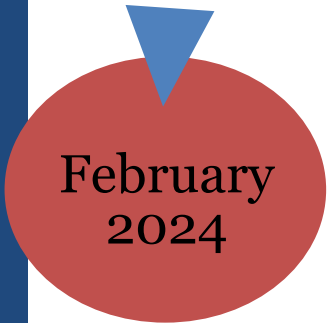




# Summons

## WDALA

An Association for Paralegals/  
Legal Assistants



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## President's Message

By Anna Heinen

Hello Members!

A new year is upon us! A time to reflect on your life's intentions and to adjust where needed to continue on your path for the year. I have a high school graduate this year and my intention is to be actively present daily. I need to slow down our hustle and bustle of everyday life and really soak in all these moments that are happening. I am looking to embrace the present moment gratefully, while simultaneously accepting and appreciating the change that is to come. I hope your journey through this year is intentional and full of gratitude and appreciation.



Please keep an eye out for the upcoming teleseminar in February and information on the Spring Seminar! Also, we have new members, so please reach out to them, invite them to your region events, and make them feel welcome!

As always, please let me know what WDALA can do better for you, its members, and its communities. Also, let me know how I can assist you going forward - specific training sessions, one-on-one discussions, group gatherings, and/or volunteering options; as I am here to help in any way possible. Please reach out!

Thank you for continuing to participate and be involved with this organization! I look forward to seeing WDALA's growth in 2024!



**Save The Dates!**

May 1, 2024

WDALA's Spring Seminar

*Sleep Inn & Suites*

*Minot, ND*

September 9 - 10, 2024

WDALA's Fall Seminar & Annual Meeting

*ND Heritage Center*

*Bismarck, ND*

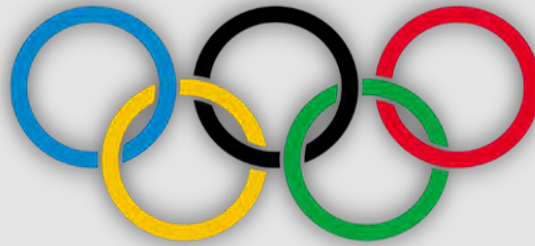
September 9, 2024

WDALA's 40th Anniversary Celebration

*ND Heritage Center*

*Bismarck, ND*

# W DALA SPONSORS



*W DALA gratefully acknowledges the following sponsors  
for their generous support throughout 2024.*

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Bismarck

## **Silver Level**

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Minot

Vinje Law Firm  
Bismarck

# Welcome!

## New WDALA Members!



**Nicki Behm:** I grew up in Freeman, SD. In August 2005, I moved to Bismarck, ND where I fell in love with the state. I am married to Brett, and have 3 stepsons, 2 grandsons, and 1 very large black lab. I work for the Office of Attorney General – Gaming Division and am in the process of completing my paralegal certification. My hobbies include kayaking, hunting, fishing, riding motorcycle with my husband, and a lot of walking and hiking with my dog.

**Bethany Unruh:** After graduating from Bismarck High School, I moved to the Twin Cities. While there, I was in a horrific car accident which led me on a journey to learn more about the law. In 2002, I received my bachelor's degree in Criminal Justice and in Legal Studies, with a Paralegal Certificate, from Hamline University, St. Paul, Minnesota. I have worked as a Paralegal for attorneys in the Twin Cities and Santa Anna, California. For over 10 years, I have worked for Attorney Michael J.B. Schaff in Bismarck, with a focus on Estate Planning and Probate. I homeschool my two boys and help out with Sunday School. In addition, our family is involved with Civil Air Patrol, an auxiliary of the U.S. Air Force, where I am the Bismarck Composite Squadron Commander.



# Member Spotlight

## Tera Skaar

### How long have you been a member of WDALA?

I just joined again in 2023, but was a member a few years ago also.

### What do you like most about being a member of WDALA?

I like the variety of continuing education and opportunities to hear input from other Legal Assistants.



### What company do you work for?

Mountrail County State's Attorney's Office.

### Why did you choose to pursue a career in the legal field?

At the time I chose this field, it was considered one of the "fastest growing" professions. That intrigued me, and I thought it sounded like job security.

### What career advice do you live by? Who gave it to you?

Be dependable. It is important to be someone that your employer and co-workers can count on. My dad taught me this.

### What do you love most about your job?

Working in criminal law, I love that things are always interesting and you really never know what the day is going to entail.

**What is the best concert you ever attended?**

It would have to be ZZ Top.

**What is on your bucket list?**

To finish renovating a second home we purchased that needs serious updates.

**If your pet could talk, what do you think they might say about you?**

That I'm her favorite person in the whole world of course.

**Describe what a perfect day outside of work would look like for you?**

To relax on a beach with a good book and a bottle of wine.

**What type of books/movies do you enjoy?**

I'm a bit of a crime documentary junkie.

**If you could pick up a new skill in an instant what would it be?**

Carpentry. I would love to be able to do home improvements myself.



# Member Spotlight

## Afton Basden, ACP

**How long have you been a member of WDALA?**

Since 2002 – almost 22 years!

**What do you like most about being a member of WDALA?**

It’s hard to pick just one thing, but the biggest impact on my life is the networking. My current position came as a result of my membership in WDALA and I’ve been in it for over 15 years now.



**What company do you work for?**

Legacy Design Strategies

**Why did you choose to pursue a career in the legal field?**

I like to say it chose me. When I went back to college in 1999, I knew I wanted to pursue a two-year degree at that time, and I couldn’t make up my mind. I said a prayer and put my finger down on the sheet that listed about 100 different options and my finger landed on “Paralegal Studies.” I tried it and really liked it!

**What do you love most about your job?**

I am now specialized in doing mostly trust administrations and probate, which was always some of my favorite work, and the company I work for is good to its employees and the boss in my office is a total gem. I am not micro-managed and for the most part I get to direct my day how it works best for me.

**What is one professional success story that you’re proud of?**

Deciding NOT to take a couple of job offers that came my way! One of those came at a time when I was very unhappy with my position, but not taking those jobs led me to Howard & Associates, and now to Legacy Design Strategies, and I’m happy where I am.

**What experiences and past roles have led you to where you are today?**

My college experience at the University of Alaska Anchorage (UAA), followed by working in a few law firms that did work I learned I do NOT enjoy (juvenile crime, DUI's and divorces, collections law, etc.). Also, the university instructors at my paralegal program highly recommended paralegal associations and invited speakers in from the local association who really made an impression on me. As a student, I was invited to attend a few of the association meetings. I moved from Alaska to North Dakota soon after I graduated from the program and was immediately introduced to WDALA by Mary Sue Knutson. All of my jobs since then have come as a result of my involvement with WDALA.

WDALA also funded several trips to NALA Conventions for me. Not only did I get to know some really amazing members of NALA and WDALA, but it confirmed for me that this is the career I wanted to be in and gave me a desire to serve WDALA in various ways.

**Describe what a perfect day outside of work would look like for you?**

A day spent with a friend, sunshine and mid-70's (or maybe 80's on a beach!), massages and pedicures, and lots of laughing.



**What is the last TV show you binged watched?**

“Call the Midwife.” I’m up to season 4 of 12.

**What is on your bucket list?**

Mostly travel. I hope to do some RV traveling to all the big National parks and would love to do some cruises involving Australia, New Zealand, Tahiti, etc.

**What has been your most meaningful accomplishment so far?**

Motherhood. It continues to be the challenge of my life, but also my most important accomplishment.

**What is the best concert you ever attended?**

Jimmy Buffet and the Eagles in Minneapolis, 2018.



**Have you ever met a celebrity?**

My husband and I met actor Leslie Nielsen when he was dining at the next table over in Anchorage, Alaska (he was in town performing “Clarence Darrow”). I have also worked closely with an astronaut from one of the Apollo missions on a probate of his mother’s estate – I only met him via telephone, though.

**Which celebrity would you like to meet?**

Dolly Parton. I don’t listen to her music that much, but she seems like a truly kind, intelligent and humble person despite all her wealth and fame, and she always seems to have a positive attitude.

**What’s the best vacation you’ve ever been on and why?**

In 2018, my dad and his wife took my sister and me on a trip to Hawaii and paid all travel expenses. No kids, no husbands, just my dad, his wife, my sister, and me. We went to Maui, Kauai and Oahu. On Kauai, we were in a cottage RIGHT on the beach, on a fairly secluded navy installation, near the Napali Coast. At night, we’d go and lie on the beach in the dark and look at the stars, and we were literally the only ones on the beach. It was a once-in-a-lifetime experience, and the memories are even more special now since my dad passed away in 2021. What a gift to be given!



**What is a dream that you want to make come true one day?**

My husband and I have dreams of becoming full-time RVers and snowbirds.

**What is something that you are proud of about yourself?**

I get up at 5am most days and go to a 6am swimming class at the Y. I am not at all a morning person, but I’ve been going for almost two years now. Going to that class does a lot of good things for me even if it hasn’t made me thin.

**If you could switch lives with any one person for one day, who would you choose and why?**

Faith Hill. Because then I’d be rich, fit, and married to Tim McGraw for a day!

# Human Trafficking: A Crime that Impacts Us All

*By Stacy Schaffer*

The topic of human trafficking is one that we hear about more and more. Essentially, human trafficking involves the use of force, fraud, or coercion to obtain some type of labor or commercial sex act. Every year, millions of men, women, and children are trafficked worldwide. Many people in North Dakota do not believe this crime exists in our state. As much as I would like that to be the case, it simply is not. As stated by a partner of ours with Homeland Security, “Traffickers like to work underground. They don’t necessarily want to work in big cities. They are drawn to small towns...because they feel like they won’t get caught. So areas that have a lot of agricultural farming, areas that don’t have a lot of law enforcement on patrol...those are areas that are also breeding grounds. Traffickers know that and they want to do some of their work there.” North Dakota has a fairly sparse population per square mile, and it is geographically large which makes it more difficult to patrol. North Dakota also borders three other large states as well as two Canadian provinces which makes it easy to move people from place-to-place, and even out of the country. But most of all, sex and labor trafficking exist in our region because there is demand. Taken together, these reasons contribute to growing rates of human trafficking in the state of North Dakota over the past couple of years. In this article, I will be highlighting the work that 31:8 Project does to address the crime of human trafficking in the state.

I started my work in the anti-human trafficking movement in 2006. In graduate school I was exposed to basic information about human trafficking, and although I was interested in the topic, it was also abstract to me at the time. Yearning to find a way to help and learn more about this subject, I traveled to Guatemala. It was here that I would deal with my first case of human trafficking. It involved an 8-year-old girl named Anna who was taken from a playground to a brothel where she was repeatedly sexually abused by buyers, the customers who purchase others for sex acts. The agency I was working with had received a tip about this brothel and we were able to intervene and provide Anna with services. Many people may see this story as a tragedy, but to me it was and has always been a story of success as Anna survived to share her story. Fast forward to 2015, I started a non-profit called 31:8 Project in honor of Anna. The name of the organization comes from Proverbs 31:8, “Speak up for those who cannot speak for themselves.” 31:8 Project’s office is located in Bismarck, but we do work statewide. Currently, we are in the process of launching a satellite office in Dickinson. As an organization, 31:8 Project has four areas of focus which include the following.

1. Our first area of programming is education. 31:8 Project develops and delivers specialized education, seminars, and trainings to educate and raise awareness about human trafficking, sexual exploitation and social media safety to people of all ages and occupations. We also host an annual Bakken Human Trafficking Summit geared toward social workers, law enforcement, medical professionals, and other service providers. This year's summit will be in Minot, May 21<sup>st</sup> – 22<sup>nd</sup>.
2. Our second program, Bravery Backpacks, enables law enforcement, medical personnel, and social workers to give comfort backpacks for children and youth who are either a victim of a crime or removed from unsafe environments and put into shelters or foster care. We fill the backpacks with immediate needs including hygiene products and comfort items such as a blanket and stuffed animal. Over 300 backpacks were distributed in 2022. In 2023, that number was closer to 700.
3. Our third program is the Human Trafficking Survivor Mentorship Program. Currently 31:8 Project works with over 25 survivors of sex and labor trafficking. This program provides them with comprehensive services enabling them to move beyond the traumas caused by their trafficking and achieve individual life goals. In addition to many individualized services, we have a support group that meets bi-weekly. The road from trafficking is long and complicated but the Mentorship Program, with its emphasis on setting personal goals, assists survivors in their quest for a better life.
4. Our last area of programming is the Demand Reduction Program, often referred to in the vernacular as "John School." Funding for this program came about during the 2015 North Dakota Legislative Session. It can be found in the North Dakota Century Code 12.1-29-07. In partnership with the North Dakota Attorney General's Office, 31:8 Project develops and provides a sentencing diversion program for individuals who solicit others for sex acts over the age of 18. Courts can sentence offenders to take this 8-10 hour long class which is offered quarterly.

As the crime of human trafficking continues to grow in the state, so does the work we do. Currently we are seeing an increase in familial trafficking, where a child or vulnerable adult is trafficked, most often for sex, by a family member. We are also finding that social media and the internet in general are causing increased internet crimes

**31:8**  
**PROJECT**

against children and youth to occur. In fact, national statistics show 3 out of 4 victims of human trafficking and sexual exploitation are recruited online with the average age being between 12-14, and unfortunately, North Dakota figures reflect these national averages. The work around human trafficking is challenging, especially the human toll of this crime and the frustration that results from difficulties prosecuting these cases. In fact, out of the 25 survivors we are currently working with, less than 5 have had successful cases where their trafficker was prosecuted. Human trafficking is a crime and a violation of human rights, but barriers to prosecution of trafficking cases are myriad. Most victims of human trafficking suffer trauma—emotional, physical, and psychological issues that make them unwilling or unable to testify. Many have faced threats and beatings from their traffickers, and they fear retribution if they participate in court proceedings, especially if there is no conviction. Also, many victims of human trafficking are fearful of and mistrust law enforcement and courts. Another factor contributing to low prosecutions of traffickers are that most cases require that numerous state, local, and federal agencies work together, and this can be difficult to navigate. In addition, laws associated with human trafficking are relatively new and so there is lack of precedent in case law. Taken together, all these factors make for difficulty in prosecuting traffickers.

However, prosecution of traffickers is not impossible, and I would like to highlight one success story, a survivor that works closely with 31:8 Project. I have permission from this survivor to share part of her story.

All her life Piper has had an appreciation for art and beauty. She grew up in Newport, Oregon. Her childhood was challenging after her mom developed a drug problem and Piper and her brother were removed from her custody. Ultimately her stepdad adopted her and her brother. He gained full custody providing love and stability while her mom succumbed to addiction. Years later, after receiving her cosmetology license, Piper became involved with more of a party crowd—it was mostly alcohol, recreational drugs, and late hours. One night, Piper was sexually assaulted. Once at the emergency room, the doctor discovered a date rape drug in her system. Piper was traumatized by this, and it led her to many dark places. She became open to experimenting with heroin hoping to escape the trauma she had experienced. This need for escape soon developed into a heroin addiction.

Knowing she was lost and moving on a dangerous path, Piper reached out to her mom who invited her to Tioga, North Dakota, where she was living. Piper decided to relocate to leave her old friends behind and get a new start. This was during the first years of the Bakken oil boom. It was in Tioga where Piper would meet Larry who was from Atlanta, Georgia. Unbeknownst to Piper, he ran a sex trafficking ring out of hotels in Williston. At one point, he was running his operation out of the *entire* third floor of a hotel. However, when Piper first met Larry, she had no idea of any of this. She thought he was a drug dealer. She had not escaped her drug addiction with her move to North Dakota, and Larry would front her drugs. Larry’s business model was that Piper was supposed



to sell the drugs and she would get a cut, either some portion of the sales or a cut of the drugs. Over time, as her addiction got worse, Piper would often keep a larger portion of the merchandise for herself. Larry knew this and let her get more and more into debt. At the same time, he expressed interest in dating her and was also very nice to her. Piper came to learn he was what is called a “Romeo Pimp,” a loverboy who sought to romance potential victims. He strung her along a little longer, then he announced he would no longer front her for heroin.

In serious debt and out of heroin, Piper became dope sick, in withdrawal. Larry took her to one of his hotel rooms and had one of his other victims explain to Piper that she could repay Larry through having sex with men for money. In return, Piper could pay off her debt to Larry and she would be paid with heroin. Becoming increasingly sicker, Piper agreed. Piper, along with five other women, were trafficked out of the Williston hotel. This went on for months until Piper witnessed Larry severely beat and threaten a teenage girl, also one of his trafficking victims. Shaken up by this brutality, Piper confided in one of her steady customers, and he agreed to help her escape Larry. Piper landed back in Tioga working in the bar and still needing heroin. Even though she tried to reduce her heroin habit she resumed her side job of dealing drugs. She eventually was arrested and spent six months in Williams County jail and then was sent to Dakota Women’s Correctional Rehab Center in New England. She ended up being one of the first women released on early parole when the covid pandemic started in March 2020. Prison forced her to get clean and gave her a structured environment.

In prison, she learned from an agent with Homeland Security and a victim advocate with the Bureau of Criminal Investigation that she was a victim of human trafficking and that they had been watching Larry for years. Piper, along with several other victims in this case, drafted testimony to help prosecute her trafficker. After five years of going through the court process, Larry was found guilty of human trafficking and sentenced to twenty years in prison.

Piper’s road to recovery has been rocky but she continues to push forward. She is making a positive difference in her community but most especially she is experiencing success on her own journey. Her words express it best, “I do want my story to have a strong ending, you know? Because there’s a lot of stuff that I’m not proud of about my life, but I feel like I faced it, and I keep moving on.”

It is because of Piper and others like her that the 31:8 Project is committed to the work that we do. It is my hope as you read this you can better understand the complexities surrounding human trafficking and also realize that anyone can become a victim of human trafficking. 31:8 Project recently collected and published the stories of six individuals who have been victims of human trafficking in order to humanize this crime and to remove some of the stigma and shame that victims often feel. Piper’s is one of these stories.

I encourage you to visit our website, [318project.org](http://318project.org) to learn more or reach out anytime with questions you might have. Our organization is here to educate and provide support in any way that we can when it comes to this crime. And remember, it only takes ONE VOICE to recognize and prevent human trafficking.



*Stacy Schaffer is the Founder and Executive Director of 31:8 Project, an organization that works to prevent and raise awareness on human trafficking. She has based her work in advocacy on the ideal that no one person can do everything, but everyone can do something. Stacy is the coordinator for the Demand Reduction Program and an adjunct professor at the University of Mary in Bismarck, ND. She graduated with a Master's Degree in Public Administration from Hamline University in St. Paul, MN. Prior, she received her Bachelor's Degree in Social Behavioral Sciences from the University of Mary. Stacy currently serves as a board member of the North Dakota Association of Nonprofit Organizations, committee member of the North Dakota Child Sexual Abuse Prevention Task Force and member of the Farwest Rotary Club. Stacy often credits her motivation, work ethic, and determination from growing up on a farm near a rural town in North Dakota.*

# Someone You Should Know . . .

## Candy Schafer, CLA

### What are your job duties?

I wear a couple of hats in my job: Jury Administrator and Courtroom Deputy for the Magistrate Judge. As Jury Administrator, the short answer is I summon and qualify people for jury service in the Federal Court. That involves a variety of tasks that range from creating a Master Wheel of randomly selected people from the list of actual voters following each presidential election; determining the number of jurors needed for each 4 month term of service; mailing and reviewing qualification questionnaires to determine if individuals meet the statutory requirements to qualify as a juror; coordinating with the judge's chambers and with counsel to determine if there are changes in the trial schedule and to determine the number of jurors needed for trial jury selection; conducting orientation when jurors report; ensuring that jurors are comfortable and informed throughout their service, providing treats and other amenities during trial; preparing jury vouchers for payment of attendance fees and reimbursement of expenses. There are a lot of "behind the scenes" responsibilities that include working with outside vendors for printing, change of address updates, mailing services and parking needs; and updating the juror information packet for jurors in an effort to answer as many FAQs as possible. As Courtroom Deputy, I am responsible for recording hearings that are conducted before the Magistrate Judge, and for creating and filing brief minutes of the hearings.



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

While living in Minneapolis following my first year of college, I applied for a legal secretary position in a downtown Minneapolis law firm and was hired. As it turned out, within months of my start date, every other support staff member left the law firm and I was the "senior" staff person. Looking back, I probably should have questioned why everyone left but I did not and I loved the daily challenges in that position. When my mom was diagnosed with a brain tumor in 1978, I moved back home to North Dakota and was hired as a legal secretary for Leonard H. Bucklin at the Zuger & Bucklin Law Firm in 1979. Leonard referred to me as his legal assistant and gave me the opportunity to perform both secretarial and paralegal duties. It was 7 years of on-the-job training at its finest. My friend, Vicki Kunz, ACP, told me about the Jury Administrator position. She encouraged me to apply and, as they say, the rest is history.

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

Advising the Court as soon as possible if there will not be a need for a jury trial is extremely helpful. With that information we can notify jurors in a timely manner that they will not need to report for jury service and the Court can schedule other matters.

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

I wanted to be an elementary teacher. I love kids but I know, without a doubt, that being in a classroom with them all day would not have been a good fit – for me or for them! While I am not an elementary teacher, I do have the opportunity to help people understand how the jury system in the Federal Court works. I have also had numerous opportunities to be a presenter at jury conferences and continuing education seminars which, I guess, could be viewed as “teaching”. I like to think of it as exchanging information and sharing ideas. Little known fact: my “secret self” wanted to be a singer in a band!

**What is a typical day like at your job?**

As is true with most of us in the legal field there is no “typical” day. In my Jury World cases settle, parties move for a continuance, defendants enter into a plea agreement and trials are canceled. Jurors become ill, have family emergencies, or simply forget that they are scheduled to report for jury service! In my Courtroom Deputy World the hearings calendar can be clear at the start of the day and by the end of the day we will have held 10-12 hearings. Flexibility and the ability to think on your feet are necessary qualities for jury administrators and courtroom deputies.

**What is the best/worst part of your job?**

The people are the best and the worst part of my job. Let me explain. There are a lot of people in this world who are simply unable to follow instructions! We mail thousands of questionnaires with accompanying information stating “All requests for excuse must be in writing. Do not call the Court to request an excuse from jury service”. Guess how many people call the Court to request an excuse – a lot! Without fail, there is always that handful of people who are “too busy” and “too important” to serve as jurors. They are the Worst. The Best are the people who are so excited, saying they have always wanted to be on jury duty. The people who are so nervous but feel the pride of fulfilling their civic duty by reporting for jury service. The people who are disappointed that they were not selected. The people who say “that was so interesting, everyone should have this opportunity”.





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

I can think of a couple misconceptions. One, that the Federal Court will never consider or grant a request to be excused from jury service – we will. Two, that a summons for jury service in the Federal District Court trumps a summons from the State District Court – it does not. We let the juror decide if they want to serve in the State Court or in the Federal Court.

**Do you have any mentors in your professional life?**

I am blessed with many mentors. My fellow jury administrators across the country are a great source of knowledge and support. Lisa Erickson, the jury deputy clerk in our Fargo office is amazing. Her attention to detail and her enthusiastic positive attitude is inspiring. The WDA-LA Ladies are great mentors. I have learned so much just by being around these confident, caring, capable women. They provide guidance, motivation, role modeling and emotional support not only in my professional life but in my personal life as well.

**If you did not work in this industry, what field would you pursue?**

Frankly, I find it difficult to imagine doing anything else. I have truly enjoyed being a part of the legal community in North Dakota for the past 45 years. It has been my privilege to serve as the Jury Administrator in the U.S. District Court since March 6, 1986. During that time I have had the honor and distinction of working with 8 judges, more than half of the Article III Judges appointed to the bench in this District since 1890 when the first judgeship was created. I have had the privilege of working with a third of the Magistrate Judges appointed since that time and with more outstanding attorneys & paralegals than I can name. I can honestly say it has been a long and satisfying career.

**Do you have any favorite quotes?**

I do. I love simple but powerful quotes.

“When the World says Give up, Hope Whispers Try One More Time” (Unknown)

“Be especially kind to everyone you meet because you have no idea what may be happening in their lives”. There is some dispute about who this quote should be attributed to but I heard it from my little sister.

Go Confidently in the Direction of Your Dreams – Live the Life You Imagined. (Thoreau)

**What piece of advice would you give to yourself at the beginning of your career?**

Don’t fear change - embrace it! Ask for help. Even though you can do it all yourself, you don’t have to.

**If you could choose to do anything for a day, what would it be?**

If I could do anything for a day, I would spend it with my Mom and Dad. My Mom died in 2005, at the age of 70, having lived with a slow-growing, non-cancerous brain tumor for 28 years. My Dad cared for Mom in their home in Flasher for all those many years. My Dad died on July 1<sup>st</sup> last year, just two months shy of his 94<sup>th</sup> birthday. What a gift it would be to spend a day with the two of them - together again!

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

Jury, but I might need more than 30 minutes!

**What tips or advice would you give someone starting a new job?**

Don't be afraid to ask questions. When someone says "this may be a stupid question but..." this is my response: there is no such thing as a stupid question. If you don't know, it just means it's something that is not in your wheelhouse. Chances are you are not the only one who has the question. Be the one who has the courage to ask.

**What is the best place you ever traveled to?**

My most interesting trip to date was a trip to Europe in 2000 to visit the gravesite of my Dad's brother. Uncle Leo was killed in the D-Day Invasion at Normandy, France and is laid to rest in the American Cemetery there. Three generations of Uncle Leo's family (sisters, brothers, nieces, nephews and great nieces and nephews) gathered at his grave - his brothers and sisters to say good bye and all of us to say to thank you.

I am looking forward to what I believe will be an amazing trip to South Korea in May of 2024. My dad was a decorated Korean War veteran who was awarded the Bronze Star and a Purple Heart with two Oak Leaf Clusters (signifying the 3 times he was wounded in combat). My brother, who is retired Army and served for 20 years as a Korean linguist, is planning a trip that will trace Dad's 6 month journey in Korea in 1951. We will walk the hills that Dad walked and view the battle site where he got hit with "the million dollar wound" that would send him home.



**Describe an experience that has had a lasting impact on you.**

Before my dad came to live with me in November of 2018, I had lived by myself for more than 40 years. It was a pretty big adjustment for both Dad and I. But we found our way and pretty quickly settled into a routine. He was a loving, fun, smart man. There was a lot of laughter and a lot of company because kids, grandkids and great grandkids always wanted to spend time with Dad, Grandpa and Gampa. The house has been so quiet since Dad died on July 1<sup>st</sup> last year. Adjusting to him not being here now is far more difficult than I ever could have imagined. I am comforted by the fact that I was able to help him fulfill his wish to live with family and I am so grateful for that very special time we had together. It truly was an honor and a privilege to have my Dad live with me.

*Candy Schafer serves as the Jury Administrator and Courtroom Deputy to the Magistrate Judge in the U.S. District Court for the District of North Dakota, a position she has held since 1986. Candy holds a B.S. degree in Management, and a Masters degree in Public Administration. She maintained her legal assistant certification for 35 years.*

# Using Social Media to Research Venires and Monitor Jurors

*By Professor Blake A. Klinkner*

Can paralegals use social media to research potential jurors, or monitor juror social media for improprieties during trial? I am frequently asked these questions when I deliver CLEs and speak at continuing education events. The answer here is “yes,” paralegals may assist their legal teams by researching venire members for disqualifying issues, and they may also utilize social media to monitor the accounts of jurors to detect any misconduct that should be brought to the court’s attention during trial, such as postings about the ongoing trial and deliberations. Indeed, caselaw developed over the last 15 years has established that attorneys have a *duty* to research venire members and impaneled jurors through social media for disqualifying factors and improprieties and to bring such to the court’s attention as soon as possible – and certainly before the conclusion of trial. Paralegals can assist their attorneys with this important duty.

In one of the earliest cases to address researching prospective jurors online during voir dire, *Carino v. Muenzen*, the appellate court held that it was unreasonable for the trial court to preclude a party from researching the venire online simply because the opposing party did not plan on engaging in online research.<sup>1</sup> In *Carino*, defense counsel objected to plaintiff’s counsel researching the venire online during voir dire, because defense counsel was not also prepared with a laptop to simultaneously research the prospective jury online.<sup>2</sup> The trial court instructed plaintiff’s counsel to cease his researching of the venire because it was not “fair” that defense counsel did not bring a laptop into court to also research the venire, even though both parties had the same access to the internet from inside the courtroom.<sup>3</sup> The appellate court disagreed with the trial court, concluding that the judge acted unreasonably in ordering plaintiff’s counsel to cease his venire research.<sup>4</sup> Here, the appellate court explained “[t]hat [plaintiff’s counsel] had the foresight to bring his laptop computer to court, and defense counsel did not, simply cannot serve as a basis for judicial intervention in the name of ‘fairness’ or maintaining ‘a level playing field.’ The ‘playing field’ was, in fact, already ‘level’ because internet access was open to both counsel, even if only one of them chose to utilize it.”<sup>5</sup> Accordingly, *Carino* provided authority early in the rise of social media that parties may search through the social media of potential jurors to conduct research and assist in voir dire.

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<sup>1</sup> *Carino v. Muenzen*, No. A-5491-08T1, 2010 WL 3448071, at \*10 (N.J. Super. Ct. App. Div. Aug. 30, 2010).

<sup>2</sup> *Id.* at \*4.

<sup>3</sup> *See id.*

<sup>4</sup> *Id.* at \*10.

<sup>5</sup> *Id.*

In another case decided the same year as *Carino*, the Supreme Court of Missouri instructed attorneys that they should research venire members online as early as possible to detect potential issues with prospective jurors.<sup>6</sup> In *Johnson v. McCullough*, the Supreme Court of Missouri affirmed a trial court’s granting of a new trial after counsel discovered post-trial that a juror engaged in misconduct by not truthfully responding to questions during voir dire; counsel discovered the juror’s deceit after trial, when counsel researched the juror online.<sup>7</sup> In affirming, the court advised that “in light of advances in technology allowing greater access to information that can inform a trial court about the past litigation history of venire members, it is appropriate to place a greater burden on the parties to bring such matters to the court’s attention at an earlier stage. Litigants should not be allowed to wait until a verdict has been rendered to perform [an online] search for jurors’ prior litigation history when, in many instances, the search also could have been done in the final stages of jury selection or after the jury was selected but prior to the jury being impaneled.”<sup>8</sup> Accordingly,



the court instructed that “[l]itigants should endeavor to prevent retrials by completing an early investigation” online, and “to preserve the issue of a juror’s nondisclosure, a party must use reasonable efforts to examine the litigation history on[line] of those jurors selected but not impaneled and present to the trial court any relevant information prior to trial.”<sup>9</sup> *Johnson v. McCullough* therefore provided early support for the position that parties not only have a *right* to engage in online research of venire members, but that they also have a *duty* to engage in online research of prospective jurors.

Recent caselaw has confirmed that parties should engage in early social media research of venire members, and that parties should bring concerns about potential jurors to the court’s attention in the early stages of trial; if a party waits until after trial to engage in social media research into jurors and thereafter discovers juror misconduct, there is a strong possibility that the party will be unsuccessful in using this recently-detected misconduct to challenge the result of the earlier trial. For example, in *United States v. Stone*, the defendant sought a new trial when, two months after his conviction, he first engaged in social media research of a juror and discovered social media postings which he believed revealed bias and misconduct on the part of the juror at the time of trial.<sup>10</sup> The court denied the motion for a new trial, concluding that the defendant could not seek relief after he waited too long – two months in particular – before ever engaging in

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<sup>6</sup> See *Johnson v. McCullough*, 306 S.W.3d 551, 558-59 (Mo. 2010).

<sup>7</sup> *Id.* at 555.

<sup>8</sup> *Id.* at 558-59.

<sup>9</sup> *Id.* at 559.

<sup>10</sup> See 613 F. Supp. 3d 1, 3-5 (D.D.C. 2020).

any social media research into the juror.<sup>11</sup> Here, the court explained that “to the extent one could consider any of the social media posts to be inconsistent with the juror’s questionnaire, they do not warrant a new trial because they do not meet the legal test for something that has been ‘newly discovered.’ The information in the motion could have easily been found with the exercise of due diligence...by using the same search engines that quickly brought the public social media posts to light the day.”<sup>12</sup> The court concluded that the “evidence the defense claims was critical was never ‘concealed’ – it was a few clicks of a mouse away.”<sup>13</sup>

As evidenced by these cases, parties have an ability and a duty to research venire members and jurors before and during trial. Accordingly, one important way that paralegals may assist attorneys is with conducting social media research into venire members and jurors to uncover any disqualifying conduct that would make it improper for a venire member to be impaneled or for an impaneled juror to continue serving on the jury. Paralegals should have laptops with them during voir dire, and they should utilize courthouse internet to research prospective jurors during voir dire. Paralegals should also use social media to actively monitor the accounts of jurors to detect any inappropriate conduct, such as jurors posting about cases during trial.

Of course, parties and their representatives should not communicate with jurors via social media as part of their research and monitoring. Additionally, social media research should not include sending “friend” requests or similar interactions with the accounts of jurors. Lastly, research and monitoring should be conducted anonymously and not in a way which will allow the social media platform to reveal or indicate to the juror that they are being researched and monitored, such as through “friend suggestion” features on social media platforms which recommend connections between a user and those who have visited the user’s page.

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<sup>11</sup> See *id.* at 8-9.

<sup>12</sup> *Id.* at 8.

<sup>13</sup> *Id.*

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# The History of Collaborative Divorce Practice in North Dakota and Top Reasons to Utilize the Process

*By Alisha Ankers, Family Law Attorney and ChatGPT*

When I was asked to write an article about the Collaborative Divorce Process in North Dakota, I immediately broke into a sweat. Writing is not my favorite part of practicing law – arguing is. Alternatively, my favorite part is advocating, as arguing takes considerably more energy. Since the ask was made by a member of my extended family, from a legal perspective, I dared not decline the invitation. Besides, I feel strongly that the Collaborative Divorce process is one of the best processes in our State for parents to resolve their differences at the end of their marriage without having a complete stranger (aka a Judge) make decisions for them. So, if you keep reading, you will not be able to avoid the sales pitch.

I could not help but employ the assistance of ChatGPT in this article. Please know that the ideas are mine, but using artificial intelligence to write this article significantly reduced the time I may typically take to put words into sentences and sentences into paragraphs. After this experience, I may learn to like writing after all.

My intention with this article is to make an introduction to the Collaborative Process, and I hope that you will read more. North Dakota Collaborative Group has a website with information about our North Dakota practice group, the process, and who to contact. <https://nddivorce.com/>

## History of Collaborative Practice in North Dakota

The formation of Collaborative Practice for Divorce in North Dakota signified a transformative approach to resolving marital disputes outside the adversarial confines of the traditional court system. Spearheaded by a community of legal professionals, mental health specialists, and financial experts, this practice emphasizes a cooperative and solution-oriented method for couples seeking separation. Initiated through the collaborative process, where both parties commit to negotiation over litigation, North Dakota’s Collaborative Practice for Divorce brings together a dedicated team, including specialized attorneys trained in collaborative law, financial neutrals, and mental health professionals, tailored to address the multifaceted aspects of divorce. By prioritizing open communication, transparency, and the well-being of all involved, this practice aims to empower divorcing couples to navigate their separation with dignity, respect, and the creation of sustainable, mutually beneficial agreements tailored to their unique circumstances.

The Collaborative Practice was born in the Twin Cities, Minnesota, and fathered by an attorney named Stu Webb in 1990. It has spread throughout the United States and is gaining popularity among parents, family law attorneys, and Judges. In North Dakota, the Collaborative Process became a recognized and legitimate alternative resolution practice for divorces in 2016, when Rule 8.10 of the North Dakota Rules of Court was enacted.

## What is Collaborative Practice

Collaborative divorce in North Dakota is akin to a facilitated negotiation process, where divorcing couples, supported by specialized professionals such as attorneys, financial experts, and mental health practitioners, engage in cooperative problem-solving to reach a mutually acceptable settlement. It is a non-adversarial approach that emphasizes open communication and joint decision-making. Conversely, litigation involves each party advocating for their interests in court, leaving decisions to a judge, and relying on legal procedures to resolve conflicts. Collaborative divorce focuses on direct discussions, transparency, and tailored solutions, aiming to avoid the contentious nature and formalities of courtroom proceedings while empowering couples to shape their own agreements. The Collaborative process is considered one form of Alternative Dispute Resolution.

Instead of hearings or trials, the participants engage in a series of meetings to discuss the issues present in their case, including residential responsibility of children, child support, income tax matters, and property distribution, to name a few. The meetings are usually led by a person called a Divorce Coach, who is usually a mental health-trained professional who will set an agenda for each meeting and work to conduct the meeting in a businesslike fashion. Meetings are usually a couple of hours at a time, and the agenda is followed absolutely to avoid ambush to either parent. There is always room for the parents to add items to the agenda in any giving meeting, but it must be done by mutual agreement.



## The Alternative Dispute Resolution Continuum

There are a number of types of Alternative Dispute Resolution processes recognized in North Dakota. Mediation and arbitration are codified in the Century Code, but there are more.

- 1. Negotiation:** This involves direct discussions between parties to reach a settlement. It is flexible, private, and allows for creative solutions without involving third parties. However, power imbalances can affect outcomes.
- 2. Mediation:** A neutral mediator facilitates discussions, assisting parties in finding common ground. It is voluntary, confidential, and empowers parties to control the outcome. However, it relies on the parties' willingness to compromise.
- 3. Arbitration:** An arbitrator acts as a private judge, making a binding decision after hearing both sides. It is more formal than mediation, allows for tailored procedures, and provides a final resolution. However, limited opportunities for appeal might limit satisfaction.

4. **Collaborative Law:** This involves lawyers and other professionals assisting parties in reaching a mutually beneficial settlement. It is cooperative, emphasizes problem-solving, and maintains privacy. However, if the process fails, parties will need new legal representation for litigation.
5. **Litigation:** This is the traditional court-based method involving legal representation, formal procedures, and a judge’s decision. It provides a structured process but can be time-consuming, expensive, and adversarial, potentially damaging relationships.

Each technique has its strengths and weaknesses, and choosing the most suitable one often depends on the complexity of the case, the parties’ willingness to collaborate, and the desired level of control and finality. The Collaborative Process is not a good fit for every case, for example, domestic violence or severe mental illness.

### 10 Reasons why Collaborative Process is better than Litigation:

1. **Maintaining Control:** In collaborative law, couples actively participate in decision-making, ensuring that both parties’ concerns are addressed equitably, which can lead to more satisfactory outcomes. This process empowers individuals to voice their needs and preferences without the imposition of a judge’s decision, fostering a sense of ownership over the final agreements.
2. **Reduced Conflict:** By engaging in open discussions and negotiations facilitated by legal professionals, collaborative divorces promote mutual understanding and compromise, mitigating the emotional toll often associated with court battles. This emphasis on constructive dialogue and problem-solving helps preserve amicable relations, which can be particularly beneficial for co-parenting arrangements post-divorce.
3. **Confidentiality:** The confidentiality of collaborative proceedings encourages candid discussions, allowing both parties to share sensitive information without fear of public exposure. This confidentiality fosters an environment of trust, facilitating more honest and comprehensive discussions about finances, children’s needs, and other pertinent issues, leading to more tailored and practical solutions.
4. **Efficiency:** Collaborative divorces typically progress more efficiently as both parties commit to resolving issues without the delays associated with courtroom proceedings. With fewer procedural hurdles, couples can focus on reaching mutually agreeable solutions promptly, expediting the overall divorce process and minimizing stress.
5. **Cost-Effectiveness:** By avoiding lengthy court battles and multiple hearings, collaborative divorces tend to be more cost-effective. This approach minimizes expenses related to court fees, attorney time spent on litigation procedures, and other associated costs, allowing couples to allocate resources toward building their post-divorce lives rather than protracted legal proceedings. The parties are often responsible for gathering and organizing their financial information, which is a significant cost savings.



6. **Customized Solutions:** The collaborative process encourages tailored solutions that address the unique circumstances of the divorcing couple and their family. By prioritizing individualized agreements over one-size-fits-all court decisions, couples can create arrangements that better suit their specific needs, enhancing the likelihood of long-term satisfaction with the divorce settlement. The paradigm shift to make Collaborative Divorce effective is that the law provides the bare minimum for parents. In this process, they can customize a solution that more accurately fits their family's needs, even post-divorce.
7. **Preserving Relationships:** By prioritizing respectful communication and cooperation, collaborative divorces contribute to maintaining or even improving relationships between divorcing parties. This can be especially crucial when children are involved, as it supports a healthier co-parenting dynamic and reduces the emotional impact on the family unit.
8. **Child-Centered Approach:** Through collaborative negotiations, parents can craft custody and visitation arrangements that directly address the best interests of their children. This child-centered approach allows for more nuanced and flexible parenting plans that consider the unique needs and preferences of the children involved.
9. **Flexible Scheduling:** Collaborative processes allow for scheduling meetings and negotiations at mutually convenient times, accommodating the parties' work and personal commitments. This flexibility fosters a less rushed and more considerate atmosphere for discussions, promoting thorough exploration of options and decisions. It is the practice of many of the North Dakota Collaborative Practice Groups to provide refreshments and snacks during a meeting. Hospitality is key to building transparency and trust for the parents. NO hearing in this state has commenced with soda and chocolate chip cookies!
10. **Post-Divorce Relationships:** By fostering a more amicable atmosphere during the divorce process, collaborative law often lays a foundation for healthier post-divorce relationships. This can significantly benefit both parties in the long run, especially when ongoing communication or cooperation is necessary, such as in co-parenting arrangements or financial matters. This idea is duplicated from item number 7 above, but since ChatGPT wrote it, it can stay here as an example of why proofreading is essential with artificial intelligence.



## The Collaborative Process and How it Works

The Collaborative Process does not begin with the service of the Summons and Complaint like a traditional divorce process. In North Dakota, service can be delayed, or if the case has already been served and the parents agree to move into the Collaborative Process instead of litigation, an administrative hold can be stipulated and filed with the Court. The following are the basic steps most Collaborative Process divorces take.

### **1. Initial Consultation and Agreement to Collaborate:**

- Both spouses and their respective collaborative lawyers meet to discuss the process, expectations, and commitment to reaching a settlement outside of court.
- The parties sign a participation agreement outlining the commitment to the collaborative process, including the disqualification provision—wherein the lawyers agree to withdraw if the case proceeds to litigation.

### **2. Formation of Collaborative Team:**

- Alongside the lawyers, the team may include financial neutrals (like accountants), mental health professionals (such as divorce coaches or child specialists), and other experts, depending on the specific needs of the case.
- The collaborative team is assembled based on the unique circumstances of the divorce, ensuring that all aspects, including legal, emotional, and financial, are addressed comprehensively.

### **3. Exchange of Information:**

- Both parties provide complete and transparent financial information, including assets, liabilities, income, and expenses.
- This step ensures that all relevant data is shared openly, promoting trust and facilitating informed decision-making during negotiations.

### **4. Negotiation and Problem-Solving:**

- The collaborative team engages in joint meetings where both parties, their lawyers, and other professionals discuss issues and work together to find solutions.
- The focus is on reaching mutually acceptable agreements regarding property division, child custody and support, spousal support, and any other pertinent issues.

### **5. Consultation with Neutral Professionals:**

- Neutral professionals (such as financial experts or child specialists) provide guidance and expertise to assist in making informed decisions, especially when complex financial or emotional considerations are involved.



6. **Drafting and Finalizing the Settlement Agreement:**

- Once agreements are reached on all issues, the lawyers collaborate in drafting a comprehensive settlement agreement that reflects the terms and decisions made during the process.
- Both parties review the agreement thoroughly, ensuring that it accurately captures their intentions and addresses all agreed-upon terms.

7. **Court Approval and Conclusion:**

- The finalized settlement agreement is presented to the court for approval, making the agreed-upon terms legally binding.
- Upon court approval, the collaborative divorce process concludes, and the parties can move forward with the terms outlined in the settlement agreement.

This process prioritizes open communication, problem-solving, and a cooperative approach, aiming to minimize conflict and create sustainable agreements tailored to the unique needs of the divorcing couple and their family. That was all ChatGPT again, and it is an accurate reflection of the process. Although it seems linear, there are times when the participants jump back and forth between stages, as the situation warrants. One of the profound benefits of the Collaborative Process is that the parents get the time they need to be ready, emotionally and otherwise, to be divorced.

Collaborative divorce in North Dakota is not a one-size-fits-all solution. While it emphasizes cooperation and problem-solving, it may not suit every situation due to various factors. For instance, if there is a history of extreme conflict or a significant power imbalance between the parties, collaborative practice might not effectively address these dynamics. Additionally, cases involving urgent or complex legal issues may require court intervention. Moreover, if one or both parties are not willing to openly communicate or commit to the process, collaborative divorce may not yield satisfactory results. In certain cases where safety concerns exist, such as domestic violence, the structured environment of a courtroom might be more appropriate for ensuring protection and fairness. Hence, collaborative divorce, while beneficial for many, may not be suitable for all divorcing couples due to specific circumstances or the willingness of the parties involved.

Thank you again, ChatGPT, for that conclusion. It is accurate, and I would have written all of that myself, given enough time and consideration.

*Alisha Ankers has been a practicing attorney since 1992 in Fargo and Wishek, North Dakota. In addition to providing collaborative and mediation services for family law cases, she represents clients in custody matters, child support, divorce, paternal rights, adoptions and guardianships. She also conducts custody investigations and provides guardian ad litem services. She has experience in juvenile court and complex family law matters. Ms. Ankers is a member of the Cass County Bar, Clay County Bar, State Bar Associations of North Dakota and Minnesota. She has been named a Great Plains Super Lawyer since 2011. In 2015 she became certified as a Family Law Specialist by the National Board of Trial Advocacy. Ms. Ankers earned her B.A. degree from Hamline University (1989) and her J.D. degree from the University of North Dakota School of Law (1992).*



# Legal Assistants and Paralegals are a Vital Part of Keeping Legal Services in Rural Areas

*By Attorney Chris J. Nyhus*

Ten years ago, I left a good position at a larger law firm in Bismarck for what probably appeared to my colleagues to be no good reason. I received an offer to become a partner in that firm, which was a goal I'd worked toward for the past five years. Deciding to leave this respected firm where I worked on matters I enjoyed was the most difficult career decision I'd faced. I was comfortable in this larger firm. It felt safe, and I learned how to practice law the right way from experienced attorneys. I appreciate what they taught me.

The reason I was at this crossroads was because I couldn't shake an idea that came to me in law school one evening while I was avoiding studying for a final exam. I figured it was possible to meld an urban and rural practice by having a main office in a larger city, where it's easier to find additional attorneys and staff to help with the workload, and then open a branch office in my hometown of Harvey, ND. I'd sketched out this idea in a notebook in the basement of our small rental house in Saint Paul, MN, a mile away from Hamline Law School in the spring of 2005. I tucked that notebook away, but the idea followed me over the years. I can't honestly say that it was always my intended path, but the opportunity to pursue it arose frequently enough in my career that I had to see if it would work. The idea of serving the community where I grew up was a bit nostalgic and romantic. My wife and I were open to the possibility of moving to my hometown to raise our children, so we started looking for a house there.

At the time, my wife and I had two young children and she was a self-employed CPA with a growing tax and accounting practice. Still, there was no immediate safety net for our family if my plan did not work. The idea of starting my own law office was both exhilarating and scary. The decision to leave the larger firm required faith that God would provide a path for us, even though we couldn't see exactly where it led.

Spoiler alert – I didn't move home. Admittedly, I'm not a true "rural" practitioner. I was a bit bashful when asked to write this article about what it is like to be an attorney with a rural practice because I still live in Bismarck and have no plans to move. Most workdays my old red pickup sits in a parking ramp and I ride an elevator to my second-floor office. I'm sure life would be just as fulfilling if I had moved home, but I didn't. However, the hometown law office did come to fruition after a true rural practitioner, Mr. Ted Seibel, decided to retire. By then I was a few years into establishing my solo office. He and I tried to see if we could merge our offices, but we never worked out the logistics. When Mr. Seibel decided to retire, I bought his office building on main street in Harvey and was fortunate to be able to retain his long-time employee, Janice Toso. Her notary stamp already appeared on several hundred wills, and thousands of deeds in Wells, Pierce, and Sheridan counties. She was critical in getting the branch-office off the ground. While I did not acquire any of Mr. Seibel's files or take over his practice, many of his files boomeranged back into my office. When that happened, Janice was familiar with the clients and what was in their files. Since this is a publication for paralegals, I interviewed her about what it's like to live in the rural community she serves.

Janice started working in a law firm in 1986 in Minot after graduation from Minot State University. After working in Towner for a private attorney she and her husband, Todd, moved to Harvey where she began working for Mr. Seibel in 1994. She and Todd raised three sons, along with cattle and crops. She works in my law office four days a week in order to have a little extra time to enjoy their six grandchildren. Todd also works full time at a local bank.

Janice has earned a position of trust in the community. “Being a paralegal in a rural community has its challenges, but the benefits far outweigh them. There are many instances where I have assisted more than one generation of the same family. This personal connection and knowledge of family and their background establishes a deeper trust with the firm’s clients, making them more at ease in stressful situations. For example, probate can be a lengthy and emotional process. It’s an honor to guide them through it, especially when we knew their family member.” People come into the law office wanting to talk specifically to her. They know that Janice and Todd also operate a farm and ranch, which opens opportunities for her to speak into other people’s situations, particularly in farm succession planning. When she’s involved in client estate planning discussions, clients often ask her opinion. She gives her answer, yet always stops short of giving legal advice.



Early in Janice’s career, people outside of work would bluntly ask her about work matters. She had to be very firm so they understood that she didn’t discuss work outside of the office. “Confidentiality in a small community is critical.” Over time, she established this understanding, and eventually, people simply quit asking. “In the end, I think they appreciate that level of confidentiality and professionalism. I maintain that level of confidentiality at home as well. Todd and I simply do not discuss anything from work when we’re at home, even when we know we

are working on the same matter. It was initially hard to compartmentalize my profession with running into clients in the community. Outside of the walls of the office I cannot let on that I know anything about a situation. Within the office, I’m able to treat their matter with an additional level of compassion.” As Janice’s colleague, I can attest that her institutional knowledge of the community is invaluable to our clients.

“Other challenges of practicing in a rural community include not being able to assist someone because of conflicts of interest that arise quickly in a smaller population. We try to work through those by getting informed consent and waivers, but sometimes we simply have to decline, even though we want to help them.”

“Overall, our rural communities are very appreciative of local legal representation and availability. Some people simply are not able to make the trip to a larger city and that face-to-face meeting with a client is crucial. There is a satisfaction in knowing we provide that benefit to the community. Working in a small town brings a unique sense of accomplishment knowing that you can help friends and neighbors through some of the most difficult times in their lives.”

Since opening the branch law office in Harvey, my overall practice has broadened. Along with the litigation and commercial transactions that I work on more frequently in Bismarck, I learned municipal law after becoming the city attorney for several municipalities and political

subdivisions in the central part of the state. I've also learned to love real estate title work, which is much more prevalent in rural practices. One difference I've noticed between the two offices is that clients stop in to chat in the smaller office, where in Bismarck clients are prone to set appointments. That's endearing, because people are simply more connected to each other in the smaller communities, but it does make it more difficult to get the day's work done. A person is more visible in a small town. When I'm in Harvey, clients see my pickup parked on the street and know I'm there, so they stop in. I'm able to blend in better in Bismarck. It's nice to have an equal dose of both situations in my practice.

I've found rural practice to be rewarding, especially having grown up in the community I now serve. It's a privilege to be in a position to help people I've known my whole life, or more accurately, have known me *my* whole life. I've sat across the desk from former schoolmates, teachers, coaches, and community leaders who I'd admired as a kid. Often, I'm told endearing stories of my parents, grandparents, and even great-grandparents. It is humbling to realize how deeply I am tied to my lineage, and I'm thankful for it. I'm also thankful that God led me out of a safe, comfortable larger firm to pursue an idea He put on my heart. He has provided, and the office continues to grow. I also am fortunate to employ another very capable legal assistant in the Harvey office, Jessica Hanson. They work as a team, along with Mariah Leintz, who is based in the Bismarck office. We likely will need to hire another person in Harvey, since both Janice and Jessica are busy all day.



The branch office style of practice is not the best for every community. I maintain that it would be best if each community had one or two attorneys, but that simply is not happening. Branch offices help fill the need. Without access to attorneys in rural offices there is a temptation for people to forego handling their estate plan, or worse, they use un-vetted online forms or self-drafted documents. There is also a temptation to accept coffee shop gossip as the authority for solid legal advice. Without reliable access to counsel in rural North Dakota, snowbirds may get hood-winked when they attend trust seminars at retirement communities in southern states. All of this leads to unintended legal consequences, and the results are sad. In the family law and criminal law areas, which are areas I do not practice, the consequences can be much more dire.

The Rural Attorney Recruitment Program is a legislative attempt to stem the tide of attorneys leaving the rural landscape. It is a well-intentioned cost-sharing program between the state, cities and counties that pay a qualifying attorney nine-thousand dollars a year over five consecutive years to practice in a county with less than sixteen thousand residents, or a city with less than five thousand residents. The program is limited to eight qualifying attorneys. The program is in it's infancy, and I'm not enrolled in it. I hope it works, but I have my doubts that it will significantly move the needle to motivate new attorneys to move into rural practice. The funding is simply inadequate, and it doesn't offer what is truly needed, which is mentorship of younger attorneys with established attorneys. Similarly, the University of North Dakota promotes it's Rural Justice Program which provides a stipend to law students while placing them in summer positions with rural states attorneys, judges, and firms. It has received an award, which UND promotes on it's website. I don't know if it has been successful in having any young attorneys start a firm in a small town.

To truly solve this problem, it takes a young attorney with a desire to hang their own shingle in a small town, preferably near where they grew up, after gaining the confidence and experience they needed to competently do the job. When that happens, they are going to also need to develop a team of legal assistants to carry the load. These incentive programs are fine, but they appear to have been largely ineffective in solving the problem. They have not resulted in droves of young attorneys moving to small towns to open a practice. Twelve years ago, I attended a panel discussion about a similar program at UND, and yet the problem still exists today. I commend them for trying, and encourage them to continue being creative, but these programs are not the solution.

As other rural practitioners leave or retire, there are fewer mentorship opportunities in those areas. Also, if a young attorney is established in a larger city, it's tough to get them to leave, as in my case. I also serve on a state bar association committee that surveys law students about where they want to practice and places them with a mentor in their chosen area, which can lead to long-term employment. Over the years, I can only think of a few law students that wanted to be placed anywhere other than a larger city. Young practitioners perceive larger cities as places with more opportunity, higher pay, and more lateral career mobility. I thought the same thing, yet I've found none of that to be true. Until that perception changes, those who truly care about solving the rural attorney shortage should consider a branch-office model. Any larger firm has the resources to simply pick a rural community to serve. By doing this, my firm has grown, both in Harvey and in Bismarck. We've now hired a third attorney, who will join my law partner, Nathan Stittleberg, driving to Harvey one or two days each month to meet our client's face to face.

There are few barriers to entry, as long as trained staff is available in the branch office. My staff works on all matters, regardless of which office it originates from. We have installed a common internet-based phone system that makes it easy to transfer calls between offices, regardless which phone number is called. It is not only rewarding to open a branch office in a smaller community, but it is possible to do so without any incentive programs. Solving the problem requires established firms in the larger cities being willing to spend enjoyable time in the car to reach out to rural communities, rather than forcing clients to drive to them. It also requires having well-trained paralegals and legal assistants in those communities. I'm fortunate to have a great team of legal assistants serving both locations. I could not operate either office without them.

*In 2014, Chris founded Nyhus Law Firm with the goal of providing high-quality legal services with personal attention to his clients in central and western North Dakota. Currently the firm has a main office in downtown Bismarck, and a staffed branch office in Harvey.*

*Nyhus Law Firm focuses on real estate, corporate, business and commercial law, litigation, estate planning and municipal law. Chris also serves in a fiduciary capacity when businesses fall into receivership and has been appointed to run several businesses over the course of his practice.*

*Chris taught business law at area universities over the past ten years, and has been a member of many professional associations and committees throughout his practice. Recently, he can be found coaching his kids' baseball and softball teams, attending their recitals, and supporting his three growing children as they pursue their own interests. When Chris does get free time, you probably won't be able to find him because he'll be somewhere throughout the northern plains or mountain west fishing, hunting, biking or camping with Michelle, his wife of over twenty years.*



We asked . . . You answered

## Have you set any intentions for 2024? If so, what are they?

- To travel more. It doesn't have to be crazy or expensive, just to get away from the house and our routine for a few days.
- Slow down! I always have so many projects, commitments, and plans. I need to slow down and take time to enjoy each day.
- To remember to always be kind.
- Be kind, patient & forgiving.
- Improve my vocabulary. My newest favorite words include: ameliorate, esoteric, and poppycock!
- Devote more time to exercise so I can feel stronger physically and mentally. Be mindful of the foods I'm eating. Learn to say no more often. Better overall health.
- Yes - try to shed some of the Covid pounds - get to the gym and just eat better overall.
- To spend more time with my family. My kids are growing too fast and I know it will not be long before they leave the nest so I am soaking it all up as much as I can right now.
- Yes, Graduate and get the paralegal certificate.





## How do you cope with the feeling of being overwhelmed with too many tasks at once?

- By putting my tasks in order by priority and then just putting my focus into completing one task at a time.
- I make lists. A list of EVERYTHING to be done; a list of what has to be done by the end of the work week; a list of what has to be done by the end of the day; and, a list of what has to be done right away. When I see everything in front of me it helps me to prioritize and focus on one task at a time.
- I need to write everything down, ideally on small post-its, so I can rip them up and throw them away when I complete a task. My day starts with a desk full of post its and by the end of the day it is...halfway clean.
- I try to prioritize ASAP items or those with close deadlines and after that, figure out what task I can complete the quickest. I find being able to check off an item from my to do list helps with my anxiety.
- Shut my office door and start playing my "Work Sux" playlist and then try to triage my list, determine the biggest fires/the world will end if I don't get it done and work from there.
- I take a break. If I am feeling overwhelmed while at my desk, I will get up, walk around, go outside if I have to, and just breathe. It is amazing how just taking a 2 minute break can help me reset!!!
- I take a deep breath. Make a list of each task from high importance to low importance. Once a task is completed, I cross it off.
- I make a list and start with the least daunting task and take it one step at a time.
- Call my sister!



## What are your best tips for billing?

- I use Toggl Track to help keep my time for case work and projects.
- Do it as you go. Enter your time after every task and before starting a new task. In the past I would get busy and did not record all my time and then the next day would go to enter it and I forget so much. I learned quickly that was a big mistake. I was short changing myself so much!!! Now, I keep an excel spreadsheet open all day and when I start a new project I put in the client's name and start time. I will add the description of what I am doing as I go and then at the end easily calculate the time spent. Then on to the next project and continue the same way. At the end of the day (or if I am in a hurry to leave I will do it right away the next morning), I easily move all my entries into our billing system which takes less than 5 minutes.
- Do it right away! As soon as something is done, bill for it! Or, if you are able, set a billing timer within a client when you start a task so all of your time is billed as you go along.
- I keep my timesheet file open so I have the constant reminder to enter my time whenever I finish a task.
- Start a new timesheet at the beginning of every day and make an entry each time you take action on a case – everything adds up.
- Keep track of your time. An attorney I worked with developed an Excel spreadsheet that calculates time, with drop downs that have the billing codes along with a tab for each day. There are multiple matters so I can track more than one file/project. I then transfer this to our billing system as it is a bear and doesn't always save entries. The Excel spreadsheet is easier to use and once I hit 8 hours for the day, it changes color so I know I have met my billable time for the day.
- Keeping organized and as soon as a task is completed to include completing the time for that task.





# 1st Vice President's Report

*By Melissa Hamilton, ACP*

Happy New Year! I hope this finds you well and ready to learn in the New Year.

WDALA has reestablished the Luncheon Teleseminars and the first one will be held on February 7, 2024 from 12:00 PM to 1:00 PM. The topic will be "Excel in the New Year" - attendees will learn the latest and greatest Excel tips and tricks to help them excel in the New Year. The teleseminar is free for WDALA members – one of the benefits of WDALA membership. The speaker is Mark Klimpel, CPA. Mark has 30 years of experience working in accounting and using Excel.

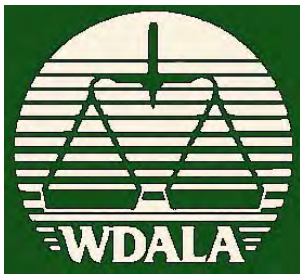
Dates have been set for the 2024 Spring Seminar and the 2024 Fall Seminar and Annual Meeting. Keep an eye on your email for additional details. If you have an idea for a topic or speaker, please feel free to reach out to me or any member of the Education Committee – we are excited for the upcoming year of paralegal education!

- ◆ **May 1, 2024: WDALA's Spring Seminar in Minot**
- ◆ **September 9-10, 2024: WDALA's Fall Seminar & Annual Meeting in Bismarck**
- ◆ **September 9, 2024: WDALA's 40th Anniversary Celebration in Bismarck**

## FOLLOW WDALA:

Facebook: WDALA (Western Dakota Association of Legal Assistants)

Website: [www.wdala.org](http://www.wdala.org)



# Western Dakota Association of Legal Assistants

P.O. Box 371, Bismarck, ND 58502-0371

## Luncheon Teleseminar February 7, 2024 @ 12:00 PM

**Fees:** FREE For Members, and \$10 for Non-members

**Description:** "Excel in the New Year" a WDALA luncheon teleseminar on Excel offering all the best tips and tricks to help you excel in the year ahead. The teleseminar will be presented by Mark Klimpel, CPA.

Mark Klimpel is a native of Minot, North Dakota. He graduated with a bachelor of accounting degree from UND in 1994. Mark is a licensed Certified Public Accountant (CPA). He has 30 years of experience working in accounting and using Excel.



The Webinar will be held via Zoom. The Zoom link will be sent out the week before the seminar to the email address provided on the registration form.

### REGISTRATION

Name: \_\_\_\_\_ WDALA Member: \_\_\_\_\_ Yes \_\_\_\_\_ No

Firm/School/Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

### **\*\*REGISTRATION DEADLINE – January 31, 2024**

This Teleseminar has been approved by NALA for 1.00 CLE Hour (Non-substantive).

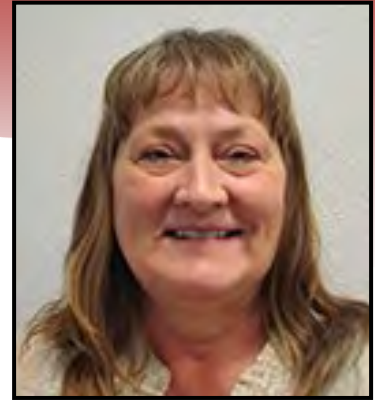
### RETURN REGISTRATION TO:

Ashley Miller, CP – amiller@dicksonlaw.com  
WDALA, P.O. Box 371, Bismarck, ND 58502-0371

If you have any questions about registering, please feel free to contact Ashley Miller.

## 2nd Vice President's Report

*By Kathy Johnson*



As of this date, our membership stands at 40 members: 34 Active, 1 Student and 5 Emeritus. We did gain two new members: Bethany Unruh as an Active Member and Nicki Behm as a Student Member.

If anyone needs to contact me or has any questions regarding membership, you can email me at [kjohnson@ndcourts.gov](mailto:kjohnson@ndcourts.gov).

### **FOLLOW NALA:**

Facebook: NALA - The Paralegal Association

Website: [www.nala.org](http://www.nala.org)



## Treasurer's Report

*By Cassy Clark, CP*

I hope this message finds you well as we enter the new year. As we kick off 2024, I am excited about the opportunities that lie before us and the potential for growth and success that we can achieve as a collective force. Here's to a prosperous and fulfilling year ahead!

The treasurer balance for the Western Dakota Association of Legal Assistants as of January 9, 2024 is \$15,044.65.



# NALA Liaison's Report

*By Ashley Miller, CP*

Happy New Year WDALA! The 2024 NALA Conference is taking place July 11 – 13, 2024 in Louisville, Kentucky at the Louisville Marriott Downtown. I will keep everyone updated as more information is received regarding prices and registration for in-person and virtual attendance.

If you are a NALA member, the \$80 member credit can be used toward any education materials offered by NALA. If you need or are interested in CLE's, please take advantage of this opportunity and check out NALA's webinars, and CLE seminars.

If anyone is interested in becoming a member of NALA or obtaining their CP/ACP credential, please feel free to reach out to me with any questions.

SAVE THE DATE!

2024

Nala **N**

CONFERENCE & EXPO

JULY 11-13  
LOUISVILLE, KY  
OR VIRTUAL

KNOCK YOUR CAREER OUT OF THE PARK WITH **NALA**  
THE PARALEGAL ASSOCIATION

A promotional poster for the 2024 NALA Conference & Expo. The poster features a dark blue background with a white silhouette of a city skyline. The text is primarily in white and orange. At the top, it says "SAVE THE DATE!". Below that, "2024" is written in orange. The main title "Nala N" is in white, with "Nala" in a script font and "N" in a bold, blocky font. Below the title, "CONFERENCE & EXPO" is written in orange on a white banner. The dates and location "JULY 11-13 LOUISVILLE, KY OR VIRTUAL" are in orange. At the bottom, it says "KNOCK YOUR CAREER OUT OF THE PARK WITH NALA" in white, with "NALA" in a large, bold font and "THE PARALEGAL ASSOCIATION" in a smaller font below it. A baseball bat is positioned diagonally across the bottom left.

# Region I Report

*By Holly A. Radke, ACP and Anna Oleksik, CP*

In our efforts to recruit more members, Region I met in January and had a few new faces join us!!!! We chatted about everything that WDALA offers and discussed the recent Fall Seminar. We also discussed the upcoming Spring Seminar and how fun it would be to all carpool and attend. Hoping we didn't scare the new ladies off and they will join WDALA. LOL. We planned our next meeting and hoping to get together every other month. We sure did miss not getting together these last few months. Cannot wait to meet up with these amazing ladies again soon!!!



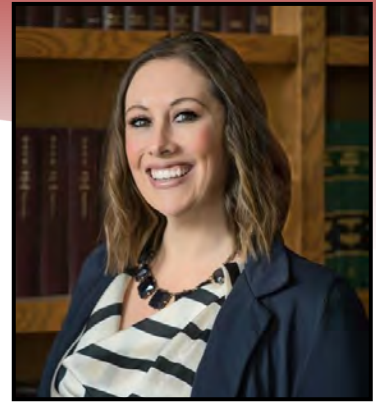
# Region II Report

*By Andrea Johnson*

Region II is hoping to get more active. Be on the lookout for an invite for a Zoom happy hour to get to know your fellow Region members!

# Region III Report

By Trisha Kinnischtzke



Happy New Year!

Region III continues to hold monthly lunch meetings at A&B Pizza South. Monthly meetings are held the second Wednesday of the month over the noon hour. Everyone is encouraged to attend!

The 13<sup>th</sup> annual Drug Court Christmas project continued to be a success again this year. We had a generous amount of donations and were able to provide gifts for three families identified by the Adult Drug Court program. This was my first time helping with this project, so I personally enjoyed shopping and wrapping gifts, baking and packaging cookies, and helping deliver cookies to the Drug Court participants. It was wonderful to see the program in action and apparent the participants were appreciative of our help during the holiday season.

The 10<sup>th</sup> anniversary of the Santa Run took place on December 9, 2023. This year the Santa Run partnered with the Bismarck Cancer Center. WDALA volunteered by helping with the check-in station, same day registration table, reception food and drink area, bag check, and other miscellaneous tasks. It sounded like it was a record-breaking event! Special thank you to Laurie Guenther and Candy Schafer for their help in organizing this event.

If you are looking for more ways to be involved, WDALA has several committees you can join. We would love to see some new faces!

We will continue to meet for lunch the second Wednesday of the month at A&B Pizza South:

- February 14<sup>th</sup>
- March 13<sup>th</sup>
- April 10<sup>th</sup>
- May 8<sup>th</sup>



Region III's monthly luncheon at A&B Pizza South



# Region III Volunteer “Wrap” Up

*By Laurie Guenther, ACP*

Pride. *noun* / a feeling of deep pleasure or satisfaction derived from one's own achievements, **the achievements of those with whom one is closely associated.**

Reflecting on what to write about the 2023 Drug Court project and Santa Run, the feeling of pride kept returning. Proud of the achievements of Region III. Proud to be closely associated with the members of WDALA. So many volunteered to help others where and when they could.

So, what did WDALA do?



## The Santa Run

As you can see by the corresponding pictures, the Bismarck Santa Run marked 10 years of making a positive difference in the lives of those in recovery from addiction. The event was celebrated with fun and festive activities!

On Friday evening, December 8, 2023, Candy Schafer, Big Muddy attorneys, and myself, helped at the pre-race events that included:

- Unveiling of Kris Kringle Jingle Jogger – a giant snow sculpture created by Team North Dakota
- Screening of the documentary film “The Courage to Run with Chip Gaines and Gabe Grunewald” with post-film comments by Dr. Justin Grunewald.
- Beacon of Hope awards given out to Hope Manor, RADD, and The Bismarck Cancer Center
- Reception of hors d’oeuvres by 1603 Main Events

On Saturday, December 9, race day included something for the whole family.

- The Making of a Snow Sculpture lecture with Team North Dakota
- Children’s Story Time with Miss Sparkles
- Santa Run 5K
- Ultra-Cool Mile
- Post-race reception

Stations were staffed by WDALA volunteers making the event a success, including food and drinks, Miss Sparkles, sponsor pick up, packet pick up, information center, and clean up. Candy Schafer and I express our deepest gratitude to the following volunteers for giving up your Saturday morning. We also loved having your families join in.

Cassy Clark	Alice Johnson
Melissa Hamilton	Megan Klym & Family
Anna Heinen & Family	Ashley Miller & Family

### **Drug Court**

WDALA Elves continued their tradition for the 13<sup>th</sup> year partnering with Adult Drug Court. This Christmas we provided gifts and a food basket to three families (3 adults and 5 children). We also provided a Walmart gift card and boxes of homemade cookies to each of the 21 Drug Court participants.

None of this happens without teamwork and support. Everyone’s contribution is valued and keeps our partnership running. A special shout out again this year to the paralegals at Smith Porsborg Law Firm. For the third year, they donated the items that created the beautiful baskets for a silent auction – not once, but twice! That takes teamwork and dedication. It was especially fun that their second auction was timed with our WDALA annual meeting. The auction items were brought to the annual meeting so those attending in person could see the items up for bids. It made for a fun competition with a wonderful response.

Region III had its annual Christmas party on Dec. 13. We wrapped the gifts our three shopper elves bought. We also made up 30 boxes of a variety of homemade cookies baked with love. Elf Anna Heinen ordered, organized, and boxed the food baskets for the three families receiving the baskets.

Thank you to these individuals and law firms for your contributions to the Drug Court project this year:

Cassy Clark	Melissa Klimpel's sister
Justice Daniel J. Crothers	Megan Klym
Dickson Law Office	Tiffany Knopik
Laurie Guenther	Vicki Kunz
Linda Hagen	Justice Lisa Fair McEvers
Melissa Hamilton	Ashley Miller
Tami Hulm	Penny Miller
Anna Heinen	Anna Oleksik
Alice Johnson	Porsborg Smith Law Firm
Judge Carol Kapsner	Candy Schafer
Trisha Kinnischtzke	Wheeler Wolf Law Firm
Melissa Klimpel	ReBecka Wohl

WDALA has raised over \$23,000 for the Drug Court project in past 13 years. The funds have come from WDALA members, our employers, family, and the silent auction. Recently, the funds are coming largely from the silent auction. We are looking for ideas for other ways we can raise funds. If there are any thoughts brewing in the brilliant brains of Region III members, please reach out to Melissa Klimpel or me.

In closing, my personal hope is that your experience volunteering with WDALA left you feeling proud. The ripple effect of what you did helped someone else's journey in life. In giving of ourselves, oftentimes when we don't feel like it, we also learn something about ourselves and grow into better people. May you all have a happy and healthy 2024!

Thank you!

# The Santa Run



Judge Dave Reich and Ann Reich



Candy Schafer and Laurie Guenther



Ashley Miller and Cassy Clark



Alice Johnson



Laurie Guenther and Candy Schafer



The Santa Run



WDALA Volunteers and Family



Snow Sculpture



# Drug Court



# Officers/Executive Committee and Board of Directors



President  
Anna Heinen



1st Vice President  
Melissa Hamilton, ACP



2nd Vice President  
Kathy Johnson, CP



Secretary  
ReBecka Wohl, ACP



Treasurer  
Cassy Clark, CP



NALA Liaison  
Ashley Miller, CP



Parliamentarian &  
Region I Co-Director  
Holly Radke, ACP



Region I Co-Director  
Anna Oleksik, CP



Region II Director  
Andrea Johnson



Region III Director  
Trisha Kinnischtzke

# WDALA's Committees

## Education

Melissa Hamilton, ACP (Chair); Stephanie Howe; Anna Heinen; Ashley Miller, CP; Jen Defoe, ACP; Megan Klym; and Melissa Klimpel, ACP

## Membership

Kathy Johnson, CP (Chair); ReBecka Wohl, ACP; and Andrea Johnson

## Finance/Budget

Cassy Clark, CP (Chair)

## CLA Chairman

Ashley Miller, CP

## Nominations/Elections

Andrea Johnson and Melissa Klimpel, ACP

## Legal Assistant Day

Megan Ontis and Ashley Miller, CP

## Auditing

Holly Radke, ACP

## Ethics/Professional Development

Melissa Hamilton, ACP

## State Bar/NDTLA Liaison

Ashley Miller, CP

## Historian

Laurie Guenther, ACP

## Student Liaison

Ashley Miller, CP

## Public Relations

Melissa Klimpel, ACP (*Summons* Editor); Anna Heinen (Website/Facebook); Tami Hulm, ACP; Laurie Guenther, ACP; Candy Schafer, CLA; Andrea Johnson; and ReBecka Wohl, ACP

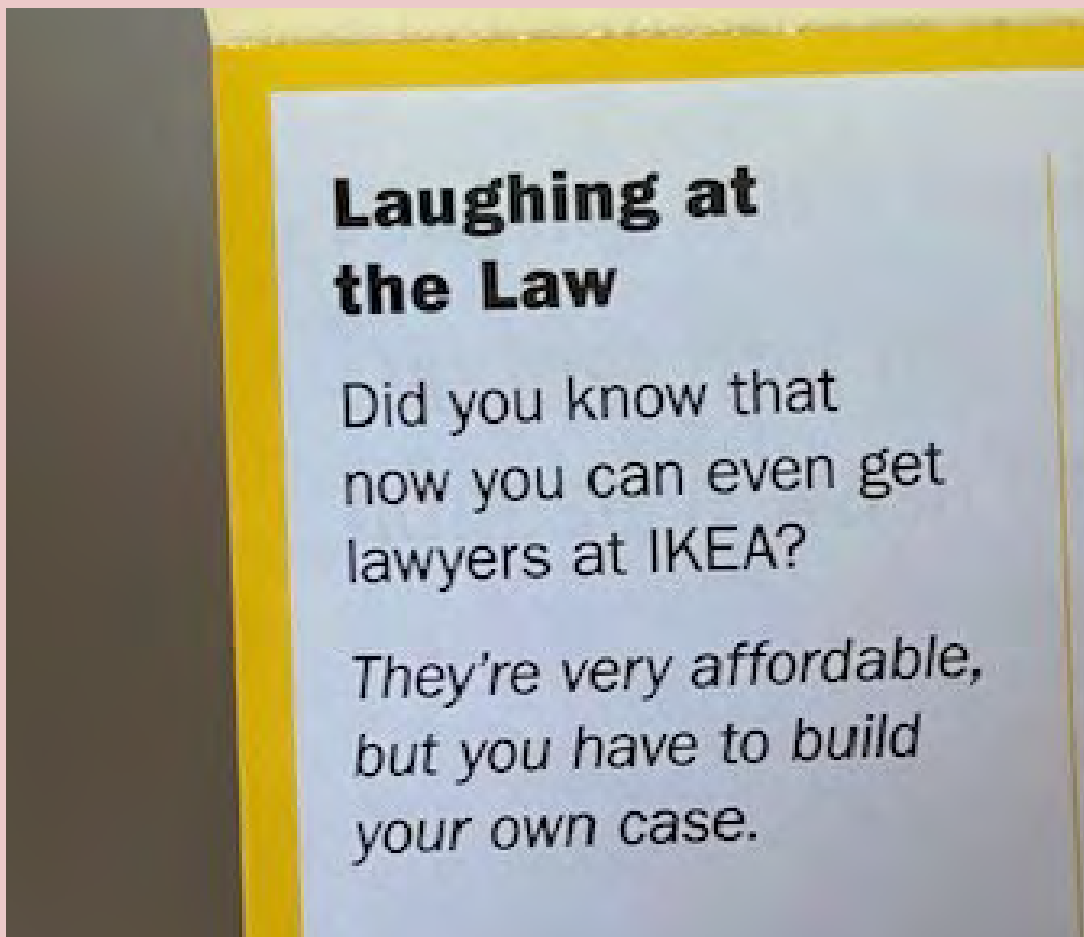
## Sponsorship

Anna Heinen; Kimberly Perkuhn; and Dehan Schwan

## 40th Anniversary

Trisha Kinnischtzke; Candy Schafer, CLA; and ReBecka Wohl, ACP





# February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 WDALA's Luncheon Teleseminar	8	9	10
11	12	13	14 Region III Luncheon at A&B 	15	16 Laurie Guenther 	17
18 Noni Geer 	19	20	21	22	23 Megan Ryan 	24
25	26	27 Holly Radke 	28	29		

# March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Anna Heinen <b>HAPPY BIRTHDAY</b>	6	7	8	9
10 	11	12	13 Region III Luncheon at A&B	14	15	16
17 	18	19 <b>hello SPRING</b>	20	21	22	23
24	25 Andrea Johnson <b>★HAPPY★ BIRTHDAY!</b>	26	27 Nicki Behm 	28	29	30
31 Megan Klym <b>HAPPY BIRTHDAY</b>						

# April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 	2	3	4	5 Angie Dietrich Happy Birthday	6
7 Alice Johnson 	8 ReBecca Wohl 	9	10 Region III Luncheon at A&B	11 Afton Basden 	12	13
14	15	16 Trisha Kinnischtzke 	17	18 Shannon Barth 	19	20
21	22 	23	24	25	26	27 Melissa Klimpel 
28	29	30				