



**NCPA**



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of the  
National Association  
of Legal Assistants, Inc.

Winter 2008

North Carolina Paralegal Association, Inc.

# Forum



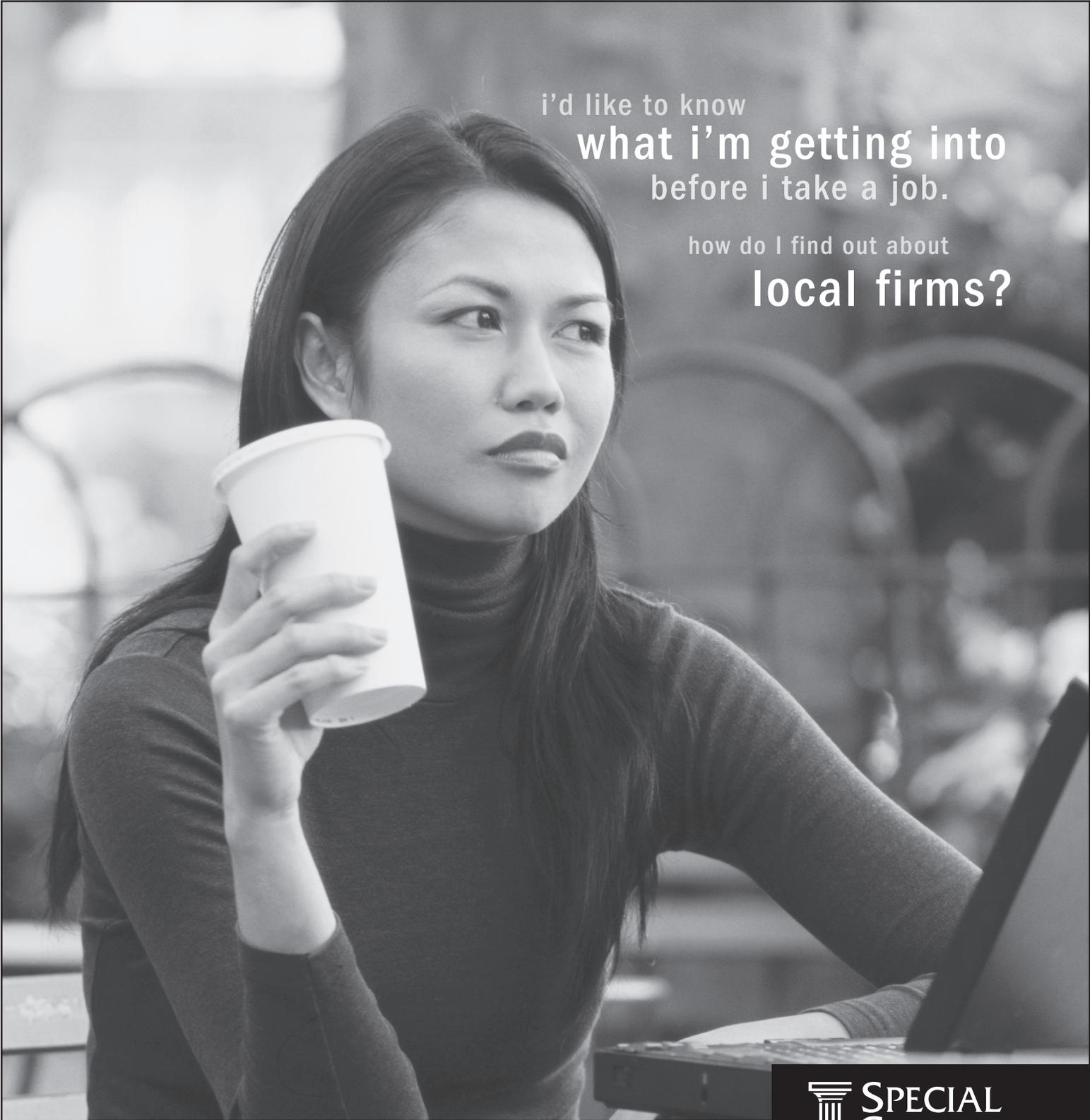
*noun* [C]; *fôr-əm*

an occasion or a place for talking about a matter of public interest



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- 📌 Student - School Essay Promotion
- 📌 The Career Connection



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als submitted.



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*Moving?* Be sure to let us know!

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## PRESIDENT'S MESSAGE

Kaye H. Summers, CLA, NCCP



As I write this message for the Winter Forum, I find myself reflecting on the past two years as President of NCPA. I can hardly believe my term is almost at an end. It has been a real learning experience for me. I have truly enjoyed every minute of serving you as your President. Thank

you for all of your support, confidence and help.

Our 2008 Mid-Year Seminar, CLA Review Course and our first NCCP Review Course were held at the Sheraton Four Seasons in Greensboro on September 12th and 13th. The NCCP Review Course was well attended and went smoothly. Shelby Tyson, NCCP and Belinda Thomas, ACP, NCCP did a great job planning this first course. The Seminar was well attended again this year. I would like to thank Michele Tuttle, CLA, NCCP; Patti Clapper, ACP, NCCP; Melissa Stockley-Jones, CP, NCCP; and Brenda Mareski, CP, NCCP for all of their hard work in putting together a successful program for the weekend.

Belinda Thomas, ACP, NCCP, our Long Range Planning Chair, challenged us to a game of NCPardy (a take on Jeopardy). Belinda, in her usually humorous way, brought to the board meeting some great ideas for NCPA. We are working to implement several of her ideas in time for our annual meeting in March 2009.

Fall brings about a busy time for the Executive Committee and the Board or Directors. We are working hard on plans for an informative and fun Annual Seminar to be held in Wilmington. Please mark your calendars for March 26-28 and watch for information concerning registration.

Fall is also that time of year when our Nominations and Elections Committee, chaired this year by Catrina Mitchell, will be putting out a call for nominations and declarations for candidacy for the 2009-2010 year. Serving on the NCPA board offers a great opportunity to really understand the goals of the Association, and how it continues to strive to further improve our profession. It is a great way to meet and work closely with paralegals from all over the state, and to build meaningful and lasting friendships. I encourage all of you who are not already serving on the board to consider doing so. If you have any questions regarding a position that you are interested in, please contact the current officer or chair of that position. They will be happy to give you details of the requirements for that particular position.

As Fall arrives, it also brings in the beginnings of the Holiday Seasons. I wish all of you safe, healthful and happy holidays.

See you in Wilmington!!!!

*Kaye H. Summers, CLA, NCCP*

## CHAIRMAN'S MESSAGE

Beverly G. King, NCCP



### Greetings NCPA!!

As I am writing this I am watching the leaves fall outside my office window. It is nice and warm in here, but I know outside waits the crisp fall air. However, by the time you all are reading this – the leaves will have all fallen and the crisp air

will have turned cold and the holiday season will be upon us and once again we will wonder where the year has gone.

A big thanks to Patti Clapper, ACP, NCCP, Michelle Tuttle, CLA, NCCP for putting together a wonderful Mid-year seminar. Congratulations to Shelby G. Tyson, NCCP, Patti Clapper, ACP, NCCP, Belinda Thomas, ACP, NCCP for organizing the first NCCP Review Course and CLA Review Cram. Not to be forgot, a big thanks to Melissa Stockley Jones, CP, NCCP for her wonderful job as Registration chair. Thanks to all our exhibitors, our Sustaining Member who donated goodies or sponsored an event, and to all those who attended. It was great to see you all and I hope to see you all again soon.

Declaration for offices are quickly approaching. If you are interested in being on the Board or Executive Committee please send in the form – we would love to have you.

Don't forget to mark your calendars for NCPA's Annual Seminar scheduled for March 26-28 in Wilmington. Also, please watch your inbox for District gatherings.

I hope everyone has a wonderful holiday season. Best wishes to all.

*Beverly G. King, NCCP*

Chairman of the Board



## SECOND VICE PRESIDENT'S REPORT MEMBERSHIP

Yolanda N. Smith, ACP, NCCP

The current membership breakdown as of October 30, 2008 is as follows:

General members:	387
Associate members:	41
Student members:	84
Sustaining Members:	10
Affiliate members:	4
Educational Program members:	2
Total	528

We would like to acknowledge our newest (G)eneral, (A)ssociate, and (S)tudent members joining from July 29 – October 30, 2008:

Rebecca M. Anthony, Pleasant Garden, NC (G)	Jacqueline B. Jones, Charlotte, NC (G)
Kelly A. Bowers, Charlotte, NC (S)	Bridgit P. Jones, Raleigh, NC (S)
Patricia Lynn Clinard, Colfax, NC (S)	Kathryn A. Jung, Charlotte, NC (S)
Maya Coffield, Charlotte, NC (S)	Adrienne M. Lewis, Burlington, NC (G)
Elizabeth C. Connolly, Matthews, NC (S)	Linda Jeanne Lloyd, Charlotte, NC (A)
Rebecca Ann Davis, Dunn, NC (S)	Margaret Patterson McElwain, Mooresville, NC (G)
Darryl Hammill, Raleigh, NC (S)	Annie F. Patterson, Lillington, NC (G)
Peter A. Henderson, Durham, NC (S)	Lynda-Jo Pixley, Holly Springs, NC (G)
David Herron, Durham, NC (S)	Tina Tilley Rouse, Roxboro, NC (S)
Susan M. Higginson, Belmont, NC (G)	Ruth M. Schaudt, Aberdeen, NC (G)
Robin Hooper Hurdle, Lexington, NC (S)	Hattie S. Sheets, Graham, NC (G)
Hannah L. Hyatt, Bryson City, NC (S)	Dale R. Stiles, Stony Point, NC (G)
Melinda Jenkins, Matthews, NC (G)	Abbie H. Thomas, Graham, NC (G)
Analysa M. Johnson, Elkin, NC (S)	Felicia Ann Underdue, Harrisburg, NC (S)
Tyrone Johnson, Hope Mills, NC (S)	Elizabeth Weatherspoon, Pittsboro, NC (G)

NCPA is proud to recognize the following Sustaining members:



NCPA would also like to recognize our Affiliate and Educational Program members:

Alamance County Paralegal Association, Caldwell Community College and Technical Institute, Cumberland County Paralegal Association, Guilford Paralegal Association, Guilford Technical Community College, and Research Triangle Paralegal Association

Feel free to contact me at any time if you have questions about membership in NCPA.

Yolanda N. Smith, ACP, NCCP  
Second Vice President, Membership Chair

# CALL TO ACTION: NOMINATIONS AND ELECTIONS

## The Value of Service

You have heard the old expression “What goes around, comes around.” If you value NCPA for the service it provides you, here is your chance to make the same meaningful contribution to the lives and careers of other paralegals. Consider serving as an officer or director in the 2009-2010 membership year. Not only will it give you insight into the workings of NCPA, but it will improve your leadership skills and broaden your network of important contacts – and you might just have a lot of fun, too!

Following this article, you will find a “Declaration of Candidacy for Office” form and a “Recommendation for District Director” form for some districts. If you are interested in becoming more involved in NCPA, or know of someone who you believe would be good for the organization, please complete the appropriate form and return it to the address listed on the form. The deadline for returning the “Declaration of Candidacy for Office” form is December 19, 2008. The deadline for returning the “Recommendation for District Director” form is January 4, 2009.

Do you think you may be interested, but are not sure what these duties entail? Briefly, these are the duties of the Officers. Please refer to our website, under “About NCPA” to find references to the Bylaws and Standing Rules.

President:	Represents the needs and concerns of the membership before the Board of Directors, supervises the work of other Officers and Committee Chairmen, and keeps the membership advised. [See Bylaws Article VIII.1. and Standing Rule VIII.A.1.]
First Vice President:	Responsible for planning seminars, workshops and other educational events and is the Chairman of the Education Committee. [See Bylaws Article VIII.2. and Standing Rule VIII.A.2.]
Second Vice President:	Is the Chairman of the Membership Committee and is responsible for the compilation of the Membership Directory. [See Bylaws Article VIII.3. and Standing Rule VIII.A.3.]
Secretary:	Responsible for keeping a permanent record of all meetings of the membership. [See Bylaws Article VIII.4. and Standing Rule VIII.A.4.]
Treasurer:	Responsible for the deposit of funds and makes disbursements as provided for in the budget; is the Chairman of the Finance Committee and prepares the budget for the ensuing fiscal year to be approved by the Board of Directors. [See Bylaws Article VIII.5. and Standing Rule VIII.A.5.]
NALA Liaison:	Is a NALA member who is familiar with the NALA Bylaws and Standing Rules, represents NCPA at the NALA Annual Meeting of Affiliated Associations and makes quarterly reports to NALA concerning NCPA's activities; coordinates with the CLA Review Course Subcommittee Chair on planning and presentation of CLA Review Course. [See Bylaws Article VIII.6. and Standing Rule VIII.A.7.]
Parliamentarian:	Attends all membership meetings and gives opinions on parliamentary procedure and interprets NCPA's Bylaws and Standing Rules; is the Chairman of the Bylaws and Standing
Rules Committee.	[See Bylaws Article VIII.7. and Standing Rule VIII.A.6.]

For those district members who are electing new District Directors, a “Recommendation for District Director” form follows this article. Your Director, as a member of the NCPA Board of Directors, is responsible for the promotion of NCPA within his or her own district. This includes the recruitment of new members and assisting with the development of educational events within your district. [See Standing Rule IX.C.5.] This position gives you a great chance to network with other paralegals in your own geographic district and it gives you the opportunity to find out how other areas in North Carolina are educating and promoting paralegals in their districts. Please return the “Recommendation for District Director” form by January 4, 2009.

If you have any questions about any position, Officer or Director, please do not hesitate to contact Nominations & Elections Committee Chair Catrina Mitchell at 919-560-1647 ext. 229 or [catrina.mitchell@durhamnc.gov](mailto:catrina.mitchell@durhamnc.gov), or contact one of the current NCPA Officers or Directors. Their names can be found on the NCPA website. Go to [www.ncparalegal.org](http://www.ncparalegal.org). Rest your pointer on “About NCPA” on the left to see a drop-down menu for “Board of Directors” or “Officers and Executive Committee.” The inside back cover of this issue of the NCPA Forum also provides contact information.

DECLARATION OF CANDIDACY FOR THE OFFICE OF:

\_\_\_\_\_  
OF  
THE NORTH CAROLINA PARALEGAL ASSOCIATION, INC.  
2009-2010

The undersigned hereby declares that he/she is actively employed as a Paralegal or Legal Assistant; is legally competent to enter into contracts; and is currently a General Member in good standing of the North Carolina Paralegal Association, Inc., and has been so for at least one (1) year.

Qualifications for Office:

Having read and understood Articles VII and VIII of the Bylaws of the North Carolina Paralegal Association, Inc. pertaining to officers, I hereby declare myself a candidate for the office of \_\_\_\_\_, subject to election at the 2009 Annual Meeting of the Corporation.

Date: \_\_\_\_\_  
\_\_\_\_\_ (Print/Type Your Name)

\_\_\_\_\_  
(Sign Your Name)

Candidate's Address and Telephone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Send to: Catrina Mitchell, NCCP  
NCPA Nominations and Elections Chair  
North Carolina Paralegal Association  
Post Office Box 36264  
Charlotte, NC 28236-6264  
info@ncparalegal.org

RECOMMENDATION FOR DISTRICT DIRECTOR  
FOR DISTRICT \_\_\_\_ OF  
THE NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

Pursuant to the provisions of ARTICLE IX.3 and .5 of the Bylaws of the North Carolina Paralegal Association, Inc. and Section IX.C of the Standing Rules, the position of District Director for District I, III, V, VI and IX (one-year interim position), and II, IV, VI, and VIII (two-year term position), will be elected by the members of their respective regions and announced at the Annual Meeting in Wilmington, North Carolina on March 27, 2009.

If you are a member of District I, II, III, IV, V, VI, VII, VIII or IX, and wish to nominate a candidate for the Directorship of your District, **please complete the following form and mail it, together with a letter from your nominee expressing his/her interest in the position and a copy of the nominee's resume**, in accordance with the following instructions.

**DEADLINE FOR RECEIPT BY ELECTIONS CHAIR IS JANUARY 4, 2009**

Send to: Catrina Mitchell, NCCP  
NCPA Nominations and Elections Chair  
North Carolina Paralegal Association  
Post Office Box 36264  
Charlotte, NC 28236-6264  
info@ncparalegal.org

FROM: \_\_\_\_\_  
(Print/Type Your Name)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With his/her permission, I hereby recommend for election to the Board of Directors of the North Carolina Paralegal Association, Inc. as Director of District \_\_\_\_\_, subject to the provisions of Article IX of the Bylaws:

\_\_\_\_\_  
(Print/Type Name of NOMINEE)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

This will certify that I am a member in good standing and that my nominee is a General Member in good standing of the North Carolina Paralegal Association, Inc., and has been so for at least one year as of this day, is employed as a paralegal, and is a permanent resident of the State of North Carolina.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Nominator)

STANDING RULES OF  
NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

XIII. ELECTION OF OFFICERS:

- A. Qualifications and method of election are set forth in detail in Article VII of the Bylaws.
- B. Each candidate shall have the opportunity to campaign for his/her position as follows:
1. Each candidate shall have the opportunity to make a speech at the annual meeting for no more than two minutes and three minutes for questions and answers from the floor.
  2. That by way of *NCPA FORUM* all candidates shall have the opportunity to notify all members of the Association that they are currently seeking an office. This shall be done by publishing the slate of candidates in the appropriate issue of *NCPA FORUM*. Each candidate may submit for publication in *NCPA FORUM* a photo and a statement not to exceed 750 words. No candidate shall be allowed to place an advertisement in *NCPA FORUM*, whether paid for individually or paid for by another individual, privately or publicly donated. Candidates shall be allowed to receive the current mailing labels for the membership (at the current cost to NCPA) so that they may send a separate mailing to the membership regarding their qualifications and other personal information. *[amended 1/10/1998]*
  3. A copy of all of the above mentioned rules shall be attached to the call for candidates that is to be issued to the membership by December 5.



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### EDITOR'S COURT

Melissa Rutledge, NCCP

Congratulations to all of you that passed the NCCP exam! Well done!

This year has brought a lot of uncertainty to all of our lives. As we wrap up 2008 and begin a new year, please remember to take care of yourself and those you hold dear. Reflect, recognize, and evaluate your strengths and weaknesses. What goals can you set early to start working on the weaknesses? Pat yourself

on the back for your accomplishments.... and remember that no one can make changes in your life for you. Take initiative, seek opportunities, and try new things – you never know what doors will open!

Congratulations, again, to Mary Willard. I hope that you all enjoy reading the article about all of her wonderful accomplishments. She truly is a gift to our profession.

Please see the Nominations and Elections notice included in this issue. If you, or someone you know, would be interested in volunteering with NCPA please get in touch with Catrina Mitchell, NCCP (our Nominations and Elections Chair).

Thank you and Happy Holidays!

*Melissa Rutledge, NCCP*

## NCPA WOULD LIKE TO CONGRATULATE OUR MEMBERS WHO PASSED THE OCTOBER 4, 2008, NCCP EXAM.

Martha Blackman-Hughes

Elizabeth Weatherspoon

Deah F. Black

Marie P. Isenhour

Brandon L. Ruth

John C. Barden

Sheri Varner

Pamela C. King

Eliza A. Taylor

Lisa M. O'Hal

Lauren S. Robinson

Whitney T. DeCillis



# STUDENT SCHOLARSHIPS

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The North Carolina Paralegal Association, Inc. ("NCPA") is sponsoring its annual Student Scholarship Program. Any paralegal student enrolled in an accredited North Carolina paralegal educational program is eligible. An essay competition will be the basis of the scholarship.

### Essay Topic:

**"I have chosen to be a paralegal..."**

Essay Requirements: The essays must be typed, double spaced, and on letter sized paper. They may not exceed two pages in length. Please be aware that spelling, grammar and punctuation will be taken into consideration, so please review your work before submitting. The essays will be judged anonymously, so do not reference your name or your paralegal program within the body of the essay.

### Essay Deadline:

**JANUARY 31, 2009**

Essay Submission: Submit your essay with a cover sheet containing your name, address, telephone number and the paralegal program you attend, by January 31, 2009 to:

Student/School Relations Chair  
North Carolina Paralegal Association, Inc.  
Post Office Box 36264  
Charlotte, NC 28236-6264  
704-535-3363  
dsawyer@ymwlaw.com

**Awards: First Place: \$400.00**  
**Second Place: \$300.00**  
**Third Place: \$200.00**  
**Fourth Place: \$100.00**

In addition to the scholarship, all awards include a one-year, free student membership in NCPA and one free student registration to NCPA's 26th Annual Seminar and Meeting to be held March 26-28, 2009 in Wilmington, NC.

### Notification:

All award recipients will be notified by March 1, 2009.



The Association of  
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# News!

Cindy Frye, ACP, NCCP

More than 12,000 distinguished paralegals have earned the use of NALA's Certified Legal Assistant ("CLA") professional designation, which is interchangeable as the nationally recognized Certified Paralegal ("CP") designation. The CLA/CP program is recognized throughout the United States as a means of identifying competent paralegals. NCPA is proud to recognize the following new North Carolina CLA's:

- |                          |                             |
|--------------------------|-----------------------------|
| David S. Barrow-West, CP | Jennifer B. Sawtell-Day, CP |
| Roberta P. Glover, CP    | Ruth M. Schaudt, CP         |
| Lynelle R. John, CP      | Laura G. Sprague, CP        |
| Julie C. Lisenby, CP     | Linda Tillman, CP           |
| Jean A. Moore, CP        | Erin E. Yacur, CP           |
| Candace L. Russell, CP   |                             |

The next examination date is December 5-6, 2008. The filing deadline for application to sit for the March, 2009 exam is January 15, 2009. The fee for the CLA/CP examination is \$250 for NALA members and \$275 for non-members of NALA. Retake fees are \$60 per section.

After CLA certification, paralegals may also obtain the prestigious Advanced Paralegal Certification ("ACP"). Check out [www.nala.org](http://www.nala.org) for more information on these course studies.

These ACP certifications are available:

- Contracts Management/Contracts Administration
- Discovery
- Social Security Disability
- Trial Practice (Introduced January 2007)
- Alternative Dispute Resolution (March 2008)
- Business Organizations: Incorporated Entities
- Contracts Management/Contracts Administration
- Discovery
- Social Security Disability
- Trial Practice
- Alternative Dispute Resolution



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From Dennis Embo, NCCP  
NCPA Parliamentarian

## Amendments to NCPA Standing Rules

Amendments to NCPA's Standing Rules (see **bolded texts** below) were approved by unanimous vote during a joint meeting of the Board of Directors and Executive Board of NCPA during its Mid-Year BD/EC meeting held September 12, 2008 in Greensboro, NC. In accordance with NCPA Standing Rules Article XXV, the amendments provided below are not in conflict with NALA Standing Rules.

### VII. EXECUTIVE COMMITTEE:

#### A. Membership:

All elected officers, NALA Liaison and committee chairs, when invited to attend.

#### B. Reports:

Reports of the Executive Committee meetings shall be made by the President or the President's designee at all Board meetings and incorporated in the minutes thereof.

#### C. The President may call meetings of the Executive Committee whenever necessary for the purpose of discussing day to day operations and making recommendations to present to the Board. **Meetings may be conducted by teleconference or in person at a location designated by the President.**

### XV. BOARD MEETING PROCEDURE:

See Article IX.6. of the Bylaws.

#### A. The Chairman of the Board may call joint meetings of the Board and the officers and committee chairs. At such meetings, all may make motions and vote except on matters which require specific Board action. **Meetings may be conducted by teleconference or in person at a location designated by the Chairman of the Board.**



Photo by Daniel Jaeger Vendruscolo

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## Statewide News

### DISTRICT IV

Director: Blanche Berkowitz, NCCP

On Saturday, October 18th, Blanche Berkowitz represented NCPA at Guilford College Career Day in Greensboro. She advised the students in the program about the benefits of membership in NCPA, as well as local association participation and NCBA-PD membership. Membership applications were distributed, along with student scholarship applications with instructions for submission. There was a question and answer session about paralegal practice and job searches.

On Saturday, October 25th, NCBA hosted a "Wills for Heroes" in Greensboro. Approximately 130 wills were drawn for free for local Police, Firefighters and EMT families with the help of 30 lawyers and 15 paralegals (to notarize and witness) working from 9:00 a.m. until 6:00 p.m. District IV was represented by Wendy Kimbel, Paula Shacklock, Sheri Varner and Blanche Berkowitz (also representing GPA).

Guilford Paralegal Association, an NCPA affiliate, holds informative monthly meetings on the 2nd Tuesday of each month at 6:30PM.

GPA had a successful video replay of its full-day spring CLE seminar on Saturday, October 11th at Elon University School

of Law. Attendees received 6 hours of NCCP credits for this seminar (5 general and 1 ethics).

GPA's October 14th meeting was held at the Wyatt Early Firm in High Point and the speaker was Mr. Steve Marks of the Guilford County Emergency Services who discussed Emergency Preparedness with many helpful tips for family, home and office.

The November 11th GPA meeting will be held at Carruthers & Roth, 235 N. Edgeworth Street in Greensboro. The featured speaker will be John O'Neal of The O'Neal Law Office in Greensboro. He will be speaking on "Car Law", including: Lemon Law, Odometer Fraud, Motor Vehicle Repair Act, Auto Dealer Fraud, warranty issues, used car issues, Diminished value and depression of repair estimates. One (1) hour of NCCP, CLE credits were approved.

On Tuesday, December 2nd GPA will host its annual holiday dinner at Centennial Station in High Point. This is free to GPA members. A fun time is planned!!!

Details about these meetings and all of GPA's events are available on the website. <http://www.guilfordparalegalassociation.org/>.

Alamance County Paralegal Association (ACPA), an NCPA affiliate also holds regular meetings and seminars. For information on ACPA please contact Teresa Stacey at [tas@vernonlaw.com](mailto:tas@vernonlaw.com).



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# MID-YEAR SEMINAR PHOTOS



NCPA Members catching up at breakfast on Saturday morning.



Registration Chair Melissa Stockley-Jones, NCCP and President Kaye Summers, CLA, NCCP check in attendee Dennis Embo, NCCP on Friday night as NCPA Coordinator Brenda Mareski, CP, NCCP looks on.



Midyear Seminar Co-Chair Michele Tuttle, NCCP enjoys a quiet moment with exhibitor Maria Newport from Corporate Direct.



President Kaye Summers, CP, NCCP introduces officer and directors to attendees on Saturday morning.



NCPA Coordinator, Brenda Mareski, CP, NCCP selling NCPA merchandise to attendees on Saturday morning.



The Friday night welcome reception food was delicious!

## MID-YEAR SEMINAR PHOTOS



NCPA Member Dennis Embo, models his new NCPA jacket.



Past NCPA President Sherri Wall, ACP, NCCP congratulates Mary Willard, CLAS, NCCP on being recently chosen by Legal Assistants Today as its 2008 Paralegal of the Year.



Seminar Co-Chair Michele Tuttle, NCCP catches up with Immediate Past President Erin Galloway, CLA, NCCP at lunch on Saturday.



Attendees were treated to a chocolate lover's break just before the seminar ended. YUM!



Historian Karen Englund's scrapbooks and picture boards are a big hit with attendees.



The potato and salad bar were a big hit at lunch on Saturday.



Attendees give Mary Willard, CLAS, NCCP a standing ovation when it was announced that she has been chosen by Legal Assistants Today as its 2008 Paralegal of the Year.

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## THE CAREER CONNECTION

LAT's 2008 Paralegal of the Year and Runners-up

Flourish Through Networking Ties

By Amanda Flatten

Sponsored by Case & Point (by Corporate Legal Solutions)  
[www.caseandpoint.com](http://www.caseandpoint.com)

Since 1999, LAT's Editorial Advisory Board has been selecting the Paralegal of the Year and runners up. Meet our editorial advisory board.

Community service, association involvement and dedication to the paralegal profession all describe many paralegals from across the country. Taking all of those things to the next level describes LAT's 2008 Paralegal of the Year and runners-up. Whether it's petitioning to have a firm recognize paralegals' tenure, taking the lead in national and local association activities, or participating in community service projects, these paralegals have worked tirelessly to advance the paralegal profession while recognizing that it's all possible due to networking with their peers.

### 2008 Paralegal of the Year:

**Mary Willard, CLA, CLAS, NCCP**

For 18 years, Mary Willard has been a champion for the paralegal profession. She has a successful career as vice president/senior paralegal for Bank of America in Charlotte, N.C.; received the bank's Award of Excellence; was instrumental in implementing the legal department's senior paralegal designation; does pro bono work; serves on local, state and national paralegal association boards; and is on the North Carolina State Bar Paralegal Certification Committee. And these achievements are only the tip of the iceberg.

Numerous colleagues, peers, supervisors and friends nominated Willard for Paralegal of the Year, all commenting on the many ways they have been touched by her career and passion for the legal field. It's this recognition of her achievements and her dedication to the profession that have earned Willard LAT's 2008 Paralegal of the Year award.

### Getting Started

Willard grew up in Phoenix hearing about the law. Her father was a court reporter for the Superior Court of Maricopa County and later for the Federal Ninth Circuit Court in Arizona. "My dad had me proofreading and reviewing documents when I was 13 years old," Willard said, adding that her dad also discussed the paralegal field with her. But Willard didn't start her career as a paralegal. In 1975, she landed a job as a reporter for a magazine in Phoenix. This eventually led her to corporate communications, where she worked for 10 years, with a focus on financial public relations.

In 1985, while still working in corporate communications, Willard moved to North Carolina and, in 1988, she married her husband, Bob Willard. Two and a half years later, "we were meeting with my husband's attorney to work on our wills, when my husband looked at me and said, 'you look like you belong here,' and I told him I'd always thought about becoming a

paralegal," Willard recalled. "So my husband and I worked out a plan to make that dream come true. Sadly, my dad died before I became a paralegal, but he would be very proud now to know that I committed and went on to achieve that goal."

Willard attended Central Piedmont Community College in Charlotte, N.C., and graduated with her associate degree in paralegal technology in 1990. From the beginning, Willard knew she wanted to become a corporate paralegal. While attending school, she was an intern at Moore & Van Allen in Charlotte, N.C., and was hired as a full-time paralegal after graduation. She worked at the firm for a year and a half. From late 1991 to 1997, Willard was a paralegal for Laporte, Inc., a U.K. specialty chemical company. When the company's U.S. headquarters moved to New Jersey, she decided not to follow, but continued to work for the company for a year as a freelance paralegal. In 1998, Willard was hired at Compass Group, but was laid off a year later when the company restructured. A week later, thanks to great networking opportunities provided by her local and state paralegal associations, she was hired as a paralegal at Bojangles' Restaurants, a fast food chain in Charlotte, N.C., where she worked for a year and half.

Then, in 2000, Willard took some time off work as she and her husband built a new house. Three years later, Bank of America came calling. "One of my instructors at Central Piedmont who helped me get the internship at Moore & Van Allen called and said, 'Mary, they need you here.' I've now been here for five years," she said.

### Extraordinary Work Life

At Bank of America, Willard is involved with corporate governance work; deals with officers and directors; is the coordinator between the line of business and the corporate secretary's office; and works with the line of business to develop policies and procedures used in governing the bank's subsidiaries for legal entities.

Another part of Willard's job is working with the Investment Bank of Bank of America. "I deal with the broker/dealers and the registered investment advisors who have to have Securities and Exchange Commission registrations to do what they have to do, and I help keep up their registrations," she said. "It overlaps my corporate governance work. [With] the broker/dealers, if there's a change in officer or director, that has to be reported on the registration statements. I'm a funnel. People come to me and ask, 'how do I ...' and I find a way to get it done."

Willard and her supervising attorney, Stuart Dean, work out of two different offices. Dean is in the New York office, while Willard works in Charlotte, N.C., and the arrangement works surprisingly well for both. "We have the same kind of work style, work ethic and the same type of sense of humor," Willard said. "We're on each other's speed dial and e-mail saves us."

Dean said no matter the issue, he has faith Willard will get the job done. "[Willard] excels at marshalling resources that are necessary to get a project to the finish line," said Dean, who was one of Willard's nominators for Paralegal of the Year. In fact, Dean said during Bank of America's acquisition of FleetBoston Financial Corp., a large Northeast bank, in 2003, Willard was involved in working with the various business units to assimilate FleetBoston

*continued on next page...*

*The Career Connection continued...*

into Bank of America. "She has continued to be called on when we are acquiring a large company," Dean added. "[Willard] has a knack for identifying issues that need to be addressed so that we can anticipate, rather than react, to ensure a smooth merger."

Willard also supports other attorneys throughout the legal department, including one in Hong Kong. "[Willard] is a walking, talking Google for Bank of America. She is always assisting other people," Dean said, adding that he constantly receives e-mails from co-workers about Willard's excellent work.

Her amazing work ethic earned Willard Bank of America's 2008 Award of Excellence, the bank's highest award that only is given to the top 1 percent of employees in each department. In addition to the award, she and other winners from her group were treated to a trip to South Beach, Fla. The trip included training sessions, team building exercises and more. "I really admire and respect a lot of paralegals and attorneys I work with, and there are so many people that are deserving of the award, so it means a lot that my colleagues and peers recognize my level of work," Willard said.

Paralegals at the bank also have Willard, among others, to thank for the implementation of a senior paralegal distinction for deserving employees. While adding a senior paralegal designation had been discussed before Willard started working at the company, the issue had stalled. Upon Willard's arrival, she became involved in the company's paralegal forum. "Getting some kind of designation was very important to the group," she said. "It didn't seem fair that all the paralegals were on the same plateau — a new paralegal like me as well as paralegals who had been here for 15 to 20 years. We felt like there needed to be a recognition of the paralegals who go above and beyond." After a lot of research, Willard and a committee wrote a proposal and presented it to the general counsel and head of legal administration, and it passed.

Willard also was instrumental in helping to set up a Certified Legal Assistant/Certified Paralegal study group at work. Along with co-worker Theresa Irvin, CLA, NCCP, a vice president/senior paralegal at Bank of America, Willard established the study group to help Bank of America's paralegals study and pass the National Association of Legal Assistants' certification exam. The group meets every other year. "We have done this three times now and the bank has been very supportive," Willard said. "They pay for all the books [and] the exam fees, and paralegals across the country can attend the training course through the company's Legal University."

Irvin, who also nominated Willard for Paralegal of the Year, said it has been a pleasure to work with her on the CLA study group. "I've learned a lot from her," she said. "She is a wonderful instructor and I appreciate all she does for the profession."

Bank of America's legal department has opened the door to several unique pro bono opportunities that have become important to Willard. For several years, she has been involved in the firm's Elderly Wills Clinic. "We help write wills, financial and health care powers of attorney, and living wills for elderly people who otherwise could not afford it," she said.

Another special pro bono project Willard has been involved in is the StreetLaw program. The purpose of the program is to

get more diverse candidates into the legal field by partnering corporate law departments with diverse local high schools. In 2007, Willard was the project coordinator for her firm. "We had a representative in the classroom pretty much every week [in] October [and] November, and then we had a day where the kids (30 sophomores) came into the office," Willard said. Students were offered instruction in intellectual property, real estate, consumer identity theft and securities. "Bank of America was the first corporation in the Carolinas to attempt to do this, so we were very excited, and we will do it again this year," she added.

Willard is quick to say she would not be where she is today without the support and opportunities she has had from her current employer. "It's wonderful that I work for a corporation that gives me these types of opportunities," she said. "The company recognizes the contributions a paralegal can make."

### **Associations, Certifications and Teaching**

Willard has been involved in paralegal associations since the beginning of her career. She joined the Metrolina Paralegal Association and the North Carolina Para-legal Association while she still was in school, and won scholarships from both associations.

For the past 16 years, she has held some role in MPA, including president in 1998. "[Willard] will always be known in MPA's history as a true influence on its growth and success," wrote real estate paralegal April N. Ritter, CLA, NCCP, in her nomination of Willard for Paralegal of the Year.

Active in NCPA, Willard has spoken at numerous seminars. "Our state association has excellent continuing legal education seminars, annually and at mid-year, and I've been a speaker and or participant for that," Willard said.

For Willard, being a part of para-legal associations isn't optional, it's mandatory. "It's as natural as drinking water to me," she said. "I wouldn't be where I am today if it weren't for my involvement in paralegal associations and my networking."

Willard has been a member of NALA since 1993, when she received her CLA designation. In 1998, she received her Certified Legal Assistant Specialty in corporate and business Law. Then in 2000, she was asked to be on NALA's certifying board. The board grades the CLA exam and writes new exam questions. It also is up to the certification board to keep up with changes in the law and continually review the questions on the exam to see where changes are necessary. "I loved the three-and-a-half-year experience and met so many wonderful people from across the country — attorneys, educators and paralegals," she said.

On July 1, 2005, North Carolina implemented a voluntary state certification program for paralegals, and the first exam was given in May 2006. Willard was asked to be on the state bar's certification committee, along with Irvin. "I was not in favor of state certification when they first started talking about it," Willard said. "I wasn't sure it was needed and felt like the national certifications that we had covered it. I always felt voluntary certification was the best way, and then the state certification turned into a voluntary certification, so I eventually became one of those people who says 'if you can't beat them, you might as

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well join them.”

On top of Willard's outstanding work and association involvement, she also has a heart for students. She is on the advisory board at Central Piedmont Community College and she taught various courses there for five years, from 1998 to 2003. She also taught for one semester at Kings College in Charlotte, N.C., and has been a guest speaker at the University of North Carolina at Charlotte's Paralegal Extension Program. “I love students and teaching, and I will go back to teaching one of these days when I have time,” she said.

### Looking Ahead

What's next for the Paralegal of the Year? Willard plans to continue to expand her career at Bank of America, help the state certification exam continue to run smoothly and spend more time with her supportive husband of 20 years.

Willard said surrounding herself with successful and wonderful people has helped her become the person she is today. “Because I've worked with and been involved with so many great paralegals, to be chosen as the Paralegal of the Year — there aren't even words. It's totally overwhelming,” she said. “It makes me feel good about all the work I've done, all the time I've put in, and I feel like people appreciate it.”

### Runner-up: Kristine M. Custodio, CP

Kristine M. Custodio didn't originally plan on becoming a paralegal. In fact, in 1999, she received a bachelor's degree from California State University, Long Beach in Long Beach, Calif., in human development with an emphasis in physical therapy. That same year, she was planning to obtain her graduate degree in the field when her mother became ill. Custodio returned home to San Diego, where she became the administrator to her family's adult developmentally disabled residential facility because her mother was too ill to work. Custodio continues to be involved with her family's business to this day.

Upon returning to San Diego, Custodio worked at a design firm for three years while also taking classes to obtain her paralegal certificate from the University of California, San Diego Extension's American Bar Association-approved paralegal program. “Even as a small child, I had been obsessed with the pursuit of justice, so I thought I would do well in this field,” Custodio said.

After she received her paralegal certificate in 2003, Custodio was hired at the San Diego firm Butterfield Schechter as a file clerk and, just a few months later, she was promoted to paralegal. A paralegal for just five years, Custodio has hit the ground running and shows no signs of slowing down.

### Work Ethic

As one of four paralegals in the 4-attorney firm of Butterfield Schechter, Custodio wears many hats. The firm specializes in employee benefit matters including pension plans, Employee Retirement Income Security Act (ERISA) compliance and litigation, stock option plans, estate planning and more. “I work in most areas, especially retirement plans and litigation,” Custodio said.

Custodio supports partner Marc S. Schechter in all phases of

pretrial litigation and research. In the retirement plan practice, Custodio is the project manager for more than 250 plans. “In the pension practice, I often draft amendments or ancillary documents to keep the plan in compliance with the law and submit those documents to the [Internal Revenue Service],” she added.

Another of Custodio's duties is handling Schechter's IRS and Department of Labor audits. “[Custodio] is organized like crazy,” said Schechter, who nominated her for Paralegal of the Year. “We are very paper-intensive and she handles calendaring, keeps us on top of deadlines, drafts plan amendments and oversees all of our firm's e-filing.”

The firm mostly handles federal court cases, which must be filed with the court electronically. Custodio built the firm's e-filing database from the ground up. “[Custodio] has pioneered the integration and modernization of our law firm,” wrote Butterfield Schechter attorney Elizabeth Sales in her nomination letter. “She has attended numerous [CLE] courses during her free time in order to gain the knowledge and competency to allow our law firm to implement the latest software for our litigation, audit and retirement plan practice.”

Custodio's marketing skills have not gone to waste either. She designed and put together the firm's 10th anniversary newsletter. She also helps update the firm's Website. Custodio said she enjoys working for a boss who gives her the freedom to succeed and learn along the way. “Marc Schechter has been in the field for more than 20 years, so it's really an honor to have someone like him have that kind of trust in your skills,” she said.

According to Schechter, the feeling is mutual. “[Custodio] is an amazing paralegal and makes it easier for me to practice law,” Schechter added. “She is so dedicated, hard working and passionate about her work. I wouldn't be surprised if she went to law school one day.”

### A Passion for Schools

Networking is extremely important to Custodio. “I live by the saying, ‘the more people you know, the more you know,’” she said. To that end, Custodio has become heavily involved with the San Diego Paralegal Association. “This is where my heart and soul is,” she added.

The duties Custodio performs for the organization are a testament to her love for the association and the para-legal profession. When Custodio first started working with SDPA in 2005, she served as director. “She immediately hit the ground running,” said Darlene McLellan, a 22-year paralegal at Hargreaves & Taylor in San Diego, and SDPA's vice president of programs and education. “[Custodio] volunteered for every event in some capacity. She also took on an important role of editing and finalizing new bylaws, which are the main foundation of SDPA.”

Currently, Custodio is executive vice president of marketing for the grassroots organization, as well as the school liaison committee chair. “The school liaison committee is where I have found my absolute passion in life,” she said.

Within the school liaison committee, Custodio manages four programs — the speaker's bureau/leadership development committee, the mentor program, the student commission and

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the scholarship program.

Her work with students doesn't end there. According to McLellan, Custodio spearheaded SDPA's reunification with all the colleges that have paralegal programs. "She contacted the directors of each program and established a professional rapport," she said. "She provided each paralegal program at the schools with classroom speaking appearances by SDPA members." Custodio also is on the advisory board for the University of San Diego's Paralegal Program and this year she headed the committee for SDPA's annual Bridging the Gap event, which facilitates relationships between working paralegals and students.

Custodio is involved in paralegal associations at the state and national level as well. SDPA is a member of the California Alliance of Paralegal Associations, and Custodio is active in CAPA's leadership and educational conference events. Last year, SDPA hosted CAPA's 19th Annual Education Conference, which Custodio helped coordinate.

SDPA currently is working on becoming a NALA affiliate. "I've been appointed by my board to be the NALA representative for SDPA," Custodio said. "I'm a NALA member and I became a certified paralegal in January 2006."

### **Speaking, Writing and Volunteering**

As if all her association work was not enough, Custodio still finds time to engage in public speaking, write for industry publications and volunteer.

Custodio speaks at various paralegal schools on a regular basis. She also gave a presentation on ethical decision making in the workplace to the 32nd Street U.S. Navy Legal Command. She writes for SDPA, CAPA and *The Daily Transcript*, a daily business publication in San Diego, on various topics, including California Business & Professions Code 6450, which Custodio finds many California companies and law firms still don't know about, even though it has been in effect since 2001. "I have nicknamed [Custodio] 'The 6450 Enforcer,'" McLellan said.

This year, Custodio started volunteering, along with McLellan, at the Center for Community Solutions in San Diego to help domestic violence victims. There, they assist attorneys with the preparation of forms, provide resources for the clients, and act as liaisons for other community programs and volunteers. "From a paralegal perspective, it's amazing to be able to offer our expertise and serve clients in need who otherwise would not be able to obtain those services," Custodio said.

### **Setting an Example**

McLellan said Custodio is a perfect role model for paralegals nationwide. "She has pride. She is passionate. She exudes personality. She is knowledgeable [and] congenial, and her ethical standards are impeccable," she said. "I want her to continue to be all she can be, and this nomination is something for the students she speaks to [and mentors] to look up to and strive for themselves."

Custodio is flattered to be selected as a Paralegal of the Year runner-up. "It's such an honor to me that people like my mentor, who have been in the field for 20 years, think of me in that high

a regard," she said. "The best thing about receiving this honor is that I'm touching more and more people, and I hope they will in turn touch more people so we can make a concerted effort to benefit our field and each other."

### **Runner-up: Cassandra Oliver, CLA, ACP**

Cassandra Oliver was working as a legal secretary in the Tulsa, Okla., law firm of Holliman Langholz Runnels & Dorwart, interacting daily with paralegals, when she realized that was the kind of work she wanted to do. She already had a bachelor's degree in business administration from Oral Roberts University in Tulsa, Okla., but she was ready for a new career path. While still working as a legal secretary, she went back to school and got her paralegal certificate from Tulsa Community College in Tulsa, Okla., in 1987.

After she completed her paralegal studies, Oliver continued working for Holliman Langholz, but as a paralegal. "It was more rewarding, presented a challenge and gave me [an] opportunity to do a different type of thinking," she said. Oliver continued working as a paralegal for private law firms for 15 years, and then, in 2002, she made the switch to the corporate setting. "I was involved in paralegal associations and, through my interaction, I heard about all kinds of opportunities. In my networking with corporate paralegals, their line of work piqued my curiosity and I wanted to venture into something I had not done before," she said.

### **The Corporate Switch**

For the past six years of her 21-year paralegal career, Oliver has worked as a senior paralegal for The Williams Companies, Inc., in its Tulsa, Okla., office. As a senior corporate paralegal in the Williams legal department, Oliver manages multiple projects across diverse business units, including litigation discovery work; preparing responses to due diligence requests; preparing and maintaining chronologies; keeping track of crucial dates and significant information using databases; and conducting legal research and writing. If a case goes into the discovery phase, Oliver gathers documents, coordinates the project, and is a liaison with outside counsel, clients and other groups.

Oliver's main work duties relate to discontinued operations, an area in which she works with senior attorney Angela Hooper. "When you're dealing with discontinued operations, chances are that the records are in storage, the assets may have been sold and the people have moved on," said Hooper, who nominated Oliver for Paralegal of the Year. "When a claim comes in or we're trying to sell off a parcel of land related to those discontinued operations, [Oliver] is an amazing detective. She can find records in dusty warehouses or archived databases. She is the Indiana Jones of disc ops."

Recently, Oliver started assisting with transactional matters and said she enjoys the growth opportunities she receives at Williams. "We recently rolled out a multi-year, in person, compliance training module across our enterprise, but ran across some scheduling and communication glitches," Hooper recalled. "[Oliver] kept all of the stakeholders informed and coordinated information as well as schedules. Because of her teamwork, we are going to meet our deadlines and the training program has

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gotten off to a great start.”

Senior counsel Pamela Shelton also nominated Oliver for Paralegal of the Year. The two have worked together on a wide range of cases. “[Oliver] always is willing to help and always wants to learn,” she said. “She has a positive attitude, great work ethic. She’s a joy to work with.”

Williams promotes diversity in the workplace and has various business groups with which employees can be involved. Oliver is a member of the African American Business Resource Group Steering Committee. “Williams feels that its strength lies in having a diverse, high-performing workforce,” Oliver said, adding that she has benefited professionally and personally from Williams’ encouragement for personal development.

### **In the Community**

Community involvement is very important to Oliver. In fact, she has taken advantage of the numerous opportunities Williams provides to its employees. For example, every year, Williams has a United Way fundraising campaign. This year, Oliver is the finance chair of the campaign. Company volunteers also are involved in the United Way’s Day of Caring and last year Oliver was one of the event coordinators.

Yet another community offering at Williams is the Williams/IBM MentorPlace project, where Williams partnered with a local elementary school to mentor children through e-mail. Oliver has volunteered in this program for three years. “The elementary school has a computer classroom and we communicate with our mentees through e-mail,” Oliver said. “This program encourages students to become familiar with technology.”

Apart from volunteering through Williams, Oliver is involved in several community organizations. For the past 17 years, she has been a Court Appointed Special Advocate, a volunteer who advocates for children who have been abused or neglected. “My interaction with CASA started when I was very inhibited and wasn’t confident about what I could bring to the table, but I was willing to try,” Oliver said. “They have an excellent training program and that was key in my feeling secure about getting involved.”

For a number of years, Oliver has been on CASA’s Speaker’s Bureau and currently is the chair. The Speaker’s Bureau provides presentations to business groups, agencies and organizations to educate them about the CASA program and services for children. “CASA is a mechanism that allows people who love their community and children to come together as a team,” Oliver said. As part of the Leadership Tulsa Program, a program that matches community volunteers with various nonprofit agencies, Oliver served an internship and currently is on the board of the Resonance Center for Women, which provides services that lead to self-sufficiency for women and their families. Also, as part of the Leadership Tulsa Program, Oliver served on the Youth Leadership Tulsa Committee. “We introduce youth to opportunities to serve in the community,” she said.

Oliver also is part of Toastmasters International, an organization that helps members develop communication and leadership skills. “I got actively involved in Toastmasters to improve my communication skills and it’s been very rewarding

— not just for my presentations, but also in my job,” Oliver said. She currently is the division T governor (of District 16) through June 30, 2009.

In addition, Oliver volunteers for other organizations, including Legal Aid, the Parent Child Center and the Tulsa Food Bank.

### **Association Connection**

Oliver became involved in paralegal groups at the local and national level as soon as she became a paralegal. She earned NALA’s CLA designation early in her career and the Advanced Paralegal certification in 2007. “NALA has a standard that is known across the nation. It has been beneficial to me professionally. When I started at Williams, [having the CLA designation] was a requirement of the job,” Oliver said.

Most recently, Oliver was the ethics chair of NALA’s Professional Development Committee (her term ended in June), for which she served as an advisor for ethical issues and wrote ethics articles for Facts & Findings. She also has served as NALA’s region IV director, supporting NALA members in Oklahoma, Texas, Arkansas and Louisiana.

At a state level, Oliver recently served as vice president of the Oklahoma Paralegal Association, building the association’s membership and assisting the president. And at the local level, Oliver is involved in the Tulsa Association of Legal Assistants, where she served as president and has been on numerous committees. “We have to take initiative to stay abreast of new laws and what’s going on in the legal community, and you can do that by being involved in associations,” she added.

### **Making It Count**

Those who have worked with Oliver are impressed by all she has accomplished. “[Oliver] exemplifies professionalism,” Hooper said. “She is one of those rare people who [is] able to be ambitious and customer-service oriented at the same time.”

Through her work at Williams, volunteer opportunities and involvement in paralegal associations, Oliver said she has worked with some amazingly talented paralegals and she is honored to be LAT’s Paralegal of the Year runner-up. “Working with NALA and within my legal department, I’ve interacted with high-caliber, awesome paralegals from across the nation, and any one of those paralegals could have been named,” she said. “I’m deeply appreciative. My life is a basic, simple one, and I am in a continual learning process, personally and professionally.”

Amanda Flatten is the former editor and publisher of LAT. She currently is the editor of Dallas/Fort Worth House & Home magazine based in Dallas.



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Giovanni Massucci with Capital City Consulting poses for the camera.



Lee Lloyd from 4NCRecords.com demonstrates his website to members on Saturday.



Sharon Sparrow with Lawyers Mutual handing out goodies on Friday night.



Maria Newport CorpDirect showcasing her company's services.



Maggie Jones from Lawyers Weekly/ Mecklenburg Times visits with our members Friday night.



Registration Chair Melissa Stockley-Jones visits with Damon Beaty from Document Technologies, Inc.



Jason Lilly & Todd Meaker from Envision Discovery, bright and early Saturday morning.

## BD/EC Meeting

## Minutes (summary)

September 12, 2008

The NCPA Board of Directors and Executive Committee met in Greensboro, NC, on September 12, 2008.

**Patti Clapper, ACP, NCCP, First Vice-President (Education)** reported that there were 68 members registered for mid-year and 28 for the CLA/NCCP Review Course. The welcome reception is sponsored by 4NC Records and the break is sponsored by Kay McGovern & Associate.

**Yolanda Smith, ACP, NCCP, Second Vice-President (Membership)** reported that NCPA now has 382 general members, 40 associate members, 77 student members. There are 10 sustaining members, 4 affiliate members and 2 educational program members.

**Angela Elliott, CLA, NCCP, Convention Coordinator**, is in the midst of site selection for 2009 mid year meeting and seminar; convention sites in Winston Salem are being considered. The 2009 Annual Meeting will be March 27, 2009, in Wilmington.

**Kimberly Pellicone, CP, NCCP**, presented Treasurer's Reports from February through April 2008. The reports had been audited and approved by Belinda Thomas, ACP, NCCP, Audit Committee Chair. The Board/EC approved the reports.

Several district directors reported on the current membership trends and activities in their districts. Blanche Berkowitz, NCCP,

District IV Director, announced that District IV has received 10 new members since May of 2008. District V Director, Vicki Sgro, NCCP, discussed the well attended June Meet and Greet. Beverly King, NCCP, spoke on the Midyear Seminar and CLA/CP Exam Cram & NCCP Review Course. District VII Director Stephanie Ivans, NCCP, informed the Board/EC of the well attended Meet and Greet, which featured Attorney Fran Lay who talked about the importance of paralegal's in today's law office.

**NALA Liaison Cindy Frye, ACP, NCCP**, reported that North Carolina was well represented at the NALA annual convention in Oklahoma City on July 30-August 2, 2007. Brenda J. Mareski, CP, and Erin B. Galloway, CP, NCCP, presented an outstanding program highlighting MemberClicks and NCPA at the NALA Affiliates Exchange in Oklahoma.

**Historian Karen England, NCCP**, is currently working on writing NCPA's history for the year. She put together a scrapbook from the most recent NCPA seminars and meetings.

**NC Board of Paralegal Certification Liaison, Yolanda Smith, ACP, NCCP**, reported the second NCCP exam will be held on October 4, 2008 at various locations throughout the State. There are currently 108 people scheduled to take the exam. Eighty people took the May 3, 2008 exam. Fifty-three people passed the exam.

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Ann W. Dandison  
Ken Hoff  
Teri Howard Strom  
Janeene Humphrey  
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Elizabeth Remaily  
Greg L. Sears  
Kaye H. Summers  
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Tina M. Yossett

### January

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Taiesha L. Ballentine  
Kathleen S. Barnes  
Ellen M. Barney  
Rebecca L. Billings  
Patsy Ann Blackburn  
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Rita J. Scott  
Vicki L. Sgro  
Valerie R. Shaw  
Christine Shedrow  
Martha P. Sheffield  
Shelli L. Simontacchi  
Cathy Sink  
Marcia L. Siuda  
Cheryl P. Smith  
Virginia Speiser  
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Susan Black  
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**December 19, 2008**

Declaration of Candidacy for Office Due

**January 4, 2009**

Recommendations for District Directors Due

**January 10, 2009**

NCPA BD/EC Meeting  
Location TBD

**January 15, 2009**

Deadline for submitting application to take March CLA/CP Exam

**January 31, 2009**

Student Scholarship Essay Entry Deadline

**March 26-28, 2009**

NCPA's 29th Annual Meeting and Seminar in Wilmington, NC

**March 20-21, 2009**

CLA/CP Exam

**May 15, 2009**

Deadline for submitting application to take July CLA/CP Exam

**July 8-11, 2009**

NALA's 34th Annual Convention in San Diego, CA

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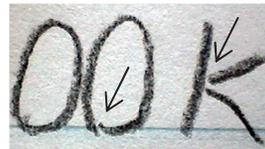
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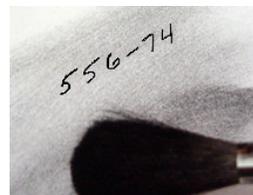
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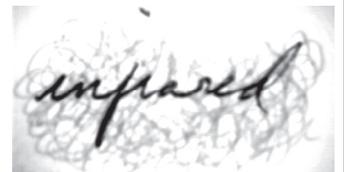
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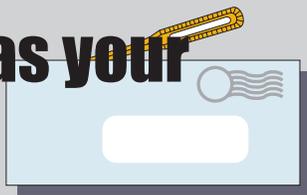
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