

Minutes of the Columbia Chapter of the South Carolina Roster Administrators  
Meeting Date: Tuesday January 20th, 2009

Location: Mike Kelly Law Group, LLC  
500 Taylor Street, Columbia, SC  
Host: Greta Edwards

**Attendees:**

1. Laurie Jennings, Nelson Mullins, [Laurie.Jennings@nelsonmullins.com](mailto:Laurie.Jennings@nelsonmullins.com)
2. Jay-Jay Flanagan-Grannemann, Law Office of Daryl G. Hawkins, LLC, [JayJay@dghlaw.net](mailto:JayJay@dghlaw.net)
3. Tometta Johnson, McAngus Goudelock & Courie (MGC), [Tometta.Johnson@mgclaw.com](mailto:Tometta.Johnson@mgclaw.com)
4. Greta Edwards, Mike Kelly Law Group, [gedwards@mklawgroup.com](mailto:gedwards@mklawgroup.com)
5. Kim Harbison, Law Office of Daryl G. Hawkins, LLC, [kharbison@dghlaw.net](mailto:kharbison@dghlaw.net)
6. Jade Upshur, Mike Kelly Law Group, [jupshur@mklawgroup.com](mailto:jupshur@mklawgroup.com)

As attendance was low, this meeting was a bit more informal than usual. Laurie Jennings took charge of the meeting initially at approximately 1:00 p.m. and distributed the agenda (see attached), her responses to written questions from a *Carolina Paralegal News* (hereafter "CPN") reporter about our organization (also attached), and a handout for creating an Outlook Rule to catch emails to the firm's attorneys from Clerks' offices when cases are added to rosters (also attached) and forward them to the roster clerk.

The minutes of last month's meeting were approved without revisions.

Laurie mentioned that the Elite Large Firm Docketing Management teleconference group was going to be having another conference call sometime in February. Laurie is going to try to find out if there is a minimum size requirement for participants on these calls, and see what is involved for others to be added to the conferences. (Since the meeting, she has emailed us all with an update on this issue.)

Laurie mentioned that Jay-Jay Flanagan-Grannemann was being highlighted in an upcoming issue of CPN and asked Jay-Jay to speak a bit about that. Jay-Jay was contacted by a CPN reporter based on her election as First Vice-President and Education Chair for the Palmetto Paralegal Association for 2009 and did an email interview, in which she mentioned SCRA. The reporter asked a number of follow-up questions about SCRA, and Jay-Jay put the reporter in contact with Laurie, which led to Laurie doing an email interview (see attached) and Jay-Jay then being asked to do a follow-up phone interview so the reporter could get some quotes for her article. (To see the final article, see p. 12 of the January 2009 issue at the following link:

<http://www.sclawyersweekly.com/archives/pdf/sc/08/CPNJan2009.pdf> )

Laurie discussed how she created an Outlook Rule for filtering emails from the Clerks' office that notify attorneys that a case has been added to a roster. See the attached for detailed instructions. It was discussed that while SOME counties are emailing notices, not all are, and even among those that ARE, not everyone is using the standard language used in this filter, but enough counties are using the email notification and standard language to make the filter useful at this time. Hopefully it will become even more useful in the future as more and more counties email roster notifications and the notices become standardized!

Discussion ensued regarding the various case management and roster management programs attendees use. Nelson Mullins uses Compulaw, but Laurie doesn't feel that they use the program to its full potential, while Mike Kelly and MGC use Prolaw and our members seem to really like it.

Kim Harbison mentioned that there is a CareerTrack online seminar about Outlook tips and tricks coming up in February and invited SCRA members to come to her office to attend the seminar, since there is just a site fee and there is no limit on the number of attendees. She proceeded to explain to everyone how the Law Office of Daryl G. Hawkins uses various features in Outlook, particularly the calendar, to run a more efficient practice.

Kim also mentioned a free Outlook plugin called Xobni which indexes your entire email box, including all subfolders, and can search anything in your messages almost instantly, leaving the Outlook search function in the dust.

Kim also mentioned another use for the Adobe redacting plugin we've been discussing over the past few months. One of her attorneys wanted to search a 300+ page deposition for uses of a particular word and have those highlighted for him. While this could have been done by a clerk using the word index and highlighting by hand, Kim was able to use the redacting plugin to search the document and automatically highlight all mentions of that word in mere seconds. She then printed the depo transcript to a color printer and had what the attorney was asking for in less than 10 minutes (and most of that was printing time). For anyone interested, the single-user license for the redacting plug-in is \$199, while the 5-user license costs just \$395.

Upcoming meeting dates, locations, and hosts were noted as follows

February 17th at Law Office of Daryl G. Hawkins, LLC, hosted by Jay-Jay Flanagan-Grannemann and Kim Harbison

After the February meeting, we have no locations or hosts presently set.

Discussion ensued about getting more active members. While we have 29 people and 16 firms represented on the email list (as of 02/08/2009), only a handful of firms

routinely send attendees. While we appreciate that everyone is busy, we would like to see everyone who is receiving the tips and tricks from the meeting minutes and emails actively participate in the group and provide their own input and feedback to make the group more broad-based and inclusive of the entire local legal community.

Laurie mentioned that she has spoken to Scott, the Senior Applications Manager in Chief Justice Toal's IT department, about our group recently as a result of the CPN interview. She also mentioned that Joan Nassey, the Director of IT for Chief Justice Toal, would be another good contact person for the group once we are ready to speak to outside stakeholders. It was suggested that Laurie should contact Scott to see if he might be willing to come speak to the group either next month or sometime later on this year. It was suggested that Mike Kelly's office would be a great place to hold that meeting when it takes place, due to the circular board room, as the speaker can set up their computer and projector in the center and speak from there, ensuring everyone has good access to the speaker and can see and hear the presentation.

Laurie asked if the various attendees had had their daily work affected by things they learned through SCRA. She said the question was raised in the CPN interview, and she was curious what we would all say. Everyone in attendance agreed that their work had been positively affected by their membership in the organization. We discussed that we hope that that information would convince some of our inactive members to come out and join us at one of our upcoming meetings.

Laurie reiterated that anyone who has any new tips or information to share can forward it to her for distribution to the entire email list and thanked everyone for their submissions to date.

The meeting was adjourned at approximately 2:00 p.m.

Respectfully submitted,

*Jay-Jay Flanagan-Grannemann*

Secretary

South Carolina Rosters Administrators, Columbia Chapter

02/08/2009