

NORTH CAROLINA PARALEGAL ASSOCIATION, INC.



23rd MID-YEAR SEMINAR AND CLA/CP REVIEW COURSE SEPTEMBER 21-22, 2007

**The Broyhill Inn & Conference Center
Boone, NC**



SCHEDULE OF EVENTS

Friday, September 21, 2007

7:00 – 9:00 Welcome Reception

Saturday, September 22, 2007

8:00-8:45 a.m. Registration & Continental Breakfast

8:45-10:15 a.m. Welcome Remarks, President, Kaye H. Summers, CP, NCCP

GENERAL SESSION:

Forensic Document Examination - There's More to Documents than their Content
Emily J. Will, M.A., CDE; Raleigh, NC

10:15-10:30 a.m. Break - Visit with Exhibitors (Hotel Checkout)

10:30-11:45 a.m.

CONCURRENT SESSIONS

SESSION A: Obtaining, Reviewing and Understanding Medical Records
*Daniel Chisolm, RN, BSN, CLNC; Chisolm Legal Nurse Consulting
Fairview, NC*

SESSION B: Employment Law: Non-Competes & Trade Secrets
Dan Barrett, Esq.; The Barrett Law Firm, Clemmons, NC

11:45 a.m.-1:15 p.m. LUNCH & EXHIBITOR EXPOSITION

1:15-2:30 p.m

GENERAL SESSION:

Attorneys & Paralegals - Working as a Team
*Belinda Ann Thomas, ACP, NCCP & Wiley P. Wooten, Esq.
Vernon, Vernon, Wooten, Brown, Andrews & Garrett, P.A, Burlington, NC*

2:30-2:45 p.m.

Break

2:45 - 4:00 p.m.

CONCURRENT SESSIONS

SESSION A: Small Law Office Management for the Paralegal
*Stephanie Elliott-Park, NCCP & William E. Moore, Jr., Esq.
Gray, Layton, Kersh, Solomon, Sigmon, Furr & Smith, P.A.,
Gastonia, NC*

SESSION B: Lien or No Lien: Liens from a Title Searcher's Perspective
Investors Title Company, Hickory Office

4:00-4:15 p.m.

Break

4:15-5:15 p.m.

GENERAL SESSION:

NALA Code of Ethics
Mary E. Willard, CLAS, NCCP, Bank of America, Charlotte, NC

5:15 p.m.

Closing Remarks & Door Prizes

North Carolina Paralegal Association, Inc.
CLA/CP Review Course - 2007

Friday, September 21, 2007

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| 7:30 – 8:15 a.m. | Registration |
| 8:15 – 9:00 a.m. | Opening Remarks & Testimonials from new CLAs & CPs |
| 9:00 – 10:00 a.m. | Family Law – <i>Ruth Goodman, CLA, NCCP</i> |
| 10:00 – 10:15 a.m. | Break |
| 10:15 – 11:15 a.m. | Judgment & Analytical Ability - <i>Mary E. Willard, CLAS, NCCP</i> |
| 11:15 a.m. – 12:15 p.m. | Probate & Estate Planning – <i>Rhonda W. Edwards, CLA, NCCP</i> |
| 12:15 – 1:30 p.m. | Lunch (on your own) |
| 1:30 – 2:30 p.m. | Contract Law – <i>Cindy Frye, ACP, NCCP</i> |
| 2:30 – 3:30 p.m. | Legal Research – <i>Susan Shaw, ACP, NCCP</i> |
| 3:30 – 4:30 p.m. | Bankruptcy – <i>Jane Harrison, CLAS, NCCP</i> |
| 7:00 – 9:00 p.m. | Hospitality Event – Meet & Greet |

Saturday, September 22, 2007

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|------------------------|--|
| 9:00 – 10:00 a.m. | Business Organizations – <i>Mary E. Willard, CLAS, NCCP</i> |
| 10:00 – 10:30 a.m. | Break – extra time to check out of hotel |
| 10:30 – 11:30 a.m. | Civil Litigation – <i>Yolanda Smith, ACP, NCCP</i> |
| 11:30 a.m. – 1:00 p.m. | Networking Luncheon & Visit with Exhibitors |
| 1:00 – 2:00 p.m. | Real Estate – <i>Leslee N. Black, CLA, NCCP</i> |
| 2:00 – 3:00 p.m. | Criminal Law – <i>Elizabeth R. Vance, CP, NCCP</i> |
| 3:00 – 4:00 p.m. | Communications/Human Relations/ Interviewing Techniques/Ethics - <i>Mary E. Willard, CLAS, NCCP</i> |
| 4:00 – 4:15 p.m. | Closing/Discussion/Questions/Announcements |

Please Note: The CLA/CP Review Course is a review course and not a comprehensive instruction course on the subjects taught. CLA/CP Review Course participants may want to purchase the *CLA Review Manual* published by West Publishing as this manual will be used as a reference throughout the review course. The manual may be ordered from NALA at (918) 587-6828 or www.nala.org.

CONTINUING EDUCATION CREDIT



NCPA's Mid-Year Seminar meets requirements of the Certifying Board of the National Association of Legal Assistants, Inc. for 0.6 Continuing Legal Education units (6 hours) toward maintenance of the CLA/CP credential. The CLA/CP Review Course meets requirements of the Certifying Board of the National Association of Legal Assistants, Inc. for 1.1 Continuing Legal Education units (11 hours) toward maintenance of the Certified Legal Assistant credential.

NCPA's Mid-Year Seminar has also been approved by the North Carolina State Bar Board of Paralegal Certification for Continuing Paralegal Education in the amount of 5 hours of general CPE credit and 1 hour professional responsibility/ethics CPE credit. The NC State Bar Board of Paralegal Certification has also approved the CLA/CP Review Course for 11 hours of general CPE.

REFUNDS & NSF FEES



Refunds for cancellations will be made only if cancellations are received at least ten (10) days prior to the Seminar or by September 11, 2007. There is a \$10.00 cancellation fee. If you must cancel, please notify Melissa Stockley-Jones, CP, NCCP at (919) 835-2015. No prorated fees will be given.

Payments made by check or credit card which are returned by your bank are subject to NSF fees.

DISCOUNTS



Law offices, corporations or paralegal schools with three (3) or more individuals registering simultaneously, will be entitled to receive a 10% discount on the registration fee for each attendee. This discount only applies to the registration fees. All registration forms and fees **MUST** be mailed together and received simultaneously to receive the proper credit for discount.

Contributions or gifts to the North Carolina Paralegal Association, Inc., are not deductible contributions for federal income tax purposes; however, payments may qualify as ordinary and necessary business expenses.

FOR MORE INFORMATION CONTACT:

MICHELE A. TUTTLE, CLA, NCCP
MID-YEAR SEMINAR CHAIR
336-793-0816 or michele@barrettfirm.com

PATRICIA F. CLAPPER, ACP, NCCP
FIRST VICE-PRESIDENT, EDUCATION CHAIR
919-929-0386 OR lglduck@aol.com

REGINA H. NEWSOME, CLA, NCCP
CLA/CP REVIEW COURSE CHAIR
919-735-8888 OR rhnccla@gmail.com

Registration Form

Complete this form and mail as indicated or visit our website to register and pay online – www.ncparalegal.org

Registration Deadline is September 11, 2007 Walk-ins are welcome the day of the seminar, but will be subject to a late registration fee. Checks should be made payable to NCPA for the total amount of applicable fees. If applicable, please provide proof of membership. **Your check is your receipt. We do not send confirmations.** Mail completed registration form(s) (photocopies are acceptable) and payment to:

Melissa Stockley-Jones, CP, NCCP
NCPA Registration Chair
Post Office Box 36264
Charlotte, NC 28236-6264
(919) 835-2015

Name: _____
(This is how your name will appear on your name tag, so please include any designations such as CLA, ACP or NCCP.)

Address: _____

Phone: (h) _____ (w) _____

Check No. _____ Enclosed \$ _____

Payments by check or credit card are subject to NSF fees.

Please complete the applicable section:

_____ I am attending the **Mid-Year Seminar** on September 22, 2007
_____ \$120.00 NCPA/NALA Member/Paralegal Educator
_____ \$195.00 Non-Member
_____ \$ 75.00 NCPA/NALA Student Member
_____ \$ 90.00 Student Non-Member
_____ \$ 20.00 Late Registration Fee (applicable if postmarked after September 11, 2007)

Check the Concurrent Sessions You Will Attend:

10:30 – 11:45 Session A _____ Session B _____
2:45 – 4:00 Session A _____ Session B _____

_____ I am attending the **CLA/CP Review Course** on September 21-22, 2007
_____ \$175.00 NCPA/NALA Member
_____ \$250.00 Non-Member
_____ \$ 90.00 NCPA/NALA Student Member
_____ \$115.00 Student Non-Member
_____ \$125.00 Paralegal Educator
_____ \$ 20.00 Late Registration Fee (applicable if postmarked after September 1, 2007)
_____ \$ 50.00 Manuscript Only

IS THIS YOUR FIRST NCPA SEMINAR? YES _____ NO _____

Join us in celebrating the North Carolina Paralegal Association's
23rd Mid-Year Seminar and CLA/CP Review Course in Boone.

The seminar will be held at
Broyhill Inn & Conference Center
775 Bodenheimer Drive, Boone NC
1-800-951-6048

www.broyhillinn.com

Room Rate: \$99.00 per night
(plus 7% North Carolina State Sales Tax & 6% Occupancy Tax)

Please contact the hotel directly to make your hotel reservations.
Block of rooms held until September 5, 2007

Directions:

From I-40 West, take Exit 188 to merge onto US-421 N toward Yadkinville/Wilkesboro. Stay on US-421-Bypass North about 30 miles. US 421 turns into King Street. Turn left at South Depot Street. Go about 2 blocks and you will be at the intersection of Depot and River Streets. Cross through and go up the hill to the Broyhill Inn.

North Carolina Paralegal Association, Inc.
Post Office Box 36264
Charlotte, NC 28236-6264

ADDRESS SERVICE REQUESTED