# The original documents are located in Box 36, folder "National Legal Secretaries' Court Observance Week" of the William J. Baroody Files at the Gerald R. Ford Presidential Library.

### **Copyright Notice**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald R. Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

materials. Please contact the Gerald R. Ford Presidential Library for access to

Some items in this folder were not digitized because it contains copyrighted

these materials.



# National Legal Secretaries' Court Observance Week, 1974

By the President of the United States of America

# A Proclamation

Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries. Without these unsung heroines of the legal process, the wheels of justice would grind to a permanent halt. They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well. One way in which their employers can demonstrate their appreciation for jobs well done is by giving their legal secretaries greater opportunities to observe courtroom proceedings—to see more of the system in action.

To pay tribute to this fine group of Americans, and to encourage their exposure to courtroom proceedings, the Congress by House Joint Resolution 898 of the Ninety-third Congress, has requested the President to proclaim the second full week in October, 1974, as National Legal Secretaries' Court Observance Week.

NOW, THEREFORE, I, GERALD R. FORD, President of the United States of America, do hereby designate the week beginning October 14, 1974, as National Legal Secretaries' Court Observance Week. I call upon the people of the United States to observe that week with appropriate ceremonies and activities. Furthermore, I call upon the legal community, throughout that week and during the ensuing year, to enhance their legal secretaries' understanding of their role in the administration of justice in this Nation by affording them more opportunities to observe actual courtroom proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand this fourteenth day of October, in the year of our Lord nineteen hundred seventy-four, and of the Independence of the United States of America the one hundred ninety-ninth.

Gerall R. Ford



# National Legal Secretaries' Court Observance Week, 1974

By the President of the United States of America

# A Proclamation

Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries. Without these unsung heroines of the legal process, the wheels of justice would grind to a permanent halt. They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well. One way in which their employers can demonstrate their appreciation for jobs well done is by giving their legal secretaries greater opportunities to observe courtroom proceedings—to see more of the system in action.

To pay tribute to this fine group of Americans, and to encourage their exposure to courtroom proceedings, the Congress by House Joint Resolution 898 of the Ninety-third Congress, has requested the President to proclaim the second full week in October, 1974, as National Legal Secretaries' Court Observance Week.

NOW, THEREFORE, I, GERALD R. FORD, President of the United States of America, do hereby designate the week beginning October 14, 1974, as National Legal Secretaries' Court Observance Week. I call upon the people of the United States to observe that week with appropriate ceremonies and activities. Furthermore, I call upon the legal community, throughout that week and during the ensuing year, to enhance their legal secretaries' understanding of their role in the administration of justice in this Nation by affording them more opportunities to observe actual courtroom proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand this fourteenth day of October, in the year of our Lord nineteen hundred seventy-four, and of the Independence of the United States of America the one hundred ninety-ninth.

Gerall R. Ford



# National Legal Secretaries' Court Observance Week, 1974

By the President of the United States of America

### A Proclamation

Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries. Without these unsung heroines of the legal process, the wheels of justice would grind to a permanent halt. They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well. One way in which their employers can demonstrate their appreciation for jobs well done is by giving their legal secretaries greater opportunities to observe courtroom proceedings—to see more of the system in action.

To pay tribute to this fine group of Americans, and to encourage their exposure to courtroom proceedings, the Congress by House Joint Resolution 898 of the Ninety-third Congress, has requested the President to proclaim the second full week in October, 1974, as National Legal Secretaries' Court Observance Week.

NOW, THEREFORE, I, GERALD R. FORD, President of the United States of America, do hereby designate the week beginning October 14, 1974, as National Legal Secretaries' Court Observance Week. I call upon the people of the United States to observe that week with appropriate ceremonies and activities. Furthermore, I call upon the legal community, throughout that week and during the ensuing year, to enhance their legal secretaries' understanding of their role in the administration of justice in this Nation by affording them more opportunities to observe actual courtroom proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand this fourteenth day of October, in the year of our Lord nineteen hundred seventy-four, and of the Independence of the United States of America the one hundred ninety-ninth.

Gerall R. Ford

# THE WHITE HOUSE WASHINGTON

October 23, 1974

MEMORANDUM FOR: ROLAND ELLIOTT

FROM: MARGUERITE MCAULIFFE

Please arrange to have the attached letter robotyped to the individuals on the enclosed list for the National Legal Secretaries' Week Proclamation. It is only necessary to have done those names which have an asterisk.

Thanks very much.

# THE WHITE HOUSE

WASHINGTON

October 21, 1974

Dear

President Ford recently signed a Proclamation designating the week of October 14th as National Legal Secretaries' Court Observance Week, 1974. In his Proclamation the President states, "Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries . . . They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well."

The President asked that I send you the enclosed duplicate of his Proclamation as a small remembrance of this occasion. It comes to you with his very best wishes.

Sincerely,

William J. Baroody, Jr. Assistant to the President

Enclosure

NATIONAL DIRECTORS 1974-75

ALABAMA: Ruth Jackson, P. O. Box 1267, Montgomery, AL 36102 ALASKA: I

Ione Osborne, 8035 Loganberry, Anchorage, AK

ARIZONA: Eksie Conde, Box 969, Yuma, AZ 85364 ARKANSAS: Mary Ellen Spann, P. O. Box 1471, Little Rock, AR 72203

CALIFORNIA: Betty Lou West, 1189 Midway Court, Novato, CA 94947

COLORADO: Violet McNew, 65 S. 36th Street, Boulder, CO

CONNECTICUT: Mary L. Vasquez, 217 Wells Road, Wethersfield, CT 06109

DELAWARE: Ruth J. Eskridge, 21 Pierce Road, Wilmington, DE 19803

DISTRICT OF COLUMBIA: Evangeline Jensen, 5539 Columbia Pike, Apt. 310, Arlington, VA 22204 FLORIDA: Pamela Hurst, 3805 Poincinana Avenue, Miami,

FL 33133 GEORGIA: Jessie Turnipseed, c/o Huie, Brown & Ide, Fulton

Federal Bldg., Atlanta, GA 30318 HAWAII: Philomena T. Shim, 1715-B Puowaina Drive

lulu, HI 96813 IDAHO: Cathy Zander, 403 E. Washington, Meridian,

ILLINOIS: Jackie State, P. O. Box 678, East 678, East Moling

IL 61244 INDIANA: Joan H. Maney, PLS, 5505 Winchester Road, Fort

Wayne, IN 46819 IOWA: Lorraine Treimer, PLS, 310 2nd Avenue, W., Spencer, IA 51301

KANSAS: Virginia Breshears, PLS, P. O. Box \$2, Ottawa, KS

KENTUCKY: Alice E. Potts, 3944 Massie Avenue, Louisville, KY 40207

LOUISIANA: Norma R. Abbott, 11765 Biscayne Drive, Baton Rouge, LA 70814

MAINE: Ann P. Googins, 418 Auburn Street, Portland, ME

MARYLAND: Nancy Krapep, 13011 Greenmount Avenue, Beltsville, MD 20705

MASSACHUSETTS: Maureen Morgan, 55 Lewis Avenue, W. Springfield, MA 01089

MICHIGAN: Florence L. Rose, CPS, PLS, 1421 Parklane Towers East, Dearborn, MI 48126

MINNESOTA: Mary Ann Stevenson, 260 Cimarron Road, Apple Valley, MN 55124

MISSISSIPPI: Gladys Burdett, P. O. Box 1070, Hattiesburg. MS 39401

MISSOURI: Phyllis M. Walsh, 323 Theodore, Eurela, MO

MONTANA: Marion Connor, 2111 Fox Drive, Millings, MT 59101

NEBRASKA: Eileen Evers, 209 North Elm, Grand Island, NE

NEVADA: Judi Sabella, P. O. Box 573 Minden, NV 89423 NEW JERSEY: Peggy Maitland, P.O. Box 26. Mt. Holly, NJ 08060

NEW MEXICO: Jean O'Flynn, 106 West Ural Drive, Carls-

NEW MEXICO: Jean O'Flynn, 1106 West Ural Drive, Carlsbad, NM 88220
NEW YORK: Vivian Robiotto, 106 Vestal Avenue, Binghampton, NY 13903
NORTH CAROLINA; Barbara Owens, 5 Woodland Road, Asheville, NC 28806
NORTH DAKOTA: Pauline Molvig, P. O. Box 1393, Grand Forks, ND 58201
OHIO: Rosemary Schillinger, 2492 Winding Hills Drive, Columbus, OH 43224
OKLAHOMA: Dorothy Morgan, 22 Northwest 56th, Lawton, OK 3501
OREGON: Jeanne Shirts, 1408 Standard Plaza, Portland. OR 37204
ENNSYLVANIA: June Fawcett, 345 Brookline Blvd., #6, Pittsburgh, PA 15226

Pittsburgh, PA 15226 RHODE ISLAND: Marion Massart, 1478 Atwood Avenue, Johnston, RI 02919

SOUTH CAROLINA: Rosemary Small, PLS, Box 11070, Columbus, SC 29211 SOUTH DAKOTA: Dorothy L. Iverson, 515 Belmont Drive,

Rapid City, SD 57701
TENNESSEE: Jean Bailey, Route 5, Box 272, Church Hill,

TN 37642 TEXAS: Thehna Russell, PLS, 1012 Norton Street. Mesquite, TX 75149

TX 75149
UTAH: Macel P. Thurmond, c/o Governor Calvin Rampton, 210 State Capitol, Salt Lake City, UT 84114
VERMONT: Jo-Ann M. Beaudin, PLS, One First Avenue, Montpelier, VT 05602
VIRGINIA: Marie W. Ghman, 1400 Ross Bldg., 801 W. Main Street, Richmond, Va 2219
WASHINGTON: Dorothy Hyland, 406 Olympic Nat'l Bldg., South, W. 09718

Seattle, WA 98104
WEST VIRGINIA: Donna McComas, 1342 13th Street, Altizer, Huntington, WV 25702
WISCONSIN: Maurene Christensen, PMS, 2038 Roosevelt Avenue, Oshkosh, WI 54901

WYOMING: Ruby Fletcher, 1655 Custer, Casper. WY 82601

CANADA: Vivienne Page, 110 Yonge Street, Suite 1800, Toronto, Ontario, Canada M5C 1T5

### STANDING COMMITTEE CHAIRMEN 1974-75

CONVENTION-1975 Mrs. LaVelle Mullenex Erwin, Lamb & Erwin 3323 SW Harbor Drive Portland, OR 97201 CONVENTION—1976

Mrs. Nancy J. Stockton, PLS
Route I, Box 111A
Parker, CO 80134
CREDENTIALS
Miss Jariann Farhat, PLS
c/o Dan Thomas E. Brennan
217 South Capitol Avenue
Lansing, MI 48933
WHISTORY
Mrs. Loring Marcs

Mrs. Lorine Mares 2658 High Street Lincoln, NE 68502

LEGAL EDUCATION Miss Marjorie J. Biel 47 Ravine Drive Matawan, NJ 07747 LEGAL SECRETARY OF THE YEAR

Mrs. Jeanne Shirts 3838 St. Glenwood Portland, OR 97202 LEGISLATIVE

Mrs. Pauline B. Girvin, PLS 1252 Martha Custis Drive Álexandria, VA 22302

NALS OFFICIAL COURSE
Mrs. Sherry L. Mehle
837 East Limberlost Drive
Tucson, AZ 85719
NOMINALONS AND ELECTIONS Miss Heen L. Broun
Box 642, Creole Station
Moss Point, MS 39563
PROFESSIONAL LEGAL SECRETARIES
—CHAIRMAN OF THE BOARD

Mrs. Toni Jochems, PLS 1521 W. 35th Street North Wichita, KS 67204

RESOLUTIONS Miss Mary Ann Crotty 2328 15th Street Troy, NY 12180

SCHOLARSHIP Mrs. Kaye Aoki, PLS Phil L. Hansen & Associates 250 East Broadway, Suite 100 Salt Lake City, UT 84111

# SPECIAL COMMITTEE CHAIRMEN

₹ STATE AND LOCAL PUBLICATIONS A STATE AND LOCAL PUBLICATIONS
Miss Charlotte S. Meredith
2318 Rosemore Avenue, H-12
Glenside, PA 19038
ASSOCIATION OF LEGAL STUDENTS
Mrs. Betty H. Ehrnschwender
Drake, Phillips, Goetz, Kuenzli

Findlay, OH 45840

& Clark Suite 218, Niles Bldg.

T DAY IN COURT

Mrs. Barbara W. Miller, PLS P. O. Box 6855 Richmond, VA 23230

INTERNATIONAL Miss Mary Lou Riley, PLS c/o Smith & Schnacke 190 Talbott Tower Dayton, OH 45402

PROGRAM COORDINATOR Mrs. Doris Ogletree, PLS P. O. Box 756 Shre eport, LA 71162

STATE HANDBOOK Mrs. Oporgia M. Hinton, PLS Hoof, Shucklin & Harris 1177 Dexter Horton Bldg. Seattle, WA 98104

WORKSHOP—1975 CONVENTION Mrs. Frances S. Chapin 5329 E. 19th Place Indianapolis, IN 46218

LEGAL ASSISTANT TASK FORCE Miss Kay Eismenn P. O. Box 385 John Day, OR 9 845

LEGAL ASSISTANT CHAIRMAN OF THE BOARD Jane H. Terhune, PLS 866 Wellington Drive Charleston, SC 29412

For the sterred

Obecan Sent Proclomation to these sterent on this page and at the back-fige 31 -

\* 1974-1975 OFFICERS

(Elected)

PRESIDENT:

Mrs. Barbara G. Bumstead, J.D. 4311 O'Meara Houston, TX 77035

FIRST VICE PRESIDENT:

Mrs. Thelma M. Bambauer, PLS 3358 North Treat Circle Tucson, AZ 85716

SECOND VICE PRESIDENT: \*

Mrs. Jane H. Terhune, PLS 866 Wellington Drive Charleston, SC 29412

THIRD VICE PRESIDENT: \*

Miss Harriet G. Chase c/o John P. Hawkins, Esquire 134 Francis Street Providence, RI 02903

FOURTH VICE PRESIDENT: \*

Mrs. Ivy W. Person 3008 Rincon Place Bakersfield, CA 93306

RECORDING SECRETARY: \*

Mrs. Pat Johnson, PLS Stockton & Stockton 1309 Barnett Bldg. Jacksonville, FL 32202

TREASURER: \*

Mrs. Teresa B. Hartzog 3005 E. Skelly Drive, Suite 120 Tulsa, OK 74105

(Appointed)

CORRESPONDING SECRETARY: >

Mrs. Mildred Holeman 508 East Witcher Lane Houston, TX 77022

DIRECTOR OF PUBLIC RELATIONS: \*

Miss Eleanor L. Parker 961 Ruth Layne Niles, MI 49120

NALS DOCKET EDITOR: > Miss Marty Schiff, PLS

612 Bonita Avenue Webster Groves, MO 63119

PARLIAMENTARIAN: X

Mrs. Dorthea Jorde, PLS Post Office Box 1000 Minot, ND 58701

EXECUTIVE COMMITTEE MEMBERS:

Maxine M. Dover (nonvoting member)

Balbara G. Bumstead, J.D. Bangara G. Bumstead, J.D.
Thelma M. Bambauer, PLS
Jane H. Terhune, PLS
Harriet G. Chase
Ivy W. Person
Pat Johnson, PLS
Teresa B. Hartzog
Mildred Holeman
Dorthea Jonie, PLS

Volume 23

AUGUST-SEPTEMBER, 1974

THE NALS DOCKET Official Publication THE NATIONAL ASSOCIATION OF LEGAL SECRETARIES

Published at 3005 E. Skelly Drive, Suite 120, Tulsa, Oklahoma 74105

THE NALS DOCKET STAFF

EDITOR: Miss Marty Schiff, PLS, 612 Bonita Avenue, Webster Groves, Mo. 63119. 314-962-0233. CIRCULATION: NALS Headquarters, 3005 E. Skelly Drive, Suite 120, Tulsa, Oklahoma 74105.

NALS HEADQUARTERS \*

Mrs. Maxine Dover, Executive Administrator 3005 E. Skelly Drive Tulsa, Oklahoma 74105 A/C 918 749-6423

### OFFICIAL COURSE FOR LEGAL SECRETARIES

Robert B. Krogfoss, Coordinator NALS Official Course for Legal Secretaries P.O. Box 7394, Long Beach, Calif. 90807 Tel. A/C 213 421-2002

Chairman Mrs. Sherry Mehle 837 E. Limberlost Dr. Tucson, AZ 85711

NUMBER 1

Circulation and subscription rates: Published bimonthly, August-September, October-November, December-January, February-March, April-May, June-July. Subscription rate for nonmembers \$3 for 6 issues. Single copies 50¢. Annual dues and per capita tax includes \$1.50 for subscription to THE NALS DOCKET.

The National Association of Legal Secretaries assumes no responsibility for the opinions or points of view expressed by contributors to THE NALS DOCKET unless statements have been authorized by action of the association. © 1974 by NALS. Permission to reproduce material appearing in THE NALS DOCKET must be obtained from the editor. NALS endorses no item or service other than those under the auspices of the association.

Second class postage paid at Tulsa, Oklahoma. Postmaster: Send form 3579 to 3005 E. Skelly Drive, Suite 120, Tulsa, Oklahoma 74105

Send us your news whenever it is topical. If we have no room in the current issue, we will try to include it in the issue following.

October 21, 1974

Dear

President Ford recently signed a Proclamation designating the week of October 14th as National Legal Secretaries' Court Observance Week, 1974. In his Proclamation the President states, "Our vast and complex system of justice cannot function without the skill and dedication of our Nation's legal secretaries... They deserve the praise, gratitude and respect not only of their employers but of the system which they serve so well."

The President asked that I send you the enclosed duplicate of his Proclamation as a small remembrance of this occasion. It comes to you with his very best wishes.

Sincerely.

William J. Baroody, Jr. Assistant to the President

TANKO TO THE OF THE OF

Enclosure

### IN THIS ISSUE

- New Bylaws23rd Annual Convention CoverageCourt Observance Week



# THE

DOCKET

THE NATIONAL ASSOCIATION OF LEGAL SECRETARIES

AUGUST-SEPTEMBER 1974 VOLUME 23 NUMBER 1



JANE TERHUNE, PLS Second Vice President



THELMA BAMBAUER, PLS First Vice President



HARRIET CHASE Third Vice President



BARBARA BUMSTEAD, J.D. President



IVY PERSON Fourth Vice President



PAT JOHNSON, PLS **Recording Secretary** 

NALS 1974-75 OFFICERS



TERESA HARTZOG Treasurer

# THE WHITE HOUSE WASHINGTON

October 15, 1974

MEMORANDUM FOR:

Marguerite McAuliffe

The President, on October 14, signed a Proclamation entitled:

"National Legal Secretaries' Court
Observance Week"

Robert D. Linder



Metigrial degal fleretaries lacere Abervance Spoke girth Mrs. Lover 10 the Mal'l Assa of regal Scultures . She will send a list of their officers. 918/749-6423