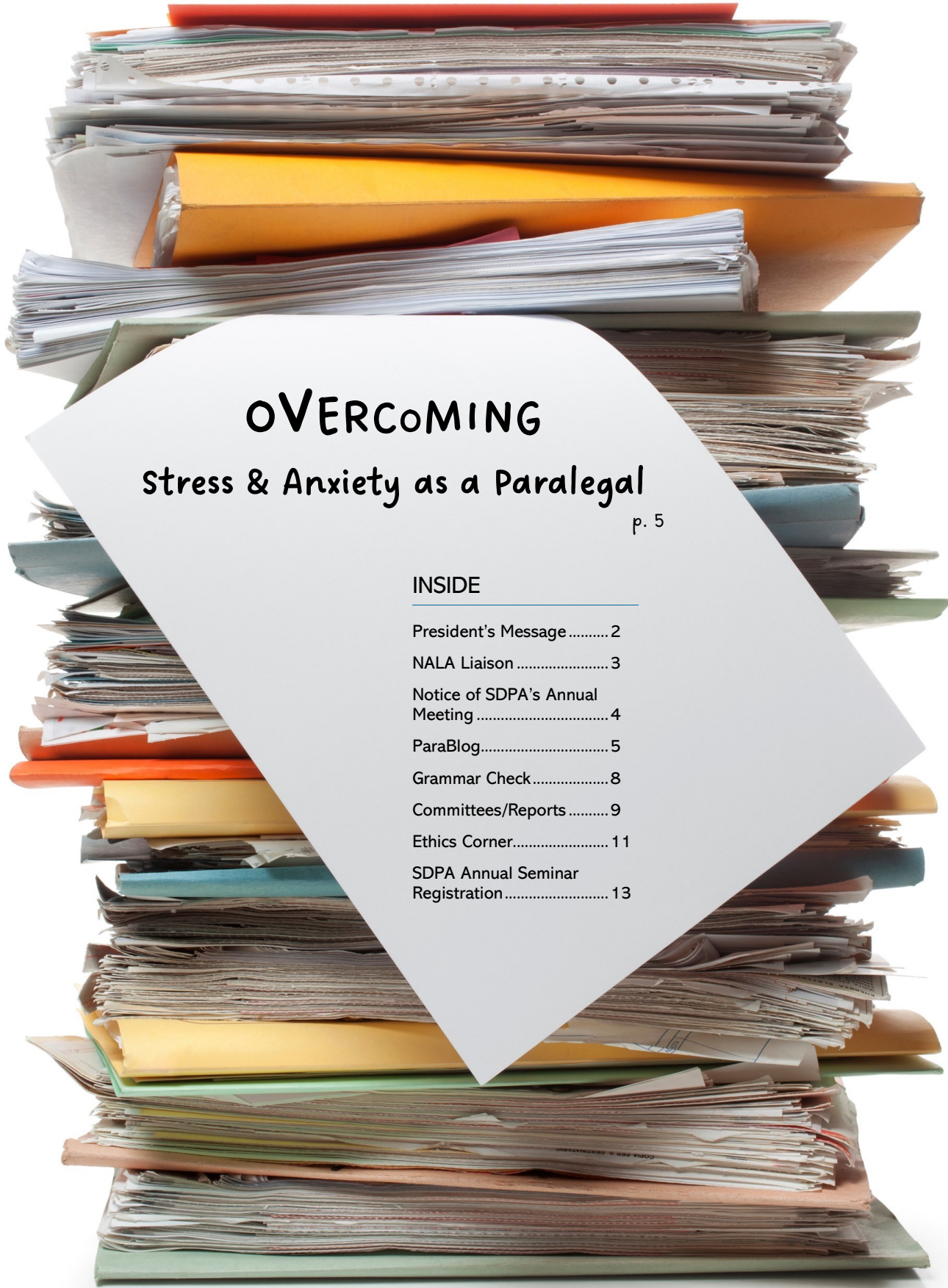




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OVERCOMING Stress & Anxiety as a Paralegal

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President's Message

Jessi Stucke, ACP

Executive Committee

PRESIDENT

Jessi Stucke, ACP,
CEDS

1st VICE PRESIDENT

Sara Shelbourn

2nd VICE PRESIDENT

Autumn Nelson, ACP

NALA LIAISON

Rebecca Goeken

SECRETARY

Michelle Tyndall, ACP

TREASURER

Clara Kiley, CP

I hope this message finds each of you well, and hope you'll enjoy this quarter's edition of the Reporter.

Thanks go to the Newsletter Committee and all of the content contributors for giving of their time and talents! Clara Kiley, our incoming NALA Liaison and I will be bringing copies of the newsletter to offer to our colleagues from around the country during NALA's Convention & Expo in July. This year's conference will be in Louisville, Kentucky. If any of you are planning to attend in person, please let Clara or I know so that we can connect while we're there. Another option that is available to all of you is to attend virtually. NALA has a very affordable rate for online attendees, in fact, if you break down the number of credit hours you can earn, it's less per-hour than attending a regular webinar! NALA always presents a CP study track in addition to the other sessions, and I know several SDPA members have found that helpful as they study to take the CP exam. If you're on the fence about attending, you can go to NALA's website, navigate to the conference page, and download the session agenda to see if there are topics that pertain to work or topics that are of interest to you in general.

Before July comes June, of course, which means it's nearly time for our Annual Seminar & Meeting. We'll be in Pierre this year at the Ramkota Hotel & Convention Center, on Friday, June 14. The Executive Committee will also

be hosting a social on Thursday evening, June 13. I'll email everyone with the details—plans are set. The Education Committee has been working tirelessly to put together a really interesting lineup this year and are continuing to work on all of the other behind-the-scenes work that goes into hosting our seminars – thank you so much for everything you do for SDPA! Regarding the seminar and meeting, I sent out an email last month with the registration form and a link to register on our website if you don't need to register by mail with a check. If you don't have that information, please let me know. In the email I also mentioned that due to unforeseen events, we don't have a hotel room block this year. If you were unable to get a room, we hope you will still attend the seminar virtually. That option has been extremely popular ever since we started offering it. We also record the sessions, so if you aren't able to attend either way, you can check out the recordings from the library.

During the annual meeting, which will be held between the morning sessions and lunch, we will take care of the usual business, address new/old business, welcome the 2024-2025 Executive Committee, and announce our 2023-2024 Member of the Year.

I look forward to seeing you all of you in person on June 13 and 14, otherwise I hope to see you online in the chat on Friday!

"Friends, sun,
sand, and sea,
that sounds like a
summer to me."
~ Unknown

NALA Liaison's Report

Rebecca Goeken



CALENDAR

JUNE

- 6/12 +Generative A.I.—Ethically Navigating this Brave New World
- 6/13 +Tract 1:
 - Civility and Collegiality;
 - Employment Law Potpourri
 - 60 Years of the Civil Rights Act
- 6/13 +Tract 2:
 - Medicaid Benefits & Asset Protection;
 - Guardianship Controversies;
 - Ethics in Trusts & Estate Planning
- 6/13 +Public Sector/Government and Indian Law
- 6/14 SDPA Annual Seminar

+SD State Bar Seminars and/or Webinars

There are many CLE opportunities offered through NALA for members and non-members alike. NALA affiliates also provide affordable CLE events every month. See what is being offered this month by clicking <https://nala.org/education/national-affiliate-cle-sessions-events/>.

Reminder its not too late to register for NALA's 2024 Conference & Expo, to be held in Louisville, Kentucky, July 11-13. The registration link and the list of the offered sessions can be found here. <https://nala.org/registration-rates/>.

NALA offers in-person, virtual, and single-day-pass options for its annual conference, as well as live webinars through its website regularly. For NALA affiliated associations, the nominal fee is \$50 per session or event is waived. Check it out today and see if there is anything you are interested in!

The Knowledge Exam is administered year-round. Candidates must first pass the Knowledge Exam before proceeding to the Skills Exam.

The CP Skills Exam is administered in February, April, July, and October.

SDPA has scholarships available to assist you in becoming certified or obtaining the ACP credential. For more information on each of these topics, as well as a plethora of additional information, log on to your NALA member portal, or reach out to me and I will do my best to answer any questions you may have.

It has been a pleasure serving as NALA Liaison this past year and I welcome Clara Kiley as the incoming liaison.

Sign Up Now!

33 Educational Sessions
Network Opportunities
Vacation Destination





Pursuant to the Bylaws (Article VI, Section 2), notice is hereby given of the South Dakota Paralegal Association’s 2024 Annual Meeting. The meeting will be held on June 14, 2024, commencing at 11:20 a.m. Central, at the Best Western Ramkota Hotel in Pierre, South Dakota. The Annual Meeting will be held in conjunction with our Annual Seminar and will be streamed via GoToMeeting.

The purpose of this meeting is to:

- Welcome the 2024-2025 Executive Committee;
- Hear reports of the 2023 officers and committee chairpersons; and
- Transact such other business that may come before the members.

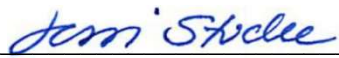
The meeting agenda, reports, and any other materials will be sent via email on or before Thursday, June 13, 2024.

The following officers were elected to the 2024-2025 Executive Committee during the October 13, 2023, Semi-Annual Meeting, and their terms begin immediately following this annual meeting:


- PresidentJessi Stucke, ACP, CEDS
- 1st Vice PresidentSara Shelbourn
- 2nd Vice PresidentAutumn Nelson, ACP
- NALA Liaison.....Clara Kiley, CP
- Treasurer.....Tasha Altmann, ACP
- Secretary.....Jennifer Frederick, CP

The meeting and seminar will also be broadcast live via GoToMeeting for any members who are unable to attend in person or otherwise prefer to attend virtually. Login instructions will be emailed on or before June 13, 2024. If you do not receive instructions by end of the day, please contact Education Committee Co-Chairs Rebecca Goeken (GoekenR@GoosmannLaw.com) and Courtney Vandenberg, CP (Courtney@StrangeLaw.com), or Jessi Stucke, ACP, CEDS at JStucke@rwwsh.com.

Dated this 6th day of May, 2024.



 Jessi N. Stucke, ACP, CEDS
 SDPA President



OVERCOMING Stress & Anxiety as a Paralegal

By Rachael Duke, Nov. 3, 2023

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paralegal-bootcamp.com

Every job has its ups and downs and knowing how to overcome stress is essential. You take the good, you take the bad, and there you have: the facts of life. If you've spent any time as a Paralegal, you know that it can be demanding and challenging, to say the least.

However, you keep doing it for a reason. If you're like me, it's because you love the work and thrive when challenged. One challenge you'll come to face as a Paralegal is dealing with stress, which can trigger anxiety. So, how do you keep doing what you love while simultaneously maintaining your sanity? Below are some things I've found to help.

RULE NO. 1 — Sleep, Sleep, Sleep!

According to the U.S. Department of Health, most people should be getting 7-9 hours of sleep a night. In a perfect world, right? If you're like me, getting adequate sleep can be difficult.

Especially, when you have two young kids at home keeping you up, and waking up, at all hours of the night. I often find it difficult to turn my brain off at night as I seem to run through my to-do tasks as soon as I lay down and shut my eyes. How do you wind down for bed so you can get the rest you need?

One thing you can try is meditation. Don't knock it 'til you try it. There are apps available that can help guide you through meditations ranging from a few minutes to hours.

Helping calm your mind is a skill that can be learned and can be key in overcoming stress and anxiety. Meditation is a great tool that can help you build and stretch that skill. I love the [Let's Meditate app](#).

Another thing you can try if you're into vitamins is Melatonin or Magnesium. Melatonin supplements are not intended to be taken daily, however. If have questions about taking anything, always consult your doctor.

Melatonin is a natural sleep hormone produced by the brain's pineal gland. If you don't want to take a supplement, you can integrate practices into your daily life that assist your body's natural production of melatonin.

Some ways you can boost melatonin naturally are:

- 1. Embrace the darkness.** Turn all the lights off when you go to bed, especially, the TV and your phone. Darkness promotes the pineal gland, which activates melatonin. Your phone and TV are distractions that disrupt your sleep cycle.
- 2. Get a daily dose of vitamin D and exercise.** Take a walk outside. Morning walks in the fresh air do wonders for your soul, in my opinion.
- 3. Meditation.** Yep, you can do meditations for sleep as well to help induce melatonin production.

OVERCOMING Stress & Anxiety as a Paralegal continued from page 5

RULE NO. 2 – Ashwaganda

Say it with me: Ashwaganda. It's a shrub and member of the nightshade family (like tomatoes). [According to Forbes](#), it can be used for overcoming stress and anxiety, lower blood sugar and fat, increase muscle and strength, and sharpens focus and memory, among other things. However, it is not intended to diagnose, treat, or cure any disease and you should always talk to your doctor if you have any questions or concerns.

This little gem was introduced to me by my health guru sister-in-law after complaining about my stresses. God, bless her. I began taking it as a vitamin supplement and found it greatly reduced my feelings of stress and panic. I still have the same amount of stress in my life; however, I don't feel so panicked about it now.

I've found that calming the panicked feeling caused by stress helps keep my anxiety at bay. As I've come to realize, stress is a trigger for anxiety. When my tasks are seemingly never-ending and become overwhelming, I would panic about getting it all done.

That panic would then trigger my anxiety causing more worry, restlessness, irritability, difficulty concentrating and breathing, etc. I soon realized that I could not continue functioning like that. So, I gave Ashwagandha a try and am glad I did! It's not a cure by any means but coupled with general self-care, I've found it can help.

RULE NO. 3 – Self-Care

Self-care – the practice of taking *an active role* in protecting one's own well-being and happiness during periods of stress. What brings one happiness is subjective, of course. Basically, do whatever makes you feel like YOU again.

For me, I love a walk in the sunshine and a good playlist to get my mind right. I also love having a nice, tall glass of pinot grigio at the end of a busy day to unwind. When I have time, I also try to incorporate journaling into my evening routine. I've found that when I'm able to put my thoughts on paper, it gets them out of my mind. Giving myself the time and space to work through things in a reflective manner is peak self-care for me.

Unfortunately, I don't always have the time these days with two young kids at home. But, I make time for myself whenever and however I can. Walking, eating healthy, getting good sleep (see Rule No. 1), sunshine, music, etc.

Being a Paralegal is stressful work. You have to meet deadlines and keep up with busy attorneys and their caseloads. Taking an active role in your own health and well-being is essential to succeeding in this career and overcoming stress and anxiety.



RULE NO. 4 – Use Your PTO!

If you have a heavy case load, it can be hard to find the time to take off; however, that's even more reason why you NEED to take the time off. You're given that paid time off for a reason, so use it!

If you're not lucky enough to be remote or hybrid, request to work from home from time to time, as needed. Sometimes just not having to drive to the office every day does wonders for your overall well-being.

Take the time off, make the reservations, and book the trips. You won't regret making the memories over staying at work. Taking a break could be just what your body needs to recharge and overcome stress.

RULE NO. 5 – Create Boundaries

As a Paralegal, you'll often be everyone's go-to in the office. Let's be honest, some offices wouldn't even be able to run without you. That's great for your job security, but not so great for your mental health and well-being all the time.

It's important that you learn to set boundaries for yourself in the office when necessary. If you're not able to help someone on their case immediately, tell them. Give yourself and others realistic deadlines.

You can do this in a professional manner by stating that you're not able to complete all tasks in a single day and ask for clarity on which tasks are a priority.

Not checking your emails outside of work hours is also a healthy boundary. When I leave the office for the day, I leave it. Not to worry, I know it will all be there waiting for me when I return the next business day. I only have so much of my time and energy to give.

As a Paralegal, my firm and our clients get all my time and energy during work hours. When the clock strikes, my brain turns back into mom mush and I leave all the heavy lifting thinking for the next day.

Being a Paralegal can be stressful work. That's why it's imperative that you take care of yourself in the hours you're not busting your tail succeeding at your job. You can't be your best for everyone else if you're not taking care of yourself first.

Doing what you can to help overcome stress in your life and making your health and well-being a priority, ultimately makes you a better you and better at your job. That's a win for everyone.

Rachael is a Certified Paralegal specializing in medical malpractice defense with 15 years of legal experience. She graduated from Middle Tennessee State University with a bachelor's degree in political science with a concentration in pre-law and a minor in paralegal studies. Aside from her professional career, Rachael is a wife and mother of three, including a 6-year-old girl, 2-year-old boy, and 17 year old step-son. In her free time (if she has any), she enjoys going to concerts, going out on the lake, and kayaking.

COURT OPINION SUMMARIES

~ from the USDLaw List Serve ~

The USDLaw List Serve is designed to facilitate discussion of matters of interest to South Dakota lawyers, law students, judges and others as may be permitted by discretion of the moderator, and is made available through the University of South Dakota (USD). Professor Roger Baron, Professor Emeritus, University of South Dakota School of Law, launched USDLaw in 1997 and continues to serve as operator and moderator. Any views expressed are his personal views which do not reflect the views of USD.

The following are some recent decisions from the SD Supreme Court and 8th Circuit Court of Appeals.

STATE v. OSMAN

2024 S.D. 15—March 14, 2024

Defendant was convicted of offenses related to a vehicle collision with a parked vehicle where the driver fled the scene on foot. Eye witnesses identified Defendant in a “show-up identification” procedure, 20 minutes after the incident, with respect to a suspect the police had apprehended nearby. The trial court sentenced the Defendant to 5 years in prison. This

appeal is primarily focused on the the trial court’s refusal to suppress the “show-up identification” made by the eyewitnesses to the incident. The SD Supreme Court affirmed, while recognizing that, “ [s]how-up identifications are inherently suspect.” This ruling is a 4-1 decision, with the Court’s opinion authored by Justice Kern. Justice Myren dissented, stating that, “There [had been] a substantial likelihood of misidentification because of an impermissibly suggestive identification procedure.”

DID YOU KNOW?

14 Quirky Facts about South Dakota that Sound Made Up, but are 100% Accurate:

1. Clark, South Dakota is home to the world’s famous mashed potato wrestling contest.
2. It’s illegal to ride your horse into a fountain if it’s not wearing pants.
3. To lie down and fall asleep in a cheese factory is against the law.
4. The completion of Mount Rushmore was halted because of a law of funds from WWII.
5. South Dakota was once billed as America’s divorce capital.
6. South Dakota is home to the world’s only corn palace.
7. The highest recorded temperature in South Dakota was a whopping 120°F.
8. In the city of Huron, it is illegal to cause static.
9. Casinos in South Dakota are not allowed to post signs that say “casino” inside of casinos.
10. Attempting to convince a pacifist to abandon his beliefs by threatening to arm wrestle him is against the law.
11. It’s illegal to disturb a mink den.
12. It’s illegal to use a throwing star in Sisseton.
13. South Dakota is where the largest Tyrannosaurus Rex’s skeleton was found.
14. South Dakota has more shoreline than the entire state of Florida.

GRAMMAR CHECK

by Karen J. Armstrong, PP, PLS

CAN

“Can” is used to express physical or mental ability or the capacity to perform a specific action. Here are some examples of how the word “can” should NOT be used:

- **Can I go to the bathroom?** (And this is when the teacher says, “I have no idea—can you?”) (You should use “may” here to request permission.)
- **That can be the best movie I’ve ever seen.** (You should use “may” here to show possibility.)

Here are several examples of how to use the word “can” properly:

- **I can design and sew curtains for your bedroom.** (“Can” expresses physical or mental ability.)
- **He can play any song you want on the piano.** (“Can” denotes the capacity to perform.)

In these examples, the word “can” expresses the ability to do or capacity to perform a certain task or activity.

There are certain writers out there who will tell you that “can” is an acceptable method to ask permission informally, such as: “Can I use your scissors?” However, it is preferred—and more formal and polite—to say: “May I use your scissors?”

MAY

“May” is used to express permission or denote possibility or probability of something occurring or happening.

Here are several examples of how the word “may” should NOT be used in a sentence:

- **I may lift up to 100-pound weights at the gym.** (You should use “can” here to show physical ability.)
- **He may type 90 words per minute.** (You should use “can” here to show capacity to perform.)

In the above sentences, “can” should be used instead of “may” to show ability or capacity to perform a specific action.

Here are some examples of how to use “may” properly in a sentence:

- **The weatherman said there may be a blizzard tomorrow.** (possibility)
- **If you finish your homework, you may go outside and ride your bike.** (permission)

In these examples, the word “may” either expresses permission or conveys possibility or probability of an event or an action.

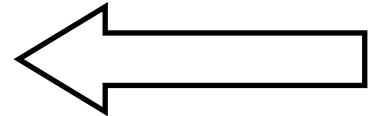
If you have any grammar-related issues you would like addressed, please let me know.

Can vs. May

Two simple little three-letter words. Easy to spell and easy to say. Now let’s learn how to use them correctly in a sentence.

I just learned this concept this past week (or I probably learned it in grade school and promptly forgot it). All I know for sure is that I have likely been using these two simple little words incorrectly for a good share of my life!

Test your skills.



RETIRING SOON?

If, after many years of service to the paralegal community, you are nearing retirement, please remember to submit the CP[®] Retired Form to NALA so you do not lose your hard-earned credential. Your certification status will be updated to “CP[®] Retired,” and you will no longer be required to earn CLE. If you have any questions, please contact us at cle@nala.org.

SDPA Committees & Reports

AUDIT

Chair: Tasha Altmann, ACP
EC Liaison: Sara Shelbourn
Member: Vicki Blake, ACP

ETHICS

Chair: Jennifer Frederick, CP
EC Liaison: Sara Shelbourn
Member: Dixie A. Bader, CP
Rebecca Goeken

LIBRARY

Courtney Vanden Berg, CP

NOMINATIONS & ELECTIONS

Chair: Carrie Reider, CP
EC Liaison: Autumn Nelson, ACP
Members: Vicki Blake, ACP
Rebecca Goeken

CLE LUNCHEON

Chair: Jessi Stucke, ACP, CEDS
Members: Vicki Blake, ACP
Jennifer Frederick, CP
Jessica Huyck, ACP
Rebecca Goeken
Rebekah Mattern

MEMBERSHIP

CoChair: Autumn Nelson, ACP
CoChair: Jessi Stucke, ACP, CEDS
EC Liaison: Sara Shelbourn
Members: Dixie Bader, CP
Rebecca Goeken

EDUCATION

CoChair: Rebecca Goeken
CoChair: Courtney Vanden Berg, CP
EC Liaison: Sara Shelbourn
Members: Stephanie Bentzen
Stephanie Bahr

PUBLIC RELATIONS

Chair: Vicki Blake, ACP
EC Liaison: Shelly Tyndall, ACP
Members: Vacant

JOB BANK

Chair: Laura Stewart
EC Liaison: Autumn Nelson, ACP
Members: Kayne Larimer, ACP
Ashly Luke
Jackie Schad, ACP

NEWSLETTER

CoChair: Jessi Stucke, ACP, CEDS
CoChair: Jennifer Frederick, CP
EC Liaison: Michelle Tyndall, ACP
Members: Karen Armstrong, PP, PLS
Jessica Huyck, ACP

WEBSITE

Chair: Jessica Huyck, ACP
Members: Carrie Reider, CP
Jessi Stucke, ACP, CEDS

AUDIT: I have reviewed the SDPA Savings, and Checking Statements January through March 2024 and Credit Card Statements of February and April 2024 only as those are the only statements I received. Savings: As March 31, 2024, the SDPA Savings account balance is \$xxx. There was an \$xxx increase from the January statement. Checking: As of March 31, 2024, the SDPA Checking account balance is \$xxx. Credit Card: I have not received the January or March credit card statement as of this writing, so this report is only for February and April statements. As of April 26, 2024, the SDPA Credit Card has a credit balance of \$xxx.

EDUCATION: The Education Committee is working to put the final touches on the SDPA's June Annual Meeting and Seminar, which is set to take place at the Ramkota Hotel in Pierre, South Dakota on June 13, 2024. The Committee has been working hard and staying busy putting together a great lineup of speakers. Reminder, you do not have to be a member of the SDPA to attend the seminars so please bring all your paralegal/legal assistant friends with you. Our seminars are not only educational they are a great way to network and meet legal minded individuals from all over the state. We are excited to see everyone there! We are working with the website/social media committee to get a Facebook event posted, which will provide a great platform for updates and information about our seminar, so keep on the lookout. We really enjoy the opportunity to put on these great seminars; however, we cannot do it without the generous help from our sponsors. If you, your firm, or anyone you know would like to sponsor an upcoming seminar please complete a Sponsor Confirmation Form. The form can be found herein or on the SDPA Website. Please keep in mind, the Education Committee always welcomes recommendations on topics, speakers, and ways to improve our educational seminars and ourselves within this amazing career. So, do not hesitate to share your thoughts or ideas with us and we will work on implementing them in our upcoming seminars. Please email any recommendations for upcoming seminars to Rebecca at GoekenR@Goosmannlaw.com and Courtney at Courtney@strangelaw.com. Also, there is a lot of work that goes into planning these events, if you want to help or be a part of the Education Committee, please consider completing the committee preference forms that will be included with the Program at the June seminar. We would love to have you on the Education Committee!

LIBRARY: The library is up to date on all CLE materials including the luncheon CLEs. All CLE materials are ready for anyone looking to stay up on their CLE requirements for NALA. If you or someone you know is in need of CLE credits please keep the library in mind. We have the library catalog available online at <https://www.sdparalegals.com/news-resources>, and all materials can be checked out through the SDPA store making checking materials out easy. If you have any recommendations for additional materials, please let me know. As a reminder, recordings of previous seminars can be checked out by SDPA members for \$45.00 or \$60.00 for nonmembers (pricing includes postage). Let me know what seminars you were not able to attend but would like to view, and I can get the DVDs out to you. The library also has two (2) copies of the NALA Certified Paralegal Exam Fundamentals manual available for members to check out if you are thinking now is the time to get certified. Members are allowed to use the manual for three months to study for the exam after paying a \$100.00 deposit. The manual is an excellent resource for anyone studying for the CP exam. If you have questions or would like to check out any of the library materials, please email Courtney L. Vanden Berg, CP, at courtlyn@hotmail.com or courtney@strangelaw.com.

MEMBERSHIP: As of April 30, 2024, we have 82 members. If you work with or know any paralegals or legal assistants who are interested in joining SDPA, please have them contact Autumn at AutumnN@HalbachLawFirm.com. Also, please remember to update any changes in your employment, home or work contact information and email address so that you receive timely notices, newsletters, and other important emails. All changes can be sent to Autumn. Jessi sent out an email in January regarding pre-planning for membership mixers. We have been hoping to start mixers in towns around the state other than Sioux Falls. We are looking for members who are interested in facilitating a mixer in their community. We are hoping to have one held in two different communities. If you are interested (and if there is anyone who would be interested in doing this with you), you would be responsible for putting together a list of firms/individuals in your area that may be interested in attending (including non-members). The Membership Committee would send invites to everyone on your list and then work with you to make arrangements for a venue and food/beverages. We will also have applications ready - anyone who signs up as a member at the mixer will get \$25 off either their membership application fee or a seminar registration! Please contact Autumn if you're interested!

NEWSLETTER: If possible, please submit your reports for the newsletter via Word. Thanks to everyone who contributes.

SDPA COMMITTEE REPORTS, *continued from page 9.*

NOMINATIONS: If anyone is interested in serving on SDPA's Executive Committee, please contact the Nominations and Elections Committee or someone on the Executive Committee. We are currently accepting nominations for 2nd Vice President, Treasurer, and NALA Liaison.

TREASURER: The SDPA checking account has increased in value since the first of the year due to renewals of 78 new and continuing members, and the savings account is basically unchanged. The credit card was recently used to pay flight and convention registration expenses for the July 2024 NALA convention. Additional income will be received in the weeks before the SDPA annual meeting and seminar set for June 14, 2024, in Pierre. The Education Committee is working hard to put together another great seminar for its members. There will also be expenses related to the seminar that will need to be paid, as well as additional expenses related to NALA convention attendance by the incoming President and NALA Liaison.

Dreamsicle Mandarin Orange Cheesecake Salad

*For those warm summer days, enjoy
a sweet and cold treat!*

~ by Rebecca Goeken

Ingredients:

- 8-ounce cream cheese, softened
- 1 teaspoon vanilla extract
- 3.4-ounce package of instant cheesecake pudding mix, unprepared
- 1/2 cup about 1/3 can frozen orange juice concentrate
- 3 cups heavy whipping cream, divided
- 1/4 cup powdered sugar
- 3 15-ounce cans mandarin oranges, drained
- 2 cups miniature marshmallows



Instructions:

1. In a large mixing bowl, beat softened cream cheese and vanilla extract until fluffy.
2. Add the orange juice concentrate and beat until fully combined.
3. Add the cheesecake pudding mixture and beat until evenly incorporated (mixture will be slightly chunky).
4. With the mixer (or hand beater) running on low speed, slowly drizzle 1 ½ cups of the heavy whipping cream into the cream cheese mixture. Beat well between the addition of small amounts (add only a couple tablespoons at a time).
5. Add powdered sugar to the cheesecake mixture and continue beating until fully combined.
6. In a separate mixing bowl, beat remaining 1 ½ cups of heavy cream until stiff peaks form.
7. Use a spatula to gently fold the whipped cream into the cheesecake mixture until fully incorporated.
8. Add miniature marshmallows and drained mandarin oranges to the cheesecake mixture and fold in gently to combine. (The mandarins break apart easily, so be slow and gentle.)
9. Transfer mixture to a serving bowl, garnish with reserved mandarins and miniature marshmallows and serve immediately.

Job Bank

There are currently 7 openings in the job bank. To see complete descriptions, please go to our website.

Legal Assistant – Sioux Falls

The Redstone Law Firm is hiring a full time legal assistant.

Paralegal – Rapid City

Grey & Eisenbraun Law Firm in Rapid City is hiring a paralegal.

Assistant Trust Officer – Sioux Falls

The South Dakota Trust Company is hiring a full-time assistant trust officer.

Legal Assistant/Paralegal – Rapid City

The Goodsell Oviatt Law Firm in Rapid City is hiring a full-time legal assistant/paralegal for their civil litigation department.

Legal Assistant/Paralegal – Sioux Falls

The Strange, Farrell, Johnson & Brewers firm in Sioux Falls is hiring an experienced full-time legal assistant/paralegal.

Paralegal – DeSmet

Kingsbury County is hiring a paralegal under the supervision of the State's Attorney and Veteran's Service Officer.

Paralegal – Rapid City

Gunderson, Palmer, Nelson & Ashmore in Rapid City is hiring a experienced full-time litigation paralegal.

If you are an employer or know of an employer seeking paralegals and/or legal staff, please contact me.

SDPA Job Bank Members:

Laura Stewart, Chair

✉: lstewart@fullerandwilliamson.com

Kayne Larimer

Ashly Luke

Jackie Schad

Ethics Corner

by Ethics Committee

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CREED OF CIVILITY AND GUIDELINES FOR PROFESSIONALISM

Adopted January 10, 2024 by the South Dakota Board of Bar Commissioners

Preamble

A lawyer should demonstrate civility, personal courtesy, dignity, respect and professional integrity when interacting with the public and participating in the legal system. As we vigorously represent our clients, we must honor our obligations to the administration of justice, resolving disputes in a rational, diplomatic, and efficient manner. We must remain committed to the rule of law as the foundation for a fair and peaceful society.

While our State's Rules of Professional Conduct are instructive, they cannot address all of the various circumstances and conflicts that arise. The following standards are designed as a guide for lawyers and judges when interacting with each other, with litigants and with the public. Lawyers are expected to adhere to these standards as a commitment to justice and the rule of law.

Creed

As lawyers licensed to practice in South Dakota, admitted to the State Bar of South Dakota and/or admitted pro hac vice to appear in a matter before any Court in South Dakota, we will at all times adhere to the following:

1. We will treat participants of the legal system with civility, dignity and courtesy in court, as well as in all communication.
2. We will refrain from using hostile, demeaning or humiliating words in written and oral communications with adversaries.
3. We will continue to prioritize the inclusion and active participation of lawyers (and law students) from all backgrounds, identities and circumstances.
4. We will avoid impermissible *ex parte* communications with the court.
5. We will not intentionally mislead the court in oral or written communications.
6. In court, we will be punctual and prepared. We will not engage in conduct that is disorderly or disruptive and will instruct our clients and witnesses to act accordingly.
7. We will consult with other counsel concerning scheduling and deadlines prior to bringing such issues to the court. We will not unilaterally schedule hearings, depositions or similar matters.
8. We will not assert improper conduct on the part of other counsel without good cause and an adequate factual basis.
9. When agreements are reached, we will adhere to the agreement and accurately and in good faith memorialize the agreement in writing.
10. We will draft orders that accurately and completely reflect the court's ruling.
11. We will not time the filing or service of motions or pleadings with an attempt to limit another party's ability to respond unfairly.
12. We will explain to our clients that cooperation, civility and fair dealing are expected in the legal system.
13. We will advise our clients that we reserve the right to grant accommodations to other counsel in matters not directly affecting the merits of the case or prejudicing their rights.
14. Discovery requests will be drafted without harassment or placing undue burden on the other party. Further, we will instruct our clients that they must fully and honestly respond to discovery requests.
15. When there is a potential for settlement, we will timely confer with our client and other counsel and not purposefully delay negotiations.
16. We will in good faith stipulate to undisputed matters.
17. We will strive to abide by previously scheduled dates for trials, hearings, depositions, meetings and conferences.



Call for Nominations:
MEMBER of the YEAR!

With spring comes the Executive Committee's request for nominations for SDPA's Member of the Year! The Executive Committee will select from your nominations and the winner will be announced during the annual meeting in June. If you would like to nominate someone, please email the Executive Committee their name and why you think they should be named Member of the Year for 2023-2024. Note: Current Executive Committee members are not eligible.

Nominations due by Monday, June 3 by 5 p.m.

DID YOU KNOW?

For South Dakota File & Serve:

Beginning 2/1/24, when submitting new case filing, only add named parties involved. Do not add any unknown party types, such as:

- Any Person in Possession
- Any Other Persons
- Unknown Heirs
- Devises
- Occupants

Android cell phone "Screen Recorder" option:

- Click into the text message and scroll up to the beginning of where you want to start recording the text messages (for example text message 1/1/18).
- Then swipe down from the top of your cell phone screen to see your android options (mine, I have to swipe down from the top of the screen, then swipec to the left once).
- Then look for "Screen Recorder" and push it.
- That should ask if you want to start recording the screen, and ask for your sound option (I choose "Media" or "None")
- Then click "Start Recording"
- It gives a 1, 2, 3 count down then starts.
- Then slowly scroll through the text messages. When you get to the end push the stop button (a square).

Calling all SDPA Members for Executive Committee Nominations:

If anyone is interested in serving on SDPA's Executive Committee, please contact the Nominations and Elections Committee or someone on the Executive Committee.

We are currently accepting nominations for 2nd Vice President, Treasurer, and NALA Liaison.



South Dakota Paralegal Association, Inc.

Founded in 1989

**ANNUAL MEETING & SEMINAR - FRIDAY, JUNE 14, 2024 (7:30 am-4:20 pm CST)
RAMKOTA HOTEL – PIERRE, SOUTH DAKOTA**

<i>Time</i>	<i>Agenda</i>	<i>Speakers</i>
7:30-8:00 AM	Registration & Breakfast	
8:00-9:30 AM	How Does a Prosecutor Determine the Death Penalty and How can a Paralegal Help?	Chief Deputy Attorney General Brent Kempema and Chris Schreiber
9:30-9:40 AM	Break	
9:40-11:10 AM	Medical Malpractice – Intake to Trial	Angela M. Champagne, MnCP, and Carrie Jones, CP of Robins Kaplan
11:10-11:20 AM	Break	
11:20 AM-12:00 PM	SDPA Annual Meeting	SDPA Executive Committee
12:00-1:00 PM	Lunch	
1:00-2:00 PM	Ethics - Practicing Law Without a License and How to Prevent it From Happening	The Honorable M. Bridget Mayer, Circuit Court Judge, 6 th Judicial Circuit
2:00-2:10 PM	Break	
2:10-3:10 PM	Paralegal Tips/Tricks	Jessi Stucke, ACP, CEDS (forum with Attendees/Membership)
3:10-3:20 PM	Break	
3:20-4:20 PM	How to Propose and Submit Changes to Laws and What is the Paralegal's Role?	Greg Sattizahn, Court Administrator, Unified Judicial System
4:20-4:30 PM	Announcements and Adjournment	

REGISTRATION FORM

(Online Registration Available at SDParalegals.com/Store)

Attend: _____ In Person _____ Webinar

Seminar Fee enclosed (includes luncheon): _____ Member \$65 _____ Non-Member \$85 _____ Student \$30

Webinar Fee Enclosed: _____ Member \$65 _____ Non-Member \$85 _____ Student \$30

Name: _____ Designation (CP/ACP/RP/PLS/PP) _____

Firm: _____ Email: _____

Address: _____

Telephone: _____

Thursday Social (location TBD): ___ Yes ___ No ___ Maybe

REGISTRATION DEADLINE: Online: Wednesday, June 12. By mail: Postmark by Friday, June 7. **LATE**

REGISTRATIONS: As of June 10, rates will be \$40 for Students, \$75 for Members, and \$95 for Non-Members.

***REGISTRATION BY MAIL:** Registration forms with check can be mailed to Clara Kiley, SDPA Treasurer at 11158 Valley 1 Road, Belle Fourche, SD 57717, with a copy to the Education Committee Co-Chairs, Rebecca Goeken, via email at GoekenR@Goosmannlaw.com and Courtney Vanden Berg, via email at courtney@strangelaw.com **VIRTUAL**

ATTENDEES: Our seminars are live-streamed through GoToMeeting. The times listed above are CST. We cannot guarantee your experience will be equivalent to attending in person. We will ensure the best online experience possible; however, audio, visual, and other technical difficulties may be outside our control. We highly recommend testing GoToMeeting on your device prior to the seminar. **ROOMS:** Unfortunately, due to low capacity in Pierre this year, the bar association was unable to reserve a block of rooms. **CANCELLATIONS:** SDPA will provide full refunds for registrations cancelled on or before June 13, 2024 (registrations made through the website will be refunded to your card, less the online processing fee (approximately 5%). Contact Rebecca or Courtney via email if you need to cancel your registration. **Continuing legal education credit from NALA has been requested: 5 CLE, including 1 ethics and 1 non-substantive credit.**