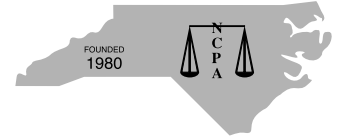




Spring 2013

North Carolina Paralegal Association, Inc.

Forum



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

NCPA

North Carolina Paralegal Association, Inc.'s 33rd Annual Meeting and Seminar April 4 - 6, 2013

HOLIDAY INN RESORT
Wrightsville Beach, North Carolina



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IN THIS ISSUE...

- "Recent Changes in North Carolina Laws"
- 33rd Annual Meeting and Seminar
- "Meet the Candidates" *NCPA Nominations & Elections*



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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

Stephanie B. Elliott, NCCP



This is a busy time of year for many NCPA Members. We're preparing for our Annual Meeting and Seminar. We're also in the time of the year of renewal and growth. It's time to shed the dark, dreary winter days for warm and fun spring days- full of new growth and promise.

I'm preparing to turn over the reins to the next President, and it's given me time to reflect on the last two years. One of the best parts of my NCPA membership is the friendships and deep connections I've developed, particularly in the last two years as President. I feel particularly blessed by these friendships and I have come to depend on the support and love I receive from them. I've become close to the members of NCPA's Board and Executive Committees. We've worked through problems and found solutions. We've dreamed for bigger and more exciting things for our membership. Together, we've grieved the loss of family members and friends, of illness and job loss. These are all things you do with your "outside" friends, but I believe the relationships I've established through my work with NCPA will have a profound and lasting impact on my life.

When you nurture and take care of something, it grows. It takes effort from all sides to become something really special, and the effects are felt by everyone. The same can be true of this organization as a whole. If we nurture it, work hard to not just keep it "going" but keep it "growing", I believe we will see magnificent things happen. Just as a plant grows, sheds leaves and sprouts new growth, so must NCPA. We need new people in leadership roles. We need new ideas of ways to connect our membership across the state. We need more people to step up and try their hand at running the show. NCPA will keep on "going" because there are many of us that care deeply about what happens to this organization. The only way we will "grow" however is if we all take a look at what we can do, and do it.

I have very much enjoyed leading this fine organization and being your voice. I hope you will continue to stay in touch with me as well as the others on the Board when you have ideas or concerns. Thank you for allowing me this adventure!

Warmly,

Stephanie B. Elliott, NCCP

President

Chairman's Message

Patricia F. Clapper, ACP, NCCP



Have you heard? There's warmer weather coming April 4-6 in Wrightsville Beach! Which is a wonderful coincidence since that is the same date and location as NCPA's Annual Seminar! Please be sure to check the registration information on our website. In the past, seminars at the beach have been popular so be sure to make your hotel reservation early to ensure you get a room. If you wait, the hotel may sell out.

NCPA is still in need of District Directors for Districts 7, 8 and 9. Please check the District News page on our website to see what counties those districts cover. If you are a general member of NCPA and have some time to volunteer, please contact me.

Patricia F. Clapper, ACP, NCCP

Patricia F. Clapper, ACP, NCCP
Chairman of the Board



Patron / Sustaining Membership Chair Report

Membership

Michele A. Tuttle, CLA, NCCP

NCPA has redesigned its Sustaining membership categories! We now have two levels instead of three – Bronze and Gold. The Silver level has been eliminated since we are no longer holding the Mid-Year Seminar. However, we have added some exciting advertising benefits for our members to keep up with their needs.

As of February 19, 2013, we already have eight (8) Gold Sustaining Members, including:

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Lawyers Mutual Liability Insurance Co.
Ruffin Consulting, Inc.
Case-Closed Investigations
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and one (1) Bronze Sustaining Member –
Kay McGovern and Associates.

Right now is a busy time for me as this is a great time to tell folks of the exciting benefits of becoming a Sustaining Member – just before Annual Seminar so hopefully I'll be announcing that we've added even more by the time I submit my next report!

Please make sure to thank our Sustaining Members throughout the year by referring business to them every chance you get! I hope to see you at Wrightsville Beach in April!

Respectfully submitted,

Michele A. Tuttle, CLA, NCCP

Michele A. Tuttle, CLA, NCCP
Patron/Sustaining Membership Chair



Editor's Court

Brandon L. Ruth, NCSB/CP

This issue kicks off my fourth year as Senior Editor of the NCPA FORUM. It's kind of odd writing that. First, because it was presented to me as being a two-year position, and second because I never thought I'd last this long. There have been so many changes in my career and personal life during these past thirteen issues that there were times I thought

I was most certainly working on my last, but then sure enough a few months later I was eagerly looking forward to doing

it all again. Stephanie and Patti and everyone on the Board have been so kind to let me stay on past the two year period and keep working to produce the FORUM. It really has been a learning experience and I will be forever grateful. That being said, I think it's time for me to stop being selfish and let another member enjoy this experience. I'm putting the call out there for a new Senior Editor. It's a great position and you get to work with some truly wonderful and helpful people, and I highly recommend it to anyone looking to take a bigger step with their involvement in NCPA. Shoot me an e-mail or give me a call, and (if I ever get out of court) I'll be happy to talk to you in detail!

Until that day comes, I will continue to plug away at the keyboard every quarter. As always, I would like to thank our Articles Editor, Melissa Clayton Jones, who has made sure the previous four issues have been packed with fantastic content. I would like to thank all the guest columnists that have contributed original materials for our readership. And of course a big Thank You to all our regular contributing members who continue to help make FORUM what it is today. Hopefully in 2013 we can catch the eye of new readers and new advertisers, and make the FORUM

a "must-read" for all North Carolina legal professionals, whether attorney, paralegal or anything in between.

In keeping with previous Spring issues, this issue will feature a rundown of changes in the laws that took effect recently, and hopefully some of the changes mentioned will be helpful to you. As always, if there have been any statutory or case law driven change in your specific area of law that was not referenced in this issue, please write to us and let us know, and we will be sure to mention it in our next issue.

Just when you thought you had left the election season behind you, we also bring you the Declarations of Candidacy for various positions within NCPA. Remember we will be installing new officers at Annual this year! There are also a few little tidbits scattered throughout the issue explaining the various volunteer positions open within NCPA. Have a look at them and let us know if you would be the right fit for one of them!

As always, please be sure to check out the Calendar of Events, and don't forget to register for our 33rd Annual Meeting and Seminar, coming up on April 4-6. The schedule of events and registration form are posted in this issue, as well as on the NCPA web site, and it should be a great weekend.

Regards,

Brandon L. Ruth, NCSB/CP

Senior Editor, NCPA FORUM

P.S. Sorry about not giving you all a ride in the Time Machine this issue. All the old material has been moved to temporary storage while I complete some remodeling of my garage. I promise it will return in the 2013 Summer issue!



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Second Vice President's Report Membership

Beverly K. Moore, NCCP

The current membership breakdown as of February 15, 2013 is as follows:

General members:	277
Associate members:	63
Student members:	117
Sustaining Members:	10
Affiliate members:	3
Educational Program members:	3
Total	473

We would like to acknowledge our newest (G)eneral, (A)ssociate, and (S)tudent members joining from November 26, 2012 – February 14, 2013.

Annette Colon Acosta (S), Fayetteville
Tiffany Patrice Allen (S), Fayetteville,
Megan Andres (S), Vass
Tonja Llona Bailey (S), South Mills
Joy Belk (G), Raleigh
Joni Louise Buzzard (S), Lillington
Kristen Marie Calcaterra (S), Cary
Mary Amanda Cooper (S), Charlotte
Jeanette A. Cox (S), Sanford
Peggy Lynne Cumbee (S), Lillington
Antoinette C. Dickens (G), Raleigh
Tonya Leigh Fortune (G), Charlotte
Rebecca Gunn (S), Carrboro
Jennifer J. Hallman (A), Raleigh
Sherry Denise Holverson (S), Fayetteville

Ronald E. Jones (A), Apex
Delilah Jones (S), Morrisville
Natasha Kroma (S), Greensboro
Tammy Lynn Martin (S), Kings Mountain
John Gatlin Massey (G), Charlotte
Meredith K. Matney (G), Raleigh
Patricia J. McAlister (G), Raleigh
Norma S. Morris (G), Waxhaw
Sharon Lynn O'Hara (S), Fayetteville
Celia McLamb (Atkison) Parker (S), Clayton
Jason A. Reeves (S), Raleigh
Meredith Lynn Reilly (S), Newport
Michelle R. Sebren (S), Louisburg
Susan Lynn Slosman (S), Raleigh
Tonya Renee Thornton (S), Mount Airy

Michelle L. Troutman, (S), Sanford
Rebecca Floyd Weathers (S), Maiden
Rachel Lynn Wright (S), Greensboro
Geanene Zucker-Rejtig (A), Indian Trail

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 Paralegal Technology Program, Cumberland County Paralegal Association, Guilford Paralegal Association, Guilford Technical Community College

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

Beverly K. Moore, NCCP

Second Vice President, Membership Chair

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The Metrolina Paralegal Association is currently
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The winning student will receive a \$250 scholarship.

For more information on eligibility
and requirements, go to the MPA website at
<http://www.charlotteareaparalegals.com/pdf/MPA250.pdf>

THE NOMINATION DEADLINE IS MARCH 16, 2013!

The Metrolina Paralegal Association is currently seeking nominees for our...

Paralegal of the Year Award!



This award is given to a paralegal who has exhibited a commitment to professionalism and to the advancement of the legal community.

For eligibility requirements as well as the nomination form, please go the MPA website, <http://www.charlotteareaparalegals.com/pdf/MPA-Paralegal-of-the-Year-Award-2013.pdf> or contact Susan Randolph, CLA, NCCP at srandolph@rbh.com.

The nomination deadline is April 1, 2013!



Volunteers Wanted

**NCPA IS STILL IN NEED OF
A FEW MORE VOLUNTEERS FOR
2013-2014!**

We need a Long Range Planning Chair, Nominations & Elections Chair, Patron & Sustaining Member Chair, FORUM Senior Editor and Articles/Advertising Editor. We also need a director for Districts I, II, VI and VII.

You can visit our website and click on the "About Us" tab to learn more about these positions. You must be a general member to serve in these positions. If you are interested in volunteering, please email Patti Clapper at lglduck@aol.com.

**Are you a NALA
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**Ann Atkinson,
CLA, NALA President
will be our guest speaker**

**Look for registration information in
the Annual Seminar registration form
- www.ncparalegal.org**



PATTI CLAPPER

**CANDIDATE
FOR PRESIDENT**

My name is Patti Clapper and I am the candidate for NCPA's President. I am currently serving as the Chairman of the Board, At Large Director and am NCPA's Immediate Past President. I have been an active member of the North Carolina Paralegal Association since 1996. I have served as the FORUM editor, District II Director, Treasurer, 1st Vice President and President.

I graduated from CCCC in 1993 with my AAS degree in Paralegal Technology. I have worked at the general practice firm of Levine & Stewart in Chapel Hill since 1995. I am a NALA Certified Legal Assistant with my specialization in civil litigation, and am certified by the North Carolina State Bar. I also serve on the curriculum advisory board for the paralegal program at Central Carolina Community College in Sanford and am an adjunct instructor there. I also serve on a committee with the NC State Bar Board of Paralegal Certification.

NCPA is a unique organization in that it is run BY paralegals FOR paralegals. I believe, for that reason, NCPA is the best paralegal organization in the State and you should be proud to be a member of it. I was proud to serve as its President for 2 years and am looking forward to serving the members of NCPA as President again.



CRYSTAL ROBINSON

**CANDIDATE FOR
Secretary**

My name is Crystal Robinson and I am a candidate for NCPA's Secretary. I currently reside in Graham and have been employed as a real estate paralegal at Levine and Stewart in Chapel Hill since 2006. I graduated from Durham Technical Community College with an Associate of Applied Science Degree in 1997 and have been working in the real estate field since then. I am certified by the North Carolina State Bar. In 2008 I became a member of NCPA and have served as the Articles Editor for the FORUM, District Director for District II and Annual Seminar Co-Chair. I am looking forward to serving NCPA's member in a new capacity as Secretary.

**STEPHANIE ELLIOTT****CANDIDATE FOR
NALA LIAISON**

I am a senior litigation paralegal for the law firm of Gray, Layton, Solomon, Furr & Smith, P.A., in Gastonia, NC where I manage the practice of the senior litigation partner, William E. Moore, Jr. I specialize in litigation, and my experience also encompasses corporate and complex business litigation, employment litigation, personal injury, insurance defense, and trust and estate matters. I have experience with the filings in the North Carolina Complex business Court: State Court filings in counties across North Carolina: Federal Filings in the Western, Eastern and Middle districts of North Carolina, the North Carolina Court of Appeals and the Federal Fourth Circuit Court of Appeals (Richmond, VA). I am also a faculty member of the University of North Carolina at Charlotte's Continuing Education Paralegal Certification Program, where I teach Paralegal Profession and Legal Technology, and am also a member of the Academic Board. I am a member of various paralegal associations, including National association of Legal Assistants, North Carolina paralegal Association, and the North Carolina state Bar Association, Paralegal Section. I am also a feature speaker for the Institute for Paralegal education and the National Business Institute, where I lecture on various litigation topics live and by webinar format. I received a B.S. in Political Science from the University of North Carolina at Charlotte in 1998 and am a Paralegal Technology Post-Baccalaureate Diploma Graduate from Central Piedmont Community College. I obtained my North Carolina State Bar Certification in 2005. I was awarded the Gaston County Paralegal of the Year in 2007, and was nominated for the North Carolina Bar Association Paralegal of the Year Award in 2010, and most recently received the ParalegalGateway.com Paralegal Superstar Award for 2010. As a member of NCPA, I have served as the Articles Editor for the Forum, First Vice President (Education), and President since March 2011.

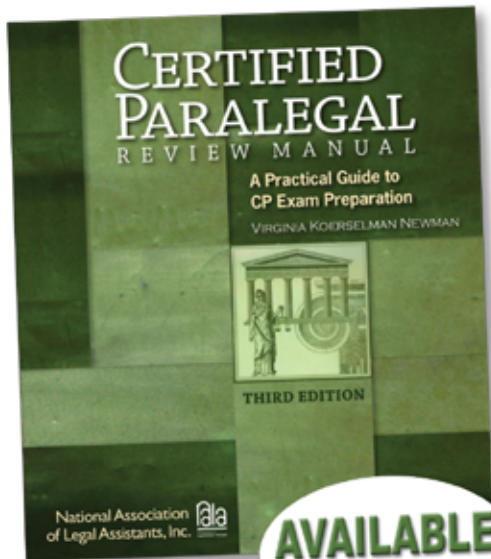
**BEVERLY KING MOORE****CANDIDATE FOR
PARLIAMENTARIAN**

Mrs. Moore currently is a paralegal for Tissue Law Offices, PLLC, in Charlotte, NC dealing with commercial real estate, and business organizations. She received her Paralegal Certificate from King's College in December 1995 and her NCCP designation in December 2005.

Mrs. Moore currently served NCPA as Second Vice President (Membership) for two years. Other positions she has held in NCPA are: Chairman of the Board, Student/School Relations Chair, District IX Director and Parliamentarian. Aside from her membership and position in NCPA, she has been an active member of the Metrolina Paralegal Association (MPA) where she has held such offices as Third Vice-President, NALA Liaison, Patron Membership Chair and Social Committee Chair. She is also a member of the Catawba Valley Paralegal Association (CVPA) where she is currently serving as the Law Update Committee Chair. She also serves as Site Coordinator for the *Wade Edwards High School Mock Trial* regional competition in Charlotte.



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Recent Changes in North Carolina Laws

A summary of some notable changes to North Carolina laws in 2012 is outlined below. For a document which covers every change in 2012, you can visit the North Carolina General Assembly's website at www.ncleg.net and click on the "Summaries of Substantive Ratified Legislation - 2012" link.

- S.L. 2012-16 makes changes to the adoption laws.
- S.L. 2012-20 makes changes regarding ex parte domestic violence hearings and child support for children reaching the age 18 who are enrolled in cooperative high school programs.
- S.L. 2012-40 adds a ground for terminating parental rights when a parent is convicted of a sexually related offense that resulted in the conception of the child.
- S.L. 2012-160 provides for changes to the criminal background check requirement for day care workers.
- S.L. 2012-191 revises the expungement laws to allow for expunction of certain nonviolent felonies or nonviolent misdemeanors, regardless of the offender's age, after 15 years.
- S.L. 2012-135 makes changes to the State's workers compensation laws.
- S.L. 2012-17 makes revisions to the State's landlord/tenant laws.
- S.L. 2012-68 makes changes to clarify the passing of title to real estate and the rights of lien creditors thereon.
- S.L. 2012-71 amends the statutes governing intestate succession as related to a surviving spouse and child's year allowance.
- S.L. 2012-76 requires a landlord to notify the North Carolina State Bar at least fifteen days before destroying client files left behind by a tenant who is an attorney.
- S.L. 2012-158 and S.L. 2012-175 makes changes to the statute regarding mechanics liens.
- S.L. 2012-14 changes the "Move Over Law" to now include vehicles used to install or maintain utility services (electric, cable, telephones, communications, and gas) and highway maintenance vehicles owned and operated by, or contracted by, the State or a local government.



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Is “One File At A Time” *Realistic?*

By: Vicki Voision, ACP

Ideally, you work on one matter at a time with only materials relating to that one matter on your desk. The key here is ‘ideally.’

This principle might work in a perfect world, but the legal environment is far from perfect. A paralegal’s real world includes deadlines, chaos, interruptions, emergencies (actual and imagined), last minute projects, trials and, worst of all, other people’s disorganization.

Piles, often not of our doing, become part of the landscape of our desks. We start one project, another is dumped on us, then another, and eventually we’re working in layers. It’s amazing that paralegals remain productive at all. If it weren’t for our innate abilities to organize and prioritize...as well as juggle...productivity would be nonexistent.

What can you do to deal with this madness? Here are tips that will help you remain organized through the chaos and come very close to having only one file on your desk at a time:

1. Place files in an incline file sorter. Instead of piling files on top of each other so that you can barely tell one from the other, stand them in an incline file sorter on or near your desk. With this simple organizational tool, you’ll be able to locate files in a snap. This is particularly helpful for files you’ll be working on in the next day or so.

2. Take only what you need to get the job done. Encourage fellow workers (as in the attorney(s) you work with) to give you only as much of the file as is necessary to complete an assignment. For instance, you don’t need the client’s entire red rope file to schedule three IME’s in that Work Comp case. If you have a deposition to summarize, you’ll probably only need the transcript.

3. Try to control when you’re given work. Receiving work all day long as the spirit moves your boss is inefficient. Instead, try to schedule regular meetings with your boss, such as first thing in the morning and/or immediately after lunch. At those

meetings, you should receive work assignments, discuss any assignments you are working on, etc.

4. Create temporary files. If an assignment is accompanied only by a loose letter or document, make a temporary file for it. Use a Sharpie to write enough information on the label or on the front so that the item can be easily identified and won’t be lost in the next wave of files that appear on your desk. Put this temporary file in the incline file sorter until you’re ready to work on it.

5. Become an instant decision maker. When an assignment, a document or a file comes into your office, decide immediately how to deal with it. Never place it in the ‘put it here for now’ pile. That pile will just continue to grow.

If whatever you’ve been given to do won’t take long, take care of it right then and there. You’ve already been interrupted so you might as well complete the task before you go back to your work.

If you don’t need to do it immediately, put it away, or place it in the incline file sorter.

Do you have a stack of professional journals, magazines and newspapers on your desk that you intend to read ‘some day’? Unfortunately, the stack keeps growing and ‘some day’ never comes. Again, review those materials as soon as they come into your office. If there’s an article you want to keep, tear it out and file it. If there’s nothing of interest, throw the material away or recycle it. Remember that most of this information is available on the Internet should you need it so there’s probably no need to keep articles.

6. Prioritize all day long. As work comes in, make a decision about when you will act on it. Don’t just put it in a pile to think about later. If you allow the chaos to accumulate, it will quickly overwhelm you. The disorder may stop you from getting your work done because it’s such a mess you don’t know where to start. The perfectionist in you will just give up. It’s easier to make a phone call or check your email than to figure what’s in that swelling stack of papers and files.

Is "One File At a Time" Realistic? - continued

7. Ask for clear deadlines. Your work will probably fall into one of three categories: do it right now, do it in the next few days and do it sometime in the future.

==> Do it right now. Close up what you are working on, place the material in the incline file sorter, and begin the new work. This interruption is not the most efficient but it's the way the real world operates.

==>Do it in the next few days. Note the deadline in your planner or on your calendar and place the file in the incline file.

==>Do it sometime in the future. If something isn't due for a couple of weeks, you're probably safe to put it away in the file drawer. However, be sure to make a note on your calendar when the work has to be done and when you should begin working on it.

8. Never trust your memory!

Take copious notes when someone gives you an assignment but do not use sticky notes! Sticky notes just multiply and either be lost or you become so accustomed to them that you don't even see them.

Instead, use a shorthand notebook for your notes. Begin a fresh page every day, placing the date at the top. On the left side of the line, write the name of the client, client number, or whatever information you need to identify the work you'll be doing. On the right side of the page, make your notes.

Again, be sure to ask for clear deadlines. If you do receive an assignment with a deadline of two or more weeks away, you'll probably want to put the file away so that it's not taking up space on your desk for days on end. Be sure to enter a reminder on your calendar for the date you need to begin working on the project. Never put a file out of sight in a drawer without a reminder to yourself to do that work. The adage 'out of sight, out of mind' applies when you're very busy.

9. Get those files back to their 'owners'! As soon as you finish a project, move those files off your desk. Don't let them languish there for one minute more than you need them. If they can be closed, all the better.

10. Establish routines. The importance of establishing routines for beginning and ending your work day can't be overstated.

At the beginning of your day, review your list of work to do, retrieve the file you will work on first and get going. As other files come to you throughout the day, either put them in your file cabinet or in the incline file sorter. Remember that your floor and client chair do not qualify as file cabinets.

At the end of the work day, consider what has to be done during the next one and make a quick list. No. 1 on the list should

be the most pressing work, the work with a deadline. Prioritize your work this way.

Then close up the work you're doing and either (a) leave the file on your desk or (b) put it in the incline file. You might flag it with a bright sticky note (a sticky note is a good thing when you're using it this way).

Your desk will be cleared and you will not be welcomed by chaos and overwhelm when you begin the next day.

Your challenge: Consider the ten tips above and decide which you can incorporate into your daily routine. While you may never quite accomplish having only one thing on your desk at a time, you can minimize the chaos, disorder and confusion by taking even one or two of these steps. Whatever you choose to do, you're bound to improve your workspace and increase your productivity.

~~~~~

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Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She is the co-author of *The Professional Paralegal: A Guide to Finding a Job and Career Success*. Vicki publishes *Paralegal Strategies*, a weekly e-newsletter for paralegals, and hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network. More information is available at [www.paralegalmentor.com](http://www.paralegalmentor.com) where subscribers receive Vicki's 151 Tips for Your Career Success.





# Win A Sweet Paralegal Student Scholarship!

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**Essay topic:**

Describe your most meaningful achievements and how they may relate to a career as a paralegal.

**WHAT:** Write your essay in WORD and make it at least three pages in length, double-spaced.

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To allow the MPA board members to judge all essays anonymously, please add a cover page that contains your name, address, phone number, email address, and the paralegal program you are currently attending. Please don't write your name anywhere on the essay itself, just on the cover page.

**WHERE:** Attach your essay and cover page to an email and send it to Kelly Humiston, MPA Student/School Liaison, at: [KellyAHumiston@gmail.com](mailto:KellyAHumiston@gmail.com).

**WHEN:** Send it by **Friday, April 12, 2013 at 5:00 p.m.**

**The winner** will be notified by April 30, 2013 and recognized at our MPA membership meeting in May 2013. The scholarship money will be issued directly to the student to be used as desired. **In addition**, the winner will receive a one-year associate membership in the Metrolina Paralegal Association!

**Thank you for participating! We look forward to reading your essays!**



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get in the door.  
but how do i know  
what i'm  
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## CALENDAR OF EVENTS

### APRIL

April 1, 2013  
Deadline to register for  
May 2013  
NALA CLA Exam

April 4-6, 2013  
Annual Seminar - Holiday Inn  
at Wrightsville Beach

April 5, 2013  
Membership Annual Meeting -  
Holiday Inn  
at Wrightsville Beach

April 24, 2013  
NCCP Examination

### MAY

May 1-31, 2013  
Testing window for  
NALA CLA/CP Exam

### JULY

July 25-28, 2013  
NALA Annual Conference  
in Omaha, NE

### AUGUST

August 1, 2013  
Deadline to register for  
September 2013  
NALA CLA Exam

### SEPTEMBER

September 1-31, 2013  
Testing window for  
NALA CLA/CP Exam

### DECEMBER

December 1, 2013  
Deadline to register  
for January 2014  
NALA CLA Exam



"What did you expect me to do?  
Call in dead?"

# ADVERTISERS!!

Any advertiser or other Exhibitors / Sponsors wishing to participate in the 33rd Annual Meeting and Seminar can contact Exhibitor Chair Michele A. Tuttle, CLA, NCCP, at [mtuttle@wfubmc.edu](mailto:mtuttle@wfubmc.edu) or (336) 716-7335. Payment for sponsorship or exhibitor opportunities can be made online at [www.ncparalegal.org](http://www.ncparalegal.org) after confirmation of the availability of the event you wish to sponsor.

# **North Carolina Paralegal Association, Inc.'s 33rd Annual Meeting and Seminar April 4 - 6, 2013**



## **HOLIDAY INN RESORT Wrightsville Beach, North Carolina**



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register for the seminar online at  
<https://ncpa.memberclicks.net/>



## SCHEDULE OF EVENTS

### Thursday, April 4, 2013

6:00 p.m. - 8:00 p.m.

### **Early Registration & Exhibitor Exposition**

*Join us in welcoming our Exhibitors with light hors d'oeuvres and drinks (cash bar).*

### Friday, April 5, 2013

7:30 a.m. - 8:15 a.m.

### **Registration & Continental Breakfast**

8:15 a.m. - 8:30 a.m.

### **Welcome Remarks**

*Stephanie Elliott, NCCP, NCPA President*

8:30 a.m. - 9:30 a.m.

### **GENERAL SESSION**

*Recovering our Bill of Rights  
The Honorable Paul M. Newby  
Associate Justice, NC Supreme Court*

9:30 a.m. - 9:45 a.m.

### **Break - Visit with Exhibitors**

9:45 a.m. - 10:45 a.m.

### **CONCURRENT SESSION A**

*Child Custody, Visitation & a Sprinkling of Child Support  
Belinda A. Thomas, CLA, NCCP  
Vernon Law Firm, Burlington, NC*

### **CONCURRENT SESSION B**

*Deferred Action for Childhood Arrivals, and the  
Implications of Criminal Convictions on that Opportunity  
Amanda Mason, JD  
Smith Debnam, Raleigh, NC*

10:45 a.m. - 11:00 a.m.

### **Break – Visit with Exhibitors**

11:00 a.m. - 12:00 p.m.

### **CONCURRENT SESSION A**

*Creditor's Rights in Non-Real Estate Matters  
Christine McAlpin Taylor, JD  
Smith Debnam, Raleigh, NC*

### **CONCURRENT SESSION B**

*Rule Changes at the NC Industrial Commission  
Rich Manger, Esq.  
Manger Law Firm, High Point, NC*

12:00 p.m. - 1:30 p.m.

### **LUNCH**

1:30 p.m. - 2:30 p.m.

### **GENERAL SESSION**

*The Future of the Law Firm – What Will It Look Like  
in the Next 20 Years?  
Camille Stell, CLAS  
Lawyers Mutual, Cary, NC*

|                       |                                                                                                                     |
|-----------------------|---------------------------------------------------------------------------------------------------------------------|
| 2:30 p.m. - 3:00 p.m. | <b>Break/Set Up for Annual Meeting</b>                                                                              |
| 3:00 p.m. - 3:15 p.m. | <b>Registration for Annual Meeting</b>                                                                              |
| 3:15 p.m. - 5:30 p.m. | <b>Annual Meeting – Election of Officers</b>                                                                        |
| 6:30 p.m. - 8:30 p.m. | <b>Dinner &amp; Introduction of Officers for 2013-2014</b><br><i>Please join us for dinner and a special guest!</i> |

**Saturday, April 6, 2013**

|                         |                                                                                                                                                                                                |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 a.m. - 9:00 a.m.   | <b>CLA/CP Breakfast</b><br><b>(NALA Certified CLAs and CPs only)</b><br><i>Ann Atkinson, CLA</i><br><i>NALA President</i>                                                                      |
| 8:30 a.m. - 9:00 a.m.   | <b>Continental Breakfast</b>                                                                                                                                                                   |
| 9:00 a.m. - 10:00 a.m.  | <b>CONCURRENT SESSION A</b><br><i>Employment Law: What Every Paralegal Should Know and Can Use</i><br><i>Kim Bauman, Esq.</i><br><i>Wyatt Early Wheeler Harris, LLP, High Point, NC</i>        |
|                         | <b>CONCURRENT SESSION B</b><br><i>Fiduciary Duties in LLCs &amp; Corporations</i><br><b>Speaker TBA</b>                                                                                        |
| 10:00 a.m. - 10:15 a.m. | <b>Break</b>                                                                                                                                                                                   |
| 10:15 a.m. - 11:15 a.m. | <b>CONCURRENT SESSION A</b><br><i>HIPAA and the Law Firm</i><br><i>Karen McKeithen Schaede, Esq.</i><br><i>Karen McKeithen Schaede Attorney at Law, PLLC</i><br><i>Greensboro, NC</i>          |
|                         | <b>CONCURRENT SESSION B</b><br><i>Effects of the Affordable Care Act on the Elder Law Practice</i><br><i>Leigh Anne Kasias, Esq.</i><br><i>Wyatt Early Harris Wheeler, LLP, High Point, NC</i> |
| 11:15 a.m. - 11:45 a.m. | <b>Break (Hotel Checkout)</b>                                                                                                                                                                  |
| 11:45 a.m. - 12:45 p.m. | <b>GENERAL SESSION (Ethics)</b><br><i>Top Ten Law Firm Grievances &amp; How to Avoid Them</i><br><i>A Representative of the NC State Bar Grievance Committee</i>                               |
| 12:45 p.m. - 1:00 p.m.  | <b>Closing Remarks and Door Prizes</b><br><b>(must be present to win)</b>                                                                                                                      |

**CONTINUING LEGAL ASSISTANT EDUCATION CREDIT:****National Association of Legal Assistants, Inc. (NALA):**

This seminar meets the requirements of the Certifying Board of the National Association of Legal Assistants, Inc. for \_\_\_\_\_ hours of Continuing Legal Education units toward maintenance of the Certified Legal Assistant credential. **APPROVAL PENDING**

**North Carolina State Bar Board of Paralegal Certification (NCCP):**

This seminar has also been approved by the North Carolina State Bar Board of Paralegal Certification for Continuing Paralegal Education in the amount of \_\_\_\_\_ hours of general CPE credits including \_\_\_\_\_ hour professional responsibility CPE credits. Any NC certification questions should be directed to the North Carolina State Bar's Paralegal Certification Board. **APPROVAL PENDING**

**REFUNDS:**

- If we receive your request by March 25, 2013, we will issue you a full refund, less a \$10.00 cancellation fee.
- If we receive your request between March 26, 2013 and April 1, 2013, we will issue a 50% refund.
- If we receive your request on or after April 2, 2013, no refund will be issued.
- You must notify the 1<sup>st</sup> Vice President, Melissa Stockley-Jones, ACP, NCCP at (919) 838-2015.
- Refunds are not issued until after the seminar is completed.

**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, CLA breakfast, 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.**

**MANUSCRIPTS:**

Manuscripts will be provided to you in one of three options:

1. You may choose the download option (where you receive a link with a password upon successful registration and payment). With this option, you are responsible for downloading the manuscript and either bringing a printed copy with you to Annual or bringing your computer. There will be NO copies available to you at the registration table;
2. You may choose to receive a loaded zip drive with the manuscript upon check in for an additional \$10, but you **MUST** choose this option at the time of your registration; OR
3. You may choose to receive a printed manual upon check in for an additional \$25, which is the price of the manuscripts we sell on our website.

**HOTEL INFORMATION:**

**Room Rates:** Rooms rates are \$119.00 (for a standard room) and \$139.00 (for an oceanfront room), plus tax; deadline for hotel reservations is **March 12, 2013**. When calling to make a reservation, please be sure to designate that you are attending the NCPA Seminar to receive the discounted rate. After the deadline, you are not guaranteed this rate.

**Please make your own hotel reservations:**

**Via telephone:** Please call (910)-256-2231 or 1-877-330-5050 to make your reservation. Be sure to designate that you are attending the NCPA Seminar to receive the group rate. After **March 12<sup>th</sup>**, we cannot guarantee you a room or the group rate.

**On Line:** Go to <http://www.wrightsville.sunspreeresorts.com> and enter the code PAR to receive the group rate.

**DIRECTIONS:**

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| From US 17 | Exit US 74 East, go approximately 5 miles, cross Intracoastal Waterway Bridge, remain on US 74, turn left on Lumina Avenue, located approx. ½ mile on the right |

**FOR MORE INFORMATION, CONTACT**

Melissa Stockley Jones, ACP, NCCP  
1<sup>st</sup> Vice President

[education@ncparalegal.org](mailto:education@ncparalegal.org) & [mjones@smithlaw.com](mailto:mjones@smithlaw.com)

Anita Watts Wing, NCCP  
Annual Seminar Co-Chair  
[anita@shadylaw.net](mailto:anita@shadylaw.net)

Michele A. Tuttle, CLA, NCCP  
Annual Seminar Co-Chair, Exhibitor Chair  
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Join us in celebrating the North Carolina Paralegal Association, Inc.'s  
33<sup>rd</sup> Annual Meeting & Seminar at the Holiday Inn Resort.

Mail in your registration form today!



**REGISTRATION FORM**NCPA's 33<sup>rd</sup> Annual Meeting and Seminar

April 4, 2013 – April 6, 2013

Holiday Inn Resort, Wrightsville Beach

Registration deadline is March 25, 2013. 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.** This registration form must be completed and accompany your payment.

Return this form and your payment to:

Chreatha A. Alston, NCCP  
NCPA, Registration Chair  
PO Box 36264  
Charlotte, NC 28236-6264

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

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Is this your first NCPA  
Seminar?

\_\_\_\_\_ yes \_\_\_\_\_ no

**CHECK THE CONCURRENT SESSIONS YOU WILL ATTEND:**

|                      |                 |                 |              |
|----------------------|-----------------|-----------------|--------------|
| Friday, 9:45 a.m.    | Session A _____ | Session B _____ | (choose ONE) |
| Friday, 11:00 a.m.   | Session A _____ | Session B _____ | (choose ONE) |
| Saturday, 9:00 a.m.  | Session A _____ | Session B _____ | (choose ONE) |
| Saturday, 10:15 a.m. | Session A _____ | Session B _____ | (choose ONE) |

**CHECK YOUR MANUSCRIPT PREFERENCE:**

\_\_\_\_\_ Download the manuscript prior to the seminar  
\_\_\_\_\_ Zip drive, which will be received upon check in for an additional \$10.00  
\_\_\_\_\_ Hard copy of Manuscript, which will be received upon check in for an additional \$25.00

**Fees: Check all that apply:**

(Registration fee includes downloaded version of manuscript, Friday breakfast, Friday lunch, Friday evening event and Saturday Continental breakfast):

\_\_\_\_\_ \$ 160.00 NCPA or NALA Member\* (or Affiliate Member Delegate)  
\_\_\_\_\_ \$ 245.00 Non-Member  
\_\_\_\_\_ \$ 65.00 NCPA or NALA Student Member\*  
\_\_\_\_\_ \$ 90.00 Student Non-Member (please include proof of enrollment at a paralegal school)  
\_\_\_\_\_ \$ 125.00 Paralegal Educator  
\_\_\_\_\_ \$ 10.00 Manuscript on zip drive received at check in  
\_\_\_\_\_ \$ 25.00 Hard copy of Manuscript received at check in  
\_\_\_\_\_ \$ 20.00 Additional Friday Lunch Ticket  
\_\_\_\_\_ \$ 25.00 Additional Friday Dinner Ticket  
\_\_\_\_\_ \$ 20.00 CLA/CP Breakfast (NALA certified CLAs/CPs only - please provide NALA Membership # \_\_\_\_\_)  
\_\_\_\_\_ \$ 20.00 Late Fee (must be included if sending after 3/25/2013)  
\_\_\_\_\_ \$25.00 Manuscript Only (will be mailed after seminar date)

\*If you are not an NCPA member but are a NALA member, please include a copy of your NALA membership card showing your status as an "individual member". Contributions or gifts to the North Carolina Paralegal Association, Inc. are not deductible contributions for federal income tax purposes; however, payments may qualify as ordinary and necessary business expenses.



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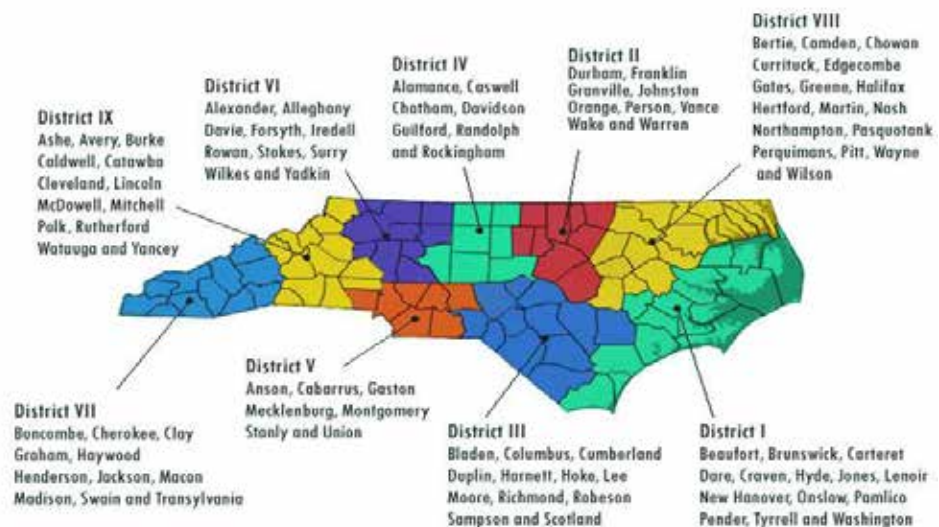
# THE AMICUS

January 2013

The North Carolina Paralegal Association  
District Newsletter

Normally the AMICUS contains information about happenings from the 9 District Directors. Unfortunately, half of our Districts remain without a Director. That is why I am putting out the call below to volunteer.

NCPA is divided into 9 districts:



District Directors are the voice for their district and the members' contact with NCPA. Directors hold meet and greets with members in their district. The frequency, time, date, place is up to the Director. Some Directors have done meetings monthly, some every other month. Some have had dinner speakers, some just have a dinner where folks can network and mingle. As Director, you receive information from our Coordinator when a new member joins your district. You email them, welcome them, let them know who you are. If you hear of any news (like job openings, CPEs) in your district, you pass that information along to your district. Being a Director, you are part of the Board of Directors and you have voting power. This means you would need to try to attend all board meetings, which are normally held in a central location or in conjunction with our seminars. This position, while not time consuming, is one of the more important positions of NCPA. This is why we need to fill these vacancies. NCPA is only going to be as successful and as strong as its members and leaders.

If you are interested in serving as a Director, please email me. I'll be happy to talk more about the position with you.

Patricia F. Clapper, ACP, NCCP  
Director At Large & Immediate Past President





## 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 [mel\\_clayton79@yahoo.com](mailto:mel_clayton79@yahoo.com). You may also e-mail your comments, suggestions and possible article contributors to us as well.

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## THE *Director's* CHAIR

NCPA's Directors are elected by the general membership. A District Director must have been a general member for a year and reside or work within the district represented. As a Director, you serve on the Board of Directors for NCPA. Your responsibilities include attending scheduled quarterly Board meetings to offer input and vote on policies and procedures; coordinating meetings or a mini-seminar within your District; submitting information about your District for the AMICUS and FORUM; and generally being a liaison between the members of your District and NCPA.

If you are interested in serving as a Director, please email Patti Clapper, Chairman of the Board, at [lglduck@aol.com](mailto:lglduck@aol.com).

### ***DISTRICT IV REPORT***

As of January 25, 2013, District IV has 90 current members. That consists of:

- 64 general members
- 7 associate members
- 15 student members
- 2 affiliate members
- 1 attorney/advisory
- 1 educational program

Guilford Paralegal Association, one of NCPA's affiliate members, had their annual Holiday Dinner in December at the Chop House in High Point. Dinner was also topped off with birthday cake and celebration in honor of GPA's 20 anniversary. The group is currently participating in conjunction with the Greensboro Bar Association on its newest Habitat for Humanity project, which should be completed and dedicated on February 23, 2013.

Many of GPA's members are spending their Saturdays helping to construct the home; they also prepared the day's lunch and snacks for all workers on January 19; and collected money at the Holiday Dinner which will be used to buy a gift card to be given to the family to buy items for their new home.

Alamance County Paralegal Association, another NCPA affiliate member, holds regular monthly meetings during the noon hour at Carver's Restaurant.

Karen F. England, NCCP  
District IV Director

### ***DISTRICT V REPORT***

District V Current Membership – 81

|             |      |
|-------------|------|
| General     | - 43 |
| Associate   | - 12 |
| Student     | - 24 |
| Atty Advise | - 1  |
| Gold        | - 1  |
| Sustaining  | - 0  |
| Affiliate   | - 0  |

We held our Holiday Meet & Greet at the Blackfinn Saloon with approximately 12 attendees. Everyone came bearing presents (unwrapped) to benefit The Shelter of Gaston County. Next Meet & Greet tentatively set for late February or early March.

Marie-Lou M. Andresen, NCCP  
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### **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](mailto: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!



## 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](http://www.ncparalegal.org)) to make sure we have the correct month!*

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Tracy Bowling  
Robyn L. Bunch  
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Virginia Fry  
Shelley Walker Frye  
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Mary F. Haggerty  
Haley Hamilton  
Amy Barringer Hartz  
Trish Hellard  
Vicki Sara Helm  
Beverly B. Ipock  
Susan H Johnson  
Melissa Clayton Jones  
Samantha S. Karpinski  
Paulene Scott Kearney  
Karyn D. Knowles  
Christina Marie  
Korman Celestini  
Roberta V. Lewis  
Dick Lockwood  
Alesha Lopez  
Heidi Beth Marks  
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Ashley A. Mines  
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Lana Alexander  
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Rebecca M. Anthony  
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Kristen Marie Calcaterra  
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Susan L. Foltz  
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Adrienne M. Lewis  
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Brenda Lynam  
Sharon T. Martin  
Tammy Lynn Martin  
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Kathy C. Pilkington  
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Robert Porter  
Margaret G. Powers  
Lauren S. Robinson  
Lauren Quinn Rosenblutt  
Craig P. Snively  
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Julia S. Currin  
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Tonya Leigh Fortune  
Dana E Glenn  
Cynthia N. Herring  
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Alicia Mitchell  
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