



The NOVA ALA Bulletin

The NOVA ALA Bulletin is published quarterly by the Northern Virginia Chapter of the Association of Legal Administrators. Send comments and editorial ideas to:

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Legal Vendors

Looking for a new vendor?

Use the online resource at your fingertips -- check the Legal Vendors section of www.alanet.org/vendors for companies that cater to law firms.

Survey Questionnaires

ALA mailed survey questionnaires on April 19 for its **annual Compensation and Benefits Survey**. The deadline for participating in the survey is May 31; survey questionnaires must be completed and postmarked by that date in order to be counted.

Multiple members in a firm or organization are asked to combine efforts and submit one response on behalf of their employer. (The exception to this would be branch offices of a firm; branch offices should submit their own response rather than combining it with those of the "home office.")

Increased participation will make a difference -- so do your part to make the 2002 Compensation and Benefits Survey the most comprehensive survey possible for our profession. For questions, contact Debbie Thomas at ALA Headquarters (847) 247-5580 or by e-mail dthomas@alanet.org.

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Identity Standards Guidelines

ALA's **Identity Standards Guidelines** has been updated. To download a copy, please visit ALA's Web site at www.alanet.org/members/chapters/logo.html.

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Education

The **Essential Competencies for Legal Administrators (ECLA)**

is a three-day course designed for principal administrators in law firms with fewer than 30 attorneys, functional specialists, legal administrators new to the profession, or anyone who needs to be up-to-date in today's key areas of legal management. The five course modules of Principles of Law Office Management, Financial Management, Human Resource Management, Office Operations Management and Leadership provide an overview of sound legal management principles. The course also includes more than 400 pages of resource materials to be used as a reference upon returning to the office. ECLA courses will be given on:

- **July 29-31: Allerton Crowne Plaza, Chicago, IL**
- **November 4-6: Wyndham City Center, Washington, DC**

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Take special note of the two summer offerings of the **Law Firm Profitability Enhancement program**.

Designed for principal administrators in law firms with fewer than 30 attorneys, and financial managers in all size firms, the program provides tools to analyze and improve firm profitability. Included in the seminar fee is a 200-page resource manual and a CD-ROM featuring a self-contained, comprehensive Microsoft Excel spreadsheet program, designed for creating a budget, analyzing firm profitability and generating a "cost factor" for every timekeeper.

- **July 12: Wyndham Minneapolis Airport, Bloomington, MN**

- **August 2:** Hyatt Regency, Denver, CO
- **November 8:** The Alexander Resort, Miami, FL

Watch your mail for a brochure detailing the Profitability and ECLA programs, or visit the Education section of ALA's Web site. For more information contact Jan Marshall at (847) 247-5562 or via e-mail jmarshall@alanet.org.

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Take advantage of the upcoming teleseminars for 2002. The schedule for confirmed teleseminars is listed below. All times are from 1-3 p.m., Central:

- **June 18:** "Effective Ethical Decision Making" by Arthur Gross-Schaefer, J.D., Professor of Business Law and Ethics, Loyola Marymount University
- **July 24:** "Sustaining a Law Firm Culture: Creating a Culture of Choice" by Linda F. Little, Ph.D., of Partners in Legal Consulting
- **August 28:** "Creating, Tracking & Sustaining Your Web Marketing Efforts" by Seth Hodes, Marketing Director at Hodes Ulman Pessin & Katz, PA
- **November 14:** "Legal Trends for 2003" by Blane Prescott of Hildebrandt International

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Products

Launched in 2001, **A Business Skills Curriculum for Law Firm Associates** is a resource guide and curriculum-planning tool that provides learning objectives and key resources to launch and conduct a successful associate training program. This curriculum teaches the business, management and supervisory skills that are critical to the success of associates in private practice. To order your copy today, visit www.alanet.org/bsc.

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ALA is excited to offer Volume II of the **ALA Management EncyclopediaSM**. Volume II contains a number of comprehensive articles covering today's most pressing issues in the areas of general/strategic planning and facilities management. As an added bonus, Volume I -- Human Resources and Financial Management -- complete with updated resources and an

appendix supplemented with more than 40 new topical articles in printable format, also is included. Order Volume II today by visiting ALA's Web site at www.ananet.org/alame. Additional volumes will be available for purchase at regular intervals.

This is the perfect time of year to thank your chapter leaders, volunteers and guest speakers with an **ALA logo product**. There are a variety of products available to honor your volunteers with just the right gift. Visit the Products section of the Web site or contact Nancy Wedell at ALA Headquarters at (847) 247-5583 or via e-mail nwedell@alanet.org.

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Certified Legal Manager (CLM)SM Certification

If you are considering taking the **CLMSM exam** in the future and attending the Annual Conference in San Antonio, pay special attention to the notation of sessions being offered that fulfill the general education requirements stipulated on the CLMSM application.

The exam will be given again on October 31, with the application deadline of September 20. Exam locations are:

- Milwaukee, WI (in conjunction with the Regional 3 Conference)
- Boston, MA (in conjunction with the Region 1 Conference)
- Atlanta, GA and
- Portland, OR

To begin preparing for the exam, consider forming a study group within your chapter. Several chapters had study groups that met earlier in the year in preparation for the exam being given in May.

For information and ideas for group structures that worked well for these chapters, contact Jan Marshall at ALA Headquarters at (847) 816-1212.

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2002 Trade Shows

ALA will be exhibiting August 8-11 at the American Bar Association Annual Meeting in Washington, DC.

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Calling All Members

The attendance contest begins with the April meeting. Anyone who only misses one meeting will be eligible for the raffle. The prize will be free airfare and registration at the next National Convention. Don't forget gifts are raffled at each monthly meeting.

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Regional Conferences

Don't forget to save the following dates for the Regional Conferences:

Region 2: September 27-28 in Ponte Vedra Beach, FL

For additional information on Regional Conferences, please continue to visit ALA's Web site at www.alanet.org.

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Spotlight on Kevin O'Hare

1) What is your professional and educational background?

I grew up and attended schools in McLean Virginia. I am a graduate of James Madison University. I have been involved with legal administration, in one way or another, for over seventeen years. I worked in Washington, DC for both Arnold & Porter and Hale & Dorr. I moved to Virginia in 2001 when I became the Business Manager for Reed Smith in Falls Church. I live in Falls Church so my commute has definitely improved!

2) Tell us about your family and/or hobbies.

My wife Jennifer has worked as a legal secretary at the downtown office Akin Gump for a number of years .

We have a beautiful three year old daughter, Molly.

For hobbies, I enjoy playing guitar and have been in a band for over twenty years.

3) What do you enjoy about your particular job in the legal industry?

At the risk of sounding cliched - there really never is a dull moment! Really, the role of the legal administrator is an opportunity to wear a lot of hats and to learn about and deal with issues ranging from lease negotiations, construction, relocations plans, budgets, human resources, retirement and insurance plans, systems upgrades etc. and that's just the tip of the iceberg. It is a very wide spectrum of issues! Like I said, never a dull moment!

4) What are you hoping to gain from your ALA membership?

I think ALA offers its members a chance to develop personally and professionally through interaction with people who deal with the same myriad of action items that you confront every day. It offers a chance to realize that "you are not alone". ALA also offers unique educational opportunities with seminars, meetings as well as the regional and national conventions.

5) Is there anything I didn't ask that you want to share?

I am excited about our Northern Virginia Chapter - I think we really can be one of the best chapters in the country. I hope we can generate excitement for the chapter among our members. I look forward to meeting as many of you as I can in the near future.

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ALA's Mission Statement

Improve the quality of management in legal services organizations;

Promote and enhance the competence and professionalism of legal administrators and all members of the management team;

and

Represent professional legal management and managers to the legal community and to the community at large.

Executive Committee Meetings		
Date	Time	Place
6/4/02	12:00 noon	Odin, Feldman & Pittleman, P.C.
7/2/02	12:00 noon	Morgan, Lewis & Bockius, LLP
8/6/02	12:00 noon	Hunton & Williams
9/10/02	12:00 noon	Hunton & Williams
10/1/02	12:00 noon	Reed, Smith, Hazel & Thomas, LLP
11/5/02	12:00 noon	Wickwire Gavin, P.C.
12/3/02	12:00 noon	Hunton & Williams
2/7/03	12:00 noon	Reed, Smith, Hazel & Thomas, LLP
2/4/03	12:00 noon	Morgan, Lewis & Bockius, LLP
3/4/03	12:00 noon	Katz & Stone L.L.P.
4/1/03	12:00 noon	Wickwire Gavin, P.C.

Membership Meetings			
Date	Time	Place	Topic
6/20/02	8:00 am	Reed, Smith, Hazel & Thomas, LLP	Pitney Bowes Facilities Management
7/18/02	5:30 pm	Sheraton Premier	Happy Hour
8/15/02	5:30 pm	Sheraton Premier	Happy Hour
9/19/02	12:00 noon	Maggiano's	
10/17/02	6:00 pm	Odin, Feldman & Pittleman, P.C.	Berman & Bebe Competing for Legal Talent
11/21/02	8:00 am	Hunton & Williams	
12/12/02	12:00 noon	Maggiano's	Holiday Event
1/16/03	6:00 pm		
2/20/03	8:00 am	Wickwire Gavin, P.C.	
3/20/03	6:00 pm	Reed, Smith, Hazel & Thomas LLP	Vote on New Slate of Officers
4/17/03	12:00 noon	Maggiano's	Change of Gavel/Installation of Officers

Current Executive Committee	
President - Tempie Tavenner	ttavenner@katzandstone.com
Secretary- Michele Coratola	mcoratola@morganlewis.com
Past President/Newsletter- Pam Walker	pwalker@hunton.com
Treasurer - Aurora Quasebarth	aquasebarth@wickwire.com
Education - Pat Gordon	pgordon@hunton.com
Membership - Kevin O'Hare	kohare@reedsmith.com
Regional Rep. - Kelly Blouin	kblouin@mintz.com
Hospitality - Jenny Haney	jhaney@ofplaw.com