

### A Tribute to Dee Crocker

After 23 years of dedicated work, PLF practice management advisor Dee Crocker retired at the end of February 2015. Dee had over 30 years of experience in the legal field, including 14 years as a legal secretary, 3 years as a secretarial supervisor to over 50 legal secretaries, and 3 years as a law office manager. Her service extends from the local to the national. Having contributed countless hours to local and state legal secretarial associations, Dee is a past president of the National Association of Legal Secretaries of Oregon and a past member of the board of directors of NALS. She also served on the Practice Management Advisors/State and Local Bar Outreach Committee of the ABA Law Practice Division.

Dee was a PLF Practice Management Advisor since January 1992. She provided confidential practice management assistance to hundreds of Oregon attorneys to reduce their risk of malpractice claims, enhance their enjoyment of practicing law, and improve their client relationships through clear communication and efficient delivery of legal services.

Throughout her work at the PLF, she wrote numerous articles for the PLF's *In Brief*, the Oregon State Bar *Bulletin*, and other law-related publications on a variety of practice management, technology, and malpractice avoidance topics. She also contributed to the development of hundreds of PLF practice aids. And for many years, Dee was a tireless resource to the OSB Sole and Small Firm Practitioners Listserv, posting a weekly "Tip of the Week."

Dee is a contributing author to *A Guide to Setting Up and Running Your Law Office*; *Planning Ahead: A Guide to Protecting Your Clients' Interests in the Event of Your Disability or Death*;

and *A Guide to Setting Up and Using Your Lawyer Trust Account*, all published by the PLF.

In addition, Dee is the author of *The Office Policy Manual* and *The Office Procedures Manual*, published by the National Association of Legal Secretaries (NALS); *Basic Litigation Forms for Oregon Courts*, published by NALS of Oregon and endorsed by the Oregon State Bar; and *The Litigation Handbook for the Lawyer's Assistant*, published by West Publishing Company.

An avid fan of technology and innovation, Dee enjoyed and was instrumental in helping many attorneys decipher, choose, and implement the myriad technological options for their law firms. She maintained a software users resource list of lawyers willing to serve as resources for others.

Dee's contributions to the legal community and to lawyers and law office staff are enormous. Throughout her more than 23 years of work at the PLF, Dee helped over 3,000 law firms with office systems, answered over 10,000 phone calls, and presented hundreds of quality CLE programs. An engaging presenter, she developed the popular traveling CLE series, "Tips, Sites, and Gadgets," and spoke at countless other seminars and trainings all across the state. She reached lawyers at all stages of practice – from new lawyers setting up their practices to retiring lawyers closing their practices.



In recognition of her career and service to the profession, Dee was honored by the Oregon Chapter of the Association of Legal Administrators at the annual managing partner dinner in February. She was also honored by the PLF and lawyers around the state with a retirement party at the OSB Center.

On behalf of the legal professionals of Oregon, the staff of the Professional Liability Fund, and the PLF Board of Directors, we thank Dee for her extensive contributions and the extraordinary service she provided. We wish her many healthy and happy years ahead. We will miss Dee greatly.

### **A Message from Dee Crocker**

The time has come for us to part and retirement is here. I will miss everyone and the best job in the state. It has been a great 23 years, and I have thoroughly enjoyed helping each of you. Wishing you all health and happiness.