

Minutes of the Columbia Chapter of the South Carolina Roster Administrators  
Meeting Date: Tuesday February 17th, 2009

Location: Mike Kelly Law Group, LLC  
500 Taylor Street, Columbia, SC  
Hosts: Kim Harbison & Jay-Jay Flanagan-Grannemann  
Law Office of Daryl G. Hawkins, LLC

**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. Nelda Canada, McAngus Goudelock & Courie (MGC), [ncanada@mgclaw.com](mailto:ncanada@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. Michael J. Cerkez, Haynsworth Sinkler Boyd (HSB), [MCerkez@hsblawfirm.com](mailto:MCerkez@hsblawfirm.com)
7. Kathleen Clardy, HSB, [KClardy@hsblawfirm.com](mailto:KClardy@hsblawfirm.com)
8. Melanie Magruder, Nexsen Pruet, [MMagruder@nexsenpruet.com](mailto:MMagruder@nexsenpruet.com)

Laurie Jennings took charge of the meeting initially at approximately 1:00 p.m. and distributed the agenda (see attached) and a printout of an email exchange between her and Scott Hayes at the Supreme Court (see attached), while Mike Cerkez distributed printouts of the recent articles about Jay-Jay and SCRA in the January issue of the *Carolina Paralegal News* (hereafter "CPN") (also attached).

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

The question of whether to register the organization is still listed as old business. We discussed that we will need to prepare By-Laws and a mission statement, among other documents, before we will be ready to register the organization with the state. That project was again tabled.

Laurie mentioned that she has had some further discussions with Jeffrey Landers, who is in charge of the Elite Large Firm Docketing Management teleconferences, and she discovered that Elite is the name of a software program for docketing that many of the largest firms in the county use. Jeffrey told her that they originally restricted participation in the conference calls to members of the AmLaw 200 using their software, but have since expanded to discuss all docketing issues, regardless of the software used, and once he heard about our group and that our members would just listen in on the calls and not actually participate, he agreed to send invitations to the next conference call to us. Laurie said that she had received her invitation shortly before leaving her office to come to the meeting and said she expected the rest of us to receive our invitations

shortly, as the previously announced call on the 19<sup>th</sup> had been delayed until February 26<sup>th</sup> from 11:30-2:30.

Michael mentioned that he is still getting about 8 or 9 emails a week through the Linked-In docketing groups he belongs to (about 10 of them, with just one accounting for the bulk of the emails he receives).

Laurie asked if anyone would prefer that we cut back on the number of emails that are sent relating to SCRA business or tips. Jay-Jay stated that she did not feel that Laurie was spamming her and that she thought Laurie's subject lines were sufficiently descriptive that anyone who didn't need a particular piece of information could quickly delete it, so she didn't see any reason to change the email practices already in place. Mike suggested that Laurie send just one email a day, perhaps in the morning, aggregating all materials received the previous day, separating each news or informational item in an email by a line of asterisks or something similar to allow easy review.

Laurie suggested we create a contacts roster for the organization, including names, firm affiliations, job titles, mailing addresses, phone numbers, fax numbers, and email addresses. Laurie and Jay-Jay discussed that their current contact lists for the membership only include names and email addresses, so someone will need to compile all of the other information desired. Kim Harbison volunteered to compile the database, which we would like to distribute to current members and perhaps put on CDs to give to new members when they join. Kim will distribute the database to current members once it has been completed.

Discussion of how to forward a distribution group maintained in Outlook ensued. Nelda Canada and Kim walked us through it: with the distribution group open, use Actions – Forward – then the recipient can drag the list into their Contacts.

Laurie mentioned that the CPN article had come out and been forwarded by email to members. She stated that she heard from Scott Hayes (Senior Applications Manager in the IT Department at Justice Toal's office) about a particular quote in the article (see attached). Scott apparently wanted to make sure that no one had the impression that the Case Management System project was "at a standstill." Jay-Jay explained the context and qualifications that surrounded the quote in the interview, and a discussion ensued about whether she, SCRA, or Justice Toal's office should request a retraction, a correction, or a qualification. Laurie mentioned that Scott is tentatively scheduled to come speak at our next meeting, which will be held on St. Patrick's Day, March 17<sup>th</sup>, 2009. It was suggested that perhaps a follow-up article in CPN after that meeting would be a good idea, as it would allow Scott to clearly state the status and timeline of the project both directly to our members and to all readers of CPN, thereby setting the record straight and getting everyone on the same page.

Laurie mentioned that we have gained two new members: Candace Mayhew of Parker Poe's Charlotte office docketed for both North Carolina AND South Carolina, and Laurie

says our understanding of North Carolina's system may not be as complete as we had thought, as Candace mentioned that not ALL courts are on the NC central roster search site, as we had previously believed! Our second new member is Gayle Van Scoy of Smith Moore Leatherwood in Greenville. She has been with the firm approximately 20 years and seen every change in roster systems during that period, so whenever we start to feel this job is too hard, I am sure she will be able to remind us how good we have it by being able to search rosters online! While both Candace and Gayle had hoped to participate in the meeting by phone, and Mike Kelly's office graciously provided the conferencing capability for that, both ladies were prevented from participating due to intervening job duties. We hope to be able to welcome them as active participants next month!

Melanie Magruder mentioned that she has a foreclosure firm interested in joining the group as well, but the woman who does their roster checks only works part-time, and she needs to be at the office on Tuesdays, so she might not be able to attend many meetings. Melanie will keep trying to recruit her, and will forward this month's minutes and attachments to her so she can see what sort of things we do and discuss.

Laurie mentioned that she hoped to see some more members at next month's meeting, especially since Scott is expected to attend. She said Nelson Mullins will probably be willing to host the meeting again, since it's been a while since we've been there and all our active members have hosted the group at least once. She will let us know for sure as the date nears.

Melanie mentioned that she has really learned a lot from the group over the last 6 months and really appreciates the opportunities it presents. She said she inherited the roster-checking job for her firm last April and was lost at first but has benefited tremendously from the meetings and emails, including seeing specific improvements in her job performance.

As an educational aside, Mike explained definitions for "recusal" and "40(j)" and suggested that we have a terminology class/handout/presentation for new members who might not be familiar with all the specialized terms they might see on a roster or docket website. It was decided that Mike would email Laurie with definitions from Black's Law Dictionary or the relevant court's Rules for any unusual or specialized terms that he found while searching rosters and Laurie will email them to the group. Any other members who find words or phrases they think others would appreciate clarification of can also send those items to Laurie for distribution.

Mike volunteered HSB to host the April meeting, which will be on April 21<sup>st</sup>.

It was suggested that we all make lists of any additional comments, questions, and complaints about the online roster system for next month's meeting so that Scott's time can be used productively. Nelda also reminded everyone to also think of some nice things to say. Please send all comments, questions, complaints, AND compliments to Laurie at least a day before the meeting on March 17<sup>th</sup>.

Nelda mentioned that MGC has procured the Adobe plug-in we've been discussing over the last several months and she has volunteered to be part of a test group trying it out for a period of time (probably for the 30-day trial period the software authors offer). They had just installed it the day before our meeting, so Nelda hadn't had a chance to use it yet. She said that our minutes and hand-outs are distributed up the chain of command at their firm and someone above her made the decision to try it out based on the information received from our materials.

As we had several different folks in attendance at this meeting, Kim again mentioned another use she had found for the Adobe redacting plugin: one of her attorneys wanted to search a 300+ page (condensed!) deposition for uses of a particular word and have those highlighted and flagged for him. While this could have been done by a clerk using the word index and highlighting and flagging 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 and flagging time).

Mike cautioned everyone to remember that the Adobe plug-in's strength is based on the quality of the OCR, so results can vary. We were all reminded to double-check anything searched by the plug-in in extremely important situations.

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., though most attendees stayed to view the CareerTrack 60 Minutes of Outlook Secrets webinar, with access graciously provided by the Law Office of Daryl G. Hawkins, LLC.

Respectfully submitted,

*Jay-Jay Flanagan-Grannemann*

Secretary

South Carolina Rosters Administrators, Columbia Chapter

02/28/2009