



NCPA



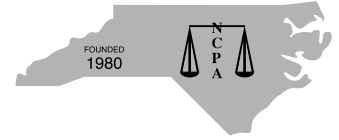
The NCPA is an
Affiliate Member
of the
National Association
of Legal Assistants, Inc.

Winter 2016

North Carolina Paralegal Association, Inc.

Forum

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



Volunteer with the NCPA!



IN THIS ISSUE...

- 2017-2018 Nominations and Elections - Volunteer with the NCPA!
- Student Scholarship Essay Contest
- How to Handle the Single Most Deadly Interview Question

Eagle Eye Investigations Group



Workers Comp Fraud
Process Serving
Adultery/ Child Custody
Criminal Defense

Keith Hollen -Owner
NC 1458 SC 1606

Kathy Broom – Vice President
NC 3880 SC RD207442

1409 East Blvd 1-D
Charlotte, NC 28203
www.eagleeyengroup.com

You're Partner in Private Investigations

Eagle Eye Investigations Group, LLC is licensed and insured in North Carolina and South Carolina by the North Carolina Private Protective Services Board and South Carolina Law Enforcement Division. We are a full service private investigations and process service agency in both states with contacts all over the United States. We have a diverse group of investigators to offer the best results for any type of investigation and are available 24 hour a day, 7 days a week. For more information on the services we provide, please contact

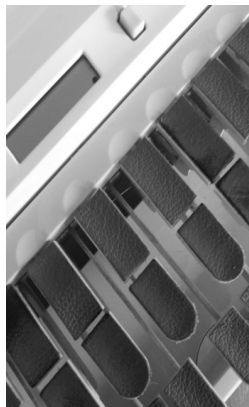


Noteworthy Reporting Services, LLC

(919) 556-3961

Covering the state of North Carolina, we provide:

- Court reporting services for depositions, hearings, meetings, and examinations under oath
- Professional transcription



Post Office Box 10328
Raleigh, North Carolina 27605-0328
www.noteworthyreporting.com

When every word counts, make it Noteworthy.

Rogers Auction Group...

"The Performance People"

Understanding the Bankruptcy Industry's Challenges



• **Reducing the costs of Ownership:**
Maintenance; Insurance; Utilities; Vandalism

• **Selling properties in 45-days - time control**
Complete control of a date-certain event

• **Liquidate one property... or hundreds**
Real Estate; Equipment; Inventory; Various assets

Rogers has a 20-member staff to serve you with international experience and award winning auctioneers who are experienced in all types of sales onsite/online.



"Licensed in 21 States with affiliates Nationwide"

www.RogersAuctionGroup.com



Susan Rogers Holder, Realtor/Auctioneer

(800) 442-7906 (336) 789-2926

1310 EMS Drive, Mt. Airy, NC 27030 NCAL #685

The NCPA Forum

Editorial Staff

Charity L. Inglis, ACP, NCCP
Senior Editor

Crystal L. Robinson, NCCP
Patron & Sustaining Chair

Crystal L. Robinson, NCCP
Articles/Association News Editor

The North Carolina Paralegal Association, Inc.
PO Box 1133, Holly Springs, NC 27540
704.535.3363
www.ncparalegal.org

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

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

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

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

The NCPA FORUM is the official publication of the North Carolina Paralegal Association, Inc., PO Box 1133, Holly Springs, NC 27540. Our publication is devoted to informing and educating the paralegal profession.

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



Table of Contents

President's Message	2
Chairman's Message	2
Editor's Court	2
First VP, Education Chair's Message	3
Second VP, Membership's Message	4
Student School Relations Chair NCPA July 2016 Report	5
Amicus District Reports	6-7
NALA Liaison Report	8
Liaison to the NC State Bar Board of Paralegal Certification Report	9
Patron Sustaining Membership Chair Report	9
Nomination and Elections 2017	10-12
NCPA Student Scholarship Essay Contest	13
Calendar of Events	14
Address Change Announcement	15
A Primer for Paralegals and Attorneys Regarding Paralegal Certification	16-17
How to Handle the Single Most Deadly Interview Question	18
Paralegals Beware Wire Instruction Fraud	19-20
Mentor's Needed	20
2016-2017 NCPA Officers, Directors & Committee Chairs	21

Moving? Be sure to let us know!

Send both your old and new address information to:

The North Carolina Paralegal Association, Inc.
PO Box 1133, Holly Springs, NC 27540
704.535.3363
www.ncparalegal.org

©Copyright 2012 by the North Carolina Paralegal Association, Inc., unless otherwise noted.
All rights reserved. The contents of this publication may not be reproduced,
in whole or in part, without written consent of NCPA.

President's Message

Beverly K. Moore, NCCP



Where has 2016 gone? I cannot believe it is already fall – although it does not currently feel like it outside. On top of that, as I am typing this, I am listening to the first new Christmas movie on the Hallmark channel.

As this year draws to a close, way too quickly, I try to focus on what the year has meant to me. For me, as for so many I know, 2016 has been a busy, challenging year, with some fun thrown in as well. I have experienced and done things I never thought I would – week in Vegas with the sister, family cruise, turned 40 and so much more.

One thing that has been consistent over the past few years, is the ability to look back and think of all the new friends and being thankful that I get to work with the best paralegals from across the State in NCPA. NCPA is fortunate to have a great, hardworking, group of paralegals volunteer their time to serve on the Board and Executive Committee. However, we need more dedicated volunteers to help as we move into 2017-2018. If you are interested in getting a look “behind the scenes”, we would love to have you. If you would like to know more, please contact me at bev@tissuelaw.com or 704-321-4745.

Annual Seminar and Meeting will be here soon. The Education Committee is hard at work putting together an excellent CP program and some fun. Mark your calendars for March 23-25 in Wrightsville Beach.

I wish you all the most joyous holiday season. Be safe and hope to see you at a NCPA event soon.

With kindest regards

Beverly K. Moore, NCCP

Beverly K. Moore, NCCP
President & District IX Director

Chairman's Message

Bonnie Ruffin, NCCP, CLVS



Did you vote? Just like strong leadership in our county, we need strong leadership in our paralegal association. We are so fortunate to have the leaders we have. If you would like to be more involved in NCPA, please contact me or someone on the board. Thank you to all of our District Directors that have held meetings during

the last few months. We know your time is valuable and we appreciate your efforts.

It is hard to believe I am preparing this for the Winter Forum. Time is going by way too fast. We are already planning for the annual seminar at Holiday Inn Sunspree, Wrightsville Beach, which will be held in March 23-25. Please mark these dates on your calendars and plan to attend. This is the perfect time to earn all of your CPE credits and to be able to mingle and meet others in our profession.

I hope each of you has a tremendously blessed holiday season. I'm looking forward to seeing many of you at annual.

With warm regards,

Bonnie Ruffin, NCCP, CLVS

Bonnie Ruffin, NCCP, CLVS
Chairman of the Board
BonnieR@RuffinConsultingInc.com.



Editor's Court

Charity L. Inglis,
ACP, NCCP

With New Year right around the corner – yes I know it's hard to believe – I would like to challenge you to consider your own life and goals. NCPA has so many tools here to help you prepare for improved job opportunities, meet others who share your interests, gain professional development and training, and build your network. A great way to build your network and gain experience is through the element of volunteering.

Volunteering allows you to learn about yourself. Check out the Nominations and Elections portion of this forum and see if there is anything that might interest you in volunteering with the NCPA. **Now Is the Time to Offer Your Service!**

Report of the First Vice President & Education Committee

Lakisha Chichester, ACP, NCCP

On September 17, 2016, the NCPA CLA/CP Review Course was held in Durham, NC. Many thanks to all those who volunteered to make the review course a success, including Charity Inglis, who planned the event, and Ruffin Consulting, who sponsored lunch for the full-day review course.

Planning for the North Carolina Paralegal Association's 37th Annual Meeting & Seminar is now in full swing. Kelly C. Troy and Crystal L. Robinson are working hard to maintain and improve on the aspects of the seminar that members and attendees enjoyed, while switching things up just enough to keep the seminar fresh.

We realize there is a plethora of options available for paralegals to sharpen their skills and obtain CPE credit

hours. So with every annual seminar NCPA strives to create a unique opportunity for paralegals to gather in a professional, social setting to learn new things, renew our excitement for our profession, mix and mingle with our peers, form new relationships, and strengthen existing ones. So start planning now to join us in Wrightsville Beach on March 23-25, 2017. We'd love to see you!

Have a safe and fun holiday season.

Lakisha Chichester ACP, NCCP

1st Vice President Lakisha Chichester, ACP, NCCP
2016-2017 NCPA First Vice-President



RUFFIN
CONSULTING, INC.
Litigation Support Services

SERVICES WITH RESULTS NATIONWIDE SERVICES PROVIDED

COURT REPORTING
TRANSCRIPTION (AOC Provider)
HEARING TRANSCRIPTS
INTERPRETING (Certified)
TRANSLATION
DEPOSITION & TRIAL SUMMARIES
VIDEO TRANSCRIPT SYNCING
TRIAL VIDEO EDITING
LIVE DEPOSITION STREAMING
VIDEO CONFERENCING

Developing your case
for settlement or trial
has never been
more efficient.

Synced transcript with video **NOW AVAILABLE**
Communicate with and see the witness from your own office.



Image used with permission of InData Corporation

AVAILABLE 24/7 AT (252)243-9000

Bonnie Ruffin, NCCP, CLVS

bonnier@ruffinconsulting.com | @LawFirmSupport | www.ruffinconsulting.com

Report of Second Vice President November 1, 2016

Patricia F. Clapper, ACP, NCCP

We currently have 453 members, as follows:

191 general members	3 affiliate members
45 associate members	1 education member
203 student members	10 sustaining members

Sustaining Members: Case Closed Investigations (gold); Caseworks Inc. (gold); Courtlogic (gold); Lawyers Mutual (gold); Rogers Realty & Auction (bronze); Ruffin Consulting (gold); Triad Land Surveying (bronze); Noteworthy Report Services, LLC (bronze); and North Carolina Association of Professional Process Servers (NCAPPS); Eagle Eye Investigations Group (gold) and Registered Agent Solutions, Inc. (bronze).

Affiliate Members: Alamance County Paralegal Association; Cumberland County Paralegal Association; and Guilford Paralegal Association

Paralegal Program Education Member: Carteret Community College

Patricia F. Clapper, ACP, NCCP

Patricia F. Clapper, ACP, NCCP
Second Vice President, Membership Chair

Savings You Can Measure



RASi's client-centric approach provides you with high-quality customer service and competitive pricing. We look forward to showing you the RASi difference.

Learn more about why you should consider using RASi for all your corporate transactions.

Contact James Crawford at
jcrawford@rasi.com
815-861-4560



**REGISTERED AGENT
SOLUTIONS INC**
www.rasi.com

ASK FOR OUR PRICING

AND ABOUT ALL OF RASi'S CORPORATE SERVICES

- Incorporation/Formation
- Name Availability
- Business Licensing
- Independent Director
- Name Reservations
- FEIN
- Fictitious Business Name
- Foreign Qualification
- Good Standing Cert.
- Apostille/Legalization
- Annual Report
- Corporate Amendment
- Merger & Reinstatement
- Dissolution/Cancellation
- Tax Clearance
- International Services

QUALITY SERVICE INTEGRITY

Court Reporting and Video Since 1989

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

Serving
All Of
North
Carolina

CaseWorks

Charlotte
704-527-8977

Greensboro
336-854-2555

Raleigh
919-782-2919

Winston-Salem
336-768-7554

scheduling@caseworksonline.com
www.caseworksonline.com



1-800-955-0541

NORTH CAROLINA PARALEGAL ASSOCIATION, INC.

**P.O. Box 1133
Holly Springs, NC 27540**

www.ncparalegal.org

info@ncparalegal.org

Reply to:

Charlotte A. Ward, CLA, NCCP
NCPA Student Relations Chairperson
919-906-1822

ward_charlotte@yahoo.com

STUDENT/SCHOOL RELATIONS WINTER 2016 REPORT

Throughout the year, the Student/School Relations Committee fields a variety of e-mail requests from current and prospective students interested in the paralegal field and interested in our organization. We provide them with NCPA information in addition to links to other sites that may be of interest or help to the students.

Meredith College held its annual Professional Development meeting on August 22, 2016 where paralegal students were encouraged to join NCPA. Students also had an opportunity to discuss different paths of the paralegal profession.

NCPA's annual scholarship essay contest opened October 1, 2016 and will officially close on January 1, 2017. Up to four scholarships will be awarded ranging from \$100 to \$400.

In addition to their monetary scholarship, each recipient will be awarded free registration to the NCPA Annual Seminar & Conference to be held March 23-25, 2017 in Wrightsville Beach, NC. It is the goal of NCPA to continue to offer services and opportunities to the student/educational community.

Respectfully submitted,

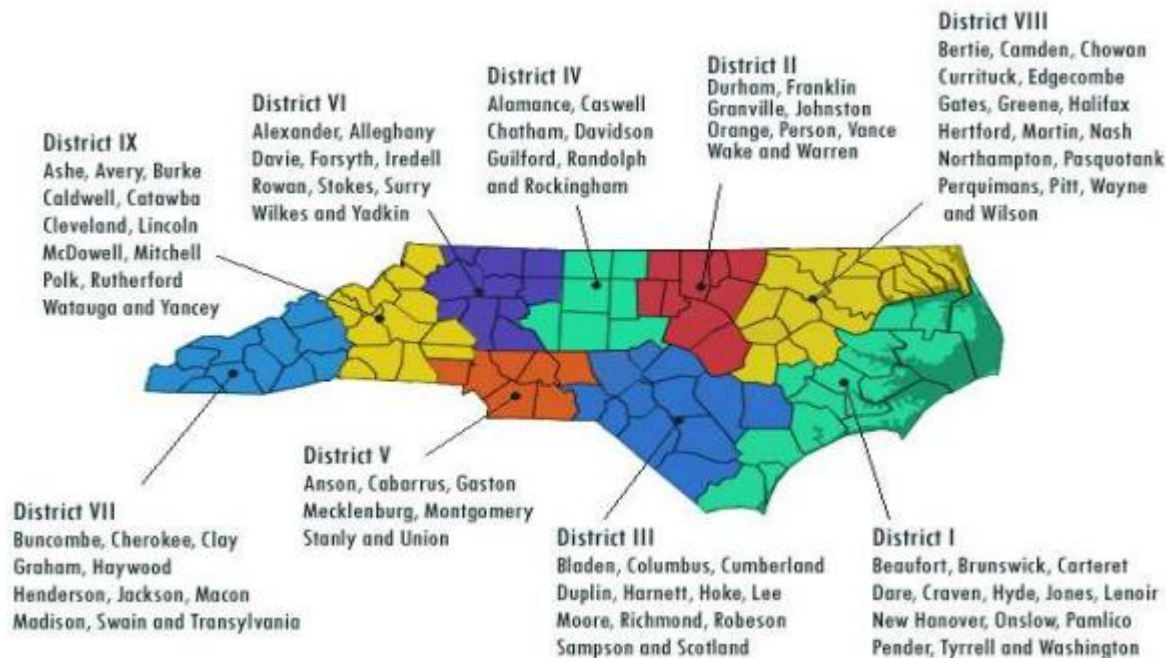


Charlotte A. Ward, NCCP
NCPA Student/School Relations Chair



AMICUS THE Director's Chair

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



District I has 34 members. We will be working to hold meet and greets in the district in order to provide educational and networking opportunities. As many of the members of District I are student members, we will also look for ways to encourage them to continue on as general members after graduation. Any members interested in getting together for a meet and greet please contact Heather Padgett, District Director – padgett.hn@gmail.com.

District II has welcomed 30 new members this spring, bringing District II's membership for the 2016-2017 fiscal year to 138 members. District II is making plans for a free 3-hour CLE event to be held in early winter of 2017. Details will be posted to the NCPA website as they become available. If you have any suggestions with regard to topics, speakers or venues, or if you would like to help plan or sponsor this event, please contact Sandra R. Strickland, CLA/NCCP, District II Director at srstricklandnccp@gmail.com.

District III has 32 members. I will be working to hold meet and greets in the district in order to provide educational and networking opportunities. Any members interested in getting together for a meet and greet please contact Shelley Troutman, District Director – shelley@centralcarolinallawyers.com.

District IV has 65 members. If you would like to be more involved in District IV, please contact Jane Goeke. For more information, please contact Jane Goeke, District IV Director - janegoeke@gmail.com.

District V has 71 members. The District Director, Ellen Thomas submitted a letter to NCPA to be published in the NCPA Forum asking for input from District V Members. A few inquiries were received by the District Director. On August 13, 2016, a Meet and Greet was scheduled between 10:30 AM to 12:30 PM at Panera Bread in the Concord Mills Area in Concord, NC. No one attended the gathering. On September 22, 2016, the District V Director attended the Statewide Title Seminar at Charlotte Motor Speedway for continuing education. At this seminar, the District Director met up with a person she had lost contact with

continued on next page

AMICUS - continued

and found out she was interested in working with me to encourage paralegal comradery in District V. On October 8, 2016, I met with a paralegal student at Starbucks off of Gateway Lane and Bruton Smith Boulevard. He asked to interview me for a paralegal school project. It was an enjoyable experience. Ellen C. Thomas, NCCP, District Director – ellenctomas@yahoo.com.

District VI has 33 members. Any members interested in getting together for a meet and greet please contact Michele A. Bryant CLA, NCCP, District Director – micheletuttle09@yahoo.com.

District VII has 10 members. District VII is in need of a director. If you a General Member of District VII and interested in getting more involved in NCPA, please contact Beverly K. Moore, NCCP at bev@tissuelaw.com or Bonnie Ruffin, NCCP, CLVS at bonnie@ruffinconsultinginc.com.

District VIII has 14 members. One member is a gold sustaining member. I assisted Wendy Grode the Paralegal Technology Instructor with their first streamed paralegal presentation on August 29, 2016. I was able to share the benefits of joining the paralegal association and also shared new technology with the students. I was able to meet with a paralegal at the event that I am hoping will become involved in NCPA. She has the potential to be a great leader in our organization. If you would like updated information, feel free to contact Bonnie Ruffin, District VIII Director - BonnieR@RuffinConsultingInc.com.

District IX has 18 members. If you have any suggestions on locations or something you would like to do, please do not hesitate to contact me, Beverly K. Moore, NCCP, District Director at bev@tissuelaw.com.

Affiliations Director - Anyone interested in your local associations becoming an NCPA affiliate, please contact Beverly K. Moore, NCCP at bev@tissuelaw.com.



“We continuously watch for new risks our insureds might face in the future. When we identify these new risks, we respond with alerts, articles and Continuing Education warning our insureds about these dangers.”

— CAMILLE STELL, VICE PRESIDENT CLIENT SERVICES

Claims Repair ■ Claims Counsel ■ CLE

Risk Management Resources ■ PRACTICAL TOOLS

LAWYERS MUTUAL.
THINKING FORWARD.



919.677.8900 800.662.8843

www.lawyersmutualinc.com

NALA NEWS!

Recently NALA revitalized their webinars and also reduced the price. Webinars are a fast, convenient, and now an even more affordable way to get the education you need.

- 1.0 hour webinars: \$39 for Members and \$59 for Nonmembers
- 1.5 hour webinars: \$39 for Members and \$59 for Nonmembers
- 2.0 hour webinars: \$49 for Members and \$69 for Nonmembers

Also if you become an active member of NALA you will receive an \$80 gift certificate that you may use toward these webinars!

NALA has created an Online CP Exam Review Study Group. NALA heard from several of its examinees that there were not any local study group options available. While face-to-face study group would most likely provide the most benefits, NALA created the next best thing - an online group. This is a secret group in Facebook. The content of the discussions will be volunteer driven. NALA staff will not be participating in the group. There is no charge to participate.

To join and discuss topics with other examinees, along with some assistance from CPs who have volunteered to participate, sign up by completing this short form at <http://www.nala.org/node/497>.

There are three CP exam testing windows offered by NALA:

1. January 1-31
Application Deadline: December 1
Late application deadline: December 10 (\$25 late fee)
2. May 1-31
Application Deadline: April 1
Late application deadline: April 10 (\$25 late fee)
3. September 1-30
Application Deadline: August 1
Late application deadline: August 10 (\$25 late fee)

North Carolina paralegals are busy! Congratulations!! The following Advanced Paralegal Certifications were issued to those from North Carolina that passed the following ACP exams recently:

Amy J. Hill, ACP - E-Discovery

Jennifer Smith-Sutphin, ACP - Land Use

Finally, next year's NALA convention will be in Orlando, FL from July 19 - 21, 2017 and you will not want to miss it!

Charity L. Inglis, ACP, NCCP

Charity L. Inglis, ACP, NCCP
NCPA NALA Liaison

Liaison to the North Carolina State Bar Board of Paralegal Certification Report - November 4, 2016

Yolanda N. Smith, ACP, NCCP

The Fall 2016 NCCP exam saw a significant change for examinees. For the first time, they were given the option of taking the exam using their personal laptop or tablet. Eighty-six examinees took advantage of this new option.

Due to Hurricane Matthew the Fall 2016 exam was given on October 8, 2016 in Charlotte and Greensboro and on October 22, 2016 in Raleigh. One hundred fifty-six people registered to take the exam and one hundred twenty-one people took the exam. Exam results will not be available until mid-November.

The Spring 2017 exam is scheduled for April 8, 2017. The deadline to register for the exam is January 6, 2017.

The Board of Paralegal Certification is looking for people interested in helping to write questions for the NCCP exam. For more information, please contact Assistant Director Joy C. Belk at jbelk@ncbar.gov.

Respectfully submitted by:
Yolanda N. Smith, ACP, NCCP

Patron Sustaining Membership Chair Report

Crystal L. Robinson, NCCP

As of October 31, 2016, we have six (6) Gold Sustaining Members, including

Case-Closed Investigations;
Eagle Eye Investigations Group;
CourtLogic;
Lawyers Mutual;
NCAPPS; and
Ruffin Consulting

We have three (3) Bronze Sustaining Members, including;

NoteWorthy Reporting Services, LLC;
Rogers Realty & Auction;
Triad Land Surveying; and

Respectfully submitted,

Crystal L. Robinson, NCCP

Crystal L. Robinson, NCCP
Patron/Sustaining Membership Chair



NOMINATIONS AND ELECTIONS

NOW IS THE TIME TO OFFER YOUR SERVICE

Would you like to become more involved in NCPA? Are you eager to make a difference in the paralegal profession and committed to advancing the needs of the profession? Are there things you do or don't like about NCPA? If so, please consider serving as an officer or director in the 2017-2018 membership year.

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 16, 2016**, and the deadline for returning the "Recommendation for District Director" form is **January 6, 2017**.

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 6, 2017**.

If you have any questions about any officer or director position, please contact Nominations & Elections Committee Chair Denise Forbes, at denise.forbes@durhamnc.gov, 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.
2017-2018

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 2017 Annual Meeting of the Corporation.

Date: _____
(Print/Type Your Name)

(Sign Your Name)

Candidate's Address and Telephone Number:

Send to: Denise Forbes
NCPA Nominations and Elections Chair
P.O. Box 1133
Holly Springs, NC 27419

Denise.forbes@durhamnc.gov

**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.4 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 2017 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 6, 2017

Send to: Denise Forbes
NCPA Nominations and Elections Chair
P.O. Box 1133
Holly Springs, NC 27419
Denise.forbes@durhamnc.gov.

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)



ATTENTION PARALEGAL STUDENTS

NCPA STUDENT SCHOLARSHIP ESSAY CONTEST

**SPONSORED BY
NORTH CAROLINA PARALEGAL ASSOCIATION, INC.**

The North Carolina Paralegal Association, Inc. ("NCPA") will be sponsoring its annual Student Scholarship Essay Contest opening October 1, 2016. Any paralegal student enrolled in an accredited North Carolina paralegal educational program is eligible. An essay competition will be the basis of the scholarship.

Essay Topic: "I have chosen to be a paralegal..."

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

Awards:**

First Place:	\$400.00
Second Place:	\$300.00
Third Place:	\$200.00
Fourth Place:	\$100.00

In addition to the scholarship, all awards include one free student registration to NCPA's 37th Annual Seminar and Meeting to be held March 23-25, 2017 in Wrightsville Beach.

Send your typewritten essays by January 1, 2017 to:

Charlotte A. Ward, NCCP
Student/School Relations Chair
info@ncparalegal.org
PO Box 1133
Holly Springs, NC 27540

Please contact Charlotte A. Ward at (919) 906-1822 with any questions.

****The final number of scholarships to be awarded will be at the discretion of the judges. All award scholarship checks will be made payable to the winners' educational facility. Please note that winners for the previous year are ineligible.****

2016-2017 CALENDAR OF EVENTS

DECEMBER

December 1, 2016

NCPA Winter Forum Published

December 1, 2016

Deadline to Register for
January 2016 CLA/CP Exam

December 10, 2016

Late Application Deadline to
Register for January 2017 CLA/CP Exam
(\$25 late filing fee)

December 16, 2016

Deadline for Declaration of Candidacy
for Office forms

JANUARY

January 1, 2017

NCPA's Annual Student Scholarship
Essay Contest Closes

January 6, 2017

Deadline for Recommendation for
District Director forms

January 6, 2017

Deadline for application submission for the
Spring 2017 NCCP Exam

January 21, 2017

Board of Directors & Executive Committee
Meeting & Budget Proposal
Burlington, NC

FEBRUARY

February 1, 2017

Spring Reports Due to Forum Editor

MARCH

March 1, 2017

NCPA Spring Forum Published

March 23, 2017

Board of Directors &
Executive Committee Meeting
Wrightsville Beach, NC

March 23 – 25, 2017

NCPA's Annual Seminar & Meeting
Wrightsville Beach, NC

APRIL

April 8, 2017

Spring 2017 NCCP Exam



WE'VE MOVED



**The NCPA now has a new address.
Please take note!**

**NCPA
PO Box 1133
Holly Springs, NC 27540**

North Carolina Association of
Professional Process Servers



NCAPPS.ORG

For all your Process Serving Needs

Looking for a process server in North Carolina?

NCAPPS is the only state association in NC dedicated to the promotion, training and education of professional process servers and holds all its members to the highest ethical standards.

Visit the NCAPPS website and use the search feature to locate a professional process server in the area you need service.

Need help serving out of state papers?
Contact any of the NCAPPS Board of Directors for assistance.

A Primer for Paralegals and Attorneys Regarding Paralegal Certification

by [Joy C. Belk](#)

Reprinted with the permission of the NC State Bar

The paralegal profession has seen significant and progressive growth since its birth in the mid-1960s. Paralegals no longer work just in traditional environments such as law firms and governmental agencies. The profession is expanding into corporate legal departments, paralegal teaching positions, freelance paralegal services, and paralegal management positions. Paralegals are also applying their paralegal skills to other careers. The profession is no longer considered a stepping-stone to law school. Furthermore, the days of paralegals working without formal education are steadily declining.

There has been a growing national trend toward paralegal regulation and North Carolina has not been immune to this. In 2004, the NC State Bar adopted and the North Carolina Supreme Court approved The Plan for Certification of Paralegals ("Plan"). The Plan is a voluntary certification program that allows paralegals certified by the NC State Bar to use the title "North Carolina Certified Paralegal."

This Plan is an opportunity to raise the professional bar for paralegals in North Carolina. The purpose of certifying paralegals is to assist in the delivery of legal services to the public by identifying individuals who are qualified by education and training and have demonstrated knowledge, skill, and proficiency to perform substantive legal work under the supervision of a licensed lawyer. It also improves the competency of those individuals by establishing mandatory CLE and other requirements of certification.

If a paralegal does not want to be certified, he or she does not have to be. This is a voluntary certification plan. If a paralegal does become certified, however, the paralegal may use the following designations: "North Carolina Certified Paralegal," "North Carolina State Bar Certified Paralegal," or a "Paralegal Certified by the North Carolina State Bar Board of Paralegal Certification." However, the paralegal could still perform substantive legal work under the supervision of an attorney as a "Paralegal," "Legal Assistant," "Legal Secretary," "Case Coordinator" or any title other than those listed above.

Paralegals are prohibited from practicing law by statute and required to work under the supervision of a licensed attorney. The certification does not expand the duties of paralegals and does not change the Authorized Practice of Law statute.

To become a NC Certified Paralegal you must fulfill the educational requirements of Rule .0119(a) of the Plan for Paralegal Certification and successfully pass the certification examination. To be eligible to sit for the certification examination, an applicant must satisfy the following criteria:

1. Be a legal resident of the United States.
2. Have a degree in paralegal studies from a qualified paralegal studies program. To be qualified, the program must be [ABA approved](#) or qualified by The Board of Paralegal Certification. There is also a listing of NC Qualified Paralegal Studies Programs on [the State Bar's paralegal website](#).
3. Submit a completed application along with the filing fee (\$125.00). The application must be accompanied by an official transcript and be signed in the presence of a notary.

North Carolina Certified Paralegals are required to attend annual continuing education programs to maintain their certification. Six hours of annual continuing paralegal/legal education, which includes a minimum one hour of ethics, will be required of all NC Certified Paralegals each 12 months of certification.

Becoming a North Carolina Certified Paralegal will not negatively affect your national certification. Certified Legal Assistants (CLA) and PACE-Registered Paralegals (RP) have already demonstrated their excellence and their commitment to the paralegal profession. Becoming a North Carolina Certified Paralegal will demonstrate your commitment to the paralegal profession on the state level.

The professional standards created by the Plan will provide the freelance paralegal that chooses to become certified an opportunity to be clearly identified by attorneys, consumers, and other paralegals as having met high professional standards. However, it will not allow freelance paralegals to represent the public directly unless you are already authorized by law to provide services directly to the public (i.e., social security disability and patents).

The cost for certification is affordable. The cost is \$125 to apply to sit for the examination, plus an additional \$50 examination fee once you are approved to take the examination. The annual renewal fee is \$50.

Why should you encourage the paralegals in your firm to become NC Certified Paralegals? A paralegal who satisfies the educational and examination requirements for certification and annually fulfills the educational requirements to maintain certification has demonstrated knowledge, ability, and continuing dedication to the provision of quality legal support to firm lawyers and indirectly to their clients. Certification emphasizes the importance of paralegals in the practice of law and is a much-deserved recognition of the paralegal profession in North Carolina. Becoming a NC Certified Paralegal is the next step in a paralegal's career. Supporting that career development by encouraging staff members to apply for certification and providing the financial support needed to apply and to meet the annual continuing paralegal education requirements will benefit the paralegal, the law firm, and clients.

For further information, including a list of FAQ's or to view the entire Plan for Certification of Paralegals, please visit www.ncbar.gov or www.nccertifiedparalegal.gov.

Joy C. Belk, NCCP, is the Assistant Director of Paralegal Certification for the North Carolina State Bar. This article was first published on the Lawyers Mutual website in the Risk Management Resource Center. For more risk management and career resources, visit the Lawyers Mutual [website](#)."



TRIAD LAND SURVEYING, P.C.

*Commercial, Industrial, and Residential
Land Surveying and Planning*



HOW TO HANDLE THE SINGLE MOST DEADLY INTERVIEW QUESTION



By Jay Reeves

You arrive at your job interview rested, relaxed and ready. You're feeling good. Introductions are made, greetings are exchanged.

Then, before you've even had time to settle into your seat, you're hit with the dreaded question: "Why don't you tell me a little bit about yourself."

"Most candidates find this question to be a particularly difficult one to answer," says career coach and Columbia University professor Lee Miller. "Be prepared to deal with it. These days, it's unavoidable. A lot of interviewers open with it as an icebreaker or because they're still getting organized, but they all use it to get a sense of whom you are." Miller interviewed lots of job applicants in his former life as a human resources executive. He says he began most of his interviews with the "Tell me about yourself" question.

"I did that for a number of reasons, the most important of which was to see how the candidates handled themselves in an unstructured situation. I wanted to see how articulate they were, how confident they were and generally what type of impression they would make on the people with whom they came into contact on the job. I also wanted to get a sense of what they thought was important."

Six Tips For a Perfect Answer

According to Miller, there are lots of ways to correctly respond to the question, but only one wrong way, and that is by asking, "What do you want to know?" "That tells me you have not prepared properly for the interview and are likely to be equally unprepared on the job. You need to develop a good answer to this question, practice it and be able to deliver it with poise and confidence." Here are some other pointers for answering the question:

1. **Highlight your most important accomplishments.** The most effective way to do this is by telling a story. For example, if you think persistence is one of your strongest qualities, tell a story about a time – perhaps when playing a sport – when you were knocked down but got back up and kept going.
2. **Don't bore them with your biography.** "The biggest mistake people make is thinking the interviewer really wants to know about them as a person," says New York career coach Jane Cranston. "They start saying things like, 'Well, I was born in Hoboken, and when I was three we moved ...' Wrong. The interviewer wants to know that you can do the job, that you fit into the team, what you have accomplished in your prior positions and how can you help the organization."
3. **Think of your response as a movie preview.** A preview heightens interest. It promises exciting things to come. It steers the conversation toward topics you are eager to discuss in more detail.
4. **Keep your eye on the target.** The goal is to show that your qualifications are a perfect match for the position. Don't ramble, recap your life story or tell about your first job in junior high. A good start is to describe your most recent job and explain how it prepared you for this position.
5. **Keep it short.** A one-minute answer is ideal, says Maureen Anderson, host of "The Career Clinic" radio show. "The employer wants to know a little bit about you to begin with — not your life story. Just offer up two or three things that are interesting — and useful."
6. **Write your answer in advance and read it to your mirror.** "[P]ractice it, time it and rehearse it until it sounds natural," says Anderson. "Then practice it some more. The goal is to tell the employer enough to pique their interest, not so much that they wonder if they'd ever be able to shut you up during a coffee break at the office."

Have you been hit with the dreaded question in an interview? How did you answer it? Source: The Ladders <https://www.theladders.com/career-advice/how-to-answer-tell-me-about-yourself-interview-question/>

This article was first published on the Lawyers Mutual blog, Byte of Prevention. For more risk management and career resources, visit the Lawyers Mutual website. Jay Reeves a/k/a The Risk Man practiced law in North Carolina and South Carolina. He is a former Legal Editor at Lawyers Weekly and Risk Manager at Lawyers Mutual. Contact him at jay.reeves@gmail.com

Paralegals Beware:

Wire Instruction Fraud Plagues NC Lawyers

By Camille Stell

Over the last few weeks, Lawyers Mutual has received multiple reports of North Carolina attorneys who were targeted by scammers attempting to divert seller closing proceeds following real estate transactions. Unfortunately, several of these attacks were successful and hundreds of thousands of dollars were stolen and are very unlikely to be recovered.

Often, paralegals are on the front line of client communications and details surrounding loan closings. I've asked our claims attorney, Troy Crawford, to talk with me about what went wrong and how to prevent it.

Troy: While the details of the recent scams are emerging, it appears hackers first became aware of the closing by compromising email accounts of differing parties. Sometimes the attorney account was compromised, sometimes the Seller's account was compromised but the most common scenario was the Realtor's account was being monitored by international criminal organizations.

Camille: Sounds scary. How does this scam work?

Troy: The foreign-based hackers would observe the account, likely for several weeks, and only actively intervene once an understanding of the business practices were obtained and a significant wire was to be produced. In the interim, the unsuspecting Realtor would continue to use the account unaware his or her client and the closing attorney were being set up to be robbed.

Camille: What can lawyers do to avoid falling victim to the latest series of scams?

Troy: EVERY wire request should be verified and the more personal the verification, the better. The best way to verify wiring instructions is to have the Seller sign the wiring instructions at

the closing ceremony in the presence of the attorney. We know of no wire fraud which has taken place when this has occurred, and even if it did, the closing attorney would likely be insulated from liability by the doctrine of contributory negligence.

If the Seller is unable to attend the ceremony, we recommend the wiring instructions be included in the same package in which the deed is delivered. In these situations, have the Seller sign wiring instructions and have the signature notarized, if possible. Even then, we recommend the Seller verify the closing instructions over the telephone via a call initiated by the law office, using contact information from very early in the file

prior to any discussion of proceeds and wires.

Confirming a telephone call verification via email is a good practice and a great way to document the file. **However, an email verification alone is inadequate.**

If at all possible, do not accept changes to wiring instructions.

Camille: Many professionals are still using free email services such as gmail, yahoo,

aol.com, and nc.rrr.com. What are your thoughts about the risk with these free services?

Troy: If wiring instructions are attached to an email from a free email service (gmail, yahoo, aol.com, nc.rrr.com, etc.) they should be assumed to be fraudulent and extra diligence should be taken in verifying their authenticity. Sometimes hackers will set up an alias account with a very similar name (frequently dropping or swapping letters) to send modified instructions so the authentic user is not aware of their presence. Examining the account name in detail is a good idea; however, as the hacker already has access to the original account, he or she may be not take this step and will use the same account that all other correspondence used.

Attorneys should be using secure email. Secure email essentially means that an email travels from sender to recipient



without interruption, alteration, or interception. It allows the recipient to be sure of the sender's identity and the validity of any attachments to the email.

Most free email services do not offer these protections that you pay for with secure email providers. In addition, free email services are likely non-complaint with the ALTA Best Practices because of these major security concerns and the emails are likely being mined for data by their providers in violation of Rule 1.6 of the Rules of Professional Conduct.

If you are currently using a free service, immediate action should be taken to find a more secure and professional alternative. Paralegals, you can help with this. If you know your firm has not yet invested in a more secure system email service, research some alternatives for them. Joyce Brafford with the NCBA's Center for Practice Management is a great resource for free technology advice and consultation. Also, Pegeen Turner with Legal Cloud Technology is a wonderful resource for moving law firms to the cloud, for providing technology audits for law firms, as well as providing advice on how to use more secure email resources.

In the interim, it is possible to see when and from where the free account was recently accessed. Here is a link explaining how to do it for gmail accounts: <http://www.groovypost.com/howto/check-gmail-login-activity/> Other services should have similar abilities. If you see suspicious activity, please immediately change account passwords and contact your professional liability carrier along with your cyber or crime carrier.

Camille: What are some other red flags?

Troy: Be very suspicious of wires going to any account that is not in the name of the Seller. Also, be suspicious of any account with a geographic location different than the Seller. Why is a

North Carolina Seller relocating to New York sending a wire to Wisconsin? There are some reasons for the different names and odd locations, but these are red flags which should be explored in detail (and not via email).

Do NOT send wires overseas. Once money leaves the United States, it is likely gone forever.

Finally, regularly change your passwords.

While these policies appear harsh, hacking crimes can be devastating to a law firm's finances and reputation. Explaining the policy up front to your clients is a good way to limit negative actions. Below is sample language Lawyers Mutual recommends to be included in your Seller engagement letter:

Funds Availability Policy.

It is our goal to make real estate commission checks and funds available as soon as practical following closing. However, NC State Bar Rules expressly prohibit disbursing any closing funds prior to recording. Should you request funds be wired, our office can accommodate the request for a fee of \$____.00. In order to prevent fraud and protect your proceeds, all wiring instructions must be will be verified and you will be required to sign the instructions at the closing ceremony. THIS OFFICE WILL NOT ACCEPT CHANGES TO WIRING INSTRUCTIONS.

Camille Stell is the Vice President of Client Services and Troy Crawford is a claims lawyer for Lawyers Mutual. Continue this conversation by contacting Camille at camille@lawyersmutualnc.com or Troy at troy@lawyersmutualnc.com or 800.662.8843 for an in-house presentation on Cyber Security. Contact Adam Pierce, AAI, Director of P&C Operations with Lawyers Insurance for information on cyber insurance policies at adam@lawyersmutualnc.com.

MENTORS NEEDED!

NCPA's Mentor program is in need of mentors for the growing number of mentees. If you are interested in becoming a Mentor or would like more information on the program, please contact Beverly K. Moore, NCCP (bev@tissuelaw.com).

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 new

paralegals and students enrolled in a North Carolina Qualified Paralegal Studies Program as defined by the NC State Bar Board of Paralegal Certification. 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. Your mentor/mentee relationship will contribute to the success and retention of new paralegals and the learning of the profession.

2016-2017 NCPA Officers, Directors & Committee Chairs

2016-2017 NCPA Officers, Directors & Committee Chairs		
Officers:		
President	Beverly K. Moore, NCCP	bev@tissuelaw.com
1st VP (Education)	Lakisha A. Chichester, ACP, NCCP	Lakisha.Chichester@self-help.org
2nd VP (Membership)	Patricia F. Clapper, ACP, NCCP	lglduck@aol.com
Secretary	Martha L. Blackman-Hughes, ACP, NCCP	mlblackman-hughes@nc.rr.com
Treasurer	Cindy B. McGhee, NCCP	cmcghee@smithdebnamlaw.com
Parliamentarian	Diane Tally, NCCP	diane.tally@yahoo.com
NALA Liaison	Charity L. Inglis, ACP, NCCP	charity_inglis@cree.com
Directors:		
I	Heather Padgett, NCCP	heather.padgett@wilmingtonnc.gov
II	Sandra Strickland, NCCP	SRStricklandNCCP@gmail.com
III	Michelle (Shelly) L. Troutman	troutman_michelle@yahoo.com
IV	Jane E. Goeke, NCCP	janegoeke@gmail.com
V	Ellen C. Thomas, NCCP	ellencthomas@yahoo.com
VI	Michele A. Bryant CLA, NCCP	micheletuttle09@yahoo.com
VII	OPEN	bonnier@ruffinconsultinginc.com
VIII	Bonnie Ruffin, NCCP, CLVS	bonnier@ruffinconsultinginc.com
IX	Beverly K. Moore, NCCP	bev@tissuelaw.com
Affiliate Director	OPEN	bev@tissuelaw.com
Attorney Advisors	Wiley P. Wooten, Esq.	wpw@vernonlaw.com
	Joseph N. Tissue, Esq.	joe@tissuelaw.com
Chairman of the Board	Bonnie Ruffin, NCCP, CLVS	bonnier@ruffinconsultinginc.com
Board Secretary	Martha L. Blackman-Hughes, ACP, NCCP	mlblackman-hughes@nc.rr.com
At Large Director	Patricia F. Clapper, ACP, NCCP	lglduck@aol.com
Immediate Past President	Patricia F. Clapper, ACP, NCCP	lglduck@aol.com
Committee Chairs		
Audit Chair	Patricia F. Clapper, ACP, NCCP	lglduck@aol.com
Associations Network Committee Chair	Kaye Hare, ACP, NCCP	khare@walkerlambe.com
Annual Seminar Co-Chairs	Kelly Collins Troy, NCCP	kelly.troy@durhamnc.gov
	Crystal L. Robinson, NCCP	crystal@levineandstewart.com
NCCP Review Course		
Registration Chair	Jennifer M. Eason, CP	jennifer.eason@allscripts.com
Ethics Chair	Catrina Mitchell	catrina.mitchell@durhamnc.gov
Historian	Martha L. Blackman-Hughes, ACP, NCCP	mlblackman-hughes@nc.rr.com
Job Bank	Stephanie Woods, NCCP	stephbwoods@aim.com
Long Range Planning Chair	Belinda Ann Thomas ACP, NCCP	bat5853@bellsouth.net
Mentoring Chair	Toni Morgan, ACP, NCCP	tdmorgan69@gmail.com
Nominations and Elections Chair	Denise K. Forbes	denise.forbes@durhamnc.gov
NC Land Records Task Force Liaison	Victoria L. Scally, NCCP	victoria.scally@gmail.com
NC State Bar Bd of Plg Cert Liaison	Yolanda N. Smith, ACP, NCCP	ynsmith72@gmail.com
Patron & Sustaining Membership Chair	Crystal L. Robinson, NCCP	crystal@levineandstewart.com
Pro Bono Chair	Paulene Scott Kearney, NCCP	pkearney@smithdebnamlaw.com
Public Relations / Senior Editor	Charity L. Inglis, ACP, NCCP	ncpaforum@gmail.com
Articles / Ass'n News Editor	Crystal L. Robinson, NCCP	crystal@levineandstewart.com
Advertising Editor	OPEN	ncpaforum@gmail.com
Student/School Relations	Charlotte A. Ward, NCCP	ward_charlotte@yahoo.com
Survey Chair		
Technology Chair	Patricia F. Clapper, ACP, NCCP	info@ncparalegal.org
NCPA Coordinator	Patricia F. Clapper, ACP, NCCP	info@ncparalegal.org



Court Records At Your Fingertips



CourtLogic

COURTLOGIC.COM | 800.792.4339



**NORTH CAROLINA
PARALEGAL ASSOCIATION, INC.**
PO Box 1133
Holly Springs, NC 27540

Address Service Requested