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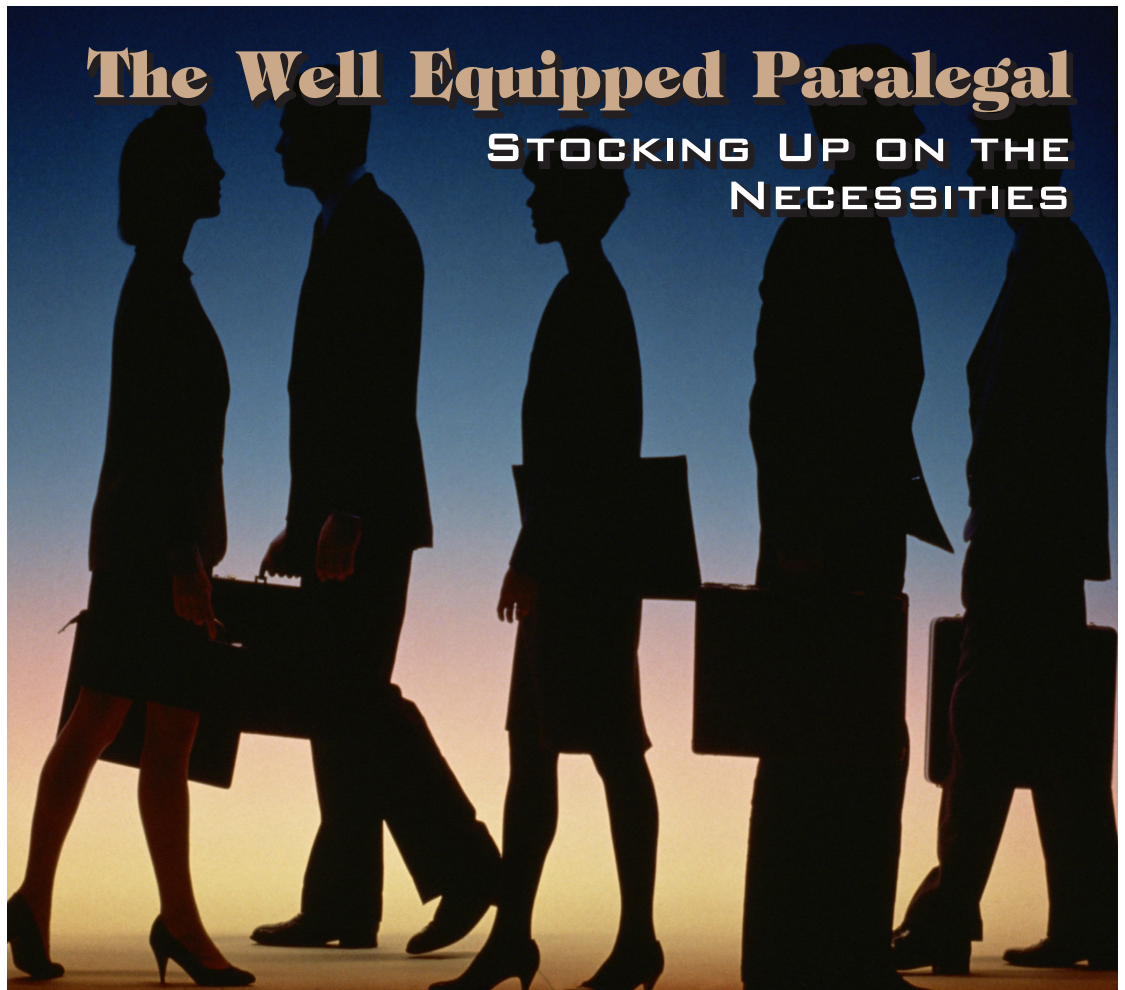
Fall 2008

North Carolina Paralegal Association, Inc.

# Forum



*noun* [C]; *för-əm*  
an occasion or a place for talking about a matter of public interest



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- ☐ **NCPA's 2008 Paralegal Utilization and Compensation Survey Results**
- ☐ **A Male Paralegal Speaks His Mind**
- ☐ **Back to School**

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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



I hope everyone is having a safe, fun and restful summer. I cannot believe how fast this year is going. I have been extremely busy with work, but I am leaving soon for Oklahoma City to attend the NALA Annual Meeting. I am really looking forward to going and networking with paralegals from all over the country. I made some new friends when I attended the meeting in New Orleans last years, and I am excited about seeing them again. I am also excited about returning to Oklahoma. I attended college in Oklahoma, but have not been back since my graduation. The NALA Annual Meeting is also special this year because three of our members are being recognized this year; Brenda Mareski, CP, NCCP, Erin Galloway, CP, NCCP and Mary Haggerty, NCCP. Brenda and Erin will be making a presentation during the Affiliates Annual Meeting highlighting our website, and the many benefits our organization receives from it. Mary Haggerty will be presented with the Affiliated Associations Outstanding Contribution Award for all of her dedication and service to NCPA for more than twenty years. Cindy Frye, CP, NCCP, NALA Liaison and I decided that we would, in our own way, honor the accomplishments of several of our members for our Affiliated Associations presentation. In addition to honoring Erin, Brenda and Mary, we are also honoring Michele Tuttle, NCCP for her fantastic job in developing our new three-tiered Sustaining Members program. I've titled the presentation board "North Carolina Paralegal Association – Shining Stars".

I will bring it to the mid-year meeting and seminar in Greensboro for all to enjoy. Patti Clapper, ACP, NCCP is hard at work finalizing the plans for the mid-year meeting and it sounds like it is going to be another great seminar. I hope that the remainder of your summer is good. I hope that all of you are planning on attending our mid-year seminar in September.



*Kaye H. Summers, CLA, NCCP*

## CHAIRMAN'S MESSAGE

Beverly G. King, NCCP



*Real joy comes not from ease or riches or from the praise of men, but from doing something worthwhile.*

Sir Wilfred Grenfell

**Greetings!** I hope that everyone had a wonderful summer and was able to get in a much needed relaxing vacation.

WOW – its fall already. I love fall in North Carolina. The crisp air, the changing of the leaves, the kids off to school and NCPA's Mid-Year Seminar. I am truly excited about the new NCCP Review Course. Thanks to Patti, Michelle, Shelby and Belinda for all their hard work to date.

The District Directors have been hard at work planning Meet and Greets. Several have been held with a good number of members and non-members in attendance. Thanks to all you have attended!! If you have any suggestions for a Meet and Greet, please contact me or your District Director. We appreciate any suggestions that you have.

Things have finally fallen into somewhat of a normal routine (if there is truly such a thing in a law firm) with the new office. It has taken some time but both offices are up and running and I (we) are slowly but surely figuring out the new programs. Some have been easy (Word 07) to get the hang of and others it seems like I fight with constantly (Amicus Attorney and Amicus Accounting). Work is busy and we are plugging away. The atmosphere is so much more relaxed and less stressful with just the two of us. I know small firms are not for everyone, but I think it might be for me. Took me a while to realize it, but I guess better late than never.

I look forward to seeing you in Greensboro for lots of learning and fun. Have a safe trip!

*Beverly G. King, NCCP*





## SECOND VICE PRESIDENT'S REPORT MEMBERSHIP

Yolanda N. Smith, ACP, NCCP

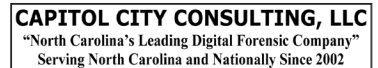
The current membership breakdown as of July 28, 2008 is as follows:

General members:	375
Associate members:	40
Student members:	68
Sustaining Members:	9
Affiliate members:	4
Educational Program members:	2
Total	498

We would like to acknowledge our newest (G)eneral, (A)ssociate, and (S)tudent members joining from April 24 - July 28, 2008:

Amarys V. Rodriguez, Lansing, NC (S)	Kelly Reynolds, Durham, NC (G)	Regis H. Murphy, Charlotte, NC (S)
Angela B. Slater, Charlotte, NC (A)	Kimberly M. Frizzle, Franklinton, NC (A)	Renee J. Salemme, Hillsborough, NC (A)
Ann M. Clampett, Cary, NC (G)	Lauren S. Robinson, Greensboro, NC (S)	Ruth C. McSherry, Jacksonville, NC (S)
Candi W. Langley, Asheboro, NC (G)	Linda B. Buchanan, Waynesville, NC (G)	Sandra L. Shuman, Newton, NC (G)
Charlotte A. Ward, Morrisville, NC (G)	Lisa Bonarrigo-Collier, Kannapolis, NC (S)	Shane W. Stoker, Glade Valley, NC (G)
Clifton Beio, Huntersville, NC (G)	Lisa M. O'Hal, McLeansville, NC (S)	Teresa S. Stewart, Mocksville, NC (G)
Dawanda L. Jones, Raleigh, NC (A)	Muriel Powell, Charlotte, NC (A)	Theresa L. Adams, Jacksonville, NC (G)
Eliza A. Taylor, Greensboro, NC (S)	Natalie R. Neese, Apex, NC (S)	Tina M. Yossett, Hope Mills, NC (A)
Gwendolyn H. Townsend, Granite Falls, NC (S)	Natascha Martin, Spring Lake, NC (S)	Vicki Sara Helm, Hillsborough, NC (S)
Jacqueline A. Smith, Charlotte, NC (G)	Pamela C. King, Cary, NC (G)	Wendy Kimbel, Mebane, NC (G)
Jasmin Sandhu-Pooni, Charlotte, NC (S)	Patricia J. McAlister, Durham, NC (G)	Whitney T. DeCillis, Oxford, NC (A)
Jillian A. Davis, Durham, NC (A)	Philip T. Rigby, Burlington, NC (A)	
Julia S. Currin, Durham, 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*

## EDITOR'S COURT

Melissa Rutledge, NCCP



We have a lot of preparing and organizing to tackle as the summer comes to a close and a lot of us gear up for the back to school season – whether you are going back to continue your education or gearing up the youngsters. Are you ready? Check out the “Back To School”

article written by our very own Articles Editor (Stephanie Elliott-Park, NCCP).

NCPA Parliamentarian, Dennis Embo, NCCP, has also contributed to this issue. Please check out his article “A Male Paralegal Speaks His Mind.” Thank you Dennis for actively sharing your experiences and for your encouragement.

There has been a lot of change in my life in the past year. As I approached my one year mark at Sony Ericsson, I began to reflect on some of the changes and challenges. Moving from an apparel company working primarily in the world of anti-counterfeiting to a technology based company and learning about patents has proven to be an extraordinary challenge. I've also become proactive with NCPA and the RTPA, which has also been a great challenge and a positive experience. I'm convinced that these changes have shown that you can take a bunch of nervous energy, harness it, and turn it into a learning experience.

We are always seeking to build and strengthen our foundation, whether in our personal or professional lives. I want to take a moment and thank my foundation! Thanks to all of you who have encouraged, motivated, and held my hand through these and other changes.

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

May your autumn season be filled with sweatshirts, roasted marshmallows, beautiful changing colors, and good company!

*Melissa Rutledge, NCCP*

## THANK YOU



On behalf of Interact of Wake County, North Carolina, The Research Triangle Paralegal Association, The North Carolina Paralegal Association, The North Carolina Bar Association's Paralegal Division and The Raleigh-Wake Paralegal Association (“RWPA”), we would like to thank everyone who helped make our raffle such a huge success. Because of the generosity of local businesses, law firms, corporations and individuals who gave of their services, time, money, and talent, we were able to raise over \$8,000.00 to benefit Interact!

We are very thankful to have the support of our community, family and friends in coming together for the benefit of such a worthwhile cause.

### A special thank you to:

- |   |                          |
|---|--------------------------|
| Adventure Landing                             | Judy Rosengarten         |
| Angus Barn                                    | Kennedy Covington        |
| Anita Stone                                   | Lifestyle Family Fitness |
| Armadillo Grill                               | Lilly Mae's              |
| Audrey D. Mark                                | Lisa Pass                |
| Biltmore Estates                              | Lowes Food               |
| Bob Crouse                                    | Marbles Kids Museum      |
| Butterfly Life                                | Mimi's Café              |
| Carolina Hurricanes                           | Mixing Bowl              |
| Chatham Winery                                | Moe's Southwestern Grill |
| Clayton Fitness                               | Myers Bigel              |
| Colorworks                                    | Panera Bread             |
| Costco  | Raleigh Golf Association |
| Council Members of<br>NCBA Paralegal Division | Raleigh Sheraton<br>RWPA |
| Crabtree Valley Mall                          | Richard D. Courtney      |
| Cracker Barrel                                | Scout & Mollys           |
| Dara Lyon Warner                              | Sharon Cooper            |
| Dianne Shackelford                            | Shelly Deters            |
| Document Technologies, Inc.                   | Spencer Properties       |
| Donald S. Vaughan                             | Starbucks                |
| Elaine Luddy Klonicki                         | Sunshine Soap Company    |
| Factory Ice House                             | Syngenta                 |
| Gold Mine Jewelry                             | The Bumper Place         |
| Home Depot                                    | Three Oaks Photography   |
| Hutchison Law Group                           | Total Wine               |
| Innovative Security                           | Works of Clay            |
| Jackie Lohr                                   | Wyrick Robbins           |
| January Moats                                 | Ziggys                   |
| John T. Stewart                               |                          |





# NCPA's 2008 PARALEGAL UTILIZATION AND COMPENSATION SURVEY RESULTS

Erin B. Galloway, CP, NCCP – Survey Chair

Have you seen NCPA's 2008 Paralegal Utilization and Compensation Survey results? The survey was given this spring. The total number of participants in the survey was 441, but not every participant answered all questions. Below are only a few of our findings. Please visit our website ([www.ncparalegal.org](http://www.ncparalegal.org)) for the full results.

## Demographics & Region:

Ninety-five percent of respondents are female. The largest group (38%) of respondents is between the age of 41 and 50 and the second highest group (27%) is between the age of 31 and 40. The top five counties in which to work are Wake (30%), Mecklenberg (21%), Guilford (9%), Alamance (5%), and Buncombe (5%).

## Education and Certification:

Over forty percent of respondents have a bachelor degree. Approximately a third of respondents attended an associate degree paralegal program; another third have a paralegal certificate; and a fourth received their training on the job. Of those who attended a paralegal program, close to seventy percent attended a program that was approved by the American Bar Association. Only a quarter of the respondents have attained national or advanced certifications through the National Association of Legal Assistants (NALA), however, eighty-five percent are certified by the North Carolina State Bar Board of Paralegal Certification. (Note: NCPA does not administer the North Carolina Paralegal Certification exam. The North Carolina State Bar Board for Paralegal Certification ([www.nccertifiedparalegal.org](http://www.nccertifiedparalegal.org)) administers this exam. You do not need to have this certification to become an NCPA member.)

## Employment

The top places to work include private law firms (65%), corporations (13%), Federal or State government (12%), and banking institutions (4%).

Forty percent of respondents work in an office with five or fewer attorneys and almost half of respondents are provided with secretarial or additional paralegal support.

Among our respondents, the most popular practice areas of law include real estate (18%), litigation (13%), civil (9%), corporate (8%), and family (5%). The top duties performed include preparing, drafting and/or reviewing documents (94%); drafting correspondence (90%); maintaining files (83%); word processing (77%); and legal, medical or general research (66%).

Close to half of employers support or require pro bono work, but over eighty percent of the respondents do not participate in Pro Bono. However, if seventy percent of the respondents feel that there is no room for promotion, maybe Pro Bono could be an avenue to brighten horizons, expand job role, or prime for new responsibilities.

## Compensation and Benefits

The median salary range is between \$40,000 and \$49,999. Almost eighty percent of respondents receive a bonus. Close to half (47%) bill their time; and the average billing rate per hour is \$95.48. Twenty percent are required to bill a certain number of hours and the billing rate falls between 1001 and 1500 hours per year for over half of the respondents.

Among our respondents, the top benefits covered in whole or in part by their employers include medical insurance (87%), training/CLE (72%), 401K or IRA (67%), life insurance (65%), dental insurance (52%), and association membership dues (47%). Most respondents are reimbursed for attending seminars and training. If they do not, what is the reason? Is there a need for more local training? What do you want to see your local associations provide?

Almost seventy percent of respondents are classified as non-exempt employees and most of them are compensated for overtime in the form of money and/or time off. It will be interesting to see how the recent Supreme Court cases will affect this response in the next survey.

Although pay is on the rise for paralegals, most respondents who said they plan to seek new employment in the next 12 months are doing so due to low pay in their current positions.

If you are in the market for a new job, the second highest most successful way of finding a job was through employment agencies, however, most paralegals found their current positions by networking! All the more reasons to stay involved with your local and state or even national associations! You never know what opportunities await you!

The top paralegal associations for which respondents are members include: North Carolina Paralegal Association (63%), North Carolina Bar Association's Paralegal Division (29%), National Association of Legal Assistant's (12%), Raleigh Wake Paralegal Association (12%), North Carolina Academy of Trial Lawyer's Legal Assistant Division (11%).

Are you active in your association? Would you like to be active in NCPA?

Please send your feedback to [info@ncparalegal.org](mailto:info@ncparalegal.org).



# nala

The Association of  
Legal Assistants • Paralegals

## News!

NALA's 2008 National Utilization and Compensation Survey results are in! Results may be viewed on NALA's website, [www.nala.org](http://www.nala.org). This survey represents information concerning the work environment, duties and responsibilities, billing rates and compensation levels of legal assistants nationwide.

The next CLA examination date is December 5-6, 2008. The registration deadline is October 1, 2008. The fee for the CLA/CP examination is \$250 for NALA members and \$275 for non-members of NALA.

In 2006, NALA unveiled a new web-based format for the advanced certification program. Upon passing the online exam paralegals earn the accreditation "ACP".

Having trouble obtaining CLE credits? No problem! Visit [www.nalacampus.com](http://www.nalacampus.com) to find various self study programs.

Through December 1990, 3,974 legal assistants were certified through the country. As of the March 2008 testing session, there were 14,752 Certified Legal Assistants. This represents an increase of over 200% in the number of Certified Legal Assistants in the last 17 years. Since the examination was first administered in 1976, over 25,000 legal assistants have participated in this program. In North Carolina, as of the March testing date there were 424 total CLAs. July 2008 results have not been released. ♦

***Currently the specialty exams offered are:***

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

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## NALA LIAISON'S REPORT

Cindy Frye, NCCP, ACP

Over 300 attended the 2008 National Association of Legal Assistants ("NALA") Annual Convention in Oklahoma City July 30-August 2, 2008 at the Renaissance Oklahoma City Convention Center. Educational workshops included healthcare, litigation, and technology tracks. The educational institutes were corporate law, criminal law, and mediation. Oklahoma City, the capital of Oklahoma, offered a variety of cultural and historical entertainment including museums, art galleries, a water taxi canal ride, a large zoo, botanical gardens, world famous restaurants, and stockyards. Many attendees visited The National Memorial & Museum, commemorating those whose lives were dramatically altered by the 1995 bombing of the Alfred P. Murrah Federal Building.

The convention keynote speaker was Charles P. Schroeder, Executive Director, National Cowboy and Western Heritage Museum. Mr. Schroeder gave a rousing welcome and encouraged everyone to enjoy Oklahoma City's cowboy culture. Throughout the convention a central theme was to "cowboy up!" The Redstone Dancers, a Native American dance troupe, performed at the opening night reception hosted by Central Oklahoma Association of Legal Assistants, Oklahoma Paralegal Association, and the Tulsa Association of Legal Assistants.

I represented NCPA as the NALA Liaison. While riding the shuttle from the airport to the convention center two paralegals told me about the Florida Registered Paralegal program. Both paralegals were involved in the legislation process and looked at the North Carolina paralegal certification plan as a model. Standards for paralegal state certification are in place in Florida,

North Carolina, and Ohio. The Paralegal Division of the State Bar of Texas also offers a voluntary state certification program. North Carolina paralegals are definitely being recognized nationally and we are very proud of our state certification program!

North Carolina paralegals were showcased throughout the convention. Mary Haggerty, CLA received a NALA Affiliates award. Debby Sawyer, CP was elected as the NALA Affiliated Associations Secretary.

Sharon Robertson, ACP, NCCP, NALA Affiliated Associations Director for 2007-2008, presided at the NALA Affiliates meetings. Brenda J. Mareski CP, NCCP and Erin B. Galloway CP, NCCP presented an outstanding lecture at the NALA Affiliates Exchange – "The Power of the Web: How Your Association Can Benefit From Today's Technology." NCPA formerly used manual accounting systems with volumes of paper trails, but then came of age with the internet and electronic technology. Brenda and Erin highlighted NCPA's website, [www.ncparalegal.org](http://www.ncparalegal.org) demonstrating the activity, new membership, and revenue NCPA's website and the intuitive MemberClicks software generate. Member involvement was the focus of the forum this year and this presentation definitely highlighted ways to obtain new membership. This robust presentation was in conjunction with the Los Angeles Paralegal Association. Members were interested in starting a similar program at their organizations and asked many questions. Thank you, Brenda and Erin, for putting NCPA in the spotlight!

NALA's new president is Linda Wolf, ACP; First Vice President Karen Green McGee, ACP; Second Vice President Sharon A. Werner, ACP; Secretary Ann L. Atkinson, ACP; and Kelly A. LaGrave, ACP. Dorothe J. Howell, ACP of Baltimore, MD is fulfilling her term as our NALA Region 2 Director.

NCPA President Kaye Summers, CLA, NCCP represented the North Carolina Paralegal Association at the exhibitor table with a storyboard highlighting NCPA's shining star members. In conjunction with the cowboy and Native American convention theme, Kaye also provided an outstanding info-board of North Carolina's Native American tribes. Debby Sawyer, CP provided much help at NCPA's exhibitor table.

The Metrolina Paralegal Association was represented by NALA Liaison Allison Foster, NCCP. Other North Carolinians attending were Janice Linker, CP, NCCP; Ann Clampett, NCCP; Laura Hughes NCCP; Nancy Johnson, ACP; and Brenda Lynam, NCCP.

NALA's prestigious CLA/CP certification is a nationwide credential for legal assistants. The credential has been recognized by the American Bar Association as a designation which marks a high level of professional achievement. The CLA/CP examination is a two-day comprehensive examination based on federal law and procedure. The CLA/CP certification is a high honor certification that is recognized by all states.

The legal assistant profession is projected to grow by 33% during this decade according to the Bureau of Labor Statistics, Office of Employment Projections. Stay tuned to [www.nala.org](http://www.nala.org) for news on how our profession is changing! ♦





Congrats Mary Haggerty -- NALA Affiliate Award



Welcome to Oklahoma City - NALA 2008!



Affiliate Exchange Presentation by NCPA and LPA: "The Power of the Web: How Your Association Can Benefit from Today's Technology." Erin B. Galloway, CP, NCCP, Cheryl Winston, Bobby T. Rimas, and Brenda Mareski, CP



## A MALE PARALEGAL SPEAKS HIS MIND

Dennis Embo, NCCP

Parliamentarian, North Carolina Paralegal Association



It isn't often one comes across an article discussing the evolving role of male paralegals in today's law practice environment. You can bet your bottom dollar when I saw the headlines that appeared in the March/April 2008 *Carolina Paralegal News*, a "Staff Reports" article entitled "Men making headway in the paralegal world --- a bit self-consciously," and an accompanying article by Cheryl J. Leone, "Soaring Eagles---It's a unisex world out there," I determined that before starting on my next task at my desk I would peruse the contents of those two articles most carefully.

Overall the articles were helpful in shedding light on how male paralegals are increasing in numbers in enrollment in paralegal education programs and becoming increasingly visible in the workplace. The "headway" story brought to the fore one particular area of concern I would like to address in the remainder of the article.

Annette Church, a female paralegal now working in the Charlotte, NC area, was quoted by the *Carolina Paralegal News* as saying that she only sees "a handful of men in attendance at CLE's and association meetings," and often sees those few "clump together or sit alone at tables in a corner," and that she "always feel[s] so bad for them." It was very thoughtful of Ms. Church to make the effort to "go over and invite them to join" her and some of the other female paralegals at a nearby table. But in reading Ms. Church's comments I wondered about a possible reason for the lack of motivation among the men to make the effort on their own without having to wait for an invitation.

Further on in the article, a male paralegal talked about a "weird dynamic" in the way male and female paralegals interacted in the law office in which he worked. Well yes, there certainly *is* a kind of *dynamic* involved in most any social interactions between men and women (we needn't restrict it to the paralegal field). But I would hesitate to characterize those interactions as "weird." Weird? *Au contraire!* Let's refer to them as *different*, and *vive la difference!* Prof. Henry Higgins in *My Fair Lady* may humorously lament those differences when he asks why a woman can't be more like a man, but seriously fellas, deep down do we *really* want our female counterparts to be more like *us*?

On the other hand, one can understand (to a degree) certain situations in which a male paralegal with *three* years work experience (and not yet certified) talking with a female paralegal with *twelve* years experience *and* a CLA after her name, might feel a bit intimidated. I must confess, when I first began attending local and state paralegal meetings (some 20 years ago) I found the process of socializing with my female peers a bit intimidating, particularly those occasions when I found myself talking with graduates with certificates from ABA approved programs (mine was not) and/or had earned the right to put *CLA* at the end of their name on their association name tags. But after taking the time to talk with them about such matters, and I discovered the time, energy and sacrifice these women had to invest in order

to achieve that level of paralegal professionalism, my feelings of intimidation gave way to profound admiration. If anything, that feeling of admiration continues to grow as I have witnessed the great strides paralegalism (especially in North Carolina) has attained thanks to the untiring efforts and sacrifices they have made over the years on behalf of the cause. We male paralegals owe our female counterparts (particularly those "pioneers" whose careers date back to the 1970's and early 80's) a big debt of gratitude. While we gaze out the window of our paralegal First Class "certified" passenger car enjoying the passing countryside, let us never forget it was the *female* paralegals who *built* the train, *put* it on the track, and made sure it left the station on time!

In my own career, as I look back on my relationships with the many female paralegals I have had the privilege of networking with, casting ballots for in association elections, and serving alongside on committees and projects, I realize it took a little time to develop a rapport and get my comfort level to the place where I preferred their company to standing off on the sidelines, passively observing the members' activities. Back in the late 1980's a male paralegal was quite a rare sight (and in some respects remains so). Back then you could count the number of male paralegals in the North Carolina Paralegal Association on one hand. Locally, in the Raleigh-Wake Paralegal Association, I was one of three, and for a couple of years there were but two of us. So I had a choice: either remain no more than a name on an association membership list, or *make the effort* to socialize and become an active part of a dedicated, hard-working and professional class of people. I (not surprisingly) chose the latter course.

As the years went on I began to look forward to the monthly and annual paralegal meetings and conferences. As my specialty area has been real estate, attending these meetings availed me the opportunity to network and trade war stories with, other paralegals whose work also involved real estate practice issues. My level of activity and involvement with the paralegal associations slowly grew (particularly with the Raleigh-Wake Paralegal Association). It got to the point where my confidence level and desire to work on behalf of the betterment of RWPA developed into an interest in serving in an elected office in the association. So in 1993 I made the decision to take the plunge and put my name forward as a candidate for office as Parliamentarian of the Raleigh-Wake Paralegal Association. In 1993 I was elected Parliamentarian, and re-elected in 1994. In 1995 I suppose you could say I made a bit of RWPA history by being elected its first *male* President. Well, here I am, 13 years later, and proudly serving as North Carolina Paralegal Association's newly elected Parliamentarian. I could never have accomplished those things had I contented myself to be just a name on a membership roster or merely showed up at one or two local meetings a year.

A little advice from a male paralegal to his fellow male paralegals: If you are really serious about advancing your

*continued on next page...*

*A Male Paralegal continued ...*

paralegal career, it behooves you to make the commitment to become pro-active and make the effort to join your local and/or state paralegal association (if you have not done so already) and attend the association meetings (at the very least). It is in those associations that you learn a lot of things about the paralegal profession, especially how other paralegals (especially those who share your particular legal specialty) cope with the challenges of their jobs. Do that and you will hopefully find, as I did, that you will never meet a group of more intelligent, resourceful, dedicated, (and yes, *approachable and friendly*), group of

professionals anywhere. Women paralegals (in my book) are in a class all their own.

And gentlemen, please, don't let feelings of awkwardness or unfamiliarity in the company of your female counterparts hold you back. Instead, turn those occasions into a kind of social diving board to help propel you into the warm, inviting waters of your local and state paralegal associations. I can tell you from first-hand experience, your male presence and participation will be both welcomed and appreciated. ♦

## Statewide News

### DISTRICT V

Director: Vicki L. Sgro, NCCP

Thanks to the 14 members who attended the District V Meet and Greet that was held on June 7, 2008, at Bob Evans Restaurant in Concord. This event went exceptionally well and it was great to put names with faces! We hope the event was helpful and well worth your time.

The next District V Meeting will be held in early Fall. The location and topic of our meeting needs to be determined. We plan to include a speaker, so please email me with your suggestions or requests for topics, speakers, and locations for the next meeting.

All non-NCPA members who attended our June 7, 2008 meet and greet, please go to NCPA's web site for a membership form ([www.ncparalegal.org](http://www.ncparalegal.org)).

Thank you once more for taking the time to attend District V's meetings and please keep in mind that I'm here to serve as your representative. Please contact me with questions and suggestions!

Hope to see you soon. ♦

*NCPA would like to congratulate the first group of paralegals to be certified by the North Carolina State Bar Board of Paralegal Certification via examination.*

Sarah Armstrong  
Kerri Ball  
Clifton Beio  
Melissa Benoist  
Kristine Brown  
Afaire Camden  
Teresa Campbell  
Michael Carter  
Ann Clampett\*  
Krista Cordell  
Susan Cullen  
Wendy Dale\*  
David Earp  
Melissa Eddleman  
Kathy Eichenbrenner\*  
Holley El-Akkad  
Rachel Estep  
Richard Franklin, III

Roberta Glover\*  
Amelia Gonzales  
Patsy Haltom  
Amber Holt  
Deborah Huney  
Rebecca LeDonne  
Jennifer Marlier  
Wendy Martin  
Amanda McCrea  
Mindy McMurry  
Jennifer Miller  
Lilane Miller  
Jean Moore  
Patricia Moreir  
Diane Oldfiel  
Michelle O'Neill\*  
Annie Patterson  
Clonthica Payne

Teresa Poor  
Kelly Rossman  
Daniel Santora  
Allen Sharpe  
Nancy Sims  
Lance Sprowls  
Bronson Stephens  
Chloe Stewart  
Carolyn Stroud  
Rhonda Uran  
Michelle Van Gundy  
Courtney Whitaker\*  
Anna Willis  
Tanya Willis  
Melinda Wilson  
Dwight Woodall

\* denotes NCPA Member



# NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

24th Mid Year Seminar

1st Annual CLA/CP Exam Cram & NCCP Review Course



**SEPTEMBER 12 - 13, 2008**

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## NORTH CAROLINA PARALEGAL ASSOCIATION, INC. MID YEAR SEMINAR SCHEDULE

### Friday, September 12, 2008

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

### Saturday, September 13, 2008

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

continued on next page...

## NORTH CAROLINA PARALEGAL ASSOCIATION, INC. CLA/CP EXAM CRAM & NCCP REVIEW COURSE SCHEDULE

### Friday, September 12, 2008

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

### Saturday, September 13, 2008

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

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

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### CONTINUING LEGAL ASSISTANT EDUCATION CREDIT:

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

### REFUNDS:

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

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



Mid-Year Seminar continued...

**DISCOUNTS:**

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

**HOTEL INFORMATION:**

**Room Rates:** Standard Rooms are \$119.00, plus tax; the hotel has held a block of rooms for NCPA until AUGUST 12, 2008. After this date, room availability and price are not guaranteed. Please be sure to designate that you are attending the North Carolina Paralegal Association Seminar to receive this discounted rate. Please make your own hotel reservations: Call 1-800-242-6556 and designate you are attending the NCPA Seminar or visit [https://reservations.ihotelier.com/crs/g\\_login.cfm?hotelid=2576](https://reservations.ihotelier.com/crs/g_login.cfm?hotelid=2576) and use code LEGAL. Please note that half of our room block is being held online and half by calling in. If you use one method and are told there are no rooms, you will need to use the other method to register. After August 12, we cannot guarantee you a room or the discounted rate.

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

**From the Greensboro Area:**

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

**From the Raleigh/Durham/Eastern NC Areas:**

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

**From the Charlotte/Western NC Areas:**

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

**FOR MORE INFORMATION, CONTACT**

**Patricia F. Clapper, ACP, NCCP**

1st Vice President and Seminar Co-Chair  
[education@ncparalegal.org](mailto:education@ncparalegal.org)

**Michele A. Tuttle, CLA, NCCP**

Seminar Co-Chair, Exhibitor Chair  
[education@ncparalegal.org](mailto:education@ncparalegal.org)

**Shelby Tyson, NCCP and Belinda A. Thomas, ACP, NCCP**

Review Course Co-Chairs  
[education@ncparalegal.org](mailto:education@ncparalegal.org)

## REGISTRATION FORM

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

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

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

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

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ IS THIS YOUR FIRST NCPA SEMINAR? \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CHECK NO.: \_\_\_\_\_ ENCLOSED: \$ \_\_\_\_\_

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

_____	\$120.00	NCPA/NALA Member*/Paralegal Educator
_____	\$195.00	Non-Member
_____	\$ 75.00	NCPA/NALA Student Member
_____	\$ 90.00	Student Non-Member
_____	\$ 20.00	Late Registration Fee (applicable if postmarked after September 1, 2008)
_____	\$ 50.00	Manuscript Only (will be mailed after seminar date)

CHECK THE CONCURRENT SESSIONS YOU WILL ATTEND:

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

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

_____	\$175.00	NCPA/NALA Member*
_____	\$250.00	Non-Member
_____	\$ 90.00	NCPA/NALA Student Member
_____	\$115.00	Student Non-Member
_____	\$125.00	Paralegal Educator
_____	\$ 20.00	Late Registration Fee (applicable if postmarked after September 1, 2008)
_____	\$ 50.00	Manuscript Only (will be mailed after seminar date)

\_\_\_\_\_ Please email me the manuscript, my email is \_\_\_\_\_  
(PLEASE PRINT LEGIBLY!)

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

\_\_\_\_\_ Please provide me with a manuscript when I check in.

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

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## BACK TO SCHOOL

By Stephanie Elliott-Park, NCCP

Articles/Association News Editor, North Carolina Paralegal Association



It's almost that time again! School will be starting for most of our children in the coming weeks. Recently I watched the movie "You've Got Mail" and the quote by Kathleen Kelly ("I love the smell of freshly sharpened number two pencils!") brought me back to this time last year. My son, Zachary, and I were preparing for his first day of kindergarten. I couldn't wait for him to start! I was more excited than he was, and my mom bought the supply list at least a month early. In typical paralegal fashion, I labeled, organized and sorted all his supplies. Everything was color coordinating in his favorite color of green, and I had his cloths for the FIRST day pressed and ready to go about 2 weeks before school started.

The night of parent orientation, I sat along with all the other former preschool parents and listened patiently to the administrator describe the policies, procedures and briefly tell us of their daily routines. Afterwards, we were ushered into our children's classrooms, and my emotional levee immediately broke. As I witnessed the small desks and tiny chairs, and especially the desk lovingly prepared for my son his teacher, memories of him as a baby and our "firsts" came flooding back. I looked around the room and NO other parents were carrying on like me, so I bit my lip and tried to get myself together. I had about succeeded when Ms. Lowery broke out "The Kissing Hand" by Audrey Penn. Oh no she didn't!! We had been reading that book for at least a year!! I started to sweat and the tears were now coming in a steady stream as I moved slowly to the back of the room. I was the first parent to leave as soon as she dismissed us.

I didn't fair better the next day, either. My mom came over bright and early to ride with us for the first day, and take her standard 1,000 pictures. I cried the whole way to the school. Zachary on the other hand, was oblivious, and was counting the police cars at the police department to me as we waited at the stop light. I got him into the room and we mostly avoided tears and heart break. Ok, so actually my mom had to drag me out of the room! By the time we got her to her car, I'd gotten the "Get a Hold of Yourself!" speech. I went on to work, and tried to work on some discovery responses, but found myself looking at the clock every five minutes to see how much longer I had until I could go pick him up. I ended up spending the last hour of my day in my boss' office sobbing and asking where the time had gone. Once we got past the emotional first day, I vowed to be organized, efficient and happy for my son.

By the end of the first 6 weeks I was counting the days until Christmas vacation, and by the first of the year, I was thinking of summer vacation and nights outside riding bikes instead of doing homework. The experience was unreal, and I have another 12 years of this!!!! My vow to remain organized and ahead of the game was quickly forgotten and before it had gotten cold enough to wear a jacket, I became the frantic woman you saw running in heels through Harris Teeter at 7:55 a.m. trying to get juice boxes and washed grapes for the party of the day.

I hope this doesn't sound like you, but if it does, keep the

following tips in mind from American Academy of Pediatrics (AAP). Being paralegals and legal professionals can be stressful enough, but trying to manage our day jobs and our mommy jobs often clash. And remember "the object of education is to prepare the young to educate themselves throughout their lives. ~Robert Maynard Hutchins

Stephanie Elliott-Park, NCCP is a senior litigation paralegal for the law firm of Gray, Layton, Kersh, Solomon, Furr & Smith, P.A. in Gastonia, NC. She specializes in litigation, and her experience also encompasses employment litigation, personal injury, insurance defense, complex business, construction, commercial and corporate litigation. Stephanie is also an instructor for the University of North Carolina at Charlotte Paralegal Program, where she teaches paralegal profession and legal technology, and is also a member of the Paralegal Program Advisory Board.

*The following health and safety tips are from the American Academy of Pediatrics (AAP). Feel free to excerpt these tips or use them in their entirety in any print or broadcast story, with acknowledgment of source.*

### MAKING THE FIRST DAY EASIER

- Remind your child that she is not the only student who is a bit uneasy about the first day of school. Teachers know that students are anxious and will make an extra effort to make sure everyone feels as comfortable as possible.
- Point out the positive aspects of starting school: It will be fun. She'll see old friends and meet new ones. Refresh her memory about previous years, when she may have returned home after the first day with high spirits because she had a good time.
- Find another child in the neighborhood with whom your youngster can walk to school or ride with on the bus.
- If you feel it is appropriate, drive your child (or walk with her) to school and pick her up on the first day.

### BACKPACK SAFETY

- Choose a backpack with wide, padded shoulder straps and a padded back.
- Pack light. Organize the backpack to use all of its compartments. Pack heavier items closest to the center of the back. The backpack should never weigh more than 10 to 20 percent of the student's body weight.
- Always use both shoulder straps. Slinging a backpack over one shoulder can strain muscles. Wearing a backpack on one shoulder may also increase curvature of the spine.
- Consider a rolling backpack. This type of backpack may be a good choice for students who must tote a heavy load. Remember that rolling backpacks still must be carried up stairs, and they may be difficult to roll in snow.

### TRAVELING TO AND FROM SCHOOL

Review the basic rules with your youngster:

#### School Bus

- If your child's school bus has lap/shoulder seat belts, make sure your child uses one at all times when in the bus. If your child's school bus does not have lap/shoulder belts,

*continued on next page...*



Back to School continued...

encourage the school to buy or lease buses with lap/shoulder belts.

- Wait for the bus to stop before approaching it from the curb.
- Do not move around on the bus.
- Check to see that no other traffic is coming before crossing.
- Make sure to always remain in clear view of the bus driver.

#### **Car**

- All passengers should wear a seat belt and/or an age- and size-appropriate car safety seat or booster seat.
- Your child should ride in a car safety seat with a harness as long as possible and then ride in a belt-positioning booster seat. Your child is ready for a booster seat when she has reached the top weight or height allowed for her seat, her shoulders are above the top harness slots, or her ears have reached the top of the seat.
- Your child should ride in a belt-positioning booster seat until the vehicle's seat belt fits properly (usually when the child reaches about 4' 9" in height and is between 8 to 12 years of age). This means the shoulder belt lies across the middle of the chest and shoulder, not the neck or throat; the lap belt is low and snug across the thighs, not the stomach; and the child is tall enough to sit against the vehicle seat back with her legs bent at the knees and feet hanging down.
- All children under 13 years of age should ride in the rear seat of vehicles.
- Remember that many crashes occur while novice teen drivers are going to and from school. You may want to limit the number of teen passengers to prevent driver distraction. Do not allow your teen to drive while eating, drinking, or talking on a cell phone.

#### **Bike**

- Always wear a bicycle helmet, no matter how short or long the ride.
- Ride on the right, in the same direction as auto traffic.
- Use appropriate hand signals.
- Respect traffic lights and stop signs.
- Wear bright color clothing to increase visibility.
- Know the "rules of the road."  
<http://www.aap.org/family/bicycle.htm>

#### **Walking to School**

- Make sure your child's walk to a school is a safe route with well-trained adult crossing guards at every intersection.
- Be realistic about your child's pedestrian skills. Because small children are impulsive and less cautious around traffic, carefully consider whether or not your child is ready to walk to school without adult supervision.
- Bright colored clothing will make your child more visible to drivers.

#### **EATING DURING THE SCHOOL DAY**

- Most schools regularly send schedules of cafeteria menus home. With this advance information, you can plan on packing lunch on the days when the main course is one your child prefers not to eat.

- Try to get your child's school to stock healthy choices such as fresh fruit, low-fat dairy products, water and 100 percent fruit juice in the vending machines.
- Each 12-ounce soft drink contains approximately 10 teaspoons of sugar and 150 calories. Drinking just one can of soda a day increases a child's risk of obesity by 60%. Restrict your child's soft drink consumption.

#### **BULLYING**

Bullying is when one child picks on another child repeatedly. Usually children being bullied are either weaker or smaller, shy, and generally feel helpless. Bullying can be physical, verbal, or social. It can happen at school, on the playground, on the school bus, in the neighborhood, or over the Internet.

#### **When Your Child Is Bullied**

- Help your child learn how to respond by teaching your child how to:
  1. Look the bully in the eye.
  2. Stand tall and stay calm in a difficult situation.
  3. Walk away.
- Teach your child how to say in a firm voice.
  1. "I don't like what you are doing."
  2. "Please do NOT talk to me like that."
  3. "Why would you say that?"
- Teach your child when and how to ask for help.
- Encourage your child to make friends with other children.
- Support activities that interest your child.
- Alert school officials to the problems and work with them on solutions.
- Make sure an adult who knows about the bullying can watch out for your child's safety and well-being when you cannot be there.

#### **When Your Child Is the Bully**

- Be sure your child knows that bullying is never OK.
- Set firm and consistent limits on your child's aggressive behavior.
- Be a positive role model. Show children they can get what they want without teasing, threatening or hurting someone.
- Use effective, non-physical discipline, such as loss of privileges.
- Develop practical solutions with the school principal, teachers, counselors, and parents of the children your child has bullied.

#### **When Your Child Is a Bystander**

- Tell your child not to cheer on or even quietly watch bullying.
- Encourage your child to tell a trusted adult about the bullying.
- Help your child support other children who may be bullied. Encourage your child to include these children in activities.
- Encourage your child to join with others in telling bullies to stop.

#### **BEFORE AND AFTER SCHOOL CHILD CARE**

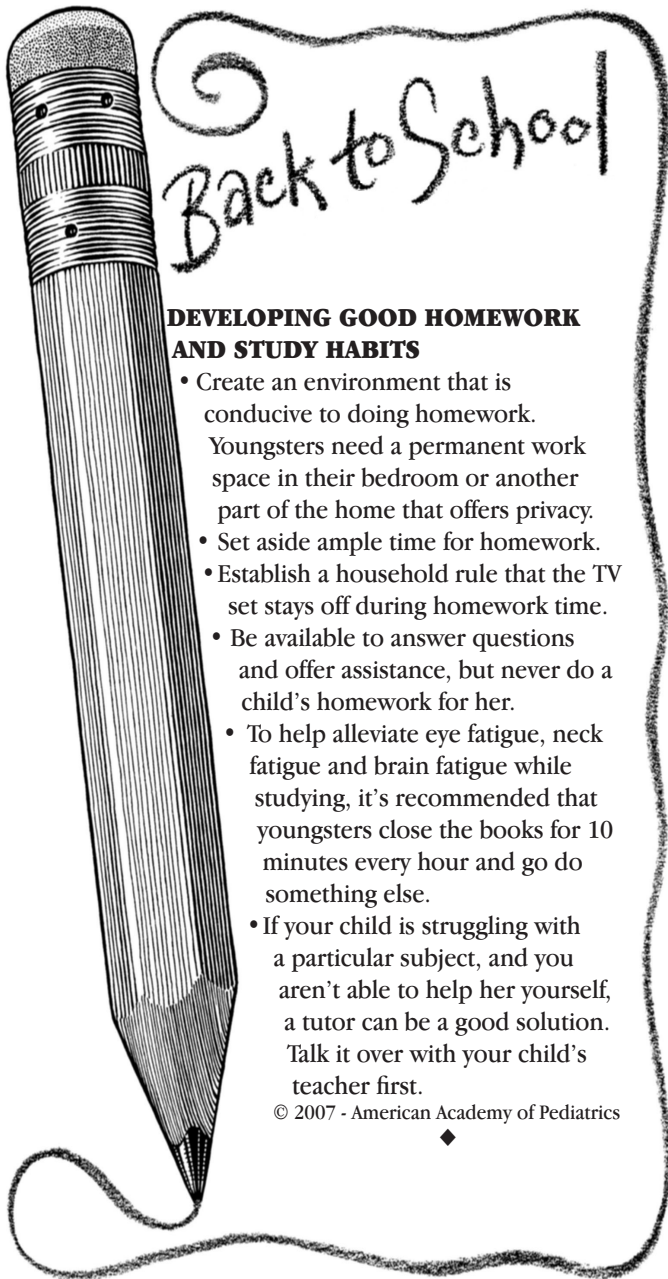
- During middle childhood, youngsters need supervision. A responsible adult should be available to get them ready

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Back to School continued...

and off to school in the morning and watch over them after school until you return home from work.

- Children approaching adolescence (11- and 12-year-olds) should not come home to an empty house in the afternoon unless they show unusual maturity for their age.
- If alternate adult supervision is not available, parents should make special efforts to supervise their children from a distance. Children should have a set time when they are expected to arrive at home and should check in with a neighbor or with a parent by telephone.
- If you choose a commercial after-school program, inquire about the training of the staff. There should be a high staff-to-child ratio, and the rooms and the playground should be safe.



#### DEVELOPING GOOD HOMEWORK AND STUDY HABITS

- Create an environment that is conducive to doing homework. Youngsters need a permanent work space in their bedroom or another part of the home that offers privacy.
- Set aside ample time for homework.
- Establish a household rule that the TV set stays off during homework time.
- Be available to answer questions and offer assistance, but never do a child's homework for her.
- To help alleviate eye fatigue, neck fatigue and brain fatigue while studying, it's recommended that youngsters close the books for 10 minutes every hour and go do something else.
- If your child is struggling with a particular subject, and you aren't able to help her yourself, a tutor can be a good solution. Talk it over with your child's teacher first.

© 2007 - American Academy of Pediatrics



## "Quotes"

*Children have to be educated, but they have also to be left to educate themselves.*

~Abbé Dimnet, *Art of Thinking*, 1928

*If there were no schools to take the children away from home part of the time, the insane asylums would be filled with mothers.*

~Edgar W. Howe

*Being a child at home alone in the summer is a high-risk occupation. If you call your mother at work thirteen times an hour, she can hurt you.*

~Erma Bombeck

*Labor Day is a glorious holiday because your child will be going back to school the next day. It would have been called Independence Day, but that name was already taken.*

~Bill Dodds

*The roots of education are bitter, but the fruit is sweet.*

~Aristotle

*An investment in knowledge always pays the best interest.*

~Benjamin Franklin

*A cross-eyed teacher can keep twice the number of children in order than any other, because the pupils do not know who she's looking at.*

~Four Hundred Laughs: Or, Fun Without Vulgarity, compiled and edited by John R. Kemble, 1902

*Anyone who thinks the art of conversation is dead ought to tell a child to go to bed.*

~Robert Gallagher

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## A GOOD YEAR

Compiling an outstanding annual report.

By Carolyn M. Saenz, AACP

Working for a privately held company or in a corporate legal department gives paralegals the opportunity to interact with all divisions of the company in the preparation and filing of annual reports. Publicly held corporations are required to file various reports with the Securities and Exchange Commission and the majority of those reports can be filed online through EDGAR (See [www.sec.gov](http://www.sec.gov)). Shareholders and investors are interested in seeing the financial results of a company, and potential investors want to know if the services or products bear further scrutiny for investment. Paralegals can be part of the team that produces the proxy, the notice of annual meeting of shareholders, the proxy statement and the annual report.

### Pertinent to the Proxy

The proxy should have a date line, signature line and a space for printing the shareholder's name. Also include information as to how the proxy should be filed (many are filed with the secretary of the corporation), and the deadline (the date and time). Regarding the time, be sure to include the applicable time zone where the meeting will take place (e.g., Eastern Standard Time, Central Standard Time, etc.). Some states, such as Indiana, Arizona and parts of Kentucky do not observe daylight saving time. The proxy and ballot will generally need to be returned to the secretary of the corporation via fax, e-mail or regular mail.

Since the candidates for various offices will be listed in the proxy statement, the paralegal should compile the candidate's name, the office for which he or she is running, the term of office and a biography. Try to keep all the biographies the same length. If there are multiple candidates for the same office, be sure to list the names in alphabetical order. The biography should include the age of the candidate, his or her work history, and information regarding post-high school education and any special certifications or licenses. If the candidate was previously a director of the corporation, list the date when he or she was first elected.

If the person is an "inside" director, this also should be noted in the biography. Most public corporations have a mixture of "inside" and "outside" directors to give balance to the board as to corporate experience, and many board positions have staggered terms.

Note that if any titles are used, for example, "Esq.," then all the candidates should be given titles, such as: Jennette Brown, Esq., Mr. Abraham Graham and Dr. Sheila Woods. Titles are optional, but the courtesy should be applied uniformly.

The paralegal should keep in mind that the type size and format of the proxy might be modified by the printing company because the draft document might not be prepared in the exact type style with margin justifications, columns, etc., so be sure to check with the financial group or advertising group to see what the preferred type style is.

### A Sample Proxy

BE IT KNOWN that I, \_\_\_\_\_, the undersigned shareholder of XYZ Corporation, hereby constitute and appoint the Secretary of XYZ Corporation as my true and lawful attorney and agent for me and in my name, place and stead, to vote as my proxy at the Meeting of Shareholders of the said corporation, to be held on the \_\_\_\_ day of \_\_\_\_\_ 2008 or any adjournment thereof, for the transaction of any business which may legally come before the meeting, and for me and in my name, to act as fully as I could do if personally present; and I herewith revoke any other proxy heretofore given.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (print name)

### A Brief Note About Ballots

Paralegals can draft the ballot, which is much briefer than the proxy but contains similar information. Ballots should include the corporation's name, the date of the annual meeting, a list of the candidates' names and the offices for which they are running. In addition to the candidates' names, include boxes to be checked by the shareholder and an additional box for write-in candidates' names. Always include a signature line and date on the ballot as well.

### Giving Notice

The Notice of Annual Meeting of Shareholders is separate from the proxy, but it also can be combined with the proxy statement. If the proxy is a lengthy and detailed document, the Notice can be prepared as a separate document. The Notice should contain the title "Notice of Annual Meeting of Shareholders" with the current date.

The Notice also should state how the shareholder can vote if he or she can't attend the meeting in person. Votes can be made in person, electronically via the Internet, by facsimile or by giving a ballot and proxy to another shareholder to hand to the secretary of the corporation.

Some large corporations give admission tickets for attendance to the annual meeting, and these tickets are mailed along with the proxy and the notice. If the meeting is off-site at a theater or convention center, using admission tickets helps determine the security that will be needed to admit only shareholders. You should check with the marketing group to find out if arrangements need to be made to have tickets printed.

### A Sample Notice of Annual Meeting of Shareholders

The 20th Annual Meeting of XYZ Corporation will be held at 9:00 a.m. on Friday, July 13, 2008, at the corporation's headquarters, 2 Anywhere Street, Suite 200, Anytown, OH 00021. All shareholders of XYZ Corporation are encouraged to attend the meeting and participate in matters coming before the corporation, including the election of directors of XYZ Corporation.

### Compiling the Annual Report

Paralegals are able to gather and coordinate much of the information needed to compile the annual report. The report is a snapshot of the activities of the past year and future plans.

*continued on next page...*



*A Good Year continued ....*

Corporations frequently utilize the annual report to showcase their company.

The cover of the report customarily has the company's logo on it with the corporation's name. Paralegals can work with the advertising department's layout artist to decide how the information will be placed in the report. Be sure the copyright notice is placed somewhere in the report.

The first page of the report will be an index, which should be left as the last task so that the page numbers and index match. The message from the chairperson of the company will appear next, along with a recent photograph. You can offer to assist the advertising group in scheduling the photography session for the chairperson and anyone else who will be included in the annual report. Be sure to advise the officers and directors well in advance of their photography session, and consider suggesting possible venues for the sessions. Many companies prefer to use a park or their city as a background in the photographs, rather than the formality of the board room.

The chairperson's message should reflect the income, revenue and earnings for the year (make sure that these numbers match what is reported in the 10-K reports filed with the SEC), a brief history of the company and other information. For example:

- Did the corporate headquarters relocate?
- Has the company sold or acquired any subsidiaries in the past fiscal year?
- What has the company done regarding technology? (This is always a "biggie" in today's world of identity theft.)
- Were there any promotions of, or changes in, the officers of the corporation?
- How does the company rate with Standard & Poor's and the Dow Jones Industrial Averages?
- What was the highest dividend paid over the past year?

The language in the chairperson's message should be written in plain English so that "nonfinancial" individuals can readily understand the information. Include a statement indicating that the more detailed financials are reflected in the 10-K report. Ask the chairperson to sign the message so that the signature also is reproduced in the annual report. If you are given the liberty of editing the chairperson's message, keep your target audience in mind. Completing this task gives any paralegal the opportunity to show off his or her writing skills.

The annual report also should include an organizational chart showing the structure of the corporation and indicating the major subsidiaries. This can be set out in block form, utilizing different colors to reflect the structure. At the top of the chart, a short statement about the corporation should explain the chart. Since the chart probably will be based on the chart from the previous year, be sure to check minute books and other corporate documents to make sure that all acquisitions, sales and mergers are listed correctly.

On another page, the financial highlights of the past fiscal year should be presented by using a bar graph, reflecting the net income with comparisons to last year. Financial pages are an opportunity for a company to flaunt its "bragging rights" and the advertising group generally has input on this portion of the report.

Other financial highlights should show the Consolidated and Condensed Financial Statements for the past fiscal year, with comparisons to last year. These pages should be printed on white paper so that they are easy to read. Paralegals can get the information from the financial group so it can be formatted for the annual report. Financials frequently are shown with some zeroes missing, so be sure to state the numerical denomination. (For example, "amounts in thousands.")

Other sections of the annual report might reflect the individual subsidiaries, the products and services, and the markets served and distribution channels. With diverse corporations, it can be helpful for the report to show the geographic locations of the various entities. Toward the end of the report, list the senior management team (include photographs where possible) with names and titles. Again, be sure to check the corporate minute books and records so names and titles are correct.

In today's competitive environment, many corporations participate in community events and fundraisers, or make contributions to charities. Compile this type of information, along with photographs from the events, and draft a page about these contributions to include in the annual report. Photographs of employees also should be part of this section and the paralegal can schedule photography sessions.

Following the community events section, there usually is a statement from the corporate compliance officer regarding the ethics of the company, as well as the company's commitment to providing high-quality products and services as a world-class organization.

At the end of the annual report, include a statement, generally written as a letter, by outside auditors as to the financial condition of the corporation. Also, be sure to include the corporation's name, physical address and a toll-free telephone number.

Once you have compiled these documents, they should be circulated to all officers, directors, financial and marketing persons, and others for review and comment. Make sure you are aware of deadlines for the draft, final preparation and printing, so that the mailing to the shareholders is in compliance with the corporation's regulations and SEC requirements.

### **Careful Preparation**

The compilation and drafting of the reports and documents that are a part of the fiscal year-end package are critical because they highlight the successes and health of the corporation. The paralegal's skills and effort are very important because of the accuracy and care needed in the preparation of the documents. Numerous managers and senior officers might view the reports, as well as the shareholders and security analysts. An accomplished paralegal certainly can take pride in being part of such a team.

Carolyn M. Saenz, AACP, is a senior paralegal at Western-Southern Life Insurance Company in Cincinnati, where she has been employed since 1995. She is the membership director for the American Alliance of Paralegals, Inc., and is on the Advisory Council of the Cincinnati Paralegal Association. She is an adjunct instructor and advisory board member at The College of Mount St. Joseph. ♦

# Unapproved BD/EC

# Meeting Minutes

May 4, 2008

The North Carolina Paralegal Association held its regularly scheduled meeting on May 4, 2008 beginning at 2:00 p.m. at the law firm of Vernon, Vernon, Wooten, et al., in Burlington, North Carolina. The President, Chairman of the Board, and Secretary were present.

President Kaye Summers called the meeting to order and welcomed those in attendance.

Those present introduced themselves to the group.

### Attendance Recorded:

#### Board Members Present:

Kaye H. Summers, CLA, NCCP	President
Beverly G. King, NCCP	Chairman of the Board, Interim District IX Director
Diane N. Morgan, NCCP	Interim District I Director
Trudy Rutherford, NCCP	Interim District III Director
Blanche S. Berkowitz, NCCP	District IV Director
Vicki Sgro, NCCP	Interim District V Director
Stephanie Ivans, NCCP	Interim District VII Director
Beth Falgout, NCCP	Interim District VIII Director
Teresa A. Stacey, NCCP	Affiliate Director/Associations Network Chair
Diane L. Tally, NCCP	Board Secretary
Erin B. Galloway, CP, NCCP	At Large Director

#### Officers Present:

Kaye H. Summers, CLA, NCCP	President
Patricia F. Clapper, ACP, NCCP	1st Vice President (Education)
Yolanda N. Smith, ACP, NCCP	2nd Vice President (Membership)
Diane L. Tally, NCCP	Secretary
Dennis Embo, NCCP	Parliamentarian

#### Committee Chairs Present:

Yolanda N. Smith, ACP, NCCP	State Bar Board of Paralegal Certification Liaison
Dennis Embo, NCCP	NC Land Records Task Force Liaison
Debby Sawyer, CP	Student/School Relations
Karen England, NCCP	Historian
Brenda J. Mareski, CP	NCPA Coordinator/ Technology
Belinda A. Thomas, ACP, NCCP	Long Range Planning
Shelby G. Tyson, NCCP	CLA Review Course
Melissa A. Rutledge, NCCP	Public Relations Senior Editor
Erin B. Galloway, CP, NCCP	Survey
Jacqueline Thurman	Ethics

#### Others Present:

Mary F. Haggerty, CLA

#### NCPA Board Secretary – Diane L. Tally

Secretary Diane Tally presented the minutes from the Executive Committee/Board of March 27, 2008 and March 29, 2008. Teresa Stacey made a motion that the minutes of March 27, 2008 be approved. The motion was seconded by Debby Sawyer and carried by unanimous vote.

Teresa Stacey made a motion that the minutes of March 29, 2008 be approved. The motion was seconded by Trudy Rutherford and carried by unanimous vote.

#### Education Committee – First Vice President

##### Patti Clapper, ACP, NCCP

Patti presented a summary of evaluations from the 2008 Annual Meeting. Overall all the comments were good. There were many positive comments about session topics.

Patti also reported when comparing income to expenses, it came out to be \$4,000.00 in the negative. This was mostly due to the high hotel bill, (internet costs and a/v equipment). Patti has discussed with Kaye and Angie about future seminar sites, and knowing ahead of time the costs for internet use, and a/v equipment.

**NCCP Review Course** – The first exam took place. Now that the exam is completed Patti thought it would be good to talk with some of the people that have taken it to see what they can offer as far as studying for it. The Bar does not seem willing to help us out on this due to the confidentiality of the test.

There was discussion about Yolanda's idea of an electronic manuscript v. paper manuscript. The results of the poll on our site were even between printing it, or having a choice when registering. Some questions were "is it easier to keep up with a CD or flash drive, but not everyone has a laptop available to bring to the conference?" There was some discussion about emailing an electronic version of the manuscript after people have paid and registered for the conference this way they have the option of printing the manuscript if they choose. It was also discussed about having some printed manuscripts available for walk-ins.

There was a motion made by Teresa Stacey to change the 2-day CLA review course to a 1 day CLA mini course & NCCP review course. This motion was seconded by Debby Sawyer. After much discussion President Summers created a special committee: NCCP exam review committee. This committee

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*BD/EC unapproved minutes continued...*

is chaired by Patti Clapper, Shelby Tyson and Belinda Thomas as the committee members for NCCP review course and CLA mini review cram.

**Registration Chair** – Melissa Stockley-Jones, CP, NCCP  
Melissa was not present and did not submit a report

**Convention Coordinator's Report** – Angela S. Elliott, CLA, NCCP

Angela was not present, but did submit a report. She reports she has started to compile a list of possible hotels for the 2009 Mid Year. Kaye has indicated that the Raleigh area would probably be first choice; second choice would be Winston-Salem. If anyone has any suggestions for either of those areas, please email her.

**2008 Mid-Year** - Patti Clapper, ACP, NCCP and Michele A. Tuttle, CLA, NCCP

Patti reported that the 2008 Mid-year will be September 12-13, in Greensboro, NC. She has lined up a few speakers already. She is a little frustrated with the lack of communication from the hotel. President Summers agreed that she would call the hotel.

**CLA Review Course** – Shelby G. Tyson, NCCP

Shelby was present and reported that the following members will be presenting at the CLA Review Course: Judy Weeks, Bankruptcy; Mary E. Willard, Business Organizations; Cindy Frye, Contract Law; Elizabeth Vance, Criminal Law; Ruth Goodman, Family Law; Mary E. Willard, Judgment & Analytical Ability. She is still waiting to confirm speakers for the other areas.

**Membership Committee** – Second Vice President Yolanda N. Smith, ACP, NCCP

Yolanda was present and gave a report. As of April 23, 2008, NCPA has 359 general members, 28 associate members, 55 Student members. There are 8 sustaining members, 4 affiliate members and 2 education program members.

**Treasurer's Report** – Kimberly G. Pellicone, CP, NCCP

Kimberly was not present but had posted the report on an Excel spreadsheet. Yolanda raised a question as to why we went back to Excel. Mary Haggerty commented, as well as others that it was because we struggled with Quicken. Excel tells much more than Quicken and Excel shows everything.

The check book register has not been balanced for three years. The outstanding balance is unknown. The only way to know for sure is to open a new account and wait for the old one to balance itself out for 60 days.

There was discussion about moving the operating account to a different bank. A report is needed from Kim of the account balance, and the date she transfers the balance. Money will be left in First Citizens to cover outstanding checks.

Belinda Thomas made a motion to move the operating account as of June 1, 2008 to Bank of America and leave enough money in First Citizens to cover outstanding checks, Erin seconded the motion and it was carried by unanimous vote.

The treasurer's reports could not be approved because it is a draft.

**Parliamentarian's Report** – Dennis Embo, NCCP

Dennis was present and reported the two proposed changes to Bylaw IV(a) were approved at the March 2008 meeting.

**District Director's Reports**

**(Interim) District I** – Diane N. Morgan, NCCP

Diane was present and gave a report. District I has 33 members and 17 of them are new members since the annual meeting. She is going to send an email to everyone in the district introducing herself, and requesting feedback from members in order to find new ways to grow membership and network.

**District II** – Tiffany Driver Clark, NCCP

Tiffany was not present but did submit a report. She reports that District II currently has 106 general members, 7 student members and 6 associate members for a total of 119 members.

**District III** – Trudy Rutherford, NCCP

Trudy was present and reported that District III currently has between 40-50 members. District III Affiliated Association Member, Cumberland County Paralegal Association has new officers and they will be sworn in on May 8th.

**District IV** – Blanche S. Berkowitz, NCCP

Blanche was present and gave a report. District IV has 75 members that consist of 70 general members; 2 associate members; 3 student members; and 1 attorney/advisory. District IV has received 5 new members since the beginning of 2008 and 2 of them were the scholarship winners. She also reported that at the Annual Seminar in Concord, many of the District IV members got together and were able to meet each other. Blanche is hoping to try to plan a gathering event before the summer.

**District V** – Vicki Sgro, NCCP

Vicki was present and gave a report. District V has 117 current members and received 29 new members since their last meeting in March 2008. A Meet and Greet breakfast is planned for June 7, 2008 at Bob Evans Restaurant in Concord. Invitations will go out by email next week to all district V members. Beverly King, Chairman of the Board, will also attend. Vicki is still trying to persuade Metrolina Paralegal Association to join NCPA as an affiliate member and Vicki proposed to the MPA current President, Anne Patterson, to assist MPA meet the requirements and gather information if the MPA Board votes for affiliate membership.

**District VI** – Michele A. Tuttle, CLA, NCCP

Michele was not present and did not present a report.

**District VII** – Stephanie Ivans, NCCP

Stephanie was present and gave a report. District VII currently has 21 members which consist of 17 general members and 4 student members. Stephanie also stated she is planning a meet and greet to take place in June.

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*BD/EC unapproved minutes continued*

**(Interim) District VIII** – Beth Falgout, NCCP

Beth was present and gave a report. District VIII currently has 29 members.

**District IX** – Beverly G. King, NCCP

Beverly was present and reported that District IX currently has 18 members. She stated that she has been in contact with the Catawba Valley Paralegal Association and they are discussing having a joint NCPA/CVPA meeting. CVPA is also interested in joining NCPA as an Affiliate Association.

**Affiliate Director/Associations Network Chair** - Teresa A. Stacey, NCCP

Teresa was present and reported that she contacted the Catawba Paralegal Association and sent them an application to become an Affiliate member.

**NALA Liaison** – Cindy Frye, ACP, NCCP

Cindy was not present, but did submit a report. She reported the NALA quarterly report was submitted. The annual report has not been submitted yet but it will be before the deadline. If there is anything specific you want added please let her know as soon as possible. She submitted a nomination to NALA this week for Debby Sawyer, CP for the Affiliated Associations Secretary position and receipt was confirmed by NALA.

Cindy has worked with Gayle D. Green, CLA, NCCP and Sharon L. Wall CLAS, NCCP and nominated NCPA for NALA's prestigious Affiliated Association National Achievement Award. This nomination is for NCPA's outstanding contribution to the North Carolina Paralegal Certification. Sharon provided an informative and detailed summary of the history of the creation of the certification program. NALA confirmed receipt of the nomination by email and will be sending a formal letter to NCPA.

Receipt of Mary Haggerty's nomination for NALA's 2008 Affiliate award has been confirmed by NALA.

Kaye Summers and Cindy are thinking of ideas for NCPA's table at the convention in July. If anyone has any suggestions, please share the ideas with them.

**Bar Liaison**, Eunice Wilkerson-Evans  
Eunice was not present.

**Committee Reports**

**Audit** - Belinda A. Thomas, ACP, NCCP

Belinda was present, but had nothing to report at this time.

**Ethics** – Jacqueline M. Thurman, NCCP

Jacqueline was present, but had nothing to report at this time.

**Historian** – Karen F. England, NCCP

Karen was present and reported that she was not sure exactly what the historian was expected to keep in storage.

Dennis read the Bylaw and it stated the historian is only required to keep a photographic and written history of the activities of NCPA. Karen asked that if anyone has pictures not on the website to get them to her. Everyone complimented Karen on

the fantastic job she did on the scrapbook, which was displayed on the NCPA table at the Annual Convention.

**Job Bank** – Vacant

**Long Range Planning** – Belinda A. Thomas, ACP, NCCP

Belinda was present, but had nothing to report at this time.

**NC Land Records Task Force Liaison** – Dennis Embo, NCCP

Dennis was present, but had nothing to report at this time.

**NC Board of Paralegal Certification Liaison** – Yolanda N. Smith, ACP, NCCP

Yolanda was present and reported she is sending out letters to three statewide organizations and local organizations about putting together a NCPA paralegal recognition.

**Nominations and Elections** – Catrina Mitchell

Catrina was not present and did not submit a report.

**Pro Bono** – Camille F. Edwards, NCCP

Camille was not present and did not submit a report.

**Patron & Sustaining** – Michele Tuttle

Michele was not present and did not submit a report.

**Public Relations & Official Publications**

**Senior Editor** – Melissa A. Rutledge, NCCP

Melissa asked who was supposed to serve as the Public Relations Chair. It was discussed that various BD/EC members have been relaying information about NCPA events, etc. to the appropriate groups/individuals outside of NCPA as matters and events arise. Melissa stated she welcomes all district & statewide news to post in the FORUM. Currently she is preparing for the summer issue to go to print.

**Articles Editor & Association News Editor** – Stephanie Elliott-Park, NCCP

Stephanie was not present and did not submit a report.

**Advertising Editor** – Michele Tuttle

Michele was not present and did not submit a report.

**Student/School Relations** – Debby Sawyer, CP

Debby was present, but had nothing to report.

**Survey** – Erin B. Galloway, CP, NCCP

Erin was present and reported that survey results are in. She is cleaning it up and adding some charts. She doesn't think the results will make it into this issue of the Forum but definitely will make it into the next one.

**Technology** – Brenda J. Mareski, CP

Brenda was present. Secretary still compiling notes.

**Paralegal Educator Liaison** – Susan H. McIntyre, JD

Susan was not present and submitted no report.

**Attorney Advisors** – Teresa M. Brenner, Esq. & Wiley P. Wooten, Esq.

Neither was present and neither submitted a report.

**NCPA Coordinator** – Brenda J. Mareski, CP

Brenda was present and reported that the NCPA letterhead and

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*BD/EC unapproved minutes continued*

envelopes are on the web. She brought envelopes to pass out as well if anyone needed them.

**Old Business**

President Summers reported at the Annual meeting the Iron Mountain Storage Facility was discussed and voted that she can make the decision of a new storage facility by herself. It was also agreed to get a group together and pull all boxes, trash what we can trash, and move it to another facility. She has been calling around in the Raleigh/Apex area and getting quotes and has found some cheaper, between \$70.00 and \$85.00 per month. The only issue she is finding is that we have to supply our own security lock. It was discussed about getting a combination lock and let everyone on the board know the combination. President Summers goal is to pick a new storage unit by the end of May and would like to have our stuff moved out of Iron Mountain and into a new facility by July. She will email everyone when to meet at the old storage unit to go through stuff.

Patti Clapper brought up the idea about scanning documents to reduce the boxes in storage. She will look into it.

Erin Galloway brought up that Brenda Mareski posted the NALA Affiliates Exchange Presentation they will give at NALA. They would appreciate any comments or suggestions. Brenda said that they have to post it by May 15th and they need any comments by the following week.

**New Business**

An incident involving a representative of one of the vendors present at the Annual Meeting was discussed by the Board, and it was decided that a letter would be sent to the vendor informing them of the incident. Notes of the incident, as well as follow-up action will be filed in the President's files, with a copy also being placed in the Ethics Chair's files.

President Summers will contact the attorney advisors as to what needs to be done with this and she will let everyone know. She will draft a letter to the company and put out for our review.

The next meeting will be held on September 12, 2008 at the Mid Year Seminar – Greensboro, NC. Long Range Planning Meeting followed by Business Meeting.

Yolanda moved to adjourn. The motion was seconded by Teresa Stacey and approved unanimously.

The meeting adjourned at 4:25 pm.

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Diane L. Tally, NCCP  
Secretary to the Executive Committee  
And the Board of Directors

APPROVED:

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Kaye H. Summers, CLA, NCCP  
President

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Beverly King, NCCP  
Chairman of the Board

**NCPA WISHES THE FOLLOWING MEMBERS A VERY HAPPY BIRTHDAY!**

**September**

- Sherri H. Dyson
- Tamica M. McFadden
- Susie G. Martin
- James D. Granberry
- Sandra G. Carter
- Karen E. Cook
- Jane L. Harrison
- Marsha L. Johnson
- Tracy Johnson
- Richard H. Reich
- M. J. Rollins
- Dianne Tillis
- Sharon L. Wall
- Mary E. Willard
- Annette T. Younger
- Susan S. Heusinger
- Lisa M. Gay
- Nesha L. Coleman
- Beth W. Everette
- Cathy C. Jones
- Alison E. Foster
- Jo Ella Ledford
- Heather D. Kinrade
- Susan S. Floyd
- Jennifer Story
- Morag A. Polaski
- Denise P. Tedescucci
- Melinda B. Daigle
- Lloyd H. Harrison

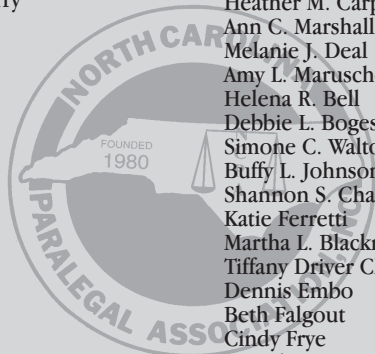
- Theresa L. Adams
- Stephanie Ivans
- Yolanda Nicole Smith
- Michele A. Tuttle
- James S. Cohn
- Nancy C. Yaffe
- Casey L. Jones
- Jessica N. Williams
- Gwendolyn H. Townsend
- Ruth C. McSherry

**October**

- Melinda Y. Mulford
- Dianne B. Holsclaw
- Sarah C. Hutchins
- Kathy Justice
- Patricia A. McGill
- Donna Parker Meadows
- Vickey S. Merlin
- Marguerite J. Watson
- Susan M. Shaw
- Therese A. Morin
- Heather M. Carpenter
- Ann C. Marshall
- Melanie J. Deal
- Amy L. Maruschock
- Helena R. Bell
- Debbie L. Bogess
- Simone C. Walton-Cato
- Buffy L. Johnson
- Shannon S. Champion
- Katie Ferretti
- Martha L. Blackman-Hughes
- Tiffany Driver Clark
- Dennis Embo
- Beth Falgout
- Cindy Frye
- Beverly G. King
- Misty L. McCarty
- Michelle M. O'Neill
- Sherylann E. Pica

**November**

- Robert E. Switzer
- Roxanne Crouch
- Megan B. Greene
- Jennifer Smith
- Annette B. Barefoot
- Jolene Beaty
- Caroline A. Brock
- Gayle D. Green
- Nancy Lee Kerr
- Linda Lee Marion
- Mara E. Purcell
- Sharon G. Robertson
- Connie Rowe
- Kathy J. Smith
- Jo Ann C. Summerlin
- Robin L. Goins
- Sharon E. Price
- Katrina Ransom Owen
- Wanda K. Gatlin
- Nancy R. Mallett
- Patricia Alemparte Glass
- Lisa M. Thompson
- Elaine S. Holley
- Marilyn J. Whipple
- Jacqueline A. Smith
- Blanche S. Berkowitz
- Lisa D. Childress





Delivering Confidence

**Electronic Discovery**

Tiff Conversion  
Native file Review  
Data Analysis  
De-duplication  
Date filtering

**Paper Based Discovery**

Litigation Photocopying  
Image Capture & OCR  
Document Coding  
Blowback Printing from Files  
Color & Large Format  
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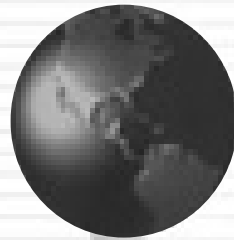
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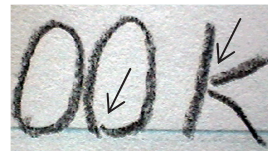
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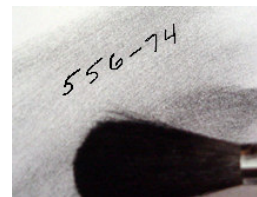
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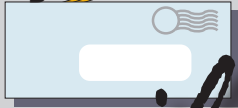


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