



South Dakota Paralegal Association

REPORTER



Vol. 34 / No. 1



SDParalegals.com

JUNE 2023

WHAT IT LOOKS LIKE TO BE A PROACTIVE PARALEGAL

page 6

SDPA Annual Seminar & Meeting

June 23, 2023

Sioux Falls

Meeting Agenda 5
Registration Form16

Thursday Night Social

June 22, 2023 * 6:30 p.m.

Frankie's Sports Bar & Grill

THIS ISSUE:

President's Message	2
NALA Liaison's Report	3
Parablog	6
Recipes	10
Committee Reports	11
Careers	12
Annual Report to NALA	13
Grammar Check	14
MINUTES:	
Special Meeting (4/6/23)	15
Sponsor Form	19

**DID YOU
KNOW?**

Check out all the helpful tips in this issue,
pages 3, 4, 9, 13, 18.

President's Message

Autumn Nelson, ACP



Executive Committee

PRESIDENT

Autumn Nelson, ACP

Autumnn@halbachlawfirm.com

1ST VICE PRESIDENT (Interim)

Becky Purington, CP

Becky.purington@blackhillscorp.com

2ND VICE PRESIDENT (Interim)

Courtney Vanden Burg, CP

Courtney@strangelaw.com

NALA LIAISON

Sarah Havlin, ACP

Havlin@RedstoneLawFirm.com

SECRETARY

Michelle Tyndall, ACP

ShellyTyndall@WestRiverLaw.com

TREASURER

Clara Kiley, CP

PCKiley@msn.com



MISSION STATEMENT

The purposes of the South Dakota Paralegal Association are:

- To establish good fellowship among association members, NALA, and members of the legal community.
- To encourage a high order of ethical and professional attainment.
- To further education among members of the profession.
- To cooperate with bar associations.
- To support and carry out programs, purposes, aims, and goals of NALA.

And just like that... this year has flown by faster than I had ever imagined it would! I have to admit that I felt like I was not ready to take the reins from Jessi Stucke, but here we are, and I could not be more proud of everything SDPA as a whole and each individual in our membership has accomplished this year! I am so grateful to have been nominated to the Executive Committee three years ago, and feel so lucky to have finished it out as your President.

As I looked back on my last report which was published during one of the snowiest times I have ever seen here in Sioux Falls, I am happy to say that it is 68 degrees and sunny today. I have seen more than one post and heard multiple comments on camping season starting, and I am also excited to get this summer rolling! With that being said, our first event of the warm season was the SDPA Luncheon on May 24th, which was presented via GoToMeeting. I was especially excited about this one as the topic was *From Paralegal to Partner* and was presented by SDPA's Past President Christi M. Weideman, Esq. I was very interested to learn her thoughts behind the change in career paths.

Our next event will be the Annual Meeting and Seminar on June 23rd at the Ramkota in Sioux Falls, and the Education Committee has a great lineup for us. Consequently, one of the speakers for the seminar is also a paralegal turned attorney, Emily Maurice! A nationally recognized keynote speaker ([Mark Ostach](#)) and author is opening our seminar with a virtual presentation. All attendees will receive a digital copy of his book, *If You Really Knew Me*, and the first 50 in-person registrants will receive gratitude notebooks and a license for his new online course *Fostering Connection & Wellness*. Also, the Executive Committee is hosting a casual social on Thursday, June 22nd, beginning at 6:30 p.m. at Frankie's Sports Bar and Grill, located inside the Ramkota. I look forward to seeing you there!

Next, from July 12-14th, Jessica Huyck and Rebecca Goeken will be attending the NALA Conference and Expo in Boston, Massachusetts. NALA is once again offering the conference virtually this year, and this is a great educational opportunity for our members who are not able to commit to traveling.

As this will be my last time writing to you, I would like to thank Past Presidents Vicki Blake, ACP, Dixie A. Bader, CP, and Jessi N. Stucke, ACP, as the presidents I served with during my time on the Executive Committee. I was able to attend the NALA conference in Scottsdale, Arizona with Vicki, and the conference in Phoenix, Arizona with Dixie and Jessi; both were unforgettable experiences. I would not have been able to take on this role without each of you to learn from along the way! I would like to extend a special thanks to those of you who served with me on the Executive Committee this year. I would not have been able to accomplish many of the goals I set out without all of your support – Christal Schreiber, Cindy Wooten, ACP, Sarah Havlin, ACP, Clara Kiley, CP, and Michelle Tyndall, ACP – Thank You! To the three members who stepped in to finish out the year, and to lead this coming year – Jessica Huyck, ACP, Becky Purington, ACP, and Courtney Vanden Berg, CP – Thank You! And perhaps most importantly – to all the members of SDPA for allowing me to lead you through the 2022-2023 year – **THANK YOU!**



NALA *Liaison's* Report

Sarah Havlin, ACP

As a reminder, 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 [here](#).

NALA also offers in-person, virtual, and single-day-pass options for its annual conference, as well as live webinars through its website regularly. Some of these webinars are free to members. You may also complete an ACP course to earn up to 20 hours of CLE.

Please reach out to me with any questions regarding the CP process. Deciding to apply for the Certified Paralegal Exam is a commitment, so please take some time to review the [certification process](#) to determine if the NALA CP Certification fits your career goals. Be sure to take advantage of the SDPA scholarships that are available to assist you with your certification or obtaining the ACP credential.

NALA CERTIFICATION PROCESS

Does the NALA CP Certification fit your career goals?

PRE-CERTIFICATION

CERTIFICATION

PLAN

- Confirm availability of time and money
- Review application
- Verify eligibility to take exam
- Gather supporting documents
- Understand testing policies

APPLY & SCHEDULE

- Submit application, fees, and supporting documents
- Request accommodations, if needed
- Schedule exam
 - Onsite, remote, or partner testing

PREPARE

- Review exam specifications
- Join a study group
- Start studying

EXAM

- Knowledge Exam
 - Administered year-round
 - Multiple choice
 - Three hours
- Skills Exam
 - Testing in Feb., April, July, Oct.
 - Written essay
 - Two hours

CERTIFY

- Use the CP credential
- Receive CP pass packet with letter and certificate
- Receive digital badge to share on social media
- Have name listed in the NALA CP Directory

MAINTAIN CERTIFICATION

- Participate in continuing legal education (CLE)
- Become an Advanced Certified Paralegal (ACP)
- Join a local NALA Affiliated Association
- Engage in committee/ leadership role

RECERTIFY

- CP recertification required every five years
- Meet all CLE requirements
- Submit Recertification Affidavit and fee before expiration date

Lastly, it's not too late to register for NALA's 2023 Conference & Expo, to be held in Boston, Massachusetts, July 12-14, at The Westin Copley Place. The registration link and the list of the offered sessions can be found [here](#).

DID YOU KNOW?

The American Bar Association hosts an online virtual legal advice clinic and website where separate jurisdictions can sign up to participate and have their own site.

South Dakota's site is: <https://sd.freelegalanswers.org/>



Pursuant to the Bylaws (Article VI, Section 2), notice is hereby given of the South Dakota Paralegal Association's 2023 Annual Meeting. The meeting will be held on June 23, 2023, commencing at 11:20 a.m. CST, at the Ramkota Hotel, 3200 West Maple Street, Sioux Falls, South Dakota 57107. The Annual Meeting will be held in conjunction with our Annual Seminar.

The purpose of this meeting is to:

- > Welcome the 2023-2024 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 22, 2023.

The following officers have been elected for the 2023-2024 Executive Committee term, beginning immediately following this annual meeting:

- PresidentJessica Huyck, ACP
1st Vice PresidentBecky Purington, ACP
2nd Vice PresidentSara Shelbourn
NALA LiaisonRebecca Goeken
TreasurerJennifer Pravecek, ACP
SecretaryMichelle Tyndall, ACP

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 to the members on or before Thursday, June 22, 2023. If you do not receive instructions by the close of business that day, please contact Education Committee Chair, Rebecca Goeken at GoekenR@GoosmannLaw.com, or myself at NelsonA@GoosmannLaw.com.

Dated this 2nd day of May, 2023.

Autumn Nelson, ACP
SDPA President

DID YOU KNOW?

JUNETEENTH

SDCL 1-5-1 was amended and went into effect July 1, 2022, adding June 19th or "Juneteenth" as a new official state holiday.

WHAT IS "JUNETEENTH"?

Freedom finally came on June 19, 1865, when some 2,000 Union troops arrived in Galveston Bay, Texas. The army announced that the more than 250,000 enslaved black people in the state were free by executive decree. This day came to be known as "Juneteenth" by the newly freed people in Texas.

HTTPS://NMAAHC.SI.EDU/EXPLORE/STORIES/HISTORICAL-LEGACY-JUNETEENTH#:~:TEXT=FREEDOM%20FINALLY%20CAME%20ON%20JUNE,NEWLY%20FREED%20PEOPLE%20IN%20TEXAS.

CALENDAR

June

- 7 #Maximizing Your Video Depositions 1.0 hr
8 #eDiscovery 1.0 hr
14 *Real Estate Part 5: Title Ins. - Coverage & Claims 1.0 hr
21-22 +SD State Bar Convention

23

SDPA Annual Seminar

Aug 22

*Real Estate Part 6: Communication Problems 1.0 hr

Sept 28

*To Thine Own Billing Be True 1.0 hr

*NALA webinars: info here.
#NALA Affiliate sponsored webinars: info here.
+SD State Bar Convention info here.



South Dakota Paralegal Association, Inc.

Founded in 1989

2023 Annual Meeting AGENDA

Friday, June 23, 2023

Live from Ramkota Event Center and Webinar via GoToMeeting @ 11:20am CST

Call to Order President ~ Autumn Nelson, ACP

Introduction of Executive Committee President ~ Autumn Nelson, ACP

- Becky Purington, ACP ~ 1st Vice President
- Courtney Vanden Berg, CP ~ 2nd Vice President
- Sarah Havlin, ACP ~ NALA Liaison
- Clara Kiley, CP ~ Treasurer
- Michelle Tyndall, ACP ~ Secretary

Roll Call Secretary ~ Michelle Tyndall, ACP

Approval of Minutes: October 21, 2022 Semi-Annual Meeting Secretary ~ Michelle Tyndall, ACP

Treasurer’s Report Treasurer ~ Clara Kiley, CP

NALA Liaison’s Report NALA Liaison ~ Sarah Havlin, ACP

Committee Reports

- Audit Tasha Altmann, ACP, Chair
- CLE Luncheons Jessi Stucke, ACP, Chair
- Education Rebecca Goeken, Co-Chair
- Ethics Jennifer Frederick, CP, Chair
- Job Bank Laura Stewart, Chair
- Librarian Courtney Vanden Berg, CP, Chair
- Membership Autumn Nelson, ACP, Co-Chair
- Newsletter Jessi Stucke, ACP, Chair
- Nominations & Elections Carrie Reider, CP, Chair
- Professional Development Rebekah M. Mattern, Chair
- Public Relations Vicki Blake, ACP, Chair
- Website Jessica Huyck, ACP, Chair

Old Business President ~ Autumn Nelson, ACP

- SDPA Swag Store is Live (<https://sdparalegal.byqqp.com/>)

New Business President ~ Autumn Nelson, ACP

- Approval of Minutes: April 26, 2023 Special Meeting
- NALA Conference and Expo in Boston, Massachusetts, July 12-14, 2023
- 2022-2023 Member of the Year
- Welcome 2023-2024 Executive Committee

Acknowledgements President ~ Autumn Nelson, ACP

Announcements Education Committee Chair ~ Rebecca Goeken

WHAT IT LOOKS LIKE TO BE A PROACTIVE PARALEGAL

By Ann Pearson ([original blog here](#))

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We hear this all the time: you should be a proactive paralegal! But what does that actually look like?

This week I'm giving you a sneak peek of an important lesson I teach in our Litigation Paralegal Boot Camp! I will show you what it means to be a proactive paralegal and how to stand out to your attorney by making them think you're a mind-reader.

What Does It Mean To Be a Proactive Paralegal? I worked for an attorney back in the nineties who thought I could read his mind. One year he wrote on my annual performance review: *Ann knows what I need before I know I need it.* I knew there was a deposition next month that I could start preparing for this month. I knew there was a hearing in a few weeks that I could start preparing for this week. I knew there would be a client meeting or a client call because I read the correspondence. What that attorney didn't know was that I had to figure out a huge workaround to get access to everything that was coming in on the case.

Back in the day of the early nineties, also known as "before e-filing and electronic court records," what we would do when a pleading or discovery request or response came in, the secretary would log it, make a copy, and distribute that copy to everyone on the case by using a handwritten routing slip that people would check off their name after reading it. Then they would put it in their outbox, and it would go to the next person on the list. Because I was the lead paralegal on the case, the arrangement was that I would get my own copy. I didn't have to wait while that pleading or discovery request or response or correspondence was sitting in the attorney's inboxes. But we know they're also not good about forwarding things on.

Don't Put Your Paralegal Career in Someone Else's Hands. I was supposed to get a copy of everything that comes in while the secretary's routing it. Still, there were several instances where I didn't get copies of things and had talked to her once about it, and then finally went to her and said, "I'm not getting copies of these pleadings all the time. And one important one that I missed last week was a deposition notice." She said, "I don't work for paralegals. Get out of my face." Being fairly new in my paralegal career, I did just that. I got out of her face because it was honestly kind of scary. But, I was still the lead paralegal in the case, so I had a couple of options.

I could have gone to the attorney or HR and complained. Or I could come up with a workaround. Now, she was a really good secretary, and she happened to leave early every day. She came in early and left. So I knew that every day when she left at 4:30, I could sneak into the file room and see what got filed that day and compare it to what I'd received copies of. And that's exactly what I did. That's how this attorney wrote that on my performance review the following year. Little did he know what I was having to go through to be able to know what he needed before he knew he needed it. I had to be proactive.

I'm sharing that story so you can remember it next time something like that comes up for you. Here's the thing. You cannot put control of what you do and how you do it for your paralegal career into someone else's hands. If there's someone preventing you from doing the best possible job that you can do, come up with a workaround because this is your career and your reputation.

Examples of Proactive Behavior. So you don't like how the files are organized, but that's the way they've been doing it for years. If it's something that's preventing you from doing the best possible work and supporting the attorneys in the best possible way, you can change it. Don't let other people and their former systems dictate how successful you can be in your career.

Let me give you some examples of what a proactive paralegal might look like. You get copies of everything coming in, and you see on your attorney's calendar that there's a deposition later this month of a key witness in the case. Instead of waiting to see what the attorney wants for the deposition, you start going through the discovery responses, pleadings, and other deposition testimony to see what has been said or written about this deponent. You also see what this deponent has authored or received. You put together an electronic notebook of all of those materials and send it to your attorney so that they will be able to prepare for the deposition and start writing out some of the questions they want to ask the witness.

A proactive paralegal might also look like someone constantly looking for ways to streamline the workflow and make things easier and more efficient. Or someone who is testing out software that just came out to see if it's something that can help with the next big real estate transaction.

Or you're the personal injury paralegal who actively tries to identify where those personal injury claim files are getting bottlenecked. You're trying to see if there's a pattern as to why it's taking ten months instead of 6 months to get the file to a certain phase before it can settle.

The next time a situation comes up at work, that's challenging, write out the situation and then write your two possible reactions. Do it on a legal pad. If you were reactive, you might do what? If you were proactive, if you decided that you have the power to respond differently, how would you respond?

3 Key Behaviors To Be a Proactive Paralegal. Merriam-Webster's Dictionary says that being proactive means acting in anticipation of future problems, needs, or changes.

I think you have to have three key behaviors to be a proactive individual:

1. **Anticipatory** – acting in advance of a future situation rather than just reacting to it.
2. **Change-oriented** – taking control and causing something to change rather than adapting to a situation or waiting for something to happen.
3. **Self-Initiated** – not needing to be asked to act nor requiring detailed, step-by-step instructions to get to the endpoint.

Interestingly, I've read Stephen Covey's *7 Habits of Highly Effective People* book several times, and in his book, being proactive is one of the habits of Highly Effective People. It's one of the habits I teach in our *7 Habits of the Indispensable Paralegal*. In his book, Covey says that your behavior is a function of your decisions, not your conditions. That you have the power to decide your response to conditions and circumstances. And in the book, he said that reactive people believe that the world is happening to them.

But proactive people don't blame circumstances. They change their response. So what I was doing way back then and didn't know it at the time, I was being proactive in that I came up with a workaround to a condition or circumstance like Covey says. I devised a workaround to counteract something that would've limited my ability to do a great job as a paralegal. As a proactive paralegal, you must ask yourself, how can I solve problems, maybe even before the attorney has to be involved?



How To Be More Proactive. To be a proactive paralegal and solve the attorney's problems will require a certain level of curiosity, initiative, and resourcefulness.

BE CURIOUS: Proactive people are curious. They enjoy learning and are open to acquiring new information. In other words, proactive people have a growth mindset

instead of a fixed mindset. If you have a fixed mindset, you think it's as good as it is now. A growth mindset means you are constantly learning to improve, no matter how many years you've been doing what you're doing.

Do you know what I've found about being curious? A curious person is asking questions. They're asking questions to get answers, answers that help solve problems quicker or eliminate problems from ever occurring.

OWN YOUR CAREER: Now, let's add another twist to the proactive here. Being a proactive paralegal also means that you're proactive in your career, not just in your cases but in your files.

This is your career. It's not something that's just happening to you. It will not develop into anything more than a job unless you're proactive in continuously developing your career and enhancing your skills. In other words, you shouldn't wait to be asked to learn something new. Your mindset becomes, this is my career, and I'm the only one responsible for how successful it is. Because here's the thing, if you wait for someone else to advance your career for you, you will be waiting a long time. That's because nobody cares as much about your career and your career growth as you do, not your supervisor, your manager, company leader.

They don't care as much as you do. They might care some, but not as much as you do because you own your career. So remember this, you're not a spectator in this ride that we call our paralegal career. You're a participant. You're the driver of this ride.

ASK FOR FEEDBACK: Being proactive, especially early in your career, also means being proactive and getting feedback to know the areas you need to improve, rather than waiting 12 months to read that annual performance review. Have you ever done business with a company like a car dealership or been on a call with a customer service rep, like one of the cable companies? And the last thing they ask you is, is there anything else I can help you with? Usually followed by you're going to be getting a survey from our corporate headquarters, and I'd appreciate all fives or all tens if you were pleased with the service. If you weren't pleased enough to rate me that high, I'd like to do something to fix that.

Now, I think we can all learn an important lesson from that. Why wouldn't you ask the same thing from the people you spend hundreds of hours working with each year? Why wouldn't you go to those attorneys in advance of your performance review, and not just once, but regularly throughout the year, ask, "Is there anything I could be doing to better support?" If you were to rate my performance right now, and it's anything less than outstanding, can we talk about why and what I can do to improve it?

Strategies to Get Started. We've jammed a lot of proactive information into how to become a mind reader for your paralegal career, but it's time for you to get started.

1. Put a sticky note on your computer this week with the words "proactive = is there a workaround?"
2. Think of a situation that's happening to you either today or sometime this week when it happens, and write it out at the top of the legal pad in big letters, and then draw a line down the middle of the legal pad. On the left side, write the word reactive, and on the right side, the word proactive. Then write out all of the reactive responses that you might be inclined to have on the left side. And all the proactive responses that you could have instead on the right side. And then, circle the proactive response that you're going to choose to do.



YOU ARE INVITED

SDPA'S THURSDAY NIGHT SOCIAL

June 22, 2023 * 6:30 p.m.



FRANKIE'S SPORTS BAR AND GRILL

(at the Ramkota)

See you there!

Q&A

If you would like to submit a question to our members on a legal or administrative issue, please email it to the President.

The President will email your question to the Membership and ask that members respond directly to you. If anyone else would like to get a copy of any information received, please contact the person who posed the question. Q&A emails go to all members. You can opt out or opt in again at any time by emailing the President.

DID YOU KNOW?

The US District Court updated the Civil Local Rules and added a new event for diversity cases.

A summary of the updates are at the end of this issue.

Caprese Salad

By Jessica Huyck, ACP

Summer is just around the corner, and I can already taste the delicious, garden-fresh veggies and herbs that come with the season. My family loves Caprese salad as a topper for burgers or chicken or by itself as a side. This recipe will help you put those tomatoes to good use!

Ingredients:

- 3-5 Whole Ripe Tomatoes
- 12 oz. Fresh Mozzarella Cheese
- Fresh Basil Leaves
- Balsamic Vinegar (for drizzling)
- Olive Oil (for drizzling)
- Salt and Pepper

Instructions:

1. Cut tomatoes and fresh mozzarella into thick slices and place them evenly on a platter or tray.
2. Arrange basil leaves between the slices of tomato and mozzarella.
3. Drizzle balsamic vinegar and olive oil over the top of the salad. Feel free to make designs if you want!
4. Sprinkle with salt and pepper to taste. Enjoy!

Yield: Approximately 6-8 servings

COWBOY SALSA

From Tasha Altmann, ACP

- 1 can of PINTO BEANS - Drained
- 1 can BLACK-EYED PEAS - Drained
- 1 can SHOE PEG CORN - Drained
- 4 oz jar of PIMENTOS - Drained
- 4 GREEN ONIONS - chopped
- 3 STALKS OF CELERY - Diced
- 1 ORANGE OR YELLOW PEPPER - Diced

Sauce/Dressing

- ½ C. CANOLA OIL
- ½ C. APPLE CIDER VINEGAR
- ½ C. SPLENDA (OR SUGAR)
- ½ tsp. SALT
- ½ tsp. PEPPER

Mix all ingredients together - place in refrigerator until chilled;
Serve with tortilla chips.



Committee Reports

AUDIT

Chair: Tasha Altmann, ACP
Autumn Nelson, ACP
Member: Vicki Blake, ACP

I have reviewed the SDPA checking, savings, and credit card statements from January through March 2023, and have reconciled each.

Savings: As of March 31, 2023, the SDPA savings account balance is \$[redacted].

Checking: As of March 31, 2023, the SDPA Checking account balance is \$[redacted]. Below are some noted discrepancies and/or comments:

(1) 1/4/2023 – Stripe/Transfer deposit of \$161.06 (2 x \$80.53 for Membership dues) is not reflected in the .xls file Jessi Stucke. (Membership dues charged \$85 - \$4.47 fee = \$80.53)

(2) I am missing receipts for: 2-8-2023 - A non-numbered check for \$154.58 (which I assume was written to pay the credit card – see cc comments below)

Credit Card: As of March 13, 2023, the SDPA Credit Card balance was \$729.00. Those charges are for Rebecca Goeken's NALA Conference registration, as well as NALA membership dues.

CLE LUNCHEON

Chair: Jessi Stucke, ACP
Members: Vicki Blake, ACP
Jennifer Frederick, CP
Jessica Huyck, ACP
Janet Miller, ACP
Rebecca Goeken
Rebekah M. Mattern

We have put on 2 CLE lunches so far this year.

EDUCATION

Co-Chairs: Rebekah Goeken
Heidi Anderson
Members: Christal Schreiber
Amanda Anderson
Stephanie Bentzen
Courtney Vanden Berg, CP

The Education Committee has been busy planning the SDPA's June Annual Meeting and Seminar, which is set to take place at the Ramkota Hotel in Sioux Falls on June 23, 2023. The Committee has put together a great lineup of speakers. We will be requesting 5 CLE credits, including 1 ethics credit and 1.5 hours of non-substantive credit from NALA. We are excited to share with you that we were able to locate a

nationally recognized keynote speaker and author who is willing and able to present to our members. Not only has Mr. Ostach offered to present to our membership, but he is also willing to provide some awesome freebies. All attendees will receive a digital copy of his book, *If You Really Knew Me*, 50 gratitude notebooks for the first 50 in-person attendees, and 50 licenses for his new online course, "Fostering Connection & Wellness" for the first 50 in-person attendees.

We will be setting up a Facebook event, which will provide a great platform for updates and suggestions, so keep on the lookout. Reminder, you do not have to be a member of the SDPA to attend our seminars. If you, your firm, or anyone you know would like to sponsor the event, a Sponsor Confirmation Form can be found at the end of this newsletter. We really want to keep putting on great seminars, and we cannot do it without the generous help from our sponsors. The Education Committee always welcomes recommendations on topics, speakers, and ways to improve our training.

Please email any recommendations for upcoming seminars to Rebecca at GoekenR@Goosmannlaw.com and Heidi at Heidi.Anderson@woodsfuller.com. We will be circulating committee preference forms at the June seminar, and we would love to have you on the Education Committee!

ETHICS

Chair: Jennifer Frederick, CP
Members: Autumn Nelson, ACP
Dixie A. Bader, CP
Janet Miller, ACP
Vikki Kelner, ACP

Nothing to report at this time.

FINANCE

Chair: Clara Kiley, CP

The SDPA currently has \$[redacted] in its checking account and \$[redacted] in the savings account. These figures include 2023 membership renewals from 84 current/new members.

Recent expenses include a deposit for an out-of-state speaker at the upcoming seminar to be held in conjunction with the annual meeting in Sioux Falls in June. We have also already received several registrations for the upcoming seminar.

NALA convention registrations and travel reservations have also been paid.

LIBRARY

Chair: Courtney Vanden Berg, CP

The library is up to date on all CLE materials including the recent luncheon CLEs to help Paralegals across the state stay up to date on their CLE requirements for NALA. If you or someone you know is in need of CLE credits, please keep in mind we have the library catalog available online at <https://www.sdparalegals.com/news-resources>, and material can be checked out through the website store. Please take a moment to review the catalog and if there are any recommendations for additions, 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 non-members (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

Co-Chairs: Autumn Nelson, ACP
Jessi Stucke, ACP
Members: Christal Schreiber
Amanda Anderson

SDPA currently has 86 members, including 5 new members: Andrea Doran, Emily Klein, Madisyn Miller, Madeline Reints, and Amy Welles... *Welcome!*

NEWSLETTER

Chair: Jessi Stucke, ACP
Members: Michelle Tyndall, ACP
Karen Armstrong, PP, PLS
Amanda Bain, CP
Jennifer Frederick, CP
Jessica Huyck, ACP

Nothing to report.

NOMINATIONS & ELECTIONS

Chair: Carrie Reider, CP
Members: Dixie Bader, CP
Vicki Blake, ACP
Jessi Stucke, ACP

Cindy Wooten, 2nd VP, resigned her position. Courtney Vanden Berg, CP, has been appointed by the President to serve as interim 2nd VP through the meeting in June.

A Special Election was held on April 26th to fill the vacant seats of President and 1st Vice President for the 2023-2024 terms. The nominees elected to serve are Jessica

Huyck, ACP, as President and Becky Purington, ACP, as 1st Vice President.

See the Special Meeting Minutes in this issue.

PROFESSIONAL DEVELOPMENT

Chair: Rebekah M. Mattern
Members: Lauren Collins
Jessica Huyck, ACP
Carrie Reider, CP

Nothing to report.

PUBLIC RELATIONS

Chair: Vicki Blake, ACP
Members: Dixie Bader, CP
Jennifer Frederick, CP
Lauren Collins

The Public Relations Committee has nothing to report, except we tried to do our Cookies for Clerks project in January for the Second Circuit but it was difficult to find volunteers to assist. We may try to do them for May Day or Memorial Day.

WEBSITE

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

The Website Committee has continued to update SDPA's website, including most recently the sections on Careers, Committees, and the SDPA store. Be sure to check back often for updates: <https://www.sdparalegals.com/>.

Job Bank

The following posts have been abbreviated. Complete listings are available on our [website](#). If you are aware of open positions, please contact Job Bank Chair, Laura Stewart, at LStewart@FullerAndWilliamson.com

Legal Admin Assistant – Sioux Falls

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

Legal Office Assistant – Sioux Falls

Myers Billion is looking for a full time legal office assistant to undertake a variety of tasks.

Paralegal – Rapid City

Pete Lien & Sons is hiring a paralegal/archivist to join their team.

Legal Assistant/Paralegal – Rapid City

The Goodsell Oviatt Law Firm is hiring a full-time legal assistant/paralegal.

Paralegal/Legal Assistant – Rapid City

Gunderson Palmer Nelson & Ashmore has an opening for a full-time paralegal.

Paralegal – Rapid City

The Anker Law Group has an immediate opening for a **temporary part-time** paralegal.

Legal Assistant – Pierre

The Federal Public Defender for the District of South Dakota and North Dakota is hiring a legal assistant.

Legal Administrative Specialist – Pierre

The US Attorney's Office in Pierre is hiring a experienced legal administrative specialist to work in the criminal division in the Pierre office.

Corporate Paralegal – North Sioux City SD

The Avalon Group in North Sioux City, South Dakota, is hiring a full-time corporate paralegal for their private investment company.

SDPA'S ANNUAL REPORT TO NALA

Over the past year, SDPA has focused on providing more content and support to benefit its members, the National Association of Legal Assistants ("NALA") (SDPA is an affiliated association), members of the legal community, and our local communities.

Membership. SDPA has 82 members total, with 49 holding a certified and/or advanced certified credential. Our paralegals are located across the state, currently in 28 different cities.

Community. Each year SDPA hosts multiple volunteer opportunities. One such event organized by our Public Relations Committee is called Cookies for Clerks. We organize a cookie drive, make baskets, and deliver each basket to the clerks' offices in and around our local communities. Other events include a donation drive for school supplies and gift wrapping at the Empire Mall in Sioux Falls at Christmas time. Recently, multiple members have set up booths at their local career fairs to educate high school and college students on the paralegal profession. We are continually looking for ways to positively impact the communities we serve, and our

committee members bring new ideas to the table each year.

Luncheons. SDPA formally implemented a Luncheon Committee to organize and present quarterly continuing legal education opportunities to members and non-members alike. Each topic is presented by a member of the legal community (attorneys, paralegals, clerks, judges, etc.) and provides an hour of CLE material once per quarter. Anyone is invited to attend. We receive prior approval of substantive, non-substantive, or ethics credit from NALA for our certified members to receive credit towards recertification which is required every five years. These presentations are conducted via GoToMeeting, so anyone anywhere can attend.

Seminars. In conjunction with our annual and semi-annual meetings, the SDPA Education Committee organizes two seminars per year – one in June (in conjunction with the South Dakota Bar Convention) and one in October at a location of our choosing within the state. Our seminars are conducted live in-person and via GoToMeeting. In-person attendance provides the opportunity to

network as we host a social the night before and breakfast and lunch during the seminar. Each seminar lasts one full day and provides between 5-6 CLE credits for our attendees.

National Convention. Each year, SDPA sends its NALA Liaison and President to the national convention to represent SDPA nationally. This past year President Autumn Nelson, ACP, and NALA Liaison Sarah Havlin, ACP, attended the convention in Phoenix, Arizona.

As a whole, the purposes of the SDPA are (1) to establish good fellowship among association members, NALA and members of the legal community; (2) to encourage a high order of ethical and professional attainment; (3) to further education among members of the profession; (4) to cooperate with bar associations; and (5) to support and carry out the programs, purposes, aims and goals of NALA. For information on membership and to view our newsletter, job bank, and other resources please visit: <https://www.sdparalegals.com/> or reach out to current President Autumn Nelson at nelsona@goosmanlaw.com

SD CRIMINAL JUSTICE DIRECTORY

The State maintains a Criminal Justice Directory. Sections included in the Directory are: State Law Enforcement; State's Attorneys; Department of Public Safety; County Sheriffs; Chiefs of Police; Department of Game, Fish & Parks; Other State Regulatory Agencies; County Coroners; Federal Law Enforcement; Federal Court System; State Court System; Clerk of Courts; Court Services Officers; and Department of Corrections. You can access the directory here: (https://www.sd.gov/cs?id=criminal_justice_directory)

SD STATE BAR YOUTUBE CHANNEL

Another reminder that the SD State Bar has a YouTube Channel, which features many video resources for attorneys and paralegals. (<https://www.youtube.com/@SDStateBar/videos>)

DID
YOU
KNOW
?

GRAMMAR CHECK

by Karen J. Armstrong, PP, PLS

Did you know that Microsoft Word has tools to help you with your writing? You may have seen the colored lines appear under certain words as you are typing and didn't realize that those lines are there to help you. Let's explore how Microsoft Word can help you.

1. Green wavy line under a word or words.

A green wavy line under a word or words means that you may have a grammatical error. It will appear when your subject is singular and your verb is plural. To see what Word is objecting to, right click on the word above the green line and select the appropriate option.

2. Red wavy line under a word.

A red wavy line under a word means that you may have a misspelled word, or it's a word that Word doesn't know. If you right click on the word above the red wavy line, you have the option to correct your spelling error by picking the correctly spelled word that Word has suggested, or you can ignore Word's suggestion once. If the word that is questioned is spelled correctly—such as an oddly-spelled last name of a client—you can select "Add to Dictionary," and Word will never again question you about your spelling of that word.

A red wavy line under a word may also appear if you have two identical words right next to each other. If you right click on the word above the red wavy line, Word will give you choices to delete the repeated word, ignore it once, or you can see more options.

3. Double blue lines under a word or words.

Double blue lines under a word or words mean that there may be an inconsistency in the format of your text that you may want to look at and correct. You can right click on the word or words above the double blue lines, and Word will give you the reason it is making the objection. It may be that a word needs to be capitalized at the beginning of a sentence. It may be that there are two spaces between words instead of one. It may be that a word is spelled correctly, but Word thinks it may be used out of context. It may be that Word doesn't think that a comma is necessary where you inserted one. You still get to make the final choice though.

If you do not notice any of these lines when typing, it may be that these features are not enabled on your computer. To fix this, do the following:

File – Options – Proofing

When correcting spelling and grammar in Word

- Check spelling as you type
- Mark grammar errors as you type
- Frequently confused words
- Show readability statistics

Make sure the boxes above are checked.

Word will never print these different colored lines on your printed document. Just pay attention to these lines and be aware of the help Word is offering to help you produce a perfect document.

SOUTH DAKOTA PARALEGAL ASSOCIATION, INC.

Minutes of Special Meeting * April 26, 2023 – 12:00 p.m. CDT

Call to Order: The Special Meeting of the South Dakota Paralegal Association was called to order by President Autumn Nelson, ACP on April 26, 2023, held virtually via GoToMeeting, commencing at 12:00 p.m. CDT.

Roll Call: As this special meeting was being conducted by virtual means, a motion to waive Roll Call by voice and adopt the list as provided by GoToMeeting and in conjunction with the Chat feature of GoToMeeting was made by Courtney Vanden Berg, and seconded by Vicki Blake. The motion carried. The following members were present virtually: Autumn Nelson, Carrie Reider, Clara Kiley, Courtney Vanden Berg, Dixie Bader, Jessica Huyck, Sarah Havlin, Vicki Blake, and Michelle Tyndall.

President Autumn Nelson declared there was a quorum present to proceed.

Election of Officers: President Autumn Nelson stated the purpose of this meeting is to elect a President and a 1st Vice President for the 2023-2024 Executive Committee. Pursuant to the Bylaws (Article VIII) the Nominations and Elections Committee has submitted nominations as follows:

President: Jessica Huyck, ACP

1st Vice President: Becky Purington, ACP

On April 4, 2023, a Notice of Special Meeting, along with a Special Election Absentee Ballot, was provided to the SD-PA membership, with a deadline of April 21, 2023 to return the ballot to the Nominations and Elections Committee. There were eight ballots returned, with no write-in nominations received. There was discussion as to whether a candidate could vote in the election. Parliamentarian Vicki Blake determined a candidate could vote. There was no further discussion or any nominations from the floor.

Dixie Bader moved to forgo a paper ballot and hold a voice vote to approve the candidates for office. The motion was seconded by Clara Kiley. The motion carried (by voice vote and including absentee ballots received). Jessica Huyck was elected as President, and Becky Purington was elected as 1st Vice President, for the 2023-2024 Executive Committee. Congratulations to Jessica and Becky.

President Autumn Nelson extended a special thank you to the Nominations and Elections Committee for working through this transition. Also, thank you to Jessica and Becky for stepping in to take on these rolls for the coming year.

There being no further business, a motion was made by Dixie Bader, and seconded by Vicki Blake, to adjourn the meeting. The motion carried and the meeting was adjourned.

Submitted by Michelle Tyndall, ACP, Secretary

NOTE FROM THE MAGISTRATE JUDGES OF THE SECOND JUDICIAL CIRCUIT RE: EVICTIONS

In the past, this circuit has allowed corporations or LLCs to be represented by non-attorneys in eviction cases. However, going forward, all corporations and LLCs will need to be represented by licensed attorneys when filing or litigating eviction cases.

The South Dakota Supreme Court notes that corporations and LLCs are prohibited from being represented by non-attorneys:

In South Dakota, a director, officer or shareholder of a corporation who is not a licensed attorney is not permitted to appear pro se to represent a corporation." *Sunflour R.R., Inc. v. Paulson*, 2003 S.D. 122, ¶ 9, 670 N.W.2d 518, 521. Although "[a] limited liability company is not a corporation, . . . it is like one in being distinct from a natural person." *United States v. Hagerman*, 545 F.3d 579, 581 (7th Cir. 2008). Accordingly, many courts have extended the rule that a corporation must be represented by a licensed attorney to LLCs, and thus require an LLC to be represented by a licensed attorney in legal proceedings. The view that an LLC cannot be represented pro se is sound given that:

[T]he right to conduct business in a form that confers privileges, such as the limited personal liability of the owners for tort or contract claims against the business, carries with it obligations one of which is to hire a lawyer if you want to sue or defend on behalf of the entity.

Hagerman, 545 F.3d at 581-82. We agree with other courts that have addressed this issue and hold that a non-licensed attorney is not permitted to appear pro se to represent an LLC.

Smith v. Rustic Home Builders, LLC, 2013 S.D. 9, ¶7-8, 826 N.W.2d 357 (emphasis added).

Any pending eviction cases that have been filed by pro se litigants representing LLCs or corporations will be refunded, and those cases will need to be re-filed by licensed attorneys if the litigants wish to proceed with those cases.

Thank you.

Eric Johnson, Sara Pokela, Andrew Robertson and Wade Warntjes
Magistrate Judges for the Second Judicial Circuit.



South Dakota Paralegal Association, Inc.

Founded in 1989

ANNUAL MEETING & SEMINAR - FRIDAY, JUNE 23, 2023 (7:30 am-3:30 pm CST)
RAMKOTA HOTEL – SIOUX FALLS, SOUTH DAKOTA

<i>Time</i>	<i>Agenda</i>	<i>Speakers</i>
7:30-8:00 AM	Registration & Breakfast	
8:00-9:30 AM	Fostering Connection and Digital Wellness Developing the Courage to Connect	Mark Ostach, National Keynote Speaker
9:30-9:40 AM	Break	
9:40-11:10 AM	Appeals	Kristi Jones, Dakota Law Firm, Prof., LLC
11:10-11:20 AM	Break	
11:20-12:00 PM	SDPA Semi-Annual Meeting	SDPA Executive Committee
12:00-1:00 PM	Lunch	
1:00-2:00 PM	Ethical Obligations for a Paralegal	Emily Maurice, Goosmann Law Firm, P.L.C.
2:00-2:10 PM	Break	
2:10-3:10 PM	Intellectual Property Law 101	Joel Engel, Woods, Fuller, Shultz & Smith, P.C.
3:10-3:30 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 22. By mail: Postmark by Friday, June 17. **LATE REGISTRATIONS:** As of June 20, 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 Heidi Anderson, via email at heidi.anderson@woodsfuller.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:** SDPA has a limited number of rooms available under "South Dakota State Bar/South Dakota Paralegal Association" at \$109.00 plus tax for Thursday, June 22 only. **CANCELLATIONS:** SDPA will provide full refunds for registrations cancelled on or before June 16, 2023 (registrations made through the website will be refunded to your card, less the online processing fee (approximately 5%)). Contact Rebecca or Heidi via email if you need to cancel your registration.

Continuing legal education credit from NALA has been requested: 5 CLE, including 1 ethics and 1.5 non-substantive credit.



**South Dakota
Paralegal
Association**



**ANNUAL MEETING & SEMINAR - FRIDAY, JUNE 23, 2023
RAMKOTA HOTEL-SIOUX FALLS, SOUTH DAKOTA**

CLE CREDIT (NALA application pending): 5 CLE, including 1 Ethics and 1.5 Non-Substantive

Agenda

7:30-8:00 AM Registration & Breakfast

8:00-9:30 AM **Mark Ostach, National Keynote Speaker**
Fostering Connection and Digital Wellness
Developing the Courage to Connect

9:30-9:40 AM Break

9:40-11:10 AM **Kristi Jones, Dakota Law Firm, Prof., L.L.C.**
Appeals and Paralegals Role

11:10-11:20 AM Break [set up for annual meeting]

11:20-12:00 PM **SDPA Annual Meeting**

12:00-1:00 PM **LUNCH**

1:00-2:00 PM **Emily Maurice, Goosmann Law Firm, P.L.C.**
Ethical Obligations for a Paralegal (billing, daily ethical obligation, candor to the Court and Opposing Counsel)

2:00-2:10 PM Break

2:10-3:10 PM **Joel E. Engel III, Woods, Fuller, Shultz & Smith, P.C.**
Intellectual Property Law 101

3:10-3:30 PM Announcements and Adjournment

DID YOU KNOW?

The UJS Notifications site provides the ability to receive emails and text messages regarding Court Office Closures. If you have not already signed up and want to receive notices of when court offices will be closed, please see instructions below.

You can access the site directly through this link: <https://ujnotifications.sd.gov> or by going to the UJS Website (<https://uj.sd.gov>) and under eServices select UJS Notifications.

(See diagram to the right.)

Instructions for registering can be found here: <https://uj.sd.gov/media/odyssey/PublicNotificationsSignup.pdf>

The first time you go to the site, you will need to register by clicking the “Public Initial Registration” link on the left side of the screen; you’ll be taken to the Register screen where you need to enter your information:

- First Name
- Last Name
- Email Address / Confirm it
- Password / Confirm it
- After information has been entered, click the Create User button

(See diagram to the right.)

You will receive an email to activate your account. After activating your account you can sign in and add a cell number to receive text notifications at.

Next, you will select the Closures tab and select which counties you want to receive the Court Closure messages for; you’ll be prompted for the Captcha and then will need to Save.

(See diagram to the right.)



SDPA Sponsorship

Education Committee

The Education Committee is tasked with planning two (2) seminars each year while working alongside the National Association of Legal Assistants (NALA) and the State Bar. The committee is responsible for fulfilling the educational requirements under Article VI of the SDPA Bylaws (ten CLE hours per year which must include two ethical CLE hours).

Sponsorship Request

The Education Committee of the South Dakota Paralegal Association is seeking your sponsorship to help with the growing costs associated with our seminars each year, and to help us raise funds for keynote speakers for our upcoming seminars.

Sponsorship Information

YES! You can count on my support to help the SDPA!

Company Name _____

Contact Name _____

Mailing Address _____

City _____ State _____

Postal Code _____

Phone _____

Fax _____

Email _____

Payment Methods

Check: Please make checks payable to SDPA and mail to Courtney L. Vanden Berg, CP, at Strange, Farrell, Johnson & Brewers, PC at 4420 South Technology Drive, Sioux Falls, SD 57106.

Credit Card: Please logon to <https://www.sdparalegals.com/product/sponsorship>



Paralegal Personality Traits

- Detail-Oriented
- Supportive
- Reliable and Patient
- Imaginative
- Enthusiastic
- Good Practical Skills



Sponsor Benefits Include:

Your firm or organization will get program recognition at our upcoming seminar, special thanks noted in our next Reporter newsletter, and the opportunity to display brochures, pamphlets, or business cards at the registration table of our upcoming seminar.



Select an amount for sponsorship:

- Break Sponsor: \$25.00 _____
- Breakfast Sponsor: \$50.00 _____
- Lunch Sponsor: \$100.00 _____
- General Sponsor: \$ _____
- Keynote Speaker Sponsor: \$ _____

COMMENT/NOTE: _____



South Dakota Paralegal Association (SDPA)

What is the South Dakota Paralegal Association? It is a non-profit organization committed to the preservation and continued growth of the paralegal profession in South Dakota. All roles and committees within the SDPA are volunteer roles of paralegals throughout the state. The purposes of the SDPA are:

- To establish good fellowship among association members, NALA and members of the legal community.
- To encourage a high order of ethical and professional attainment.
- To further education among members of the profession.
- To cooperate with bar associations.
- To support and carry out programs, purposes, aims and goals of NALA.

The SDPA meets as an organization twice a year. Once in June for its annual meeting and again for a semi-annual meeting in the fall. In conjunction with our meetings, we also host educational seminars. These seminars are a great way to meet and connect with other members of SDPA and to earn continuing legal education (CLE) credits.

THANK YOU!!!

On behalf of the Education Committee of the South Dakota Paralegal Association we want to thank you in advance for your contribution and support of our organization. It is greatly appreciated by all the members of SDPA, and our seminar attendees. We thank you!



NEWS FROM U.S. DISTRICT COURT

April 14, 2023

New Civil Local Rules. Last month we highlighted some of the changes to the [Criminal Local Rules of Practice](#) that recently went into effect. This month we focus on changes to the Civil Local Rules.

D.S.D. Civ. LR 43.1 has been amended to clarify that counsel has a responsibility to retain and preserve all physical exhibits, not just those offered at trial or in a hearing. Similar changes were made to D.S.D. Crim. LR 57.3. Civ. LR 83.9 was also amended consistent with the Supplemental Rules for Social Security.

D.S.D. Civ. LR 7.1.1 is a new rule prompted by changes to Fed. R. Civ. P. 7.1. It requires all non-governmental organizational parties or intervenors in civil cases to file within 14 days of the party's first pleading or entry of appearance either a corporate disclosure statement or a certificate that Fed. R. Civ. P. 7.1 is not applicable. Two new events have been added to CM/ECF in response to this rule change. If a corporate disclosure statement is not applicable in a case, counsel will need to file the new **text-only** (no document is attached) event within the required 14-day period. This event is located under **Civil → Other Filings → Other Documents → Certificate of Non-Applicability re D.S.D. Civ. L.R. 7.1.1**. The attorney's final docket entry will read as follows:

I have reviewed Rule 7.1 of the Federal Rules of Civil Procedure requiring nongovernmental corporate parties or nongovernmental corporations that seek to intervene to file a disclosure statement that identifies any parent corporation and any publicly held corporation owning 10 percent or more of its stock and certify that it does not apply to [Party Name].

If an attorney misses the 14-day deadline, the clerk's office will docket the second new event created in CM/ECF entitled "Notice of Noncompliance." After this event is docketed, the attorney will receive an NEF advising as follows:

NOTICE OF NONCOMPLIANCE (Corporate Disclosure Statement not filed). D.S.D. Civ. L.R. 7.1.1 requires non-governmental organizational parties or intervenors to file either a Corporate Disclosure Statement or a Certificate that Fed. R. Civ. P. 7.1 is not applicable within 14 days of the party or intervenors first pleading or entry of appearance. The deadline has passed and **PARTY NAME has not complied. **Said party has three business days to comply.** Compliance may be achieved by docketing the statement or certificate in CM/ECF using the Corporate Disclosure Statement or Certificate of Non-Applicability event.**

Identical events have also been added pursuant to D.S.D. Crim. L.R. 12.4.

New Event for Diversity Cases. The January newsletter outlined all of the changes to Rule 7.1 of the Federal Rules of Civil Procedure not just those addressed by D.S.D. Civ. LR 7.1.1. We have added a new event in CM/ECF for parties or intervenors in diversity cases consistent with Fed. R. Civ. P. 7.1(a)(2). This event is located under **Civil → Other Filings → Other Documents → Citizenship Disclosure Statement in Diversity Cases re Fed. R. Civ. P. 7.1.**