

PLEADINGS

Issue No. 354

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SPRING CLEANING – TIPS FOR MANAGING CLUTTER

Most of us have no idea we're even doing it, but it can rob you of productivity in a big way. We're talking about the tendency that many office professionals have to accumulate "junk" in and around their desks...and before you know it, the junk takes over and the projects you're working on become more difficult simply because you can't find the reference materials you need in the midst of so much clutter.

To follow are 10 types of things that may be cluttering your office environment, things that you should dispose of right away:

1. Pens and markers that no longer write.
2. Old paper clips that are bent, twisted and no longer usable.
3. Condiments and other things left over from past lunches...i.e., ketchup packets, forks, napkins.

4. Old memos, perhaps from months ago.

5. Phone message slips that you've already read and acted upon.

6. Stubby pencils with worn-down erasers.

7. Containers of correction fluid or white-out products that have dried up.

8. Old rubber bands that have become worn, cracked, brittle and are ready to break as soon as you use them.

9. Last year's daily planner that you never got around to throwing away.

10. The announcement of the upcoming company picnic, which is still hanging on your bulletin board even though the picnic occurred three weeks ago.

Below are additional "House Rules" for your home office:

There are millions of home-offices across North America, and more and more people are creating an office in their home every single day.

Whether it's an actual office in the basement or another part of the house, a bedroom that's been converted into office space, or just an area set aside in the corner of a den, every home-office has one thing in common – the need to remain neat, with everything in order. To follow are five rules to abide by:

1. Use the space you have most efficiently. Usually, a home-office tends to be among the smaller rooms or areas in a house. As a result, it's important to make the most of the square-footage you have. Think beyond just floor space and also use the walls by putting up shelves to hold binders, phone books, magazines and other items. Also use stackable storage units that maximize your space vertically.

2. Remember why you created your home-office in the first place. It can be tempting to turn your home-office into a gathering spot for loose boxes, kids' toys, sporting equipment, stacks of old newspapers, tools and other things. Resist the temptation to do this, and remember that your home-office was not intended to become a "junk room."

3. Keep your working area clear. "Home-base" for just about every home-office is some kind of desk or table where work such as sorting tax receipts or writing letters occurs. Be sure to keep the desktop or table clutter-free, giving yourself room to work while also avoiding the possibility for important papers to get lost or mixed up.

4. Prioritize bills by their due dates. Among the more common uses for a home-office involves keeping track of and paying household bills. As bills arrive, mark the outside of each envelope with the date the bill is due, giving you a visual signal that will help you avoid missing a due-date. And, instead of just piling the to-be-paid bills in a stack, use a "step file" with graduated compartments to divide your bills into easy-to-access compartments.

5. Categorize your files. The average home-office contains a myriad of different kinds of paperwork that needs to be organized...such as family medical records, investment information and automotive repair records. Instead of just throwing all of these into a messy "catch-all" file, use filing

products specially designed with built-in dividers or sections that allow you to categorize your papers neatly. That way, when you need to find something, you'll know exactly where to look.

From Keeping Tabs by Pendaflex.

NALS OF GREATER KALAMAZOO BOARD OF DIRECTORS

The Board of Directors met on Tuesday, March 1, 2022, via WebEx Meet. The following items were discussed:

Committee Reports:

a. Membership: President Zackery reported that we are currently at 25 members.

b. Programs & Reservations: President Zackery reported on the following upcoming meetings:

i. March 22, 2022. Attorney Alicia Storm will present on neglect and abuse charges. The meeting will be held via Zoom. Jen Robinson will set up the Zoom call. Officer elections will also take place in March.

ii. April 26, 2022. The April meeting will include officer installations, recognitions and awards. The meeting will be held at The Park Club.

c. Ways and Means. President Zackery reported that the chapter has sold 62 Attorney Directories so far for a total of \$1,860. Attorney Directories are available at a cost of \$30 each.

d. Scholarships: Jen Robinson reported that the committee has received no scholarship applications yet for this year's \$1,500 scholarship.

e. Member of the Year and Employer of the Year: Chair Tami Carl CLP reported that she has received two nominations for Member of the Year. Today is the deadline for nominations.

f. Nominating Committee: Chair Jen Robinson reported that she was pleased to report her that committee has a full slate of officers for the 2022-2023 fiscal year. The slate will be published in the March Pleadings and voted on during the March meeting. Thank you to all of the Nominating Committee for their good work.

New/Old Business:

a. President Zackery reported that NALS of Michigan is having a canned food collection in conjunction with the annual meeting.

b. President Zackery reported that for personal reasons our current Treasurer is stepping down as Treasurer of our chapter. Accordingly, President Zackery will take over the Treasurer's duties until a new Treasurer is duly elected and installed.

The next General Membership meeting will be held March 22 at 5:30 pm via Zoom. The next Board Meeting will be held virtually on April 5 at 6:00 p.m.



Nominate Committee Report:

The Nominating Committee submits the following names as candidates for 2022-2023 NALS of Greater Kalamazoo officers:

President	Teri Garber
Vice President	Sarah Rustenholtz
Secretary	Nadia Khan
Treasurer	Cathy Zackery
Parliamentarian	Nancy Thomas

Voting will take place at the March 22, 2022, meeting. Nominations for any office will continue to be accepted until the vote. Nominations from the floor for any office will also be accepted.

All regular members are eligible to serve as officers.

If anyone has interest in an office or wants more information about an office, please feel free to contact any current officer or any member of the Nominating Committee.

Respectfully submitted,

Jennifer Robinson, Chair
Sarah Rustenholtz
Toni Gaskell

2022 ATTORNEY DIRECTORY ORDER FORM

NALS of Greater Kalamazoo is now taking orders for the new 2022 Attorney Directory. The directory includes attorney listings, including email addresses, for Allegan, Cass, Kalamazoo, St. Joseph, and Van Buren counties; information on all state courts for Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren counties; the Michigan Supreme Court; the Michigan Court of Appeals; the U.S. District Court for the Western District of Michigan; U.S. Bankruptcy Court for the Western District of Michigan; and the Worker's Disability Compensation Court; along with a list of court and miscellaneous fees, process servers, court reporters, and title companies.

NOTE: If an attorney did not list an email address, fax number, etc. with the State Bar, it does not appear in our directory. As always, we welcome your suggestions for information to be included in the directory, as well as changes, corrections, additions, and deletions.

Name _____

Firm/Company/Court _____

Address _____

Email _____

Telephone _____

of directories @ \$30.00 each (_____ x \$30) \$ _____

Check one: will pick up (you will be notified when they are available for pick up)
 want shipped – shipping cost is \$7.00 per directory \$ _____

Total (check made payable to NALS of Greater Kalamazoo) \$ _____

How do you want to receive updates?

Mail – contact name at your firm/company/court _____

Email – address _____
(you are responsible for notifying me if there is a change in the email address)

Please mail completed order forms and checks to:

NALS of Greater Kalamazoo
c/o Cathy A. Zackery, CLP
2641 Orange Meadow Ln
Kalamazoo, MI 49004

Email: Cathy.Zackery@gmail.com

Out with the old, in with the new

Technology in Appellate Practice

A FREE webinar sponsored by the
SBM Appellate Practice Section

Thursday, March 24, 2022 @noon

Panelists:

Hon. Brock Swartzle, Michigan Court of Appeals
Commissioner Geoffrey Weed, Michigan Court of Appeals
Stuart Friedman, Esq., Appeals and Immigration Law
Jason D. Killips, Esq., Brooks Wilkins Sharkey & Turco PLLC

This one-hour FREE webinar will explore the use of technology in appellate practice. It will include perspectives from the bench and COA staff, followed by tips from experienced appellate lawyers from the civil and criminal fields.

[Click here to register in advance for this webinar](#)



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NALS of Michigan 61st Annual Meeting and Education Conference What to Know

When	April 8-9, 2022 But join us at 5 pm on April 7 for a welcome party!
Where	<ul style="list-style-type: none"> • Frankenmuth Brewery, 425 S. Main St., Frankenmuth (where we learn and eat) • Fairfield Inn & Suites Frankenmuth, 430 S. Main St., Frankenmuth (where you can sleep, \$120/night) • SpringHill Suites Frankenmuth, 530 S. Main St., Frankenmuth (another place you can sleep, \$138/night) • Follow this link to book your room online: https://www.marriott.com/event-reservations/reservation-link.mi?id=1621958642227&key=GRP&app=resvlink • Book by March 7 to get the group rate!!!
What	<p>April 7: Welcome party and registration April 8: CLE</p> <ul style="list-style-type: none"> • Membership and Diversity • Human Trafficking • Better Use of PowerPoint • Immigration • Pop Culture and the Law • Crisis Negotiation Teams <p>April 9: Annual Business Meeting</p> <ul style="list-style-type: none"> • Awards Banquet • Installation of 2022-2023 Board of Directors • Clara LaGow Award • Legal Professional of the Year Award
How	Before March 14: \$100 Members, \$125 Future Members, \$40 Students, \$30 Virtual Prices go up \$25 after March 14
Who	ALL OF YOU!!!!
Something Special	Bring a minimum of 2 canned goods to donate to support NALS of Michigan's canned food drive to support Hidden Harvest, a food bank that supports the Bay area. The attendee who brings the most cans wins \$50 cash!!! Cans must be in on Friday morning.
Facts	It will have been 3 years since NALS of Michigan has gathered as a group. Registration prices for annual meeting have rarely been this low. "If you associate yourself with a change maker, your life will by all means become better. You will wink at challenges and begin to think. In times of frustrations, you will not sink." –Israelmore Ayivor, Become a Better You
Thank You to Our Sponsors	Inspiring Sponsors: Lawyaw; O'Brien & Bails/Pohlman Reporting Company LLC; NALS of West Michigan Engaging Sponsor: Foster Swift Collins & Smith P.C. Promoting Sponsors: Harris Investigations LLC; Capitol Lien Records & Research, Inc. NALS Partner Sponsors: Howell Parfet Schau; Teresa Garber, PP, CLP NALS Pal Sponsors: NALS of Jackson County; NALS of Greater Kalamazoo; Jennifer Yockum



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NALS of MICHIGAN
61st Annual Meeting and Education Conference
April 8-9, 2022
Frankenmuth Brewery; Frankenmuth, Michigan
REGISTRATION

<p>Name _____</p> <p>Local Chapter _____</p> <p>Certification(s) _____</p> <p>Badge Name/Nickname _____</p> <p>Address _____</p> <p>_____</p> <p>Phone _____</p> <p>Email _____</p> <p>*Guest(s) _____</p> <p>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.</p> <p>Please describe any accommodations (mobility, dietary restrictions, etc.) you will need: _____</p>	<p>Check all that apply:</p> <p><input type="checkbox"/> Member <input type="checkbox"/> Student Member</p> <p><input type="checkbox"/> Past State President <input type="checkbox"/> State Officer</p> <p><input type="checkbox"/> First Time Attendee</p> <p><input type="checkbox"/> First Timers' Reception (April 8)(first timers and board of directors and guests)</p> <p><input type="checkbox"/> Welcome Reception (April 7)(EVERYONE WELCOME!!)</p> <p>Checks payable to NALS of Michigan Annual Meeting Fund</p> <p>Amount enclosed \$ _____</p> <p>Paying by credit card? Email Natasha Valmont at natvalmont@gmail.com</p> <p style="text-align: center;">Send completed registration form and payment to: Teresa Garber, PP, CLP 2655 Grand Castle Blvd. SW, #E620 Grandville, MI 49418</p>
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SCHEDULE OF EVENTS (Check all events you plan to attend.)

<p>Please check only one: <input type="checkbox"/> Full Registrant <input type="checkbox"/> Partial Registrant</p> <p>Full Registration Fee Schedule (includes all events):</p> <p>Postmarked before March 14, 2022</p> <p><input type="checkbox"/> Member \$100 <input type="checkbox"/> Future Member \$125 <input type="checkbox"/> Students \$40</p> <p><input type="checkbox"/> Virtual \$30</p> <p>Postmarked after March 14, 2022</p> <p><input type="checkbox"/> Member \$125 <input type="checkbox"/> Future Member \$150 <input type="checkbox"/> Students \$40</p> <p><input type="checkbox"/> Member \$30</p> <p>GUESTS</p> <p><input type="checkbox"/> Thursday Welcome Reception \$20 (children under 12 \$10)</p> <p><input type="checkbox"/> Friday Luncheon \$35</p> <p><input type="checkbox"/> Saturday Luncheon \$35</p> <p><input type="checkbox"/> Saturday Banquet \$65</p>	<p>Partial Registration Fee Schedule (Please check all that apply. Add \$20 if postmarked after March 14, 2022.)</p> <p>Thursday, April 7 Welcome Reception</p> <p><input type="checkbox"/> Member \$30 <input type="checkbox"/> Future Member \$20 <input type="checkbox"/> Students \$10</p> <p>Friday, April 8 (includes lunch and breaks):</p> <p><input type="checkbox"/> Member \$40 <input type="checkbox"/> Future Member \$60 <input type="checkbox"/> Students \$30</p> <p>Saturday, April 9 (includes lunch and breaks):</p> <p><input type="checkbox"/> Member \$40 <input type="checkbox"/> Future Member \$60 <input type="checkbox"/> Students \$30</p> <p>Saturday Banquet:</p> <p><input type="checkbox"/> Member \$50 <input type="checkbox"/> Future Member \$65 <input type="checkbox"/> Students \$30</p>
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HOTEL INFORMATION

Reservations can be made directly through the hotels by calling the following:
 SpringHill Suites: 530 S. Main St., Frankenmuth, MI 48734 (989) 652-7500 (local), (888) 287-9400 (toll free)---\$138/night (+ 13% tax)
 Fairfield Inn: 430 S. Main St., Frankenmuth, MI 48734 (989) 652-5000 (local), (800) 228-2800 (toll free)---\$120/night (+13% tax)
ASK FOR ROOM BLOCK UNDER NALS OF MICHIGAN. BLOCK HELD UNTIL MARCH 7, 2022.

SCHEDULE OF EVENTS¹

Thursday, April 7

5:00 p.m. – 7:00 p.m.	Welcome Party	Enjoy appetizers and Bavarian pretzels and welcome each other back!
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Friday, April 8

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. – 10:30 a.m.	Graci Harkema, owner, international diversity & inclusion consultant, trainer, speaker, Graci LLC	Diversity and Membership
10:30 a.m. – 11:45 a.m.		
12:00 p.m. – 1:00 p.m.	Luncheon	Time to network with other legal professionals and meet the candidates for the 2020-2021 NALS of Michigan Board of Directors
1:00 p.m. – 2:15 p.m.		Technology in the Workplace
2:15 p.m. – 3:15 p.m.	Christopher Acklin	Immigration
3:30 p.m. – 4:30 p.m.	Diana Lamphiere	Pop culture and the law
4:30 p.m. – 5:00 p.m.	Sgt. Darin Rietman	Crisis Negotiation Police Teams
6:30 p.m.	Past Presidents' Dinner	

Saturday, April 9

9:00 a.m. – 12:00 p.m.	First General Assembly, 61 st Annual Meeting	
9:00 a.m. – 5:00 p.m.	Chapter and State Fundraisers	
12:15 p.m. – 1:15 p.m.	Certification Luncheon	
1:30 p.m. – 5:00 p.m.	Second General Assembly, 61 st Annual Meeting	
6:00 p.m. – 7:00 p.m.	Chapter Pictures	
7:00 p.m. – 9:00 p.m.	Third General Assembly, 61 st Annual Meeting and Awards Banquet	Installation of the 2022-2023 NALS of Michigan Board of Directors and presentation of the Clara LaGow and Legal Professional of the Year Awards

¹ Tentative; other **confirmed** CLE topics include unauthorized practice of law and human trafficking.

NALS OF GREATER KALAMAZOO
Minutes of February 22, 2022 General Membership Meeting

The Members met on Tuesday, February 22, 2022, via Zoom, notice of the meeting having been duly provided. The meeting was called to order by President Cathy Zackery CLP at 6:20 p.m., following a presentation by Attorney Saraphoena Koffron on Mediation. Seven members were present and two guests.

The following items were discussed pursuant to the Agenda distributed in advance of the meeting:

1. **Minutes:** After a review of the January General Membership Meeting Minutes, it was moved by Nancy Thomas PLS to approve the minutes with one small correction. Jen Robinson seconded the motion, and the motion carried.
2. **Treasurer's Report:** After a review of the January Treasurer's Report, it was moved by Jen Robinson and seconded by Nancy Thomas PLS to approve the Treasurer's Report, subject to audit. The motion carried.
3. **Corresponding Secretary's Report:** Tami Carl CLP reported that the correspondence was up to date. She reported that she missed sending a February birthday card to Brittany Minix, but will send her belated birthday wishes. There is one March birthday, Olivia Ledezma, and Tami will forward a birthday card to her.
4. **Director's Report:** Nancy Thomas PLS reminded all about the upcoming NALS of Michigan annual meeting.
5. **Committee Reports:**
 - a. Membership: President Zackery reported that our chapter currently has 26 members. One new member was then installed: Nadia Khan.
 - b. Programs & Reservations: President Zackery reported that the next General Membership meeting will be held on March 22. Attorney Alicia Storm is the speaker and she will speak on neglect and abuse charges. The April 26 will be held in person at The Park Club. We will have the installation of new officers and a recognition and awards ceremony.
 - c. Scholarship Committee. Chair Jen Robinson reported that her committee consists of Kacie Woznicki and Brittany Minix, and that information about the chapter's \$1,500 scholarship has been mailed and emailed out.
 - d. Member of the Year and Employer of the Year. Chair Tami Carl CLP reported that the nomination forms are in the *Pleadings*. Nomination forms are due by March 1st. At this time, she has received no nominations.

- e. Nominations Committee. Chair Jen Robinson reported that her committee has been communicating with members and they will publish the slate of officers for 2022-2023 in the March *Pleadings*.
6. **Ways and Means:** President Zackery reported that the Save Around Coupon Book fundraiser has concluded. The chapter made \$186 in profit. Thanks to all who participated. President Zackery reported on the sale of Attorney Directories. At the time of this meeting, the chapter has sold 39 books. Books are available at the cost of \$30 each.
7. **Employment:** President Zackery reported on an employment opening at the Vlachos Firm. See President Zackery for more information if interested.
8. **New/Old Business:**
 - a. **Chapter Bylaws and Standing Rules Changes:** The proposed changes were published in the February *Pleadings*. There being no questions, Tami Carl CLP moved that the Bylaws changes be approved as published. Jen Robinson seconded the motion, and the motion carried. Jen Robinson moved that the Standing Rule changes be approved as published. Tami Carl CLP seconded the motion, and the motion carried.
 - b. **NALS of Michigan Annual Meeting** – April 8 and 9. The registration form has been in the *Pleadings*. Our chapter will pay for any member who would like to attend. President Zackery reported that volunteers are needed for various activities.
9. **Upcoming Meetings:**
 - a. Next General Membership Meeting – March 22 via Zoom at 5:30 p.m.
 - b. Next Board Meeting – March 1 at 6:00 p.m. via WebEx.
10. **Announcements:** President Zackery advised that Tyrone Butler, a member of the Detroit Chapter, had a stroke and was in the hospital recovering. Jen Robinson volunteered to send a Get Well – Thinking of You card on behalf of the chapter.
11. **Adjournment:** There being no further business to come before the Board, the meeting was adjourned at 6:36 p.m.

Respectfully submitted,
Tami Carl, CLP – Secretary (2021-2022)
NALs of Greater Kalamazoo

NALS OF GREATER KALAMAZOO TREASURER'S REPORT

February 1 through February 28, 2022

Fifth Third Bank General Checking Account

Balance on Last Treasurer's Report **\$6,419.16**

<u>Check No.</u>	<u>Date</u>	<u>Disbursements</u>	
3518	02/03/2022	Cathy Zackery (Postage New Members)	\$26.10
3519	02/03/2022	NALS of Michigan (Group Photo)	\$10.00
3520	02/03/2022	NALS of Michigan (Program Ad)	\$50.00
3521	02/18/2022	KRESA (Attorney Directories)	\$1,859.83
3522	02/22/2022	SaveAround (Coupon Books)	\$74.00
3524	02/22/2022	Third Coast Partners (Replace lost check #3515)	\$465.30

DEBIT CARD

02/02/2022 Post Office (Stamps Treasurer) \$11.60

Total Disbursements **\$2,496.83**

Total After Disbursements.....**\$3,922.33**

<u>Date</u>	<u>Deposits</u>	
02/24/2022	Deposit ¹	\$260.00
02/24/2022	Deposit ²	\$1,580.00
02/28/2022	“Deposit” ³	\$465.30

Total Deposits **\$2,305.30**

Ending Balance **\$6,227.63**

Fifth Third Bank Savings Account – Scholarship

Beginning Balance **\$10,050.65**

<u>Date</u>	<u>Transaction</u>	
02/28/2022	Interest	\$.08

Ending Balance **\$10,050.73**

¹ SaveAround Fundraiser

² Attorney Directory sales

³ Credit for lost check #3515

NALS of Greater Kalamazoo
March Monthly Membership Meeting and CLE

Tuesday, March 22, 2022

Via Zoom – The link will be sent to you once you RSVP.



SPEAKER
Alicia K. Storm

TOPIC
Court-Appointed Advocate
Delinquency, Neglect and Abuse

Alicia K. Storm began her legal career by attending the Western Michigan University Thomas M. Cooley Law School in Grand Rapids, Michigan, where she distinguished herself from her peers as an articulate litigator and skilled mediator.

After law school, she worked with three former-U.S. Attorneys in Grand Rapids, Michigan on matters which ranged from contract formation and trademark application to grand jury investigation and defense of an individual on a cold-case murder trial. It was there that she gained knowledge and understanding of how to effectively manage a case start to finish, as well as work on high-profile and high-stress cases.

Following that, Alicia joined a firm for several years which specialized in family law, insurance claims, and real estate transactions. Family law quickly became the focus of Alicia's legal practice. Then, in 2016, she made the move south to join another attorney in Kalamazoo at her family law practice specializing in custody disputes, divorce, and adoptions. At that time, Alicia also began working as a court-appointed advocate on juvenile cases involving delinquency and neglect and abuse. She now works at Markou Law and has been there for three years focusing on Family Law and Juvenile work.

Additionally, Alicia is passionate about pro bono volunteering. Currently she volunteers with the Kalamazoo County Family Law Clinic and volunteers yearly for the Michigan High School Mock Trial hosted by the Michigan Center for Civic Education.

Alicia Storm has built her experience and sharpened her skills at each stage of her legal career. She is respected by her colleagues and was recently elected by them to be Vice-Chairperson of the Kalamazoo Family Law Bar Association, along with being a council member for the State Bar of Michigan Family Law Section. She is recognized not only as a candid and passionate advocate for her clients, but also as a compassionate and prudent counselor of the law. She is fully equipped to handle the complex issues of custody, parenting time, child support, divorce, and paternity, regardless of how contentious the matter may be.



AGENDA

5:30 p.m. – Speaker Presentation (CLE)
A short chapter business meeting will follow the CLE.

RSVP

Please RSVP to Cathy Zackery, CLP at Cathy.Zackery@gmail.com prior to March 21, 2022.

2020 - 2021 Officers

Cathy A. Zackery, CLP, President
Phone: 599-6281; cathy.zackery@gmail.com

Tami Carl, CLP, Recording Secretary
Phone: 226-2966; carlt@millerjohnson.com

Cathy A. Zackery, CLP, Acting Treasurer
Phone: 599-6281; cathy.zackery@gmail.com

Nancy Thomas, PLS, Director
Phone: 381-7030; thomasn@millercanfield.com

Paula Steffey, PP-SC, CLP, CWCP
Immediate Past President
Phone: 377-9341; westernmom40@gmail.com

Nancy Thomas, PLS, Parliamentarian
Phone: 381-7030; thomasn@millercanfield.com

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

CALENDAR

Next Board Meeting
Tuesday, April 5, 2022
6:00 p.m.
via ZOOM

Next General Membership Meeting
March 22, 2022
5:30 p.m.
via ZOOM

Program: Court-Appointed Advocate:
Delinquency, Neglect & Abuse

NALS of Michigan
March 23, 2022
12:00 noon
via ZOOM

Program: Search & Seizure Laws

NALS of Michigan
Annual Meeting
April 8 - 9, 2022
Frankenmuth



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