

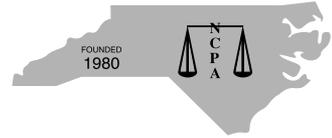


NCPA

Forum

Fall 2009

North Carolina Paralegal Association, Inc.



noun [C]; *fór-əm*

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



IN THIS ISSUE...

- 25th Annual NCPA Mid-Year Seminar Information
- Five Easy Ways to Boost Your Productivity
- Conquering the Micromanaging Nature of Attorneys
- 2009 Annual NALA Meeting Report



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Table of Contents

President's Message	2
Chairman's Message	2
2nd Vice President's Report (Membership)	3
Editor's Court	4
Conquering the Micromanaging Nature of Attorneys	6-7
NALA Liaison's Report	8
Fall 2009 CLA/CP Short Course Set	10
Mid Year Seminar Schedule.....	11
CLA/CP Exam Cram and NCCP Review Course.....	12-14
Statewide News	15-16
Dead People Cannot File Bankruptcy	19
The 5 Deadly Sins of Branding	21
NCPA Board Of Directors And Executive Committee Meeting.....	22
Five Easy Ways To Boost Your Productivity	23-24
NCPA Member Birthdays	26
Call To Action: Nominations And Elections.....	28-30

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President's Message

Patti Clapper, ACP, NCCP



Do you have ideas about where you would like to see NCPA in the next five years? Do you have ideas about things you would like to see NCPA offer to its members? If so, we need your input!

In connection with the 25th Annual Mid Year Seminar and Review Courses, NCPA will hold a Long Range Planning meeting on September 18th. I challenge those of you attending the seminar to join us for this brainstorming session. If you are not able to attend but would like to offer feedback, you can email me or our Long Range Planning Chair, Beverly Johnston.

Our Education Committee is hard at work putting together the finishing touches on the agenda for NCPA's Mid Year Seminar and Review Courses on September 18-19th, in Winston Salem. Look for the promotion in this issue of the NCPA FORUM and you can find an online brochure at www.ncparalegal.org.

If you are planning to take the CLA or NCCP exam in the coming months, be sure to check the brochure for information on NCPA's review courses for these exams.

Remember, my email is always open for questions, comments, and suggestions from members. NCPA is an organization run by its members – for its members!

See you all in September!

Patti Clapper, ACP, NCCP

On June 13, 2009, members from NCPA's District II participated in the Susan G. Komen Triangle Race for the Cure. With the generous help of NCPA's members, they raised almost \$3000.00 for this cause. NCPA would also like to especially thank the following Sustaining Members for their donations: NC Academy of Superior Court Mediators, www.4ncrecords.com, Case-Closed Investigations and National Digital Forensics, Inc.



Left to right: Shelby Tyson, Stephanie Minor, Vicki Helm, Charlotte Crone, Alyssa Mazingo, Patti Clapper and Erin Galloway.

Chairman's Message

Diane N. Morgan, NCCP



As we are all too acutely aware, the American economy is experiencing one of the worst downturns since the Great Depression. Many of us have faced or know someone who has had to cope with either downsizing, mandatory unpaid furloughs, and then the inability to find a job. What we must remember is "this too shall pass." In the meantime, it is extremely important to remember to stay connected to your profession. By this statement, I mean maintain membership in professional organizations, like NCPA. I understand that this may be financially tough for some paralegals as employers are cutting back on such perks as funding these memberships.

Remember, NCPA is a professional self-governing organization run by paralegals for paralegals! Within NCPA, you can network and stay in touch with new trends within the profession via several channels within NCPA. You can network with peers through local district involvement or at either the annual and/or mid-year seminars. There is truly something for everyone within the NCPA. The key is to become involved!

I would also encourage everyone to expand your education. President Obama, in a speech earlier this year, called on all Americans to commit to at least one year of higher education or career training. I also encourage every paralegal to gain additional certifications, if possible. The 2009 Mid-Year Seminar, in September, offers review courses for both state and national certification. Please check the NCPA website for details.

The job market is extremely tough right now, so keep a competitive edge – stay connected to NCPA!

All the best,

Diane N. Morgan, NCCP



Second Vice President's Report Membership

Yolanda N. Smith, ACP, NCCP

The current membership breakdown as of August 3, 2009 is as follows:

General members:	356
Associate members:	43
Student members:	78
Sustaining Members:	9
Affiliate members:	4
Educational Program members:	3
Total	494

**NCPA would like to congratulate
our members who passed the
April 4, 2009, NCCP exam.**

**Lisa Diane Childress
Bill D. Clements
Jamie E. Coll
Camille Davis Euliss
Ronnie Beth Herbst
David Herron
Tina T. Rouse
Kelly A. Wilkie
Tina Marie Yossett**

We would like to acknowledge our newest (G)eneral, (A)ssociate, and (S)tudent members joining from February 3, 2009 – May 11, 2009:

David A. Armstrong, Durham, NC (S)	Megan S. Grayce, Raleigh, NC (A)	Eva Rae, Durham, NC (S)
Margaret S. Cate, Chapel Hill, NC (G)	Chrystal Marie Hamrick, Gastonia, NC (S)	Paula Roberts Shacklock, Reidsville, NC (A)
Hannah I. Cox, Greensboro, NC (G)	Kathleen A. Karelitz, China Grove, NC (G)	Christopher Benjamin Smith, Rockingham, NC (G)
Janet Lynn Eystad, Proctor, MN (A)	Andrea Kennicott, Cary, NC (S)	Anna T. Steigerwald, Mt. Holly, NC (G)
Leslyn, L. Fisher, Rock Hill, NC (A)	Judith A. Limbach, Mooresville, NC (G)	John F. Tricas, Chapel Hill, NC (S)
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Eugene R. Granger, Chapel Hill, NC (G)	Margaret C. Northfield, Mint Hill, NC (G)	

NCPA is proud to recognize the following Sustaining members:

4NC Records, Case-Closed Investigations, Case Works, Envision Discovery, Huseby, Inc., Kay McGovern & Associates, Lawyers Mutual Liability Insurance of NC, National Digital Forensics, Inc., and NC Academy of Superior Court Mediator.



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

Alamance County Paralegal Association, Caldwell Community College and Technical Institute, Carteret Community College, 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



Editor's Court

Melissa Rutledge, NCCP

the last two years, but have you done anything about it? Try to focus on one topic that you are interested about or even a skill that you once were very good at and reinvent the wheel. Keep those muscles in your brain active!

The theme for this issue "Boost Your Productivity!" is for a good reason. As I sat down to read the various magazines that NCPA receives each quarter there was a wealth of information about tapping into old or lost skills, sharpening the saw, and using the slower economic times to your 'learning' advantage. You all have heard about these topics over

Thank you to all of the NCPA members that represented, donated, or stood on the sidelines to cheer on our team of walkers at the Susan G. Komen Triangle Race for the Cure, on June 13th! Way to go!

NCPA's 25th Annual Mid-Year seminar is right around the corner. Please go online and check out the brochure that the education committee has worked so hard to put together.

You will also find the 2010-2011 nominations and elections information included in this issue. This is the time to start thinking about getting more people involved with the association or time to think about your next opportunity to work with great members that we have within NCPA.

As always, please enjoy this edition of NCPA's FORUM and please know that your feedback and/or comments are always welcome.

Melissa Rutledge, NCCP

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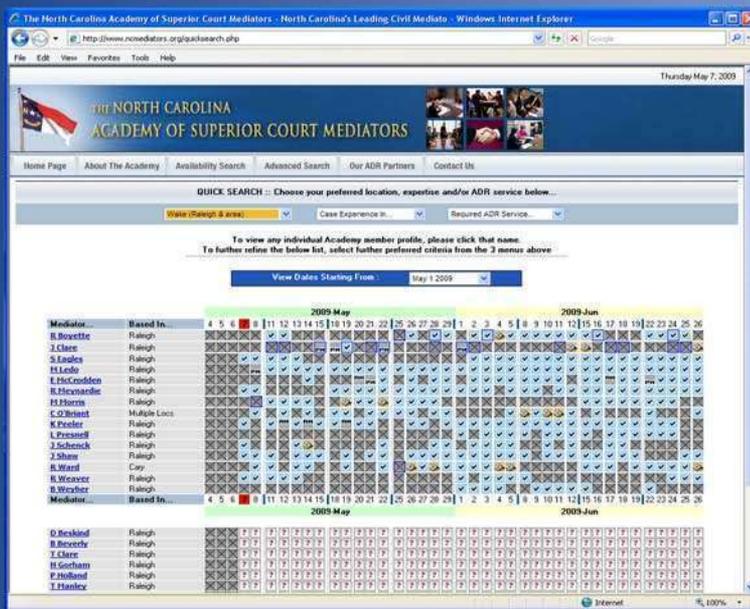
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- CLE/CEU Training, Lunch & Learns

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Conquering the Micromanaging Nature of Attorneys

By Alicia L. Jenkins, ACP*

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When I first became a paralegal, I quickly realized that most attorneys are micromanagers (to say the least). My first thought was to address the offending attorneys with whom I worked and ask them simply to trust in my abilities and understand that I knew what I was doing. Unsurprisingly, the conversations went no further than a laugh and another assignment and I had to take a step back to re-evaluate my perspective on the situation. During my experience, I realized that understanding the nature of micromanaging attorneys would lead to finding a better way to work with them and create opportunities to become more proactive.

Most micromanagers are not born with an overwhelming need to control every step we make in the projects to which we are assigned; they are created by experience in working with people who have challenged their trust in the past. These people are our predecessors, often former paralegals who did not pull through when needed, who jumped ship when the job became difficult, or who dropped the ball when deadlines came due. While micromanagers exist in all facets of business, it is a characteristic particularly true of attorneys due to the nature of managing several cases concurrently (with each case having its own series of progression that always seems to conflict with the schedules and progression of every other case on the table). Understandably, this situation forces the attorney to rely on paralegals to manage the cases' workload most effectively.

Overwhelmed Attorney + Conflicting Case Schedules + Past Trust Issues With Legal Support Staff = Micromanaging Attorney

I learned that in order to work with this type of attorney, I needed to make a few adjustments myself. Most importantly, I had to earn the trust of the attorneys with whom I worked. I have adopted the following techniques along the way to becoming a successful paralegal and conquering micromanaging attorneys. These skills have proven effective in showcasing my case management abilities and earning the trust of the attorneys with whom I work:

I. Keep Track Of What You Are Doing And What You Have Done

This can be accomplished by keeping notes or copies of work in a separate folder, saving prior task lists for tracking the evolution of work performed on specific cases, or by making a small working task folder on your computer. Keeping this information in your head does not benefit anyone if it has to compete with the dozen other things that are racing through your mind at any given moment: it only leads to mistakes and missed deadlines.

One simple thing you can try: Keep a notepad on your desk where you can track your notes every time an attorney steps in with another task. This sounds simple enough, but few paralegals actually write down their assignments. The beauty of this exercise is fourfold:

- 1) Assuming the new task is not an emergency, you can return to your other assignment without the new information interrupting your train of thought. Essentially, this allows you set it aside and devote your full attention to the task at a later time.
- 2) Your notes will help you to recall the nature of the task and any specific information provided by the attorney.
- 3) If you are required to track your time, you can make your time entries related to that task in the margin of page beside your notes.
- 4) You can keep these notes for future reference by placing them in a working folder or entering them into your case or task list.

When an attorney asks you about the status, you will have an immediate reference; plus, the ability to retrieve and provide information quickly carries valuable credit in a busy practice.

II. Review Your Case Task List At Least Once Per Week

Create and maintain a case management and/or task list of your own. It may sound like a tedious task in itself, but it should not take a tremendous amount of time and it is well worth the effort.

A working case and task list contains at least three sections: the case title or file name; a brief description of the case; and an area for notes regarding the procedural status, deadlines, or other information pertinent to work you performed on the case. For ease of use, I recommend creating a table in your word processing program, but you can adopt any method that best suits your needs while serving the intended purpose.



An example format would look similar to this:

Case Management/Task List

Client	Tasks & Notes	Deadlines/ Events
Client/Adverse Party (C/M: 1000.001)	<ul style="list-style-type: none"> ▪ Summarize Non-Party Documents ▪ Follow-up on Discovery Responses due 2/6 	3/11 – Expert Depo. 4/26 – Discovery Ends

Once the case and/or task list has been created, review each case on your list once weekly. This exercise serves to help you prioritize your workload in connection with upcoming deadlines and schedules affecting the case and it serves as a reminder of projects on which to follow-up.

A major complaint of most attorneys is a paralegal's failure to follow up on outstanding document requests. This complaint is a reflection of poor case management, which presents the very serious risks such as leaving the attorney unprepared for a key deposition or proceeding and missing statutory deadlines that can harm cases and result in malpractice complaints. The underlying problem is that the chaos of a busy office leaves paralegals subject to a form of job-inflicted Attention Deficit Disorder. Reviewing your list regularly will serve as an effective preventative against forgetting to follow up on case-related tasks and it will serve as a road map for accomplishing your goals.

III. Update The Attorney Regularly

One of the easiest and most effective measures you can take to calm a micromanager is to send them an email that updates them

on the status of the cases you are handling. Tell the attorney that you are checking in to let them know where you are on a specific project, and what your next step is related to that project.

The beauty of this is that the message can be as brief as a couple of sentences. If you get into a habit of sending the update before you are asked for the status, the attorney will learn to relax when working with you because he or she will know that you are managing work effectively without needing step-by-step instruction.

A bonus of this exercise is that most attorneys will take a well-drafted status update and forward it to the client: this makes the attorney happy, it makes the client happy, and it shows that the attorney trusts your judgment.

If you can make it a habit to work these techniques into your workday, you will display your most dependable skills while earning the attorney's trust -making him or her less inclined to micromanage your every step.

Quality Time

Sometimes the best way to spend time is to invest it in yourself.

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NALA Liaison's Report

Jacqueline M. Thurman, CP, NCCP
NALA Liaison

The Westin Gaslamp Quarters in sunny San Diego, California was the location of the 34th Annual National Association of Legal Assistants ("NALA") convention and education workshops. In the midst of the lavish restaurants, exquisite shops, and bicycle carriage rides, NALA provided a professional educational event for the numerous attendees, which included two institutes, four educational tracks and NALA Member Exchange Presentations.

The opening reception was hosted by the San Diego Paralegal Association, Los Angeles Paralegal Association, Orange County Paralegal Association and Ventura County Paralegal Association and what a great opportunity to meet and mingle and start new friendships. Further, the Hawaiian style reception with colorful leis and Hawaiian attire was topped off with an awesome Polynesian dance performance. Yes, yours truly was selected and tried to learn a traditional Polynesian dance. This reception was another great opportunity to network with your colleagues from across the nation.

The keynote address was light and humorous. "The Greatest Challenge In Law Is Not In Law But In Non-Linear Thinking" was

presented by Joseph D. Dunn, JD, CEO of the California Medical Association. Mr. Dunn stated that "when we go to court we are in a linear thinking mode but to win we have to be in a non-linear thinking process." Non-linear thinking is how the world works. Mr. Dunn was very insightful and informative. Moreover, the educational tracks and institutes were well attended. This was my first NALA Convention as your NALA Liaison; and the Mock Trial Institute seemed to be a favorite among the attendees.

Each year, NCPA participates in NALA's Affiliated Associations Exhibits during the convention. NCPA's exhibitor table was shared with Oklahoma Paralegal Association. There were numerous tables there that presented great ideas. Yes, I will be a little biased and say we had the best table. Kaye Summers and I worked really hard on putting our storyboard together. NCPA's table was busy and we received many compliments. Our theme this year was "Molding the Future."

Lastly, the new NALA officers of 2009-2010 were elected they are: President Linda Wolf, ACP; First Vice President Karen Greer McGee, ACP; Second Vice-President Ann L. Atkinson, ACP; Secretary Kelly A. LaGrave, ACP, and Treasurer Cassandra Oliver, ACP. Our very own Debbie J Sawyer, CP was elected NALA Region 2 Director. NALA's closing reception included the installation of the NALA Board of Directors for the 2009-2010 fiscal year and they also honored outstanding members and their achievements.

I am excited about our growing profession. NALA and NCPA are constantly striving to offer more programs to promote and mold our profession for the future. I look forward to the 35th NALA Convention in Jacksonville, FL July 14-17, 2010. Hope to see you there.

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The North Carolina Paralegal Association, Inc. ("NCPA") will be sponsoring its annual Student Scholarship Program this fall. 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.

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 18-20, 2010 in Wrightsville Beach, NC.

**THE CONTEST OFFICIALLY BEGINS ON OCTOBER 1, 2009,
 SO BE ON THE LOOKOUT FOR SUBMISSION DEADLINES
 AND ADDITIONAL INFORMATION ON THE NCPA WEBSITE.**

If you have any questions please contact:

Debby Sawyer, CP
 Student/School Relations Chair
 dsawyer@ymwlaw.com
 919-719-6045



The Association of
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News!

Fall 2009 CLA/CP Short Course Set

The Fall CLA/CP Short Course, an intensive three-day workshop for nationwide certification as a paralegal/legal assistant, is scheduled for November 11-13 at the Caesars Palace, Las Vegas, Nevada. This is the only CLA/CP Short Course scheduled by the National Association of Legal Assistants before the December 2009 or Spring 2010 CLA/CP examination.

This short course meets credit requirements of the NALA Certifying Board for maintaining the CLA/CP credential as well as helping those who are preparing for the examination. The program is also helpful to experienced paralegals seeking a refresher.

Short Course Coordinator is Kay Kasic, CLA, with Coombs & Dunlap, Napa, CA. A distinguished faculty of attorneys, certified legal assistants, and legal educators will teach the courses ranging from a survey of the American legal system and essential paralegal skills to specific legal topics. Extensive handout materials, available only to participants, will supplement the instruction.

Nearly 3,000 legal assistants have participated in this program since its inception in 1985. It is widely regarded as the most comprehensive continuing education program offered to paralegals. The short course is one of an array of continuing legal education efforts by NALA, and earning the CLA/CP credential is not ensured, nor contingent, upon completion of the course.



Wednesday, November 11

American Legal System—Karen Sanders-West, ACP, JD; Wichita, KS.

Judgment & Analytical Ability—Virginia Koerselman, JD, Attorney; Hemingway, SC.

Ethics: Part I—Kay Kasic, CLA; Coombs & Dunlap, Napa, CA.

Thursday, November 12

Contracts—John W. Dunn, LLB, and Karen M. Dunn, ACP; Dunn, Keyes, Gelman & Pummell, LLC, Avon, CO.

Legal Research—Virginia Koerselman, JD, Attorney; Hemingway, SC.

Civil Litigation—Karen Sanders-West, ACP, JD; Wichita, KS.

Communications—Virginia Koerselman, JD, Attorney; Hemingway, SC.

Friday, November 13

Ethics: Part II—Kay Kasic, CLA; Coombs & Dunlap, Napa, CA.

Real Property—John W. Dunn, LLB, and Karen M. Dunn, ACP; Dunn, Keyes, Gelman & Pummell, LLC, Avon, CO.

Business Organizations—Connie Kretchmer, ACP; Omaha, NE, and Virginia Koerselman, JD, Attorney, Hemingway, SC.

Administrative Law—Karen Sanders-West, ACP, JD; Wichita, KS.

Estates and Trusts—Virginia Koerselman, JD, Attorney, Hemingway, SC and Connie Kretchmer, ACP, Omaha, NE.

Members of NALA may register for \$390. The cost to non-members is \$450, and members of the California alliance of Paralegal Associations may enroll for \$425. Fees cover the short course, handouts, coffee service, Thursday luncheon, and a complimentary copy of the CLA Study Guide and Mock Examination, (West Legal Studies, 2009).

Registration information is available on the web site <http://www.nala.org>. Information on the web site includes instructions on reserving a guest room at Caesar's Palace. Special guest room rates for this meeting are \$95 for single or double rooms for Sunday, November 8-Thursday, November 12. For those staying after November 12, the rate increases to \$140, still substantially lower than walk-in rates. Guest room rates are available ONLY if the guest room reservation is confirmed by October 20, 2009.

Contact: Vanessa Williamson

Convention Services

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vwilliamson@nala.org

North Carolina Paralegal Association, Inc. Mid Year Seminar Schedule

Friday, September 18, 2009

- 10:00am - 12:00pm NCPA Long Range Planning Meeting (all members are welcome to attend)
- 1:00pm - 3:00pm NCPA Board Meeting (all members are welcome to attend)
- 7:00 pm - 9:00 pm Early Registration/Welcome Reception/Exhibitor Exposition

Saturday, September 19, 2009

- 7:30 am - 8:30 am Registration & Continental Breakfast
- 8:30 am - 8:45 am Welcome Remarks, President, Patti F. Clapper, CLA, NCCP
- 8:45 am - 10:00 am GENERAL SESSION: *Job Seeking and Job Keeping in Today's Economy*
Debbie Lawrence; Huseby, Inc., Charlotte, NC
Camille Steele; Lawyer's Mutual, Cary, NC
- 10:00 am -10:30 am Break - Visit with Exhibitors (Hotel Checkout)
- 10:30 am -11:45 pm CONCURRENT SESSIONS (Choose one)
- SESSION A: *Elder Law*
Charlie Brown, JD; Wishart Norris, Burlington, N.C.
- SESSION B: *ABCs and More of E-Discovery*
Dan Chapman; PreArc, Charlotte, NC
- 11:45 pm -1:00 pm LUNCH
- 1:00 pm - 2:15 pm CONCURRENT SESSIONS (Choose one)
- SESSION A: *Legal- Health Topic, TBA*
Cynthia Thompson-Hyde, Legal Nurse of the Carolinas
- SESSION B: *A Paralegal's Guide to Investments and Working with a Stockbroker –*
Tips to Keep Your Client's Money and Personal Information Safe
Mary Willard, CLAS, NCCP
- 2:15 pm - 3:30 pm CONCURRENT SESSIONS (Choose one)
- SESSION A: *Social Security as it Affects the Family Law Practitioner*
Paul C. Shepard, JD; Winston Salem, NC
- SESSION B: *Real Estate Update: Recent Changes in Real Estate Law*
Chrystal DeHart Raper; Blanco Tackabery & Matamoros, P.A.
- 3:30 pm - 3:45 pm Break
- 3:45 pm - 4:45 pm GENERAL SESSION: *Electronic Ethics*
Yolanda Smith, CP, NCCP
- 4:45 p.m. Closing Remarks & Door Prizes

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

Friday, September 18, 2009 – CLA/CP EXAM CRAM

7:30 – 8:00am	Registration
8:00 – 8:15 am	Opening Remarks
8:15 – 9:00 am	Family Law
9:00 – 9:45 am	Judgment & Analytical
9:45 – 10:00 am	Break
10:00 – 10:45 am	Probate/Estate Planning
10:45 – 11:30 am	Contracts
11:30 – 12:15 pm	Legal Research
12:15 – 1:30 pm	Lunch
1:30 – 2:15 pm	Bankruptcy
2:15 – 3:00 pm	Business Organization
3:00 – 3:15 pm	Break
3:15 – 4:00 pm	Civil Litigation
4:00 – 4:45 pm	Real Estate
4:45 – 5:30 pm	Criminal Law
7:00 pm – 9:00 pm	Early Registration/Welcome Reception/Exhibitor Exposition

Saturday, September 19, 2009 – NCCP REVIEW COURSE

7:30 a.m.- 8:30 a.m.	Registration & Continental Breakfast
8:30 a.m.- 8:45 a.m.	Welcome Remarks/General Test Information
8:45 a.m. - 9:45 a.m.	NCCP Session 1: Ethics
9:45 a.m. - 10:30 a.m.	NCCP Session 2: Real Estate
10:30 a.m.- 11:00 a.m.	Break – extra time to check out of hotel and visit with Exhibitors
11:00 a.m.- 11:45 a.m.	NCCP Session 3: Family Law
11:45 a.m.- 12:45 p.m.	Lunch
12:45 p.m.- 1:30 p.m.	NCCP Session 4: Legal Research
1:30 p.m. - 2:15 p.m.	NCCP Session 5: Business Law
2:15 p.m.- 3:00 p.m.	NCCP Session 6: Criminal
3:00 p.m.- 3:15 p.m.	Break
3:15 p.m.- 4:00 p.m.	NCCP Session 7: Rules of Civil Procedure
4:00 p.m.- 4:45 p.m.	NCCP Session 8: Probate
4:45 p.m. closing	Closing remarks & 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. (Approval Pending)
- 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. (Approval Pending)

REFUNDS:

- If we receive your request by September 1, 2009, we will issue you a full refund, less a \$10.00 cancellation fee.
- If we receive your request between September 2 and September 6, 2009, 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: Attendees now have the option to download the manuscript from the NCPA website approximately one 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, YOU WILL NEED TO DOWNLOAD THE MANUSCRIPT FROM THE WEBSITE.** If you choose the download option, please note that we **will NOT have a printed copy** for 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. Online registration is not eligible for the discount – you must submit paper registration forms.

HOTEL INFORMATION:

Room Rates: Standard Rooms are \$129.00, plus tax; the hotel has held a block of rooms for NCPA until **September 1, 2009**. 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 1-800-696-6107 and ask for the NCPA room rate. 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 September 1, we cannot guarantee you a room or the discounted rate.

Directions: http://embassysuites1.hilton.com/en_US/es/hotel/INTESES-Embassy-Suites-Winston-Salem-North-Carolina/directions.do

From the Greensboro Area: Take the I-40-BR W exit- EXIT 81B- toward US-421 N / WINSTONSALEM. Merge onto US-421 N. Merge onto I-40 BR W / US-421 N via EXIT 206 toward KERNERSVILLE / WINSTON-SALEM DOWNTOWN. Take the CHERRY ST exit- EXIT 5C toward CONVENTION CENTER. Turn RIGHT onto S CHERRY ST. The Embassy Suites is located on the left side of the Street at 460. North Cherry Street.

From the Raleigh/Durham/Eastern NC Areas: Take I-40 W. Keep RIGHT via EXIT 131 toward US-70 / GREENSBORO. Merge onto I-40 BR W / I-85 BR S. Merge onto US-421 N via EXIT 36A toward I-40 W / WINSTON-SALEM. Merge onto I-40 BR W / US-421 N via EXIT 206 toward KERNERSVILLE / WINSTON-SALEM DOWNTOWN. Take the CHERRY ST exit- EXIT 5C- toward CONVENTION CENTER. Turn RIGHT onto S CHERRY ST. The Embassy Suites is located on the left side of the Street at 460. North Cherry Street.

From the Charlotte/Western NC Areas: Merge onto I-77 N / US-21 N via EXIT 1C toward STATESVILLE. Merge onto I-85 N via EXIT 13A toward GREENSBORO. Merge onto US-52 N via EXIT 87 toward LEXINGTON / WINSTON-SALEM. Merge onto I-40 BR W / US-158 W / US-421 N / NC-150 W via EXIT 109B. Take the CHERRY ST exit- EXIT 5C- toward CONVENTION CENTER. Turn RIGHT onto S CHERRY ST. The Embassy Suites is located on the left side of the Street at 460. North Cherry Street.

FOR MORE INFORMATION, CONTACT

Stephanie Elliott-Park NCCP
1st Vice President and SEMINAR Co-Chair
education@ncparalegal.org selliott-park@gastonlegal.com

Michele A. Tuttle, CLA, NCCP
Seminar Co-Chair, Exhibitor Chair
michele@barrettfirm.com

REGISTRATION FORM

Or register online at <https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=nca&formId=63817>

NCPA's 25th MidYear Seminar / CLA/CP Exam Cram & NCCP Review Course Schedule
September 18- 19, 2009

Registration deadline is September 1, 2009. 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 nametag - please be sure to include any credentials such as CLA or NCCP)

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CHECK NO.: _____ ENCLOSED: \$ _____

IS THIS YOUR FIRST
NCPA SEMINAR?

YES

NO

I am attending the **Mid-Year Seminar** on September 19, 2009
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 _____ \$ 75.00 NCPA/NALA Student Member
 _____ \$ 90.00 Student Non-Member
 _____ \$ 20.00 Late Registration Fee (if postmarked after 9/1/09)
 _____ \$ 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, 1:00pm 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 **CLA Exam Cram and NCCP Review Course** on September 18/19, 2009

_____ \$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 (if postmarked after 9/1/09)
 _____ \$ 50.00 Manuscript Only (will be mailed after seminar date)

_____ I will download the manuscript. Please notify me when it is available. My email address 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.

Statewide News

Beverly Johnston, NCCP
District II Director

DISTRICT II • Past and Present

Members of District II have graciously absorbed the activity in our District. Members continue to return to the district as a means for education and support. The members are eagerly responding to participation in community events such as the Komen Race for the Cure as well as other projects still in development.

The Komen Race was held June 13, 2009, and for the first time the North Carolina Paralegal Association had a team headed up by NCPA President (and District II Member) Patti Clapper, ACP, NCCP. The group raised \$2,800.00; GO TEAM NCPA! All who participated survived the hot day and enjoyed the camaraderie of fellow paralegals and non-paralegals alike in the walk to support this worthy cause.

District II held its third meeting on June 15, 2009, with another great turnout. This is not only a wonderful networking opportunity; it is also a way to meet fellow paralegals with like interests, or to develop and learn a new interest, personal and/or professional, and of course, the food and drinks! An invitation was given to members in attendance at this meeting for a free Capital Bank sponsored CPE seminar that earned 2 CPE credit hours. The program will be offered to our District in the future. Check out this photo from the third meeting!



On July 15, 2009, District II Director, Beverly Johnston, NCCP, met with Dave Hinton, Director of The Purple Elephant Computer Factory for Kids, to donate 11 computer monitors on behalf of NCPA. Also in attendance were Ben Johnson, Account Executive for McClatchey Broadcasting Company and Jewel Morgan, Executive Director of Adult and Children Enterprises, Inc. whose organization helps disadvantaged families. If anyone has old computers, working or not, please contact Dave Hinton at (919) 788-7740.



Pictured L to R Ms. Aman, Jewel Morgan, Ben Johnson and Dave Hinton

Our scheduled attendance to see "Twilight", a "Movies by Moonlight", presentation was cancelled due to the weather. We are hoping to reschedule in August for the presentation of "Mama Mia."

July 20, 2009, marked the District's first educational meeting and earned the 26 attendees 1.0 hour of Ethics from NALA. The event also met the requirements for NCCP credits; however, was not pre-approved. Applications were available for submission by the attendees. The special guest speaker was Camille Stell with Lawyers Mutual who, together with her assistant Samantha, graciously hosted the event, engaging us in an interactive discussion on Ethics, and providing delicious fajitas from Moe's.

Upcoming Events:

Speakers for educational meetings include:
August - Chris Brook, Attorney at Law, "An Introduction to Community Lawyering." (NALA Pre-approval pending)

November - Erik Lindberg, Attorney at Law,
Topic to be determined

December - Cathy Stuart, Attorney at Law,
Topic to be determined



Pro Bono and Volunteer Opportunities

Pro Bono Chair: Alyssa Mazingo, NCCP

I would like to thank everyone who completed the online volunteer interest survey. There are a lot of exciting pro bono projects available throughout the state. Here are just a couple examples of those opportunities. For more information regarding any of these opportunities or other pro bono projects, please contact me at Alyssa@mchurlelaw.com or 919-720-3061

Center for Death Penalty Litigation represents defendants in capital cases. Volunteers are needed to conduct legal research and investigative work across the state. Please contact me for more information.

Guardian Ad Litem provides a voice for neglected and abused children. Volunteers are paired with attorneys to investigate claims and then make recommendations to the judge regarding a safe place or special services for children, based on their investigation. Training is necessary. An application can be completed online by going to GAP's website <http://www.nccourts.org/Citizens/GAL/Volunteers.asp>. If you have any questions, you can contact GAP directly at 1-800-982-4041, or call me.

NC Fair Housing Center investigates allegations of violation of fair housing laws statewide and provides legal assistance and advocacy to victims of discrimination. Volunteers can assist with investigation and on-line research of real estate records in predatory lending and fair housing cases.

Child Advocacy Commission of Durham provides legal services for children and economically disadvantaged families in the area of family law, especially custody and support issues. Volunteers can assist with interviewing and drafting standard court documents for review by the attorney.

Guilford Paralegal Association will hold a "Silver and Gold Ice Cream Social" on September 8, 2009. A representative of a local gold-buying company will be on hand to purchase old jewelry. A portion of the proceeds will be donated to LANC. For more information, please contact Sandra R. Strickland, CLA/NCCP, Vice President and Pro Bono Committee Chair for the Guilford Paralegal Association at ss@crlaw.com, or me.

Paws4Ever needs volunteers for two of their upcoming fundraisers in Orange County. The first will take place on Halloween and the second, the "Walk for Animal Protection," will be held on November 8, 2009. Paws4ever also need volunteers on an ongoing basis who can provide dog walks or cat visits at their facility located in Mebane. For more information, please contact Katy McClure, Volunteer Coordinator @ katy_mcclure@yahoo.com, or me.

A Valentine's Day Blood Drive will take place during the week of Valentine's 2010 at Miller-Motte College in Wake County. For more information, please contact Megan S. Grayce, JD, MBA, Business & Legal Programs Director, at Miller-Motte College at Megan.Grayce@miller-motte.edu, or me.

NCPA is going to participate in a school supply drive and collect items at our Annual Mid Year Seminar. We will be donating the supplies to Communities In Schools. Please remember to bring school supplies to Mid Year!!!

GPA Third Annual Spring Seminar



Guilford Paralegal Association held its 3rd Annual Spring Seminar on Saturday, May 2, 2009, at the Doubletree Hotel in Greensboro. The event was very well attended by paralegals from across North Carolina. Topics included elder law and criminal defense and criminal prosecution, as well as one hour of ethics. Speakers included Rachel Decker, James Roane, Jim, Kimel, Walt Jones, and Frank Johns.

Left to Right: Taylor Barrett, Secretary; Teresa Smith, Parliamentarian; Sandra Strickland, President; Lisa Carmichael, Treasurer; and Blanche Berkowitz, Vice-President





Mark your calendar

now for the
**North Carolina Paralegal
Association, Inc.'s**

**25th Annual
Mid Year Seminar
September 19, 2009**

Announcing the
2nd Annual
**CLA/CP Review Course
September 18, 2009**

&

**NCCP Review Course
September 19, 2009**

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More information about these
events coming soon to our

website, www.ncparalegal.org

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Calling All Members!



“People who ask our advice almost never take it. Yet we should never refuse to give it, upon request, for it often helps us to see our own way more clearly.” --Brendan Francis

Please consider contributing to the next edition of the *NCPA Forum*. Not only do we want our association’s publication to be informative and innovative for each and every member, we also want it to include helpful hints and sound advice from our main resources, our members. We are looking for all types of articles that relate to the paralegal community. Anything of interest to you will most likely be of interest to other paralegals across the state. Let your voice be heard in the *NCPA Forum*. Please submit all articles in Word format to Crystal L. Robinson, NCCP crystal@levineandstewart.com. You may also e-mail your comments, suggestions and possible article contributors to us as well.

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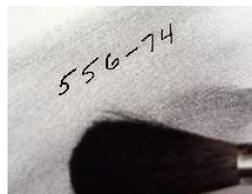
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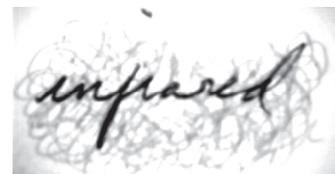
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Dead People Cannot File Bankruptcy

Victoria Ring



Training for attorneys, paralegals and virtual assistants working under the direction of attorneys in debtor bankruptcy law.

The other day, an interesting question came into the 713Training.Com office from a paralegal working on a Chapter 7 bankruptcy petition. The debtor was a widow who claimed most of the debts were only in her husband's name. The paralegal wanted to know if the debts of a dead person should be listed on the bankruptcy petition. She had asked her attorney and he told her to research the topic and get back to him for a discussion.

But there is no short and sweet answer to this question. Just like everything else in the legal field, there are exceptions to every rule. On the surface you would think that dead people cannot file bankruptcy. Although this is true, we need to first determine if the debts that are in the husband's name are connected to the widow who is filing bankruptcy.

First I asked the paralegal the age of the widow. She was born in 1949 and had been married to her husband for 34 years. Next, I asked how old the debts were. The paralegal said a large majority of them had been established as far back as the 1970s. Next, I asked if the widow had been employed throughout the marriage. She had worked as a housewife and was not employed outside the home.

With the answers to these questions it was easier to reconstruct the life and times this woman lived in. First of all, since the widow had not worked outside the home, it was very likely that any credit accounts she applied for had to have included the husband's income when the credit application had been filled out. Secondly, back in the 1970s it was rare to find a woman with credit in her name alone. Most credit card applications forced a woman to list her husband's income because it was assumed that a husband and wife were one person.

Therefore, I summarized that the debts the widow claimed were solely in her husband's name was not a factual statement. I told the paralegal to have her attorney pull a credit report and compare it with the debts listed on the Client Intake Forms. This way, any debts that were solely in the name of the husband would not show up on the widow's credit report. Besides, a credit report would aid in making sure the widow had included all her debts and not just the debts that she could recall.

Next, I asked the paralegal when the husband died. The answer was 2005. Therefore, she needed to find out from the widow how much money she received after her husband's death. This information is then listed under Item 10b of the Statement of Affairs, which states: List all property transferred by the debtor

within 10 years immediately preceding the commencement of this case to a selfsettled trust or similar device of which the debtor is a beneficiary.

If the husband had died less than one year before the widow filed bankruptcy, a copy of the probate court documents would need to be provided. The information from these documents is then listed under Item 4a of the Statement of Affairs.

Reviewing the probate court documents will also enable the paralegal to find out exactly what the widow received as the beneficiary. If she has any of these items or money in her possession it is considered an asset and this information is listed under its proper item category on Schedule B.

So you can see that even though it may sound silly to ask if a dead person can file bankruptcy, as a professional working for a bankruptcy attorney, it is your job to do the research. Once you obtain all the facts you then present this information to your attorney so that he or she can make the decision how best to protect and represent the debtor in this case.

To receive more bankruptcy petition drafting tips view and subscribe to the free Debtor Bankruptcy Blog at <http://www.713bankruptcy.com>

Disclosure: The information contained in this article is solely intended to increase the skills of paralegals and other legal staff who are employed virtually or nonvirtually by bankruptcy attorneys. This information is not to be used by nonattorneys to prepare bankruptcy petitions for the general public. The information is solely intended to train legal professionals working under the direction of licensed bankruptcy attorneys.

AUTHOR BIO:

Victoria Ring is a Certified Paralegal and Bankruptcy Specialist. She has developed an entire line of training products and holds several seminars per year in drafting bankruptcy petitions. Her training materials have been approved by NALS for 7 CLE credits. Additionally, Victoria Ring provides speaking and in-house training services for bankruptcy law firms. Visit her website at <http://www.713training.com> or, if you are an attorney, visit <http://www.713attorney.com>

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S**September 18-19, 2009**NCPA's Mid-Year Seminar and NCCP/CLA Review
Course in Winston-Salem, NC**October 1, 2009**Deadline for submitting application
to take December CLA/CP Exam**December 4-5, 2009**

CLA/CP Exam

March 18-20, 2010

NCPA's Annual Meeting and Seminar

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The 5 Deadly Sins of Branding

By Lyza L. Sandgren
President/CEO
CanopyLegal, LLC

Your brand, another name for a trademark, is your business. Your brand is what announces your products and/or services to the world. Your brand is what makes you memorable to your clients and potential clients. In short, the mark you use can instantly set your products/services apart from your competitors or it can bury you in a sea of lookalikes and wannabees. If you want to register your brand (and you can't "trademark" anything), there are things to understand before going forward.

When you think of a good mark, certain ones come to mind that instantly identify a product or service as a leader in their industry – Coca-Cola, Nike, Microsoft, WebMD, Sears, Netflix, Exxon, Tiffany's, Apple, etc – but each does not describe the actual good or service offered under their mark. These marks have stood the test of time not just because the products or services offered under them were exceptional (and in most cases they were) but because the branding was memorable, unique and non-descriptive of the product or service. In a few cases, word of mouth was sufficient to spur their successful use. So if a trademark is so important, why do so many people take branding lightly, or worse, begin using a mark before they know if it's available?

There are many common mistakes in the world of business and intellectual property but the biggest, having the most impact on a company's sales potential and market share, is the lack of understanding of how to choose and later protect a registered mark at the U.S. Patent & Trademark Office ("PTO"). I hear people repeatedly say that they want customers to know who they are and what they do by the sheer description of their name. That may be a great marketing concept but it does not usually result in a memorable or registrable trademark. At least, not according to the PTO.

Then, what are the most common mistakes companies make in choosing a trademark? I call them "**The 5 Deadly Sins of Branding**":

1. Choosing a Descriptive, Geographic, or Surname Mark – "I want people to know exactly what it is that I do/sell and where I am." This is a standard no-no. If you sell software in Allentown, PA, and you want to use "Allentown Software Sales, Inc.," you've just chosen a descriptive mark which would most likely be considered non-registrable at the Federal level. Federal protection requires that you are offering your goods/services under the mark in interstate commerce. You may still choose and use a geographic/surname and/or descriptive mark, but it is highly unlikely that you will be granted protection on the PTO's Principal Register. A mark that is merely a surname, a geographic locale, or is descriptive of its goods or services is not usually registrable unless it has been in use more than 5 years (the magic "5" again) and has become distinctive in the marketplace through that use (think "Trump" anything), which leads to Sin No. 2;

2. Marrying Yourself to the Mark – Companies often get so excited about a brand that they don't bother to find out if it is unique to their market. They love the mark too much to see if anyone else is already

using the same or a confusingly similar mark within the same or similar channels of trade. This is a mistake that could cost thousands, which brings up Sin No. 3;

3. Investing Before Clearing – Many companies go so far as to invest big money without finding out if the mark is available. If later made to abandon the mark, they could lose thousands already spent for labeled product or marketing and advertising. It all could have been avoided by first having a clearance search performed. Write this down and put it on your refrigerator – CLEARANCE BEFORE INVESTMENT! But if the mark has been cleared, file a federal trademark application, which could mean Sin No. 4;

4. Filing in Color – Unknowingly, companies often file an application at the PTO for their logo and attach a color copy of their mark at the time of filing. The broadest protection available for any trademark or service mark, words, design, slogan, etc., is to file in black and white. If you file in color, obtain a registration, and then change the colors of your mark in use, you have just lost the protection of your registration. If you file in black and white, it won't matter what colors you use in the future. Your registration will always be protected. If an owner already has a b&w registration and wants further protection for the mark in use in color, filing an application for a color mark is a good idea. Once a registration is granted is usually when we find the occurrence of Sin No. 5;

5. Not Watching Your Registration – Companies often think that as long as they have a registration in place that their trademark is safe forever. Wrong! Unless you maintain the registration through timely renewal filings and watch it for unfair use by competitors, then go after infringers, anyone can capitalize on the goodwill you've built up under your mark and dilute your mark's distinctiveness and protection. Obtaining yearly watching protection from a watching service is inexpensive and sound IP management. Watching services maintain specialized databases that keep track of the newly filed applications and published marks at the PTO, and they regularly review phone books, magazines, newspapers, trade publications, and other advertising media looking for infringers. Companies like Thomson & Thomson, CT Corsearch and NameProtect, to name three of the best and most reliable, know their stuff and can prevent wasted time and dollars. One last point, not really a 5 Deadly Sins issue but crucial nonetheless, is:

6. Fear of Lawyers and Advertising – no one wants to pay for legal advice or advertising but the lack of sound IP advice could be the difference between adequately protecting your mark and your business and losing your investment. A professional advertising firm and a good intellectual property lawyer can help prevent making wrong decisions. You will save money over the long haul and be confident in your choices. They can help you review your options, what is or is not registrable or memorable, and guide you to a unique mark and a good economic decision. Qualified trademark lawyers aren't the bad guys. They only want to help you.

Oh, by the way, I'm not an attorney or an ad exec. I don't even play one on TV!

NCPA BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE MEETING

May 3, 2009

**Vernon Law Firm
Burlington, NC**

The North Carolina Paralegal Association held its regularly scheduled joint meeting of the Executive Committee and the Board of Directors on May 3, 2009, beginning at 2:00 p.m. at the law firm of Vernon, Vernon, Wooten, et al., in Burlington, North Carolina. The President and Chairman of the Board were present. The Secretary was absent from the meeting.

President Patti Clapper called the meeting to order. Teresa Stacey made a motion that Kaye Summers, Immediate Past President, be appointed Secretary of the Meeting in Diane Tally's absence for the purpose of recording the minutes of the meeting. The motion was seconded by Alyssa Mazingo and carried by unanimous vote.

NCPA Board Secretary

Minutes of the Executive Committee/Board meetings held on March 26th and 28th in Wilmington, North Carolina, and were posted by Diane L. Tally, NCCP, Secretary, for review and approval. Teresa Stacey made a motion that the minutes of the March 26th and March 28th meetings, as amended, be approved. The motion was seconded by Kaye Summers and carried by unanimous vote.

Kaye Summers nominated Jacqueline Thurman, CP, NCCP as NALA Liaison for 2009 – 2010. Teresa Stacey seconded the nomination and the motion carried by unanimous vote.

Education Committee

Patti Clapper was present and reported that the Annual Meeting held in Wilmington was a success, and that NCPA had made money. There was a discussion about whether NCPA would agree to pay for one night for speakers, only up to the NCPA room block rate. It was noted that the standing rules will need to be revised to reflect the change.

Patti mentioned that there were suggestions on the evaluation sheets of having some type of district meet and greets during seminars, either during the reception or at lunch.

Patti announced that the 2009 Mid-Year Seminar will be held September 18th and 19th at the Winston-Salem Embassy Suites.

Patti announced that the CLA/CP Review Course was being chaired by Kaye Summers. There was discussion about whether or not to keep the NCCP Review and the CLA/CP Review session on the same day or if it should be broken into two sessions.

Patti will be chairing the NCCP Review Course.

Convention Coordinator – Shelby Tyson, NCCP

Shelby will check with hotels in Boone and Blowing Rock for the 2010 Mid-Year and the Cary/Raleigh area for the 2011 Annual Meeting.

The 2009 Mid-Year Seminar will be at the Embassy Suites in Winston-Salem on September 18th and 19th.

The 2010 Annual Meeting will be held at the Sunspree, Wrightsville Beach on March 18 – 20, 2010.

Membership Committee

**Yolanda N. Smith, ACP, NCCP
Second Vice President**

There was extensive discussion about membership and recruiting members; benefits that affiliated associates receive by being affiliated with NCPA. This will be discussed further in September at the Long Range Planning Meeting.

It was suggested that NCPA Invite Guilford Paralegal Association to mid-year as an exhibitor – and given a free table.

Parliamentarian's Report – Beverly G. King, NCCP

Beverly was not present at the meeting but did post a report. A motion was made and seconded to amend the standing rule as printed in Beverly's report. It was carried by unanimous vote.

Committee Reports:

Long Range Planning – Beverly H. Johnston, NCCP – suggestions for meeting – different levels for breakout of educational session? Add-One Campaign and Mentoring program were briefly discussed and will be discussed further at Long Range Planning meeting in September.

Pro Bono – Alyssa J. Mazingo – Alyssa reported on the status of the Komen Race team that was formed by Patti. Information for signing up or making donations will be sent to all members. Alyssa requested to attend District Meet & Greets to discuss Pro Bono opportunities within individual districts. Alyssa will be working on plans to do short poles/surveys to members about Pro-Bono ideas.

Next Meeting – September at Mid-Year

11/15 - Teleconference at 2:00

01/16 - Teleconference or live meeting -- Location TBD

Five Easy Ways To Boost Your Productivity

Vicki Voisin, ACP

Productivity...everyone wants to know how to get more done in less time. Getting more done in less time isn't the answer, though, and neither is drinking copious amounts of caffeine. The answer is to take steps to be your most productive .. to eliminate all those things that slow you down.

I have five easy ways you can make this happen:

1. Determine when you do your best work. When are your energy levels at their highest? Early in the morning? Later in the day? Everyone is different but it's really easy to figure out when you do your best work. Once you know that, you should plan to do work that takes your highest energy levels during the time when you feel your most productive. Plan tasks that don't take so much energy for the time when you're slowing down.

Drafting briefs or preparing deposition summaries requires high energy so do them when you're at your best. Returning telephone calls and answering email can be done when you're energy is ebbing.

2. Stop the external interruptions. External interruptions are the outside forces that stop you from doing your work. These include people stopping by your office to chat or incoming telephone calls. Here are some ideas for reducing the external interruptions:

Have your calls held while you're doing your high priority work that takes total concentration. This works best if you have a good voice mail message that informs callers when they can expect to hear from you and, also, elicits enough information so that you can be prepared when you return the call.

Don't be the Candy Magnet. If you keep candy on your desk, you're inviting people to stop by any time, regardless of what you're doing. If you have M&M's, I'll be the first one there!

Close your door. This sends an instant message that you don't want to be disturbed.

Arrange your office so that you're not visible from the hallway...and make it so that it's not so comfortable for chatting. Stack a few files on the guest chair...if they can't sit down, they won't stay long.

3. Stop the internal interruptions. Internal interruptions are caused by YOU! Are you interrupting yourself by going to email land, calling your best friend to get her potato salad recipe, or running for supplies? Do you spend too much time visiting other people's offices? You can stop the internal interruptions... here's how:

Don't stop yourself to read every email when it comes in. Instead, schedule a time when you'll check email and stick with it. First thing in the morning, at noon, and again about 4:00 pm should be adequate. You may have to shut your email program down entirely to avoid the temptation.

Telephone time should also be scheduled. Plan to return calls just before lunch (people will be ready to leave and won't talk long) or later in the afternoon. Prepare ahead for the calls so that you get right to the point and take care of the business. If you need a recipe, you should make that call on your own time.

Keep your desk stocked with all the supplies you need so you don't have to replenish them during the day. It's easy to have legal pads, file folders, stationery, pens, staples, and other supplies on hand within easy reach.

4. Everything doesn't have to be perfect. Perfectionism is a nasty time waster and will paralyze you... you may be reluctant to start because you desperately want to do a perfect job...or none at all. There is a time to be perfect (as in the finished product) but trying to prepare a perfect first draft is a waste of time.

The early stages of a project isn't the time to worry about getting everything right. The editing, rewriting and double-checking of facts and citations can be done at the end of the project.

Some tasks deserve or require more perfectionism than others. For instance a brief must be clearly written and well-polished. Applying the same energy to a letter or a memo is probably not the best use of your efforts.

While some degree of perfectionism is necessary to do a good job, there is a difference between perfectionism and excellence...this is recognizing when good is really good enough.

5. Stop procrastinating. Procrastination will also paralyze you. When you can't get started on a project...whatever your reason...you're not producing. Everyone procrastinates sometimes. The interesting thing about procrastinating is that only you know when you're doing it. You get a cup of coffee, stop by a friend's office to chat, check your e-mail, call your Mom, or even work really hard on a low priority project – all methods of procrastination. Here are a few tips for overcoming procrastination.

You may delay starting a project because you won't have time to finish the whole thing at one time. This all-or-nothing thinking isn't good because we rarely have large chunks of time to work on a project. The best way is to break the project down into smaller parts and work on just one part at a time.

Sometimes you procrastinate because you can't start at the beginning so you lose sight of the fact that starting anywhere is better than not starting at all. While it's great to start at the beginning this isn't the only logical way to work because most projects have many good places to start, and all of them are about as good as the other. Just take the first step: start anywhere.

Work no more than 15 minutes at a time. This is a great anti-procrastination method. Set a timer and work full blast on a project for the next fifteen minutes. When the timer goes off you can choose to do something else for fifteen minutes or continuing working on your project. Most of the time you'll have momentum going and just re-set the timer and keep on working. It's easy to work for hours this way but it doesn't feel that long because you always know that a break is just 15 minutes away.

Start even if you're not in the mood. The inspiration to work on a project is not always with you but if you wait for inspiration, you'll never start. It's better to begin the work and see if the ideas start to flow.

Unpleasant tasks don't get any easier if you put them off...in fact, they get worse. And the worry over not working on a project takes as much energy as just biting the bullet and getting started. Think about taking a swim in

very cold water. Some people prefer to dive in quickly and get the shock over with. Others stretch out the agony by stepping in inch by shivering inch. It's really easiest to plunge in and get the agony over with as soon as possible.

Your challenge: Think about how your actions are reducing your productivity. Once you've identified an issue, decide what steps you need to take to fix it. Then spend the next month practicing those steps. By this time next month, the steps will have become a habit and you'll find yourself well on the way to boosting your productivity.



Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a bi-weekly ezine titled Strategies for Paralegals Seeking Excellence. More information is available at www.paralegalmentor.com

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NCPA Wishes the Following Members a Very Happy Birthday!

September

Theresa L. Adams
 David A. Armstrong
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 Neshia L. Coleman
 Jamie E. Coll
 Karen E. Cook
 Aboubacar Sidiki Coulibaly
 Melinda B. Daigle
 Beth W. Everette
 Susan S. Floyd
 Alison E. Foster
 Lisa M. Gay
 Megan S. Grayce
 Chrystal Marie Hamrick
 Jane L. Harrison
 Lloyd H. Harrison
 Susan R. Hayes
 Susan S. Heusinger
 Angela C. Hill
 Stephanie Ivans
 Marsha L. Johnson
 Tracy Johnson
 Analyssa M. Johnson
 Cathy C. Jones
 Jo Ella Ledford
 Marie E. Maurer
 Tamica M. McFadden
 Richard H. Reich
 MJ Rollins
 Ruth M. Schaudt
 Hattie S. Sheets
 Yolanda N. Smith
 Jennifer Story
 Denise P. Tedescucci
 Ellen C. Thomas
 Dianne Tillis
 Michele A. Tuttle
 Neeta Vyas
 Sharon L. Wall
 Mary E. Willard
 Nancy C. Yaffe
 Annette T. Younger

October

Helena R. Bell
 Martha L. Blackman-Hughes
 Debbie L. Bogess
 Amy L. Borsay
 Joyce E. Carpenter
 Heather M. Carpenter
 Shannon S. Champion
 Rebecca Ann Davis
 Melanie J. Deal
 Dennis Embo
 Janet Lynn Eystad
 Beth Falgout
 Cindy Frye
 Dianne B. Holsclaw
 Sarah C. Hutchins
 Buffy L. Johnson
 Kathy Justice
 Beverly G. King
 Ann C. Marshall
 Vickey S. Merlin
 Therese A. Morin
 Arthur Robert Morris, Jr.
 Melissa Blunkall Myers
 Heather N. Padgett
 Robin H. Rimmer
 Paula Roberts Shacklock
 Susan M. Shaw
 Simone C. Walton-Cato
 Marguerite J. Watson

November

Patricia Alemparte Glass
 Annette B. Barefoot
 Jolene Beaty
 Blanche S. Berkowitz
 Caroline A. Brock
 Freda A. Bryant
 Margaret S. Cate
 Lisa D. Childress
 Roxanne Crouch
 Wanda K. Gatlin
 Robin L. Goins
 Gayle D. Green
 Megan B. Greene
 Elaine S. Holley
 Patricia A. Jingoizian
 Nancy R. Mallett
 Linda Lee Marion
 Lisa M. Montemurno
 Katrina Ransom Owen
 Lynda-Jo Pixley
 Sharon E. Price
 Mara E. Purcell
 Sharon G. Robertson
 Tina Tilley Rouse
 Connie Rowe
 Kathy J. Smith
 Robert E. Switzer
 Elizabeth D. Young
 Aracele L. Zubieta

Congratulations Beverly!



The NCPA staff would like to congratulate Beverly King, NCCP (past-Chairman and present Parliamentarian and District IX Director) on her marriage to Mr. Michael Moore, on July 25th. Live long, laugh hard, and love much! Oh, and don't forget to pick your battles!

J
O
B

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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 2010-2011 membership year. Not only will it give you insight into the workings of NCPA, but it will improve your leadership skills, 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, 2009**. The deadline for returning the “Recommendation for District Director” form is **January 4, 2010**.

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 your Membership Directory 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 or contact one of the current NCPA Officers or Directors. Their names can be found on the NCPA website. Go to 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.
2010-2011

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 2010 Annual Meeting of the Corporation.

Date: _____ (Print/Type Your Name)

(Sign Your Name)

My Address and Telephone Number:

Mail to: Catrina Mitchell, NCCP
NCPA Nominations and Elections Chair
North Carolina Paralegal Association
Post Office Box 36264
Charlotte, NC 28236-6264
919-560-1647 ext. 229 (phone)
919-560-1790 (fax)
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 Districts I, III, V, VII and IX (two-year term position), and II, IV, VI, and VIII (one-year interim position), will be elected by the members of their respective regions and announced at the Annual Meeting at the Holiday Inn Sunspree Resort in Wrightsville Beach, NC on Friday, March 19, 2010.

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, 2010

Mail to: Catrina Mitchell
 NCPA Nominations and Elections Chair
 North Carolina Paralegal Association
 Post Office Box 36264
 Charlotte, NC 28236-6264
 919-560-1647 ext. 229 (phone)
 919-560-1790 (fax)
 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: _____

Nominator's
 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)

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2009 – 2010 NCPA Officers, Directors & Committee Chairs

As of March 28, 2009

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President	Patricia F. Clapper, ACP, NCCP	(W) (919) 682-9691	lglduck@aol.com
1 st VP (Education)	Stephanie Elliott-Park, NCCP	(W) (704) 865-4400	selliott-park@gastonlegal.com
2 nd VP (Membership)	Yolanda N. Smith, ACP, NCCP	(W) (919) 861-1334	ysmith@tharringtonsmith.com
Secretary	Diane L. Tally, NCCP	(W) (336) 819-6002	dtally@wehwlaw.com
Treasurer	Kimberly C. Pellicone, CP, NCCP	(W) (980) 387-4458	kpellicone@carolina.rr.com
Parliamentarian	Beverly G. King, NCCP	(W) (704) 321-4745 x 201	bev@tissuelaw.com
NALA Liaison	Jacqueline M. Thurman CP, NCCP	(W) (704) 343-0061	jacqueline.thurman@yahoo.com
Directors:			
I (Interim)	Diane N. Morgan, NCCP	(W) (910) 798-7168	dmorgan@nhcgov.com
II (Interim)	Beverly H. Johnston, NCCP	(W) (919) 779-5095	beverlyj@corplawoffice.com
III (Interim)	Sylvia L. Erickson, NCCP	(W) (910) 484-0179	Sylvia_erickson@fd.org
IV (Interim)	Karen F. England, NCCP	(W) (336) 819-6015	kengland@wehwlaw.com
V (Interim)	Vicki Sgro, NCCP	(W) (704) 331-7075	vicki.sgro@clariant.com
VI (Interim)	Kaye H. Summers, CLA, NCCP	(W) (919) 682-9691	kaye@pulleywatson.com
VII	Stephanie Ivans, NCCP	(C) (828) 507-0583	stephanieivans@ncmtnlaw.com
VIII (Interim)	Beth Falgout, NCCP	(C) (252)-399-9714	bfalgout@invtitle.com
IX (Interim)	Beverly G. King, NCCP	(W) (704) 321-4745 x 201	bev@tissuelaw.com
Affiliate Director	Teresa A. Stacey, NCCP	(W) (336) 227-8851	tas@vernonlaw.com
Bar Liaison	Eunice Wilkerson-Evans	(W) (919) 560-1647 x 272	eunice.wilkerson-evans@durhamnc.gov
Paralegal Educator	Susan H. McIntyre, JD	(W) 252-222-6230	shm@carteret.cc.nc.us
Attorney Advisors	Wiley P. Wooten, JD	(W) (336) 227-8851	wpw@vernonlaw.com
	Teresa M. Brenner, JD	(W) (704) 386-4238	teresa.brenner@BankofAmerica.com
Chairman of the Board	Diane N. Morgan, NCCP	(W) (910) 798-7168	dmorgan@nhcgov.com
Board Secretary	Diane L. Tally, NCCP	(W) (336) 819-6002	dtally@wehwlaw.com
At Large Director	Kaye H. Summers, CLA, NCCP	(W) (919) 682-9691	kaye@pulleywatson.com
Committee Chairs			
Audit	Belinda Ann Thomas, ACP, NCCP	(W) (336) 227-8851	bat@vernonlaw.com
Associations Network Committee	Teresa A. Stacey, NCCP	(W) (336) 227-8851	tas@vernonlaw.com
Annual Seminar Co-Chair	Michele A. Tuttle, CLA, NCCP	(W) (336) 793-0816	michele@barrettfirm.com
Annual Seminar Co-Chair	Teresa Nichols Smith NCCP	(W) (919) 863-8767	tns@cshlaw.com
Mid-Year Seminar Co-Chair:	Michele A. Tuttle, CLA, NCCP	(W) (336) 793-0816	michele@barrettfirm.com
CLA Review Course	Kaye H. Summers, CLA, NCCP	(W) (919) 682-9691	kaye@pulleywatson.com
NCCP Review Course	Patricia F. Clapper, ACP, NCCP	(W) (919) 682-9691	lglduck@aol.com
Registration	Melissa Stockley Jones, CP, NCCP	(W) (919) 838-2015	mjones@smithlaw.com
Convention Coordinator	Shelby G. Tyson, NCCP	(W) (919) 681-4914	shelby.tyson@duke.edu
Ethics	Jacqueline M. Thurman, CP, NCCP	(W) (704) 957-2165	jacqueline.thurman@yahoo.com
Historian	Karen F. England, NCCP	(W) (336) 819-6015	kengland@wehwlaw.com
Job Bank	Not appointed at this time		info@ncparalegal.org
Long Range Planning	Beverly H. Johnston, NCCP	(W) (919) 779-5095	beverlyj@corplawoffice.com
Nominations and Elections	Catrina P. Mitchell, NCCP	(W) (919) 560-4570 x 229	catrina.mitchell@durhamnc.gov
NC Land Records Task Force	Dennis Embo, NCCP	(W) (919) 831-6560	emboparalegal@msn.com
NC State Bar Board of Paralegal Certification Liaison	Yolanda N. Smith, ACP, NCCP	(W) (919) 861-1334	ysmith@tharringtonsmith.com
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