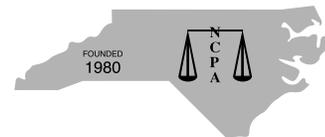


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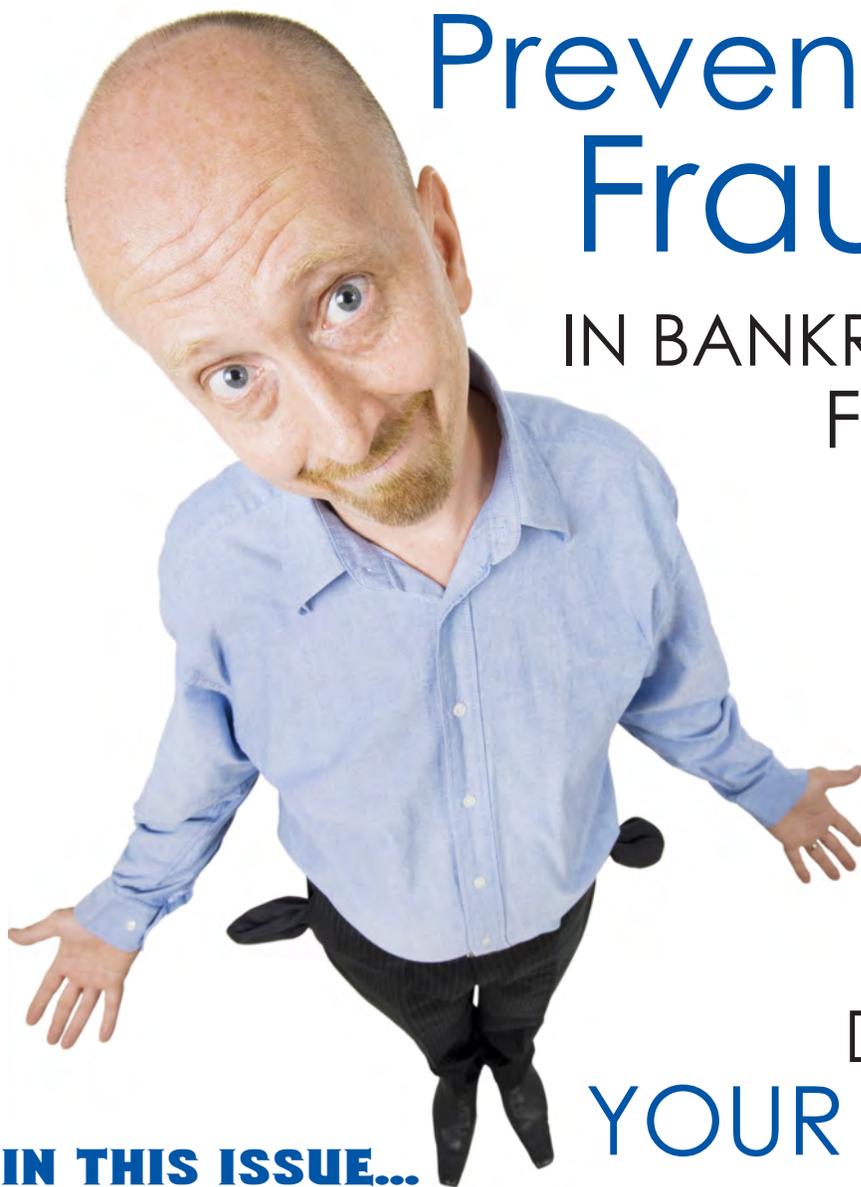
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Forum

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

NCPA



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- Do Your Part to Prevent Fraud in Bankruptcy Filings
- New Job Do's and Don'ts
- Mid-Year Seminar & NCCP Review Course
- NCPA's Paralegal Survey Results



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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.



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Moving? **Be sure to let us know!**

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President's Message

Patricia F. Clapper, ACP, NCCP



It is hard to believe the year is half over! Our Education Committee is working hard to finalize the agendas for our Midyear Seminar and our Review Courses to be held September 10-11 in Asheville. Check our website in early August for the agendas and registration information. If you are planning to sit for the NCCP or CLA exam and cannot attend our Review Course in person, you can now purchase the manual on our website under the Education link.

The highlight of my Summer has been attending NALA's 2010 Annual Convention in Jacksonville, Florida. After spending 4 days with paralegals and legal assistants from all over the United States (and the Virgin Islands!), I was reminded of what a great organization NCPA is. Do you know that less than TEN states have statewide paralegal associations? We should all be proud to be members of NCPA!

Mark your calendars for Sept 10-11 and I hope to see you all in Asheville!

Patricia F. Clapper, ACP, NCCP

Chairman's Message

Diane N. Morgan, CP, NCCP



Times are still tough for many paralegals across the state. Hopefully, the economy will be turning the corner soon opening up new opportunities for North Carolina paralegals. For this reason, it is especially important for all of us to stay connected to our profession - though doing so may be financially tough for some paralegals as employers are cutting back on such benefits as funding these

memberships. Remember, NCPA is a professional, self-governing organization run by paralegals for paralegals! Within NCPA, we are able to network with peers though involvement in the districts "meet and greets," and at annual and mid-year seminars and other NCPA sponsored events. There is truly something for everyone within NCPA. The key is to become involved! The 2010 Mid-Year Seminar in September offers a review course for both state and national certification and opportunities to obtain all your CLE credit. Please check the NCPA website for details.

The job market is extremely tough now Have a competitive edge - stay connected to NCPA!

All the best,

Diane N. Morgan, CP, NCCP

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 Jacqueline M. Thurman, CP, NCCP @ jacqueline.thurman@yahoo.com



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Second Vice President's Report Membership

Yolanda N. Smith, ACP, NCCP

The current membership breakdown as of July 26, 2010 is as follows:

General members:	316
Associate members:	44
Student members:	103
Sustaining Members:	13
Affiliate members:	4
Educational Program members:	5
Total	<u>485</u>

We would like to acknowledge our newest (G)eneral, (A)ssociate, and (S)tudent members joining from May 1, 2010 - July 26, 2010:

Inez Aguilar, Raleigh, NC (S)	Ruth C. McSherry, Jacksonville, NC (A)	Tanya Stamey, Lake Toxaway, NC (S)
Ruth A. Brill, Roxboro, NC (S)	Marsha E. Myers, Raleigh, NC (S)	Liisa Trent, Raleigh, NC (S)
Carmen Cousin, Matthews, NC (S)	Emanuel O. Paschall, Durham, NC (A)	Nancy L. Welch, Raleigh, NC (S)
Mildred De Leon, Raleigh, NC (S)	Teresa H. Poor, Sylva, NC (G)	
Stephanie K. Faris, Pittsboro, NC (S)	Lee Sears Neiswender, Chapel Hill, NC (S)	
Alan Monroe Folk, Matthews, NC (A)	Dena Skelly, Mooresville, NC (S)	
Tory M. Frink, Graham, NC (S)		

NCPA is proud to recognize the following Sustaining members:

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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



Editor's Court

Brandon L. Ruth, NCSB/CP

It seems like just a few weeks ago we printed and posted the Summer issue of the FORUM. Well, it turns out - we did! Turns out there is so much going on at the NCPA, and so much news to spread to our ever-growing membership, we just had to ship the Fall issue a little early. In addition, this issue will give you the entire scoop on the Mid-Year Seminar that the education committee has been working on all year.

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

You will also find the all the nominations and elections information for the upcoming year included in this issue. You readers out there need to start thinking about getting involved with the association and take the opportunity to work with great members that we have within NCPA. When more people are involved, everyone benefits!

Please pay special attention to the request for new articles and ideas! The members of the NCPA are a very diverse group, working in many different areas of law, and I'm sure many of you have knowledge of publications or other forms of media where we can get ideas and articles to share with everyone. Please don't hesitate to contact me or Crystal Robinson and let us know where we can find new and different pieces to keep the FORUM fresh. 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*

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STANDING RULES AMENDMENT

Amendment to NCPA Standing Rules

The following Amendment to NCPA's Standing Rules was approved by unanimous vote during a joint meeting of the Board of Directors and Executive Board of NCPA at its May 15, 2010 meeting (the addition is underlined). In accordance with NCPA Standing Rules Article XXV, the amendment provided below is not in conflict with NALA Standing Rules.

XX. NCPA FILES:

All files of directors, officers and committee chairs shall be delivered to the incoming officer within thirty (30) days.

Files of the Treasurer, President, and Secretary shall be delivered to the incoming officer expeditiously but in no event later than thirty (30) days following the annual meeting.

Hard copies of NCPA files shall be maintained for seven (7) years from the date thereof. NCPA files may be maintained in electronic format, at the Board's discretion.

Respectfully submitted,

Beverly K. Moore, NCCP
Parliamentarian 2009-2010

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.

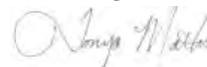
As of January 2010, **CPN** will be available to you each month for \$5.00 per issue. Subscribers to *North Carolina Lawyers Weekly* will continue

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 IT'S NOT TOO EARLY TO START PLANNING AHEAD!!!

STUDENT SCHOLARSHIPS

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

An essay competition will be the basis of the scholarship.

In addition to the scholarship, all awards include a one-year, free student membership in NCPA and one free student registration to NCPA's 27th Annual Seminar and Meeting to be held March 24-26, 2011 in Cary!

**THE CONTEST OFFICIALLY BEGINS ON OCTOBER 1, 2010,
SO BE ON THE LOOKOUT FOR SUBMISSION DEADLINES AND
ADDITIONAL INFORMATION ON THE NCPA WEBSITE.**

If you have any questions please contact:

Debby Sawyer, CP

Student/School Relations Chair

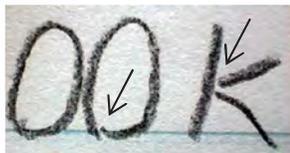
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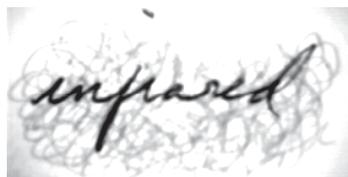
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STATEWIDE NEWS

DISTRICT IV NEWS

Alamance County Paralegal Association (ACPA), an NCPA affiliate, hosted a 3 hour seminar on Saturday, February 20, 2010. Lawson Brown spoke to those in attendance on the subject of Ethics; Kimberly Hamilton spoke on private process serving; and Judge Roberson spoke on matters of the Court.

DISTRICT III NEWS

District III consists of Bladen, Columbus, Cumberland, Duplin, Harnett, Hoke, Lee, Moore, Richmond, Robeson, Sampson and Scotland counties. Several volunteer and employment opportunities are available within District III. Please do not hesitate to contact me with your inquiries. I am proud to be your District III Director and your link to the

NCPA Board. Make your travel plans now to attend NCPA's Midyear Seminar at the Renaissance Inn on September 10th and 11th, 2010 in Asheville, North Carolina.

The Cumberland County Paralegal Association (CCPA) will hold a bake sale on Monday, October 25, 2010, in the Cumberland County Courthouse with all proceeds being donated to charity. CCPA continues to collect nonperishable food items for the Second Harvest Food Bank of Southeast North Carolina. Donations can be made through any CCPA officer or during their monthly meetings. CCPA conducts monthly meetings on the 2nd Thursday of each month at various restaurants in Fayetteville. Everyone is welcome. For more information, please contact me or visit <http://www.ccpara.com>.

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

2010-2011 MENTORING PROGRAM

The purpose of the NCPA Mentoring Program is to develop and promote the career development and professionalism of future paralegals. It is vitally important that seasoned paralegals help foster the growth of its newer members as a means to meet the needs of our ever growing profession and to set the standard for our future.

If you are interested in either being a Mentor or Mentee, please contact Diane Tally, Mentoring Chair at dtally@wehwlaw.com or 336-819-6002. Your mentor/mentee relationship will contribute to the success and retention of new paralegals and the learning of the profession.

*NCPA would like to congratulate
our members who passed the
April 17, 2010 NCCP exam!*

Rebecca Ann Davis
Andrea L. Morano
Nancy C. Yaffe
Craig P. Snively
Shelley Riselvato
Suzanne L. Magin
Gwendolyn Roberts Bailey
Angela F. Grant
Catherine L. Haynes
Kathryn Flynn
Zendre C. Bell
Bradley James Berthold
Charles Ruffin Sykes

AFFILIATE NEWS

Teresa Stacey, Affiliate Director

Affiliate members of the North Carolina Paralegal Association are very active within their districts. Below is a brief synopsis of each members' activities, past, present and future. NCPA would be happy to talk with any other paralegal association in North Carolina and provide them with information on joining the North Carolina Paralegal Association. With your Association becoming a member of NCPA you would have a broader base of Paralegals in North Carolina to help with questions and problems that arise, added resources for greater communication throughout the network of Paralegal Associations in North Carolina as well as furthering the common goals of the paralegal profession. There would also be added resources for use by the associations through the knowledge of each individual association's members. As an Affiliate Association, one (1) non-NCPA member that is a member in good standing of the Affiliate Association can attend NCPA's Annual Meeting and Seminar at **the discounted cost of an NCPA/NALA member**. Also, any other non-members of NCPA, but members in good standing of the NCPA Affiliate Association, can attend either the Annual or Mid-Year seminars at a ten percent (10%) discount. At the end of this article are the requirements for your Association becoming a member of NCPA.

Alamance County Paralegal Association

The new officers for the Alamance County Paralegal Association was elected at the June meeting at Carver's in Graham. The new officers are:

Adrienne Lewis, President - aml@vernonlaw.com
 Hope Dodson, First Vice President - hope@grahamlawoffices.net
 Katherine Kuczkowski - Second Vice President - pkk@vernonlaw.com
 Sharon Boger - Secretary - sharon.boger@alamance-nc.com
 Annette Younger - Treasurer - aty@vernonlaw.com
 Belinda Thomas - Historian - bat@vernonlaw.com
 Meredith Giannotti - Parliamentarian - meredith@grahamlawoffices.net

ACPA meets monthly September through June of each year on the third Tuesday of every month. The months of July and August are for rest and relaxation from the learning process. The meetings are held at Carvers, a local restaurant in Graham, North Carolina, from 12:30 - 1:30. We normally have a speaker at each meeting on various legal topics from ethics, easement takings by governmental agencies, condominiums, updates from the Clerk's office, etc. ACPA also has a one-half day Saturday seminar to

complete our seminar hours. Alamance County Paralegal donates their time helping the Alamance County Bar Association with their child identification kit each year at the Carousel Festival, we have also donated food to the local food banks in Alamance County, and contributed to the local Relay for Life.

We would be happy for anyone living or working in Alamance County to join us for our meetings. If you have questions on the Alamance County Paralegal Association, please contact one of the above officers.

Cumberland County Paralegal Association

Officers for 2010-2011:

Laratha Clark - President - lclark@co.cumberland.nc.us
 Deb Brodosky - VP - ddb@beaverholt.com
 Wanda Evans - Sec. - wevans@mccauleyandperson.com
 Diana Sanders - Tres. - diana@andersonjohnson.com

Meetings are held the 2nd Thursday of each month at 1:00 p.m. You can check the location by visiting our website at www.ccpa.com

We are again this year collecting donations for Second Harvest Food Bank. We will collect donations at each meeting and donate them on a quarterly basis to the food bank.

Upcoming Events:

- October 25, 2010
CCPA Annual Bake Sale - Cumberland County Courthouse
- December 11, 2010
CCPA Winter Social and Announcement of Paralegal of the Year for 2011
- January 3, 2011
CCPA Annual Seminar Announcement and Registration goes out
- March 14, 2011
CCPA Annual Bake Sale - Cumberland County Courthouse
- March 7, 2011
CCPA Upcoming Elections and Submit Nominations Announcement
- March 28, 2011
Deadline for Seminar Registration
- April 4, 2011
Deadline for CCPA Elections Nominations
- April 14, 2011
CCPA Meeting and Election of New Board of Directors
- April 15, 2011
CCPA Seminar Reception 5:30 pm (Location to be announced)
- April 16, 2011
CCPA Annual Seminar 8-4:30 (Location to be announced)
- May 12, 2011
CCPA Installation of New BOD Dinner 6:00 pm (Location to be announced)

Please contact one of the officers above for information involving Cumberland County Paralegal Association. They welcome all paralegals in the area to come join in the fun.

AFFILIATE NEWS

Guilford Paralegal Association

Guilford Paralegal Association's election of officers is held in June of each year. The following are the new officers of GPA:

President: Jane A. Harris, NCCP;
 Vice President: Karen F. England, NCCP - kengland@wehwlaw.com
 Secretary: J. Taylor Barrett, NCCP
 Treasurer: Diane L. Tally, NCCP
 Parliamentarian: Jamie Coll, NCCP

GPA meets monthly on the 2nd Tuesday of every month at 6:30 p.m. The locations alternate between Greensboro and High Point. GPA holds an Annual Spring Seminar which has the 6 CPE credit hours needed by North Carolina Certified Paralegals (the 2010 seminar was held on May 1, at the Doubletree Hotel in Greensboro and had an attendance of 104 * **Great Job GPA***).

Long-time NCPA and GPA member, Blanche Berkowitz, retired effective the end of June. Blanche and her husband moved to Arizona. GPA honored Blanche with a retirement party. Blanche was instrumental in GPA and held many offices.

Anyone with questions on the Guilford Paralegal Association please contact Karen England at the above email address. I am sure that they would be glad to have you visit and join their active organization if you live or work in the Greensboro-High Point Area.

Research Triangle Paralegal Association

The RTPA meetings are held on the Third Wednesday of February, April, June, August and October at noon at one of the local firms or corporations. A holiday luncheon is held in December (the date is still to be determined). Please refer to their website www.rtpanc.org.

Officers are elected yearly at the October meeting and serve a one-year term beginning in January of each year. The current officers and their email addresses are:

Erin Galloway, President - erin.galloway@sonyericsson.com
 Katie Efland - Vice President - cefland@hughes.net
 LaChauna Johnson - Treasurer - lachauna.johnson@sonyericsson.com
 Melissa Rutledge - Secretary - melissa.rutledge@sonyericsson.com

RTPA is planning a job fair with the Paralegal Division of the North Carolina State Bar. This is scheduled to take place at the Bar Center in Cary, North Carolina, on October 13, 2010. A fundraiser is also being planned for the Food Bank of Central and Eastern North Carolina. A donation was recently made to the Inter-Faith Food Shuttle. A CLE is being planned for a Domestic Violence/Family law CLE in coordination with Interact of Wake County. Hopefully this will occur in February, 2011.

RTPA would be happy for new members and/or guests. Please visit their website for future places of meetings. Again, the website is www.rtpanc.org

I, as Affiliate Director, would be more than willing to speak with other paralegal groups in North Carolina about joining NCPA as an affiliate member and would like to encourage any Association for Paralegals in your area to join NCPA (if they are not already members) as an Affiliate Member. Please contact me for the application if your Association would like to join, my email address is tas@vernonlaw.com. The following are requirements for becoming an Affiliate Member:

1. Be a North Carolina paralegal association whose aims, objectives, constitution, bylaws and practice conform with that of NCPA;
2. Be a paralegal student association within a North Carolina educational institution and its aims, objectives, constitution, bylaws and practice conform with that of NCPA;
3. Agree to comply with and adhere to the following requirements:
 - A. To comply and not conflict with any NCPA bylaw requirement;
 - B. Provide a minimum of five (5) hours of continuing legal education each year;
 - C. To remit annual dues to NCPA in the amount of \$25.00, plus \$1.00 per member of your Association (up to a maximum of \$100.00);
 - D. To delegate one of its members, who is also an NCPA member, to serve on NCPA's Associations Network Committee;
 - E. To submit an annual report (membership renewal) on a form supplied by NCPA; and
 - F. To annually provide NCPA with a current membership roster at the time of affiliate membership renewal.

If you have any questions or concerns I will try to address them or find someone who can. You can reach me by e-mail me at tas@vernonlaw.com.

Information on the North Carolina Paralegal Association can be obtained from their website at www.ncparalegal.org.

Janice D. Linker, CLA NCCP Named Metrolina Paralegal Association's 2010 Paralegal of the Year Award Winner



Charlotte, NC • May 17, 2010

The Metrolina Paralegal Association (“MPA”) is pleased to announce that Janice D. Linker, CLA, NCCP has been named its 2010 Paralegal of the Year Award winner. The MPA Paralegal of the Year Award is given to a paralegal who exhibits a commitment to professionalism and to the advancement of the legal

community. The paralegal must also be a member in good standing of the MPA.

Ms. Linker has been a senior paralegal at Johnson, Allison & Hord, P.A. in Charlotte for thirty-seven years. Ms. Linker was nominated by James W. Allison, the managing partner of the firm along with two of the firm’s long-standing clients. Ms. Linker is described as a paralegal with a “wonderful personality” and “unsurpassed” work ethic. Ms. Linker is



also “efficient” and held in “high regard by many long-term clients.” In addition, to her work at Johnson, Allison & Hord, Ms. Linker has served in several leadership roles in MPA including Third Vice President, NALA Liaison, and Historian. Ms. Linker receives a commemorative plaque, a cash gift, and a complimentary year of general membership in the MPA.

Other nominees for the award were Micah DeCamp, CLA, NCCP; Rosa M. Goss, CLA; Tiffany Marx Butcher, NCCP; Laura Peres, CLA, NCCP; and Stephanie Elliott-Park, NCCP. The MPA is local affiliate of the National Association of Legal Assistants and serves as a source of networking and educational programs for paralegals in Charlotte and the surrounding area. For more information on MPA, go to www.charlotteareaparalegals.com

CONTACT: Satyra Riggins, CLA, MPA Publicity Committee Chair
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NALA Liaison's Report

Jacqueline M. Thurman, CP, NCCP
NALA Liaison

The 2010 National Association of Legal Assistants ("NALA") 35th Annual Convention was held in sunny Jacksonville, Florida at the Hyatt Regency. Educational workshops included three institutes, three educational tracks, three hot topics and NALA Member Exchange Presentations. Jacksonville offered a variety of entertainment including museums, a water taxi ride, a large zoo, restaurants and lovely beaches.

The convention keynote speaker was Daniel K. Bean, a commercial trial lawyer and naval officer. Mr. Bean gave a rousing welcome as well as an informative presentation on the history of Jacksonville. Throughout the convention a central theme was the 70's. The opening night reception was hosted by Northwest Florida Paralegal Association. This gave everyone an opportunity to

mix and mingle, rekindle old friendships and make new ones. The colorful 70's reception flowed with big hair, platform shoes, hippies and a disco ball. A few brave souls strutted across the dance floor in their best 70's outfits, while others boogied to the disco beat.

At the NALA Affiliates meeting, our very own NCPA President Patricia Clapper, ACP, NCCP was awarded the 2010 Affiliated Associations Affiliate Award. Also, I represented NCPA at the exhibitor's table with a storyboard highlighting NCPA's 30th Anniversary. NCPA's table was very busy and received many compliments. Debbie Sawyer, ACP and Patti Clapper, ACP, NCCP provided much help at NCPA's exhibitor's table.

NALA's new officers for 2010-2011 were elected. They are: President - Karen Greer McGee, ACP; First Vice President - Ann L. Atkinson, ACP; Second Vice-President - Kelly A. LaGrave, ACP; Secretary - Cassandra Oliver, ACP, and Treasurer - Jill I. Francisco, ACP. NALA's closing reception included the installation of the NALA Board of Directors.

I am excited about our growing profession. NALA and NCPA are lighting the way by constantly striving to offer more programs to promote and mold our profession for the future. I look forward to the 36th NALA Annual Convention in Omaha, Nebraska July 27-30, 2011.

CALENDAR OF EVENTS

September 11-12, 2010
NCPA's Mid-Year Seminar and
Review Course in Asheville, NC

September 25, 2010
NCCP Exam

March 24 - 26, 2011
NCPA's Annual Seminar in Cary, NC



New Job DO's and DON'Ts

By Melissa Hinote

Lately, in the current economic climate, it seems that many people is starting a new job, or at least trying to. Whatever the reason, starting over at a new company or firm is often awkward and uncomfortable. Only rarely will someone find the perfect office with the perfect coworkers, an amazing boss, and absolutely defined job duties.

As a paralegal who recently began the second job of my career, I have recently experienced the stranger-filled first weeks at a new firm. As I became more familiar with my new firm and new job, I came up with a Do's and Don'ts list for starting a new job. If you find yourself in the same position, you may want to take this basic list and customize it to your situation.

DO keep an open mind. Every firm uses its paralegals differently. Be open to accepting new and different assignments. Step outside of your comfort zone.

DON'T lead your new supervisor to believe you are capable of performing a completely unfamiliar task. You could set yourself up for disaster as well as cause your new attorney to miss a deadline or lose faith in your skills altogether. Instead of saying, "I can do it, no worries," say, "I believe I can do this, but I want to verify the steps with you."

DO make friends. We spend the majority of our waking moments at work. It would be nice to enjoy them..

DON'T engage in workplace gossip. Break room conversation does not always stay in the break room. Get to know people before making a decision about who to confide in, and avoid talking about coworkers or supervisors while at work. The best advice is to avoid talking about them at all, but if you must, wait until you are away from the office, and use someone outside of the office, someone you trust, as your sounding board. Finally, if you have a real issue with a coworker, supervisor, attorney, or your workload, address it in a straightforward mature fashion with the office manager or human resources.

DO your best.

DON'T make it a competition, at least in your first few months. Use this time to feel out your job duties, learn the atmosphere, and show that you are competent and capable. You are more likely to prove your worth by focusing on your own work than by arbitrarily competing with coworkers.

DO communicate with your attorneys. Being the new person is difficult. You start out behind the curve, you are not exactly sure of what is expected of you, your reputation is malleable, and your new legal team might not immediately know how to fit you in. Rather than guess how your attorney wants something done, ask and take notes. The best time to ask seemingly silly questions is in those first few weeks when you are expected not to know everything.

Every firm is different, but some rules always apply.



Calling All Members!



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

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

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Do Your Part to Prevent Fraud in Bankruptcy Filings

Victoria Ring

Colorado Bankruptcy Training

In the old days (not long ago) when a person decided to file bankruptcy they normally really needed to file bankruptcy. But today, a large number of cases are filed with the fraudulent intention of taking advantage of the bankruptcy system and it is up to every one of us working in this field to do our part to protect the system or we risk even more regulations and hoops to jump through.

The best way to accomplish this goal is to demand that debtors provide verifiable documentation about their income for the past six months. During the last month I have witnessed four cases involving debtors who claim to work as a 1099 employee but they have no verification of income and expenses to back up their statements. When confronted for additional data, normally the debtor (who is trying to hide something) will give the attorney and their staff conflicting stories.

One attorney we helped this past week told us that the debtor had given him 100 different stories. The attorney wanted us to call the debtor and see if we could get the truth. First of all the debtor would not answer the phone and gave the excuse that he avoided phone calls because of credit collectors. Note: Don't fall for this. The debtor knew he was filing bankruptcy and that his attorney will need to get in touch with him during the process. In my experience, debtors avoid phone calls because they: (1) Are too paranoid to face their problems and want to forget about them; or (2) They are hiding something and need time to think up a good excuse. (Please understand that I am not trying to be harsh. I am just stating facts.)

In all case scenarios we worked on this past week, the debtors were required to provide six months of income statements. Of course 1099 employees do not receive a paycheck from an employer, but they must have some type of accounting system to show the income and expenses for their business. If they do not, something is odd. Keep in

mind, that some debtors will tell you that they do not keep records to avoid providing you with information about their actual income, so you need to go a step further. You need to get the debtors to provide you with a Profit and Loss statement for their business, regardless of whether they have one or not. They can write one up and provide to their attorney. And the income figures the debtors provide need to match the bank deposits from their business and personal checking accounts. If not, creditor objections are very probable.



That's right. You need BOTH the business and personal checking account statements for the past six (6) months; and if you want to go an extra step, compare the figures with the IRS Income Taxes that were filed the year before. Of course these figures may not be exact, but comparing them will often allow you to determine if the debtor is providing you with fraudulent data in an effort to hide their income. For example: If the IRS Tax Forms that were filed in 2009 showed a loss of \$20,000, and the 2010 bank statements show the debtors are depositing \$5,000 a month; something is wrong. A business does not normally operate an entire year, go in the red \$20,000 and suddenly make \$5,000 every month.

Use logic in your analysis of the data the debtor provides whether you are an attorney or working for an attorney. Doing so will protect the attorney, fulfill due diligence and protect the system from fraudulent debtors.

About the Author:

Victoria Ring is a Certified Paralegal and Bankruptcy Specialist who developed the virtual bankruptcy assistant industry. She is also the developer of the first online bankruptcy petition training school which can be viewed online at <http://www.mybankruptcyschool.com>. Victoria's complete bio can be viewed at <http://www.victoria-ring.com>

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METROLINA PARALEGAL ASSOCIATION INSTALLS OFFICERS FOR 2010-2011

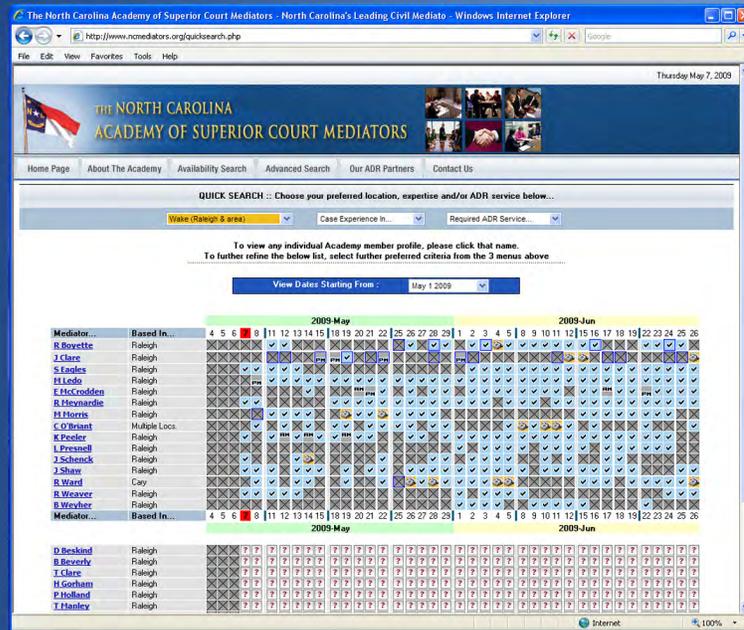


Charlotte, NC • May 17, 2010 – The Metrolina Paralegal Association (“MPA”) installed its officers for the 2010-2011 on May 13, 2010 at its monthly luncheon meeting. The officers for the 2010-2011 year are: President, Antoine L. Robinson, NCCP; First Vice President, Penny H. Higdon, NCCP; Second Vice President, Michelle Kass, CLA; Third Vice President, Tiffany Marx Butcher, NCCP; Secretary, Susan Randolph, CLA, NCCP; Treasurer, Roxanne Crouch, CP and NALA Liaison, Candace Russell, CP.

The MPA is local affiliate of the National Association of Legal Assistants and serves as a source of networking and educational programs for paralegals in Charlotte and the surrounding area. For more information on MPA, go to www.charlotteareaparalegals.com

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NCPA'S 2010 PARALEGAL UTILIZATION AND COMPENSATION SURVEY RESULTS

Judy F. Reins, CLA, NCCP – Survey Chair

Thank you to everyone who participated in the NCPA 2010 Paralegal Utilization and Compensation Survey. The results are in! The survey took place from April 13, 2010 through June 17, 2010, with a total of 223 participants. Below is a synopsis of some of our findings. For the full survey results, including many helpful charts, please visit our website at www.ncparalegal.org.

Respondents/Region

The respondents are 6% male, 94% female. The largest age group is the Over 60 group at 11.2%, and the second largest age group is 36-40 at 10.7%. The top five counties of employment are: Mecklenburg (19.23%); Wake (17.6%); Alamance (9.9%); Guilford (9.34%); and Buncombe (7.7%).

Education/Certification

Forty-five percent of respondents have a bachelor's degree, 32.7% have an associate's degree from a paralegal program, 36.8% have a paralegal certificate, and 18% received on-the-job training. A total of 83% of respondents are North Carolina Certified Paralegals (NCCP), and 27.6% of respondents have earned the Certified Legal Assistant/Certified Paralegal designation through the National Association of Legal Assistants. *(Please note that the NCCP certification is not given by NCPA but is administered by the North Carolina State Bar Board of Paralegal Certification (www.nccertifiedparalegal.org). You do not need to have this certification to be a member of NCPA.)*

Employment

The largest group of respondents (31.5%) found their job through networking, 20.2% through an employment agency, 12.3% through the Internet, followed closely by 11.3% through the newspaper. The highest number of respondents (58.4%) work for private firms, 19.6% work for corporations, and 11.4% work in federal or state government.

Over half of respondents at 56.6% said there are 5 or less paralegals working in their office, and 48% said there are 5 or less support staff. A total of 40.6% are provided with secretarial support.

The highest number of respondents at 15% work in litigation, 10% work in commercial real estate, and 8.7%

work in corporate law. The top five duties performed are: drafting correspondence (79.45%), documentation preparation, drafting and/or review (72.14%), word processing (52.96%), legal, medical, or general research (49.77%), and file maintenance (47.03%).

The 2008 survey results showed over 80% of respondents did not participate in pro bono work. The 2010 survey results show 67.4% that do not participate, an improvement rate of over 10%. This is encouraging to see that more paralegals are using their skills in a much needed area during difficult economic times. This could be a real plus when review time comes.

Travel

A total of 40% said they seldom travel, 30.5% don't travel at all, and 24.5% travel occasionally. Most respondents that travel stay within North Carolina. Of those that travel, 92.3% are compensated for mileage, 61.53% are reimbursed for both meals and lodging, and 47.43% are reimbursed for transportation.

Compensation/Benefits

Just over 13% of respondents fall within a salary range of \$45,000.00 to \$49,999.00, and the same the \$50,000.00 to \$54,999.00 range, followed by 11.1% in the \$40,000.00 to \$44,999.00 range. The 2008 survey showed almost 80% received a bonus. The 2010 survey shows a reduced number of 68.7% receiving a bonus – not surprising in these difficult economic times. Not quite half of respondents (46.8%) bill for their time, with 36.6% of respondents falling with the \$76.00 - \$100.00 range, followed by 33.7% in the Greater than \$100.00 category. Just over 20% are required to bill for their time, and of that percentage, the highest number of required hours falls in the 1250 – 1500 range at 42.5%.

The top five areas of benefits received in whole or in part

by participants are: medical insurance (72.04%), life insurance (58.77%), 401(k) or IRA (58.29%), training/CLE (50.24%), and dental insurance (43.60%). Reimbursement for association memberships is at 44.55%, which is slightly down from the 2008 survey at 47%. A total of 63% of respondents are reimbursed for seminars.

Over half of respondents are classified as non-exempt (64.4%), and most are compensated with money and/or time off. The 2008 survey showed almost 70% were non-exempt, so there is a small reduction, which may or may not have been affected by the Supreme Court cases that were under consideration at that time of the 2008 survey.

Out of the number of respondents seeking new employment, 26.8% fall into the Other category, 17.39% say there is no opportunity for advancement, 13.04% feel a loss of job security, and 8.69% are unhappy with their employer. As previously noted, the highest number of respondents found their jobs through networking – so please stay involved in your local, state, and national associations!

Association Memberships

The top paralegal or related associations that respondents are members of are: North Carolina Paralegal Association (77.7%), North Carolina Bar Association's Paralegal Division (48.55%), National Association of Legal Assistants (25.28%), Metroline Paralegal Association (10.67%), and the North Carolina Notary Public Association as well as the Asheville Area Paralegal Association, both at 7.3%. The 2008 survey included the Raleigh-Wake Paralegal Association (RWPA) in the top five. The 2010 survey shows 5.61% of respondents are members of RWPA.

If you are not already a member of the North Carolina Paralegal Association, please consider joining NCPA. Getting involved, networking, and staying abreast of current changes can all be helpful in maintaining job security.

Finally, I would like to thank Brenda Mareski and Erin Galloway, who were a tremendous help to me in putting this survey together. I couldn't have done it without them.

If you have any comments or feedback, please contact info@ncparalegal.org.



Candace L. Russell CP, NCCP and Jacqueline M. Thurman CP, NCCP have been selected for NALA's 2011 LEAP Program. LEAP is a leadership development program with NALA which offers participants the opportunity to develop leadership skills beyond what they may have acquired through local association or community experience. Members benefit from an insider's view of the structure and programs of NALA while gaining first-hand experience working with volunteers to find ways to get things done. LEAP focuses on working with others, studying and discussing current leadership trends and publications, and provides members with the experience of public speaking and presentations.

Congratulations to NCPA President Patti Clapper, ACP, NCCP. Patti was 1 of 19 people awarded the 2010 NALA Affiliates Award at the NALA Convention in Jacksonville, Florida. The Affiliate Awards are presented annually to NALA members or committees of affiliated associations, where a majority of the committee members are NALA members, who have received a special award

or have been recognized for their contributions and service to their NALA affiliated association.





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

Friday, September 10, 2010

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

Saturday, September 11, 2010

- 7:30 am - 8:30 am Registration & Continental Breakfast
- 8:30 am - 8:45 am Welcome Remarks, President, Patti F. Clapper, ACP, NCCP
- 8:45 am - 10:00 am **CONCURRENT SESSION: (Choose One)**
 - Session A:
 Procedural Aspects of Civil Practice in the US District Court,
 Western District of NC
**David Davis, Esq, US District Court, Western Division of
 North Carolina**
Law Clerk to the Honorable Dennis L. Howell
 - Session B:
 Entity Choice for Small Businesses
Sam Craig, Esq.
Craig Law Firm, PLLC
- 10:00 am -10:30 am BREAK - Visit with Exhibitors (Hotel Checkout)
- 10:30 am -11:45 am **GENERAL SESSION:**
 Maintaining a Paralegal’s Sanity & Health in a 90 M.P.H.
 World
Nancy Byerly Jones, NBJ Consulting & Mediation
- 11:45 pm -1:00 pm LUNCH
- 1:00 pm - 2:15 pm **GENERAL SESSION:**
 Social Media for Career and Case Development
Lynne DeVenny, NCCP
Elliot Pishko Morgan, Winston-Salem, NC

2:15 p.m. – 3:30 p.m.

CONCURRENT SESSIONS: (choose one)

Session A:

A Look at Mental Health Issues in Jails and Prisons in North Carolina

Michele Luecking-Sunman

Elizabeth Abiston

North Carolina Prisoner Legal Services, Inc.

Session B:

Why Every Office Should Handle Social Security Disability

David Gantt, Esq.

David Gantt Law Office

3:30 pm - 3:45 pm

BREAK

3:45 p.m. -4:45 p.m.

GENERAL SESSION:

Unauthorized Practice of Law: Be Careful!

Russell Hendrick, Esq.

4:45 p.m.

Closing Remarks & Door Prizes

CLA/CP and NCCP REVIEW COURSE

Friday, September 10, 2010

- 7:30 a.m. - 8:00 a.m. Registration & Continental Breakfast
- 8:00 a.m. - 8:15 a.m. Welcome Remarks/General Test Information
- 8:15 a.m. - 9:00 a.m. Real Estate
- 9:00 a.m. - 9:45 a.m. Family Law
- 9:45 a.m. - 10:00 a.m. Break
- 10:00 a.m.- 11:15 a.m. Business Law / Business Organizations / Contracts
- 11:15 a.m.- 12:15 p.m. Criminal Law
- 12:15 p.m.- 1:30 p.m. Lunch
- 1:30 p.m. - 2:30 p.m. American Legal System
- 2:30 p.m. - 3:30 p.m. Legal Research
- 7:00 p.m. - 9:00 p.m. Early Registration/Welcome Reception/Exhibitor Exposition

Saturday, September 11, 2010

- 7:30 a.m. - 8:00 a.m. Registration & Continental Breakfast
- 8:00 a.m. - 9:00 a.m. Ethics
- 9:00 a.m. - 10:00 a.m. Communications / Human Relations / Interviewing Techniques
- 10:00 a.m. - 10:30 a.m. Break – Check out of hotel, extra time to visit with Exhibitors
- 10:30 a.m. - 11:30 a.m. Rules of Civil Procedure
- 11:30 a.m. – 11:45a.m. Break – Visit with Exhibitors
- 11:45 a.m. - 1:00 p.m. Lunch
- 1:00 p.m. - 2:00 p.m. Probate and Estates
- 2:00 p.m. - 3:00 p.m. Judgment and Analytics

The Review Course will conclude at 3:00 p.m. Attendees are encouraged to attend the Ethics Session of the Mid Year Seminar, which will begin at 3:45 p.m.

CONTINUING LEGAL ASSISTANT EDUCATION CREDIT:

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

REFUNDS:

- If we receive your request by September 1, 2010, we will issue you a full refund, less a \$10.00 cancellation fee.
- If we receive your request between September 2 and September 6, 2010, we will issue a 50% refund.
- If we receive your request after September 6, 2010, 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: NCPA will provide each attendee with a written manuscript upon check in at registration. If you are not able to attend and would like to purchase the manuscript, you may purchase one from our website after the seminar is concluded.

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

HOTEL INFORMATION:

Room Rates: Standard Rooms are \$129.00, plus tax; the hotel has held a block of rooms for NCPA until **September 1, 2010**. 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 1-800-359-7951 and ask for the NCPA room rate, or you can make them online at: <http://www.wcghotels.com/asheville-hotel/>. Please note that half of our room block is being held online and half by calling in. If you use one method and are told there are no rooms, you will need to use the other method to register. After September 1, we cannot guarantee you a room or the discounted rate.

Directions:

Entering Asheville from Airport, I-26 North or I-40 West: From I-26 north or the airport Take I-26 North to I-240 East to Asheville. From I-40 West take I-240 East to downtown Asheville. Take Exit 5A (Merrimon Ave) to traffic light. Left at light and go to next traffic light, turn left onto Woodfin Street. This hotel is one block on right.

Entering Asheville from the East I-40: Take Exit 53B to I-240 West to downtown Asheville. Take Exit 5A (Merrimon Ave.). Turn left at traffic light, go to second traffic light turn left onto Woodfin Street. The hotel is one block on right.

FOR MORE INFORMATION, CONTACT

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

Michele A. Tuttle, CLA, NCCP
Seminar Co-Chair, Exhibitor Chair
micheletuttle09@yahoo.com

REGISTRATION FORM

Or register online at <https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=ncpa&formId=85695>

NCPA's 26th MidYear Seminar / CLA/CP & NCCP Review Course Schedule
September 10- 11, 2010

Registration deadline is September 1, 2010. 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
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IS THIS YOUR FIRST NCPA SEMINAR?	
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_____	\$ 20.00	Late Registration Fee (if postmarked after 9/1/09)
_____	\$ 50.00	Manuscript Only (will be mailed after seminar date)

CHECK THE CONCURRENT SESSIONS YOU WILL ATTEND:

Saturday, 8:45am	Session A _____	Session B _____	(you can only attend ONE)
Saturday, 2:15pm	Session A _____	Session B _____	(you can only attend ONE)

I am attending the **CLA and NCCP Review Course** on September 10/11, 2010

_____	\$175.00	NCPA/NALA Member*
_____	\$250.00	Non-Member
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_____	\$125.00	Paralegal Educator
_____	\$ 20.00	Late Registration Fee (if postmarked after 9/1/10)
_____	\$ 50.00	Manuscript Only (will be mailed after seminar date)

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

Contributions or gifts to the North Carolina Paralegal Association, Inc. are not deductible contributions for federal income tax purposes; however, payments may qualify as ordinary and necessary business expenses.

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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!

September

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 Sandra G. Carter
 Nesha L. Coleman
 Jamie E. Coll
 Karen E. Cook
 Susan S. Floyd
 Alan Monroe Folk
 Alison E. Foster
 Lisa m. Gay
 Denise J. Hall
 Darryl Hammill
 Chrystal Marie Hamrick
 Jane A. Harris
 Jane L. Harrison
 Lloyd H. Harrison
 Susan R. Hayes
 Susan S. Heusinger
 Angela C. Hill
 Stephanie Ivans
 Analyza M. Johnson
 Tracy Johnson
 Marsha L. Johnson
 Cathy C. Jones
 Jo Ella Ledford
 Kimberly M. McClain
 M. Arnette Jones McNamara
 Ruth C. McSherry
 Rebecca A. Nichols
 Richard H. Reich
 M. J. Rollins
 Hattie S. Sheets
 Yolanda Nicole Smith
 Jennifer Story
 Elizabeth V. Sullivan
 Denise P. Tedescucci
 Dianne Tillis
 Michele A. Tuttle
 Neeta Vyas
 Sharon L. Wall
 Mary E. Willard
 Nancy C. Yaffe
 Annette T. Younger

October

Helena R. Bell
 Deborah L. Black
 Martha L. Blackman-Hughes
 Debbie L. Bogess
 Ruth A. Brill
 Joyce E. Carpenter
 Heather M. Carpenter
 Shannon S. Champion
 Camilla B. Cover
 Rebecca Ann Davis
 Melanie J. Deal
 Dennis Embo
 Beth Falgout
 Cindy Frye
 Dianne B. Holsclaw
 Sarah C. Hutchins
 Buffy L. Johnson
 Kathy Justice
 Susan Kasek
 Judy Z. Li
 Vickey S. Merlin
 Beverly K. Moore
 Therese A. Morin
 Heather N. Padgett
 Moneak F. Perrington
 Shelley Riselvato
 Ramon C. Rodriguez, Jr.
 Susan M. Shaw
 Simone C. Walton-Cato
 Patrice Vaccaro Watkins
 Marguerite J. Watson

November

Patricia Alemparte Glass
 Annette B. Barefoot
 Zendre C. Bell
 Blanche S. Berkowitz
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CALL TO ACTION: NOMINATIONS AND ELECTIONS**The Value of Service**

You have heard the old expression “What goes around, comes around.” If you value NCPA for the service it provides you, here is your chance to make the same meaningful contribution to the lives and careers of other paralegals. Consider serving as an officer or director in the 2011-2012 membership year. Not only will it give you insight into the workings of NCPA, but it will improve your leadership skills and broaden your network of important contacts – and you might just have a lot of fun, too!

Following this article, you will find a “Declaration of Candidacy for Office” form and a “Recommendation for District Director” form for some districts. If you are interested in becoming more involved in NCPA, or know of someone who you believe would be good for the organization, please complete the appropriate form and return it to the address listed on the form. The deadline for returning the “Declaration of Candidacy for Office” form is **December 19, 2010**. The deadline for returning the “Recommendation for District Director” form is **January 5, 2011**.

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

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

For those district members who are electing new District Directors, a “Recommendation for District Director” form follows this article. Your Director, as a member of the NCPA Board of Directors, is responsible for the promotion of NCPA within his or her own district. This includes the recruitment of new members and assisting with the development of educational events within your district. [See Standing Rule IX.C.5.] This position gives you a great chance to network with other paralegals in your own geographic district and it gives you the opportunity to find out how other areas in North Carolina are educating and promoting paralegals in their districts. Please return the “Recommendation for District Director” form by **January 5, 2011**.

If you have any questions about any position, Officer or Director, please do not hesitate to contact Nominations & Elections Committee Chair Kimberly C. Pellicone at (980) 387-4458 or info@ncparalegal.org, or contact one of the current NCPA Officers or Directors. Their names can be found on the NCPA website. Go to www.ncparalegal.org. Rest your pointer on “About NCPA” on the left to see a drop-down menu for “Board of Directors” or “Officers and Executive Committee.”

DECLARATION OF CANDIDACY FOR THE OFFICE OF:

OF
THE NORTH CAROLINA PARALEGAL ASSOCIATION, INC.
2011-2012

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

Qualifications for Office:

Having read and understood Articles VII and VIII of the Bylaws of the North Carolina Paralegal Association, Inc. pertaining to officers, I hereby declare myself a candidate for the office of _____, subject to election at the 2011 Annual Meeting of the Corporation.

Date: _____ (Print/Type Your Name)

(Sign Your Name)

Candidate's Address and Telephone Number:

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

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

Pursuant to the provisions of ARTICLE IX.3 and .5 of the Bylaws of the North Carolina Paralegal Association, Inc. and Section IX.C of the Standing Rules, the position of District Directors for District II, IV, VI, and VIII (two-year term position), will be elected by the members of their respective regions and announced at the Annual Meeting in Cary, North Carolina on March 25, 2011.

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

DEADLINE FOR RECEIPT BY ELECTIONS CHAIR IS JANUARY 5, 2011

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

FROM: _____
(Print/Type Your Name)

Address: _____

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

(Print/Type Name of NOMINEE)

Address: _____

Employment: _____

Telephone No.: _____

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

Dated: _____

(Signature of Nominator)

**STANDING RULES OF
NORTH CAROLINA PARALEGAL ASSOCIATION, INC.**

XIII. ELECTION OF OFFICERS:

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

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

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info@ncparalegal.org

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1st VP (Education)	Stephanie Elliott-Park, NCCP	(W) (704) 865-4400	selliott-park@gastonlegal.com
2nd VP (Membership)	Yolanda N. Smith, ACP, NCCP	(W) (919) 861-1334	ysmith@tsmithlaw.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	Jacqueline M. Thurman CP, NCCP	(W) (704) 343-0061	jacqueline.thurman@yahoo.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	bfalgout1@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, CLA, NCCP	(W) (919) 682-9691	kaye@pulleywatson.com
Immediate Past Pres.	Kaye H. Summers, CLA, 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
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