

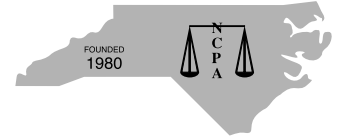


Fall 2013

North Carolina Paralegal Association, Inc.

Forum

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



NCPA



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IN THIS ISSUE...

- Being in Charge of Yourself
- 2013 NALA Conference
- Top Ten Pointer's for New Paralegals:
Climbing the Paralegal Ladder, Part II



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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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President's Message

Patricia F. Clapper, ACP, NCCP



It's hard to believe that the year is almost gone. Before we know it the cool fall air will have moved in and football will be the topic of conversation. We've been fortunate with a summer that's not been too terribly hot. I hope everyone had a chance to take a few days break and enjoy time with friends and family.

Our NALA Liaison and Chairman of the Board just returned from a great NALA convention in Portland, Oregon. Please be sure to read their reports for the details of their trip. Congratulations are in order for NCPA members Belinda Thomas and Debby Sawyer. Belinda was elected as NALA's Region II Director and Debby was elected as NALA's Association Network Director. NCPA is very lucky to have these ladies as long time members and we are proud to have them serving NALA now. Make sure you watch for mailings and emails next winter about NALA's 2014 convention to be held in Charleston, SC.

The details for our NCCP review course have been finalized and are on our website and Facebook page. It will be held September 14, 2013 in Jacksonville and Charlotte. If you are planning to sit for the exam, I highly recommend you attend. If you are already certified and need CPE hours, you can still attend the review course to refresh your basic paralegal skills. Thanks to the hard work of our Education Committee, we should have another successful review course!

Warmly,

Patricia F. Clapper, ACP, NCCP

President

Chairman's Message

Karen F. England, NCCP



As we are preparing this issue of the Forum, it's hard for me to believe that Fall is just around the corner. This summer has been an exciting one for me: I had the privilege of attending my very first NALA convention in Portland, Oregon. I have visited the southwest several times but never the northwest. Oh, my, is there a difference. Both are beautiful, but the temperatures in Portland were glorious – it got UP to 73 a few times while we were there. Stephanie Elliott, Belinda Thomas and I were amazed as we would walk down the beautiful streets that the bank clocks would read 67 or 68 degrees at noon -- in mid-July, with no humidity. It certainly made me look forward to autumn!

Stephanie led a roundtable discussion about long range planning and vetted questions about that, as well as our mentoring program. It is very exciting that people from all across the United States are looking at NCPA's mentoring program as a prototype for their own associations. We should all be proud that NCPA has such a positive presence in the national arena.

Next year NALA will be in Charleston, South Carolina, and I would urge each of you to start planning now to attend. The very first night in Portland we met new friends that I know I am already looking forward to seeing again next year.

And now as Autumn approaches, I hope each of you are as anxious as I am to see the leaves turn to the beautiful, brilliant colors of Fall! I am sure I will think back to my time in Portland as the temperatures in North Carolina begin to cool off and the humidity falls!

Karen F. England, NCCP

Karen F. England, NCCP
Chairman of the Board



Report of the First Vice President and Education Committee

Diane L. Tally, NCCP

Mark your calendars! We are getting into high gear and planning North Carolina Paralegal Association's 6th Annual NCCP Review Course to be held on September 14, 2013. This year our review course will be offered in two locations, UNC Charlotte Center City Campus in Charlotte, NC and Coastal Carolina Community College in Jacksonville, NC. The review course brochure and registration is available on our website at www.ncparalega.org.

I would like to thank Stephanie Elliott, NCCP, Beverly Moore, NCCP, Heather Padgett, NCCP, Crystal Robinson, NCCP, Alicia Mercer, ACP, and Chreatha Alston, NCCP in advance for all the time and hard work in organizing the Review Course in these two locations. This is what teamwork is all about folks, and it is what makes NCPA such a great organization to be a part of! These ladies have worked very hard to provide us with great locations and speakers.

Due to the recent changes to the NALA Certification Exam, we didn't have enough time to review and revise our review course content for this year. We do plan to revise the CLA review course content and have it ready for next year!

I hope everyone is having a safe summer. To those planning to attend the Review Course, we look forward to seeing you in either Charlotte or Jacksonville in the Fall. To those planning to attend Annual, we look forward to seeing you at the Holiday Inn Resort, Wrightsville Beach in the Spring.

Diane L. Tally, NCCP

Diane L. Tally, NCCP
2013-2014 NCPA First Vice-President



Autumn is the perfect season for starting fresh and changing things up. So, in that spirit, I am delighted to be the new senior editor for the Forum and proud to introduce you to the new articles editor, Charity Inglis, and the

Editor's Court

Lakisha A. Chichester,
ACP, NCCP

new advertising editor, Joy Belk. Together, we look forward to continuing to grow the Forum. Brandon Ruth left big shoes for us to

fill. Trying to be as good as Brandon was during his term as senior editor is a tremendous responsibility for us, but we are ready for the challenge.

We trust you will find this jam-packed issue informative. Whether you're a paralegal whose career is just getting started or you're a seasoned paralegal seeking new challenges and opportunities, this issue has something for you. Adopting any of the tips in this issue will help you move forward in accomplishing your career goals.

In this issue, you'll also find the bios for the editorial team and district directors, several of whom are new to NCPA leadership. Do not hesitate to reach out to your district's director if you have ideas for activities and events in your district.

Over the next few months, we will be looking to get your insights and feedback. It's important for us to know how we're doing in order to serve you better. If you have any comments you would like to share, let us know. We will endeavor to include reader comments in each issue. Additionally, we invite you to become more involved with the Forum by being a writer or photographer.

Please contact the editorial team at ncpaforum@gmail.com.

Enjoy the issue!

Sincerely,

Lakisha A. Chichester
Senior Editor, NCPA FORUM

Second Vice President's Report Membership

Shelby G. Tyson, NCCP

The current membership breakdown as of July 25, 2013 is as follows:

General members:	239
Associate members:	40
Student members:	122
Sustaining Members:	11
Affiliate members:	3
Educational Program members:	2
Total	417

We would like to acknowledge our newest (G)eneral, (A)ssociate, and (S)tudent members joining from June 5, 2013 – July 25, 2013.

Akeilah Campbell (S)

Christina Kunz (S)

Linda A. Norris (G)

Christopher Sites (S)

NCPA is proud to recognize the following Sustaining members:

Case-Closed Investigations, CaseWorks Inc., Chapel Hill Court Reporting, Chaplin & Associates, Inc. CourtLogic, Incorporating Services, Ltd., Lawyers Mutual Liability Insurance Co., Legal Media Experts, LLC, National Digital Forensics, Inc., Ruffin Consulting, Inc. and Triad Land Surveying, P.C.



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 Paralegal Technology Program, Cumberland County Paralegal Association and Guilford Paralegal Association.

Feel free to contact me at any time if you have questions about membership in NCPA.

Shelby G. Tyson, NCCP

Second Vice President, Membership Chair

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Meet the New Editor's of the NCPA Forum

Senior Editor:

Lakisha Chichester, ACP, NCCP



Greetings! I am Lakisha Chichester, the new editor for the Forum. I was born and raised in New York City, but I've lived in North Carolina since 2005. In addition to being a houseplant fanatic and technology buff, I am a people person who enjoys hanging out with friends and family, mentoring, networking, and volunteering. When I have time to relax at home, I enjoy reading historical fiction and biographies, watching Lynda.com videos, and watching episodes of Major Crimes, Suits, and Downton Abbey.

I received my Bachelor of Science in Business Administration from Empire State College and Paralegal Certificate in the Business Organization Specialty from Meredith College. In 2012, I earned my CP and NCCP certifications. In 2013, I earned my ACP certification in Contract Management/Contract Administration.

In my current role, as a paralegal and office manager at the NC Community College System Office, I edit contracts, conduct research, and write responses to legal inquiries. In addition to NCPA, I serve as the Raleigh Site Coordinator for the NCJ High School Mock Trial Competition. I'm also a member of NALA, North Carolina Bar Association Paralegal Division, and American Bar Association.

Feel free to connect with me on Facebook, Twitter, or LinkedIn.

facebook.com/DurhamParaleGal
linkedin.com/in/lakishachichester
twitter.com/DurhamParaleGal

Articles / Ass'n News Editor:

Charity L. Inglis, CLA, NCCP



I am a North Carolina native. My husband and I have two children, ages 4 and 8. I began my career as a legal secretary in 2003, and have worked in several law firms through the years, from a sole practitioner to a firm with 95 attorneys. I have extensive experience in civil litigation before federal and state courts and administrative agencies. My experience includes trial preparation and attendance, case and document management, preparing deposition summaries, conducting legal research, researching of public records, performing asset checks, participating in document production and maintaining documents on Summation and Eclipse – litigation case management databases, assisting with research; coordinating with litigation support vendors, client and case material; preparing witness material;

and drafting correspondence, discovery requests, pleadings, discovery, and court and administrative filings. Most recently I made a transition from being a law firm litigation paralegal to an in-house paralegal with Cree, Inc. in Durham. This was an important career decision and also a family decision. I now provide paralegal assistance to employment and benefits counsel in managing caseload of litigation and transnational matters, including document drafting and review; database and file maintenance; case investigation, research, and preparation. Articles / Ass'n News Editor is my first position with the NCPA and I am excited to serve. In my spare time I like to coupon, watch NFL football and play in on-line NFL fantasy football teams. Go Niners!

Advertising Editor:

Joy C. Belk, NCCP



Greetings, my name are Joy C. Belk. I'm a graduate of East Carolina University and the Meredith College Paralegal Program. I'm a North Carolina Certified Paralegal, and I've worked in the fields of worker's compensation, civil litigation, post-conviction and jail credit. Currently, I'm employed as a paralegal by North Carolina Prisoner Legal Services, but, due to a massive budget cut, layoffs are in our imminent future.

Before becoming a paralegal, I worked as a Correctional Officer at a women's prison and a maximum security prison for men. Working in the correctional field was a major influence in my decision to become a paralegal. I wanted to know more about the population I was working with.

I believe it is my duty to give back by volunteering in the community. I serve on the Paralegal Board of Advisors for Miller-Motte College and as an E-mentor for Meredith College. One of the most important volunteer positions that I hold is as a Guardian Ad Litem (GAL). Being a voice for a child in need provides the best feeling imaginable. Volunteering as a Guardian ad Litem also provides paralegals the opportunity to sharpen their writing and interviewing skills, while providing the opportunity to see how the court system works first hand. The GAL must prepare a monthly report to the courts which consist of the monthly interview of their child and the child's caregiver.

Becoming a paralegal has provided me the opportunity of a second career and I try to pass on the knowledge I have gained to new and seasoned paralegals. I have presented CPE/CLE seminars for the North Carolina Bar Association Paralegal Division and the Institute for Paralegal Education.

Being a paralegal can be stressful at times, therefore I relax by enjoying the company of my family and our dog Leonidas who was named after King Leonidas of the movie 300.

THE *Director's* CHAIR

In every issue there is a District Director's Report, but this time you get to meet the Directors ...

District I Director Heather Padgett



My name is Heather Padgett, NCCP and I am the District I Director. I am originally from North Carolina and have lived here for most of my life. I have worked as a paralegal for 14 years and I am currently employed as a Paralegal/Office Manager for the City Attorney's Office in Wilmington, NC. Our office represents the City of Wilmington in a wide range of matters, including contracts, real property transactions, employment and labor issues, and regulatory enforcement actions. I have been a member of NCPA for several years and I am excited about the chance to get more involved in the organization. In my free time, I love to read and listen to live music.

District I includes Beaufort, Brunswick, Carteret, Dare, Craven, Hyde, Jones, Lenoir, New Hanover, Onslow, Pamlico, Pender, Tyrrell and Washington

District II Director Paulene Scott Kearney



I am the Paralegal Supervisor for the Creditors' Rights Litigation Department at the Smith Debnam Law Firm. I have been with the firm for 13 years. I began my career at Smith Debnam as a Collector and went back to school for Paralegal Studies. I continued my career with the firm as a Paralegal and eventually became the Paralegal Supervisor in October 2010. I plan to further my education by enrolling at the William Peace University this Fall.

My husband and I have two girls, Ciara and Ariel (15/11). I also have a stepson, Nigel (19), who lives in Texas. I spend most of my free time with my family and in my garden. We currently live in Franklinton, however, we are moving to Raleigh/Wake Forest in the very near future.

I am very delighted to serve as the District II Director. I have Community Service Days planned for our district. It's always good to be able to give back to the community. I'd also like to see our district have several Meet and Greets in order to get to know each other better.

I look forward to working with everyone and encourage further participation of the members of District II.

District II includes Durham, Franklin, Granville, Johnston, Orange, Person, Vance, Wake and Warren

District III Director Dawn Quist



I am a North Carolina Certified Paralegal. I received my North Carolina Paralegal Certification after graduating from Central Carolina Community College with an Associate in Applied Science in Paralegal Technology. I recently volunteered to serve as the District III director for the North Carolina Paralegal Association and would like to develop participation and networking opportunities for paralegals in this district.

A willingness to assume new responsibilities and embrace change is not a new concept to me. After a mass layoff at the plant where I worked for over 20 years, I decided to pursue a career in the paralegal field. I chose the paralegal field because it was something I had been interested in when I was younger and because I wanted the opportunity to do something worthwhile for others and thought the paralegal profession was a great way to start.

I currently live at home with my two semi-feral felines, help watch/babysit my two very active grandchildren, and provide administrative support as the church secretary.

On August 18, 2013, District III volunteers served food at the Salvation Army Homeless Shelter in Fayetteville, NC.

District III includes Bladen, Columbus, Cumberland, Duplin, Harnett, Hoke, Lee, Moore, Richmond, Robeson, Sampson and Scotland

District IV Director Karen England



District IV Director, Karen F. England, NCCP. I am originally from West Virginia. My husband and I have lived in North Carolina for 32 years. We have two children and one granddaughter.

I began my career as a legal secretary in 1978, and have worked in several law firms through the years in different capacities, from a small four attorney firm to a firm with over 50 attorneys. I have been with the High Point firm of Wyatt Early Harris Wheeler for 19 years. My supervising attorneys are Scott Wyatt and Bill Wheeler, and we work in the area of general litigation, estate litigation, complex business litigation and condemnation law. I was Historian with NCPA for the six years and District IV Director for the past four years. I am excited to serve for the 2013-2014 term as well. I hope to do what I can to be of assistance to the paralegals in our district and to promote more awareness of NCPA in our local area. In addition to being active in NCPA, I am

also a member of Guilford Paralegal Association and currently serve as NCPA Liaison. I have previously served as GPA's Vice President, Secretary, past Historian and past Parliamentarian. In my spare time I like to scrapbook with my friends, accompany my husband on nature photography trips and travel.

District IV includes Alamance, Caswell, Chatham, Davidson, Guilford, Randolph and Rockingham

District V Director

Alicia Mercer



Greetings! I am very excited to serve as your District V Director and NCCP/CP Review Course Chair. Since May, I've been acquainting myself with my new role and learning more about leadership in the NCPA. One of my goals is to support networking opportunities in District V and to encourage members to be more involved in the NCPA and our community.

Before I became a paralegal, I attended University in California majoring in Language (Persian Farsi) and Global Studies. I began my career as a paralegal at an international adoption agency in California where I fell in love with law. I later obtained my paralegal certificate and after moving to Charlotte, I earned my ACP in Trial Practice. Since living in Charlotte, I've worked primarily in the areas of civil litigation, domestic law, securities litigation, and estate planning. Recently I was accepted into NALA's LEAP Program and am thrilled to begin that program in September.

This September 28, 2013, I am asking members in District V (and anyone else who would like to help) to represent the NCPA by volunteering for the Autism Speaks Walk Now for Autism event at zMAX Dragway!

This walk takes place in the morning (usually around 9:00 a.m.) and volunteers will be required to be at the zMax Driveway prior to the event. We will be helping in whatever capacity we are needed which may include registering participants, dispensing t-shirts, answering questions, etc. If you are interested in volunteering, please contact me before September 1, 2013.

If you ever have any other questions or concerns, please email me and I'll be happy to answer them. I look forward to seeing you at upcoming events.

Alicia Mercer, ACP, District V Director
NCCP & CP Review Course Chair • alicia.mercer@ymail.com

District V includes Anson, Cabarrus, Gaston, Mecklenburg, Montgomery, Stanly and Union

District VI Director

Toni Morgan



My name is Toni Morgan and it is with absolute pleasure that I would like to inform you that I am the new District VI Director. I know that our region, which includes Alexander, Alleghany, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Wilkes and Yadkin counties, has been without a director for some time. It is my hope that I can churn

up the excitement and enthusiasm about being part of such a wonderful organization as the NCPA by getting us together on a regular basis so that we can network, support each other, and have a little fun at the same time.

I have been a paralegal for a total of 7 years. I am originally from New Jersey, where, after obtaining my BA Degree in English I worked as a claims adjuster for 11 years right out of college. In 2003 I moved to North Carolina with my now 14 year old daughter Taylor and we reside in Winston-Salem. After working for Progressive Insurance for about 2 years after I moved to North Carolina, I decided that I was burned out and needed a career change. I obtained my paralegal certificate from Duke University in 2005 and became a North Carolina Certified Paralegal a year later. My first two years as a paralegal, I worked as a legal assistant at a personal injury firm. After leaving the firm, I went into corporate law. I have been working in corporate law and loving it ever since.

I currently work in-house at the corporate headquarters of The Fresh Market, Inc. I have been there for almost two years and I love it! I always tell people that I feel very blessed to be able to say that I absolutely love not only what I do but for whom I do it. I am also currently studying for the NALA exam which I will be taking in September.

District VI includes Alexander, Alleghany, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Wilkes and Yadkin

District IX Director

Beverly K. Moore



My name is Beverly K. Moore and I am happy to be serving as District IX Director.

I currently work as a paralegal for Tissue Law Offices, PLLC, in Charlotte, NC dealing with commercial real estate, and business organizations. I received my Paralegal Certificate from King's College in December 1995 and my NCCP designation in December 2005.

In addition to District IX Director, I am also serving NCPA as Parliamentarian. Other positions I have held in NCPA are: Chairman of the Board, Student/School Relations Chair, and Second Vice President (Membership) Aside from my membership and positions in NCPA, I am also a member of the Catawba Valley Paralegal Association (CVPA) where I currently serve as the Law Update Committee Chair. In February of each year I also serve as Site Coordinator for the Wade Edwards High School Mock Trial regional competition in Charlotte.

If at any time you have any comments or suggestions, please do not hesitate to contact me.

Office phone: 704-321-4745 or email: bev@tissuelaw.com.

Looking forward to an awesome 2013-2014.

District IX includes Ashe, Avery, Burke, Caldwell, Catawba, Cleveland, Lincoln, McDowell, Mitchell, Polk, Rutherford, Watauga and Yancey




Volunteers Wanted

DISTRICTS VII AND VIII NEEDS A DIRECTOR!

Districts VII and VIII need Directors! District Directors are responsible for the promotion of NCPA and its activities, including the recruitment of new members and the development of seminars or other educational events within their districts.

- District VII includes the counties of Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Swain and Transylvania
- District VIII includes the counties of Bertie, Camden, Chowan, Currituck, Edgecombe, Gates, Greene, Halifax, Hertford, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Wayne and Wilson.

If interested, please contact Karen England, Chairman of the Board, at kengland@wehwlaw.com



Hear Ye! Hear Ye!

In the last issue of The FORUM I read Brandon Ruth's "good-bye column" as Editor. As a member of NCPA, I have enjoyed his ideas and changes to the FORUM during his time as Editor. Brandon, you have had wonderful articles, beautiful layouts and innovative ideas which made the magazine well worth reading! I especially liked the Time Machine articles which brought back memories of good times and great friends. Thanks again for a job well done.

On another note, I attended NALA's Convention in Portland, Oregon, July 9th - 12th. Stephanie Elliott and Karen England represented NCPA during a lunch session answering questions on Long Range Planning. Stephanie answered questions from the floor at an amazing rate and never missed a beat! Karen was there to back her up with help as needed! NCPA was represented grandly!!!

Belinda A. Thomas,
Advanced Certified Paralegal
North Carolina Certified Paralegal



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Would You Hire You?

By Karen Sargent, PHR



Whether you've recently graduated from a paralegal program or you're interested in the next opportunity in your career, crafting your resume can be a daunting task. As the sole catalyst between you and your ultimate dream job, it's the single most important document you'll ever write. Unfortunately, applicants too often underestimate the proper amount of time and attention to detail that should be invested in resume preparation.

Here are some simple but noteworthy resume tips to ensure you obtain the career opportunity you deserve:

1. **"Sing your praises"** – The cover letter is traditionally a formal overview of your skills, accomplishments, and career highlights. It should be written so employers are attracted to your skill set and abilities to continue the review process of your actual resume. However, don't be afraid to "toot your horn" or "sing your own praises" in this section. As an employer, I want to know if you are an individual that can deliver results and how you'll be an asset to the company. Stating you'll be an asset or a good fit isn't enough. From an employer's perspective, I don't want to be told you will add value to the company; I want you to prove how you've added value to other organizations. Therefore, it's important to communicate any additional responsibility earned in prior positions or how you directly contributed and added value to the organization. Be specific. Specify: you were lead paralegal on a major case, obtained the largest settlement in Firm history, top billable paralegal for the past two years, initiated and implemented a new Firm protocol, lead trainer for all new personnel, etc.



2. **Proof Positive** – Creating an advantage over your competitor requires writing the cover letter as a results focused summary of your experience more so than a cordial introduction of yourself. I firmly recommend giving a "hard sell" of how the Firm will benefit if you are hired. A well written cover letter will be proof-positive to the employer of what you've performed and accomplished in previous positions and the performance that should be expected once hired. By the end of the cover letter, either you have convinced me it's worthwhile to consider you for employment or I've already moved to the next candidate's resume.

3. **Creating the resume** – Use the chronological resume format. As an employer, I'm not nearly as concerned with what you performed ten years ago as what you're most recent work history reflects. The chronological format is the most common and provides the reader with the best understanding of which duties and responsibilities you performed at each position held and the duration. It's clear and concise and leaves no question regarding your most current knowledge base and skill set.

4. **Do your homework** – Take advantage of online resources available to help create the best resume possible for yourself. There are a host of resume posting websites such as Monster, Indeed, and ResumeRabbit. Research the resumes of other paralegal and legal professionals before writing your own resume. Glean the best well written keywords, tasks, and other responsibilities that correlate with your own work experience and knowledge. Despite what you may read in a lot of resume writing books or blogs, a two page resume is completely acceptable but, be concise in your wording

continued on next page

Would You Hire You? continued

and avoid repetition. Otherwise employers may think your resume is “full of fluff” or duplicitous.

5. **Use power words and phrases** – Note using power words and phrases, such as: achieved, established, implemented, administered, initiated, etc. Power words capture the attention of the reader quickly and convey leadership qualities and higher levels of responsibility. These are vital in the communication and present you confidently as a performance oriented individual to the reader.
6. **Adapt your resume to the job** – You should have several resume formats. Adapt your resume to highlight those aspects of your career that directly correlate with the position you are applying. Emphasize those areas of expertise that make you a particularly good fit for the position. Most importantly, make sure your resume stands out and that you’ve presented yourself in a meaningful and memorable way.
7. **Proof, Proof, Proof** – A well written resume is a poor resume if it contains any grammar, formatting, or typing errors. The legal profession revolves on an axis of attention to detail. Your resume is a direct reflection and representation of you and the realistic level of quality an employer should expect if hired. If you submit a resume, the most important document you’ll ever write, with errors, an employer knows to expect the same attention to detail with their legal documents. Devote serious thought to your resume and prepare it across the span of several days. Once you have a perfectly polished product, ask at least three other professionals in a more senior position to review your resume and give feedback. The additional years of experience will provide insightful suggestions and revisions to ensure no errors or inadvertent omissions occur.
8. **Be selective in applying** – Only apply for positions that are a win-win career move for both you and the employer. Before applying for a position, ask yourself: Can I envision myself in this position three years from now? Does this Firm’s culture appear to fit with mine? Will my skill set and knowledge be enhanced by this position? Will I grow and be challenged in this position? If the answer isn’t a resounding “YES” from every aspect, then refrain from applying.

Adapt your resume to the job!

9. **Track your resume submissions** – As a serious applicant, keep a print-out of the job postings(s) for which you applied, the date you submitted the resume, and the contact name and number to follow-up on the status of the position. Once you’re contacted to interview for the position, express your sincere interest in the position by referencing specific aspects of the job that caught your attention. It helps the employer to understand you didn’t mass distribute your resume; rather you purposely applied for the position and possess a sincere, high interest.

10. **Create a professional social media account** – It’s important to present yourself as a professional in tune with current legal trends and the social media world.

Create a LinkedIn profile that encompasses a thorough synopsis of your resume and previous work history. Be sure to include several of your proudest professional accomplishments and specific career goals in the bio information of your profile. Also link to as many professionals, paralegals, attorneys, legal associations, and industry providers of legal services. Employers research candidates online to gain more professional insight to their background. It’s also a standard recruiting practice for employers and personnel agencies to “data mine” social media sites, such as LinkedIn, to find new talent. You could be missing potential job opportunities if you’re not connected!

If you follow these tips and ask yourself throughout the process “Would I hire me?” you’ll be well ahead of the first challenge. Best of luck on upcoming job searches; next on the horizon is interviewing techniques!

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“TOP TEN POINTERS FOR NEW PARALEGALS: CLIMBING THE PARALEGAL LADDER, PART II”

By Jamie Collins

If the title for this month's Top Ten Pointers caught your eye, then perhaps it's for good reason. Do you currently find yourself at your first legal job or perhaps in the early stages of your legal career longing for more? Have you reached a professional crossroads or issued a personal proclamation that it's time to take your career to the next level? Do you have your gaze fixed intently on the top rungs of the paralegal ladder? If you can identify with any of these situations, then this article is for you! Read these Top Ten Pointers, so you begin to climb the paralegal ladder and secure yourself a coveted spot in the paralegal kingdom. The climb will be long and arduous, but well worth it. The groundwork for your induction into the paralegal hall of fame begins today! Let's get started.

1. Create a paralegal dashboard. You must first determine what it is you are truly seeking. Is it a new job, bigger paycheck, notoriety, professional respect, a better network, employment with a more prestigious firm, a window office, higher social status or simply to learn more and excel in your chosen profession? Perhaps you want to become heavily involved in a paralegal association, secure a promotion, become a writer, obtain a RP or CP designation, land a better job or enhance your paralegal skills? You must create a paralegal dashboard.

Your dashboard should be intentional and specific. You need to set forth an agenda for your professional goals and write them out. Your goals must be clear, definable and realistic. They should also be measurable. For example, “be a better paralegal” is not a measurable goal. You need to map out where you want to be in three months, six months, one year, two years, five years, etc. Be specific. Define your career goals in writing, so you can refer to your list and assess your progress as you climb the paralegal ladder. Step one is to create a clear and concise paralegal dashboard. Start yours today!

2. Be prepared and if you aren't – get that way! This is especially important for new paralegals; those entrenched in their first paralegal job or individuals that are gearing up

to enter the workforce after college. Heed this message: It is your responsibility to insure that you can do your job — and do it well. Repeat after me: the words “I do not know how to do this” are not an excuse, nor a reason, and I will not act as though they are an escape clause. If you do not know how to perform a particular task assigned to you — that may not be your fault! It may be due to a lack of formal education, training or experience. However, it certainly is your problem – isn't it? You need to solve it! It is a real pet peeve for any attorney or coworker to hear someone utter the words “but, I don't know how to...” Erase them from your vocabulary.

If you find yourself wanting to utter the forbidden phrase, you need to reprogram your dialogue. What you should say is: “Could you please show me how to do this? -or- I've never done this before, but I'd really like to learn how! -or- Could you tell me where I can find more information on this? -or- Who could help me learn how to do this?” See the difference? Your boss and co-workers certainly will! You should seek out information, peruse the internet, search for educational resources and find people that can help you to learn how to do your job. After all, it's your job! Be prepared and if you aren't — get that way!

3. Do not worry about asking too many questions, worry about not learning enough. Let's face it; the paralegal world is complex...especially when you first enter it. It is important that you ask good questions (and lots of them) to learn all that you need to know. Bring your pen. Please be sure to write down the answers you seek. Attorneys, paralegals and other staff members really don't mind answering your questions, but they would prefer that you take an active interest in their responses. If you always keep a written record of each new thing you learn, you will have a terrific source of reference material to draw from in the future. You should also compile a list of all attorney numbers, log in information, vendor contact information and other

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"Top Ten Pointers for New Paralegals: Climbing the Paralegal Ladder, Part II" - continued

helpful tidbits. The best paralegals typically compile tons of information, articles, research, and forms which they keep readily accessible, often in a binder, for future reference. You should do the same. Start yourself a paralegal binder today!

4. "I don't have time to do this the right way – right now." Wrong! All the time is the time to do things the "right" way. There is no wrong or bad time. As a paralegal, you get bombarded with assignments, deadlines, projects, and an endless barrage of work requests from attorneys, but you should always strive to do things the right way, even when you're short on time and when your office starts to resemble the Library of Congress. It will take you more time to resolve the issues you will inherently create by not doing things right from the onset. You can't unscramble an egg, no matter how hard you try. The same can also be said of a major mistake or shortcoming that is made due to a perceived lack of time on your part. You do have time and if you don't, you'll just have to make time. Don't force yourself to navigate a retroactive minefield later, as you attempt to deal with your past shortcomings and oversights. Make it a habit to do things the right way – every day.

5. Hello paralegal auditor! Let's face it, we base our opinions of other people based on how they present themselves. We assess their verbiage, physical demeanor, attire, and anything else we can "dig up" about them. We make judgments, and sometimes harsh ones. Employers are no different. A professional audit may be necessary, especially if you are having difficulty securing employment or making your way up the paralegal ladder.

Brace yourself – this means you may need to promptly go re-work that Facebook or LinkedIn profile! Employers want to see a poised, polished and professional individual. I would recommend that you approach one person who is outside your "friends" circle. Seek out a neutral, candid, professional person and ask him or her to "view" you through a professional lense. This "auditor" should peruse your social networking sites, resume and cover letter. You must get your legal house in order. If in doubt, conduct a paralegal audit today.

6. Don't row the boat alone. If you're riding on the "SS Paralegal" all alone, you are making a major career misstep. Everyone needs a support group. I am not talking about just having "a mentor," but an entire paralegal support system in place. If you are working in a small firm or in a rural area, networking can present issues. I've certainly been there. However, you can still find a supportive paralegal infrastructure, in spite of your firm size or location. There are plenty of great paralegal forums you can join on LinkedIn. There is no shortage of friendly, experienced paralegals

that are willing to help you. You simply need to be open to meeting them and approaching them (yes, you don't already know them, but you need to reach out to them) for additional support. It is important that you extend an olive branch to others paralegals. Surround yourself with happy, positive, successful paralegals and build a social infrastructure. Social media allows you no excuses! Go find yourself a support group!

There are also several outstanding paralegal blogs you can follow on the net. A simple search for "Top Paralegal Blogs" on Google and the blogosphere will be at your fingertips! You can check out my social forum, The Paralegal Society TM at: www.theparalegalsociety.wordpress.com. Put action in place of your excuses for not having a paralegal support group. No excuses! There's no better time than the present to build your paralegal empire.

7. One thing they never taught you in paralegal school:

The poker face. I perked your curiosity with the title, didn't I? The poker face is a critical paralegal trait. There will be many days when your boss will assign you a task and: (1) you have no idea what the task even "is" and are utterly clueless about how to perform it; or (2) it seems impossible (and perhaps it is). There you'll be, sitting at your desk, gazing up at your boss in a state of sheer paralegal bewilderment, as your heart begins to palpitate, you feel your face go flush with paranoia, and your mind races with thoughts of staging a paralegal revolt. In that very moment, you will feel like a claustrophobic person being shoved into a tic-tac box, while deprived of oxygen. It happens...and often. There will also be occasions when your supervising attorney will irritate or annoy you in some fashion. In

these scenarios, it is imperative that you maintain a poker face. You must learn to harness your frustration, stress and anger because you will encounter these emotions, accompanied with chaos, on a regular basis. You must appear calm under pressure. An Emmy nomination in the category "dramatic and frustrated paralegal of the year" will only win you diminished respect in the eyes of your peers and supervising attorney. You must master the poker face.

I was once sent by my attorney to a site inspection with our expert witness and five (yes – five!) attorneys from other law firms, namely the bigger ones in town. He did not want to attend, so I, at his request, found myself at an apartment site inspection. I was in a small apartment with probably 10 people total — attorneys, our expert and a defense expert. Was that a bit intimidating? Absolutely. Could they tell I was intimidated? No. I was the "Queen of Cool." I had to take charge of the situation. They had to ask me, as the Plaintiff's

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representative that was present, if they could go ahead and remove balcony railings prior to actually doing it. Having no clue, I confidently turned to our expert and asked if he needed to do anything beforehand. The poker face was in full effect. I was there to get the job done and I did so in a confident, poised and professional manner. Now, secretly, I may have wanted to hurl myself off of that 3rd story balcony, but the only person who knew that was me! You must use a poker face when the need arises. It is a professional requirement.

I cannot stress this point enough. Edward Gibbon, in a profound and eloquent quote, stated: “We improve ourselves by victories over ourself. There must be contests, and you must win.” Don’t worry about the rest of the paralegals. They aren’t your problem. They may, however, become a part of your solution. Do not view others around you as “the competition.” This is a personal and professional mistake. You need to realize that the only person you are ever really competing with is yourself. If you want to become better, focus on you. Don’t worry about what the mean paralegal in the cubicle across the hall is doing (or not doing) and the same holds true of the top shelf paralegal down the hall — although you should be watching him or her like a hawk to learn from him or her. You need to befriend all the people you can throughout your paralegal journey. Although people can be personally competitive by nature, this is not necessary. Your biggest competition is you. You can get to where you want to me by doing what you need to do. This is all about your personal evolution, so focus on y-o-u.

9. Master the art of legal triage. One day, Julie Weinkauff (of IPE) and I engaged in an e-mail exchange. We touch base from time to time regarding writing topics and other legal endeavors. It was a Monday and Julie was “fresh” back from vacation and completely overwhelmed by the multitude of e-mails, stockpile of phone messages and stacks of work that awaited her. We can all certainly relate to “that” feeling, can’t we? It was on that day that Julie shared the concept of “legal triage” with me. She refers to Mondays as her “legal triage” days. I loved this concept so much that I wanted to share it with you.

Merriam Webster defines legal triage as: “1(a): the sorting of and allocation of treatment to patients [clients] and especially battle and disaster victims [clients and attorneys] according to a system of priorities designed to maximize the number of survivors. (b): the sorting of patients [clients and attorneys] as in an emergency room [your office], according to the urgency of their need for care. 2. The assigning of priority order to projects on the basis of where funds and other resources can be best used, are most needed, or are most likely to achieve success.” Sound familiar? The words “spot on” come to mind! In all honesty, I feel like my legal triage days occur on all days that end in “y.” As a Paralegal, you must constantly assess tasks and deadlines and realign your priorities, as required by each and every “legal trauma” that comes your

way. This can be accomplished by following: **The 5 A’s:**

Approach & Acknowledge – (1) You are made aware of the pending assignment, project or crisis; and (2) you acknowledge it;

Assessment – You must determine what the task or crisis actually “is” and what all it will entail;

Analysis – Ask yourself: Is this task, project or crisis of a critical or urgent nature or can it wait? For how long? If it can wait, then you will need to reprioritize it with all of your other work; and

Action – Take action to resolve the crisis or complete the task at the appropriate time.

Legal triage is a constant, daily struggle in the paralegal realm. It is absolutely imperative that you become an expert in this area. You must learn to properly assess priorities, make informed decisions, multi-task, and get the job done. If you aren’t sure how to rank your work priorities, approach a helpful coworker or your supervising attorney for guidance. Over time, you will learn how to properly prioritize your assignments and master the art of legal triage if you follow the 5 A’s. (Full credit to Julie Weinkauff of IPE for the legal triage concept and her generous permission to share it in this article).

10. Become “who” you want to be. I know this may sound like a tacky motivational slogan, but it’s true! You need to figure out what kind of paralegal you want to become. People are created. We are all engaged in a constant state of personal evolution – or at least we should be. You can think in terms of practice areas you want to work in, enhancing your skill set, becoming actively involved in professional organizations, landing a gig as a professional writer or speaker, increasing your knowledge base by attending CLE’s, webinars, paralegal conferences and other events...the list goes on and on.

Who is it you want to become? It is easier than one might think to transform into the person you want to be professionally. It’s basically two steps: (1) Make that determination as to who you want to become; and (2) Seek out all necessary people, resources, groups and means over time to make it happen! You will find that most organizations and legal groups want new members and are especially in search of “active” members. Most paralegals like to network with their peers! You need to formally reach out and expend the necessary effort to actively involve yourself in all areas in which you seek professional growth. Figure out who you want to be! We’re all waiting for you to reach out to us...

Bonus Tip: Build bridges and Don’t Kick at Others From the Top of the Mountain! Once you make your way to the top of that coveted paralegal ladder, do your fellow paralegals and the profession all a favor – don’t kick

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at others down below! Paralegals who succeed typically take one of two approaches: (1) they help other paralegals (especially the newer paralegals) because they remember what it's like to be new and they want to give back; or (2) they kick at others from the top of the mountain because they've finally “made it” and feel inclined to “act” like they're a big deal. I implore you to take the first approach. Reach out to others. This is a fabulous profession and most of us working in it really do love what we do. We want to convey a warm and professional image for our professional — so don't kick at others from the top of the paralegal mountain!

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Being in Charge of Yourself

By Ann L. Atkinson, ACP
NALA President



Did you participate in a sport when you were growing up? I very much wanted to, but was not confident in my abilities, nor was I very athletic. I was unsure of what to do when the ball came to me, and it frightened me. I learned quickly that until I learned the fundamentals of the game and got over my fear, I was not going to be part of the team. It is the same with your paralegal career. You need to know the basics (achieved through education and training) before you can land that job, take on a new position or even to pass an exam.

Here are four suggestions to help you take charge of your career:

1. Think of yourself as a successful paralegal. Think positive. Rather than waiting for someone else to serve as a project manager at work, just ask yourself "What skills do I have to offer?" or "How can I become a leader?" Get your certification. Sure, this is all a little scary, but you need to take these steps to make yourself stand out and be recognized.
2. Determine what your leadership skills are. How do people behave, react and interact with you? What does this tell you about yourself? Play to your strengths.
3. Realize that you are in charge of yourself. What do you need to learn, what do you need to do or how should you change to grow as a paralegal? Whatever it is, make it happen. Go out on a limb and get suggestions, support and advice from others, and remember that nobody can do it for you.
4. Know that you can make a difference. Let your employer know what you can do to help. Volunteer your services for projects at work. Your employer needs you to be as effective as you can be, as do your coworkers. Your abilities and your attitude are critical to your success as well as your employer's success.

Think about friends and acquaintances who work outside the paralegal field. They likely serve on "teams" at work, influence decisions or serve in leadership capacities. As they work and as they take part in an organization, they

have many opportunities to lead. What I am encouraging you to do is to step up to the plate, take advantage of all the CLE opportunities you can, volunteer for a committee, join NALA, get your certification, volunteer to teach in a paralegal program or take part in a leadership development program—the possibilities are endless.

Personally I do not like sitting on the sidelines. I realized years ago that I was not cut out to be an athlete, but I was a good student and I was encouraged to serve in leadership roles. So I taught paralegal classes, volunteered in our local affiliate, wrote articles, served in leadership capacities on various committees, got my certification and took advantage of valuable opportunities over the years all for the purpose of taking control of my career. I did all that I could do to better myself.

You, too, can make a difference in big and small ways by taking advantage of those available opportunities. You can do it by thinking positive about your career, understanding what leadership entails, taking control of your life and most importantly knowing that you can make a difference. You may surprise even yourself.

The U.S. Department of Labor forecasts a 28% growth in the paralegal industry in the next 10 years. This is a positive indication of where our career field is headed. Are you poised to make your- self stand out in this time of industry growth? So, do not sit on the sidelines wishing you had a chance to play in the game. Just set a goal, and get out there and do it! My best to you as you work toward a successful and rewarding paralegal career.

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NCPA Coordinator	Jamie E. Coll, NCCP	c (336) 312-1462	info@ncparalegal.org

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

Megan Andrews
Michele G. Bryant
Sandra G. Carter
Judy H. Caudill
Nesha L. Coleman
Jamie E. Coll
Karen E. Cook
Mary A. Cooper
Alison E. Foster
Kathleen Goins
Jane A. Harris
Jane L. Harrison
Bridgett A. Hawks
Susan R. Hayes
Susan S. Heusinger
Lydia M. James
Tracy Johnson
Linda A. Norris
Patsy W. Portis
Meredith R. Robinson
M. J. Rollins
Yolanda N. Smith
Judith E. Szustakowski
Anzhelika V. Thompson
Latanya J. Tisdale
Lisa G. Van Dyke
Neeta P. Vyas
Sharon L. Wall
Linda R. Wetherbee
Mary E. Willard
Stacy Wright
Geanene Zucker-Rejtig

October

Tiffany P. Allen
Stacy D. Allison
Tonja L. Bailey
Deborah L. Black
Martha L. Blackman-Hughes
Cathy L. Bloniarz
Debbie L. Boggess
Ruth A. Brill
Joni L. Buzzard
Heather M. Carpenter
Joyce E. Carpenter
Melanie J. Dagenhart
Rebecca A. Davis
Cynthia F. Dietrich
Patty M. Draughn
Korra J. Flaisher
David E. Gilmore, III
Amy P. Gray
Megan Hoecker
Dianne B. Holsclaw
Heather L. Horne
Buffy L. Johnson
Delilah Jones
Theresa W. McKenzie
Janette K. Medlin
Vickey S. Merlin
Beverly K. Moore
Allyson L. Nichols
Margaret M. Norman
Heather N. Padgett
Moneak F. Perrington
Jason A. Reeves
Ramon C. Rodriguez, Jr.
Horace K. Rollins
Kelsey A. Sheehan

November

Zendre C. Bell
Caroline A. Brock
Sally E. Cook
Denise K. Forbes
Nora S. Grady
Gayle D. Green
Elaine S. Holley
Ronald E. Jones
Helen B. Jordan
Martha R. Mahlke
Linda L. Marion
Gail C. Marsh
Micki M. Wojdylo
Toni D. Morgan
Lynda-Jo Pixley
Sharon R. Ramsey
Sharon G. Robertson
Keonda C. Sessoms
Shannon M. Spence
Amy L. VanHook
Kathryn R. Warren
Anita Watts Wing
Curtis B. Woods
L. Dianne C. Woods
Elizabeth D. Young

NORTH CAROLINA PARALEGAL ASSOCIATION



Mentoring Program

The purpose of the NCPA Mentoring Program is to develop and promote the career development and professionalism of future paralegals. The Program invites senior paralegals to share their knowledge of the profession and their area(s) of expertise with junior paralegals and students enrolled in a Paralegal Program in the State of North Carolina. NCPA strongly believes that 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 the future.

If you are interested in either being a Mentor or Mentee, please contact the Mentoring Program Chair Kaye Summers at kaye@pwkl.com or 919-682-9691.

Your mentor/mentee relationship will contribute to the success and retention of new paralegals and the learning of the profession!



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.



Congratulations to North Carolina's new CPs/CLAs:

Lisa M. Andrews, CP

Charity L. Inglis, CP

Lisa Bacon, CP

Felicity V. Little, CP

Elizabeth M. Brewer, CP

Meeghan Ramsey, CP

Marie E. Carey, CP

Charles Scarlett, CP

Victoria P. Deaton, CP

Madeline Valentin-Alexis, CP

NOMINATIONS AND ELECTIONS

Now Is the Time to Offer Your Service

Harry Truman said it best when he spoke the following words, “Men make history and not the other way around. In periods where there is no leadership, society stands still. Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better.” Now is the time for each of us to consider seizing our abilities for the good of NCPA and its members. Please consider serving as an officer or director in the 2014-2015 membership year. As you ponder this decision, contemplate the special abilities you may have to share, and the leadership opportunities afforded to each of us to further the paralegal profession in North Carolina and beyond.

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 if you know of someone 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, 2013**, and the deadline for returning the “Recommendation for District Director” form is **January 7, 2014**.

For your convenience, listed below is a short description of the duties for each office. Please refer to the NCPA website, under “About NCPA”, if you wish to further explore the duties of an officer or director.

President:	Represents needs and concerns of the membership before the Board of Directors; supervises the work of other Officers and Committee Chairs; and keeps the membership advised. [See Bylaws Article VIII.1. and Standing Rule VIII.A.1.]
First Vice President:	Responsible for the planning of seminars, workshops, and other educational events; serves as Education Committee Chair. [See Bylaws Article VIII.2. and Standing Rule VIII.A.2.]
Second Vice President:	Serves as Membership Committee Chair; responsible for 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:	Serves as Finance Committee Chair; prepares budget for the ensuing fiscal year to be approved by the Board of Directors; responsible for the deposit of funds as well as all disbursements as provided for in the budget. [See Bylaws Article VIII.5. and Standing Rule VIII.A.5.]
NALA Liaison:	A NALA member who is familiar with NALA Bylaws and Standing Rules, this officer 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:	Serves as Bylaws and Standing Rules Committee Chair; attends all membership meetings to give opinions on parliamentary procedure and interpret NCPA's Bylaws and Standing Rules. [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. Each District Director, as a member of the NCPA Board of Directors, is responsible for the promotion of NCPA within his or her own district, including recruitment of new members and assisting with development of educational events within each district. [See Standing Rule IX.C.5.] This position gives the District Director a great chance to network with other paralegals in a specific geographic district and it affords the opportunity to find out how other areas in North Carolina are educating and promoting paralegals in their districts. The completed “Recommendation for District Director” form must be returned by **January 7, 2014**.

If you have any questions about any officer or director position, please contact Nominations & Elections Committee Chair Cindy McGhee, NCCP at cmcghee@smithdebnamlaw.com, or info@ncparalegal.org, or contact one of the current NCPA officers or directors. Names and email addresses of officers and directors can be found on the NCPA website at 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
NORTH CAROLINA PARALEGAL ASSOCIATION, INC.
2014-2015

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 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 2014 Annual Meeting of the Corporation.

Date: _____

(Print/Type Your Name)

(Sign Your Name)

Candidate's Address and Telephone Number:

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

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

Pursuant to the provisions of ARTICLE IX.3 and .5 of the Bylaws of North Carolina Paralegal Association, Inc. and Section IX.C of the Standing Rules, the position of District Directors for District I, III, V, or VII (two-year term position), will be elected by the members of their respective regions and announced at the 2014 Annual Meeting.

If you are a member of District I, III, V, or VII 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 7, 2014

Send to: Cindy McGhee, NCCP
NCPA Nominations and Elections Chair
North Carolina Paralegal Association, Inc.
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 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 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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2013 NALA Conference Portland, Oregon July 10-12, 2013

The 2013 NALA Conference was held in Portland, Oregon July 10-12, 2013. Karen England, NCCP, Belinda Thomas, ACP, NCCP, Debby Sawyer, ACP and I attended and represented NCPA. It was a busy and exciting week! I was thrilled to learn that Belinda was on my connecting flight to Portland and once we landed, our adventure began- with me leading the way to the light rail, and a lesson in downloading apps!

We started the conference with a reception and plenty of time to see old and new friends. Wednesday morning, the educational institutes started, as well as the meetings. Over a brown bag lunch, Karen, Belinda and I presented the topic "Long Range Planning" and discussed with a room full of affiliate members how NCPA has historically handled long range and short range planning. It was very insightful for us as well, because we learned how some of our fellow affiliates operate a little different from us: by meeting more often, forming different committees, etc.

Later that afternoon, Karen and I cheered Belinda on as she gave her "candidate's speech". There were four candidates for the position of District 2 Director, and we of course thought Belinda was the best! After attending the opening night event, we joined fellow NALA Members, including Karen McGee (Immediate Past President) and Linda Wolf (former President) for dinner at a local Italian restaurant. Our table was full

of food, laughter and "work stories" comparisons. As is always the case, we learned some nifty Portland knowledge from our cab driver, and it only made me more determined to find and sample Voodoo Doughnuts (but more about that later). Thursday brought more educational institutes and a great member exchange presentation entitled "90 Apps in 90 Minutes". We wrote like made women to catch all the apps, and I've already downloaded and started using several (iJuror and Exhibit A). That afternoon, the Affiliated Associations Meeting was held, and after all the representatives for the Affiliates voted, we learned that our own Debby J. Sawyer, ACP had been elected Affiliated Associations Director!



Karen and I also voted on Thursday and it was exciting for both of us. NCPA members, you should be proud that between Karen and myself, we cast close to 50 proxy votes. That is outstanding! It is important to exercise your right to vote, even if you can't attend because it's your right as a member and in doing so, you help shape NALA's future.

One of the great benefits of attending the NALA Conventions is that it takes you outside of your comfort zone, and into a big new city that is waiting for you to explore. I used my iPhone to locate Voodoo Doughnuts, which is an iconic part of Portland culture. It has been featured in magazines and on the Food Network. I walked almost 2 miles round trip with a broken toe to get there, so that should tell you a little about how

2013 NALA Conference - continued

important it was to me to experience! After one bite of the maple bacon (yes, you read that right) doughnut, I was hooked and had to have more. Thursday evening, I convinced Belinda and Karen that we needed to explore and after shopping, we found our way to China Town. After their initial skepticism, they agreed to try dinner at the “House of Louie”. What a HYSTERICAL experience! We laughed our way through dinner. First, because we were the only people in the restaurant, and then because we couldn’t understand our waitress. It was the best dining experience of my trip, and over some fried rice and laughing until we cried over my confusion with the waitress, I realized I didn’t want the conference to end. I had flown all the way across the country to learn that I really LOVE NCPA, and I especially love the bonds of friendship that I have been blessed to form. Now, back to Voodoo Doughnuts.... It wasn’t lost on Belinda and Karen that Voodoo just happened to be next to China Town. The lines are often long and wind down the side of the building despite Voodoo being open 24 hours a day, and this last night together was no exception. We got in line, and after a few minutes



realized we were not in North Carolina anymore. The best line of the week came from Belinda who exclaimed to Karen and me “That is NOT a cigarette that man is smoking!” We laughed all the

way back to the hotel, and I’d have to wait another 24 hours before getting my hands on another bacon maple doughnut.

Friday was the busiest day, as Belinda and I presented the NCPA booth during the Affiliated Associations Exhibits. We had tremendous feedback from the booth and we gave out almost 100 NC lapel pins. Although it had been a year since Kaye Summers, ACP, NCCP and I gave our presentation on NCPA’s mentoring program,

we are still talking to NALA Members about it, and I handed out 75 Mentor Handbooks. It is thrilling to me that something that we have developed and executed is now being considered by other paralegal organizations across the United States.

Belinda, Karen and I would have one more laugh until you hurt dining experience, this time over lunch. Karen and I were surprised to learn of Belinda’s hidden talent of directing! A few of our NALA friends came in as we were eating, and we enjoyed an impromptu puppet show, music and directing by Belinda! We could barely talk by the time lunch was over, we laughed so much.



The 38th Annual Meeting of the Membership was held Friday afternoon, and we were excited to learn that Belinda Thomas had won as District 2 Director! I think Karen and I both let out a yell we were so excited.

After the reception and installation of officers was over, Karen and I said goodbye to Belinda. Belinda would then find herself stuck on the light rail (remember this was my idea?) after her train broke down, and between texting us both, she found her way to the airport via cab. Since this was my last night in Portland, I had to get back to Voodoo one more time. It was a beautiful night to take one last walk through downtown Portland. The weather was gorgeous the entire week, cool and

2013 NALA Conference - continued

sunny which was not something we had experienced at home. I stood patiently in line with people from all over the country and delighted when I walked away with the “pink box”. As I made my way back to the hotel, I realized I hadn’t tried a single food truck. Another one of Portland’s culinary adventures is the “food truck community”, and there are at least two city blocks where the food trucks are parked. I decided to sample some Thai food and took my two bags back to the room. I believe it was the best food I had while there, and I topped it off with- you guessed it, another bacon maple doughnut. I also had one in reserve for the next morning!

I want to thank you for the opportunity to attend my 3rd NALA Conference as a representative for NCPA. Please consider taking the opportunity to attend one of these

conferences. They are top notch, and you will never regret the decision to do so. The education institutes are the absolute best CLE experiences and I am always blown away at the level of preparation and information that the presenters give us. The meetings and social events are some of the best networking opportunities, and my favorite part of these conferences is seeing my NALA friends and having a chance catch up.

Mark your calendars for July 23-25, 2014 for the NALA Conferencein Charleston, S.C.!

Respectfully,

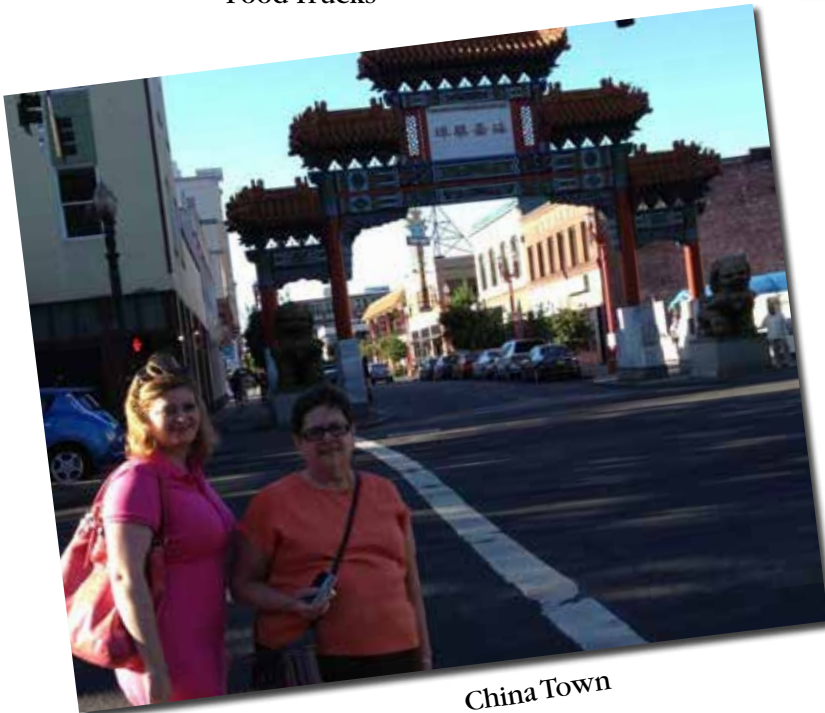
Stephanie B. Elliott, NCCP
NALA Liaison



Food Trucks



Mystery Dinner



China Town



NALA Badge

2013 NALA Conference - continued



Voodoo Doughnuts



NCPA Crew



Belinda Thomas



Debby Sawyer



Italian Dinner

2013 NALA Conference - continued



NALA Board of Directors 2013-2014



NCPA Girls with NALA President



Belinda's Puppet Show



NALA Luncheon



Round Table Discussion



NCPA Women

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