



Greater Cincinnati Chapter



Thanks to our Business Partners for another successful Business Partner Fair on October 12th. We appreciate everyone's attendance and we want to give special thanks to Peggy Gruenke and all the volunteers who made this event happen. As always, it was great to see everyone and to have a chance to talk to our business partners about their products and services. They are valuable to our organization and they help us run smooth operations in our firms.



BigHand



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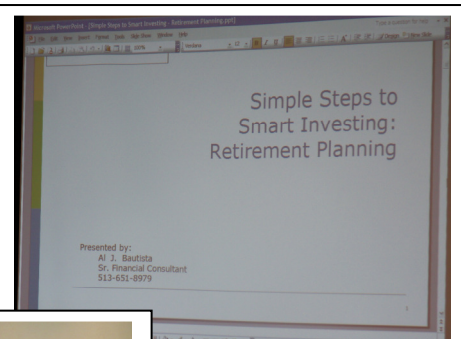


November 9th Chapter Luncheon: Meeting Minutes by Lori Moser

- The November meeting was held at Cincinnati Netherland Hilton in the rooms B & C.
- Kim Nickolas, Chapter President, welcomed everyone to the meeting and went over a few business matters. Kim called for a motion to approve the August and September chapter meeting and board meeting minutes. Motion was made by Jeff Middendorf and seconded by Judy Groene. Approved by chapter.
- Kim then gave a recap of Tom Freeman's notes from the Region 3 Council Meeting. Tom had indicated that some firms were setting up Business Partner Advisory Boards and Kim suggested that as a Chapter we will look into doing the same to encourage more partnership with our vendors. Tom also said some firms were extending their invitations to the vendor fairs to other groups like the local paralegal associations. Kim and the Board liked this idea and will add them to the invitation list next year. Tom also brought back the idea to send a letter to managing partners of non-member firms suggesting that their office managers become involved with the Chapter. Another idea that we will be implementing.
- Andrea Griffith reported on our Community Challenge activity. Members of the Chapter served dinner at Hope Lodge on Wednesday, October 6, 2010. The dinner went very well and the families appreciated the food and the donations of supplies made by many of our member firms. They are still in need of more supplies for their pantry so Andrea urged us to contribute if possible. The Hope Lodge also invited everyone to their Open House that they will have in December. Andrea will let the Chapter know of the dates when she hears from them.
- Janet provided an update on the plans for our 30th anniversary celebration as a Chapter at Via Vite in December. Invitations will be going out soon. We will also be inviting many of our past members to attend.
- No other business discussed.
- Kim made a few announcements. We will continue to have meetings at the Netherland in 2011 and the 2011 Annual Conference and Expo will be on May 22-25 in Orlando, Florida.
- Kim then turned the meeting over to our speakers from PNC Investments. Tom Lazette thanked the Chapter for inviting PNC and in particular thanked Julie Pile for reaching out to them to get involved. He then introduced the speaker, Al Bautista. Al's presentation touched on several areas of personal retirement and savings. He talked about investment goals, 529 college savings plans, investments, life insurance, Roth IRA, and importance of planning as you hit life's milestones.
- The meeting concluded at 1:30 p.m.



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September 29, 2010 Roundtable Meeting Minutes

Minutes By: [Tom Freeman](#)

- The September 29th ALA Roundtable meeting was held at the offices of Keating Muething & Klekamp, PLL and started at approximately 8:30 am.
- Jeff Middendorf kicked off the meeting by thanking Lori Moser and KMK for hosting our roundtable.
- Jeff then framed the discussion around the “Greater Cincinnati Chapter of the Association of Legal Administrators Survey of Law Firm Compensation and Employee Benefits Practices” dated August 2010.
- Lively discussion occurred and included the following:
 - Overall, the implementation of the web based survey was well received.
 - Comprehensive review of survey results by category, shared thoughts, insights and take-aways.
 - Several opportunities for improvement were suggested both in categories and nomenclature. Janet agreed to provide feedback to ERA as pre-planning for next year’s survey.
 - Opportunities to increase participation were discussed and trying to understand the barriers to participation. Due to confidentiality issues, there was agreement to engage ERA to reach out to non-participants to assess barriers to participation. Janet agreed to take the lead on this.
- The roundtable concluded at approximately 9:45 am.

Attention Business Partners:

We invite you to subscribe to the e-newsletter entitled “ALA Mean Business”. The online form is at www.alanet.org/resourceforvendors/vendornewsletter.asp

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President-Elect's Message

By [Jeffrey Middendorf](#)

Vendors: Our Business Partners

The chapter's Vendor Partnering program is now in its third year. The success of the program's first year was crowned by an Honorable Mention at the ALA National Conference in New Orleans. Our second year was a success and our third year seems to be continuing the trend.

Prior to the formal program, vendors were approached in a very haphazard way. We were never sure who we were going to be able to count on and when. The partnership program has provided both the local chapter and the Vendor Partners (VP) the ability to plan for the support of the chapter. The chapter knows in advance what funds and speakers will be available for the year and is able to plan accordingly. The VPs know what speaking and advertising opportunities are available based on their level of support and are able to also plan.

In addition to providing speaking and advertising opportunities, the VPs are looking for opportunities to bid or quote on various products or projects that we are considering. We should be including our VPs each and every time we are looking to buy. We need to show our loyalty to them as they have shown us by their sponsorship.

The key to forging a mutually beneficial vendor partnership is communication. The VP needs to understand the firm's goals related to the product or project in order to assist with ideas and solutions. You also need to let the VP know what you value most: service, price, speed of delivery, etc. Don't forget to discuss the VP's goals for the relationship. Find out what is motivating them. Is it a new market for them? Are they local versus out of state and are better able to service your firm? You and the VP will be better served by the relationship if the goals of both can be achieved.

There will come a point in the process that it becomes apparent that a particular VP will be deemed not to be the right match. Let them know this when you know. Don't leave them to languish in uncertainty. "No" to a VP means "not at this time". There will be other opportunities in the future with other products or projects. It's important to the VP to know they had the opportunity even if they were not ultimately chosen.

Our VPs are an important asset to the chapter and our firms. Let's make sure we include them in our procurement process whenever the opportunity arises.

EMERGING TRENDS IN COST RECOVERY

by Bill DeLong
Control Systems (GL), Inc.

Cost recovery continues to evolve in today's law firms. Since the introduction of digital MFD's (copiers that scan, print, fax and copy) there have been dramatic changes in the way information is communicated and distributed within the firm that can have a significant financial impact on the firm.

A decade ago the three major components of cost recovery were copies, faxes and phones. Unfortunately a number of firms have maintained this legacy platform as their cost recovery business model today. If so they are finding that the revenues from copies, faxes and phone have diminished over the years. What's happened?

Traditional walk-up copiers have been significantly impacted by desktop printing capabilities. In the past a 20 page brief was placed on the glass and 50 copies/pages would be produced all of which would be tracked by our cost recovery devices, now that same result can be initiated by a simple click from a desktop unit the same activity produced through the printer port on the MFD. The difference? The potential billing opportunity is completely missed if the firm doesn't have print tracking software.

Additionally, large attachments are sent to the law firm that is faced with the burden of providing and distributing the contents to the interested parties within the firm. Once again, the burden and costs of creating hard copy output falls upon the firm if there is not a chargeback system in place.

An enhanced capability of print recovery systems is their ability to store prints for authorized release at the MFD. All too often the printer port of the MFD is filled with jobs that have never been retrieved. A secure print functionality allows the end user to release all print documents by simply logging on to cost recovery device with a proper password.

The International Legal Technology Associates (ILTA) 2009 survey indicates that almost 40% of law firms today have implemented print recovery and secure print strategies. In Ohio, print recovery chargeback has reached 65% for those firms that have previously invested in cost recovery terminals.

Scan routing and workflow productivity are additional capabilities now available through the latest generation of cost recovery terminals. As fax volume continues to erode, scans have continued to grow in law firms now representing 20% or greater of MFD activity,

The latest generation of cost recovery terminals can route scans to email and network folders but additionally can directly route scans to the most popular document management systems like Interwoven, OpenText, Worldox, Client Reports. Moreover, direct scan links to case management software such as Summation along with creation of searchable PDF's are all part of cost recovery workflow enhancements.

Is there a chargeback capability? Yes, according to the latest ILTA survey 20% of law firms are charging for scans and that number is growing each year.

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Long distance calls are still monitored and billed by firms thought the advent of flat rate billing (e.g. 3¢ a minute for long distance remote calls) have impacted revenues of law firms. Firms still monitor calls to capture costs and for security purposes to monitor employee use (and abuse) of the firm's telephone system.

Third party electronic charges such as Lexis/Westlaw, Pacer, FedEx, UPS, and similar providers all normally pass through cost recovery software to ensure that client codes have been added for proper chargeback to clients where applicable. Browser based editor with direct links for each user transaction helps facilitate and expedite firm reimbursement for those types of client expenses incurred by the firm.

Cost recovery continues to adapt to the different ways that law firms and their clients communicate information. Each year the number of firms using automated cost recovery systems has increased for the past 25 years. The expanding capabilities and technology improvements have enabled cost recovery providers to assist firms to improve their productivity and profitability in this important area of expense management.

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Performance Objectives for Chapters of the Association of Legal Administrators

Background: Many members (representing all levels of the Association), were invited to provide their views regarding "traits of an ideal chapter." Discussions of these traits were also encouraged during the 1995 Summer Summit. Working with the information gathered, a group of volunteers (the Member Objectives Task Force) provided additional guidance leading to the development of the performance objectives outlined below.

Purposes:

- to develop well-managed chapters that meet/exceed their members' professional development needs while adhering to essential financial and legal responsibilities
- to assist chapters in planning and setting annual goals that support the Association's mission statement and goals
- to develop collaborative efforts to strengthen the flow of information throughout all levels of the Association
- to promote unity throughout the Association
- to provide chapters enhanced assistance, support and incentives based on successful achievement of the performance objectives.

Above all, these performance objectives are intended to strengthen the ability of chapters to take effective, collaborative action to improve the quality of management in legal services organizations; promote and enhance the competence and professionalism of legal administrators and other members of the legal management team; and represent professional legal management and managers in the legal community and to the community at large.

Implementation: All chapters of the Association of Legal Administrators should aspire to meet or exceed the performance objectives. Chapters are urged to assess their progress in achieving the objectives outlined below. These objectives will be reviewed on an ongoing basis by the ALA Board of Directors in order to ensure the purposes identified above are appropriate and an accurate reflection of desired outcomes. The Regional Management Teams and/or the professional staff at ALA Headquarters will provide mutual support and assistance to chapters needing help achieving these objectives.

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CHAPTER PERFORMANCE OBJECTIVES

1. The chapter provides, on a regular basis, quality educational opportunities (beyond routine networking and/or social events) for its members and individuals of the legal management team. On a regular basis, the chapter will provide a Chapter Education Summary of all its educational programs and presenters to the Regional Education Officer. [See Chapter Management Guide for sample form].
2. The chapter creates an awareness among its members of the Association's mission statement, goals and Code of Ethics, and highlights the activities of all levels of the organization. This awareness can be developed through written communication (e.g., newsletter, minutes, etc.) which are provided to members on a regular basis and during chapter meetings or events.
3. The chapter strives to enhance the visibility and credibility of the profession and the Association through activities such as community service projects, and alliances with bar associations and other law-related professional associations.
4. The chapter creates a workable structure to maximize its efficiency which focuses on member involvement and capitalizes on the interests, enthusiasm and expertise of its members.
5. The chapter maintains a continuous recruitment effort to attract a diversity of new members to the Association.
6. The chapter's president and/or president-elect participate(s) in at least one ALA leadership training session each year. To facilitate effective leadership training opportunities, all chapters will install officers in April of each year.
7. The chapter has a regional council representative who attends council meetings and provides reports of each meeting to the members of the chapter.
8. The chapter obtains tax exempt status and files annual tax returns, where appropriate and as indicated by pertinent regulatory bodies. The chapter also maintains procedures for ensuring that annual filings and renewals are made with appropriate agencies. In addition to any insurance coverage the chapter may secure, the chapter takes appropriate action (such as by incorporation) to ensure the personal assets of its members are protected.
9. The chapter's treasury is not commingled with employer or personal funds and the chapter maintains appropriate internal controls to ensure financial security. The chapter maintains procedures for regular, periodic review of books, accounts and records by chapter officers (other than the treasurer or other officer with primary financial responsibilities) and/or by outside, independent auditors.
10. The chapter adheres to and abides by its own bylaws. In addition, the chapter seeks and obtains Headquarters' approval of proposed amendments to chapter bylaws prior to a vote by members to make them effective.

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11. All compensation/economic survey questionnaires are reviewed and approved by Headquarters prior to dissemination. The chapter is responsible for creating and maintaining awareness of antitrust issues, including those published in ALA's Antitrust Guide.
12. The chapter uses the ALA logo and other Association symbols pursuant to guidelines provided by Headquarters.
13. Immediately following the chapter's election of officers, the chapter president (or designee) provides ALA Headquarters with a list of the individuals who will assume chapter office as of April. Within 45 days of taking office, the chapter president updates and returns the chapter's *Chapter Profile* to ALA Headquarters. Semiannually, chapters will review and return chapter member verification reports to ALA Headquarters.
14. The chapter will, at all times, ensure that all members of the chapter are members of ALA. On an annual basis, the chapter president will submit a timely statement certifying compliance with this bylaw provision.



Were you aware of these valuable resources that are available to us? Check them out:

ALA Management Solutions (SM) – <http://www.alanet.org/members/solution/default.aspx>

ALA Management Encyclopedia (SM) - <http://www.alaencyclopedia.org/>

The Legal Management Resource Center (LMRC) - <http://www.alanet.org/lmrc/default.aspx>



Performance Objectives for Members

Member Objectives

1. A member will abide by the Association's Code of Professional Ethics.
2. A member will take an active part in ALA through participation in chapter, regional, and/or international activities.
3. Through continuing education and other activities, a member should enhance his/her skills as a professional manager and as a responsible leader within the employer organization. Members are encouraged to communicate to the appropriate leaders topics or issues which will benefit them and enhance their ability to perform their job responsibilities.
4. A member should share his/her knowledge and expertise with other ALA members through volunteer efforts and activities.
5. A member should support the governance policies which outline the roles between and among ALA, its regions, its chapters, and its members.
6. When acting for or on behalf of a chapter, region or the Association, a member should do so in a responsible manner by utilizing appropriate due diligence and/or following appropriate and necessary bylaws, rules, standards and guidelines of the Association.
7. A member should make every effort to advance the profession of legal management and to help the Association of Legal Administrators increase its stature within the legal community.

http://alanet.org/members/chapters/objectives_members.aspx



Antitrust Guide

For Members of the Association of Legal Administrators

Professional associations such as the Association of Legal Administrators (ALA), although well recognized as valuable tools of American business, are subject to severe scrutiny by both federal and state governments.

The single most significant law affecting professional associations is the Sherman Antitrust Act, which makes unlawful "every contract, combination in the form of trust or otherwise, or conspiracy, in restraint of trade or commerce..."

A professional association by the very nature of the fact that it is made up of competitors is a combination, thus satisfying one of the elements in proving an antitrust violation. Section 5 of the Federal Trade Commission Act is also applicable to professional associations; it makes unlawful the same types of conduct that are prohibited by the Sherman Act. Furthermore, almost all states have enacted antitrust laws similar to the Sherman Act.

There is no organization too small or too localized to escape the possibility of a civil or criminal antitrust suit. The federal government has brought civil or criminal actions against such small organizations as Maine Lobstermen, a Virginia audio-visual association, Bakersfield Plumbing Contractors, the Utah Pharmaceuticals Association, and local barbers associations.

The government has brought approximately five civil and ten criminal cases a year against professional associations. It is thus imperative that every professional association member, regardless of the size of the association or the size of those comprising the membership, refrain from indulging in any activity which may be the basis of a federal or state antitrust action.

There are four main areas of antitrust concern for professional associations: price fixing, membership, standardization and certification, and industry self-regulation. The area of greatest concern, for it is the area where individual members are most likely to violate the law and the area where the government appears most concerned, is price fixing. The government may infer a violation of the Sherman Act by the mere fact that all or most of the members of the professional association are doing the same thing with respect to prices. It is not required that there be an actual agreement, written or unwritten, to increase prices. Rather, price fixing is a very broad term which includes any concerted effort or action which has an effect on prices or on competition.

Accordingly, professional association members should refrain from any discussion which may provide the basis for an inference that the members agreed to take action relating to prices, production, allocation of markets, or any other matter having a market effect. The following topics, while not the only ones, are some of the main ones which should not be discussed at regular meetings or member gatherings:

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1. Do not discuss current or future billing rates, fees, disbursement charges or other items that could be construed as "price." Further, be very careful of discussions of past billing rates, fees or prices.
2. Do not discuss what is a fair profit, billing rate or wage level.
3. Do not discuss an increase or decrease in price, fees or wages, or disbursement charges. In this regard, remember that interest charges are considered an item of price.
4. Do not discuss standardizing or stabilizing prices, fees or wages, or disbursement charges.
5. Do not discuss current billing or fee procedures.
6. Do not discuss the imposition of credit terms or the amount thereof.
7. Do not complain to a competitor that his billing rates, fees or wages constitute unfair trade practices. In this context, another law firm (or even a corporate legal department) may be considered a competitor.
8. Do not discuss refusing to deal with anyone because of his pricing or fees.

Do not conduct surveys (under the auspices of ALA or informally) relating to fees, wages or other economic matters without prior review by antitrust legal counsel. Any survey should have the following characteristics: a) participation is voluntary and open to non-members, b) data should be of past transactions, c) data should be collected by an independent third party, such as an accounting firm, d) confidentiality of each participant's data should be preserved, and e) data should be presented only in a composite form to conceal data of any single participant. If these criteria are met, an association can collect and disseminate data on a wide range of matters, including such things as past salaries, vacation policies, types of office equipment used, etc.

However, care must be taken to ensure that the purpose of any survey is to permit each firm to assess its own performance. If a survey is used for the purpose of or has the effect of raising or stabilizing fees, wages, disbursements, credit policies and the like, it will create serious antitrust problems.

Within this same legal framework applicable to surveys, an association can make presentations or circulate articles regarding such educational matters as establishing sound office procedures, etc., provided it is clear that the matters are educational, and not a basis for law firm uniformity or agreement.

Inasmuch as association antitrust violations can subject all association members to criminal and civil liability, members should be aware of the legal risks in regard to membership policy and industry self-regulation. Fair and objective membership requirement policies should be established. Membership policies should avoid:

1. Restrictions on dealing with non-members.
2. Exclusions from membership, especially if there is a business advantage in being a member.
3. Limitations on access to association information, unless the limitation is based upon protection of trade secrets.

The Association of Legal Administrators has a code of ethics, which sets forth parameters of ethical conduct. However, to ensure that the Code of Ethics does not create any antitrust problems, ALA must continue to ensure that its Code does not have arbitrary enforcement procedures or penalties.

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The penalties for violating federal or state antitrust laws are severe. The maximum criminal penalty for violating the Sherman Act was increased in 2004 from \$350,000 to \$1,000,000 for an individual and from \$10,000,000 to \$100,000,000 for a corporation. Pursuant to the Sentencing Reform Act, alternative maximum fines could be increased to twice the pecuniary gain of an offender or twice the loss to another person.

Individuals and corporate officers who are found guilty of bid rigging, price fixing or market allocation will virtually always be sentenced to jail pursuant to the Sentencing Guidelines; community service cannot be used to avoid imprisonment. The minimum recommended sentence is four months; the maximum is three years.

Additionally, there are civil penalties such as injunctions or cease and desist orders which could result in government supervision of association members, restricting the association's activities or disbanding the association.

Civil suits may be brought by consumers or competitors. Civil antitrust actions result in treble damage awards and attorneys' fees. Thus, if association members are held liable to a competitor for antitrust violations which resulted in \$500,000 worth of lost business, the verdict may exceed \$1,500,000.

The government's attitude toward professional associations requires professional association members, as well as professional associations themselves, to at all times conduct their business openly and avoid any semblance of activity which might lead to the belief that the association members had agreed, even informally, to something that could have an effect on prices, fees or competition. Thus, it is important that members contact the association headquarters or legal counsel for guidance if they have even the slightest qualms about the propriety of a proposed activity or discussion.



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ALA
Association of Legal Administrators



ALA Mission & Goals

MISSION

The Association of Legal Administrators' mission is to:

- Promote and enhance the competence and professionalism of all members of the legal management team;
- Improve the quality of management in law firms and other legal service organizations; and
- Represent professional legal management and managers to the legal community and to the community at large.

GOALS

The Association of Legal Administrators' goals are to:

- Develop and deliver [programs and products](#) that will provide high-quality, competency-based education to members of the legal management team.
- Improve and strengthen the flow of information to and from the members.
- Enhance the [services and benefits](#) available to members.
- Increase the visibility and credibility of the Association of Legal Administrators and its members in the legal community through effective marketing and communications, and through partnering efforts with the bar and other law-related associations.
- Retain and recruit members from all components of the legal management team.
- Maintain the Association's strong economic base.
- Increase [diversity](#) in the Association, in the legal management community and in all legal service organizations.
- Promote and continue an organizational structure which clearly and effectively allocates the policy and operational roles and responsibilities of [volunteers and staff](#) through Governance Policies that ensure that organizational resources are best-used to achieve the Association's Mission and Goals.



ALA Code of Professional Ethics

The legal profession and business must adhere to high ethical standards to maintain public trust. This ALA Code of Professional Ethics sets forth guidelines or standards for the ethical administration of legal practices — private firms, legal clinics, corporate legal departments, governmental agencies and the courts.

Legal administrators at all levels must become familiar with these standards and incorporate them into their everyday performance. They also should study and comply with all ethical guidelines of bar associations and law societies which apply in their own jurisdictions. Furthermore, they must take the lead in communicating relevant standards to staff personnel who may be less familiar than lawyers with the ethical guidelines of bar associations and law societies, and in communicating appropriate policies and procedures to lawyers.

Principles and Rules of Conduct

Honesty

The professional legal administrator shall:

- Be open and honest in all relationships with attorneys, employees and others.
- Never compromise the reputation or good of the legal practice by dishonest or illegal behavior.

Integrity

The professional legal administrator shall:

- Avoid actual or apparent conflicts of interest. Advise all appropriate parties of any potential conflicts.
- Never engage in activities that would prejudice the ethical performance of job responsibilities.
- Refuse any gift, favor or hospitality that would influence or appear to influence actions, unless such item is fully disclosed to and approved by management.
- Never solicit or accept any personal or family fee, commission, gift, gratuity, discount or loan for performing job duties or providing services to existing or potential clients.
- Pursue and promote fair and equitable employment practices and oppose discrimination which is based upon gender, age, race, religious creed, national origin, sexual orientation, physical disability, marital, parental or veteran status.
- Endeavor to foster a work environment founded on respect and dignity and free of sexual harassment.

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Objectivity

The professional legal administrator shall:

- Communicate all information fairly and objectively.
- Fully disclose all known information that would be material to a particular management or financial decision.
- Fully disclose all relevant information required for an intended user to understand management reports, employee communications, business recommendations and comments.

Competence

The professional legal administrator shall:

- Maintain an appropriate level of professional competence and enhance existing skills through ongoing professional education programs, peer group associations and self training.
- Recognize and communicate professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity.
- Ensure that delegated tasks are responsibly assigned and competently performed.
- Make every effort to ensure that subordinates have necessary skills and levels of competence.

Independence

The professional legal administrator shall:

- Ensure that all personal political activities are separated from the legal practice.
- Never make investments which would benefit from inside knowledge of the legal practice or its clients.
- Exercise prudence and restraint in personal financial affairs, including speculative investment and margin accounts, in order to avoid debts and other financial obligations which could compromise independence and professional judgment.

Professional Responsibility

The professional legal administrator shall:

- Promulgate a positive image of the legal practice to its clients and potential clients; attorneys and staff personnel; bankers, consultants and vendors; the press; governmental agencies; the legal community; and all other relevant audiences.
- Exercise reasonable diligence in gathering business data and information from internal and external sources and in reporting that information in a manner which facilitates informed decision-making.

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Confidentiality

The professional legal administrator shall:

- Never disclose confidential information acquired in the course of employment, whether or not still employed by that legal practice, except when legally obligated to do so.
- Inform subordinates that confidentiality of information acquired in the course of their work is essential, and monitor their activities to ensure that confidentiality is maintained.
- Ensure that all confidential and proprietary information acquired in the course of duty is used solely for legal practice purposes, is not provided to unauthorized persons, and is not used for the purpose of furthering a private interest or making a personal profit.

Service

The professional legal administrator shall:

- Perform business duties in good faith in a manner believed to be in the best interests of the legal practice.
- Perform duties only within assigned authority.
- Accomplish assigned tasks in a timely manner.
- Promote and monitor guidelines for practice development and marketing activities to ensure that those activities are appropriate for the legal practice and conform with applicable professional guidelines.

(Adopted April 1991)

<http://www.alanet.org/membership/join/ethics.aspx>



Save the Date

For the Chapter's 30th Anniversary Party

December 8, 2010

4:00 pm – 7:00 pm

At Via Vite on Fountain Square

There will lots of glitter, sparkle and fun!

Please come see current members and some of our alumni members.

Invitations will be mailed soon.

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Transitioning Discussions to GCCALA LinkedIn Group
Julia D. Pile, CPA, MBA
Operations Manager – The Drew Law Firm Co., LPA

The Greater Cincinnati Chapter of the Association of Legal Administrators has formed a group on LinkedIn for members to hold discussions, post interesting news articles, distribute event information and post job openings. The premise of forming this group is that it would replace the number of e-mails in our member's inboxes and allow for the following of threads of discussions. This group is closed to only members of our local chapter and discussions cannot be viewed by those outside of our group.

To join our group on LinkedIn, you must first join this on-line professional community. Go to the internet and go to the site www.linkedin.com. If you do not see Join LinkedIn Today box on the right hand side of your screen, click on Join Today at the top. All you need to get started is your first name, last name, e-mail and a password. You DO NOT need to fully complete the profile to join our LinkedIn group, but I will explain why at our May monthly lunch meeting why and how you would do so.

There are two ways you can become of a member of the Group.

1. Search for me, Julia D. Pile and ask to add me to your network. When prompted for how you know me, click on Other and enter my e-mail address of jpile@drewlaw.com. Once we have connected, I will then send you a group invitation.
2. You may also search for the group by using the search box in the upper right hand corner of the screen. The search box defaults to a People search. Click on the down arrow and change this to Group. Enter: Cincinnati and Legal and press enter. Three groups should appear, one of which being ours. Click on the group link. Click on the Join Group box. A notification will then be sent to the managers of the group and we will accept your request to join.

There will be default settings saved for this (and most any) group, but you can change these at anytime by going to the group, clicking on More and My Settings. The two important settings are the display of our group logo on your profile and the frequency which you receive the group digests. Group digests are a listing of the activities in our group with hyperlinks to the conversations. These digests can either be received daily or weekly.

The discussion area of the group is where most of our activity will take place. Rather than someone sending an e-mail message to our group and everyone sending responses, a person can start or post to a discussion on LinkedIn. Other members can then reply to the posting. By using this technology, we can cut down on the number of e-mail messages we receive and have an organized storage area for our questions and responses. We will also be posting meeting announcements in the Discussion area.

If you have trouble getting started on LinkedIn or would like me to walk through getting you set-up over the phone, please feel free to contact me at 513-619-1637 or jpile@drewlaw.com
Now let's all get Linked!

Association of Legal Administrators Master Calendar

NOVEMBER 2010

- November 20 ALA– Association Nominating Committee Meeting,
Hyatt Regency O'Hare, Rosemont, IL
- November 21 FALA – Board of Trustees Meeting, Hyatt Regency
O'Hare, Rosemont, IL
- November 25 – November 26 Thanksgiving Holiday, ALA Headquarters Closed

DECEMBER 2010

- December 24 Christmas Observance, ALA Headquarters Closed
- December 31 * New Year's Day Observance, ALA Headquarters Closed

JANUARY 2011

- January 14 – January 15 ALA– Board of Directors Meeting, Loews Ventana
Canyon Resort, Tucson, AZ
- January 17 * Martin Luther King Jr. Birthday, ALA Headquarters
Closed

FEBRUARY 2011

- February 4 – February 5 ALA– Regional Team Orientation, Hyatt Deerfield, Deerfield, IL
- February 21 * Presidents' Day, ALA Headquarters Closed

MAY 2011

- May 22 – May 25 ALA– Annual Conference and Exposition, Orlando
World Center Marriott Resort and Convention Center,
Orlando, FL
- May 30 * Memorial Day, ALA Headquarters Closed

This Greater Cincinnati Chapter of the Association of Legal Administrators newsletter is published bi-monthly for the education and benefit of legal administrators. It is not published for the purpose of rendering legal, accounting, or other professional services or advice. Nothing contained in this newsletter should be construed as legal, accounting, or other professional services or advice.



Greater Cincinnati Chapter

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Webinars

November 9, 2010

[7 Hidden Productivity Traps and How to Avoid Them](#)

November 18, 2010

[Smart Policies for Workplace Technologies](#)

January 19, 2011

[Health Care Reform: What's Happening?](#)

February 16, 2011

[The Writing Wheel](#)

March 16, 2011

[Conflict Resolution: Why Can't Everybody Just Get Along?](#)

Chapter Event Dates

Meetings are normally held on the 2nd Tuesday of each month

Tuesday, November 9, 2010 @ 12:00 noon

Luncheon – Financial Strategies that can Change Your Life
Cincinnati Netherland Hilton Hotel

Wednesday, December 8, 2010

Social Event – Chapter 30th Year Anniversary
Via Vite

Tuesday, January 11, 2011 @ 12:00 noon

Luncheon – Creating Sustainable Value
Cincinnati Netherland Hilton Hotel

Tuesday, February 8, 2011 @ 12:00 noon

Luncheon – Ruth Sara Hart-Schneider from SALIX will be the speaker – topic to be determined
Cincinnati Netherland Hilton Hotel