

BRIEF NOTES

October 2017

Certification ♦ Education ♦ Networking ♦ Leadership



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2017-2018**

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WELCOME TO OUR REGULAR MONTHLY MEETING

Tuesday, October 10, 2017

6:00 pm

**Location: Family Pancake House
Kitsap Way, Bremerton, WA**

**PLEASE JOIN US
As We Welcome Our 2017-2018
Board of Directors and Officers:**

Terre Skelly, President/Treasurer
Marina A. Baker, Vice President
Nancy Thayer, Secretary

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... the association for legal professionals

NALS of Kitsap County
Minutes of the Membership Meeting

No Minutes were submitted for review

Presented by
NALS of Kitsap Secretary

Employment Opportunities

Bishop, Cunningham & Andrews, Inc. P.S. is currently seeking a full-time administrative assistant with great customer service skills and friendly demeanor. The responsibilities include answering and directing calls, greeting clients, calendaring appointments and court deadlines, maintaining filing systems, copying and scanning documents; ordering supplies and other office duties. This position requires basic knowledge of office and computer equipment including Google apps and Microsoft Office Suite; attention to detail and strong organizational skills and the ability to multi-task. We are a small, general practice law firm located in West Bremerton providing paid vacation, sick leave, medical reimbursement and retirement plan. Salary DOE Direct cover letters and resumes to: jobs@bcalawyers.com (posted 8/11/17)

If you know of any employment opportunities
Please let me know so that I can post
them to the NALS of Kitsap website

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Me, myself, and I

In this post I hope to pass on to yourself and others the importance of the proper use of the *-self* and *-selves* words. Just writing that sentence made the hair on the back of my neck stand up. The *-self* and *-selves* words are reflexive pronouns meaning they “reflect” back in the same sentence to the personal pronoun such as *me*, *you*, *him*, *her*. Think of the reflexive pronoun as reflecting in a mirror and it needs the pronoun to make the reflection. The phrase “me, myself, and I” is correct because *myself* reflects back on the reference to *me*. However, the song title “Dancing with Myself” is not correct because there is no pronoun for *myself* to reflect. If it were “I am dancing with myself,” it would be correct because then the *myself* is reflecting back on *I*. Using *myself* in a sentence as the subject of the sentence is wrong. Using *myself* without a pronoun to reflect back on is wrong. I can’t tell you the number of times I see and hear something like “Jane went to the mall with Mary and myself.” There is no personal pronoun in that sentence for *myself* to reflect. If you take Mary out of the mall party, would you really say “Jane went to the mall with myself”? I certainly hope not! So the sentence should be changed to “Jane went to the mall with Mary and me” because Jane would go to the mall with *me* and not with *myself* whether Mary was there or not.

Unless your sentence contains a reference to you already, you should not use *myself*. The same goes for *yourself*, *themselves*, *himself*, *herself*, etc. Unless you’ve already mentioned *you*, *them*, *him*, or *her*, you can’t add *-self* or *-selves*. Personally I think there are very few instances where any of the *-selves* fit or are necessary, so just don’t use them. Trust me, using *myself* does not make you sound more intelligent. In fact, just the opposite is true. If you must use it, however, make sure it reflects back to the appropriate pronoun. If the *-self* in your sentence can’t reflect something, just don’t use it. *You* can guarantee that is a way to make *yourself* very happy!

From *Proof That Blog* by Kathy Sieckman

And starting a sentence with a conjunction might be OK

Back when I was learning grammar and diagramming sentences, using a coordinating conjunction such as *and* or *but* to start a sentence was against all rules. Now I find out that it was probably against the rules because it was an easy way for our English teachers to make sure we didn’t have sentence fragments. The use of a conjunction to start a sentence is a good

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way to draw special attention to that sentence. However, it is very informal and conversational. Because of that, it won't work in a legal brief or other "formal" writing. If you want to use a coordinating conjunction to start a sentence, make sure you are using it for emphasis and be very careful it is not just a sentence fragment. Here are some examples:

Groucho Marx wrote in his thank you note: "I've had a perfectly wonderful evening. But this wasn't it."

Tell her to return my voicemail message. Or else.

These are both very good examples of starting sentences with coordinating conjunctions for emphasis.

Tell him to come to my office. And read the report.

This is a fragment. The sentence starting with the coordinating conjunction doesn't make sense and doesn't need special emphasis. It is more of an afterthought.

The danger of starting sentences with coordinating conjunctions is that doing it too much quickly loses its effectiveness. I still don't like it and change it in most documents I proofread. Whether the attorney author accepts my changes is quite another thing, but at least I've made my point.

So the basic rule is to use coordinating conjunctions at the beginning of a sentence sparingly for emphasis but not in a formal writing. And not when I'm proofing your work.

From *Proof That Blog* by Kathy Sieckman

Tips and Tricks....

Converting Auto-Numbering Styles to Text

Below are instructions for converting auto-numbering to text (freezing the current value):

To convert **ALL** auto-numbering:

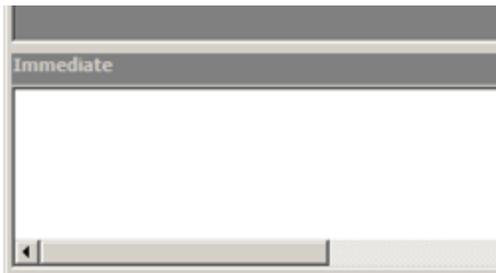
1. Save the document(s) to the hard drive**

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2. With the document open, press **ALT + F11** to access Visual Basic.
3. Press **CTRL + G** to access the immediate window (at the bottom of screen).



4. Type the following in the exact case shown: `ActiveDocument.ConvertNumbersToText`
[NOTE: Be sure to hit ENTER after typing]
5. Click on the blue floppy disk icon to save the changes;
6. Exit Visual Basic.

**This allows you to keep the auto-numbering intact in your document.

To convert specific instances of auto-numbering:

1. Follow instructions 1-3 above.
2. Type the following in the immediate window (at the bottom of screen): `Selection.Range.ListFormat.ConvertNumbersToText`.
3. Continue with instructions 5 and 6 above.

This was submitted to NALS Docket by Susan C. King at Waller Lansden Dortch & Davis.

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

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