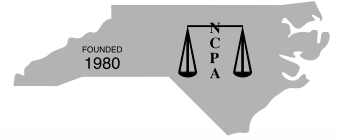




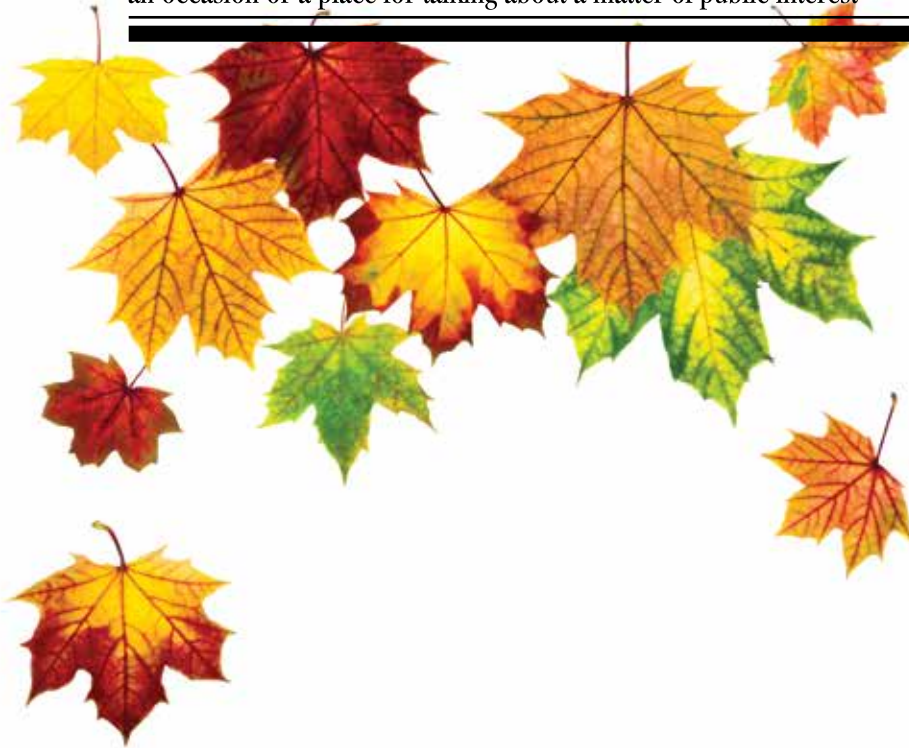
Fall 2014

North Carolina Paralegal Association, Inc.



Forum

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



IN THIS ISSUE...

- Top 5 Tips for Saving Your Client Money on Your Next eDiscovery Project
- NCPA Nominations and Elections Brochure
- 2014 NALA Conference Report and Photos
- An Ode to the Paralegal Gladiators a/k/a Litigation Paralegals



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Mary Brunk, NCCP
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Crystal L. Robinson, ACP, NCCP
Patron & Sustaining Chair

Sharon Gitten, NCCP
Articles/Association News Editor

The North Carolina Paralegal Association, Inc.
PO Box 8680, Greensboro, NC 27419
704.535.3363
www.ncparalegal.org

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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.



Table of Contents

President's Message	2
Chairman's Message	2
Report of the 1st Vice President (Education)	3
Editor's Court	3
Report of the 2nd Vice President (Membership)	4
Calendar of Events	5
Report of the Affiliate Director & Associations Network Chair	6
Top 5 Tips for Saving Your Client Money on Your Next eDiscovery Project	7-9
An Ode to the Paralegal Gladiators a/k/a Litigation Paralegals	10-11
AMICUS - District Directors' Report	12-14
Ethics Corner	15
Practice Tip Sheets: Inadvertent Disclosure	16-17
NCPA Nominations and Elections	18-20
NCPA Contact List	21
Test Yourself: Are You Organized or Disorganized?	22-23
2014 NALA Conference Report and Photos	24-27
NCPA Member Birthday List	29

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President's Message

Patricia F. Clapper, ACP, NCCP



A group of NCPA members just returned from a great week in Charleston for NALA's Annual Conference. It was my first time to Charleston and I enjoyed the beauty and history of the city. I also enjoyed attending the conference and meeting paralegals from around the country (and even the Virgin Islands!). Please be sure to read our

NALA Liaison's report and pictures in this issue.

Our education committee has put together a fabulous NCCP/CLA Review Course this year. It will be held in Charlotte and Durham. More details and registration information are on the website. If you are planning to sit for either exam, you will not want to miss this opportunity.

As we look to the coming months, we will be looking for volunteers to assist with NCPA's activities. If you want to become more involved with NCPA, please send us an email and let us know. Along with committee positions, director positions for the even numbered districts will be up for appointment in March 2015.

Remember, my email is always open for questions, comments and suggestions from members. NCPA is an organization run by its members, for its members, so please let me hear from you if you have questions or concerns.

If you want to touch the past, touch a rock. If you want to touch the present, touch a flower. If you want to touch the future, touch a life. ~Author Unknown

Patricia F. Clapper, ACP, NCCP

President

Chairman's Message

Karen F. England, NCCP



I hope this finds each of you looking forward to cooler temperatures, children returning to school, and schedules returning to normal, whatever your version of "normal" is. I don't think my family has ever defined it; so if yours has, please let me know your secret. One scheduling issue we want to continue is making

sure all of our district directors are holding meet and greets, and that you are all coming out and participating within your districts. NCPA, as a whole, has had a lot going on, but we want to continue to emphasize meet and greets and working within your districts to network with other paralegals, our vendors, and all those paralegal students out there who need to become involved in their areas and learn what NCPA is all about. Most districts held meet and greets in February, and we asked that every district have a meet and greet during June, July or August. I hope these all occurred and you all are getting more accustomed to meeting regularly. I had the great news today we have a volunteer to become the new Director for District III, and I've heard rumors we may have someone new in the wings next year for District IX. That makes the only district without a director District VII. So to that person out there in District VII who is reading this and have been wondering what you can do to become more involved with NCPA, now is the time to step up and take a leadership role. You won't be sorry because it is a very rewarding experience to be active in your profession, in your association, and in your community.

What an awesome time those of us had who attended NALA's 39th annual conference in Charleston, South Carolina. We had a large group this year due to the close proximity of the conference. The institutes were fabulous, and I personally learned a great deal from the one I attended.

So now, as we look forward to the turning of the leaves, it is back to the office, back to reality, and back to continuing to make NCPA the awesome association it is! To make that happen, we need you! If you would like to know more about being more involved in your association, please can contact either Patti Clapper or me.

Karen F. England, NCCP

Karen F. England, NCCP
Chairman of the Board



Report of the First Vice President and Education Committee

Beverly K. Moore, NCCP

Things are busy on the education front with the planning of NCPA's 7th Annual NCCP Review Course and the revised CLA/CP Review Course. The Review Courses will be held on September 12 -13 at UNC Charlotte Center City Campus in Charlotte and Durham Tech in Durham. Registration and brochures are available in this issue and on our website. Please spread the word!!

Big thanks to Stephanie Elliott, NCCP, Alicia Mercer, ACP and Elizabeth Vance, ACP, NCCP for all their hard work in organizing the Review Courses.!

Beverly K. Moore, NCCP

Beverly K. Moore, NCCP
2014-2015 NCPA First Vice-President



By now school has begun for the 2014-2015 school year and summer is gone. Time sure flies by these days! So much time has flown it has already been a year since Lakisha Chichester took over as Senior Editor. I want to thank

Lakisha Chichester for her hard work and diligence this last year and I am delighted to be the new senior editor for the Forum. I am also proud

Editor's Court

Charity L. Inglis,
ACP, NCCP

to introduce you to the new articles editor, Sharon Gittin, and the new advertising editor, Mary Brunk. Together, we look forward to continuing to grow the Forum.

We are always looking to get your feedback! It's important for us to know how we're doing to serve you better. If you have any comments you would like to share, let us know. We would like to start including reader comments in future issues. Also, we invite you to become more involved with the Forum by being a writer. Please contact the editorial team at ncpaforum@gmail.com.

Enjoy the issue!

Charity L. Inglis, ACP, NCCP

Senior Editor, NCPA FORUM



Second Vice President's Report Membership

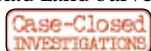
Martha L. Blackman-Hughes, NCCP, ACP

The current membership breakdown as of June 1, 2014 is as follows:

General members:	206
Associate members:	40
Student members:	146
Sustaining Members:	13
Affiliate members:	3
Educational Program members:	3
Attorney Advisors	2
Total	410

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, Cumberland County Paralegal Association, and Guilford Paralegal Association.

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

Martha L. Blackman-Hughes, NCCP, ACP

Martha L. Blackman-Hughes, NCCP, ACP
Second Vice President, Membership Chair

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CALENDAR OF EVENTS

2014

SEPTEMBER

September 12-13, 2014
CLA/CP Review Course
Charlotte and Durham

September 13, 2014
NCCP Review Course
Charlotte and Durham

September 15, 2014
2014 Meredith R. Pollette, ACP
Scholarship Finalists Notified

DECEMBER

December 1, 2014
Deadline to Register for
January 2014 CLA/CP Exam

December 10, 2014
Late Application Deadline to
Register for January 2014 CLA/CP Exam
(\$25 late filing fee)

December 12, 2014
Deadline for NCPA Declaration of
Candidacy for Office

2015

JANUARY

January 9, 2015
Deadline for NCPA Recommendation
for District Director

January 1-31, 2015
Testing Window for CLA/CP Exam

January 15, 2015
Registration Deadline for
April 2015 NCCP Exam

January 31, 2015
Student Scholarship Essays due

FEBRUARY

February 28, 2015
Pay your Annual Membership dues!

MARCH

March 19-21 2015
NCPA's 35th Annual Meeting & Seminar in
Wrightsville Beach, NC

APRIL

April 1, 2015
Deadline to Register for
May 2015 CLA/CP Exam

April 10, 2015
Late Application Deadline to
Register for May 2015 CLA/CP Exam
(\$25 late filing fee)

April 2015
NCCP Examination

MAY

May 1-31, 2015
Testing window for NALA CLA/CP Exam



COMMUNITY

(noun/plural): (a) a group of people living in the same place or having a particular characteristic in common;
(b) common ownership.

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Affiliate Director & Associations Network Chair's Report

Elizabeth Vance, ACP, NCCP

CUMBERLAND COUNTY PARALEGAL ASSOCIATION

The Cumberland County Paralegal Association hosted its 23rd Annual Spring Seminar in April 2014. The turnout was great, and the members extend their thanks to everyone who made it such a wonderful event. A special thank you goes out to Danielle Rea, chair for the event, who delivered a seminar to be proud of.

Also in April 2014, the CCPA had the privilege to speak to Miller-Motte College, paralegal department students, instructors, and staff on the profession, expectations, and the importance of developing the legal community. More information about CCPA is available on its website, www.ccpa.com, or by contacting Danielle Rea at (910) 323-4600.

GUILFORD PARALEGAL ASSOCIATION

Guilford Paralegal Association embarks on a new era by becoming a NALA affiliate. GPA was welcomed to NALA during NALA's 39th Annual Convention in Charleston, SC. Karen England, NCCP, GPA's NALA Liaison, represented GPA and presented a GPA display booth at the Affiliates Exchange during the Convention.

GPA held its Eighth Annual Spring Seminar in May. It was very successful, with approximately 130 paralegals in attendance. The attendees gave favorable feedback on the topics and speakers for the seminar. Guest speakers were

Brian Walker, Esq., The ABCs of DUIs; Susan Shaw, ADR, Social Security Disability Claims; Brenda Bergeron, Esq., Military & Veterans Affairs: A Primer for Paralegals; Keith A. Wood, Esq., A Review of Selected Tax Issues for Paralegals; Barbara Christy, Esq., An Update on Ethics for the North Carolina Paralegal. As in previous years, the sponsors and exhibitors at the Seminar were a significant part of the seminar's success. They are listed, along with links to their websites, at <https://guilfordparalegalassociation.org/Sponsors.html>.

Outgoing President and Seminar Chair Sandra Strickland, CLA, NCCP, was recognized during the seminar for her outstanding work on this year's seminar and prior seminars, as well as a total of 12 years of leadership with GPA, including a variety of officer and committee leadership roles.

Patty Galligani, a paralegal student at the Guilford College Paralegal Program in Greensboro, was awarded a \$500 Student Scholarship during the seminar.

GPA elected new officers in June. Beth Cox, NCCP, was elected President. Other new officers are as follows: Pearl Melton, Vice President; Zendré Bell, NCCP, Secretary; Dick Lockwood, NCCP, Treasurer; Emma Cernansky, NCCP, Parliamentarian and Karen England, NCCP, NALA Liaison.

Get more information about GPA on its website, www.guilfordparalegalassociation.org. Interested paralegals may




**NCPA
FORUM
NEEDS
YOU!**

Short articles in the following areas are welcome: Tips and How-to's; Legal Updates; Ethics Corner; News Articles; Short essays; Professional Profiles; Member announcements and/or achievements; Suggestions for reprints.

Pitch, write and publish articles that show what you know! It's a fantastic way to make contacts, build your professional network and when a potential employer Googles you, they'll find not only a list of your social media profiles, but your credits and expertise as well!

Contact the NCPA Forum (ncpaforum@gmail.com) if you'd like to contribute to future issues of the Forum, or if you simply have announcements or suggestions.

Top 5 Tips for Saving Your Client Money on Your Next eDiscovery Project

By Sarah Pons

The world of eDiscovery is constantly changing. Each of us creates new data everyday through email, texts, videos and social media. According to computer giant IBM, 2.5 exabytes - that's 2.5 billion gigabytes (GB) - of data was generated every day in 2012. So when your next litigation case comes up how do you collect and review your data efficiently while staying on a budget? Below are my Top 5 tips to reduce the costs of litigation on your next eDiscovery project.

1. Partner with a knowledgeable eDiscovery vendor - There are a lot of eDiscovery vendors out there with the same tools, but not all truly understand them and stay current with implications to clients. Good vendors have worked on all sizes of cases and can make recommendations depending on the specifics of your case. Vendors do not charge for consultations so why not find out what an expert would recommend? Also, technology in this industry changes rapidly. There is advanced software available now we didn't have a year ago. A reputable vendor wants to make his/her clients more efficient throughout the entire eDiscovery process and provide valuable guidance and cost savings so clients will want to use their services again and again. Check client references to find out the types of cases the vendor has handled and to verify their expertise.

2. Discuss the format of productions with the opposing side upfront - I would say this is the easiest cost saving method we often see underutilized. At the 26f conference discuss with opposing counsel the format in which you would like to produce/receive productions. If the parties agree to produce bates numbered tiff

images for example, also ask for the proper load files, specific metadata fields and OCR (optical character recognition). Your eDiscovery vendor can help you formulate this request so you can ensure you have a clear and concise production format. For example, if you were using Relativity for your database you would ask opposing to produce 300 dpi Group IV Tiffs with an Opticon load file, document level text files with

embedded page break characters, a document level metadata file with standard Concordance delimiters with attachment information and natives when unable to image (relational databases, multimedia files, etc...). We most commonly see parties producing documents in PDF format. When using a database these documents then must be re-processed to obtain a load file at an additional cost where they could have been loaded seamlessly if they were produced in the proper format. Most parties rarely produce metadata with PDF productions. As you may know, metadata is data about a document. For example, an email typically contains metadata including the To, From, Date, Subject, CC, BCC, etc.

This information is extracted as part of the processing phase and populated into fields in a database that can be searched to make reviewing documents much easier. Metadata is information that is easily extracted when processing, so there are no additional charges to provide it. It's extremely useful and as long as the parties agree to which specific fields will be provided then you are all on equal playing fields while keeping your reviews efficient. Involve a vendor early in your case to help formulate your request and ensure you are producing documents with the appropriate specifications after your review.

continued on next page

**According to
computer giant IBM,
2.5 exabytes - that's
2.5 billion gigabytes
(GB) - of data was
generated every day
in 2012.**

“Top 5 tips for Saving ...” - continued

Spreadsheets are another file type that can be somewhat problematic. If you have ever tried to print a spreadsheet, such as Excel, without formatting it you may have discovered it wasn't pretty. These documents were never really meant to be printed and need to be formatted to do so. If you have spreadsheets in your data set as either loose files or attachments to email, I highly recommend keeping them in native format if possible and not converting them to Tiff or PDF for productions. The most common way to handle spreadsheets is to insert a slip-sheet with the file name on it, bates number the page and then produce the corresponding spreadsheet in native format. Since vendors typically charge for Tiff/PDF conversions and bates numbering on an image level, producing spreadsheets in native format will also save a significant amount on your production charges. Remember there are some potential risks in doing this. Imaging spreadsheets will remove formulas while producing natives will make them available to the opposing side.

3. Filter your data - As you may know the most expensive part of the entire EDRM (Electronic Discovery Reference Model) is the attorney review, so the less documents you have to review the better for your client. When data is first collected from your client, depending on how targeted the collection was, you will most likely want to filter the data in some method. Some of the most common filters include de-duplication, keyword searching and using date parameters. A knowledgeable vendor can help you configure your keyword terms correctly so errors do not occur during the keyword searching. All of these filters can be performed by your eDiscovery vendor and the “hit” results can be shown in a report format for your team to verify before moving these documents into a database for review. Searching by domains is another filter that can help target potentially privileged documents before you even begin your review. Vendors can also provide a sender domain list for you to review to determine domains that are junk. For example, most cases don't need to export the spam emails from Flowers.com, so this domain could be removed from the data set before review. There are ECA (Early Case Assessment) tools available that are web based where your legal team can login, run your

own filters and test the results before selecting the data that will move into the review platform. On average, most clients that have us run a list of keywords and de-duplication on their original data sets will end up only having to review 20% or less of their original data population.

4. Use a relational database - Why? These tools can help significantly with your review. Some of the more popular ones on the market include Relativity, Viewpoint, Eclipse and Ringtail. These are web based tools so attorneys in multiple cities, co-counsels and experts can all work from the same database. Some large law firms have these tools in-house while others outsource their projects to eDiscovery vendors on an annual or case by case basis. The great benefit to outsourcing is that small to medium firms can now use the same databases and have the same litigation support expertise through their vendor as the largest law firms in the country without having to buy any hardware, software or bring any technical support staff in-house. These relational databases have a SQL back end and can do wonderful things to assist in your review.

The two main improvements with relational databases over previous generation flat table review applications are 1) propagation and 2) having relational indexed data function as one. Document level duplicate propagation means a reviewer can code a document one time in the database and the coding will automatically be copied to all other duplicates of that document in the system ensuring consistency. With relational indexed data functioning as one you can now easily search a document and pull its family (parent email and children attachments together) vs. before it was very difficult in the older databases. Some other great capabilities include batching where multiple reviewers in the database “check out” and “check in” batches of documents so that they are not reviewing the same documents in the database. The efficiencies and workflows of these databases more than cover the monthly hosting charges for these tools. Again, the most expensive part of the entire eDiscovery process is the attorney review. The more efficient your team is at reviewing documents, the less overall you will bill your client.

**Educate
yourself on the tools
available
by seeing
demos and attending
CLE's or seminars.**

continued on next page

"Top 5 tips for Saving ..." - continued

5. Use advanced technology: email threading, near duping, predictive coding and themes – Besides using a relational database there are "add on" features using analytics that can assist with your review even more. Email threading pulls together the entire thread of each email in your data set. This will allow your team to review these threads together quickly vs. having them scattered throughout the data set. Near duping works on both scanned paper documents and original electronic data and will pull together documents with similar content. For example, if you had several drafts of the same document throughout your data set near duping would pull these documents together based on a percentage of likeness so they could quickly be coded. Themes group documents in the database together by, for lack of a better term, themes. Some of the themes of your data set may include investments, research or sales meetings. Your team would see a list of these themes in the database and could prioritize those that are most relevant to your case to speed your review. Predictive coding uses analytics to train the database to find relevant documents. Subject matter experts begin by coding a sample set of documents. The database then determines how the rest of the documents in a case should be marked. You then validate the work by reviewing statistically relevant subsets of documents to ensure coding accuracy. At least 70% is needed as that is the standard agreed upon human expectation for accuracy.

You can't avoid eDiscovery and the amount of data is only getting larger. Educate yourself on the tools available by seeing demos and attending CLE's or seminars. Partner with a knowledgeable vendor with verified experience and use them for consultations at the beginning on your case. Proportionality is also key. Because there is not one set method to running an eDiscovery case, your vendor can help you devise a plan within your budget. Arm yourself with information and get your attorneys on board. Corporations and businesses are more involved now with eDiscovery decisions than ever before and are extremely cost conscience. By implementing these tips you can add a great deal of value to your team's next eDiscovery project.

Sarah Pons is the Director of Sales for Envision Discovery and leads the sales efforts for the company's three offices in Raleigh, Charlotte and Richmond. Sarah's eDiscovery career began in the Raleigh market back in 2005 with a national provider of

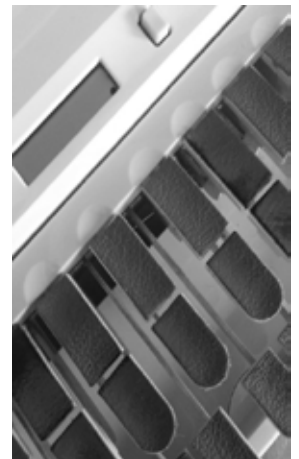
document services. Since then she has managed large, multi-city projects involving forensic collections, eDiscovery processing/hosting and even paper collections. Her clients include law firms, corporate legal departments and government agencies. Sarah has a passion for technology and strives to consult her clients on the most efficient and cost effective ways to find responsive documents during discovery. She has facilitated training and CLE classes on topics ranging from eDiscovery trends to forensic data collections and web-based review tools. She moved to Charlotte in the fall of 2012 to open an office for Envision Discovery in the Uptown area. With over 9 years of litigation support experience, Sarah brings her expertise to the Carolinas and Virginia markets to help firms and corporations reduce costs and simplify the eDiscovery process.



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“An Ode To The Paralegal Gladiators a/k/a Litigation Paralegals”

By: Jamie Collins

One day about a year ago, I received a call from the courthouse. It was the kind of call a busy Litigation Paralegal looks forward to, but doesn't receive all too often. One that occurs when other attorneys in your firm outside of your immediate circle call upon you (the reliable, makeshift ninja standing deskside) from the midst of a jury trial to request a piece of critical information or evidence for purposes of impeachment.

(For you newbies and non-litigation paralegals out there, I am referring to evidence used to prove that a witness lied on the stand, while under oath. He says one thing, and the attorney is able to readily produce a document that says another.)

For all intents and purposes, this tele-phone call signals the start of what can best be described as “The Paralegal Olympics.” The call comes in. The paralegal smiles, remembers to breathe, and verbally indicates to the calling esquire that it shall be done.

It was one of those rare moments where I immediately stop pushing papyrus around that desktop, step away from the keyboard to rise from my seat, walk out into the hallway within an earshot of all staff members, and in an incredibly serious tone (nothing short of a verbal command issued by the likes of Olivia Pope or Julianna Margulies. Yes, just like that...) begin to spout the following:

“They called from trial. I need everyone to stop what they are doing and scour the internet for _____. We have no time to waste. Print off whatever you find and show it to me. In about 20 minutes, when I need to leave to deliver it to them, I'll take the best of what we've found.”

I then storm back to my desk and onto Google in a paralegal state that is half anxious, half giddy, to begin an incredibly fast and furious search for the best evidence there was to be had. A moment that would get any paralegal's heart racing, adrenaline flowing, and senses elevated 20 times over as she stands before the pearly gates of glory overlooking the litigation promised lands. I realize I have about 20 minutes until I'll need to depart out of those law firm doors to bring the trial team what they need to kill an opposing witness (figuratively speaking, of course) and make the case.

Information found.

Exhibit Label affixed to the front. Exhibits made - 13 copies, to be precise.

I lift the last set of warm pages off of the copier, grab the next set of numbered tabbies for the binders, grab my handbag, and dash out the door, all the while hoping I don't lose a heel (or my sanity) in the process. Parking money?

Check!

It. Is. On.

Upon arriving at the courthouse and sitting through the potentially impeachable witness' testimony, it turns out we didn't end up needing those key documents “Ms. Pope” had found, after all. No lie, no documents to be produced. But that didn't put a damper on the moments that day when I lived the paralegal dream - on the edge, with a big need, a little time, and a will to win. It is these types of moments that we, as savvy litigation paralegals, step up, step in, and live for.

No time? Big expectations? The litigation team will rise or fall?

Into the fray we go.

These are the moments that lace the remainder of our less dramatic, non-gladiator-esque, deadline latent, litigation-paper-pushing days filled with e-mails, paper cuts, and embers of craziness with small glimmers of boldness, and greatness, and magic. The type of day that makes us REMEMBER why it is we do what we do in the first place. We sometimes forget. I know I do. It's the reason we are willing to push the paper around

the desk for 86 days in a row for a chance - just one - to dance for a day into the dream. And we remember. And we live on the edge. And we are ALIVE.

And happy - so happy we can't imagine doing anything else. And we remember. Fueled on litigation inspiration, we push paper for 86 more days to earn our next ticket into the grand arena. We spin that paper to live another day, and do it all over again...one more time.

This brings me to the second part of today's topic. When speaking at local schools, I am frequently asked how often I, as a litigation paralegal, attend a trial or how often I am actually asked to find a “smoking gun” for a big case. These types of tasks have allure. They are appealing. Sexy stuff. People admire them. After all, who doesn't want to be Erin Brockovich?

These types of tasks are instilled in the minds of academic dreamers everywhere. Heck, it's the reason why many folks



continued on next page

"An Ode to the Paralegal ..." - continued

decided to enroll in a paralegal program in the first place. They want to have a shot at making their way into The Paralegal Olympics. They want to claim a seat on a big case in the courtroom. They seek glory.

The truth is between the two categories of trials and smoking guns, it's probably about one tenth of the time, at best, for most of us. Those days of typing, and filing, and sorting, and organizing, and finding, and seeking, and calling, and ordering records, and reorganizing, and running through the office, and halfway losing one's mind, as you work for someone who is halfway losing his own, are what buy you the seat in the chair. Many litigation paralegals are paid more than what a person probably should be paid to sit in the chair and file, sort, field calls, stuff paper into files, and be at an esquire's beck and call. Overpaid to be manual filing clerks, file openers, phone call takers, and file organizers. Yes, indeed.


But it is on those days the call comes in that the attorneys know you are worth every green dollar bill contained within that weekly paycheck. Those days when you must enter the glory games to put it all on the line. For them - right here, right now. To step up. Step in. Step out. To become the executioner of deeds, saver of sanity, and the one who will arrive at the courthouse with the documents that may or may not be needed with a big, confident smile pasted across your face as you take your seat in the peanut gallery, because in that moment...you are proud, and prepared, and ready.

You are a Litigation Paralegal, with a seat in the courtroom, and a smoking gun tucked securely under your arm. Whether you get the opportunity to rise and hand over that stack of manila folders containing case-making exhibits or not, you are dancing a day through the dream. You are in The Paralegal Olympics. No matter what happens in that courtroom, in that moment, in that case, on that day...you are ALIVE. And you REMEMBER exactly who you are, and why it is you do what you do, all the other days of the year. Every single one of them. So push that paper, field those calls, put out those fires, scribble down those notes, organize that file, and attempt to save the other half of your sanity, along with his, as you always do. You are a Litigation Paralegal. You are proud. You are prepared. You are ready. REMEMBER the dream.

Take your seat, and live it.

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Jamie Collins is the Founder of The Paralegal Society. She works as a senior-level litigation paralegal at Yosha Cook Shartzler & Tisch in Indianapolis, Indiana, where she handles predominantly personal injury and wrongful death cases. She can be reached at: jamietheparalegal@yahoo.com



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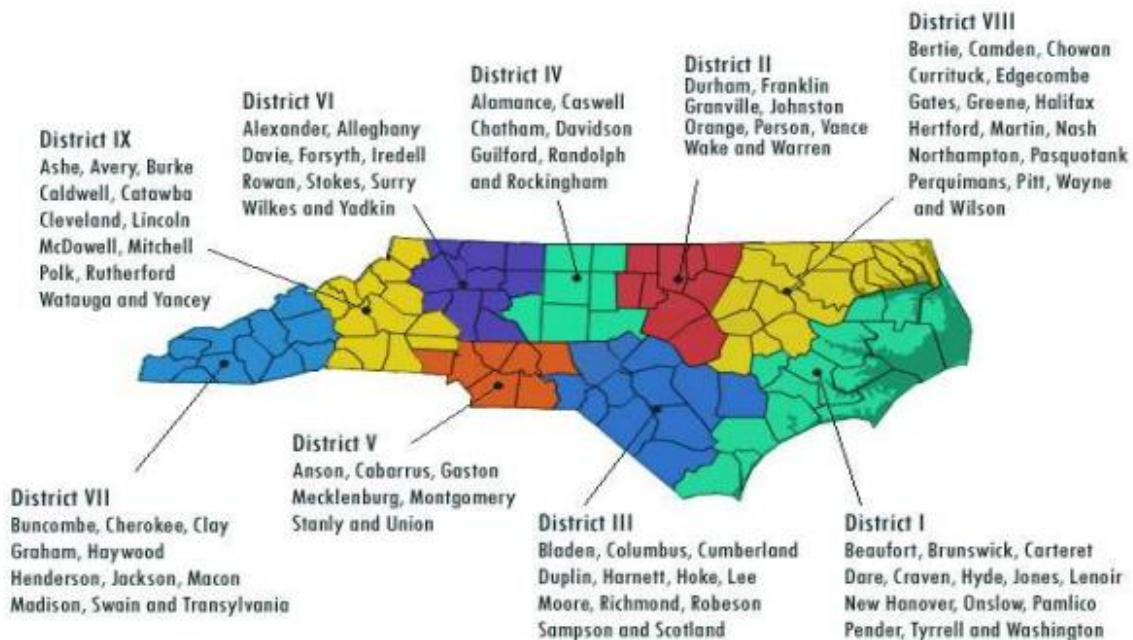
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AMICUS ^{THE} Director's Chair

NCPA's Directors are elected by the general membership. A District Director must have been a general member for a year reside or work within the district represented. As a Director, you serve on the Board of Directors for the NCPA. Your responsibilities include attending regularly scheduled 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 a liaison between the members of your District and NCPA. If you are interested in serving as a Director, please email Karen F. England, NCCP, Chairman of the Board at kengland@wehwlaw.com

Want to know what is going on in your district and which district you belong to? See below!



District I has 26 members. Due to bad weather and busy schedules, we've had some difficulty scheduling a meet and greet for District I. We hope to have something set up very soon. Members interested in getting together for a meet and greet in September or October, please contact Heather Padgett, District Director - heather.padgett@wilmingtonnc.gov.

District II has 132 members. District II is planning to have one a meet and greet in September with the hope of providing CLE credit! An email will be sent with full details as soon as they are finalized. For any question please contact Paulene Scott Kearney, District Director - pkearney@smithdebnamlaw.com.

District III has 36 members. Hello to all members of the North Carolina Paralegal Association, but most importantly, to District III members. My name is Monica Brown-Wilson, I live in Hope Mills (Gray's Creek), mother of 2 girls, and I graduated in 2009, Magna Cum Laude from Pierce

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AMICUS - continued

College with a BS in Paralegal Studies. In 2010, I was inducted into the National Paralegal Honor Society, obtained my NC Notary certificate, and sat for the North Carolina State Bar Paralegal Certification exam. I realized how passionate I am about the law when I worked with a Cumberland County criminal defense attorney. After a few years in criminal law, I wanted to broaden my knowledge base; this led me to a larger litigation firm, but I eventually landed back in criminal law. I work with Attorney Jonathan C. Strange, and although the main focus is criminal law; we handle landlord/tenant issues for those low income individuals unable to afford legal services, immigration law, contracts, small civil suits, and education law. Additionally, I volunteer for the Family Justice Center, and thankfully the attorney has agreed to provide his legal services to those victims of domestic violence, if or when they apply for restraining orders. I believe that the Paralegal profession allows me the opportunity to help people during what may be, one of the most difficult times of their lives; furthermore, it is a profession to be proud of belonging too. As paralegals, we are public servants, and together as a mass, not just District III, we can make a difference in our communities. District III members, please reach out to me so I may get to know who you are, and any ideas you might have regarding a meet and greet. This would provide a great opportunity for those senior paralegals to mentor the up and coming individuals who have joined this ever changing and growing profession. Thank you for this opportunity to serve you, and District III. For any question please contact Monica L. Brown-Wilson, NCCP, District Director - Monica@the strangelawfirm.com. *Monica will be appointed District III Director at the Board's September meeting.

District IV has 67 members. District IV and VI partnered once again to hold a joint meet and greet on June 7, 2014 at the offices of Wyatt Early Harris Wheeler, LLP in High Point, NC. Our speaker was Leroy Everhart of Case-Closed Investigations who spoke to our group on the subject of hiring a private investigator. Several door prizes were given away, and we were honored to have our President, Patti Clapper, in attendance. Members wrote thank you cards for our troops to be included with the items collected at NCPA's seminar for Military Missions in Action. Several members of District IV traveled to Fuquay Varina on June 14, 2014 to assist other NCPA members box up the items collected. Thank you to our Pro Bono Chair, Jennifer Eason, who put together this worthwhile charitable opportunity. Plans are being made to hold another meet and greet in the fall and a Holiday Dinner sometime in December. For more information, please contact Karen England, District Director - kengland@wehlaw.com

District V has 55 members. District V will hold a meet and greet this fall. If you have any preference or ideas about where you'd like for it to be held, please let me know. You can email me at selliott@gastonlegal.com.

District VI has 48 members. District IV and VI partnered once again to hold a joint meet and greet on June 7, 2014 at the offices of Wyatt Early Harris Wheeler, LLP in High Point, NC. Our speaker was Leroy Everhart of Case-Closed Investigations who spoke to our group on the subject of hiring a private investigator. Several door prizes were given away, and we were honored to have our President, Patti Clapper, in attendance. Members wrote thank you cards for our troops to be included with the items collected at NCPA's seminar for Military Missions in Action. Several members of District IV traveled to Fuquay Varina on June 14, 2014 to assist other NCPA members box up the items collected. Thank you to our Pro Bono Chair, Jennifer Eason,

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AMICUS - continued

who put together this worthwhile charitable opportunity. Plans are being made to hold another meet and greet in the fall and a Holiday Dinner sometime in December.

District VII has 13 members. District VII and IX will hold a joint meet and greet on Saturday, September 27, 2014 in Morganton. We will have a speaker on ethics and will enjoy some networking and good food. For more information contact Beverly K. Moore, NCCP at bev@tissuelaw.com. An email will be sent with full details as soon as they are finalized.

District VIII has 6 members. District VIII Meet and Greet Fall Breakfast scheduled for Saturday, September 27th from 9:30 a.m. to 11:00 a.m. at the new Golden Corral in Wilson, NC located at 3101 Raleigh Rd Pkwy W, Wilson, NC 27896. If you know of any paralegals that are not members of our association that live in District VIII, please let them know they are WELCOME to join us! District VIII includes the counties of Bertie, Camden, Chowan, Currituck, Edgecombe, Gates, Greene, Halifax, Hertford, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Wayne, and Wilson. Please contact Bonnie Ruffin District Director to RSVP. BonnieR@RuffinConsultingInc.com

District IX has 23 members. District VII and IX will hold a joint meet and greet on Saturday, September 27, 2014 in Morganton. We will have a speaker on ethics and will enjoy some networking and good food. For more information contact Beverly K. Moore, NCCP at bev@tissuelaw.com. An email will be sent with full details as soon as they are finalized.

Affiliations Director – Correspondence has been sent to several local paralegal associations in North Carolina which are not currently NCPA affiliates. Anyone interested in your local associations becoming an NCPA affiliate, please contact Elizabeth Vance, ACP, NCCP – evance@wehwlaw.com

Chairman of the Board – It is great to see the increase in activity in the districts with several meet & greets having already taken place this year, and several more scheduled in the coming weeks and months. Don't forget that NCPA has several videos from our past review courses which are approved for CPE credit that can be used for a meet & greets or lunch & learns if any of you run into trouble finding speakers. Any director who is interested in using the videos, please contact Karen England at kengland@wehwlaw.com.



ETHICS CORNER

By: Sheila Aldrich, Ethics Chairperson

I hope everyone had a good summer! I have been asked to provide an article. After contemplating what words of wisdom I could give to seasoned as well as new paralegals, I decided to tell a story that deals with unethical behavior. Most of us have at least one or more that we have been made aware of and/or been involved with. Before I begin, we first must know what ethical means. The dictionary describes it as: a) involving or expressing moral approval or disapproval or b) meeting accepted professional standards of conduct.

This could happen in any business, not just a law firm. Client comes into the office, where you have worked for 6 years and the receptionist for two years, for an appointment. They are greeted by a receptionist who has them fill out a form while waiting to be seen. Once appointments are over they are brought back out to the receptionist where they pay for their consult. Most pay by cash and are given a receipt.

Bank deposits are normally handled by the receptionist on a daily or every other day basis. Since your desks are close to one another, you notice that deposits are not being done as frequently. You question her about this and she comes up with some excuse and gets defensive but you don't know why. Six months go by and one day the bookkeeper asks to see your check request logs. Since you are the one that the staff requests checks from, you think nothing of it as

she requests to look through it monthly. A week goes by and one morning you and the rest of the staff are called into a conference room. You are advised that the receptionist's employment has been terminated. They determine she had been stealing money.

When the bookkeeper asked for your check request logs, she found that a check had been written but not

requested for several thousand dollars.

In her research she found where the receptionist had written it, had one of the owners sign it, and she had used it to pay a personal debt. When she was confronted about the check she also admitted to taking some cash that clients would bring in to pay for office consults and to pay on their account.

While scenarios such as this are not uncommon in any business, the writing of a check from an attorneys trust account for use other than what the funds were deposited for is the most common of unethical practice committed by staff and attorneys alike. In our office, when someone comes in with a cash payment a receipt is prepared. But, unlike the scenario above, two of our staff must verify the cash received amount and initial the

receipt before it is given to the person who brought in the cash. If you have any questions regarding ethics or have a story you would like to share with our readers, you can contact me at saldrich@keziahgates.com.

The dictionary describes it as:
a) involving or expressing moral approval or disapproval or b) meeting accepted professional standards of conduct.

PRACTICE TIP SHEETS

Inadvertent Disclosure - Just How Serious Is It?

Opposing counsel is accidentally copied on a confidential email to the client.

Or privileged emails have accidentally been included in a document production.

These unhappy events are feared by us all, yet are becoming increasingly difficult to avoid in light of the exponential increase in email communications and the vast volumes of electronically stored information (ESI) being produced in litigation.

What happens in the event of an accidental disclosure of confidential documents? Has privilege been waived? Can opposing counsel use the confidential information?

It depends!

There are two related but separate issues here.

Ethical Duty

First is the issue of a lawyer's ethical duty (and her staff's duty) upon receiving privileged information that was presumably disclosed by accident. Here a lawyer is faced with conflicting ethical obligations: respecting the attorney-client privilege vs. vigorously representing her client and keeping the client fully informed.

[ABA Model Rule 4.4\(b\)](#) and [Comment \[2\]](#) make it clear that any lawyer receiving inadvertently disclosed confidential or privileged information has a duty to promptly notify the sender.

However ABA [Formal Opinion 05-437](#) confirms that questions about whether the receiving lawyer has additional duties, such as refraining from reading or using the material, or about whether the disclosure waives privilege, are matters of law to be decided by statutes or the courts.

Many states have reiterated in their own Ethics Opinions or laws that lawyers receiving inadvertently produced privileged information must notify the producing lawyer. However, jurisdictions vary as to whether the receiving lawyer may ethically use the inadvertently disclosed information in his trial strategy, and whether he may reveal the disclosure to his client.

For example, California case law places additional duties upon the recipient. If a lawyer receives materials that appear to be privileged, and also appear to have been disclosed inadvertently, not only does she have a duty to notify the disclosing party, but she has a duty to "refrain from examining the materials any more than is essential to ascertain if the materials are privileged." [State Compensation Ins. Fund v. WPS, Inc.](#), 70 Cal. App. 4th 644, 656-7 (1999); see also [Rico v. Mitsubishi Motors Corp.](#), 42 Cal. 4th 807 (2007), extending these ethical duties to a lawyer receiving inadvertently produced attorney work product material.

Privilege Waiver

The second issue is that of whether an inadvertent disclosure waives privilege. Federal law addresses the prospect of confidential information being inadvertently disclosed. In a revision enacted in 2008 and intended to resolve disputes among the courts regarding waiver of privilege resulting from inadvertent disclosure, [Fed. R. Evid. 502\(b\)](#) clarifies the circumstances in which an inadvertent disclosure does or does *not* waive privilege.

The rule states that 1) when the disclosure was inadvertent, 2) the party claiming privilege took reasonable steps to prevent disclosure, and 3) the party claiming privilege took reasonable steps to correct the error after disclosure occurred, then privilege is not waived.

Further, [Fed. R. Civ. P. 26\(b\)\(5\)\(B\)](#) states that if privileged or work product protected information is produced, the party claiming privilege may notify the recipients of the basis for the privilege claim, upon which the receiving party *must* promptly return, sequester or destroy the specified privileged information and any copies in its possession, and is not allowed to use or disclose the information until the claim is resolved.

In practice, this generally means as long as the producing party can show it didn't intend to disclose the privileged information, notified the receiving parties of the error, and had taken steps, however unsuccessful, to guard against the disclosure, privilege won't be waived and the receiving party won't be able to make use of the privileged information in the lawsuit.

Of course, courts differ in their interpretation of what actions constitute "reasonable steps" to prevent disclosure or to provide prompt notice. There have certainly been instances where a court ruled that privilege had been waived due to delay in notification of a disclosure, or due to inadequate privilege review.

What Should You Do?

- Know your state's ethical guidelines, and your state or federal jurisdiction's statutes or case law on the subject.
- Do everything in your power to assure privilege review procedures are in place and are as thorough as practicable. Make every effort to prevent privileged documents from slipping out of the office.
- The moment you learn privileged information may have been disclosed in any manner, inform your team or supervising attorney, if applicable.
- Most likely opposing counsel will need to be notified immediately. The speed with which this is done may impact whether privilege is waived.
- Efforts will likely need to be made to negotiate the handling of the disclosure with opposing counsel.
- Even better, negotiate a confidentiality or "claw-back" agreement and order, pursuant to [Fed. R. Evid. 502\(d\)](#), which can assure that any inadvertent disclosure will not waive privilege, and the producing party can request the return of the disclosed documents.

Reprinted by permission of the author, Daphne Drescher. Daphne is a virtual litigation paralegal and owner of California-based Drescher ProParalegal. She is also an adjunct instructor in the paralegal degree program at Empire College. For more information, visit Daphne's website <http://proparalegal.com> where you can subscribe to the free ProParalegal Newsletter full of litigation practice tips and resources for legal support staff.

NOMINATIONS AND ELECTIONS

Now Is the Time to Offer Your Service

Ralph Waldo Emerson once said "Do not follow where the path may lead. Go instead where there is no path and leave a trail." Have you ever wanted to become more involved with NCPA? Are there things you do or don't like about NCPA? If so, please consider serving as an officer or director in the 2015-2016 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. Seize the opportunity to leave your trail in a wonderful paralegal association by demonstrating the talents you possess.

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, 2014**, and the deadline for returning the "Recommendation for District Director" form is **January 9, 2015**.

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 9, 2015**.

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.
2015-2016

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 2015 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 8680
Greensboro, NC 27419
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 II, IV, VI, or VIII (two-year term position), will be elected by the members of their respective regions and announced at the 2015 Annual Meeting.

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

DEADLINE FOR RECEIPT BY ELECTIONS CHAIR IS JANUARY 9, 2015

Send to: Cindy McGhee, NCCP
NCPA Nominations and Elections Chair
North Carolina Paralegal Association, Inc.
Post Office Box 8680
Greensboro, NC 27419
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)

2014 – 2015 NCPA Officers, Directors & Committee Chairs

Officers:			
President	Patricia F. Clapper, ACP, NCCP	w (919) 929-0386	lglduck@aol.com
1st VP (Education)	Beverly K. Moore, NCCP	w (704) 321-4745 x 201	bev@tissuelaw.com
2nd VP (Membership)	Martha L. Blackman-Hughes, ACP, NCCP	w (919) 250-2239	mlblackman-hughes@nc.rr.com,
Secretary	Crystal L. Robinson, NCCP	w (919) 929-0386	crystal@levineandstewart.com
Treasurer	Lakisha Chichester, ACP, NCCP	c (919) 358-0861	lachichester@gmail.com
Parliamentarian	Diane Tally, NCCP	w (336) 819-6002	dtally@wehwlaw.com
NALA Liaison	Stephanie B. Elliott, NCCP	w (704) 790-6002	sellott@gastonlegal.com
Directors:			
I	Heather Padgett, NCCP	w (910) 343-3997	heather.padgett@wilmingtonnc.gov
II	Pauline Scott Kearney	w (919) 250-2160 c (919) 710-3644	pkearney@smithdebnamlaw.com
III	Monica L. Brown-Wilson, NCCP	w (910) 822-5000	Monica@thestrangelawfirm.com
IV	Karen F. England, NCCP	w (336) 819-6015	kengland@wehwlaw.com
V	Stephanie B. Elliott, NCCP	w (704) 790-6002	sellott@gastonlegal.com
VI	Toni Morgan, NCCP	w (336) 615-8023	tonimorgan@thefreshmarket.com
VII	open	w (704) 790-6002	sellott@gastonlegal.com
VIII	Bonnie Ruffin, NCCP, CLVS	c (252) 289-2050	bonnier@ruffinconsultinginc.com
IX	Beverly K. Moore, NCCP	w (704) 321-4745 x 201	bev@tissuelaw.com
Affiliate Director	Elizabeth R. Vance, ACP, NCCP	w (336) 819-6043	elizabethvance@infionline.net
Bar Liaison			
Paralegal Educator			
Attorney Advisors	Teresa M. Brenner, Esq.	w (980) 386-4238	teresa.brenner@bankofamerica.com
	Wiley P. Wooten, Esq.	w (336) 227-8851	wpw@vernonlaw.com
Chairman of the Board	Karen F. England, NCCP	w (336) 819-6015	kengland@wehwlaw.com
Board Secretary	Crystal L. Robinson, NCCP	w (919) 929-0386	crystal@levineandstewart.com
At Large Director	Stephanie B. Elliott, NCCP	w (704) 790-6002	sellott@gastonlegal.com
Immediate Past President	Stephanie B. Elliott, NCCP	w (704) 790-6002	sellott@gastonlegal.com
Committee Chairs			
Audit Chair	Martha Blackman-Hughes, ACP, NCCP	w (919) 929-0386	mlblackman-hughes@nc.rr.com,
	Patricia F. Clapper, ACP, NCCP		lglduck@aol.com
Associations Network Committee Chair	Elizabeth R. Vance, ACP, NCCP	w (336) 819-6043	elizabethvance@infionline.net
Annual Seminar Co-Chairs	Michele G. Bryant, CLA, NCCP	w (336) 716-7335	mtuttle@wakehealth.edu
	Crystal L. Robinson, NCCP	w (919) 929-0386	crystal@levineandstewart.com
Review Course Chairs	Alicia Mercer, ACP	w (704) 542-2525	alicia@brownattorneys.com
	Elizabeth R. Vance, ACP, NCCP	w (336) 819-6043	elizabethvance@infionline.net
	Stephanie B. Elliott, NCCP	w (704) 790-6002	sellott@gastonlegal.com
Registration Chair	Chreatha A. Alston, NCCP	w (919) 807-6975	chreatha@embarqmail.com
Convention Coordinator Chair			
Ethics Chair	Sheila K. Aldrich, NCCP	w (336) 889-6900	saldrich@kezieahgates.com
Historian	Catrina Mitchell	w (919) 560-1647 x 34229	Catrina.Mitchell@durhamnc.gov
	Sarah Burt Timmel, NCCP	(919) 593-4084	stimmel@nc.rr.com
Job Bank	Stephanie Woods, NCCP	w (919) 277-9272	stephwoods@aim.com
Long Range Planning Chair	Stephanie Elliott, NCCP	w (704) 790-6002	sellott@gastonlegal.com
Mentoring Chair	Kaye H. Summers, ACP, NCCP	w (919) 682-9691	Kaye@Pulleywatson.com
Nominations and Elections Chair	Cindy McGhee, NCCP	w (919) 250-2203	cmcghee@smithdebnamlaw.com
NC Land Records Task Force Chair			
NCSBar Bd of Plg Cert Liaison	Yolanda N. Smith, ACP, NCCP	w (919) 861-1334	ynsmith@ncsu.edu
Patron & Sustaining Membership Chair	Crystal L. Robinson, NCCP	w (919) 929-0386	crystal@levineandstewart.com
Pro Bono Chair	Jennifer Eason, CP	c (919) 250-2158	jeason@smithdebnamlaw.com
Public Relations / Senior Editor	Charity L. Inglis, ACP, NCCP	c (919) 819-6008	ncpaforum@gmail.com
Articles / Ass'n News Editor	Sharon Gitten, NCCP	c (919) 612-3413	sharongittin@gmail.com
Advertising Editor	Mary Brunk, NCCP	c (919) 619-5661	mwbbrunk24@yahoo.com
Student/School Relations	Charlotte A. Ward, NCCP	c (919) 906-1822	ward_charlotte@yahoo.com
Survey Chair	Melissa Rutledge, NCCP	c (336) 509-3551	marutledge@gmail.com
Technology Chair	Jamie E. Coll, NCCP	c (336) 312-1462	info@ncparalegal.org
NCPA Coordinator	Jamie E. Coll, NCCP	c (336) 312-1462	info@ncparalegal.org

Test Yourself: Are You Organized or Disorganized?

Most people understand that it's a pain to be disorganized. I'm constantly surprised by the degree to which, for most people, **outer order contributes to inner calm**. Much more than it should.

Disorganized people spend a lot of time hunting for their keys; they have to order a replacement birth certificate; they know they must have a dozen staplers, because it's easier to grab another stapler than to find the old one.

Often, however, people don't realize how disorganized they are. Are you?

At a minimum, if applicable, you should know *exactly* where to find these possessions (assuming, of course, you own them—and you should):

- * stamps
- * your passport and your birth certificate
- * a corkscrew
- * Band-aids
- * a highlighter
- * a flashlight
- * paperclips or a stapler
- * your phone charger
- * a spare set of keys
- * your doctor's phone number
- * cinnamon
- * your tax statements from 2013
- * a pair of mittens (unless you never go anywhere cold)
- * spare AA batteries



Congratulate yourself for being well-organized if you can also say *exactly* where you'd find these objects:

- * a tape measure
- * your high-school yearbook
- * a Phillips screwdriver
- * a pencil sharpener
- * a copy of *Pride and Prejudice* or *The Da Vinci Code*
- * a vase the proper size to hold a bunch of tulips
- * a ruler
- * an extension cord
- * a recipe for a favorite food a family member used to make
- * a pack of playing cards
- * a pad of sticky notes (Post-Its)



One observation: disorganized people often aim to put things away *approximately*. They'll keep something "in a kitchen drawer" or "in my office." It's much more satisfying **to put things away in an exact location**—like a particular desk drawer. It takes some effort, at first, to decide where everything belongs, but once you've put objects in their proper places, it's much easier to return them there.

In **Better than Before**, the book I'm writing about how we make habits, I write a lot about habits that help maintain order -- for instance, **Power Hour**.

How did you score? Are you organized or disorganized? What should or shouldn't be on the list?

+++

Gretchen Rubin is the author of the blockbuster *New York Times* bestsellers, **The Happiness Project** and **Happier at Home**. She writes about **happiness and habit-formation** (the subject of her next book, **Better than Before**) at gretchenrubin.com. Follow her on Twitter, [@gretchenrubin](https://twitter.com/gretchenrubin), on Facebook, facebook.com/GretchenRubin.

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2014 NALA CONFERENCE

The 2014 NALA Conference was held July 22-25, 2014 in the quintessential southern city of Charleston, South Carolina. Since this was as close as we could get to North Carolina, NCPA had a strong showing of attendees this year: Karen England, NCCP, Belinda Thomas, ACP, NCCP, Patti Clapper, ACP, NCCP, Kaye Summers, ACP, NCCP, Diane Talley, NCCP, Sharon Robertson, ACP, NCCP, Beverly Moore, NCCP, Linda Wetherbee, and I attended and represented NCPA. It was a busy and exciting week!

As you are probably already aware, NCPA was part of the "welcome committee" that helped organized the early bird reception and the "Welcome to Charleston" bags, with the Charleston Association of Legal Assistants, Metrolina Paralegal Association, South Carolina Upstate Paralegal Association and Southeastern Association of Legal Assistants. Members from each of these affiliates arrived early to organize and stuff the welcome bags (all 350 of them!), and prepare the reception area. NCPA contributed mini "Moon Pies" and R.C. Colas to the bags, and they were a hit! The theme was "The South" and movie posters from movies made locally and throughout the South were on display. There were also actors dressed in "period" costume - Scarlet O'Hara and a Confederate Soldier were also among those mingling. Local southern favorites were also served, including sweet potato chips, pralines and Cheerwine. This is always a great time of reconnecting with old friends, and making new ones. NCPA contributed a "North Carolina" themed basket to the door prizes, and the Southern trivia used to give away the prizes was provided by the welcome committee. Karen and I had fun one afternoon this spring emailing North Carolina trivia questions back and forth. (Did you know Walter Cronkite was born and raised in Wilmington or that Babe Ruth had his first professional home run in Fayetteville?)

On Tuesday night, the NCPA group had dinner at California

Dreaming with one of our loyal (and fun!) sponsors, Leroy Everhart of Case Closed Investigations. We celebrated Karen's birthday, and had a great time together.

Wednesday morning, the educational institutes started, as well as the meetings. Over a brown bag lunch, I presented the topic "How to Build a Mentor Program" and we had a great discussion among Karen, Diane, Beverly, Belinda and those

other NALA members present about how NCPA has been rewarded with new student membership because of the mentor program. It's been several years now since Kaye and I gave our presentation on the NCPA mentoring program, but even now we are still being asked about it. I believe that is a strong testament to how strong our program is, and how well it works. As members, we should all be proud of it!

We found time during the conference to tour some of Charleston. Almost all of us took a carriage ride through downtown Charleston to see the historical sites, and Patti, Diane and Linda found time to take a ghost tour. Charleston has a lot to offer, and we all enjoyed our time there.

On Thursday, the 39th Meeting of the Membership was held and the Affiliate Awards were presented. I feel very honored and humbled to have been awarded this year's Affiliate Award. I believe strongly and passionately that this is the best profession out there, and I was very proud to be representing NCPA.

On Friday, we presented the NCPA booth during the Affiliated Associations Exhibits. Patti and Kaye gave out information on our mentor program, NCPA pins, and also some North Carolina tour guides we were fortunate enough to get free from VisitNC.org. We had tremendous feedback from the booth and people enjoyed the beach theme, and Kaye generously donated some of her own photography work which brought our North Carolina coast "alive" for people that visited the booth. Besides our booth, our affiliate, Guilford Paralegal Association, exhibited for the first time, as they are a new affiliate of NALA. Congratulations, GPA!

Our keynote address on Wednesday morning was given by Robert B. Wallace, a now retired, but accomplished trial lawyer. The one thing he said we should all take away from Charleston

continued on next page



2014 NALA Conference - continued

and remember is this: "The practice of law is not about cases or numbers and money. It's about people. Ordinary people." We all do what we do because we are helping people, and attending these conferences brings us to the next level. Not only are we helping our attorneys and clients by attending and receiving the most up to date education, we are helping ourselves. We are also these "ordinary people", but together, as a group, we can do extraordinary things. Each year I leave these conferences very proud of NCPA, and what we have accomplished in our 30+ years. In fact, during one of the presentations, we all noted what was being presented as ideas to gather new members were things we were already doing- we are ahead of the curve!

I want to thank you for the opportunity to attend my now 4th NALA Conference as a representative for NCPA. Please consider attending 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 22-24, 2015 for the NALA Conference to be held at the Hyatt Regency Downtown in Tulsa, Oklahoma. NALA will be celebrating its 40th year anniversary, so it is fitting we will celebrate in Tulsa, where the NALA headquarters are located.

Respectfully,

Stephanie B. Elliott, NCCP

NALA Liaison



continued on next page

2014 NALA Conference - continued



2014 NALA Conference - continued



CONGRATULATIONS!



Stephanie receiving her award
from NALA President
Ann Atkinson, ACP

Congratulations to NCPA member Stephanie Elliott, NCCP, recipient of a 2014 NALA Affiliate Award at NALA's conference in Charleston, SC in July. Stephanie has served in many volunteer positions with NCPA including President and First Vice President. While serving as President, Stephanie and other NCPA members spearheaded an effort to bring more student members into NCPA and as a result, our student membership has soared. It is obvious that Stephanie is very passionate about NCPA and the paralegal profession. Congratulations Stephanie and thanks for all you do for NCPA!



Stephanie with NCPA members at NALA's conference in Charleston, SC.



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

Katrina Mai Ballard
Jennifer M. Barefoot
Debra J. Brown
Michele A. Bryant
Sandra G. Carter
Judy H. Caudill
Jennifer Cechinel
Nesha L. Coleman
Jamie E. Coll
Elizabeth R. Dennis
Alison E. Foster
Kathleen Goins
Jane A. Harris
Jane L. Harrison
Susan R. Hayes
Susan S. Heusinger
Linda Miller Jackson
Keisha L. Lockhart
Jessica Marie Lyon
Yvette A. Nelson-Sloan
Lisa A. Norris
Patsy W. Portis
M. J. Rollins
Elise Schwartz
Yolanda N. Smith
Judith E. Szustakowski
Lisa G. Van Dyke
Allison W. Wagner
Sharon L. Wall
Linda R. Wetherbee
Mary E. Willard
Kelly M. Winn
Sarah Currin Wynn

October

Tiffany P. Allen
Shirley E. Andries
Deborah L. Black
Martha L. Blackman-Hughes
Cathy L. Bloniarz
Debbie L. Boggess
Ruth A. Brill
Heather M. Carpenter
Melanie J. Dagenhart
Rebecca A. Davis
Carly Dickerson
Cynthia F. Dietrich
Patty M. Draughn
Amy P. Gray
Diane Hancock
Megan Hoecker
Jennifer L. Hoefling
Dianne B. Holsclaw
Heather L. Horne
Nicole Marie Horne
Buffy L. Johnson
Diana Leigh Laster
Theresa W. McKenzie
Vickey S. Merlin
Beverly K. Moore
Logan Okun
Garrett Leigh Parks
Moneak F. Perrington
Ramon C. Rodriguez, Jr.
Kathryn Romo
Marguerite J. Watson
Anne M. Webb
Lisa Mae Williams

November

Zendre C. Bell
Caroline A. Brock
Tara A. Cary
Amra Ceric
Melinda R. Darling
Denise K. Forbes
Sevena L. Gagnon
Cassidy L. Graham
Gayle D. Green
Jill E. Harvey
Helen B. Jordan
Debbie Sue King
Linda L. Marion
Gail C. Marsh
Toni D. Morgan
Sharon R. Ramsey
Sharon G. Robertson
Janis Schoedler
Keonda C. Sessoms
Desire Shropshire
Dontiese Rae Smith
Robert E. Switzer
Amy L. VanHook
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