

The WRIT

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Friday, November 15, 2019, Bruce R. Thompson Federal Courthouse
1:30 p.m. to 4:45 p.m.

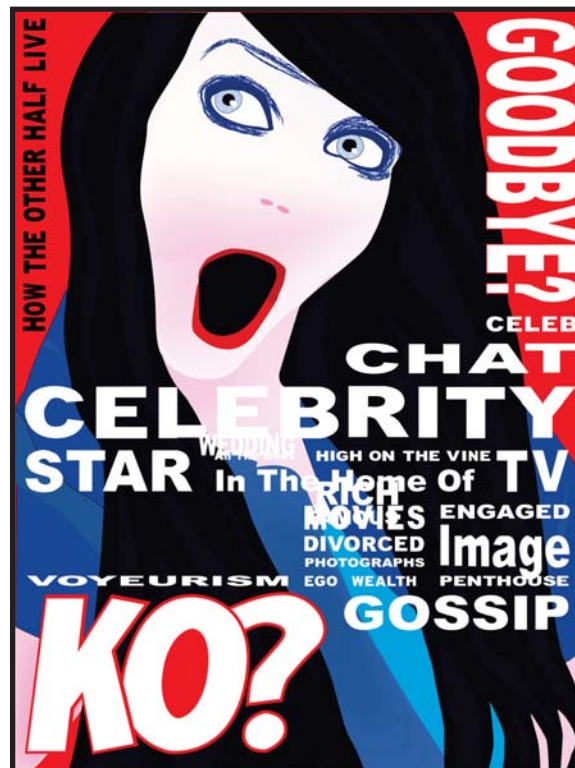
WCBA ANNUAL ENTERTAINING ETHICS

Everything I Need to Know about Legal Ethics I Learned from the Kardashians
3 Hours CLE
including 2 Ethics & 1 Substance Abuse/Mental Health Credit

You thought the Kardashians were all about bling and nonsense, didn't you? Well they are. But only Stuart Teicher (the "CLE Performer") can teach how they also allow lawyers to learn important lessons about legal ethics. Join Stuart as he explains the importance of confidentiality when dealing with new technologies (Rule 1.6), trial publicity issues (Rule 3.6), the duty to self-report mistakes (Rule 8.3 and 1.4), substance abuse and mental health issues, and much more. This program includes 2 hours of ethics and 1 hour of substance abuse/mental health instruction.

Register online
www.wcbar.org/events

Questions? Please call 786.4494 or
email gina@wcbar.org



RANDOM
THOUGHTS
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MILLENNIAL MINUTE

By Kelci Binau, McDonald Carano

HELP US, HELP YOU!

If you ask, “who keeps the law firm afloat,” more often than not, the answer will be the assistants and support staff. It is often the people behind the scenes working to keep the office running smoothly who are the backbone of an organization. While assistants support and provide attorneys and coworkers with invaluable services, their needs and input often get lost amongst daily demands and time-sensitive requests.

As new attorneys, we enter the legal profession with knowledge of theory and perhaps a few summers of clerking at a law firm; however, we know very little about the intricacies of the inner workings of a law firm. Through my first year in practice, I found my relationships with assistants and support staff to be one of the most welcoming, comforting and helpful in terms of familiarizing myself with settling into working at a law firm. In keeping with my passion for seeking advice from those I work with, this month I thought who better to seek guidance and input from than the assistants who support us every day. Below is a summary of years of experience and wise advice imparted on us by the backbone that supports us every day.

Communication: Set up a system that works for you and your assistant and stay consistent. Check-in periodically to update and modify the system as necessary. Be clear in your expectations, requests and time frames. Often, assistants are expected to be mind-readers, or not kept in the loop. If you need something, just be specific and ask. Keep your assistant updated as to which clients, projects, and cases you are working on. Copying your assistant on emails will allow him/her to follow your active matters and enable him/her to better anticipate and meet your needs along the way. To stay on top of accounting, give your assistant your credit card receipts as soon as you get back from lunch. Keep on top of your emails, create subfolders to help

stay better organized and ask your assistant to print or save documents when necessary.

Time Management: While, assistants understand and respect attorneys have many clients and matters on their plates, please keep in mind that assistants often juggle requests from multiple attorneys while covering for other assistants. While a court may allow you to wait until midnight to file a pleading, keep in mind, the more time you give your assistant to review and finalize a document, the higher the likelihood your document will be filed with fewer mistakes. When you leave a filing or signing to the last minute, your procrastination and last-minute stress trickles down to not only your assistant, but also the couriers and support staff. When something needs to be hand-delivered, whether near or far, efficiency and safety are often compromised when staff are frantically rushing to meet a quickly approaching deadline. Your assistants have families, children and other responsibilities

outside of work, so please be cognizant of how often your requests intrude upon their time during off hours.

Trust/Honesty: Assistants often express it is their goal to support and keep their attorneys “on top of their game.” There is not enough time in the day for you to do everything yourself. Trust and rely on your assistant to support you; as one assistant expressed “we can make you shine if you let us.”

Be open to Guidance: Assistants realize that you are an attorney and have a J.D.; however, learning how to “practice” law takes time. Senior assistants understand it can take years to fully feel comfortable and well-versed in the practice of law and they are willing and eager to help you. You and your assistant are a team, and there is no “i” in team. Be open to guidance, many assistants have been “around the block.” Developing good habits early on can help save you from bad consequences later in your career. If you remain open to receiving guidance,



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an experienced assistant can help save you from learning things the hard-way and teach you some of the intricate details of the practice of law.

Believe in yourself: Many new attorneys tend to question and doubt themselves and their decisions. While it is important to ask questions to ensure your understanding, it is equally important to have faith in yourself and your education. Even if you recently graduated law school and passed the bar, you are just as much of an attorney as the partners at your firm. Confidence can help propel you to the next step in your career; always work to portray confidence, even on days when you may not feel it.

Stay Humble: Always remember, be humble, kind and empathetic. A little courtesy and thoughtfulness goes a long way. Regardless of how busy you are, remember to use the words “please” and “thank you.” These seemingly small words carry enormous meaning and impact. An occasional coffee or lunch is greatly appreciated, especially if your assistant has gone above and beyond. Assistants appreciate feedback, praise and knowing they are doing a good job and that their efforts are appreciated.

The next time you see your assistant, bring him/her a coffee or thank them for their hard work. Just as you would calendar a meeting with a client, calendar a meeting with your assistant to either create or re-evaluate a system. You will be amazed by the progress that can be made when you open and value the lines of communication.

Kelci Binau is an Associate with McDonald Carano in the firm's Business Entities & Transactions and Real Estate & Land Use practice groups.



NOTICE OF FEE CHANGE

The 2019 Nevada Legislature increased the statutory recording fee in all county recorders' offices by \$2.00. The new recording fee will be **\$43.00** per document effective **January 1, 2020**. *This fee change will not affect UCC filings.

CONGRATULATIONS NEW ADMITTEES!

On October 16, 2019, the new admittees were sworn in by the Nevada Supreme Court. These individuals passed the July 2019 Bar Exam. A reception was held immediately following the ceremony hosted by WCBA with the support of the firms listed below:

- | | |
|----------------------|--------------------|
| Jowi Harbel Asmar | Josette O'Mealia |
| Decker Cady | Daniel Hershkowitz |
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Washoe County Bar Association is grateful to the following law firms who generously sponsor this event welcoming and honoring the new admittees to the State Bar of Nevada.

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