

# The NETWORK



## 5 CRITICAL IT TASKS

.....  
**LEGAL  
ADMINISTRATORS  
MUST PERFORM (OR  
CONFIRM)**



p. 10

ALASOFLA Charity  
Golf Tournament



p. 14

Judicial Focus:  
Professionalism & Civility



p. 18

Out and About with ALASOFLA

## THE NETWORK IS PUBLISHED QUARTERLY BY

South Florida Chapter,  
The Association of Legal  
Administrators

EDITOR: Gary Smith  
Richard and Richard, P.A.  
[gsmith@richardandrighard.com](mailto:gsmith@richardandrighard.com)

CREATIVE: Laura Crovo-Lane  
[lcrovo@netgc.com](mailto:lcrovo@netgc.com)

## THE NETWORK

**The Network** is published to provide information for the education and benefit of legal administrators, law office managers, managing partners of law firms and others interested in law firm management. Any article or advertising published here or in any prior issue of this newsletter should not be considered to be an endorsement by the South Florida Chapter of the Association of Legal Administrators of the opinions expressed therein or any products(s) advertised. Contributing writers are asked to disclose interests and affiliations that may influence their writing position so that those facts may be obtained upon request.



## PRESIDENT'S MESSAGE

[JUDITH H. PAWLOSKI, CLM](#)

PETERSON BERNARD

Whether your title is office manager, firm administrator, business director or controller, you are a leader in your law firm. Many of our members serve on our Chapter Board, hold committee positions and some hold positions with ALA National. These roles all require leadership qualities. Soon, our Chapter and its members will have another opportunity to be leaders in our community. Our Diversity and Inclusion Committee, spearheaded by Shundrallah Covington of Murray Law, P.A., and her committee, have undertaken to have our Chapter adopt Miami Carol City Senior High School. Our goal is to provide these young adults an opportunity to learn what legal careers, other than being a lawyer, are available to them and open their eyes to new career choices. We will do this through interactive workshops with the students in cooperation with the Business and Information Technology Department and through internships with law firms and business partners.

With this new opportunity ahead of us as Chapter members and leaders, we should examine our own leadership skills. Are leaders just born that way? Or can leadership qualities be learned and honed as we gain experience?

Below are several key elements of leadership:

**Vision of success:** Steve Jobs had a vision of an easy to use computer that everyone could have in their homes. His vision of success changed our world and how we manage our daily lives, educate and entertain ourselves. Define what success is to you. Picture your success whether in your profession or your life goals. See it. Taste it. Smell it. Then, make it happen!

**Great communication:** This does not mean just you talking or lecturing others. Be a good listener. Listen to those on your team or your committee. Henry Ford went down on the factory floor and he spoke to the workers on the assembly line, getting their feedback on problems they were experiencing and getting their suggestions on improvements to their products.

**Good judgment:** A good leader should possess good judgment. Judgment is rooted in your values and your core principals and beliefs. Be steadfast in the decisions you make, but don't be afraid to change course when necessary. Not everyone is going to like your decisions. Get used to it. No doubt, you are going to make mistakes. That is a certainty. And when it does happen, try not to blame others. Triage the issue, collaborate with your team, figure out how to correct it and move forward. Blaming others delays the time to correct the issue.

**Inspire others:** Everyone cannot be a leader. However, people can be "mini" leaders in their own right. Employees and attorneys in your firm will fill diverse roles. Everyone fills an important role whether they are finders, minders or grinders. Appreciate your team or committee and help each one to fulfill their role. You never know whom you might inspire!

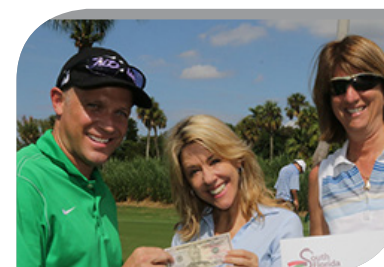
Lastly, remember to be courageous, but humble. So dust off your leadership skills and together we can help the students of Miami Carol City Senior High School reach their leadership potential!

4



5 CRITICAL IT TASKS LEGAL  
ADMINISTRATORS MUST  
PERFORM (OR CONFIRM)

10



Giving Back:

ALASOFLA Golf Tournament  
to Benefit Kristi House

14



Judicial Focus

Professionalism & Civility  
Annual Summit

20



Upcoming  
Events

18



Out and About  
with ALASOFLA

## Human Resources Conference for Legal Professionals

FEBRUARY 18-20, 2016 • Wyndham Orlando Resort International Drive, Orlando, FL



REGISTER  
TODAY!  
[alanet.org/HR](http://alanet.org/HR)

# 5 CRITICAL IT TASKS LEGAL ADMINISTRATORS MUST PERFORM (OR CONFIRM)



Contributed by:

[Josh Kotler](#)

**WESTERN DIGITECH**

The job of a modern legal administrator is wide-ranging, with responsibilities across the spectrum of the firm's operations. Each of these responsibilities require a different amount of day-to-day focus. One area that often gets less administrator attention than it should is IT, perhaps because it requires a fairly distinct skillset to really understand, and perhaps because this is a responsibility that seems like it can easily be outsourced to an IT employee or a vendor. While the firm's IT resource should run IT on a day-to-day basis, administrators are not exempt from personally ensuring that certain IT tasks are tended to properly. Law firms, like most businesses, are completely dependent on IT and so it stands to reason that those who are responsible for the operations of a law firm pay particularly close attention to certain elements of IT management. The following is a list of five things that legal administrators must focus on in order to fulfill their IT responsibilities.

Note: For the purposes of this article when I refer to "IT" I am referring to a firm's IT resource, whether that is an employee or a vendor, or some combination of the two.

## 1. Backups

We all know how important backups are, but few administrators take the time to understand how their backups work, when they are done, how long they are retained, and how the restoration process works. Understanding and verifying the backup process is the most important thing an administrator

### BACKUPS

**We all know how important they are, but have you taken the time to understand how they work?**

### END USER SECURITY TRAINING

**Many lack the technical sophistication to spot security risks and unwittingly create problems.**

can do, because your backups represent a hard floor for your business. An easy way to verify backups is by overwriting a test document and asking IT to restore it the following day. I routinely come across firms that don't have adequate backups and when I tell the administrator about it I find that the administrator had no idea that they weren't being done. This is Job 1.

## 2. Documentation/ License Management

How many Firm Administrators have seen comprehensive documentation of their IT environment with their own eyes? Where are all of the IT-related accounts and the credentials for those accounts? Where are the administrative passwords? Where are your licenses, warranties, and other critical information necessary to

run IT? I have seen instances where law firms were provided counterfeit or evaluation licenses and the vendor pocketed the money. Microsoft and others are stepping up audits and litigation around license compliance, and the penalties are often quite severe. Meet with your IT provider or IT staff and review the license inventories and requirements, and come up with a plan for getting your licenses in order. This is a once-every-six-months meeting that should take less than an hour.

## 3. End User Security Training

While most of us understand how to spot and avoid phishing attempts, suspicious attachments, and questionable websites, many in your firm lack the technical sophistication to spot these security risks and

unwittingly create problems for the firm that are absolutely avoidable. Administrators should identify those within their organization that need help and make their training a priority. There is simply too much at stake, and the level of sophistication required is only going up. Train now or be sorry later.

## 4. Ticketing

A well-deployed ticketing system is a must for proper management and supervision of IT. Every firm needs to implement a ticketing solution so that IT tasks are never forgotten, and so the efforts of IT can be transparent and measured.

## 5. Brainstorming with IT

In our mind IT exists to make our clients' businesses better. It shouldn't be seen merely as a cost center that can't be

avoided. It should be seen as a "force multiplier" that enables the firm's primary investment in its people. Unfortunately, in most firms the opposite is true. Fix this by scheduling regular meetings (quarterly is good) with key stakeholders (a legal secretary, an attorney, your IT resource, and you) and put one question

on the agenda: How can we leverage technology to make the business better? This question should spark conversation that will reveal inefficiencies, training requirements, areas for process improvement, and other items that can be addressed by IT. You'd be surprised at what can be accomplished through technology

once the need is articulated and understood by all.

-----  
*Josh has been involved with the South Florida ALA as a Business Partner since the early 1990's. His company, Western Digitech, is a managed IT services firm focused on helping its clients prosper by deploying and supporting IT solutions that improve business performance and generally make life better for the people involved. He can be reached at [josh@wdigitech.com](mailto:josh@wdigitech.com) or by phone at 786-433-6906.*

**TRUST YOUR OFFICE MOVE TO THE PROFESSIONALS**



RESIDENTIAL COMMERCIAL STORAGE

Bekins is proud to be a long standing member of the ALA, servicing law firms in South Florida for the past 40 years! Since 1891 generations of Florida families and top corporations have relied on our experts. We provide office installation big or small and both local and long distance. Visit our website at [www.bekinsff.com](http://www.bekinsff.com)

**BEKINS**  
OF SOUTH FLORIDA  
[www.bekinsff.com](http://www.bekinsff.com)



5300 N. Powerline Road, Suite 100  
Fort Lauderdale, FL 33309  
(954) 776-2226 • Dade (305) 758-2504  
Palm Beach/Boca (561)994-8888



**PMSi**  
PERSONNEL MANAGEMENT SOLUTIONS, INC.

For almost two decades, Personnel Management Solutions has been providing temporary and direct-hire professional recruitment services to some of the most high-powered, influential law firms and corporations in South Florida and Michigan. Personnel Management Solutions executive recruiters select candidates from an extensive network of highly qualified and professional Associates, Paralegals, Legal Secretaries, Litigation Support Specialists, and Law Specific Information Technology, Accounting, and Human Resource Professionals, many of whom we represent on an exclusive basis. Additionally we provide confidential recruitment and placement of Practice Groups and Equity Partners. Our in-depth understanding and knowledge combined with actual hands on law firm experience allows us to find the right staffing and recruiting solutions for your firm or corporation.

If your firm needs exceptional candidates or if you are a legal professional in South Florida seeking new career opportunities, contact Gina Torres "Your Legal Matchmaker" at (954) 229-1555 or [ginapmsi@hotmail.com](mailto:ginapmsi@hotmail.com).

**Personnel Management Solutions, Inc. | Your Human Resource RESOURCE**  
1600 W. Commercial Blvd., Suite 104 Ft. Lauderdale, FL 33309 1 (954) 229-1555  
[www.pmsirecruiting.com](http://www.pmsirecruiting.com)

## THANK YOU TO OUR 2015 BUSINESS PARTNERS FOR THEIR CONTINUED SUPPORT

<a href="#">ABA Retirement Funds Program</a>	<a href="#">LAN Infotech, LLC</a>
<a href="#">Affinity Consulting</a>	<a href="#">LawDocsXpress</a>
<a href="#">Arthur J. Gallagher &amp; Co.</a>	<a href="#">Legal Search Solutions</a>
<a href="#">B&amp;B / Professional Services Plans</a>	<a href="#">LexisNexis</a>
<a href="#">Bekins of South Florida</a>	<a href="#">Masterson Recruiting</a>
<a href="#">Black Diamond Funding, LLC</a>	<a href="#">Milner</a>
<a href="#">Brown &amp; Brown Insurance</a>	<a href="#">My Office Products &amp; Hi Touch Business Services</a>
<a href="#">Commercial Flooring Solutions, Inc. (CFS)</a>	<a href="#">Nexogy</a>
<a href="#">CopyScan, Inc. / recordSHRED, Inc.</a>	<a href="#">NextPointe Inc.</a>
<a href="#">Copytech Solutions</a>	<a href="#">Nuance Document Imaging</a>
<a href="#">CORT Workplace Solutions - A Berkshire Hathaway Company</a>	<a href="#">Orange Legal</a>
<a href="#">Cresa Partners</a>	<a href="#">OTS Legal</a>
<a href="#">DLE Process Servers, Inc</a>	<a href="#">Palindrome Consulting, Inc</a>
<a href="#">Dockside Market</a>	<a href="#">Payday Payroll Services</a>
<a href="#">DTI</a>	<a href="#">Personnel Management Solutions, Inc.</a>
<a href="#">FSO OUTSOURCING</a>	<a href="#">Pinetree Benefit Solutions</a>
<a href="#">The Gourmet Coffee Company</a>	<a href="#">Ricoh USA</a>
<a href="#">Harvey Bilt Photography</a>	<a href="#">Rippe &amp; Kingston</a>
<a href="#">Humanscale</a>	<a href="#">Robert Half Legal</a>
<a href="#">ImageNet Consulting of Miami</a>	<a href="#">Royal Cup, Inc.</a>
<a href="#">Infinisource</a>	<a href="#">Sanford Barrows Group</a>
<a href="#">Integrated Data Technologies, Inc.</a>	<a href="#">Saxon Business Systems/Xerox</a>
<a href="#">International Data Depository</a>	<a href="#">Services on Site</a>
<a href="#">iPower Technologies, Inc.</a>	<a href="#">Solomon Search Group</a>
<a href="#">IST Management Services</a>	<a href="#">Special Counsel</a>
<a href="#">Kahn Carlin &amp; Company</a>	<a href="#">U.S. Legal Support</a>
<a href="#">Kouwenhoven &amp; Associates</a>	<a href="#">UPS</a>

### President's Comment

Please join me in sending warm wishes and many thanks to Gary Smith for his work as Editor of our Newsletter for the last several years. Gary took the Newsletter post in 2010 and has provided hours of hard work to bring our members and business partners the quarterly publication. I know I always enjoyed reading the many and varied articles that Gary solicited and edited. **Thank you, Gary!!**

Our new newsletter editor will be Lilly Torres. I am sure Lilly will bring a fresh new approach in her own great style! Welcome aboard, Lilly!

-- Judith H. Pawloski, CLM



**Dockside Corporate Gifts**

We ship anywhere and all year. We make gift giving easy! Custom towers and gifts. Support locally and give the gift everyone loves! [www.docksidemarket.com](http://www.docksidemarket.com)

Call for all-inclusive discount pricing for ALA members.  
800-813-2253

# SOUTH FLORIDA CHAPTER ALA GOLF TOURNAMENT

## To Benefit The KRISTI HOUSE

By Carole M. Sheets

On October 30, 2015 our Chapter's Golf Tournament was held at the Miami Shores Country Club. Great "hot" weather, plenty of food and drink, energetic and competitive golfers, enthusiastic business partner and member volunteers, raffle gifts and a cocktail reception resulted in a profit of \$6,500 for The Kristi House.

Kristi House, Inc. is a private, non-profit organization in Miami, Florida, dedicated to healing and eradicating child sexual abuse. Kristi House operates the Orlowitz-Lee Children's Advocacy Center responsible for sexual abuse cases in all of Miami-Dade County, population 2.6 million. Children served at Kristi House are ages 2 to 18 and come from every zip code in Miami-Dade.

Kristi was a 9-year old girl. She loved to play with her dolls, ride her bike, and help her

teacher erase the board after school. Kristi was also 8-months pregnant – impregnated by her stepfather – giving birth to a child at the age of 10. Sadly her case is not unique. Many of their clients find themselves in similar situations. Kristi's pregnancy actually brought her some attention and help she needed and couldn't ask for herself. However, there wasn't a Kristi House at the time. This was before wrap-around case coordination and mental health services were in place, before a multidisciplinary team addressed all the legal, physical and emotion needs of child victims and their non-offending parents. Consequently, Kristi has had a difficult life. More often than not, there is no physical evidence of sexual abuse, so the trauma children endure is locked away in the family's conspiracy to try to ignore, deny, avoid and forget. Kristi House provides a place for children to get the help they need and was named in honor of that 9-year-old girl.



### Platinum Sponsor

OTS Legal

### Bronze Sponsors

Infinisource  
LAN Infotech  
The Gourmet Coffee Co.

### Ad Sponsor

Daily Business Review

### Beverage Cart Sponsor

Collaboration Solutions, Inc.

### Cocktail Reception Sponsors

Collaboration Solutions, Inc.  
VIP VOIP

### Driving Range Sponsor

Littler Mendelson

### Photographer

Harvey Bilt Photography

### Putting Contest Sponsors

Western Digitech, Inc.

The success of this event is due to our Business Partners (Platinum - OTS Legal, Bronze Sponsors - Infinisource, LAN Infotech & The Gourmet Coffee Co., Inc.), our Law Firms/Members, Local Business and our Volunteers. Thank you to Busy Bee Car Wash, Dockside Market, Haliczzer Pettis & Schwamm, P.A., IDT, LAN Infotech, MyOffice Products and Solomon Search for your raffle gifts and support.

### Hole Sponsors

Bilzin Sumberg  
Brown & Brown Insurance  
COI access  
Copytech Solutions  
Haber Slade  
Kouwenhoven & Associates, Inc.  
Medland Russin Budwick  
UPS Florida

### Donations

Markowitz, Ringel, Trusty & Hartog  
Podhurst Orseck, P.A.

### Foursomes

COI access  
Connections  
CopyScan  
Genovese Joblove & Battista  
Greenberg Traugott  
Kahn Carlin  
Mase Lara  
MyOffice Products & HiTouch  
OTS Legal  
Peterson Bernard  
RIOCH  
Thornton, Davis & Fein, P.A.

While our firms and business partners are still facing challenging economic times, the support we received was inspiring and we are grateful to all who participated. Not only did all the attendees, members and volunteers thoroughly enjoy themselves, but they had the pleasure of being part of this great cause. No one ever lost sight of our purpose – the fight against child sexual abuse and human trafficking. The funds raised by our chapter are kept in our community and will be used to purchase

holiday gift cards for the teenagers at the Kristi House and for therapy services to help children get past the shame and hurt they have experienced. As Chair of the Golf Committee, I would like to personally thank Paula Lawson for coordinating such a great group of volunteers who made the event such a great success. Our energetic volunteers quickly and efficiently registered all participants and sold "fun packs", raffle tickets and mulligan's. Congratulations to our tournament winners:

#### First Place Winner

The Gourmet Coffee Co & RICOH  
Doug Carletta  
Greg Levine  
Cam Rogers  
Romney Rogers

#### Second Place Team

COI access  
Carlos Arboleda  
Ed Feenane  
Gerry Litrento  
Al Vega

#### Longest Drive – Women

Carole Sheets (Murray, Morin & Herman, P.A.)

#### Longest Drive – Men

Lance Hellring (Genovese Joblove & Battista)

#### Closest to the Pin – Hole #2

John Ellingworth (MyOffice Products - HiTouch)

#### Closest to the Pin – Hole #8

Carlos Arboleda (COI access)

#### Closest to the Pin – Hole #9

Christopher Arocha (Kristi House)

#### Putting Contest

David Gianello (OTS Legal)

Get automatic refunds from  
UPS and FedEx

\$hipKeep

Both carriers offer money back on late shipments but few companies take advantage of this

## HERE IS WHAT SHIPKEEP CAN DO FOR YOUR FIRM

- ✓ Recover 100% shipping charges on late deliveries
- ✓ Little to no involvement from your staff
- ✓ We only make money on recovered revenue

ALA Business Partner in St. Louis, MO

**Special ALA offer**  
**First two invoices are on us!**  
**(You keep all recovered revenue!)**

Get started in seconds at  
[www.shipkeep.com](http://www.shipkeep.com)  
or contact us at  
ph: 314-229-4619  
email: [shipkeep@gmail.com](mailto:shipkeep@gmail.com)

\*referrals available



FRIDAY,  
OCTOBER 30TH  
2015

ALASOFLA Golf Tournament



# A JUDICIAL FOCUS: THE ELEVENTH JUDICIAL CIRCUIT'S THIRD ANNUAL PROFESSIONALISM & CIVILITY ACTION SUMMIT

by **Armando G. Hernandez**

**Rumberger, Kirk & Caldwell, P.A.**

On October 1, 2015, the Eleventh Judicial Circuit's Committee on Professionalism and Civility held its Third Annual Professionalism & Civility Action Summit at the Wolfson Campus of Miami-Dade College. This year's summit was distinct from prior years because it had a uniquely judicial focus or perspective. Designated speakers at the action summit included the Honorable Chief Judge Richard Suarez of the Third District Court of Appeal, the Honorable Chief Judge Bertila Soto of the Eleventh Judicial Circuit, the Honorable Andrea Wolfson (Eleventh Judicial Circuit Professionalism Committee Co-chair), the Honorable Thomas J. Rebull (Committee Co-chair), and Paul Lipton, Esq. (Committee Co-chair and Director of Professionalism at Rumberger, Kirk & Caldwell, P.A.).

The greater majority in attendance were judges from the state appellate, circuit, and county courts. Also in attendance were numerous members of the Eleventh Judicial Circuit Court's Local Professionalism Panel, local leaders in the professionalism initiative, representatives from various different law firms and the public sector, and Dade County Bar Association President Jason M. Murray.

Chief Judge Suarez touched upon the volatile situation in Tallahassee and the increasing pressures amongst the different branches of government. Chief Judge Soto discussed the need for an honest and introspective look as members of the judiciary to curb unprofessional conduct and lead by example. Paul Lipton discussed the

role of attorneys and the judiciary as "crisis managers," "islands of sanity," and "faith keepers" for the public, clients, victims, families, and others in the community who turn to the courts in tumultuous times. Mr. Lipton set the tone for the summit as "our summit" to address common problems and seek solutions.

During the summit, several topics were discussed in an open forum format including:

- the role of the judiciary in the professionalism effort;
- an in-depth discussion and comparison of professionalism issues between the different divisions of the court;
- judicial intervention to curb observable unprofessional conduct;
- the pressures judges face when

- dealing with inappropriate conduct;
- incorporating standards and/or making reference to the Local Professionalism Panel in trial orders;
- an exchange of ideas, tools, and suggestions for judges to deal with inappropriate or unprofessional conduct;
- implications and considerations pertaining to recusals;
- practicing with "elegance" (as Judge Beatrice Butchko indicated);
- the impact of technology on professionalism and civility;
- mentoring programs;
- screening for, addressing, and implementing a mental health component as part of the remedial action for unprofessional conduct;
- harsher penalties in attorney

- discipline matters by the Florida Supreme Court;
- current statistics on the Local Professionalism Panel since taking effect in September 2014;
- increasing the use of the Panels by judges as well as attorneys reluctant to point the finger; and
- suggestions to improve the process of the Local Professionalism Panel.

The strong emphasis and dedication on the part of leaders and members of the local bar to professionalism, civility, elevating standards, accountability, and a collective and proactive approach to tackling the professionalism dilemmas currently plaguing the legal profession in South Florida remain constant and relentless. Professionalism is neither



voluntary nor merely aspirational — it is an absolute, binding, intrinsic, affirmative, and active commitment on each and every one of us as members of the bar to be the tangible manifestations of an intangible concept. As addressed during the summit, we must all endlessly labor to maintain the trust and faith in

the third branch of government and justice.

For additional information on the Local Professionalism Panel or instructions on how to file a complaint visit the Eleventh Judicial Circuit website.



*Armando G. Hernandez practices in the areas of product liability, admiralty, premises liability, commercial litigation, and casualty defense. He is also a member of the Local Professionalism Panel and President of the Peter T. Fay Inns of Court.*

## Thank You to Our Exclusive Business Partners

### Platinum Level



### Bronze Level



INFINISOURCE

LAN Infotech  
YOUR TECHNOLOGY IS OUR BUSINESS

The Gourmet  
Coffee Co.  
305.698.0990



## Submit Your IDEA Today



ALA's Innovation, Development, Engagement and Advancement (IDEA) Awards recognize unique programs, services and events that improve the legal community and advance the business of law.

If your firm, chapter, committee or region implemented a great idea in 2015, we encourage you to submit an entry. Recipients will be recognized at the 2016 Annual Conference and Expo and online.

**Submissions are being accepted now!**

**Deadline:** January 15, 2016  
[alanet.org/awards](http://alanet.org/awards)



**ALA MEMBERS COME OUT TO  
SUPPORT THE 12th ANNUAL  
KOZYAK MINORITY  
MENTORING FOUNDATION PICNIC  
OCTOBER 31, 2015**



*The Richest, Best Tasting Cup of Coffee  
is within your reach...  
and it's being served at your office*

The  
**Gourmet**  
Coffee Co.



Call Us Today at  
**305-698-0990**  
to learn about our Free Trial Period

[www.thegourmetcoffeeco.com](http://www.thegourmetcoffeeco.com)



**iSolved**

Human Capital Management

iSolved makes managing your practice easier than ever with all of your important, commonly needed, mission-critical employee data **in one place**.

This **cutting-edge SaaS technology** truly integrates time and attendance, payroll, HR and benefits into a single platform.

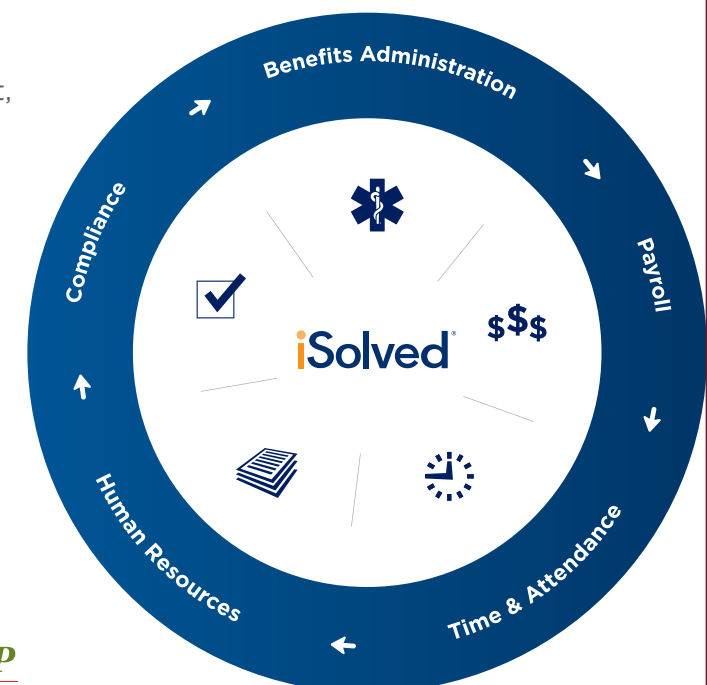
For more information about iSolved and our special offers for ALA Members, please call us at **480-710-6818**

or go to

**Visit.**[Infinisource.com/ALA](http://Infinisource.com/ALA)

**INFINISOURCE**  
[www.infinisource.com](http://www.infinisource.com)

**ALA VIP**  
Value in Partnership



## SOUTH FLORIDA CHAPTER, ALA 2015-2016 BOARD OF DIRECTORS:

<b>PRESIDENT</b> <a href="#">Judi Pawloski, CLM</a> , Peterson Bernard.....	954-763-3200
<b>PRESIDENT-ELECT</b> <a href="#">Marie E. Colon</a> , Littler .....	305-400-7555
<b>VICE PRESIDENT - MEMBERSHIP</b> <a href="#">Kristine Blanco</a> , Gordon & Rees, LLP .....	305-428-5300
<b>SECRETARY</b> <a href="#">Michelle Casares</a> , Litcher Law Firm .....	305-933-9970
<b>TREASURER</b> <a href="#">Carole Sheets</a> , Murray, Morin & Herman, P.A. ....	305-441-1180
<b>DIRECTORS</b> <a href="#">Paula J. Lawson, CLM</a> , Genovese, Joblove & Battista, P.A. ....	305-349-2300
<a href="#">Vicki Smith-Bilt, CLM</a> , Greenberg Traurig.....	305-579-0765

## COMMITTEES:

<b>AWARDS</b> <a href="#">Marie Colon</a> Littler Mendelson	<b>REGIONAL COUNCIL</b> <a href="#">Vicki Smith-Bilt, CLM</a> Greenberg Traurig
<b>BUSINESS PARTNER RELATIONS</b> <a href="#">Bianca Moreiras</a> Wintter & Associates, P.A.	<a href="#">Paula J. Lawson, CLM</a> Genovese, Joblove & Battista, P.A.
<b>CHARITY</b> <a href="#">Blanca Aguilera</a> Rumberger Kirk & Caldwell	<a href="#">Lisa Dasher, CPA, CLM</a> Wicker, Smith, O'Hara, McCoy & Ford
<b>CERTIFIED LEGAL MANAGER (CLM)</b> <a href="#">Lisa Dasher, CPA, CLM</a> Wicker, Smith, O'Hara, McCoy & Ford	<b>SALARY SURVEY</b> <a href="#">Alicia Estrada</a> Squire Sanders
<b>DIVERSITY &amp; INCLUSION</b> <a href="#">Shun Covington</a> Murray Law, P.A.	<b>SCHOLARSHIP</b> <a href="#">Arlene Drexler</a> Stroock & Stroock & Lavan, LLP
<b>LEGAL COMMUNITY RELATIONS</b> <a href="#">Victoria Allen, CLM</a> Rogers, Morris & Ziegler, LLP	<b>SOCIAL LIAISON</b> <a href="#">Helmut Gaensel</a> Quintairos, Prieto, Wood & Boyer, P.A.
<b>NEWSLETTER</b> <a href="#">Gary Smith</a> Richard & Richard, P.A.	<b>SOCIAL MEDIA</b> <a href="#">Lourdes Sanders</a> Broad and Cassel
<b>PLACEMENT-ADMINISTRATORS</b> <a href="#">Vicki Smith-Bilt, CLM</a> Greenberg Traurig	<b>WEBINARS</b> <a href="#">Jackie F. Benito</a> Bilzin Sumberg Baena Price & Axelrod, LLP
<b>PROGRAMS</b> <a href="#">Jackie Clifford</a> Cooney Trybus Kwavnick Peets	<a href="#">Sarah Lyons</a> Holland & Knight, LLP
<b>PUBLIC RELATIONS</b> <a href="#">Adilen Montes</a> Levine Kellogg Lehman Schnei- der & Grossman, LLP	<a href="#">Bernadette Peters, CLM</a> Horr, Novak & Skipp, P.A.
	<b>WEBSITE</b> <a href="#">Victoria Allen, CLM</a> Rogers, Morris & Ziegler, LLP

Wed., January 13, 2016  
[Miami Dade Monthly  
Lunch Meeting](#)

New FLSA Regulations and  
Overtime Rules  
Speaker: David Buchsbaum,  
Fisher & Phillips  
11:45 - 1:30 PM  
Hyatt Regency,  
Downtown Miami

Thurs., January 14, 2016  
[Broward Monthly  
Lunch Meeting](#)

New FLSA Regulations and  
Overtime Rules  
Speaker: David Buchsbaum,  
Fisher & Phillips  
11:45 - 1:30 PM  
The Tower Club

Sat., January 23, 2016  
[Annual Gala](#)

7:00-11:30 PM  
Location: TBD  
Free to ALASOFLA members

Thurs., February 4, 2016  
[Coffee Talk](#)

7:40 - 10:00 am  
Invitation Only  
Greenberg Traurig, Miami

Wed., February 10, 2016  
[Miami Dade Monthly  
Lunch Meeting](#)

State of the ALA - Benefits &  
Mission Statement  
Speaker: President Elect  
Laura Broomell  
11:45 - 1:30 PM  
Hyatt Regency, Downtown  
Miami

Thurs., February 11,  
2016  
[Broward Monthly Lunch  
Meeting](#)

State of the ALA - Benefits &  
Mission Statement  
Speaker: President Elect  
Laura Broomell  
11:45 - 1:30 PM  
The Tower Club

**OTTS LEGAL**  
SINCE 1977  
OFFICE PRODUCTS & SUPPLIES  
an ALL-STATE LEGAL company

(954) 846-9399 | customerservice@otsflorida.com | (800) 899-9399

**LEGAL SEARCH SOLUTIONS**  
YOUR LEGAL SEARCH PARTNER

**Helping Law Firms Run Smoothly Since 1997**

Specializing in Direct Hire, Temporary and Temp-to-Hire Placements  
Attorneys | Document Review | Paralegals | Legal Secretaries | Support Staff

**TopLawJobs.com**

Miami-Dade 305-358-3337	Broward 954-523-7600	Palm Beach 561-391-3331
----------------------------	-------------------------	----------------------------