

PLEADINGS

Issue No. 255

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www.nalsofgreaterkalamazoo.org

August 2011

COPING WITH COMPUTER EYE STRAIN

Here are some common symptoms of computer eye strain:

- Headaches
- Tired, itchy, dry or watery eyes
- Blurry vision
- Soreness in the neck, back or shoulders
- Sensitivity to light

Most people are familiar with some, if not all, of these symptoms because in today's society, people constantly find themselves behind a computer screen or monitor for the majority of the day. This is a digital age, and when people are going about their daily lives with little handheld devices that used to be called cell phones, but now resemble something more like a miniature computer, it's easy to see why people experience computer eye strain more frequently.

If you ever find yourself suffering from any of the symptoms mentioned above,

here are some quick tips for computer eye strain relief:

1. Blink your eyes

Blinking is very important to your eyes because it provides moisture and prevents your eyes from becoming itchy or dry. When you are focused on your computer screen, whether you are staring at a spreadsheet or playing an online game, there is a good chance you aren't blinking your eyes - at all! Try keeping your eyes from blinking when you're not staring at a computer screen and see what happens? Hurts, right? Well, that's exactly what you're doing when you aren't blinking enough in front of your monitor.

2. Adjust the Room Lighting

Make sure you are using your computer in a properly lit room, and take note that "properly lit" does not mean blinding light. Excessive brightness can also create eye strain, especially when it is coming from the natural sunlight streaming

through your window. Use your window shades or drapes to block out any sunlight, and use fluorescent or lower intensity bulbs or tubes. Comfortable lighting is essential for preventing eye strain and can also help reduce stress.

3. Adjust the Brightness and Contrast

Go to your computer display settings and make the necessary adjustments to match the brightness of the room. You also want to adjust the contrast of the characters and background so you aren't squinting at your monitor. While you're at it, adjust the font size and color as well. Give your eyes a break and make your reading experience on a computer screen less painful.

4. Give Yourself a Break

Stop staring at your computer screen for a prolonged period of time, in the same position you've been sitting in since several hours ago. If you can't

afford to take a 15 minute break away from your desk and computer screen, take a mini-break by standing up and stretching. Give your eyes time to relax, and a chance to get the blood circulating to prevent eye strain and stiff muscles. Taking a break from your computer screen is also a great time for some office exercises.

5. Move Your Monitor

If your computer screen is confined to a cramped space in the corner of a cubicle, you might want to consider moving it. When you look away from the computer screen to give your eyes a break, you don't want to find yourself staring at posted papers, a wall or a cluttered mess. Try to move your monitor to an area that allows you to look off into the distance when you turn away.

6. Get Rid of the Glare

Any glare coming from your computer screen, walls, windows or any reflective surfaces can cause eye strain. If possible, install an anti-glare screen on your monitor, and cover reflective surfaces any way you can. If you haven't already, you should close the blinds, drapes or shades on your windows to minimize any issues caused by the sunlight outside.

7. Perform Eye Exercises for Relaxation

You can prevent or minimize eye strain with a few simple eye exercises:

- Focus on an object in the distance and stare at it for a few minutes.

- Rub palms together to make them warm and bring them up to your eyes. Cup your closed eyes with your palms and take deep breaths as you visualize staring off at something distant. Open your eyes and release, repeating these steps at least three times.

- Close your eyes and roll your neck, head and shoulders to relax your eyes and reduce any shoulder pain.

8. Splash Your Eyes with Water

If you start to feel your eyes burning, head to the restroom, and splash a little cold water over your eyes. Allow the water to slowly dry on its own before heading back to your desk.

9. Facial Massage

Wet a towel or dampen a paper towel with some warm water. Gently rub your cheeks, forehead and your neck with the towel. Continue to massage these areas of your face without actually rubbing your eyes. This can stimulate the nerves around your eyes to help with straining caused by staring at a computer screen.

10. Visit an Eye Doctor

If any eye strain symptoms persist, seek medical attention. An eye exam can be used to determine if there are any serious issues that need to be addressed. The worst thing you could do is pass off a serious

health condition for eye strain from staring at a computer screen for too long.

*By Matthew Cenzone,
from Symptomfind.com*

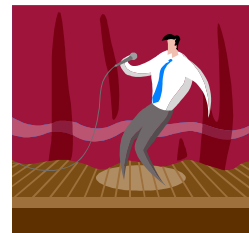
NALS OF GREATER KALAMAZOO BOARD OF DIRECTORS AUGUST 2, 2011

The Board approved the Minutes of the July 2011 Board meeting, and approved the July 2011 Treasurer's Report, subject to audit. Committee reports were given and committee matters discussed including Certification, Marketing/Public Relations, Membership, and Programs/Reservations, with emphasis on membership and planning for upcoming general membership meetings. The next general membership meeting is scheduled for August 23, 2011, at Miller Canfield. The topic is "Office Organization – Tips and Tricks." The next Board meeting is scheduled for September 6, 2011, at noon at Miller Canfield.

CORRESPONDING SECRETARY'S REPORT By Joyce Coker

Thinking-of-you cards to Denise Schneider and Olive Pessetti. Thank you note to the employees of Sydney's thanking them for their wonderful fashion show. Sympathy card to Sherri Bowden, past president of NALS of Michigan, on death of her sister-in-law.

CALLING ALL NALS MEMBERS:
SUMMER 2011 ACTIVITY – BARN THEATRE



Rodgers & Hammerstein's Cinderella is playing at the Barn Theatre August 9 – 21. Special group rates are available for groups of 12 or more. If you have never been, the Barn Theatre is located in beautiful Augusta, Michigan. NALS has reserved a block of tickets for the evening of Thursday, August 18. Curtain time is 8:30 p.m. If you are interested, we could meet as early as 7:30 p.m. at the Rehearsal Shed (located next to the theatre) and get a drink before the show. Bring a friend if you like. **Please RSVP to Tami Carl as soon as possible if you are interested in attending.** We need to confirm the numbers and pay for our reservations no later than one week before the event, but to ensure that we all have seats, please let Tami know as soon as possible. To RSVP, e-mail Tami at carlt@millerjohnson.com.



Photos from the July 26, 2011, General Membership meeting. .

Congratulations to our Legal Professional of the Year award recipient, Tami Carl, of Miller Johnson. Here, Tami is presented her award by Kim Snow, PLS, committee chair.

Sydney's presented professional fashions for the 2011 fall season at our July General Membership meeting, held at the Radisson Plaza Hotel.



The following proposed budget for 2011-2012 was drafted by the members at the Budget and Planning Meeting held on July 13, 2011. This proposed budget will be presented for approval at the August 23, 2011 General Membership Meeting. If you have any comments on this budget, please contact President Diane Berry.

General Fund Budget

Committee	2011-2012 budget
Planning Meeting	50.00
Bank Charges	50.00
Contributions	200.00
Corresponding Sec	100.00
LPY	125.00
Membership	175.00
Miscellaneous	400.00
Nat'l/Regional Mtg	1,000.00
PR/Hospitality	100.00
Scales of Justice	100.00
Seminars	100.00
State Meetings	2,000.00
Ways & Means	250.00
Website	-0-
Total	\$4,650.00

Scholarship Fund Budget

Committee	2011-2012 Budget
Certification	300.00
Christmas Activity	300.00
Court Observ Day	100.00
Newsletter	300.00
Programs	200.00
Scholarship	2,000.00
Total	\$3,200.00

OVERVIEW

- è Self-Defense Instruction
- è Carrying Concealed Weapons Defense
- è U.S. Bureau of Alcohol, Tobacco & Firearms
- è Cooley Law School's "Innocence Project"
- è Sponsor of CCW Legislation
- è Grand Rapids Police Department
- è Field Trip to Indoor Firing Range



Join us in Grand Rapids for a day of learning, lunch, laughs, and – of course – legal education!

COMPLIMENTARY PARKING AT HOLIDAY INN

* COST

	Member	Non-Member	Student
Full Day	\$40.00	\$55.00	\$30.00
Half Day (a.m. or p.m.)	\$30.00	\$40.00	\$20.00

***PLEASE NOTE:** Price does NOT include fees for shooting at the range if you choose to do so. Handguns may be rented and ammo can be purchased at Silver Bullet. Visit: <http://silverbulletfirearms.com>

QUESTIONS?

Carolyn Field, PP
616.752.2746
cfield@wnj.com

NALS OF MICHIGAN OFFICERS 2011-2012

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Beverly A. Bishop, PLS
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NALS MISSION STATEMENT

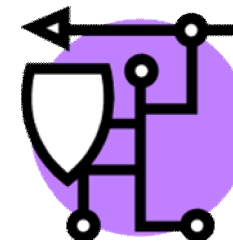
NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. It accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials;
- Networking opportunities at the local, state, regional, and national levels;
- Commitment to a Code of Ethics and professional standards;
- Professional certification programs and designations.



“ARM YOURSELF”

With
Legal Education



SATURDAY, OCTOBER 1, 2011

9 A.M. TO 5 P.M.

HOLIDAY INN
 310 PEARL STREET, NW
 GRAND RAPIDS, MICHIGAN

*Where else but from
NALS of Michigan
 can you get education of this
 “caliber”?*



Need not be NALS Member to Attend

SCHEDULE

9:00 am – 10:00 am Self Defense Instruction
 KRAV MAGA is a straightforward approach to personal protection. It was designed so anyone can learn and apply the techniques effectively no matter their size.

10:00 am – 11:00 pm Defense of CCW Charges
 Charges of carrying a concealed weapon are often filed against persons who think they are actually carrying their weapon legally.

11:00 am – 12:15 pm U.S. Bureau of Alcohol, Tobacco and Firearms
 ATF is a law enforcement agency in the U.S. Dept. of Justice that protects our communities from violent criminals and the illegal use and trafficking of firearms.

12:15 pm – 1:00 pm LUNCH**

1:00 pm – 2:30 pm The Cooley Law School "Innocence Project"
 MCL 770.16 provides a post-conviction remedy for incarcerated innocent persons whose innocence can be established by DNA testing. The Innocence Project provides legal assistance to those persons.

2:30 pm – 3:30 pm A Senator's View of CCW
 A "shall-issue" jurisdiction is one that requires a permit to carry a concealed handgun, but where the granting of such permit is subject only to meeting certain criteria laid out in the law. Learn more from the Senator who sponsored Michigan's CCW law.

3:30 pm – 4:15 pm Grand Rapids Police Dept.
 Lt. Pat Merrill authored the GRPD's records management system and processes weapons offenses.

4:30 pm Firing Range
 Silver Bullet Firearms
 5121 Division Ave S, Grand Rapids, MI 49548
Due to size of training room, firing range visit will be limited to the first 25 paid registrants who sign up. See appropriate box on registration form.

SPEAKERS

Tony Danielski
West Michigan Krav Maga



Charles M. Kronzek, Esq.
Kronzek & Cronkright



Sonja Everitt
Resident in Charge, Bureau of ATF



Donna McKneelen, Esq.
The Cooley Law School



Senator Mike Green
State Senator – 31st District



Lt. Patrick Merrill
Grand Rapids Police Department



After the seminar, enjoy ArtPrize 2011: "Part arts festival, part social experiment--this international contest is decided solely by public vote." <http://www.artprize.org/>



REGISTRATION

Name: _____
 City/State/Zip: _____
 Telephone: _____
 Email: _____
 If NALS of Michigan member, list chapter: _____
 If student, please list school: _____
 Amount Enclosed: _____
 Entire Day - \$40 \$55 \$30
 ½ Day - \$30 \$40 \$20
 -- Choose A.M P.M.
 YES, I will participate in the Silver Bullet Firing Range visit (limited to first 25 paid registrants)
 Mail completed registration form and check payable to NALS of Michigan to: Carolyn M. Field, PP, Warner Norcross & Judd LLP, 111 Lyon, NW, 900 Fifth Third Center, Grand Rapids, Michigan 49503. You may also register by fax (616.222.2746) or by email (cfield@wnj.com) - payment must follow by mail
**** REGISTRATION DEADLINE: September 26, 2011; NO REFUNDS AFTER: September 16, 2011**

**Lunch sponsored by: Esquire Deposition Services; Recon Management Group, LLC; Express Employment Professionals; and Warner Norcross & Judd LLP

NALS of Greater Kalamazoo
Minutes of General Membership Meeting: July 26, 2011

NALS of Greater Kalamazoo met on Tuesday, July 26, 2011, at the Radisson Hotel in Kalamazoo. The July 2011 edition of the *Pleadings* provided all members prior notice of the meeting. Ten members were present at the meeting and ten guests were present.

Prior to the meeting, Tami Carl was presented with NALS of Greater Kalamazoo's 2011 Legal Professional of the Year Award. Joyce Coker had nominated Tami, and Kim Snow made the presentation. David Buday of Miller Johnson and Tami's husband, Dan Carl, were both in attendance for the presentation and lunch.

During the lunch hosted by Greenleaf Catering, Sydney's Fashions gave a fashion show on what's new in professional office attire for Fall 2011. Immediately after the fashion show, a very short General Membership meeting was held as follows:

- I. **Call to Order:** President Diane Berry called the meeting to order at approximately 12:47 p.m.
- II. **Minutes:** Kathleen Hutchins made a motion to approve the June 2011 General Membership meeting minutes as published in the *Pleadings*. Cindy Broecker seconded the motion. The motion carried and the Minutes were unanimously approved.
- III. **Treasurer's Report:** Joyce Coker made a motion to approve the June 2011 Treasurer's Report as published in the *Pleadings*, subject to audit. Cindy Broecker seconded the motion. The motion carried and the Treasurer's Report was unanimously approved, subject to audit.
- IV. **Announcements:**
 - A. Certification. President Berry reminded all present that Margaret Bristol (retired NALS member) had agreed to lead a study group for anyone interested in NALS certification. Any members interested should contact Diane Berry. The study group will start in September.
 - B. Summer Outing. Tami Carl reminded all that NALS had reserved a block of tickets for *Cinderella* at the Barn Theatre on Thursday, August 18, 2011. Anyone interested should contact Tami Carl. Additional information is in the *Pleadings*. We will need to call in our ticket order one week before the event.
 - C. Board Meeting. The next Board meeting will be held on Tuesday, August 2, at noon at Miller Canfield.
 - D. General Membership. The next General Membership meeting will be held on Tuesday, August 23, at noon, at Miller Canfield. The topic will be "office organization." More details will follow in the August edition of the *Pleadings*.
- V. **Adjournment:** No further business to come before the membership, the meeting was adjourned at approximately 12:51 p.m.

Submitted by Recording Secretary Tami Carl

NALS OF GREATER KALAMAZOO TREASURER'S REPORT

July 1, 2011 through July 31, 2011

Fifth Third Bank General Checking Account

<u>Beginning Balance</u>		<u>\$ 911.22</u>
<u>Disbursements</u>		
Diane Berry (pizza for planning meeting)	40.00	
Miller Canfield (June Pleadings postage)	11.52	
<u>Total Disbursements</u>	(51.52)	
<u>Deposits</u>		
June General Mtg	27.50	
July General Mtg	170.00	
<u>Total Deposits</u>	<u>\$197.50</u>	
<u>Ending Balance</u>		<u>\$1,057.20</u>

Fifth Third Bank Savings Account - Scholarship Fund

<u>Beginning Balance</u>		<u>\$8,698.39</u>
interest July		+ .37
<u>Ending Balance</u>		<u>\$8,698.76</u>

Fifth Third Bank Savings Account - General

<u>Beginning Balance</u>		<u>\$2,733.21</u>
Interest July		+ .12
<u>Ending Balance</u>		<u>\$2,733.33</u>

STATE BAR ANNUAL MEETING



The State Bar of Michigan's annual meeting will be held September 14-16, 2011, at the Hyatt Regency, Dearborn. As in the past, NALS of Michigan will be providing support to the State Bar for this meeting. If you are interested in volunteering, please contact Sharon Bradley at sbradley7965@comcast.net. Likewise, if you do volunteer, let us know!! There might be others interested in coordinating travel, etc. We also want to recognize your support of NALS!!

How Electronic Voting Works

Every member will receive an e-mail from NALS providing a hyperlink and voting instructions.

The link will take the member to their electronic ballot. Once a member clicks on the link, *they must complete the voting process*. You cannot click on the link, close out of your incomplete ballot, and then try to click on it again. The link will not work. This procedure will prevent double voting.

Completing the ballot is very simple and easy to do and should take less than a minute to complete. The ballot will eventually time-out if it remains idle on your computer. It is suggested that members click on and complete the ballot in its entirety all at once. Once you are timed out – you won't be able to get back in.

The Nominations and Elections Committee strongly suggests that members view candidates pages in advance of the opening of electronic voting, i.e., prior to October 3. This will allow members to learn about the candidates and make an informed decision when voting. If members do not see their ballot in the Inbox once voting opens, check your spam filter (particularly at work).

Once a member completes their electronic ballot and casts their vote, their vote will go to an outside source for the counting of the ballots after October 28, 2011. No NALS member, or staff member, or Nominations and Elections Committee member can view or count the votes.

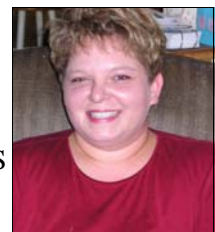
The elected officers will be announced in a November E-news after all candidates have been notified of the election results.

Any questions, please contact Nominations and Elections Chair, Patricia E. Infanti, PP, PLS, at infanti@ballardspahr.com or PattiPP@Comcast.net or 609-471-2153; or Staff Liaison Jennifer King at king@NALS.org or 918-582-5188.

Thank you for being part of this NALS historic event!!



Submitted by Barb Stone, PP, PLS



Reprinted from NALS of Lansing's Capital Forum newsletter.

NALS Mission Statement

NALS® is dedicated to enhancing the competencies and contributions of members in the legal services profession. It accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials;
 - Networking opportunities at the local, state, regional and national levels;
 - Commitment to a Code of Ethics and professional standards;
 - Professional certification programs and designations.
-

NALS Code of Ethics and Professional Responsibility

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

Encourage respect for the law and the administration of justice;

Observe rules governing privileged communications and confidential information;

Promote and exemplify high standards of loyalty, cooperation, and courtesy;

Perform all duties of the profession with integrity and competence; and

Pursue a high order of professional attainment.

Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by NALS and accepted by its members to accomplish these ends.

Canon 1. Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 2. Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of this association and the legal profession.

Canon 3. Members of this association shall avoid a conflict of interest pertaining to a client matter.

Canon 4. Members of this association shall preserve and protect the confidences and privileged communications of a client.

Canon 5. Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

Canon 6. Members of this association shall not solicit legal business on behalf of a lawyer.

Canon 7. Members of this association, unless permitted by law, shall not perform paralegal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 8. Members of this association, unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.

Canon 9. Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

Canon 10. Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.



engage
inspire
enhance
promote

NALS OF GREATER KALAMAZOO

“The Association for Legal Professionals”

www.nalsofgreaterkalamazoo.org

www.nalsofmichigan.org

www.nals.org

Tuesday, August 23, 2011

Miller Canfield Paddock & Stone, PLC
277 South Rose Street, 5th Floor
Kalamazoo, MI 49007
Telephone: 269.381.7030

Parking:

Please park in the garage under the building, with entry on the east side of Rose Street.

12 Noon – 1:00 p.m.

Program:

Office Organization – Tips & Tricks



MENU



A variety of pizza and salad will be available, as well as soft drinks, bottled water and coffee.

The price is \$6.00 per person.



PLEASE NOTE OUR RESERVATION PROCEDURE: Please reply to the email address below with “NALS Reservation” in your subject line. Please give your name in the body of the email, as well as the names of any guests. **Please give your payment to Colleen VanSickle at the meeting.**

Please email your selection to **Tami Carl** at: carlt@millerjohnson.com by no later than **Friday, August 19, 2011.** Phone reservations will also be accepted, but email is preferred. Thank you!

NOTE: ONCE RESERVATIONS HAVE BEEN CALLED IN, YOU WILL BE RESPONSIBLE FOR PAYMENT FOR YOUR ORDER IF YOU CANCEL AND DO NOT FIND A REPLACEMENT.

Please call Tami at 269.226.2966 with any questions.

2011-2012 Officers

Diane Berry, PLS, President
Phone: 226-8860

Cindy Comer, PP, Vice President
Phone: 337-8185

Tami L. Carl, Recording Secretary
Phone: 226-2966

Joyce Coker, Corresponding Secretary
Phone: 226-2975

Colleen VanSickle, Treasurer
Phone: 385-4602

Nancy Thomas, PLS, Director
Phone: 381-7030

Nancy Thomas, PLS, Parliamentarian
Phone: 381-7030
* * * * *

Nancy Thomas, PLS, *Pleadings* Editor
thomasn@millercanfield.com
Phone: 381-7030

CALENDAR

Next Board Meeting

Tuesday, September 6, 2011

12 noon

Miller, Canfield, Paddock & Stone

Next General Membership Meeting:

Tuesday, August 23, 2011

12 noon

Miller Canfield

Program: Organizational Tips

Summer Activity

August 18, 2011

8:30 p.m.

Barn Theater, Augusta

NALS of Michigan Seminar:

"Arm Yourself" With Education

Saturday, October 1, 2011

9:00 a.m.

Holiday Inn, Grand Rapids

**NALS of Greater Kalamazoo
P.O. Box 50221
Kalamazoo MI 49005**