

**NORTH CAROLINA PARALEGAL
ASSOCIATION, INC.**

**24th MID YEAR SEMINAR /
1st ANNUAL CLA/CP EXAM CRAM &
NCCP REVIEW COURSE**

SEPTEMBER 12 - 13, 2008



**SHERATON GREENSBORO HOTEL AT FOUR SEASONS
GREENSBORO, NC**

Joseph S. Koury Convention Center

3121 High Point Road at I-40

Greensboro, NC 27407

Phone: (336) 292-9161

1-800-242-6556

www.sheratongreensboro.com

North Carolina Paralegal Association, Inc.
Mid Year Seminar Schedule

Friday, September 12, 2008

- 11:30am - 5:00pm Board Meeting & Long Range Planning Meeting (all members are welcome to attend)
- 7:00 pm – 9:00 pm Early Registration/Welcome Reception/Exhibitor Exposition

Saturday, September 13, 2008

- 7:30 am - 8:30 am Registration & Continental Breakfast
- 8:30 am - 8:45 am Welcome Remarks, President, Kaye H. Summers, CP, NCCP
- 8:45 am - 10:00 am GENERAL SESSION: *Trust Account Guidelines*
Bruno Demolli, NC State Bar
- 10:00 am -10:30 am Break - Visit with Exhibitors (Hotel Checkout)
- 10:30 am -11:45 pm CONCURRENT SESSIONS
- SESSION A: *How Bankruptcy Affects Domestic Cases*
Travis Sasser, JD; Cary, NC
- SESSION B: *The Paralegal's Guide To Contracts:*
Exploring Common Drafting & Reviewing Issues
Matthew Masserelli, JD; Tower Co., Inc. Cary, NC
- 11:45 pm -1:00 pm LUNCH
- 1:00 pm - 2:15 pm GENERAL SESSION: *Walking the Walk and Talking the Talk: Being the Best of*
the Best in the Paralegal World
Cheryl J. Leone, Catalyst Group, Inc., Raleigh, NC
- 2:15 pm - 3:30 pm CONCURRENT SESSIONS
- SESSION A: *Business Entities 101*
Joseph N. Tissue, JD; Tissue Law Offices, PLLC, Charlotte, NC
- SESSION B: *Real Estate Lien Law*
Judy Weeks, ACP, NCCP; City of Greensboro, Greensboro, NC
- 3:30 pm - 3:45 pm Break
- 3:45 pm - 4:45 pm GENERAL SESSION: *Time Management and Organization Tips for the Paralegal*
Stephanie Jester, Legal Administrator;
Pulley Watson, King & Lischer, Durham
- 4:45 p.m. Closing Remarks & Door Prizes

North Carolina Paralegal Association, Inc.
CLA/CP Exam Cram & NCCP Review Course Schedule

Friday, September 12, 2008

7:00 pm – 9:00 pm Early Registration/Welcome Reception/Exhibitor Exposition

Saturday, September 13, 2008

7:00a - 7:30a	Registration & Continental Breakfast
7:30a - 9:30a	CLA/CP Exam Cram
9:30a - 10:15a	NCCP Session 1: Probate -
10:15a - 10:45a	Break - extra time to check out of hotel & visit with Exhibitors
10:45a - 11:30a	NCCP Session 2: Ethics - <i>Blanche Berkowitz, NCCP</i>
11:45a - 12:45p	Lunch
12:45p - 1:30p	NCCP Session 3: Real Estate -
1:30p - 2:15p	NCCP Session 4: Rules of Civil Procedure & Appellate Rules - <i>Beverly G. King, NCCP</i>
2:15p - 3:00p	NCCP Session 5: Legal Research/Legal Terminology - <i>Steve McCloskey, Esq.</i>
3:00p - 3:15p	Break
3:15p - 4:00p	NCCP Session 6: Criminal Law - <i>Elizabeth Vance, CP, NCCP</i>
4:00p - 4:45p	NCCP Session 7: Business and Contract Law - <i>Cindy Frye, CP, NCCP</i>
4:45p	Closing remarks and door prizes

Please Note: These sessions are review courses and not comprehensive instruction courses on the subjects taught. CLA/CP Exam Cram Participants may want to purchase the *CLA Review Manual* published by West Publishing as this manual will be used during the CLA session. The manual may be ordered from NALA at (918) 587-6828 or www.nala.org.

CONTINUING LEGAL ASSISTANT EDUCATION CREDIT:

- The Midyear Seminar has been approved by the Certifying Board of the National Association of Legal Assistants, Inc. for 6.0 hours of CLE credit toward maintenance of the CLA/CP credential. The Review Course has been approved by the Certifying Board of the National Association of Legal Assistants, Inc. for 7.0 hours of CLE credit toward maintenance of the CLA/CP credential.
- The Midyear Seminar has been approved by the NC State Bar Board of Paralegal Certification for 6.0 hours of CPE credits including 1.0 hour of ethics CPE credit towards the NCCP credential. The Review Course has been approved by the NC State Bar Board of Paralegal Certification for 6.5 hours of CPE credit including 1.0 hour of ethics CPE credit towards the NCCP credential.

REFUNDS:

- If we receive your request by September 1, 2008, we will issue you a full refund, less a \$10.00 cancellation fee.
- If we receive your request between September 2 and September 6, 2008, we will issue a 50% refund.
- If we receive your request after September 6, 2009, no refund will be issued.
- You must notify the registration chair, Melissa Stockley-Jones, CP, NCCP at (919) 838-2015.
- Refunds are not issued until after the seminar is completed.

MANUSCRIPTS: For the first time, we are giving attendees the option to receive the manuscript via email a week prior to the seminar. NCPA believes this new policy is more environmentally friendly as it prevents us from printing a large number of manuscripts that are subsequently unused. We hope that this change will enhance your conference experience while conserving natural resources and respecting the environment. Please be sure to indicate how you would like the manuscript provided to you. **If you do not make a choice, the manuscript will be emailed to you.** If you choose to have the manuscript emailed to you, please note that we will NOT have extra copies to give you when you check in.

DISCOUNTS:

Law offices or corporations with three (3) or more paralegals attending the seminar, or three (3) or more paralegal students registering simultaneously, will be entitled to receive a 10% discount **on the registration fee only**. Discount does not apply to additional lunch or dinner tickets or manuscript purchase. **Registration forms and fees must be received simultaneously to ensure proper credit for discount.**

HOTEL INFORMATION:

Room Rates: Standard Rooms are \$119.00, plus tax; the hotel has held a block of rooms for NCPA until **AUGUST 12, 2008**. After this date, room availability and price are not guaranteed. Please be sure to designate that you are attending the North Carolina Paralegal Association Seminar to receive this discounted rate.

Please make your own hotel reservations: Call 1-800-242-6556 and designate you are attending the NCPA Seminar or visit https://reservations.ihotelier.com/crs/g_login.cfm?hotelid=2576 and use code LEGAL. Please note that half of our room block is being held online and half by calling in. If you use one method and are told there are no rooms, you will need to use the other method to register. After August 12, we cannot guarantee you a room or the discounted rate.

Directions: <http://www.sheratongreensboro.com/directions.shtml>

From the Greensboro Area:

- * Take Exit 217 (Koury Blvd./High Point Road)

From the Raleigh/Durham/Eastern NC Areas:

- * Take I-40 West toward Chapel Hill/Durham
- * Continue on I-40 West/I-85 South
- * Follow Business I-40 West to Exit 217 (Koury Blvd./High Point Road)
- * Take Exit 217 (Koury Blvd./High Point Road)

From the Charlotte/Western NC Areas:

- * Take I-40 West
- * Take Exit 212-B to Business I-40 East
- * Take Exit 217 (Koury Blvd./High Point Road)

FOR MORE INFORMATION, CONTACT

Patricia F. Clapper, ACP, NCCP
1st Vice President and SEMINAR Co-Chair
education@ncparalegal.org

Michele A. Tuttle, CLA, NCCP
Seminar Co-Chair, Exhibitor Chair
education@ncparalegal.org

Shelby Tyson, NCCP and Belinda A. Thomas, ACP, NCCP
Review Course Co-Chairs
education@ncparalegal.org

REGISTRATION FORM

NCPA's 24th MidYear Seminar / CLA/CP Exam Cram & NCCP Review Course Schedule
September 12- 13, 2008

Registration deadline is September 1, 2008. Please add the late fee if your registration is postmarked on or after this date. Walk-ins are welcome the day of the seminar. Checks should be made payable to NCPA for the total amount of all applicable fees. **Your check or credit card statement is your receipt. We do not send confirmations.**

Return this form and your payment to: Melissa Stockley-Jones, CP, NCCP
NCPA, Registration Chair
PO Box 36264
Charlotte, NC 28236-6264

NAME: _____

(This is how your name will appear on your name tag - please be sure to include any credentials such as CLA or NCCP.)

ADDRESS: _____

IS THIS YOUR FIRST NCPA
SEMINAR? _____

FIRM NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CHECK NO.: _____ ENCLOSED: \$ _____

I am attending the **Mid-Year Seminar** on September 13, 2008

_____	\$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 1, 2008)
_____	\$ 50.00	Manuscript Only (will be mailed after seminar date)

CHECK THE CONCURRENT SESSIONS YOU WILL ATTEND:

Saturday, 10:30am Session A _____ Session B _____ (you can only attend ONE)
Saturday, 2:15pm Session A _____ Session B _____ (you can only attend ONE)

I am attending the **Review Course** on September 13, 2008

_____	\$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, 2008)
_____	\$ 50.00	Manuscript Only (will be mailed after seminar date)

_____ Please email me the manuscript, my email is _____.
(PLEASE PRINT LEGIBLY!)

_____ I understand that a copy of the manuscript will NOT be available for me when I check in.

_____ Please provide me with a manuscript when I check in.

*If you are not an NCPA member but have a NALA General Membership, please include a copy of your NALA membership card.

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.