

BRIEF NOTES

January 2017

Certification ♦ Education ♦ Networking ♦ Leadership



NALS... the association for legal professionals

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If you are interested in advertising with us, please contact Mary Carter for further information.

PLEASE JOIN US

Thursday, January 19, 2017

Family Pancake House

Kitsap Way - Bremerton, WA

6:00 pm

for our regularly scheduled meeting

OUR SPEAKERS THIS MONTH

are

BARBARA ESSELSTROM

and

KELLIE DIGHTMAN

who will be
speaking to us regarding

LIMITED LICENSE LEGAL TECHNICIANS

Licensed to practice in Family Law

In Washington State

Who We Are

And

What We Do

BRIEF NOTES

January 2017

Certification ♦ Education ♦ Networking ♦ Leadership

NALS of Kitsap County
 Minutes of the Membership Meeting
 Thursday, December __, 2016
 The Family Pancake House, Bremerton

AS THIS WAS A SOCIAL FUNCTION ONLY,
 NO MINUTES WERE SUBMITTED FOR PUBLICATION

Capitalization in Legal Documents

A reader asked about capitalization in legal documents. It sounds like it should be simple but research shows lots of people have their own ideas about what should be capitalized. *The Gregg Reference Manual* says there is no uniform style for capitalization in legal documents, but common practice is to capitalize key terms such as the parties and the type of document you are working on. Since we are talking about legal documents, I checked *The Bluebook* (19th ed.). Here is a quick breakdown of capitalization “rules” according to both sources:

Court—The word “court” is capitalized in these instances:

- Always when referring to the United States Supreme Court
- Always when the name of the court is spelled out, *i.e.* the United States District Court.
- When your document is talking about the specific court that will rule, *i.e.* “We ask the Court to rule in favor of the Plaintiff.”
- Do not capitalize the word “court” when talking about a ruling in another case, *i.e.* “The court in *Roe* ruled . . .”

Parties—When referring to the parties in your particular document, capitalize their designation:

- “The Plaintiff files this Reply in Support of Motion to Dismiss.”
- However, “The defendant in *Smith v. Jones* used the unclean hands defense.”

Titles of Documents—When referring to a document that has been filed in the same matter in which you are filing your document:

BRIEF NOTES

January 2017

Certification ♦ Education ♦ Networking ♦ Leadership

- In the Motion to Dismiss, Plaintiff alleges . . .
- Under the Court’s February 10, 2014, Order . . .

As for other defined terms in legal documents, I personally think it is much clearer if a term is defined and then capitalized throughout:

- ABC Corporation (“Corporation”) hereby agrees . . .
- The doctors employed by St. Joseph’s Hospital (“Doctors”) . . .

This can be tricky when a defined term is used in describing another case. Only capitalize the defined term in YOUR case. If you can substitute the full name of the defined term, you can capitalize it. For instance, using our definition of “Corporation” above:

- “At all times relevant hereto, Corporation was engaged in business in the state of Arizona.” Here, “. . . ABC Corporation was engaged in business . . .” is correct since you are talking about the defined Corporation.
- HOWEVER—“In *Smith*, the corporation was engaged in the business of providing license plate holders through Internet sales.” Note that in this example, the corporation you are referring to is a corporation in the *Smith* case, not ABC Corporation.

The same basic rule applies to defined documents:

- In its Motion for Summary Judgment (“Motion”), Plaintiff is attempting . . . The Motion is untimely

This makes it more important to not just do a global search and replace. It may replace quoted words or other cases where the words should not be capitalized with the capitalized version.

One thing I did learn is that in legal documents using Bluebook style, words in headings are capitalized except for articles, conjunctions, or prepositions of four or fewer letters unless they begin the heading. This is different than the Gregg style for regular writing.

Submitted to NALS Docket by Kathy Sieckman, PP, PLS-SC, ACP



BRIEF NOTES

January 2017

Certification ♦ Education ♦ Networking ♦ Leadership

Employment Opportunities

KITSAP COUNTY - CORPORATE PARALEGAL

Full time paralegal with business, real estate, and estate planning experience preferred. Position is available to work in a well-established and busy law firm in downtown Port Orchard. Applicant must be dependable, detail oriented, well-organized, able to multi-task and have excellent proofreading and computer skills. The applicant must also be able to recognize the importance of deadlines while maintaining accuracy. Please submit résumé to: combs@shierslaw.com

* * * * *

The Kitsap County Prosecutor's Office is looking to fill two Legal Assistant positions: one in the civil division, and one in the criminal division. Here is a link to the posting open until 1/13/17:

<http://www.kitsapgov.com/jobline/default.htm>

Kelly E. Pelland, PLS
Kitsap County Prosecutor's Office
Criminal Support Staff Supervisor
[614 Division Street, MS-35](#)
[Port Orchard, WA 98366](#)
360-337-4840 (office)

* * * * *

The Carney Badley Spellman law firm in Seattle is currently looking for three good women (or men) to fill vacancies. Please pass this on to anyone you think might be interested.

Litigation Assistant: Position for a full-time litigation assistant with a minimum of three years of experience. The assistant will work for multiple attorneys. Please email your cover letter and resume to Mendez@carneylaw.com. Please insert in subject line: Litigation Assistant Application.

BRIEF NOTES

January 2017

Certification ♦ Education ♦ Networking ♦ Leadership

Litigation Paralegal. Position for a full-time litigation paralegal with a minimum of three years of experience. The paralegal will work for multiple attorneys. We are looking for candidates that have commercial, civil and construction law experience. Please email your cover letter and resume to Mendez@carneylaw.com. Please insert in subject line: Litigation Paralegal Application.

Accounts Receivable Assistant. Position for a full-time Accounts Receivable Assistant. The Assistant will work in a four-person accounting department. Please email your cover letter and resume to Mendez@carneylaw.com. Please insert in subject line: Accounts Receivable Application.

* * * * *

The Stoel Rives LLP firm in Seattle is also looking for a secretary for the real estate department. The ad has been posted. If anyone is interested they can go on to the Stoel Rives website and submit their application. Thanks.

Linda M. Tjaden, Certified PP, PLS | Practice Assistant
for Virginia Pedreira, Joe McCarthy, Rita Cmorey,
Sue Wisch and David Rockwell |
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If you know of any employment opportunities
Please let me know so that I can post
them to the NALS of Kitsap website

Tips and Tricks....

Do you have quick tips that you use all of the time?
PLEASE SHARE THOSE WITH US!
Send them to Mary Carter at rubinandmary@msn.com

BRIEF NOTES

January 2017

Certification ♦ Education ♦ Networking ♦ Leadership

Upcoming Meetings and Locations

Jan. 19 Family Pancake House Speaker - LLLT Certification
Feb. 16 Family Pancake House Speaker - Process Services
Mar. 16 Family Pancake House Speaker TBA
Apr. 20 Family Pancake House Speaker TBA
May 18 (Installation- New Officers - location TBA
June 15 (potluck) location TBA
SUMMER BREAK

CRANBERRY BLISS BARS

A blondie cookie bar with chunks of white chocolate chips and dried cranberries, topped with sweet cream cheese icing, tart dried cranberries and white chocolate drizzle – perfect for the holidays!

- 2 cups all purpose flour
- 1/2 tsp baking soda
- 1/4 tsp salt
- 1/8 teaspoon ground cinnamon
- 2/3 cup granulated sugar
- 2/3 cup brown sugar, unpacked
- 1/4 cup melted unsalted butter
- 2 large egg whites
- 1/4 cup unsweetened apple sauce
- 2 tsp vanilla extract
- 2/3 cup white chocolate chips or chopped white chocolate
- 1/3 cup dried cranberries, chopped

For the Frosting:

- 8 oz cream cheese, softened
- 1/2 cup powdered sugar
- 2 ounces white baking chocolate, melted*
- 1/3 cup dried cranberries, chopped
- 1/2 tsp vanilla extract

BRIEF NOTES

January 2017

Certification ◇ Education ◇ Networking ◇ Leadership

DIRECTIONS:

1. Preheat oven to 350°F. Lightly spray a 9 x 13 inch non-stick baking pan with cooking spray.
2. In a large bowl, combine the flour, baking soda, salt and cinnamon and stir to blend.
3. In another bowl, whisk the sugars with the butter, egg whites, applesauce and vanilla until light and fluffy.
4. Whisk the dry ingredients into the wet ingredients in two additions until the batter is very well blended. If the batter looks more “crumbly” than smooth, add just a drop of water at a time (ONLY if needed) until it smooths out.
5. Fold in white chocolate chips and 1/3 cup cranberries. Spread batter onto the baking pan using the back of a measuring cup to smooth evenly.
6. Bake 10 - 14 minutes, until the edges are light brown and a toothpick inserted comes out clean. Don't over-bake or your bars will be dry. Let it cool completely on wire rack.
7. Meanwhile, prepare the frosting; in a large bowl, use an electric mixer to beat the cream cheese, powdered sugar and vanilla until well-blended. Frost bars and sprinkle with remaining cranberries. Drizzle with the melted white chocolate.
8. *To melt the chocolate, place in a microwave safe cup and heat 15 seconds; stir. Another 15 seconds; stir until the chocolate is melted.
9. When the chocolate sets, cut into 15 large squares (5 cuts by 3 cuts with the knife). Then cut each square in half diagonally to create triangles. Store in the refrigerator until ready to serve.