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October 1, 2007

**Re: Professional Legal Management Week
October 1-5, 2007**

Dear Managing Partner,

_____are active members of the Kansas City Association of Legal Administrators. Congratulations, and thank you and your firm for supporting this membership. As you know, being a legal administrator is demanding, sometimes tough, and requires knowledge and skills in multiple business disciplines. _____receive the latest information and new ideas in the legal management field and a lot of support from peers through this affiliation.

Currently, KCALA has 80 members. Some of our recent monthly luncheon topics and speakers have been: Leasing Negotiations; Mayor Kay Barnes; Avoiding Identity Theft; Managing Retirement Plans, Diversity, and Managing Toxic People . Twenty-nine KC members attended the ALA National Convention this year. The Regional meeting was held in Nashville in September and featured a day-series on disaster planning and that is just one track of development choices!

The Kansas City chapter was recognized as the apex of a well-managed chapter, The Platinum Chapter designation. The chapter was recognized for its outstanding work in building the relationship with the local KCMBA through our mutual development of the Breakfast At The Bar training series for new Associates and for the KC Diversity recruiting Job Fair.

Annually, KCALA selects a community enhancement project. This year we will be assisting the Special Olympics program. In the past we have donated time, gifts and money to such worthy community needs as the Children's Mercy Hospital, Ronald McDonald House, YMCA Kids programs, voter registration, etc.

The ALA website holds vast information for your administrators on all law firm management topics through the white-papers it offers, such as the *ALA Currents*, a management coaching newsletter.

Did you know there is a certified administrator course of study and test available to your firm administrators? It covers expertise in law firm Technology, Finance and Accounting, Human Resources, Facilities, Office Operation Management, and Legal Industry legal requirements. The KCALA annually hosts a study group to assist administrators in attaining this Certified Legal

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Manager designation. This is a very comprehensive certification and quite an advantage to your firm to have an administrator that holds this certification.

I thought this letter would be of interest to you as you work to develop your firm, and I would remind you to thank your administrators during Professional Legal Management Week, October 1-5 this year.....for the level of professionalism they bring to your law firm's success.

Elaine Crider SPHR
Chapter President
Kansas City Association of Legal Administrators

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