



NCPA

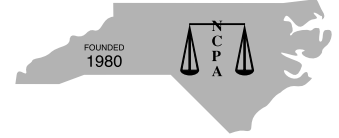


The NCPA is an
Affiliate Member
of the
National Association
of Legal Assistants, Inc.

Winter 2010

North Carolina Paralegal Association, Inc.

Forum



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

Step Up Your Game



BREAKING INTO TODAY'S PARALEGAL PROFESSION

IN THIS ISSUE...

- Step Up Your Game
- Most of the time we know the answer...but is it Ethical?
- Mid-Year Seminar Review



Availability Dependability Speed

- Court Reporting and Legal Transcription Services
- Available When and Where You Need it
- Reporters located across North Carolina and across the Country.
- Standard, Expedited, Realtime, Livenote, Videography, Videosynch, Videoconferencing, Translation and Interpretation Services, Standard/Condensed/ASCII/E-Tran
- Toll Free Statewide and Nationwide Scheduling
- Anywhere
- Any time
- Attorney Owned and Operated

Availability | Dependability | Speed



Court Reporting Services since 1969

One Stop Shop For All Your Court Reporting Needs

Charlotte

(704) 543-7103

(800) 289-1017

Raleigh

(919) 832-4114

(800) 289-1017

www.crsdepo.com

The NCPA Forum

Editorial Staff

Brandon Ruth, NCSB/CP
Senior Editor

Brandon Ruth, NCSB/CP
Advertising Editor

Michele A. Tuttle, CLA, NCCP
Patron & Sustaining Chair

Crystal L. Robinson, NCCP
Articles/Association News Editor

The North Carolina Paralegal Association, Inc.
PO Box 36264, Charlotte, NC 28236-6264
704.535.3363
www.ncparalegal.org

brandonlruth@gmail.com
crystal@levineandstewart.com
michele@barrettfirm.com

To submit materials for publication, please send to the Senior Editor at brandonlruth@gmail.com.

For advertising and rate information for the NCPA FORUM, contact the Advertising Editor at brandonlruth@gmail.com.

Subject to availability, back issues may be found and printed online at www.ncparalegal.org, under the publications link.

Contributions or gifts to NCPA are not deductible as charitable contributions for federal income tax purposes; however, payments may qualify as ordinary and necessary business expenses.

The NCPA FORUM is the official publication of the North Carolina Paralegal Association, Inc., PO Box 36264, Charlotte, NC 28236-6264. Our publication is devoted to informing and educating the paralegal profession.

Opinions expressed in articles and features herein are those of the author, and do not necessarily reflect the views of NCPA. The Editor strongly encourages the submission of materials for publication. The Editor reserves the right to edit material and accept or reject materials submitted.



Table of Contents

President's Message2

Chairman's Message2

2nd Vice President's Report (Membership)4

Editor's Court5

NCPA Student Scholarships8

Tech Tips10

Statewide News11

NALA Liason's Report & Calendar of Events13

Step Up Your Game14-15

Most of the Time We Know the Answer...17

Mid-Year Seminar Supporters20

Mid-Year Seminar & Review Course21

NCPA Member Birthdays24

NCPA Contacts List27

Moving? Be sure to let us know!

Send both your old and new address information to:

The North Carolina Paralegal Association, Inc.
PO Box 36264, Charlotte, NC 28236-6264
704.535.3363
www.ncparalegal.org

©Copyright 2010 by the North Carolina Paralegal Association, Inc., unless otherwise noted.
All rights reserved. The contents of this publication may not be reproduced, in whole or in part, without written consent of NCPA.

President's Message

Patricia F. Clapper, ACP, NCCP



A group of NCPA members recently went through about 80 boxes that NCPA had accumulated in storage over the last 30 years; boxes of old minutes, correspondence and such. When we came to the historian boxes, what fun we had looking at the documented history of NCPA - things like old photos, a videotape, balloons from our 10th anniversary and even an NCPA bumper sticker from 1983. Looking at those photos really brought forth NCPA's importance in the paralegal profession for me. Thirty years of serving paralegals like you, thirty years! We will be working to have some of the memories republished in future FORUM issues so we can share these pieces of NCPA's history with you. I hope you will enjoy seeing them as much as I did.

Our Education Committee has begun work on our 31st Annual Seminar and Meeting to be held in Cary on March 24-26, 2011. With a great, central location, we expect a big turnout. Keep checking our website early next year for more information.

I hope everyone has a great holiday season and I look forward to seeing you all in March!

Patricia F. Clapper, ACP, NCCP

Chairman's Message

Diane N. Morgan, CP, NCCP



I find it hard to believe that Thanksgiving and Christmas are right around the corner again, and a new year is quickly approaching. It is not too early to start thinking about 2011 New Year Resolutions. Please consider as one of your New Years' resolutions to become more involved in NCPA.

I have enjoyed working with NCPA as both a District Director and Chairman of the Board. The District Directors are dedicated volunteers who are charged with bringing your concerns to the Board and Executive Committee and providing each member within their district with opportunities to network socially and professionally. As Margaret Mead once wrote, "never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has." Please consider volunteering and leading your District as a director (or as an officer) in NCPA and help to shape the organization and sharpen your leadership skills.

Nominations are now open, so please nominate yourself (or someone you feel who would be worthy of the nomination) for an officer or director position with NCPA. The deadline for returning the "Declaration of Candidacy for Officer" form is December 19, 2010. The deadline for returning the "Recommendation for District Director" form is January 5, 2011. Please contact Nominations/Elections Chair, Kimberly C. Pellicone CP, NCCP, at kpellicone@windstream.net for more information.

Christmas gift suggestions:
To your enemy, forgiveness.
To an opponent, tolerance.
To a friend, your heart.
To a customer, service.
To all, charity.
To every child, a good example.
To yourself, respect. - Oren Arnold, novelist & humorist.

I wish you all continued success!

All the best,

Diane N. Morgan, CP, NCCP

Chairman of the Board



PARALEGAL

Certificate Program

One-Day Courses for
CLE CREDIT



Enter the exciting and rewarding legal field with professionalism and acumen in our post-baccalaureate Paralegal Certificate Program.

Looking to earn your CLEs? Our Professional Development Series offers a handful of one-day courses for CLE credit every fall and spring.

For detailed information, visit our website at ContinuingEd.uncc.edu or call **704-687-8900**.



UNC CHARLOTTE
Continuing Education

Second Vice President's Report Membership

Yolanda N. Smith, ACP, NCCP

Current member ship breakdown through November 3, 2010:

General members:	323
Associate members:	48
Student members:	109
Sustaining Members:	13
Affiliate members:	4
Educational Program members:	5
Total	<u>502</u>

We would like to acknowledge our newest (G)eneral, (A)ssociate, and (S)tudent members joining from July 27, 2010 - Nov. 3, 2010:

Sarah Benner, Chapel Hill, NC (S)	Heidi Beth Marks, Durham, NC (A)	Elayna Jarvis Slocum, Raleigh, NC (G)
Robyn L. Bunch, Charlotte, NC (S)	Amanda Martin, Greensboro, NC (S)	Catherine Stallings, Winston-Salem, NC (S)
Lee T. Dioda, (G)	Amanda L. Overcash, Davidson, NC (S)	Stephanie C. Williams, Charlotte, NC (A)
William "Bill" O. Everhart, III, Greensboro, NC (G)	Melissa A. Pretlow, Wilson, NC (A)	Anita Watts Wing, Greensboro, NC (G)
Jacqueline B. Jones, Charlotte, NC (G)	Jessica C. Scott, Durham, NC (S)	
Crystal Lea Layne, Sumerfield, NC (G)	Jerome David Slatta, Cary, NC (S)	

NCPA is proud to recognize the following Sustaining members:

4NC Records, Black Diamond Services, Carolina Paralegal News, Case-Closed Investigations, Case Works, Chapel Hill Reporting , LLC, Creel Court Reporting, LLC, Envision Discovery, Huseby, Inc., Kay McGovern & Associates, Lawyers Mutual Liability Insurance of NC, National Digital Forensics, Inc. and NC Academy of Superior Court Mediators.



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

Alamance County Paralegal Association, Caldwell Community College and Technical Institute, Carteret Community College, Cumberland County Paralegal Association, Guilford Paralegal Association, Guilford Technical Community College, Miller-Motte College - Raleigh, Miller-Motte College - Fayetteville, 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



This issue of the FORUM represents the completion of my first year as Senior Editor. I hope all of you have found this year's issues to be interesting and informative, and I hope you have enjoyed reading them as much as I've enjoyed putting them together for you. Now, just because my name sits above a fancy title and I get

Editor's Court

Brandon L. Ruth, NCSB/CP

to write a column for you four times a year, it doesn't mean I do this alone. I'm just the traffic cop in this

process. There are many, many members of NCPA who put in extra time pulling together articles, writing columns, doing research, working with advertisers, and lots of other untold little tasks that help put each issue of the FORUM together. If it wasn't for them, I'd have very little to bring you, and I want to bring my first year to a close by thanking every NCPA member who has helped me, no matter how much or how little, along the way.

I recently took part in a meeting where I was able to have a peek at some of the archives of the NCPA. Among some of the dusty old boxes were files that contained every issue of the FORUM ever printed, going all the way back to the early 80's!

I didn't quite understand the history I held in my hands until my lovely wife reminded me that some of those first issues are older than her. Once that shock wore off, I began to wonder if that yellowed, corner stapled, Smith-Corona typeset history of our profession could still be relevant to us today. With that in mind, the 2011 issues of the FORUM will feature some "Blasts from the Past" where we will take a look at what was on the minds of NCPA members 20+ years ago and examine if those issues have become part of history, or if we continue to face those challenges today.

Please pay special attention to the Calendar of Events and State News sections! With 500 members, there is bound to be something going on that is intriguing to each and every one of you, and we love to see our members getting involved. As always, please don't hesitate to contact me or Crystal Robinson and let us know where we can find new and different articles you would like to see in future editions of the FORUM. As always, please enjoy this edition of NCPA's FORUM and please know that your feedback and/or comments are always welcome.

Regards, *Brandon L. Ruth, NCSB/CP*

PS. Does anyone out there still have a working 5 ¼ inch floppy drive? Who knew the age of computers would someday have a Jurassic era?

Case-Closed INVESTIGATIONS

We deliver the truth throughout the Carolinas.

**Investigative services for Attorneys, Businesses, Insurance Companies,
TPA's and Individuals including, but not limited to:**

- ~ Investigation and Surveillance of Adultery ~ Child Custody ~ Background Investigations
- ~ Criminal and Civil Records Research ~ Database Research ~ Criminal Defense
- ~ Insurance and Workers Compensation Investigations and Surveillance ~ Personal Injury Investigations
- ~ Process and Subpoena Service ~ Industrial Undercover Assignments ~ Industrial Pilferage ~ Process Service
- ~ Skip Tracing ~ Records Research ~ Witness Location, Interviews and Recorded Statements
- ~ Covert Camera Installation and Management ~ Undercover Operations ~ Male & Female Agents

The answers to your questions could be only a phone call away.

Corporate Headquarters

514 S. Stratford Road, Suite 305
Winston-Salem, NC 27103
Telephone: 336.777.1114

~ **Free Initial Consultation** ~

Toll Free 888.431.6829
www.case-closed.net

Branch Office

517 E. Fort Macon Road
Atlantic Beach, NC 28512

NC License 847 ~ SC License 990 ~ VA License 11-3261



RUFFIN
CONSULTING, INC.
Litigation Support Services

Assisting Legal Professionals Since 2003

**Court Reporting
Coming 2011**

Serving North Carolina



Bonnie Ruffin, NCCP

- Transcription 24/7 - NC Administrative Office of Courts Approved (Digital online uploading - analog tapes mailed)
- Worker's Compensation Hearing Transcripts - online ordering
FAST TURNAROUND TIME
- Interpreting - COURT CERTIFIED - online scheduling - Spanish/English
- Translation (upload documents via website) Spanish/English
- Deposition Transcript and Trial Transcript Summaries (page/line)
- "Record Now" - Phone Call Recording with Transcript of Calls



866-209-7587 BonnieR@RuffinConsultingInc.com
www.PhoneASecretary.com - www.RuffinConsultingInc.com
Based in N.C. – Services Nationwide – Woman-Owned



Quality Time

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

Advanced
PARALEGAL CERTIFICATION



THE ASSOCIATION OF
LEGAL ASSISTANTS • PARALEGALS

1516 South Boston, Suite 200 • Tulsa, OK 74119 • 918.587.6828 • www.nala.org



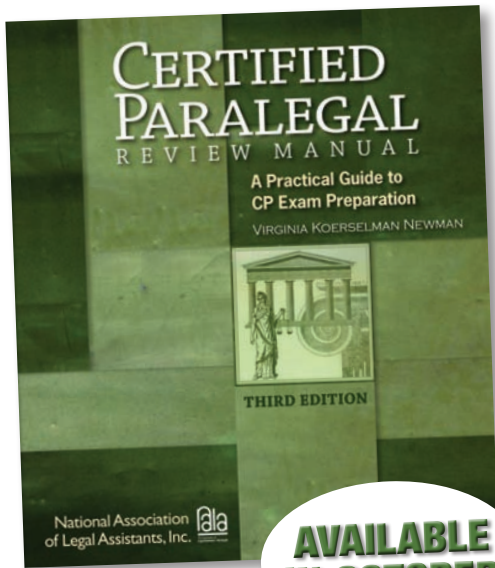
The *Advanced Paralegal Certification* program is an investment in your career that is convenient, effective, and a good way to enjoy some quality time.

Advanced curriculum-based instruction leading to the *Advanced Certified Paralegal* credential is available in the following areas of specialty:

- Contracts Management/ Contracts Administration
- Discovery
- Social Security Disability
- Trial Practice
- Alternative Dispute Resolution
- Business Organizations: Incorporated Entities
- Trademarks

Visit www.nala.org and click on "Advanced Certification" for details.

Newly revised and thoroughly updated, this is a must-have resource for anyone preparing to take the NALA CLA/CP Exam!



**AVAILABLE
IN OCTOBER**

**CLA/CP REVIEW MANUAL:
A PRACTICAL GUIDE TO CLA/CP EXAM PREPARATION, 3RD EDITION**

Like the exam itself, this comprehensive manual is known in the field for high standards of paralegal professionalism and excellence. The introduction of the third edition describes the exam including policies and eligibility; the 16 chapters focus on specific content areas of the test. **Key features include:**

- Tips for efficient study, including group study suggestions.
- Positive test performance suggestions, including tips for controlling stress and answering specific types of questions.
- Extensive outlines with law summaries, illustrative examples, sample questions, and charts for review.
- UPDATED realistic Self-Tests at the end of each chapter.
- NEW Section on Ethics discussing the fundamentals of email communication and computer use.



DELMAR
CENGAGE Learning™

Watch the NALA Website for ordering details!

NORTH CAROLINA
LAWYERS WEEKLY

Dear Paralegal,

I am happy to inform you that **Carolina Paralegal News (CPN)**, a special publication of *North Carolina Lawyers Weekly*, will now be published monthly. As many of you know, this product started out as a quarterly publication, and then went to bimonthly and now monthly due to increased demands and content popularity.

I personally wanted to thank you for your continued support of **CPN**, which has allowed us to provide the large paralegal community in two states with important news, information, profiles and industry trends.

As of January 2010, **CPN** will be available to you each month for \$5.00 per issue. Subscribers to *North Carolina Lawyers Weekly* will continue

to see **CPN** inserted in their mailed copies. Also, a PDF version of **CPN** will be available online at www.nclawyersweekly.com.

Please call our office toll-free at 877-577-6221 to order copies of **CPN**, which will be available the last Monday of each month.

Again, thank you very much for your support in growing this product and I hope you have a successful new year!

Kind regards,

Tonya Mathis
Publisher

Distribution dates:

Jan. 25	July 26
Feb. 22	Aug. 30
Mar. 29	Sept. 27
Apr. 26	Oct. 25
May 31	Nov. 29
June 28	Dec. 27



ATTENTION PARALEGAL STUDENTS

NCPA STUDENT SCHOLARSHIP CONTEST IS

NOW OPEN!!!!

STUDENT SCHOLARSHIPS

SPONSORED BY

NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

The North Carolina Paralegal Association, Inc. ("NCPA") is sponsoring its annual Student Scholarship Program. Any paralegal student enrolled in an accredited North Carolina paralegal educational program is eligible.

An essay competition will be the basis of the scholarship.

ESSAY TOPIC: "I HAVE CHOSEN TO BE A PARALEGAL..."

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

ESSAY DEADLINE: JANUARY 17, 2011

Essay Submission: Submit your essay via U.S. Mail or Email with a cover sheet containing your name, address, telephone number, email address, and the paralegal program you attend.

All essays must be post-marked or emailed by January 17, 2011 to:

Student/School Relations Chair
North Carolina Paralegal Association, Inc.
Post Office Box 36264
Charlotte, NC 28236-6264
info@ncparalegal.org

AWARDS**: FIRST PLACE: \$400.00

SECOND PLACE: \$300.00 • THIRD PLACE: \$200.00 • FOURTH PLACE: \$100.00

In addition to the scholarship, all awards include a free one-year student membership to NCPA and free student registration to NCPA's 31st Annual Seminar and Meeting to be held March 24-26, 2011 in Cary, NC.

Notification: All award recipients will be notified by February 21, 2011.

If you have any questions please contact:

Debby Sawyer, ACP - Student/School Relations Chair

Debby_Sawyer@nced.uscourts.gov

919-645-1783

**All award scholarship checks will be made payable to the winners' educational facility

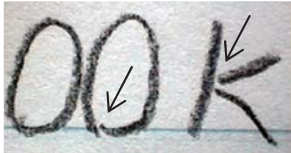
**Emily J. Will, D-BFDE
Forensic Document Examiner**

Box 58552 Raleigh NC 27658

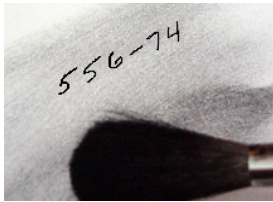
Local: 919-556-7414

Toll free: 877-699-7414

www.qdewill.com



Handwriting and Signature Identification – Anonymous Notes, Document Chronology, Examinations, Reports, Illustrated Testimony



Electrostatic Detection Device for Development of Indented Writing

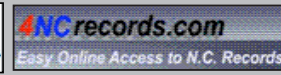


Video Spectral Comparator to reveal multiple inks, obliterations and alterations to documents



Thank You Advertisers!

Your generous support helps make it possible to bring the NCPA FORUM to our members.



Emily J. Will, BD-BFDE



CREEL COURT REPORTING, LLC

**CERTIFIED REPORTERS
CERTIFIED LEGAL VIDEO SPECIALISTS
WORD INDEXING
E-TRANSCRIPTS
VIDEO/TRANSCRIPT SYNCHRONIZATION**

P.O. Box 221251 • Charlotte, NC 28222

(704) 366-3821 • Fax (704) 364-4326

rebekah@carolina.rr.com

www.creelcourtreporting.com

Member NVRA & NCVRA



The following NCPA members recently passed the NALA Certification Exam:

Jennifer M. Eason, CP
Durham

S.Asher R. Munger, CP
Apex

The next CLA/CP Exam window:

May 1-31, 2011

April 1, 2011 is the deadline to apply for the May exam.

If you have any questions, please do not hesitate to contact:

NALA Liaison Kaye H. Summers, ACP, NCCP,
kaye@pulleypulley.com

The following NCPA members recently earned their NCCP designation:

Ruth Ann Brill, Roxboro
Jill B. Clark, Mooresville
Natalie Sawyer Copeland, Raleigh
Stephanie K. Faris, Pittsboro
Julia Grace Fisher, Kernersville
Mary Beard Flannigan, Mooresville
Alan M. Folk, Matthews
Clifford J. Fulmer, Concord
Danielle Rose Girard, Raleigh
Ashley O'Neill Hibbard, Raleigh
Vanessa Alexandra Jamal, Cary
Joann M. Lyon, Mint Hill
Heidi Beth Marks, Durham
Ruth C. McSherry, Jacksonville
Amy Whitfield Mitchell, Apex
S.Asher R. Munger, Apex
Marsha E. Myers, Raleigh
Emanuel O. Paschall, Durham
Heather Ann Plichta, Charlotte
Sara Elizabeth Riopell, Sylva
Mary Schindo, Raleigh
Lee Sears, Raleigh
Olivia Lorraine Swigart, Durham
Liisa Trent, Raleigh
Patrice Vaccaro Watkins, Fuquay Varina
Nancy L. Welch, Raleigh

TECH TIPS



**Do you know
your NCPA
login &
password?**

Paralegals change employers often, and if the email address in your NCPA profile was associated with your former employer, you couldn't use the "Forgot my Password" feature to have your username and password sent to you. We are making it easier than ever to recover that information. The next time you log into NCPA, consider adding an alternate email address to your profile. Then you can use that alternate email in the "Forgot my Password" function and the system will forward your user info to the alternate email address. Be sure to take advantage of this feature!

Facebook and NCPA

Did you know you can now use your Facebook signin to access your NCPA profile? See our Login page for more details.

eList are coming!

In the near future, NCPA will be developing eLists to keep you informed about various topics. If you have suggestions for eList subjects, please let us know.

STATEWIDE NEWS

DISTRICT IV NEWS

Guilford Paralegal Association and Alamance County Paralegal Association both hold monthly meetings, as well as many opportunities for CPE credit throughout the year. GPA's meetings are held in the evening on the second Tuesday of each month in either Greensboro or High Point. ACPA's meetings are held during the noon hour, and their meeting place also varies.

Please feel free to contact me with any of your suggestions, comments, questions or concerns!! You may call me at (336) 819-6015 or e-mail me at kengland@wehwlaw.com.

Karen Ferguson England, NCCP
North Carolina Certified Paralegal
WYATT EARLY HARRIS WHEELER LLP
P.O. Drawer 2086
High Point, NC 27261
Telephone: (336) 819-6015
Fax: (336) 819-6075
E-mail: kengland@wehwlaw.com

DISTRICT III NEWS

NCPA's Mentoring Program for 2010-2011 has begun. The purpose of this program is to promote the career development and professionalism of future paralegals. Please feel free to contact me with any questions.

The Cumberland County Paralegal Association (CCPA) holds its monthly meetings on the second Thursday of each month at various restaurants in Fayetteville. CCPA's website is www.ccpara.com.

Sylvia L. Erickson, NCCP • District III Director
(910) 484-0179 work • (910) 424-4856 home
sylvia_erickson@fd.org

DISTRICT IX NEWS

The Catawba Valley Paralegal Association ("CVPA") is in their third year and holds monthly meetings at various locations in and around the Newton/Hickory area. Membership in CVPA is open to paralegals, legal assistants, legal secretaries, attorneys, students in paralegal programs, paralegal educators, and employees of judicial entities and/or other commonly recognized legal agencies in or around Catawba County. CLE is free to members. For more information please see CVPA's website at: www.catawbavalleyparalegalassoc.org.

Should you have any questions, comments, suggestions and/or ideas, please do not hesitate to contact Lisa D. Childress, NCCP at (828) 460-1143 or via email at nc_paralegal32@yahoo.com.



Attention:

The CLA/CP EXAM is now computer based. Below is updated information on testing and deadlines!

<u>Testing Window</u>	<u>Application Deadline</u>	<u>Late Application fee</u> (w/\$25 late filing fee)
September 1-30	August 1	August 10
January 1-31	December 1	December 10
May 1-31	April 1	April 10

For further details see NALA News on our website or contact our NCPA NALA Liaison
Kaye H. Summers, ACP, NCCP @ kaye@pulleypulley.com

Duke UNIVERSITY

Continuing Paralegal Education

Are you an NCCP?

Interested in learning about a specific area of law?

The **Duke University** Paralegal Certificate Program offers Continuing Paralegal Education (CPE) courses geared to the needs of working paralegals.

- Course topics are relevant to the field and are open to any paralegal professional.
- Duke's CPE courses are certified for 6.5 CPE credits (5.5 General, 1.0 Ethics) by the North Carolina State Bar.

Classes include:

- Business Entities
- Family Law
- Legal Research
- Legal Writing
- Intellectual Property

Contact: Jennifer Thiessen
Phone: (919) 681-1025
Email: jmt25@duke.edu

http://www.learnmore.duke.edu/certificates/paralegal_cpeclasses



NALA Liaison's Report

NALA Liaison Report
Kaye H. Summers, ACP, NCCP
NALA Liaison

NALA ANNOUNCES THE NEW COMPUTERIZED CERTIFIED PARALEGAL EXAM

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 marking a high level of professional achievement. The CLA/CP is now computer-based, and is no longer a two day examination; however, applicants are still tested on federal law and procedure. For additional information regarding the computerized examination dates and fees see the following information below:

Testing Window	Application Deadline	Late Application w/ \$25 late filling fee
January 1-30	December 1	December 10
May 1-31	April 1	April 10
September 1-20	August 1	August 10

Student Eligibility: Paralegal students who are nearing graduation may take the Certified Paralegal examination under certain conditions.

Testing Window	Graduation Date No Later Than
January	March 15
May	July 15
September	November 15

Fees for testing: \$250.00 for NALA members and \$275.00 for non-members of NALA. Retake is \$60.00.

For ACT Testing Centers Information go to:
www.nala.org/NALANEWS16.aspx or contact
NCPA NALA Liaison Kaye H. Summers, ACP, NCCP,
kaye@pulleywatson.com

Order the new CP Review Course Manual
from NALA - available now!

CALENDAR OF EVENTS

December 19, 2010
Declaration of Candidacy for Office Due

January 1, 2011
Membership renewals begin

January 4, 2011
Recommendations for District Directors Due

January 14, 2011
Deadline for registration for the April 2011 NCCP Exam

January 17, 2011
Student Scholarship Essay Entry Deadline

January 22, 2011
NCPA BD/EC Meeting

January 31, 2011
2010-2011 Membership Year Ends

February 28, 2011
Memberships expire if not renewed

March 24-26, 2011
NCPA's 31st Annual Meeting and Seminar in Cary, NC

March 25, 2011
NCPA's 31st Annual Membership Meeting

April 1, 2011
Deadline to register for May 2011 NALA CLA Exam

April 16, 2011
NCCP Examination

July 27-30, 2011
NALA Annual Conference in Dallas, TX

Step Up Your Game

BREAKING INTO TODAY'S PARALEGAL PROFESSION

Layoffs and the down economy seem to be affecting every occupation these days, and the legal profession is no exception. The number of paralegal jobs available has decreased, while the number of qualified applicants has increased. Today's job market is highly competitive, as are the paralegals applying for each open position.

Being a paralegal is a demanding, highly skilled and stressful job, and one in which you must perform to a level where you will stand out from the masses. As the economy has turned, so have the expectations in the legal arena. Some firms are cutting jobs in order to deal with the financial pressures of the recession. Others have used the economy as a chance to "clean house" and ensure that their paralegal staff is the very best in the market. The paralegal profession has exploded, and it simply takes more than a paralegal degree or certificate and a desire to work in the legal field to break into this profession.

Ten years ago, when the economy was in an upswing and attorneys had really started to understand the value of paralegals, experience and a desire to work in the field may have allowed you to get your foot in the door. A paralegal certificate was a plus, but not necessarily a requirement. During those years, our biggest challenge as paralegals was getting the job title, individual work appreciation and recognition for the profession that was so deserved. Many firms were still calling paralegals "legal secretaries", even if the job responsibilities had moved beyond clerical and into "substantive legal work".

As time passed, firms began to realize the true economic and service value of paralegals, and it became much more apparent there really exists a significant difference between a "legal secretary" and a "paralegal". Once you earned and were awarded the "paralegal" title, it became a matter of salary

and job duty negotiation. Those with the best education, experience and credentials essentially could write their own ticket regarding which job they would choose for themselves.

The employment climate has changed with time and the economy, and with that the paralegal profession has not only evolved, it has developed a life of its own. Some firms have even replaced associate attorneys with paralegals to keep overhead down and billable hours up, largely due to the efforts of NALA and other associations in recognizing and promoting the need, in full agreement and cooperation with Supreme Court rulings, for the ability and necessity to bill for paralegal hours as legal fees.

This was not only a huge accomplishment for the paralegal profession; it increased the recognition of paralegal work in law firms and corporations across the country. Not only was the quality of our work valuable, but now it was recognized as a valuable contribution to firm revenue as well. This offered additional value to the profession and increased not only the need for paralegals, but the number of people who chose to enter the profession. Though all of this is progress, the job market has tightened considerably.

In order to even break into the paralegal business these days, experience and education are almost a must. It is the same double-edged sword we have dealt with for years. You need the experience to get the job, but you need the job to get the experience. Additionally, a new obstacle has appeared in that many graduates expect to be able to find a paralegal job immediately upon graduation. Many of these new graduates are frustrated with having completed their education successfully, whether it is a paralegal certificate, or an associate's, bachelor's, or master's degree in paralegal studies or law, and yet are not able to find that first paralegal job.

Step up Your Game - continued

Unfortunately for recent graduates, this is no longer an entry level profession. If you want a paralegal position, you may have to be willing to start somewhere else, such as a clerk, receptionist or legal secretary. You should be prepared to accept one of these types of jobs, although not the ideal that you may have envisioned in school, as necessary to provide you with valuable experience and business contacts. You also must be aware that in competing for the limited number of paralegal jobs, you will have to develop and be able to show that “something extra” you can bring to the table. Remember when you interview, employers are searching for what you can do for them, not what they can do for you.

As the competition has become fierce for every paralegal opening, networking also has become essential. What sets one paralegal apart from the pack might be experience, education, certification, or even his or her former associates. Active paralegal association membership, seminar attendance, networking, and participating in professional list serves and social networking websites have all become valuable tools of the job search.

Experienced paralegals also take advantage of every opportunity to participate in educating other paralegals, writing for legal publications or books, teaching seminars or classes at paralegal schools, and mentoring younger paralegals. You will find these are wonderful additions to a basic résumé and will give you a nice icebreaker for the interview process.

Employers are impressed with people who go above and beyond in their careers, as they believe these are the same people that will go above and beyond for their business. Volunteerism and community service have become another excellent way to further your business contacts. You never know if your next job might come from any of these sources. There is a level of pride in being involved in this profession and in being not just a paralegal, but an outstanding paralegal. Today’s firms expect more of paralegals as the job has transitioned from a trade into a profession.

It is nearly impossible to be overqualified as a paralegal these days. Each opportunity to become a better paralegal should be grasped and cherished, whether that opportunity presents itself as education, experience, networking, certification or advanced certifications. Do not limit your education to only legal issues. Learn as much as you can as often as you can.

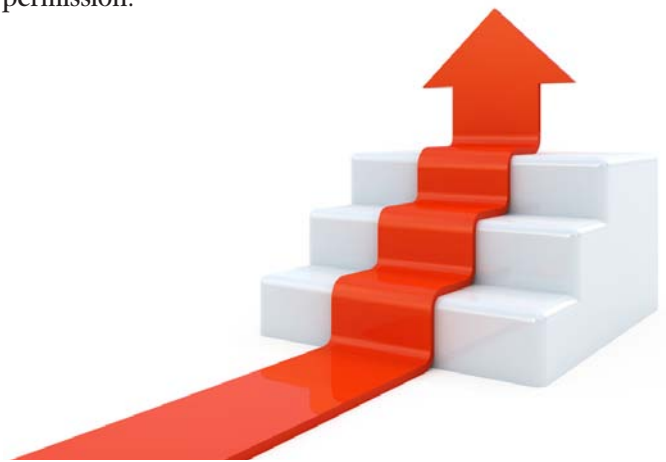
You never know when a seminar or a single class can offer you that crucial step up in an interview. Learn to think outside the box and to find your experience where the opportunity presents. Grasp the opportunity to get involved with the court system, either as a clerk, runner, or participant in the juvenile court. Participate in organizations such as the Domestic Violence Coalition, Project Innocence, CASA, or Legal Aid. Not only are these very worthwhile charities, they will teach you compassion for your future clients and provide valuable networking opportunities.

Offer to work as an intern or summer runner in a law firm while you are in school or even after graduation. The firm may be so impressed with your work they ask you to stay with them in a more permanent capacity. Register with the paralegal temporary agencies as this is a great opportunity to be able to try different types of paralegal work and get some valuable legal experience without coloring your resume with a spotty job history.

Be open to moving into new areas of the law or even moving to a different city for the right position. Take pride in your career and in the paralegal profession and work toward your goals.

The professional paralegal is always moving forward and desires the profession, as a whole, to move forward as well. Embrace the competition that has developed within the profession and use it to become a better paralegal. Enjoy the intellectual challenges that come with being a paralegal.

Finally, take time to enjoy your job and/or your studies, and cultivate your career-building activities into your ultimate career position. This article originally appeared at the blog, Practical Paralegalism (<http://www.practicalparalegalism.com>), and was re-printed with author Christina Koch’s permission.





Calling All Members!



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

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

Kay McGovern & Associates Certified Court Reporters

314 West Millbrook Road, Suite 117
Raleigh, North Carolina 27609-4380
(919) 870-1600, (800) 255-7886

www.kaymcgovern.com

17 years of service to the
North Carolina legal community

NCPA Bronze Sustaining Member

QUALITY SERVICE INTEGRITY

Court Reporting and Video Since 1989

- Professional Court Reporters
- Document Imaging
- Legal Video
- Videoconferencing
- High Volume Copying
- Complete Online Service
- Unsurpassed Customer Service

Serving All Of North Carolina

CaseWorks™

Charlotte
704-527-8977

Greensboro
336-854-2555

Raleigh
919-782-2919

Winston-Salem
336-768-7554

scheduling@caseworksonline.com
www.caseworksonline.com



1-800-955-0541

MOST OF THE TIME WE KNOW THE ANSWER... BUT IS IT ETHICAL???

Written by and reprinted with the permission of Anna Pierro

I have been a paralegal for well over 15 years. Today I was reminded of something that I tell all the new paralegals. “Under no circumstances are you allowed to give legal advice.”

From the minute I walked into the office this morning the phone did not stop ringing and the emails just kept on coming. Keep in mind that I am at the office at 7:30 a.m. London was calling at 7:45 and before then I wanted to make sure I sent some information over to our affiliate in Australia (maybe I could still find him awake and get a response). There were post-its on my desk of tasks I needed to complete before the day really got crazy (my attorneys like to leave “love notes” written on post-it notes. They really love me, I get lots of them).

My voice mail light kept blinking “yelling” at me that I had messages that needed to be picked up. It just felt like I was never going to have a moment to breathe. In the midst of all this chaos I received a call from a client who had called twice the day before asking me a question about a QDRO (Qualified Domestic Relations Order). A “qualified domestic relation order” is a domestic relations order that creates or recognizes the existence of an alternate payee’s right to receive, or assigns to an alternate payee the right to receive, all or a portion of the benefits payable with respect to a participant under a retirement plan, and that includes certain information and meets certain other requirements (“http://www.dol.gov/ebsa/faqs/faq_qdro.html”>Reference: ERISA § 206(d)(3)(B)(i); IRs § 414(p)(1)(A)).

The client wanted to know how he could go about taking the money out of the account to give it to his ex-wife. I knew how ... after all, I was looking right at the QDRO and it was specified right there, in black and white, in paragraph 6 ... the amount and the way to do it. I almost told him how to go about doing it and how he could accomplish this task the “easiest way” possible. It would

have been so easy to just get this one thing off my plate. There were so many files I could not close and so many started projects that just remained on my desk waiting for one of the attorneys to have a chance to review and give me the final go ahead to complete my work so I could close the file and consider it done. This was one of those times, when all I needed to do was give a simple answer and get things done and move on to the next task.

I have to be honest. A part of me wanted this client to know that I knew what to do. I wanted to feel validated and feel intelligent. I wanted ... Ohhh I’m sure most of you have been in this place. I stopped myself.

*It’s
very easy
to cross
that line
at times.*

Instead of telling the client what to do, I listened to the question (again) and advised the client that I was in possession of the QDRO and I was reading the same paragraph he was reading but I was going to have to review the file with an attorney and I, or the attorney, would get back to him within the next day or so and give him the information he needed.

Why did I take this route? Well, had I given the client the information he was seeking I would have been giving the client legal advice. I would have been instructing the client how to proceed legally. That could have been considered unauthorized practice of law and it would have violated ethics rules.

As paralegals, we handle the same type of cases day in and day out and most of the cases are very similar. It’s very easy to cross that line at times.

About the Author:

Ms. Pierro is a Paralegal Supervisor in Jersey City, New Jersey, currently working in securities litigation. Her blog, “The Paralegal” can be found at <http://theparalegal.wordpress.com/>.

Overwhelmed by the size of your case's medical record?

Not sure where to start?

Short on time?

Need help understanding medical jargon?



AURORA LEGAL NURSE CONSULTING

Jean Klingenberger, MBA/MHA, BSN, RN
aurora-LNC.com

INVEST ~ SACRIFICE ~ BECOME

Call to Action: 2011 – 2012 Nominations and Elections

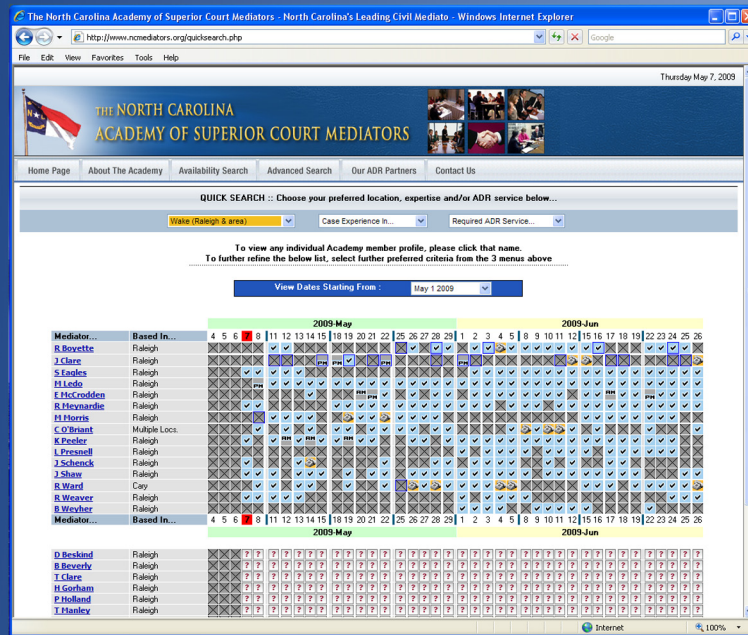
INVEST in yourself; **INVEST** in your career; **INVEST** in NCPA
SACRIFICE time; **SACRIFICE** energy; **SACRIFICE** resources
BECOME empowered; **BECOME** a leader;
BECOME an officer or director of NCPA

Take the first step towards achieving one of the greatest investments that you will ever make: nominate yourself (or someone you feel who would be worthy of the nomination) for an officer or director position with NCPA. All you have to do is go to http://data.memberclicks.com/site/ncpa/2011-2012_Call_to_Action_Article_for_Web_Materials.pdf (this link is also provided at the NCPA home page) and complete the respective application form; it's that easy. The deadline for returning the "Declaration of Candidacy for Officer" form is December 19, 2010. The deadline for returning the "Recommendation for District Director" form is January 5, 2011.

You will come to know that what appears today to be a sacrifice will prove instead to be the greatest investment that you will ever make.

- Gorden B. Hinkley

"THE ACADEMY WEBSITE IS FAST BECOMING A ONE-STOP SHOP FOR THE STATE'S LITIGATION SUPPORT STAFF"



CHECK AVAILABLE DATES FOR THE STATE'S TOP 100 MEDIATORS AT
www.ncmediators.org/quicksearch



BLACK DIAMOND SERVICES

Transportation & Language Services

**Black Diamond Services is a leading provider
of transportation & language services nationwide.**

***Transportation
Service Specialties:***

- Ambulatory
- Stretcher
- Wheelchair
- Air Ambulance

Language Service Specialties:

- *Technical, Medical,
Legal, Insurance, Business*
- Interpreting (verbal)
- Translations (written)
- Telephonic • 250 + languages
& dialects

Other Service Specialties: Continuing Education for:

- Adjuster • Case Manager • Nurses

Visit our website

www.blackdiamondservices.net

Save time and money.

Call us today at

1.800.685.4789

**NCPA would like to extend its sincere thanks to the following companies,
without whose support our Mid-Year Seminar would not have been possible:**

Thank You For Your Support Of NCPA

COMPANY/NAME	CONTRIBUTION
<p>4NCRECORDS.COM Contact: Lee Lloyd P.O. Box 1589 Fuquay Varina, NC 27526 (800) 792-4339; Fax (800) 792-2945 lee@4ncrecords.com</p>	<p><i>Gold Sustaining Member</i> Welcome Reception Sponsor Exhibitor Door Prize Hospitality Bag Items</p>
<p>Case-Closed Investigations Contact: Janet Lovelace 514 S. Stratford Road, Suite 305 Winston-Salem, NC 27103 (336) 777-1114; Fax: (336) 777-1151 janet@case-closed.net</p>	<p><i>Gold Sustaining Member</i> Exhibitor Door Prize Hospitality Bag Items</p>
<p>National Digital Forensics Contact: Giovanni Masucci 127 W. Hargett Street, Suite 402 Raleigh, NC 27601 (919) 754-8644; Fax: (919) 754-8334 gmasucci@natldf.com</p>	<p><i>Gold Sustaining Member</i> Exhibitor Door Prize Hospitality Bag Items</p>
<p>Huseby, Inc. Litigation Support Contact: Debbie Lawrence 1230 West Morehead Street #408 Charlotte, NC 28208 (704) 333-9889; Fax: (704) 372-4593 debbielawrence@huseby.com</p>	<p><i>Gold Sustaining Member</i> Exhibitor Door Prize Hospitality Bag Items</p>
<p>CaseWorks Contact: Denna Holland 1550 Westbrook Plaza Drive Winston-Salem, NC 27103 (336) 768-7554; Fax: (336) 768-7651 Denna@caseworksonline.com</p>	<p><i>Gold Sustaining Member</i> Exhibitor Door Prize Hospitality Bag Items</p>
<p>NC Lawyers Weekly Carolina Paralegal News Mecklinburg Times Contact: Sharon Lipps (919) 829-9333, ext. 11 Fax: (919) 829-8088 sharon.lipps@nc.lawyersweekly.com</p>	<p>Exhibitor Hospitality Bag Items</p>
<p>Lawyers Mutual Liability Insurance Contact: Sharon Sparrow 8000 Weston Parkway, Suite 340 Cary, NC 27513 (919) 447-3358; Fax: (919) 677-9641 ssparrow@lmlnc.com</p>	<p><i>Gold Sustaining Member</i> Hospitality Bag Items</p>

COMPANY/NAME	CONTRIBUTION
<p>Black Diamond Services Contact: Bryan Youngs (800) 685-4789, ext. 1186 Bryan.youngs@blackdiamondonline.com</p>	<p><i>Gold Sustaining Member</i> Hospitality Bag Items Door Prize</p>
<p>Kay McGovern & Associates Contact: Kay McGovern 314 West Millbrook Road #117 Raleigh, NC 27609 (919) 870-1600; Fax: (919) 870-1603 kay.mcgovern@kaymcgovern.com</p>	<p><i>Bronze Sustaining Member</i> Hospitality Bag Items Door Prize</p>
<p>TASA (Technical Advisory Service for Attorneys) Contact: Pat Pinciotti (800) 523-2319 ppinciotti@tasanet.com</p>	<p>Hospitality Bag Items</p>
<p>National Association of Legal Assistants Contact: Krista Lower 1516 S. Boston, Suite 200 Tulsa, OK 74119 (918) 587-6828; Fax: 918-582-6772 klower@nala.org</p>	<p>Hospitality Bag Items</p>
<p>Ruffin Consulting, Inc. Transcription & Paralegal Services Contact: Bonnie T. Ruffin, NCCP (252) 235-4313; Fax: (252) 235-4375 bonnier@ruffinconsultinginc.com www.PhoneASecretary.com</p>	<p>Hospitality Bag Items</p>

NCPA MidYear Seminar & Review Course

This year's MidYear Seminar and Review Course was held September 10-11, 2010, in beautiful Asheville at the Asheville Renaissance Hotel. Early Friday morning the review began and attendees were able to get a "crash course" on what to expect on the exams and helpful tips from members who have their designations. The Review Course was held over two days, and covered topics for both the CLA and NCCP exams, including real estate, family law, ethics, criminal law, communications, human relations and interviewing techniques. On Friday night, a reception was held and attendees were able to preregister and mingle, enjoying time away from work. Attendees were also able to mix the Exhibitors, including Lee Lloyd of NC Records, Janet Lovelace of Case-Closed Investigations, Debbie Lawrence of Huseby, Inc., and Frank McNeill of CaseWorks.

Seminar attendees enjoyed a variety of topics including: Procedural Aspects of Civil Practice in the US District Court, Western District of NC, Maintaining a Paralegal's Sanity & Health in a 90 M.P.H. World, Social Media for Career and Case Development and Unauthorized Practice of Law. A buffet-style Italian themed lunch was served to attendees, members, exhibitors and special guests. Attendees and members were able to socialize and network with each other and the exhibitors, and even went home with great goodies courtesy of the Exhibitors. At the end of seminar, drawings were held for the great door prizes.

A tremendous amount of work went on behind the scenes to make the Review Courses and Seminar a success, and many hours were spent by the committees and NCPA members. Whenever you get a chance, thank your fellow members for their hard work and dedication!

Mark your calendars now for NCPA's 31st Annual Seminar and Meeting, to be held at the Embassy Suites in Cary, North Carolina. Planning is currently underway for an exciting time! Check our website, www.ncparalegal.org after January 1st for the full brochure. We'll see you in Cary!



Stephanie Elliott-Park, NCCP; Melissa Stockley Jones, ACP, NCCP; Kaye Hare Summers, ACP, NCCP; Patti Foster Clapper, ACP, NCCP; Michelle Gordon Tuttle, CLA, NCCP



Participants discussing the day's events between sessions



Melissa Rutledge, NCCP; Michelle Gordon Tuttle, CLA, NCCP; Patti Foster Clapper, ACP, NCCP; Erin Burris Galloway, NCCP



Another reason not to miss our seminars - the food!

**Mark your calendar now for
the North Carolina Paralegal Association, Inc.'s
31st Annual Meeting and Seminar
March 24 – 26, 2011**

**EMBASSY SUITES
201 Harrison Oaks Boulevard • Cary, NC 27513**

More information and the full brochure will be available
January 3, 2011 on our website,

www.ncparalegal.org



EMBASSY SUITES
(919) 677-1840
<http://embassysuites1.hilton.com>



Has your

Email
address changed?

*Please be sure to let us know so we
can keep you informed of what's
happening in our profession.*

Send your old and new email addresses to:
info@ncparalegal.org

OR you may update this and other personal information on
your own by logging onto the NCPA website and modifying
your profile.

Personal Injury Latest APC Program from NALA

An in-depth and detailed approach for paralegals seeking advanced certification in Personal Injury. Candidates must be Certified Paralegals in good standing and must complete a prerequisite test in PI* and a five-module PI Core Course. ACP credentials may be earned in any of the individual practice areas, and the ACP in *Personal Injury* will be awarded to those who complete the prerequisites and all eight practice area courses.

- Automobile Accidents
- Individual Medical Liability
- Premises Liability
- Workers' Compensation
- Entity Medical Liability
- Intentional Tort
- Product Liability
- Wrongful Death

Advanced
PARALEGAL CERTIFICATION

*Those who already have an ACP in *Discovery* and *Trial Practice* are exempt from the pre-test.

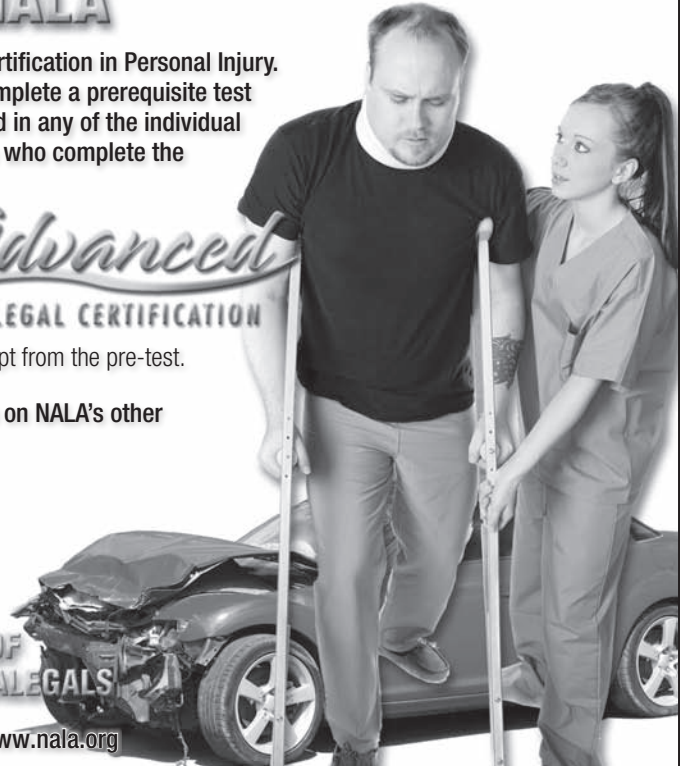
Visit www.nala.org and click on "Advanced Certification" for details on on NALA's other APC programs.

- Alternative Dispute Resolution
- Business Organizations:
Incorporated Entities
- Contracts Administration
- Discovery
- Social Security Disability
- Trademarks
- Trial Practice



THE ASSOCIATION OF
LEGAL ASSISTANTS • PARALEGALS

1516 South Boston, Suite 200 • Tulsa, OK 74119 • 918.587.6828 • www.nala.org



National Digital Forensics Inc.

formerly Capitol City Consulting, LLC

"Leader in Computer Forensic & Electronic Discovery Services since 2002."

Specializing in:

- Digital Forensic Data Recovery and Analysis
- Consultation on Cases Involving Potential Digital Evidence
- Computer, Cell Phone, PDA and Network Forensics
- Civil, Criminal, Corporate and Government
- E-Discovery, Court Ordered ESI Requests, Litigation Support
- On-Site High Tech Forensic Lab Facility
- On and Off-Site Data Acquisition
- Certified, Trained and Experienced Examiners
- CLE/CEU Training, Lunch & Learns

DO NOT CROSS CRIME SCENE DO NOT CROSS CRIME SCENE DO NOT CROSS

www.natldf.com | csi@natldf.com | (919) 754-8644 office | (919) 754-8334 fax

NCPA Wishes the Following Members a Very Happy Birthday!

If your birthday is not listed correctly, please edit your profile on our website (www.ncparalegal.org) to make sure we have the correct month!

December

James Dallas Boyd, III
 Virginia M. Burrows
 Michelle L. Ceely
 Patricia F. Clapper
 Jill B. Clark
 William O. Everhart, III
 Jessica B. Garner
 Sigrid H. Grandstaff
 George Hall
 Susan M. Higginson
 Teri Howard Strom
 Ashley M. Jones
 Marie Julien-Webb
 Angelica Koelling
 Marion J. Lamberth
 Judith A. Limbach
 Kimberly C. Pellicone
 Margaret Pickett
 Victoria L. Scally
 Mary Grentz Schindo
 Dede W. Sellers
 Sandra L. Shuman
 Dena Skelley
 Grady Spoonamore
 Kaye H. Summers
 Grace Ward
 Tina M. Yossett

January

Claudia H. Abbott
 Mary Lynn Anderson
 Edward E. Anderson
 Ellen M. Barney
 Patsy Anne Blackburn
 Carolyn V. Blanchard
 Kimberly C. Braswell
 Angela Carter
 Rachel M. Clarke
 Mary Parrish Coley
 Glynis R. Edmonds
 Paula E. Eller
 Camille D. Euliss
 Leslyn L. Fisher
 Carla Frances Gibson
 Roberta P. Glover
 Ruth H. Goodman
 David Greway
 Diane C. Hanley
 Mary B. Hardy
 Georgie A. Hartman
 Martina Hayward
 Amy H. Heimel
 Marie P. Isenhour
 Helen B. Jordan
 Gail L. Leppla
 Joann M. Lyon
 Sharon B. Malburg
 Amanda Martin
 Frances A. Martti
 Kathryn A. McAllister
 Catrina P. Mitchell
 Amy D. Moore
 Kristie B. Motley
 Vickie C. Norris
 Glenda B. Parker
 Anne H. Patterson
 Loretta M. Plitnick
 Caroll P. Prevette
 Jan L. Proctor
 Judy F. Reins
 Veronica Rockwell
 Trudy Rutherford
 Shelli L. Simontacchi
 Elayna Jarvis Slocum
 June O. Stewart-Sansom
 Melissa Stockley-Jones
 Gina Y. Surratt
 Susan D. Umberger
 Elizabeth R. Vance
 Jane Walker-Payne
 Vickie A. Wiggins
 Kelly Adair Wilkie
 Sandra D. Wood
 Ute Woodall
 L. Dianne C. Woods

February

Gwendolyn Roberts Bailey
 Kathy I. Barley
 Teresa H. Blackburn
 Sandra R. Blount
 Patty L. Bondurant
 Gloria Mae Boyles
 Staci L. Brogan
 Louann A. Clarke
 Carmen Cousin
 Lynne J. DeVenny
 Rhonda W. Edwards
 Uju Nnenna Ezeigbo
 Melissa M. Gillen
 Margaret F. Goldston
 Linda L. Johnson
 Jacqueline B. Jones
 Peggy Kline
 Celeste Konicky
 Paula Lovitt
 Janet McPherson
 Mary D. Oakes
 Ann C. Rogers
 Melissa A. Rutledge
 Valerie R. Shaw
 Adrienne Simpkins
 Teresa N. Smith
 Diane L. Tally
 Nancy L. Welch
 Eunice Wilkerson-Evans



**J
O
B

B
A
N
K**

Paralegal Positions

Are you looking
for a new position?

Does your firm or company
have open
paralegal positions?

NCPA is working to make the
Job Bank a valuable tool to
those looking for
new positions.

Visit us at
www.ncparalegal.org
and select
“Career Center” on the menu.



Worldwide Litigation Support **OFFERING:**

- **One phone call** for national and international scheduling or scheduling on-line at www.huseby.com
- Secure web-based repository for transcripts, videos and exhibits available 24/7 set up at no charge for every client
- E-transcripts
- Transcripts hyperlinked with exhibits for **LiveNote®** and **Summation®**
- Digitized videos synchronized with transcripts
- Web-based video streaming
- Over 4000 deposition suites and video conferencing locations
- Interpreters and Translators

Our experienced professional staff provides over 2900 clients with exceptional customer service.

www.huseby.com • 800-333-2082

i'd like to know
what i'm getting into
before i take a job.

how do I find out about
local firms?



THAT'S WHAT WE DO, EVERY DAY.® Special Counsel, the leading provider of legal staffing services nationwide, is a resource not only for attorneys, but also for paralegals, legal secretaries, and other legal support professionals. Our nationwide offices and network of connections within local legal communities can help you get your foot in the door at a job that's perfect for you—in almost any city and at every stage of your career. Call us today.

(704) 338-9200

(800) 737-3436

<http://www.specialcounsel.com>

2010 – 2011 NCPA Officers, Directors & Committee Chairs

As of September 21, 2010

Officers

President	Patricia F. Clapper, ACP, NCCP	(W) (919) 929-0386	lglduck@aol.com
1st VP (Education)	Stephanie Elliott-Park, NCCP	(W) (704) 865-4400	sellott-park@gastonlegal.com
2nd VP (Membership)	Yolanda N. Smith, ACP, NCCP	(W) (704) 535-3363	ynsmith72@aol.com
Secretary	Ute Woodall, NCCP	(W) (919) 965-0225 x262	clf@ncag.org
Treasurer	Ann C. Rogers	(W) (980) 387-5837	arogers007@carolina.rr.com
Parliamentarian	Beverly K. Moore, NCCP	(W) (704) 321-4745 x201	bev@tissuelaw.com
NALA Liaison	Kaye H. Summers, ACP, NCCP	(W) (919) 682-9691	kaye@pulleywatson.com

Directors

I (Interim)	Diane N. Morgan, ACP, NCCP	(W) (910) 798-7168	dmorgan@nhcgov.com
II (Interim)	Crystal L. Robinson, NCSB/CP	(W) (919) 929-0386	crystal@levineandstewart.com
III (Interim)	Sylvia L. Erickson, NCCP	(W) (910) 484-0179	sylvia_erickson@fd.org
IV (Interim)	Karen F. England, NCCP	(W) (336) 819-6015	kengland@wehwlaw.com
V (Interim)	Roxanne Crouch, CP	(W) (704) 954-1703	rcrouch@bbandt.com
VI (Interim)	Patsy Anne Blackburn, NCCP	(W) (704) 758-2570	patty.a.blackburn@lowes.com
VII	Stephanie Ivans, NCCP	(W) (828) 631-2500	stephanieivans@ncmtnlaw.com
VIII (Interim)	Beth Falgout, NCCP	(C) (252) 399-9714	bfaigout1@gmail.com
IX (Interim)	Lisa D. Childress, NCCP	(W) (828) 327-2005	nc_paralegal32@yahoo.com
Affiliated Associations Director	Teresa A. Stacey, NCCP	(W) (336) 227-8851	tas@vernonlaw.com
Bar Liaison	Shelby G. Tyson, NCCP	(W) (919) 681-4914	shelby.tyson@duke.edu
Paralegal Educator	Susan H. McIntyre, Esq.	(W) (252) 222-6230	shm@carteret.cc.nc.us
Attorney Advisors	Teresa M. Brenner, Esq.	(W) (980) 386-4238	teresa.brenner@bankofamerica.com
	Wiley P. Wooten, Esq.	(W) (336) 227-8851	wpw@vernonlaw.com
Chairman of the Board	Diane N. Morgan, ACP, NCCP	(W) (910) 798-7168	dmorgan@nhcgov.com
Board Secretary	Ute Woodall, NCCP	(W) (919) 965-0225 x262	clf@ncag.org
At Large Director	Kaye H. Summers, ACP, NCCP	(W) (919) 682-9691	kaye@pulleywatson.com
Immediate Past Pres.	Kaye H. Summers, ACP, NCCP	(W) (919) 682-9692	kaye@pulleywatson.com

Committee Chairs

Audit Chair	Kimberly C. Pellicone CP, NCCP	(W) (980) 387-4458	kpellicone@windstream.net
Assoc. Network Committee Chair	Teresa A. Stacey, NCCP	(W) (336) 227-8851	tas@vernonlaw.com
Annual Seminar Chair	Michele A. Tuttle, CLA, NCCP	(W) (336) 793-0816	michele@barrettfirm.com
Mid-Year Seminar Chair	Michele A. Tuttle, CLA, NCCP	(W) (336) 793-0816	michele@barrettfirm.com
Review Course Chair	Melissa A. Rutledge NCCP	(W) (919) 536-6283	marutledge@gmail.com
Registration Chair	Melissa Stockley-Jones, ACP, NCCP	(W) (919) 838-2015	mjones@smithlaw.com
Convention Coordinator Chair	Vicki S. Helm, NCCP	(W) (919) 913-1142	vshelm@mindspring.com
Ethics Chair	Cindy Frye, ACP, NCCP	(W) (704) 384-9449	ctfrye@novanthealth.org
Historian	Karen F. England, NCCP	(W) (336) 819-6015	kengland@wehwlaw.com
Job Bank	open		
Long Range Planning Chair	Diane Tally, NCCP	(W) (336) 819-6002	dtally@wehwlaw.com
Mentoring Chairs	Diane Tally, NCCP	(W) (336) 819-6002	dtally@wehwlaw.com
	Eunice Wilkerson-Evans	(C) (919) 741-0383	eunice.wilkerson-evans@durhamnc.gov
Nominations/Elections Chair	Kimberly C. Pellicone CP, NCCP	(W) (980) 387-4458	kpellicone@windstream.net
NC Land Records Task Force Chair	Dennis Embo, NCCP	(W) (919) 831-6560	emboparalegal@msn.com
NCSB Paralegal Certification Liaison	Yolanda N. Smith, ACP, NCCP	(W) (704) 535-3363	ynsmith72@aol.com
Patron/Sustaining Membership Chair	Michele A. Tuttle, CLA, NCCP	(W) (336) 793-0816	michele@barrettfirm.com
Pro Bono Chair	Alyssa J. Mozingo	(H) (919) 720-3061	alyssa.mozingo@gmail.com
Public Relations / Senior Editor	Brandon L. Ruth, NCSB/CP	(W) (252) 756-1883	brandonlruth@gmail.com
Articles / Ass'n News Editor	Crystal L. Robinson, NCSB/CP	(W) (919) 929-0386	crystal@levineandstewart.com
Advertising Editor	Brandon L. Ruth, NCSB/CP	(W) (252) 756-1883	brandonlruth@gmail.com
Student/School Relations	Debby Sawyer, ACP	(W) (919) 719-6045	Debby_Sawyer@nced.uscourts.gov
Survey Chair	Judy F. Reins CLA, NCCP	(H) (336) 774-0866	jreins99@gmail.com
Technology Chair	Brenda J. Mareski, CP	(C) (704) 968-0913	info@ncparalegal.org
NCPA Coordinator	Brenda J. Mareski, CP	(C) (704) 968-0913	info@ncparalegal.org

-- NOTES --



Our difference is clear.

At **Lawyers Mutual Liability Insurance Company**, we have been covering our State's finest attorneys for over 30 years. Our Company is founded, managed and staffed by North Carolina lawyers, so our team knows the challenges, the risks and the rewards that come with your work. Our integrated range of services includes industry leading malpractice liability coverage, excellent risk management programs and outstanding continuing legal education.

Nearly 8000 North Carolina lawyers know the value of our guidance. As a Company, we stand apart. With our support, your practice will too.

Lawyers Mutual. Serving your Career with Distinction.

919.677.8900 ■ 800.662.8843 ■ Fax: 919.677.9641 ■ www.LMLNC.com ■ LML@LMLNC.com



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
Reproduction
Bates Numbering & Endorsing*

Litigation Support

*Web Hosting
Database Integration
Load File Creation
Production Services
Project Management*

1403 Capital Boulevard Raleigh, NC 27603

(919) 926-3200

<http://www.envisiondiscovery.com>

The verdict is in. NC court records
have never been easier to access online.

 **4NCRECORDS.COM** www.4ncrecords.com | 800.792.4339

The most well known and dependable provider of criminal records in North Carolina.



**NORTH CAROLINA
PARALEGAL ASSOCIATION, INC.**
PO Box 36264
Charlotte, North Carolina 28236-6264

Address Service Requested