

Summons

WESTERN DAKOTA ASSOCIATION OF LEGAL ASSISTANTS

An Association for Paralegals/Legal Assistants

Melissa M. Klimpel, ACP, Editor

President's Message

By Alice M. Johnson, ACP



Welcome to 2022! We have made it this far so let's keep going!

I am very proud to say WDALA has made some serious leaps and bounds over the last year. This has become apparent though our use of technology, specifically with our seminars as well as our meetings. We are now able to offer seminar and meeting attendance

virtually as well as in-person. This, alone, shows that we are continuing to grow and evolve as an organization, a vital component to our success!

I am extraordinarily grateful to our members who have "stepped up to the plate", researched what needed to be done, implemented the requirements, and saw these changes realized. I am also grateful to all our members for your continued support throughout the, sometimes painful, transition! Hang in there, as we are far from resting on our laurels and have other, very exciting, possibilities in the works for WDALA!

Throughout this past fall and holiday season, my sense of gratitude has been emphasized. It has also prompted me take a step

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President's Message continued

back from the hectic pace of work, organizations, family, celebrations, and obligations. Nothing special happened ... maybe it's just my age, experience, the way the world has turned for the past couple of years, one of the 40 million Hallmark movies I watched over the past year or who-knows-what that brought me to the realization that, as the saying by the English Poet, John Donne, goes – “no man is an island”. We have all experienced that feeling of *being alone in a crowded room* at one point or another – i.e., an island.

Taking a look at how isolating this can be, led me to a greater appreciation of – and more gratitude for, not only my fellow paralegals, my crazy family, and my ever-driven coworkers, but for the cashier who's been on her feet for hours and still has a smile on her face when she says “have a nice day” or for the janitor you never see who empties the waste can and vacuums the office but leaves a plate of homemade cookies on the breakroom table. Opening your eyes to the mundane, every day, taken-for-granted things that others do ... thinking about stepping into their shoes ... makes one stop and realize how fortunate we all are with what we have, who we are, and what – and more importantly – who we have in our lives!

With so many self-help resources available to us now, one of my favorite sites is one called themindfool.com. I ran across a golden nugget that pretty much sums up what I have been talking about. “Practic[ing] gratitude is an art in itself. It allows you to become aware, recognize, and appreciate all the wonderful and not so wonderful things that have happened to you. The custom of being grateful enhances your positive emotions.”

Just think how much richer our lives can become remembering these words!

In closing, I want to say again – thank you ALL for just being you and doing what you do every day of your life! You make this world a better place and I am so grateful to have each and every one of you in my life!





Volunteer Spotlight



Anna Heinen

Why do you volunteer for WDALA?

I love being able to help in the community. Helping people and helping businesses within our community makes it a better place for everyone.

“Whatsoever you do to the least of your brothers and sisters, you do unto me,” Matthew 25:40.

Which event is your favorite? Why?

I enjoy assisting with the Drug Court Picnic. It is summer, so the weather is nice and everyone is there to have a good time and eat good food!

Do you have a favorite memory from volunteering?

I don't have a favorite. Each time you volunteer you experience something different and that is the best part.

What would you tell new members about volunteering for WDALA?

Try it! Show up and be open minded. Some people find their fulfillment in other things and that is ok but I would tell them to try it and then decide.

What motivates you to stay involved?

It keeps me grounded. I get so caught up in living my own life, with family and work, that I need to be reminded that life is so much more than the day-to-day routines.

What volunteer contribution or achievement are you most proud of?

Just getting out there and doing it. Contributing my time and effort to being a light in someone else's day.

What other organizations or causes do you volunteer for and support?

I teach faith formation (aka Sunday School, CCD, etc.) for St. Mary's Catholic Church on Wednesday evenings. I currently teach 1st grade kids and it is always exciting to hear their innocently, honest views on things we talk about. Everyone should take a view of the world from a child's eyes.

Tell us a fun fact about yourself!

I love to schedule, plan, host, and create - anything from DIY to planning a party!



**WDALA's Spring Seminar
May 2, 2022
Williston ARC, Williston, ND**

Get to Know . . . Wayne Stenehjem, North Dakota Attorney General (In Memory)



Editor's Note: As the February issue of the Summons was being finalized, I received the sad news that Attorney General, Wayne Stenehjem, passed away on January 28, 2022. He was gracious enough to take time out of his busy schedule a few weeks earlier to participate in the "Getting to Know" feature. My sympathies go out to his family, friends, and co-workers.

~ Melissa M. Klimpel, ACP, *Summons* Editor

What are your job duties?

The Attorney General's duties are spelled out in the state Constitution and statutes. The office is a large one with duties that are as varied as they are important. First and foremost, the AG is the lawyer for state government, and represents the state's interest in court when it is sued or when it finds it necessary to sue others. The AG issues opinions on the law when requested by various state and local governments and enforces our open government records and meetings laws. The office also includes the Bureau of Criminal Investigation, the State Crime Lab, gaming licensing and enforcement, Special Prosecutions Unit to assist in prosecuting major crimes, the Consumer Protection Division to assist state consumer interests, and even runs the state lottery.

What did you want to be when you grew up and are you currently doing it?

I have long known that I was interested in the law, and from my own family history I recognized the importance of public service. This career is a perfect intersection of the two. I could never have imagined - or asked for - a better career path!

What led you to this career and how did you get into your current field or position?

As mentioned above, I have -had instilled in me the importance of using whatever talents I might have to improve the lives of others. It was a friend and mentor of mine - Dean Winkjer of Williston, a state lawmaker and lawyer, who told me that in the law you will find something varied and different to do everyday.

Get to Know . . . Wayne Stenehjem, North Dakota Attorney General (In Memory) continued

What is a typical day like at your job?

Following the above thread, there is no “typical day” for me. I might be reviewing a significant legal decision, working with BCI on a high-profile case, or working with lawmakers on important legislation. Everyday I go to the office I can anticipate something new and exciting. I’ve been in this position for over 21 years and sometimes I feel like I just started.

What advice can you offer to attorneys / paralegals to make your job easier?

I try to instill in all of the people who work in my office a sense of pride in what we do, and that we are all a part of the important work we have. The best advice I can give is for everyone to take pride in whatever they do and that public service, especially in the Office of Attorney General is a high calling that can and should be a source of great pride.



What’s the biggest misconception people have about your position?

I’ve outlined above a number of duties of the office. But the biggest misconception would be the things that we are NOT in charge of:

- We have no supervision of the courts
- The local sheriffs and county prosecutors do not answer to the Attorney General
- We do not run the prisons or the jails

What is the best/worst part of your job?

I recognize the enormous trust the voters of North Dakota have placed in the Attorney General, and I realize the significance of everything we do. The best part of the job truly is the ability to work with the dedicated employees in the office. That, coupled with the variety of fascinating tasks we have assigned to us are the best part of this job.

Get to Know . . . Wayne Stenehjem, North Dakota Attorney General (In Memory) continued

Do you have any favorite quotes?

I am called on to give any number of speeches to a variety of groups, so whenever I read or hear a good quote I keep it in a database. And I have a lot of them. One of my favorites is from the late Senator Margaret Chase Smith:

“My creed is that public service must be more than doing a job efficiently and honestly. It must be a complete dedication to the people and to the nation with full recognition that every human being is entitled to courtesy and consideration, that constructive criticism is not only to be expected but sought, that smears are not only to be expected but fought, that honor is to be earned, not bought.”

If you could meet any historical figure, who would they be?

There are three: Abraham Lincoln, Theodore Roosevelt, and Antonin Scalia

What could you give a 30-minute presentation about with no advance preparation?

I guess I could give a presentation on a lot of topics by now:

- The rich history of the state of North Dakota
- Common scams and cons
- The dangers of illicit drugs and other challenges we face

But to be honest, I have worked on these topics for years, and I think it's fair to say that those efforts really were preceded by tons of preparation accumulated by working on this issues for a lot of years!

If you could only have three apps on your smartphone, which would you pick?

[I'm going to answer this because it's a question I've never been asked before!] And I'm not going to count the obvious ones like the phone, the camera and the messaging apps. But now that it's winter here in North Dakota, I highly value that, from the comfort of my bed, I can turn up the furnace, open the garage door and start my car.

What book or movie have you recently read/seen and why would you recommend it?

I read history books for enjoyment. Here are some of my favorites:

- Team of Rivals by Doris Kearns Goodwin
- The Rise of Theodore Roosevelt by Edmond Morris
- Master of the Senate [LBJ] by Robert Caro

Get to Know . . . Wayne Stenehjem, North Dakota Attorney General (In Memory) continued

WDALA will miss Wayne. He always made us feel welcome and supported. The fun opportunities he provided to have pictures taken in his office on Legal Assistant Day are just one of the many fond memories we will treasure. He always supported our WDALA events as well. Thank you, Wayne.



Legal Assistants Day 2016



Legal Assistants Day 2017



WDALA's 35th Anniversary Celebration 2019



WDALA's 35th Anniversary Celebration 2019

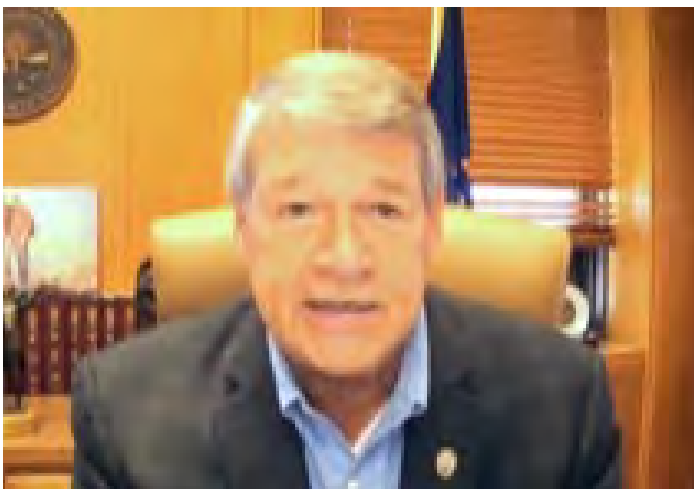
Get to Know . . . Wayne Stenehjem, North Dakota Attorney General (In Memory) continued



Legal Assistants Day 2019



Legal Assistants Day 2021



Message for Melissa Hamilton, ACP, during her Installation as NALA President 2021



Installation Celebration for Melissa Hamilton, ACP, as NALA President 2021

GET INVOLVED!

By **Bradley J. Beehler, Attorney**



As most people in the legal profession know, a paralegal plays an important role on any legal team. Paralegals help lawyers prepare for hearings, trials, depositions, and appropriate meetings. Paralegals use computer software for managing and organizing an increasing number of documents collected during a case. Paralegals help investigate cases, conduct research, and organize documents and many more tasks that are too numerous to discuss here. Additionally, subjective factors such as a combination of skill and attitude combined with the tasks a paralegal can perform leads to a successful paralegal.

Get Involved with Your Firm.

It is well demonstrated that a paralegal improves a firm's bottom line. A paralegal's fundamental task is to allow the firm's lawyers to do more client and marketing work without jeopardizing client needs. As such, client service education training is a must for paralegals. A paralegal should be trained on how to interact with clients, and a paralegal should request such training. Paralegals should be included on the firm's website so clients are "introduced" to paralegals and clients can see they have additional help for them.

One of the most important skills in practicing law is building an effective team to serve clients in the best possible manner and generate profits for the firm. A successful legal practice requires a team approach between lawyers, paralegals and other support staff and the clients. The team dynamic is a powerful tool to serve clients and market the firm's practice to potential clients. The team approach also makes legal services more economical for the client in that services performed by the paralegal are typically billed at a lower hourly rate than the same services performed by the lawyer. Paralegals can perform substantive legal work that would otherwise be performed and billed by lawyers. Paralegals can be delegated to perform any tasks, as long as a lawyer supervises the work, except those prescribed by law.

A paralegal should not shy away from self-promotion. Inform the lawyers at the firm what a paralegal can do. Take the initiative to perform tasks on a file without being requested to do so. Ask the lawyer on the file if the paralegal can perform tasks not previously performed by the paralegal in the past. This can demonstrate the paralegal's proficiency in substantive areas not previously recognized by the firm. Again, this also makes the legal services much more affordable for the client. Self-promotion by the paralegal

GET INVOLVED! continued

and the paralegal demonstrating legal proficiency leads to confidence in the paralegal by the firm as well as the paralegal's own self-confidence.

The paralegal should demonstrate excellent organization skills, be detail minded, and able to multi-task. Additionally, good communication skills, both oral and written, should also be demonstrated. Among other things, the paralegal should have a general interest in the law and empathy with the client's problems. These qualities will make the paralegal a valuable member of the legal team.

A paralegal that demonstrates the qualities indicated above and is able to demonstrate legal proficiency will reduce costs for the firm as well as the client. If the paralegal is actively involved on the file, the client will also appreciate increased contact with the firm through the paralegal. Paralegals are typically paid less than an attorney but can handle many tasks, under an attorney's supervision, that would otherwise be performed by an attorney. As such, the paralegal could be a profit center for the firm, which could increase the firm's bottom line. Additionally, if the paralegal is a profit center for the firm, the firm should recognize this profit center and compensate the paralegal accordingly. As such, it can be beneficial to the firm and the paralegal for the paralegal to get involved in the firm.

Get Involved with Your Organizations.

As indicated, the paralegal should demonstrate a general interest in the law. One way of doing so is getting involved in paralegal organizations, whether those organizations be local or national. Through the participation in meetings, seminars, committee work, and the like, the paralegal can develop good communication skills, both oral and written. Additionally, a paralegal's organization skills can be enhanced. Further, by participating in local and/or national organizations, a paralegal can develop a network of peers.



Even though a paralegal may not be involved in a local or national organization, a paralegal should attend continuing legal education seminars sponsored by local and/or national organizations. Some of these seminars cover specific areas of the law, while others cover more broad-based comprehensive areas of the law. Nevertheless, any knowledge obtained at any seminar can only increase the paralegal's worth to the firm, as well as their own

GET INVOLVED! continued

personal knowledge. Additionally, attending seminars is a great opportunity to network with other paralegals, as well as allow them to renew old friendships and create new ones. Additionally, attending seminars can be fun.

Networking can also help the paralegal locate expert witnesses, schedule depositions, enhance the paralegal's skills, and develop lifelong relationships. Whether it be on the local level or national level, a paralegal should never underestimate the value of networking. You may be surprised to learn how much other paralegals are willing to help you as a paralegal. Take advantage of this generosity.

This writer is also a firm believer in giving back to the community and one's profession. With that being said, a paralegal should volunteer his or her time, whether it be for legal organizations or non-legal organizations. Not only does volunteering give one self-confidence and a sense of self-worth, it also demonstrates to the employer organization and multi-tasking skills, and can create opportunities for the paralegal, both professionally and personally. In the end, volunteering can simply make you feel good about yourself.

Get Certified.

A "certified" paralegal is a person who has completed the voluntary certification process of a professional association by demonstrating a specified level of professional competency. NALA, The Paralegal Association, awards the designation Certified Paralegal (CP) or Advanced Certified Paralegal (ACP) to persons who have met its requirements, which include passing a competency exam. The National Federation of Paralegal Associations (NFPA) awards the designation of Registered Paralegal (RP) to persons who have met its requirements, which include passing the Paralegal Advance Competency Exam (PACE) or the designation of CORE Registered Paralegal (CRP) to persons who pass the Paralegal CORE Competency Exam (PCCE). The American Alliance of Paralegals (AAPI) awards the designation American Alliance Certified Paralegal (AACP).



GET INVOLVED! continued

Why should a paralegal become certified? As indicated, by becoming certified the paralegal demonstrates he or she has a specific level of professional competency to the paralegal's firm and to others. This competency level would include substantive knowledge in certain areas of the law, organizational skills, good written communication skills, knowledge of legal research, and other skill sets. If a paralegal is certified it also shows the firm that the paralegal has a general interest in the law. Again, these are all qualities a paralegal's firm would likely value.

A certified paralegal has additional leverage when requesting increased compensation from the firm. From the firm's standpoint, a certified paralegal can likely be billed out more per hour than a non-certified paralegal. In some areas of the industry (i.e., insurance defense) the client will pay more per hour for a certified paralegal's work, as opposed to a non-certified paralegal's work. Again, if the firm can bill out more per hour for a certified paralegal, it increases the firm's bottom line.

In summary, get involved with your firm and demonstrate all of the tasks a paralegal can perform for the firm. Not only will this increase the firm's profitability and reduce the client's legal expenses, it will also likely lead to the paralegal performing a larger variety of tasks, making the paralegal's work more enjoyable. Getting involved in paralegal organizations can also enhance a paralegal's worth, both personally and professionally. Getting certified should increase the paralegal's self-confidence and lead to a more lucrative career for the paralegal. In the end, by getting involved not only is a paralegal's career enhanced, it also enhances a paralegal's opportunities.

Brad is the managing shareholder at Morley Law Firm, Ltd. in Grand Forks. He has tried nearly 50 jury trials and more than a 20 bench trials in North Dakota and Minnesota. Brad has a Martindale-Hubbell® "AV" Preeminent rating as lawyer at the highest level of professional excellence. He is also a Board Certified Trial Specialist by the National Board of Trial Advocacy and the Minnesota State Bar Association. He has been designated as a Great Plains Super Lawyers® since 2009 in Personal Injury Defense by Minnesota Law & Politics. Brad has been selected to be a member of the International Society of Barristers and a member the American Board of Trial Advocates. He received the lifetime achievement award for North Dakota from American's Top 100 Attorneys. His practices primarily in the area of insurance defense litigation including civil trial practice, products liability law, negligence law, insurance law, and commercial litigation in state and federal courts in North Dakota and Minnesota. He has served on the National Association of Legal Assistants Certifying Board and the Advanced Paralegal Certification Board.

Remote Notary Service

By Jacqueline A. Bergstrom, Attorney



Greetings WDALA members!

I was so pleased when WDALA invited me to write an article for the *Summons*. Like most days in my profession, my first move was to seek the advice of the paralegals in my office. We kicked around a few topics and landed on Remote Notary Service.

Personally, my first real push to offer remote services to my clients occurred in March 2020. Many businesses were closed, students were learning from home, and clients were being highly encouraged to stay home.

But as we all know not even a national pandemic stops the wheels of life from turning. People are still getting divorced, people still needed to plan for disposition of their assets, and people are still buying and selling homes. For many of us a day at the office now meant a day working from home. Even those who continued to work from their office likely offered limited in-person service. One option for continuing to offer services to our clients is the flexibility to offer remote notary service.

North Dakota Century Code Chapter 44-06.1-13.1 specifically covers a “notarial act performed for remotely located individual”. Another great source of information for offering remote notary service is North Dakota’s Secretary of State.

Some of the requirements to offer remote notary service are the same as those to perform a notary act in person. Remote notary service requires the notary public to confirm the identity of the remotely located individual, and to confirm the document being signed is the same document the notary is signing. The major difference is that the notary public must make an audiovisual recording, or hire a service to record, the session and the recording of this session must be kept for ten years.

Additionally, in order to offer remote notary service, the notary public must first notify the North Dakota Secretary of State’s office that the notary public will be performing notary services for remotely located individuals; and must inform the Secretary of State’s office of the technologies the notary public intends to use to provide the remote notary service.

Under N.D.C.C. § 44-06.1-13.1(3)(a)(1-3) the requirement to confirm the identity of the remotely located individual is satisfied if the notary public: (1) has personal knowledge of the individual’s identity; (2) has evidence of the identity of the individual by oath or affirmation of a credible witness; or (3) has obtained satisfactory evidence of the identity of the remotely located individual by using at least two types of ID.

Remote Notary Service continued

The Secretary of State's website offers a list of companies who offer remote notary support and it appears most of these services will record and store the session for the required ten years. Interestingly, if you hire a support service provider for the communication technology, identity proofing, or storage – the secretary of state becomes the provider's agent for service of process in any civil action in this state related to the notarial act.



We also have the option to perform notary services for individuals outside the U.S. if the document being notarized “is to be filed with or relates to a matter subject to the jurisdiction of the United States; or involves property located in the territorial jurisdiction of the United States; or involves a transaction substantially connected with the United States; and the act of making the statement or signing the record is not prohibited by the foreign state in which the remotely located individual is located.” N.D. Cent. Code Ann. § 44-06.1-13.1(3)(d).

The flexibility to offer remote notary services is great because it allows us to continue serving our clients who are unable to meet in-person but be sure to verify any service you hire to assist with a notary service meets statutory requirements. Additionally, I recommend keeping your own record of any remote notary service session you offer for the required ten years as a precaution.

Thank you again for the opportunity to share with WDALA members and best wishes for a wonderful 2022!

Jacqueline Bergstrom is a native of Williston, North Dakota. She received her Bachelor of Arts Degree in Psychology from the University of North Dakota in 2016. She received her Juris Doctorate from the University of North Dakota School of Law in 2019. As an associate at Camrud, Maddock, Olson & Larson, Jacqueline's practice areas include business formation, sales, acquisitions, and dissolution, real estate law, probate law, estate planning, and the general practice of law. Jacqueline is licensed in North Dakota and Minnesota. Jacqueline is a member of the Greater Grand Forks County Bar Association, The Randy H. Lee American Inn of Court, and the SBAND Women Lawyer's Section.

*2020-2021 SBAND Women Lawyer's Section Regional Representative
2021-Current SBAND Women Lawyer's Section Secretary/Treasurer
2021-Current Greater Grand Forks County Bar Assn Secretary/Treasurer
2021-Current Randy H. Lee Membership Committee Member*

A Retirement Planning Journey

By Janie M. Boswell, ACP



Even though millions of people retire each year, retirement is a very personal experience. Retirement planning is a journey that begins when we open a 401(k) or IRA account, set aside savings, or make long-term investments to supplement our retirement income. Prudent planning is a continuing process. You should look at your retirement planning periodically during your career and make appropriate adjustments along the way.

I am in the twilight of my career and most of my planning is complete. I would like to share parts of my journey with you. I trust this information will be helpful in your journey.

During the majority of my 40+ year career, I focused on my retirement portfolio and took advantage of employer matching 401(k) contributions and deferred tax benefits. Wise planning includes consulting a financial planner, being disciplined to save, and evaluating your portfolio on a scheduled basis.

In addition to financial planning, understanding Medicare and retiree health insurance coverage options are crucial to adequate retirement planning. I began focusing on this phase of retirement planning before my husband retired five years ago. I am fortunate that my employer offers a number of retirement planning resources, including an associate insurance team that provides invaluable information and assistance.

I learned about the critical timing to enroll in Medicare and the ability to delay coverage because I qualify for the special enrollment period. By electing to include my husband under my group health coverage, we have saved a substantial sum each year since his retirement. Before each of us turned 65, we made timely elections to delay Medicare coverage. I am currently evaluating Medicare supplement coverage options, so that we are prepared to transition to Medicare when I retire.

It is important you understand all your health care options. I recommend that you begin your due diligence no later than one year before you retire or reach age 65, whichever event occurs first.

At least one year before retirement, there are a number of questions only you can answer. What is my retirement date? What is my realistic retirement budget? What do I want to do when I retire? Will I need a part-time job? What makes me happy? Do I want

A Retirement Planning Journey continued

to relocate or downsize? How do I make a difference for others?

Preparing or updating your retirement budget assists you in answering a number of these questions. Templates and spreadsheets are easily accessible on the internet, and you should include input from your financial advisor. You should also stress test your budget for a few weeks to ensure it is realistic.

To be frank, I dreaded this exercise. However, once I started evaluating each line item, I quickly realized its value. Testing the budget encouraged me. I am relieved. I now have realistic data to help me answer several of my remaining questions.

If you are like me, some questions are easy to answer, and some are much harder. I know many things I want to do and that excites me. I am lining up some volunteer opportunities dear to my heart. I plan to travel more. To my many NALA friends throughout the U.S., look out. You may get a call to meet me for lunch or dinner when I am passing through your city.



My struggle is deciding when to retire. My work is fulfilling and rewarding, and I work with a great team of people. I really love my job, so I read several articles addressing my concern. Some articles suggest exploring a phased retirement in which your hours gradually decrease over time.

Other articles discuss determining if you want or need to work part-time after retirement. Possible post-retirement work opportunities include working on a contract basis for your current employer,

starting your own consulting or freelance business, or finding a job in a field that interests you or in which you have a hobby. As I work through my decision, I find it helpful to talk with my family, close friends, and recent retirees.

Another step is giving adequate notice to your employer. If your employer has specific notice policies or expectations, honor them. If there is not any notice requirement, provide ample notice to allow your employer to implement a smooth transition. Ample notice will vary from employer to employer. We all want to maintain a very positive rela-

A Retirement Planning Journey continued

tionship with our employer after we retire.

Most paralegals I know are outstanding mentors and coaches who utilize these talents throughout their careers. Paralegals are difference makers at so many levels. As you near retirement, look for increased opportunities to coach and train others, particularly focusing on paralegals assuming your projects. Do not overlook the value of your institutional knowledge about your company or clients. Seize these opportunities to spotlight your legacy – that you have a passion for nurturing paralegals and make a lasting impact on others. Also, remember that retiring does not diminish your mentoring opportunities. You will always have a wealth of knowledge and experiences to share.

As I mentioned at the beginning of this article, retirement planning is very personal. At the end of the day, we have to determine what drives us, what our purposes and passions are, and what we want to do. Decide what is most important to you.

My faith and family matter the most to me. I have been blessed beyond measure during my career. I have worked with outstanding individuals and truly love my job. But there is a time and season for everything, and the time for me to retire is approaching. However, my core values will not change. My purposes are to serve God and be a blessing to my family and others.

I wish you great success and joy throughout the remainder of your career. May you have a long, happy, and peaceful retirement when that time comes, whether that is soon or a long time down the road.

Janie M. Boswell, ACP, is a Manager of Legal Administration at Mutual of Omaha Insurance Company. She manages a team of 10 associates and performs paralegal work in the areas of mergers and acquisitions, corporate law, insurance law, and securities law. Janie was awarded a paralegal certificate from the Lamar University Paralegal Institute, a Bachelor of Applied Arts and Sciences degree from Lamar University, and an MBA from the University of Nebraska at Omaha. She is a member of the National Association of Legal Assistants and the Nebraska Paralegal Association.

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Transitioning from the Firm to the Bench

By Bobbi Weiler, District Judge



I get the question a lot: Am I glad that I became a Judge? The answer is yes. Do I miss being an attorney at times? Yes. Do I love being a judge? Yes. However, your life changes when you transition from an attorney to a judge.

The burden on your shoulders becomes greater as Judge. I am not saying it is more stressful, but it is a different kind of stress. Your decision is the final decision—you have to decide complex issues that change people's lives. You sit up at night wondering if you are making the right decision. Don't get me wrong, being a trial attorney is stressful—one of the most stressful jobs. I have seven-year-old triplets and I joke with them that they can be anything, but an attorney. This is no disrespect to attorneys, I am one and I loved it. But, I also know the stress that comes along with it. You are stressed about your clients. You are stressed about your workload. You are stressed about deadlines. There is never enough time in the day. But, at the end of the day, you give it all you have and then you leave it up to the Judge. The Judge makes the final decision and that is a different kind of stress.

Honestly, it is also a little bit lonely. I miss being able to socialize with other attorneys in the hallways, at the Courthouse, or at each other's offices. My transition during the COVID-19 Pandemic did not help this as I am sure attorneys also miss seeing each other in the hallways, with most hearings being on Zoom. I miss my clients and the relationships I was able to make with them. I miss being able to see them make improvements in their life—get sober and become a better parent. As an attorney, and now as a Judge, I normally see people when they are in one of the worst situations of their life. As a Judge, you don't normally get to see the outcome of your decisions on the life of those who come before you. As an attorney, you get to see the triumphs and that is what keeps you coming back every day.

But mostly, I miss my paralegal and legal staff. Any attorney will tell you that they could not function without their paralegal or legal staff. I would imagine a majority of attorneys would not be able to electronically file a document. I was lucky in having the same paralegal for my entire career as an attorney. My paralegal knew me better than my friends and most of my family. If you needed to find me during the day, she would know where I was. She would see me cry on hard days and laugh on good days. She was not just a paralegal, but a therapist to clients who just needed someone to listen and

Transitioning from the Firm to the Bench continued

attorneys when we needed to complain about our personal life, work life, or a Judge! She was the office manager and knew how to fix almost all the office equipment and if she could not, then she knew the numbers to call. The office did not run without her. And I imagine that is how it is at most law firms. They are the heart of the firm.

As a Judge, we don't have paralegals or legal staff. Each Judge has a Court Reporter or Court Recorder. Our Court Reporter or Court Recorder does not do research for us. They do not draft documents for us. They will proofread documents and file documents. They have their own list of responsibilities, such as making a record of the proceedings and drafting transcripts. There are ten judges in our district and we do have one staff attorney and one law clerk that we share. So, we are limited on the research that we can send to them given their caseloads. I have done more research, reading, and writing in my first twenty months as a judge than I did in the last ten years as an attorney. So attorneys, when you complain about not getting an Order in two days, know that the judge is reading all the pleadings, researching, and writing that Order. Every attorney needs to thank their paralegals and legal staff!!!



Although there has been some difficult transitions, I am glad I became a Judge. I hope that I can make a difference and will continue to act, as I did as an attorney, with compassion for those before me. And that is my advice to all in the legal profession—whether an attorney, judge, or legal staff—people respond better when you treat them with respect, even if they don't agree with the advice or decision. That never changes.

Judge Bobbi Weiler has a Bachelor's degree in Social and Behavioral Sciences from the University of Mary. She graduated from Thomas M. Cooley Law School at Western Michigan University in Lansing, where she also was Editor-in-Chief of the Law Review. Weiler was in private practice from 2010 to 2020. She was appointed District Judge in 2020. Weiler serves as a Judge of the South Central Judicial District chambered in Bismarck, North Dakota.

The Benefits of Switching Practice Fields

By ReBecka V. Wohl, ACP



There are many reasons why an individual might switch from one job to another, one career to another, or even one city to another. When I graduated college, I just knew that I wanted to do estate and probate law. I knew it! I thought I would be doing that forever, and that there was zero chance that I would practice as a paralegal in any other area of law. Life is funny like that, though. You really have no idea what you will end up doing – you just know you have a preference towards one thing or another. In hindsight, I was so geared towards working only in the area of law that I chose in college – with little to no experience in any kind of law really – that I

actually dampened my potential opportunities.

Fairly early on in my career (which started in 2010), I learned that estates and probates, which I swore up and down I would do forever, just were not for me. It took me a handful of job changes and multiple areas of law to land in civil law and federal defense, which is the area I work in now. When I was fresh out of college, I was doing some family law, and I determined that it was not my cup of tea. Maybe I was not mature enough to leave work at the office or to not get a little bit attached to clients. I am not sure, but once I left that job, I did not feel I would ever do that type of work again.

Workers' compensation snagged me briefly, and I spent a year with a well-known claimants' rights attorney in my state. That was the most intense calendaring I have ever done, and it was absolutely eye opening. It taught me the importance of verification, which, although they talk about in school, a person never really understands until doing it. It taught me to doublecheck everything, even when I am sure of something. Maybe it made me a little cynical, but I believe that is part of growing in this field.

I then practiced in civil litigation defense work, which I loved. There is a slower pace to it. It is not deadline packed like some other areas, and you deal with less emotion. Yikes, those medical record reviews though. Some people do not enjoy going to trial but preparing for and seeing an end result come from trial was the best part of civil litigation defense. I enjoyed it immensely and never would have considered changing areas of law again. I should have known to never say never.

Recently, I have returned to the family law world. Of course, I am 10 years older since I first attempted family law, so more mature, maybe? It seems to be different this time around. I have enjoyed helping clients through the discovery process, at which I feel much more adept. I have been the ear they need to unload to. I have a fantastic rapport

The Benefits of Switching Practice Fields continued

with my managing attorneys, court staff, and chambers. When my day is done, I am able to turn my computer off and leave my work at the office.

Each of these areas of law taught me unique and important skills that I have continued to use throughout my career, even while working in other fields or areas. Probate and estate planning taught me that I need to pre-plan and be prepared for anything. Workers' compensation taught me to check, double-check, and then verify that I did so because missing a deadline could be detrimental to a case. Civil litigation defense taught me that hand holding is necessary in this profession. If you request records, you better be prepared to call and request them again, and again, and sometimes even again. Family law/civil litigation taught me just how important it is to focus and be able to multitask.

Over the last decade of switching fields from one area of law to another, I have found a few things to be absolutely true. First, never say never. Second, do not ever be afraid that your skills from one area of law are limited to that area only. Finally, if you are unhappy with where you are at, there is always another opportunity available in the legal world. I have tried my hand at practicing as a paralegal in only a few areas of law, and there are certainly dozens more. It is a big, scary, unknown legal world out there, but if you are open to change and trying something new, there is room for you. If you feel like your career is stagnant or you are not progressing or learning, just keep looking, and eventually, you will find a great fit. All those unique traits you have learned on the way will be just as important in a new area as they have been already.



ReBecka V. Wohl, ACP, is a North Dakota native who graduated from Minnesota State University Moorhead, where she received a B.S. in Paralegal Studies with an emphasis in probate and estate planning and civil litigation. She has worked in the legal field for over 10 years. ReBecka works at Jackson, Thomason, Welder & Arthurs, Inc., in Bismarck, North Dakota. ReBecka obtained her Certified Paralegal designation from the National Association of Legal Assistants (NALA) and has gone on to complete her ACP in Discovery. ReBecka is a member of both NALA and the Western Dakota Association of Legal Assistants (WDALA).

Reprinted with permission of ReBecka V. Wohl, ACP, and the National Association of Legal Assistants, Inc. This article originally appeared in the January 2022 Bonus Issue: Career 101 of FACTS & FINDINGS, the quarterly journal of NALA. Inquiries should be directed to NALA, 6450 S. Lewis Avenue, Suite 250, Tulsa, OK 74136, or by e-mail to nalanet@nala.org.



Ashley Miller, CP

Ashley Miller has successfully completed NALA's Certified Paralegal exam. She is now entitled to use the "CP" (Certified Paralegal) credential.

You did it!
Congratulations

A large, five-pointed yellow star with a slight gradient and a drop shadow, positioned behind the word "Congratulations" in the congratulatory message.

Holly Radke has successfully completed NALA's Certified Paralegal exam. Holly also successfully completed NALA's Advanced Certified Paralegal program. She is now entitled to use the "ACP" (Advanced Certified Paralegal) credential.



Holly Radke, ACP

What are some common websites and/or apps that you use in your everyday life whether at work or home (i.e. finding people, personal property values, recipes, etc.)?

GTasks and Google calendar

TikTok (mental health therapy), Weather Underground, ndcourts.gov, NDRIN (finding property, minerals, legal descriptions, etc.), NADA & KBB (vehicles & recreational items values), federalpay.org (PPP loan recipient lists), itax.tylertech.com (property taxes/values).

I use Instagram, Pinterest, or YouTube often. I like getting home decorating or vacation inspiration from those apps.

I am not a big app user, but I am on Facebook a lot, and I use Pinterest to browse outfits and recipes.

Google basically saves me every day for everything! Also my online banking app, Westlaw, date calculator, and North Dakota Court Records Inquiry.

SecurePa. It can be addicting to use to creep on people! I also use Family Tree Now to locate people. I have been successful with this website in finding people's contact information to have them served at. They have addresses, phone numbers, email addresses, family members, etc. listed. If you have kids, I strongly suggest Life360. If you have kids that drive, you need the Hum with Verizon. It's a little device that plugs into their car, it is amazing, research it!

My "go-to" websites are: a) a weather app (my fav is WeatherBug); b) allrecipes.com - has a wide selection of very good, basic recipes; c) Google Maps - mostly because I could get lost trying to find my way out of a paper bag; and d) thesaurus.com - especially if I am writing an article or editing.

White Pages.....and Google, of course!

Favorite apps on my phone: online banking app (mobile deposit is a must and super convenient), Ring app, airline and hotel apps, restaurant apps, store apps, and myChevrolet app (so I can start my vehicle).



What sport would you compete in if you were in the Olympics?

Gymnastics

It's my favorite, not because I have an ounce of talent!

Volleyball

If I were to ever compete in the Olympics I'd probably want to be playing volleyball.

Beach volleyball and bobsled

In the summer Olympics I would love beach volleyball! For the winter Olympics, I think the bobsled would be fun!

Biking

Considering I am not very athletic anymore I would probably have to say biking. I can ride a bike, that is about it. Ha!

Hunter/jumper or Taekwondo

IF I were good enough to compete in the Olympics, I would compete in either hunter/jumper or Taekwondo - or both!

Gymnastics and ice skating

Summer Olympics: gymnastics

Winter Olympics: ice skating.

Curling

Curling for Winter Olympics

Kayaking

Triathlon



Officers/Board of Directors' Reports

1st Vice President's Report

By Holly A. Radke, ACP



Happy New Year!!! I hope everyone's 2022 is starting off great. This is our year – I can feel it!!! I'm still trying to figure out where 2020 and 2021 went. I feel like it has just been a really long year of 2020. Anyone else feel that way? With 2021 behind us, what is everyone's goals for 2022? The only goal I set for myself this year is to get healthier. I need to be better at drinking more water and cutting the caffeine. Wish me luck.

My goal for 2021 was to get certified with NALA. I have been a paralegal for 13 years and never did take the NALA CP exam. I have wanted to for years but always put it off for some reason. At the beginning of 2021, I thought to myself, how can I push education within WDALA if I myself haven't went the entire mile? I have been a member of NALA for years but wasn't certified with them. What was holding me back? Me. I was holding myself back. Only me. No logical reason, just fear. I registered in February and then put it off until July because, well, I'm a procrastinator. Speaking of procrastination, I didn't start studying until 3 nights before the exam. Yeah, I was a little stressed, but kept reminding myself that I have done this for 13 years so I got this, right??? I passed the knowledge exam on my first try with less than 12 hours of studying. I guess I'm a good multi choice picker. Ha! Then I scheduled to take the skills exam in October and of course scheduled for the last day in October because, well, did I mention I am a procrastinator? Ha! I again put off studying because work and kids always come first. I reminded myself that I write memos daily, so I got this! I received notice on December 20, 2021 that I passed and was officially a CP. What an amazing Christmas present!!! Then I decided, why stop there? I told myself that I knew if I didn't keep going that I would put it off for years again. I spent my 4 days off work for the Christmas holiday taking the ACP exam. That was my Christmas present to myself. I finished on December 27, 2021. I felt a huge accomplishment with finishing out the year as I did. Sometimes we have to push ourselves out of our comfort zone and even though it may be stressful, the outcome is glorious. I received notice on January 4, 2022 that I was officially an ACP!!! What a way to start off the new year!

If you haven't taken the plunge yet, do not procrastinate like I did. I honestly do not know why I waited so long and why I put it off. I do not know why I let fear get in the way of achieving something I so desperately wanted. The fear of failure sometimes can be scary,

1st Vice President's Report continued

but I finally realized that I will never know if I will pass or fail if I do not try. I came to peace with myself that if I fail, who cares, I will try again and keep trying until I pass and achieve my goal. I had the mindset that I would look at it as my practice round. If I passed - yay, I do not have to do it again, but if I failed - well then, I would know what to expect for next time and study harder. I took it as a learning experience. In my situation, in the end my only failure was putting it off for 10+ years. So again, do not be like me. This is your year! GO FOR IT! Get that CP! Get that ACP! I know you can do it. I believe in you. Now believe in yourself!!!

I'm also ecstatic on how WDALA is starting off the year. We hosted our first Noon Zoom CLE. I was just a tad **EXCITED** about this!!! I know the ones who attended the Zoom CLE could feel my excitement!!! I am delighted that many of you took advantage of this free CLE that WDALA offered! It was so amazing to have Judge Daniel El-Dweek present for us. I always wonder what Judges like or how they prefer things done and what better way than to get it from the Judge himself. His presentation was even better than I imagined. I learned so much and will be able to apply that to my everyday tasks. The CLE was on January 14, 2022 and we had 24 registered and 7 of those were non-members! You know I'm going to recruit some new members out of this free CLE right?!?! Lol. We are hoping to offer more of these Lunch Zoom CLE's in the future. Let me know if you would like to have more of these! I would love to get some feedback on this and if there is a certain area of practice the members would like to have. Let me know your recommendations! Get the word out and help us secure some speakers.

Now with the 2021 WDALA Spring and Fall Seminars behind us, it is time to start preparing for 2022. Since we are getting the hang of this virtual thing we are going to continue to offer that. Some big steps WDALA has been making this last year. The Education committee is working hard on the upcoming Spring Seminar. We are going to change things up a little bit! DRUMROLL . . . the Spring Seminar will be on **Monday, May 2, 2022 at the Williston Arc in Williston!!!** Keep an eye out for an email in the coming weeks with all the details as we iron out the last few items.



Officers/Board of Directors' Reports continued

We have been very fortunate to have some amazing line up of presenters and I cannot wait for you to see who we have in store for you for this Spring! It truly amazes me on the generosity of our speakers taking the time out of their day to educate us.

With our two seminars held in 2021, we not only stayed well within budget, but we made a profit of \$3,277.22 thanks to our amazing donors and all who registered! I find that a huge success with all the challenges COVID has placed on us. I'm hoping we are able to have another successful year. With the money earned we will be able to provide more for our members and our communities. I feel like this is what WDALA is all about!

I hope COVID has slowed down (or gone would be better!) by the Spring Seminar so I will get the privilege of seeing more of our incredible WDALA members in person!!! I hope everyone continues to stay healthy for 2022!

2nd Vice President's Report

By Kathy Johnson, CP



As of this date, our membership stands at 36 members: 31 Active and 5 Emeritus.

Hope everyone had a good Christmas and New Years and I hope everyone is staying warm and cozy during this frigid January! We are busy going to my grandson's hockey games and loving every minute of it! Most of his games are in Bismarck but we will be traveling to Grand Forks the weekend of the 14-16th of January for a tournament. He does have games in Dickinson and Hazen (Yay!), too. Bismarck has four (4) Squirts teams so they split up the tournament travelling. Hopefully the

weather doesn't get too bad for our travelling weekends. I grew up in a small town west of Grand Forks so I know how much colder it can get over there compared to the Bismarck area.

Enjoy the rest of the Winter!

If anyone needs to contact me or has any questions regarding membership, you can email me at kjohnson@ndcourts.gov.

Officers/Board of Directors' Reports continued

Treasurer's Report

By Anna Heinen

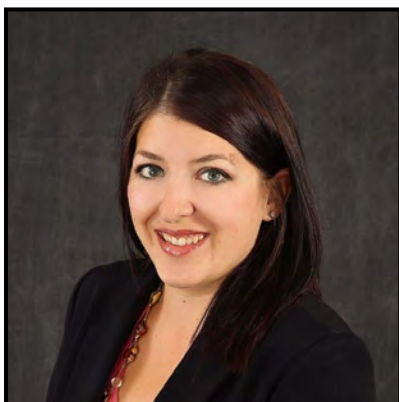


Hello 2022!! I can't wait to see what is in store for WDALA this year. May this year bring us lots of new opportunities, members, and knowledge! It is another year of new beginnings. "You are never too old to set another goal or to dream a new dream." C.S. Lewis

The treasurer balance for the Western Dakota Association of Legal Assistants as of January 10, 2022, is \$15,681.31.

NALA Liaison's Report

By ReBecca Wohl, ACP



I probably sound like a broken record by now, but please check out NALA's webinars, CLEs, seminars, and other trainings. Your \$80 NALA member credit is good towards any of these things, so do not let that go to waste.

As a reminder, the NALA Conference 2022 will be held July 14-16, 2022 in Phoenix, Arizona. As details are announced regarding virtual and in person options, I will be sure to pass the information along.

If anyone is interested in joining NALA and has questions, we are in the very unique situation of having NALA's president as one of our own, so do not hesitate to ask questions!

Officers/Board of Directors' Reports continued

Region I Report

By Holly A. Radke, ACP (Region I Co-Director)



Anna Oleksik and I met over lunch on January 12, 2022 and discussed the upcoming Spring Seminar and how we are going to increase our region numbers. We have put plans in place already on outreaching and recruiting the area paralegals and legal assistants. We invited all the legal assistants/paralegals in our area to our Lunch Zoom CLE and are excited on the feedback we received. We had 7 legal assistants/paralegals from our area that attended the CLE that are non-members. I have sent all of them information on joining WDALA and have had 3 so far state they are interested in joining. I am so excited for this and I hope we get some new members soon! We have set a date in February to host a presentation on WDALA for our region and we are really hoping to have a great turnout and recruit even more members. Cross your fingers for us. We will keep pushing forward and continue this mission on increasing our numbers. Stay tuned for the next report when we will get to announce the amazing turnout and new members that I just know we are going to have! Be optimistic with me!!!

Region II Report

By Afton J. Basden, CP (Region II Co-Director)



Region II continues to meet periodically for luncheons.

For the annual Christmas charitable activity, Region II members donated items and funds to Community Action, Minot Region. This Christmas, Community Action operated a “store” for needy families. Parents were able to come to Community Action and shop for gifts for their children. Community Action had a particular need for gifts for adolescents, so this was our focus.

Officers/Board of Directors' Reports continued

Region III Report

By Ashley Miller, CP



I hope everyone had a safe and happy holiday season! Over the last couple of months, Region III members volunteered their time shopping for presents, food, and baking cookies for the Drug Court Christmas project. In December, Region III held a Christmas party at my firm where members wrapped presents for the Drug Court Families and ate pizza... maybe a couple of cookies too. Members also prepared boxes of cookies to give to each of the participants at Drug Court.

The following day, Region III members delivered the presents to four families at the Parole and Probation office in Bismarck. It was so fun seeing the joy in the children's faces when they opened their favorite present. Region III members had raised enough money to purchase two extra gifts for Christmas; a hotel room for one participant so that she could spend Christmas with all of her children, and a payment towards a previous Drug Court graduates dental bills. Thank you to everyone who volunteered their time, money, etc. to the Drug Court Christmas Project.

Region III will continue the monthly lunch meetings every second Tuesday of the month as follows:

- * Tuesday, February 8th
- * Tuesday, March 8th
- * Tuesday, April 12th
- * Tuesday, May 10th



Region III Volunteer Projects

By Laurie Guenther, ACP and Melissa Klimpel, ACP



Santa Run:

The 2021 Santa Run was held on Saturday, December 11th on the State Capitol Grounds. Several Region III members volunteered to help. Pictured below are Candy Schafer, Laurie Guenther, Cassy Larson, Alice Johnson, Melissa Hamilton and her daughter, MacKenzie. The weather cooperated and it was a beautiful day for the event. There was a record turnout of over 600 Santas that walked or ran in person.



Region III Volunteer Projects continued

Drug Court Christmas Project:

Region III was busy this 11th season partnering with Adult Drug Court. This Christmas we provided gifts and food baskets to four families (5 adults and 8 children). We also provided a Walmart gift card and boxes of homemade treats to each of the 16 Drug Court participants.

The star at the top of the tree this year was our ability to surprise a Drug Court graduate with some financial help towards needed dental work. This graduate has been sober for several years and continues to give back to Drug Court. She gives hope to those working the program, leading by example, and demonstrating what a sober life can look like after Drug Court.

Region III's Drug Court Christmas project is truly a group effort and is only possible through the generous donation of the time and talents of our members along with generous cash donations from our members and others in the community. Our group had a great time shopping for and wrapping gifts, baking homemade treats, and delivering all of these items to our Drug Court families. Thank you to all of our volunteers and those that made cash or other donations – you have made this project a huge success!

Our full team of awesome elves included:

| | |
|-----------------------------|---|
| Justice Daniel J. Crothers | Laurie Guenther, ACP |
| Linda Hagen Mathern, CP | Melissa Hamilton, ACP and daughters |
| Anna Heinen | Tami Hulm, ACP |
| Chief Justice Jon J. Jensen | Alice Johnson, ACP |
| Judge Carol Ronning Kapsner | Melissa Klimpel, ACP and sister |
| Tiffany Knopik | Vicki Kunz, ACP |
| Petra Mandigo-Hulm | Justice Lisa Fair McEvers |
| Ashley Miller, CP | Redmann Law Firm |
| Candy Schafer, CP | Smith Porsborg Schweigert Armstrong Moldenhauer & Smith Law Firm |
| Dianne Taix, ACP | Justice Jerod Tufte |
| Wheeler Wolf Law Firm | ReBecka Wohl, CP |

Thank you for being an important part of WDALA's partnership with Drug Court!

Region III Volunteer Projects continued



Region III Volunteer Projects continued



Thanks from the
bottom of our hearts
♡ ♡ ♡ ♡
we are so grateful
for all that you
have blessed us
with !!
😊
Salway
Maha
& Heidi
Dec. 2021

**WDALA's Officers/Executive
Committee and Board of Directors**



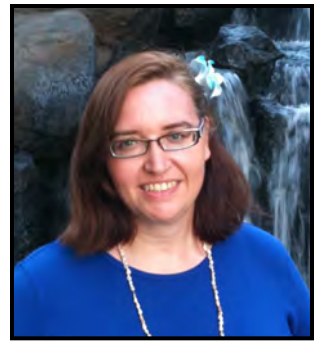
President
Alice Johnson, ACP



First Vice President
& Region I Director
Holly A. Radke, ACP



Second Vice
President
Kathy Johnson, CP



Secretary
Charlene Smith,
ACP



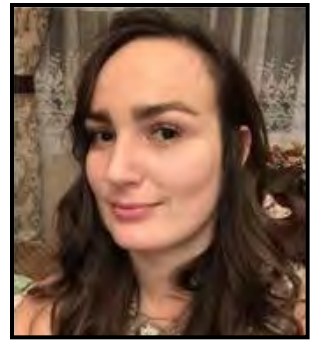
Treasurer
Anna Heinen



Parliamentarian
Tammy Berger



NALA Liaison
ReBecka Wohl, ACP



Region I Director
Anna Oleksik, CP



Region II Director
Andrea Johnson



Region II Director
Afton Basden, CP



Region III Director
Ashley Miller, CP



Region IV Director
Josie Schaefer



WDALA Committees

Education

Holly Radke, ACP (Chair); Anna Oleksik, CP; Afton Basden, CP; Andrea Johnson; Ashley Miller, CP; Josie Schaefer; ReBecka Wohl, ACP; Anna Heinen; and Alice Johnson, ACP

Membership

Kathy Johnson, CP (Chair); Holly Radke, ACP; Anna Oleksik, CP; Afton Basden, CP; Andrea Johnson; Ashley Miller, CP; and Josie Schaefer

Finance/Budget

Anna Heinen (Chair)

CLA Chairman

ReBecka Wohl, ACP

Nominations/Elections

Unfilled

Auditing

Becky Kocourek, CP

Legal Assistant Day

Anna Heinen and Ashley Miller, CP

Ethics/Professional Development

Mitzi Sundheim and Becky Hillerud-Johnson

State Bar/NDTLA Liaison

Tammy Berger

Historian

Laurie Guenther, ACP

Student Liaison

Anna Oleksik, CP

Public Relations

Melissa Klimpel, ACP (*Summons* Editor); ReBecka Wohl, ACP (Facebook); Alice Johnson, ACP (Website); Tami Hulm, ACP; Michelle Christie; Laurie Guenther, ACP; Shannon Barth; Candy Schaefer, CP; Andrea Johnson; and Afton Basden, CP



FOLLOW WDALA ON FACEBOOK:

WDALA (Western Dakota
Association of Legal Assistants)

FEBRUARY 2022

| SUN | MON | TUE | WED | THU | FRI | SAT |
|--|--|------------------------------------|---|----------------------------------|--|--|
| | | 1 National Dark Chocolate Day | 2 Groundhog Day | 3 National Carrot Cake Day | 4 National Homemade Soup Day | 5 Lorelee Clay  |
| 6 Time to Talk Day | 7 National Send a Card to a Friend Day | 8 National Kite-Flying Day | 9 National Pizza Day | 10 National Umbrella Day | 11 National Make a Friend Day | 12 Abraham Lincoln's Birthday |
| 13 Super Bowl Sunday  | 14 Valentine's Day  | 15 National Gumdrop Day | 16 Laurie Guenther, ACP  | 17 Random Act of Kindness Day | 18 Noni Geer, CP  | 19 National Chocolate Mint Day |
| 20 National Love Your Pet Day | 21 Presidents' Day | 22 National Walking the Dog Day | 23 National Banana Bread Day | 24 National Tortilla Chip Day | 25 National Chocolate Covered Nut Day | 26 Letter to an Elder Day |
| 27 Holly Radke, ACP  | 28 Floral Design Day | | | | | |

MARCH 2022

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---------------------------------|--------------------------------------|--|------------------------------------|---|---|---|
| | | 1 National Pancake Day | 2 National Banana Cream Pie Day | 3 National I Want You to be Happy Day | 4 National Employee Appreciation Day | 5 Anna Heinen  |
| 6 National Oreo Cookie Day | 7 National Cereal Day | 8 National Organize your Home Office Day | 9 National Get Over it Day | 10 Popcorn Lover's Day | 11 National Oatmeal Nut Waffles Day | 12 National Plant a Flower Day |
| 13 National K9 Veterans Day | 14 National Potato Chip Day | 15 National Shoe the World Day | 16 National Artichoke Day | 17 St. Patrick's Day  | 18 National Sloppy Joe Day | 19 National Corn Dog Day |
| 20 National Day of Happiness | 21 National Common Courtesy Day | 22 As Young as You Feel Day | 23 National Chip and Dip Day | 24 National Cheesesteak Day | 25 Andrea Johnson  | 26 Wear a Hat Day |
| 27 Pretzel Sunday | 28 National Black Forest Cake Day | 29 National Mom and Pop Business Owners Day | 30 Take a Walk in the Park Day | 31 National Crayon Day | | |

APRIL 2022

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|---|--|---|---|---|---|
| | | | | | 1 April Fools' Day | 2 National Peanut Butter and Jelly Day |
| 3 National Find a Rainbow Day | 4 International Carrot Day | 5 National Deep Dish Pizza Day | 6 Day of Hope | 7 Alice Johnson, ACP  | 8 ReBecca Wohl, ACP  | 9 National Unicorn Day |
| 10 National Siblings Day | 11 Afton Basden, CP  | 12 International be Kind to Lawyers Day | 13 Charlene Smith, ACP  | 14 International Moment of Laughter Day | 15 Titanic Remembrance Day | 16 National Eggs Benedict Day |
| 17 Easter  | 18 Shannon Barth  | 19 Wear Pajamas to Work Day | 20 National Cheddar Fries Day | 21 National High Five Day | 22  | 23 National Take a Chance Day |
| 24 National Pet Parents Day | 25 National Hairstylist Appreciation Day | 26 Get Organized Day | 27 Melissa Klimpel, ACP  | 28 Take Our Kids to Work Day | 29 National Arbor Day | 30 National Adopt a Shelter Pet Day |