

NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

31ST ANNUAL MEETING & SEMINAR MARCH 24, 2011 - MARCH 26, 2011



Embassy Suites (Raleigh-Durham/Research Triangle)
201 Harrison Oaks Blvd.
Cary, North Carolina
(919) 677-1840

<http://embassysuites1.hilton.com/>

SCHEDULE OF EVENTS

Thursday, March 24, 2011

6:00 - 8:00 p.m.

Early Registration & Exhibitor Exposition

Join us in welcoming our Exhibitors with light hors d'oeuvres and a cash bar.

Friday, March 25, 2011

7:30 - 8:15 a.m.

Registration & Continental Breakfast

8:15 - 8:30 a.m.

Welcome Remarks - President, Patti F. Clapper, CLA, NCCP

8:30 - 9:30 a.m.

CONCURRENT SESSION A

*David K. Davis, Esq. United States District Court- WDNC
Survivor: Federal Court*

CONCURRENT SESSION B

*Cheri Myers, NC Secretary Of State
Navigating the NC Secretary of State's Office*

9:30 - 9:45 a.m.

Break - Visit with Exhibitors

9:45 - 10: 45 a.m.

GENERAL SESSION (ETHICS SESSION)

*Alice Mine, North Carolina State Bar
What NOT to Do as a Paralegal*

10:45 - 11:00 a.m.

Break – Visit with Exhibitors

11:00 - 12:00 p.m

CONCURRENT SESSION A

*Melissa Averette, Esq., Chapel Hill
Representing the Domestic Violence Victim*

CONCURRENT SESSION B

*The ABCs of Community Association Law
Tina Frazier Pace, Esq. Hatch, Little & Bunn, LLP*

12:00 - 1:30 p.m.

LUNCH

1:30 - 2:30 p.m.

GENERAL SESSION

*Nancy Foltz, Esq., Arthurs & Foltz, Gastonia
Professionalism in Practice*

2:30 - 3:00 p.m.

Break/Set Up for Annual Meeting

- 3:00 - 3:15 p.m. **Registration for Annual Meeting**
- 3:15 - 5:15 p.m. **Annual Meeting – Election of Officers**
Both members and non-members are encouraged to attend.
- 6:30 - 7:15 p.m. **Dinner** (*Dress is business casual*)
- 7:15- 7:30 p. m. **Introduction of Officers for 2011-2012**
- 7:30-8:00 p.m. **Guest Speaker**
Jeannie Sapp Johnston, Founder and CEO of Paralegal Gateway, Inc.
“I Am Paralegal”

Saturday, March 26, 2011

- 8:30 - 9:30 a.m. **CLA/CP Breakfast (NALA Certified CLAs and CPs ONLY)**
Karen Greer McGee, ACP, NALA President
- OR
- Light Continental Breakfast (provided)
- 9:30 - 10:30 a.m. **GENERAL SESSION**

District and Superior Court Judges of North Carolina Panel
“A View from the Bench”

Hon. Jesse B. Caldwell, III (Gaston County Senior Resident Judge, Superior Court)
Hon. Ola M. Lewis (Brunswick County Senior Resident Judge Superior Court)
Hon. Richard B. Abernethy (Gaston County District Court Judge)
Hon. Thomas Taylor (Gaston County District Court Judge)
- 10:30am - 11:00 a.m. **Break (Hotel Checkout is at 11AM)**
- 11:00 - 12:00 p.m. **GENERAL SESSION CONTINUED**
District and Superior Court Judges of North Carolina Panel
“A View from the Bench”
- 12:00 p.m. **Closing Remarks and Door Prizes**
(must be present to win)

CONTINUING LEGAL ASSISTANT EDUCATION CREDIT:

- This seminar meets the requirements of the Certifying Board of the National Association of Legal Assistants, Inc. for 6.0 hours of Continuing Legal Education (3.0 substantive, 2.0 non-substantive and 1.0 hours for ethics) units toward maintenance of the Certified Legal Assistant credential.
- This seminar has also been approved by the North Carolina State Bar Board of Paralegal Certification for Continuing Paralegal Education in the amount of 5.0 hours of general CPE credits and 1.0 hour professional responsibility CPE credits. **Any NC certification questions should be directed to the North Carolina State Bar's Paralegal Certification Board.**

REFUNDS:

NCPA must commit to fill a specific number of hotel rooms, purchase a specific amount of food, and print seminar materials based upon the number of seminar registrants in mid-March. Due to the fact that we are obligated to pay for these items regardless of whether seminar attendees cancel, we have instituted a Refund Policy. Refunds will be issued under the following conditions:

For refund requests received before March 10, 2011, we will issue a full refund minus a \$10.00 cancellation fee. If we receive your request between March 10 and March 16, we will issue a 50% refund. No refunds will be issued for refund requests received after March 16, 2011.

MANUSCRIPTS: NCPA will provide each attendee with a written manuscript upon check in at registration. If you are not able to attend and would like to purchase the manuscript, you may purchase one from our website after the seminar is concluded.

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: Rooms rates are \$115.00 (for a standard room) plus tax; deadline for hotel reservations is **March 5, 2011**. When calling to make a reservation, please be sure to designate that you are attending the NCPA Seminar to receive the discounted rate. After the deadline, you are not guaranteed this rate.

Please make your own hotel reservations: Call (1-919-677-1840) and ask for the NCPA room rate, or you can make them online at: http://embassysuites.hilton.com/en/es/groups/personalized/R/RDUAPES-PAA-20110324/index.jhtml?WT.mc_id=POG. The Group Name is: NC Paralegals Association and the Group Code is: PAA

Directions:

FROM RDU INTERNATIONAL AIRPORT: TAKE 40 EAST TO EXIT 287 (CARY/HARRISON AVE.) AT THE TOP OF THE EXIT RAMP, TAKE A RIGHT AND GO THROUGH THE TRAFFIC LIGHT AND TAKE YOUR FIRST RIGHT AFTER THE LIGHT, YOU ARE NOW ON HARRISON OAKS BLVD. WE ARE .02 MILES DOWN ON THE RIGHT.

FROM I-40 EAST: (CHARLOTTE, ATLANTA, ASHEVILLE) FOLLOW I-85 NORTH (IF COMING FROM SOUTH, OTHERWISE JUST FOLLOW I-40 EAST) AND PASS THROUGH GREENSBORO WHERE I-85 AND I-40 MERGE. FOLLOW I-40/85 UNTIL THE TWO SPLIT AND CONTINUE FOLLOWING I-40 EAST TO EXIT 287 (CARY, HARRISON AVE.). AT THE TOP OF THE EXIT RAMP, TAKE A RIGHT AND GO THROUGH THE TRAFFIC LIGHT AND TAKE YOUR FIRST RIGHT AFTER THE LIGHT. YOU ARE NOW ON HARRISON OAKS BLVD. WE ARE .02 MILES DOWN ON THE RIGHT.

FROM I-40 WEST: (EASTERN NC, WILMINGTON, WRIGHTSVILLE BEACH) FOLLOW I-40 WEST TO EXIT 287 (CARY/HARRISON AVE.). AT THE TOP OF THE EXIT RAMP, TAKE A LEFT, GO THROUGH THE TRAFFIC LIGHT AND TAKE YOUR FIRST RIGHT AFTER THE LIGHT, YOU ARE NOW ON HARRISON OAKS BLVD. WE ARE .02 MILES DOWN ON THE RIGHT.

Join us in celebrating the North Carolina Paralegal Association, Inc.'s 31th Annual Meeting & Seminar at the beautiful Embassy Suites, Cary, North Carolina. Mail your registration form today!

FOR MORE INFORMATION, CONTACT

STEPHANIE ELLIOTT-PARK, NCCP
1st VICE PRESIDENT AND ANNUAL SEMINAR CO-CHAIR
(704) 865-4400 or education@ncparalegal.org

MICHELE A. TUTTLE, CLA, NCCP
ANNUAL SEMINAR CO-CHAIR
(336) 716-7335 or education@ncparalegal.org

REGISTRATION FORM

NCPA's 31th Annual Meeting and Seminar
March 24, 2011 – March 26, 2011
Embassy Suites, Cary

Registration deadline is March 9, 2011. Please add the late fee if your registration is postmarked 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.** This registration form must be completed and accompany your payment.

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

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

ADDRESS: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CHECK NO.: _____ ENCLOSED: \$ _____

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| Is this your first NCPA Seminar? _____ yes _____ no |
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CHECK THE CONCURRENT SESSIONS YOU WILL ATTEND:

Friday, 8:30 a.m. Session A _____ Session B _____ (choose ONE)
Friday, 11:00 a.m. Session A _____ Session B _____ (choose ONE)

Fees: Check all that apply:

(Registration fee includes manuscript, Friday breakfast, Friday lunch, and Friday evening event):

- _____ \$ 160.00 NCPA or NALA Member* (or Affiliate Member Delegate)
- _____ \$ 245.00 Non-Member
- _____ \$ 65.00 NCPA or NALA Student Member*
- _____ \$ 90.00 Student Non-Member (please include proof of enrollment at a paralegal school)
- _____ \$ 125.00 Paralegal Educator
- _____ \$ 20.00 Additional Friday Lunch Ticket (purchase add'l ticket for family members/guests)
- _____ \$ 25.00 Additional Friday Dinner Ticket (purchase add'l ticket for family members/guests)
- _____ \$ 20.00 CLA/CP Breakfast (NALA certified CLAs/CPs only - please provide NALA Membership # _____)
- _____ \$ 20.00 Late Fee (must be included if sending after 3/9/2011)
- _____ \$50.00 Manuscript Only (will be mailed after seminar date)

*If you are not an NCPA member but are a NALA member, please include a copy of your NALA membership card showing your status as an "individual member". 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.