



Michigan Paralegal News – August 2022



Paralegal/Legal Assistant Section

2022 ANNUAL MEETING

September 24, 2022

Zehnder's - Frankenmuth-Splash Village Hospitality Room

Must RSVP for the Annual Meeting by email by 9/9 to:

sbmparalegal@gmail.com



Time	Detail
9:00	Check-In \ Continental Breakfast \ Networking Attendees receive a Section gift!
9:30-10:15	Welcome from our Chair, Presentation of Paralegal of the Year, Annual Business Meeting: Election of Council Members
10:30-11:30	SPEAKER: Kathleen Munoz –Learning how to determine and convey your worth and value
11:40-12:25	ADOBE: Tips and Tricks
12:30-1:30	LUNCH AND NETWORKING

Event Pricing	Non-Section Members	Section Members	Students
Annual Meeting	\$50	FREE	FREE

Networking Event 7pm 9/23/22 Zehnder's Splash Village – room tbd

A block of special rate rooms has been reserved at Zehnder's Splash Village Hotel & Waterpark until 9/5. Zehnder's toll free reservation number is (800) 863-7999 or book online at www.zehnders.com group code 0922statebar. Each room receives 4 waterpark passes.

Time is running out! You must RSVP by September 9th for the 2022 Annual Meeting in beautiful Frankenmuth! We will be announcing the Paralegal of the Year, and have Kathy Munoz, Ford Executive Coach, former paralegal and section member, as the Keynote Speaker. Attendees will also receive free gift. RSVP today!

MEMBERSHIP ANNOUNCEMENTS:

- Annual dues are coming up fast! Don't forget to update your contact information if you changed jobs, had a name change, moved within the last year or if you need to update an email address so you can continue to receive notices and other important Section information. Be sure to check your settings to include email notifications so you never miss an issue of Michigan Paralegal News.

HABITS OF HIGHLY EFFECTIVE PARALEGALS:

- **Document - Document – Document.** It is important to document everything you do and not rely on what has been saved to the file. This will help you save time when you need to verify if a task was completed. This also comes in handy especially when you need to confirm if something was sent to opposing counsel or the court.
- **To Do Lists.** How many times have you flagged an email with the intention of going back to it and then 3 weeks later realizing you completely forgot about it? Creating daily to-do-lists will help you complete your tasks timely and prevent items from slipping through the cracks.
- **Build Your Resources.** Create folders for objections, expert CVs & fee schedules, specific motions, briefs, case law, discovery requests and/or responses, specific billing language, and contact information to build your resource library. This will help you have pertinent information at your fingertips and you save you a ton of time.
- **Set and Keep Your Work Hours.** Attorneys feel if they work until 11:00 p.m., their paralegal should too – especially if you work remote. Be sure to keep regular work hours and stick to them. If possible, turn off work email notifications so you are not tempted to answer an email. And speaking of working remote...
- **Turn Off The Computer.** At the end of your day, turn off your computer and walk away. Whatever happens, it can wait until morning.
- **Take Time Off For Your Mental & Physical Health.** Even if you are self-employed, everyone needs some R & R from their job. Try to take at least a couple of long weekends or a week-long vacation every 3 or 4 months to keep yourself refreshed and sane. We all want to be rock stars but if you are always stressed out and exhausted, you will burn yourself out and not be at 100%.



The State Bar of Michigan Paralegal/Legal Assistant Section is proud to announce that we are partnering with **Our House** which provides support for Washtenaw County youth who currently are or have been in foster care. They assist with housing, employment, education and more. The Mission of Our House, a Washtenaw County nonprofit, is to help young people (age 14-25) successfully transition from foster care to adulthood. <https://www.ourhousemi.org/>

The transition from foster care into adulthood is a very sensitive time in a person's life. While entering the world as an adult can be an exciting experience, it brings forth many new hurdles to overcome. Without the assistance of reliable transportation and community, it can be difficult to get from place to place on one's own. Therefore we are seeking donations to obtain:

- Visa Gift Cards (or checks made payable to **Our House**) to allocate toward driver's training, bus tokens, Uber rides, and car repairs
- Bicycles
- Bike locks
- Helmets

For all the reasons stated above and so many more, the SBM Paralegal/Legal Assistant Section is honored to be partnering with Our House! Donations are considered will be accepted by mail or at in-person events through the date of our annual meeting at Zehnder's of Frankenmuth on September 24, 2022, where we will be presenting Our House all of the amazing support that you have given! Please spread the word and help if you are able. Please send donation to our Chair, Michelle Rachmaninow. **500 Griswold Street, 2450 Guardian Building, Detroit, MI 48226** or he can be reached at parliamentpsllc@gmail.com for any further information.

Our House is a 501(c)(3) nonprofit recognized by the Internal Revenue Service, EIN 80-0847767. Your donation is 100% tax deductible to the extent allowed by law.

If you would like to be a contributor to the Michigan Paralegal News, please email Laura Traud, Chair of the Michigan Paralegal Section Newsletter Committee, at laura.traud@outlook.com for more information.