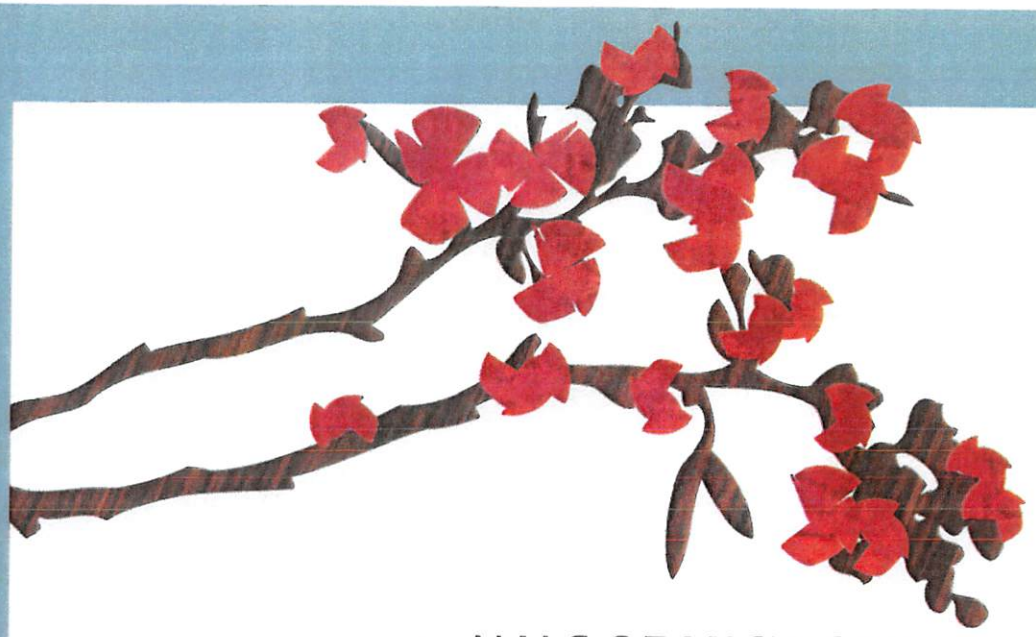
Friday, April 17

7:30 a.m. – 8:30 a.m.	First Timers' Breakfast	The NALS of Michigan Board will welcome all first timers with food and fun!
8:30 a.m. – 9:00 a.m.	Willkomen!	Mary Anne Ackerman, Mayor of Frankenmuth
9:00 a.m. – 10:15 a.m.	In-Home Care and Senior Residences	Carol Hillman, Consumer Education, Michigan Attorney General's Office
10:30 a.m. – noon	Resumes and how to promote yourself	Nicholas Romley, Special Counsel
12:15 p.m. – 1:30 p.m.	Luncheon	Time to network with other legal professionals and meet the candidates for the 2020-2021 NALS of Michigan Board of Directors
1:30 p.m. – 3:30 p.m.	Office Safety and Active Shooter Training	Dwayne Flees, KarateBuilt Martial Arts
3:30 p.m. – 4:30 p.m.	Probate Process/Hot Topics	Attorney Alex Mallory, McCurdy Wotila & Porteous, PC
4:30 p.m. – 5:30 p.m.	Employment/Other Discrimination	Attorney Julie Gafkay, Gafkay Law PC
6:30 p.m.	Past Presidents' Dinner	

Saturday, April 18

9:00 a.m. – 12:00 p.m.	First General Assembly, 59th Annual Meeting	
9:00 a.m. – 5:00 p.m.	Chapter and State Fundraisers	
12:15 p.m. – 1:15 p.m.	Certification Luncheon	Paula Steffey, PP, CLP-SC will present on the changes for obtaining NALS certifications. Certification awards will be presented.
1:30 p.m. – 5:00 p.m.	Second General Assembly, 59th Annual Meeting	
6:00 p.m. – 7:00 p.m.	Chapter Pictures	
7:00 p.m. – 9:00 p.m.	Third General Assembly, 59th Annual Meeting and Awards Banquet	Installation of the 2020-2021 NALS of Michigan Board of Directors and presentation of the Clara LaGow and Legal Professional of the Year Awards.

[1] Tentative.



2020 NALS OF MICHIGAN
ANNUAL MEETING FUND

CHINESE AUCTION

APRIL 18, 2020

THE WINNERS WILL BE DRAWN AT THE END OF THE SECOND GENERAL ASSEMBLY.

BAVARIAN INN LODGE, FRANKENMUTH, MICHIGAN

Ticket prices:

- $1 each ticket
- $5 for 6 tickets
- $20 for 25 tickets

If you would like to donate an item for the Chinese Auction to be held in conjunction with the NALS of Michigan 59th Annual Meeting & Educational Conference, please contact Lynn Philp. Donations will be accepted up until noon, Friday, April 17, 2020.

FOR MORE INFORMATION CONTACT: LYNN PHILP (LPHILP@WNJ.COM)