



# NCPA FORUM

SUMMER 2017

## IN THIS ISSUE



NALA Certifying Board announces new exam specifications!



Winning scholarship essays for NCPA's 2017 Student Scholarship Contest



NCPA needs your input for its 2017 Salary and Utilization Survey!



NCPA is an affiliate member of the National Association of Legal Assistants



### NCPA FORUM

[ncpaforum@ncparalegal.org](mailto:ncpaforum@ncparalegal.org)

NCPA  
PO Box 1133  
Holly Springs NC 27540  
704-535-3363  
[www.ncparalegal.org](http://www.ncparalegal.org)

To submit materials for publication or to advertise, please contact our Editorial Staff at [ncpaforum@ncparalegal.org](mailto:ncpaforum@ncparalegal.org)

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. The contents of this publication may not be reproduced, in whole or in part, without written consent of NCPA.

### Table of Contents

President’s Message..... 3

Chairman’s Message.....7

First VP, Education Chair’s Message.....4

Second VP, Membership’s Message..... 4

NCPA News.....5

District Happenings..... 6

NALA CP/CLA Exam Change Update..... 7

NCPA 2017 Student Scholarship Winners Essays.....15

A Primer for Paralegals and Attorneys Regarding Paralegal Certification.....20

Calendar of Events.....22

Contact Us.....23

Mary F. Haggerty CLA NCC Scholarship Information.....24

Annual Seminar Pictures.....26

**Have you moved? Please login to your profile and check your contact information. We use email as our primary means to contact members. Please be sure your information is up to date!**



**President's Message**  
**Beverly K. Moore, NCCP**



It is an honor to continue to serve NCPA as President for 2017-2018.

In April, the Board and Executive Committee had a very productive joint meeting in Raleigh and all are hard at work making plans for activities for the members of NCPA. We have a great group of volunteers and I look forward to working with each of them. We have some new faces on the Board and I am excited to see what is in store for NCPA!! We could still use more volunteers, especially with the FORUM. If you are interested in helping, please let me know. We would love to have you!!!

The Education Committee did an outstanding job with NCPA's 27th Annual Meeting & Seminar. If you were unable to attend, you missed some great speakers, lots of networking, and lots of surprises.

Thank you to Lakisha Chichester, ACP, NCCP, Kelly Troy, NCCP and Crystal Robinson, NCCP for all their hard work. This was our last year at the Holiday Inn Wrightsville Beach Resort. Michele Bryant, ACP, NCCP, NCPA's Convention Coordinator has worked work hard to secure a location for the 2018 Annual Seminar in Greensboro at the Wyndham Hotel.

The NCPA Board/EC has decided instead of holding one NCCP Review and/or CP Review course this fall. The District Directors are hard at working planning Fall mini-seminars/meet & greets. Please come out and support your District.

Please take time to review the list of vendors and sustaining members that supported NCPA through their attendance or sending goodie bag items and door prizes. Please utilize the services of these great companies and let them know you appreciate their support of NCPA!!

We were able to once again record CPE sessions from Annual and these are now available for credit on demand. A big THANK YOU to Ruffin Consulting, Bonnie Ruffin, NCCP, Billy Ruffin and Dillon Tyn-dall for recording and hosting our CPE video sessions.

I hope everyone has a wonderful summer. I look forward to seeing you at an NCPA event soon!!

If you have any comments or suggestions, please contact me. My inbox is always open

*Beverly K. Moore*

**President**

**Education Report**  
**Lakisha Chichester, ACP, NCCP**  
**1st Vice President**



NCPA held its 37th Annual Meeting and Seminar at the Holiday Inn Resort in Wrightsville Beach on March 23-25, 2017. It was great to see so many new faces and old friends. The seminar kicked off on Thursday night with a social event and exhibitor exposition. Over the course of the next two days, attendees enjoyed presentations, good food, social and networking opportunities, prizes, awards, a photo booth and the beach! Speakers shared their industry experience and expertise on a variety of substantive topics vital to the paralegal industry. Topics included legal writing, cyber-crime, real estate law, trust and estates, sales and marketing law, banking and compliance, trial prep, and social security disability. NALA President Cassandra Oliver, ACP, our keynote speaker, provided insights into the new Certified Paralegal exam specifications. We were honored that she graciously joined us for our social and networking events as well.

Planning the annual seminar is an enormous undertaking. Kudos to our planning committee: Kelly Troy, NCCP, and Crystal Robinson, NCCP. We appreciate all the time and effort that they put into this year's seminar. A special thank you to Jennifer Eason, CP; Beverly K. Moore, NCCP; Patti Clapper, ACP, NCCP; our sustaining members and exhibitors; and the many others who had a hand in making this year's seminar a success. The seminar received approval from NALA and the NC State Bar for 6.0 substantive CLE credit, including 1.0 Ethics CLE credit.

We have enjoyed being at the beach these past few years, but have decided to move the seminar to a new location, Greensboro, for 2018. We hope the new location will encourage even greater participation from our members. If you would like to participate in planning the seminar or have topic or speaker ideas to share, please contact us at [education@ncparalegal.org](mailto:education@ncparalegal.org).

Have a great summer!

*Lakisha Chichester*

**First Vice President**



**Membership Report**  
**Patricia F Clapper, ACP, NCCP**  
**2nd Vice President**



As of April 30, 2017, our membership currently is as follows:

- 147 general
- 25 associate members
- 97 student
- 1 education member
- 4 sustaining members

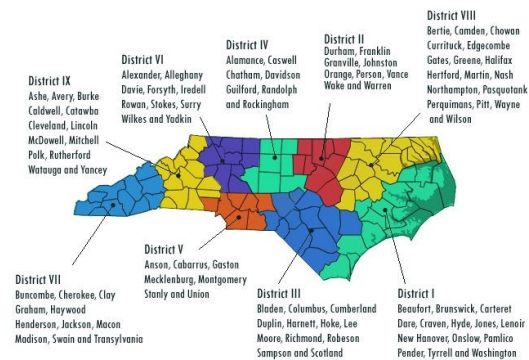
Sustaining Members: Courtlogic (gold); Ruffin Consulting (gold); Lawyers Mutual (bronze); and Registered Agent Solutions, Inc. (bronze).

Paralegal Program Education Member:  
 Carteret Community College

Members who did not renew by March 31 have had their memberships purged from the database. Anyone who wants to “renew” now will have to do a new member application.

The per district membership as of April 30th are as follows:

- District I: 22
- District II: 93
- District III: 19
- District IV: 43
- District V: 45
- District VI: 21
- District VII: 7
- District VIII: 8
- District IX: 13



*Patti Clapper*  
**Second Vice President**



# NCPA NEWS



NCPA's NCCP scholarship contest is now open! Winners will have their \$125.00 application fee paid. We will be awarding up to 5 scholarships. View details on [our website](#) or [here](#).



NCPA appreciates the support of its Sustaining Members! Please check out their services and let them know you heard about them from NCPA!

[CourtLogic](#)

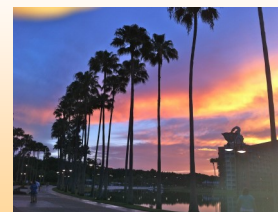
[Ruffin Consulting](#)

[Lawyers Mutual](#)

[Registered Agent Solutions](#)

Our 2017 Annual Seminar sessions are now available online, on demand for CPE credit! Each session is 1 hour of CPE credit. Registration information is on [our website](#).

NALA will be having its [Annual Convention](#) in Orlando this year July 19, 2017 to Friday, July 21, 2017. Several NCPA members will be attending. If you are interested in car pooling or sharing a hotel room, please let us know.



NCPA is looking to put together study groups for the NCCP and CLA/CP exams. If you are interested in hosting one in your area or attending one in your area, please let us know.



## SAVE THE DATE

March 22 – March 24  
NCPA's 38th Annual Seminar &  
Meeting  
Wyndham Garden Hotel—Greensboro

# DISTRICT HAPPENINGS

Chairman's Message  
Heather Padgett, NCCP



I am honored by the opportunity to serve as Chairman of the Board for the 2017-18 year. I want to give sincere thanks to Bonnie Ruffin, NCCP, who stepped up to serve as Chairman for the past two years with energy and enthusiasm. NCPA has a truly dedicated Executive Committee and Board of Directors that give up pieces of what precious little free time they have in order to further the Association, and the paralegal profession as a whole. I encourage all of our members to get involved – whether it's by contributing an article for the FORUM, serving as a mentor to a new paralegal, or volunteering for one of our committees. If you're not sure how you can help, contact your District Director, or one of the Executive Committee members, who will be glad to discuss different volunteer opportunities.

An upcoming item that I want to highlight - our biennial survey is scheduled for this year. Please take a few moments to complete it and encourage other paralegals in your network to do the same – they don't have to be a member! Are more paralegals working outside of law offices? What certifications do most paralegals seek out? How often are paralegals switching jobs? This is the type of information that helps NCPA tailor its efforts to better serve the profession – let your voice be heard!

Fingers crossed for those that sat for the NCCP exam in April, and good luck to those that are planning to sit for the fall exam.

Please remember that NCPA has resources to help you. District Directors are planning mini-seminars, so plan to come out and meet up with others who have been successful in the profession, as well as those that have recently passed the exam. Pick their brains and ask questions. Our membership itself is a wonderful resource you should take advantage of. In addition, the sessions from March's Annual Meeting and Seminar were recorded and are available on demand.

I hope everyone has a great summer! Please feel free to reach out to me if you any questions, concerns, or suggestions.

Heather Padgett, NCCP

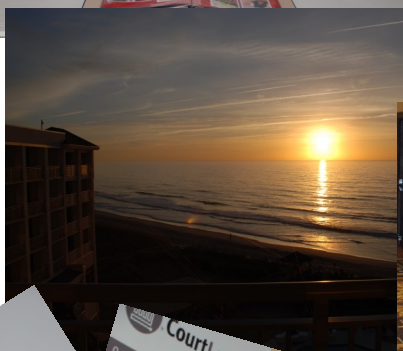
**Chairman of the Board**

District II held a 3 hour CPE/Meet and Greet on May 20th at Campbell Law School in Raleigh. Attendees learned about facial recognition, title searching pitfalls and free websites to find people.





# 2017 Annual Seminar Pics







# Photo Booth Fun





## **NALA Certifying Board Announces New Exam Specifications Effective with 2018 Administrations**

### **Background**

The NALA Certifying Board provides oversight for the development and ongoing maintenance of the Certified Paralegal examination. The Certifying Board, NALA certification staff, and trained subject matter experts work in partnership with a qualified psychometric consultant to ensure the examination is developed and maintained in a manner consistent with generally accepted testing practices and utilizes best practices according to national accreditation standards for certification programs.

NALA conducts job analysis studies approximately every five to six years to identify and validate the knowledge and skills measured by the examination program. The results of the job analysis studies serve as the basis for exam specifications.

In October 2016, the NALA Certifying Board conducted its 2016 Job Task Analysis Study ("Study"). This Study examined the duties and responsibilities of paralegals in the workplace and the goals were to

Validate and update the Certified Paralegal examination content; and

Ensure that NALA has current information about the roles and responsibilities of paralegals.

NALA contracted with PSI Services LLC, a leader in developing, delivering, and maintaining licensure and certification examinations, to conduct the Study. As part of the Study, NALA sent an electronic survey to more than 9,500 active Certified Paralegals. 1,839 Certified Paralegals responded, for a 19.2% response rate, which is typical for surveys of this nature. NALA included in the results responses only from those currently working in the paralegal field.

NALA posted the report detailing the process and the findings on its website under the Certification link.



## **New Examination Specifications**

Based on analysis of the Study, improvements in technology, and recent refinements by the National Commission for Certifying Agencies (NCCA), and the advice of NALA's psychometricians, the Certifying Board approved a new structure for the Certified Paralegal examination effective January 2018.

NALA also modified some policies and procedures based upon best practices in credentialing programs, and they are posted on its website under the Certification link.

NALA will administer the Certified Paralegal examination in its current structure for the May 2017 and September 2017 testing windows.

The new examination format will open in early 2018 for one-month of post-administration analysis, scoring, and standard setting.

With these modifications, the Certifying Board listened to member and nonmember paralegals working in the field, and applied findings of the Study to the examination. The Certifying Board works diligently to connect the Certified Paralegal examination directly to the day-to-day duties and responsibilities of paralegals in the workplace. The modifications announced for the 2018 examination are part of the continued effort to ensure the Certified Paralegal examination remains an accurate and relevant reflection of today's paralegals.

## **Examination Format**

The 2018 Certified Paralegal examination will consist of two required sections taken in the following order:

### Knowledge Exam

- The Knowledge Exam will consist of multiple choice questions covering the topic areas listed in Appendix A.
- The Knowledge Exam will be administered on-demand, year-round at testing centers with preliminary result reporting upon completion.
- Candidates must successfully complete the Knowledge Exam in order to be eligible to take the Skills Exam.

### Skills Exam

- The Skills Exam will consist of a written assignment; specifications are set forth in Appendix A.
- The Skills Exam will be administered during four testing windows each year: February, April, July, and October.



Successful completion of both the Knowledge and Skills Exams is required to obtain the Certified Paralegal credential.

## **Examination Policies**

### First Administration – Knowledge Exam

- The first administration of the Knowledge Exam will be offered during a 30-day window with 150 items. This administration will be used for post-administration analysis, scoring, and standard setting. For this session, results will not be available upon completion but will be provided once the analysis, scoring, and standard setting has been completed.
  - 100 items will be scored (determined after administration).
  - 50 items will be pretested for statistical analysis (determined after administration) but will not be scored.
  - 3.75 hours testing time (90 seconds per item) will be provided for this one-time testing session.

### Subsequent Administrations – Knowledge Exam

- When the examination opens for year-round testing, 120 items will be included on each Knowledge Exam.
  - 100 items will be scored.
  - 20 items will be pretested for statistical analysis.
  - 3 hours testing time (90 seconds per item) will be provided for all subsequent Knowledge Exams.
  - Result reporting will be available upon completion with on-demand testing year-round.

## **Exam Administration Policies and Procedures**

### Knowledge Exam

- Candidates must first pass the Knowledge Exam.
- Candidates are eligible to take the Knowledge Exam only after they have graduated from an educational program, if using that eligibility pathway, or have the required minimum experience, if using the experience category. The new system of on-demand testing will remove deadlines to apply for the examination. Candidates will be able to apply when they are eligible.



- Once NALA approves an application for the Certified Paralegal examination, candidates will have 365 days from the approval date to sit for the Knowledge Exam. If the candidate does not take the Knowledge Exam within 365 days of the initial approval date, NALA will return the application to the candidate. The examination fee is nonrefundable.
- Candidates who do not pass the Knowledge Exam must wait 90 days before re-taking it.
- Candidates must pass the Knowledge Exam within the first three attempts during the 365 day period or wait 365 days before trying again.

Skills Exam

- Candidates who pass the Knowledge Exam are then eligible to take the Skills Exam and must complete the Skills Exam within the next 365 days after receiving notice of eligibility from NALA.
- Candidates must wait at least 2 weeks after passing the Knowledge Exam before receiving eligibility to take the Skills Exam.
- Candidates who do not pass the Skills Exam must wait 90 days before re-taking it.
- Candidates must pass the Skills Exam within the first three attempts in a 365 day period or start over by re-taking the Knowledge Exam.

Exam Fees

- First time candidates
  - ◆ Nonrefundable examination fee of \$250 for NALA members, \$275 for nonmembers.
  - ◆ Includes one attempt for the Knowledge Exam and one attempt for the Skills exam.
- ◆ Retake candidates
  - Nonrefundable attempt fee of \$60 per subsequent attempt for the Knowledge Exam.
  - Nonrefundable attempt fee of \$60 per subsequent attempt for the Skills Exam.

.....  
: DID YOU KNOW? :  
: NALA has created an Online CP Exam Review Study Group. This is a closed 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 partic- :  
: ipate. You can find the Facebook Group at: NALA - CP Exam Review Online Study Group. There is also a LinkedIn :  
: .....  
: .....



### New applicants for the May 2017 and September 2017 testing windows

- Candidates who have not yet taken any sections prior to the May 2017 testing window have the option to sit for the examination in May 2017 or September 2017 but will have to complete the exam and pass all sections by the closing of the September 2017 testing window. If candidates do not take and pass all sections by the closing of the September 2017 testing window, NALA will require these candidates to retake the examination in its new format beginning in 2018.
- Candidates who have not yet taken any sections of the exam also have the option to wait until 2018 to sit for the examination and the application will be transferred to 2018 upon request

### Candidates in retake status

- Candidates who first sat for any section in September 2015 through January 2016 will have the full two years provided in their original application to take and pass all sections of the exam since the applications will expire after the September 2017 testing window closes.
- Candidates who first sat for any section in the testing windows beginning May 2016 through January 2017 will need to successfully complete any remaining sections of the examination by the September 2017 testing window.
- Any candidates who do not successfully complete all sections by the September 2017 examination will retake the entire exam in its new format starting in 2018. Candidates in this situation have a reduction in time to complete the examination from the time allowed in the initial application. These candidates will be permitted to re-take the new exam once at half cost since the time period to complete the examination has been reduced. Any subsequent re-takes will be at full price.

### Incomplete/pending applications

- Candidates filing incomplete applications must provide the documentation and/or fees required to complete the application within 60 days of initial filing or the application will be returned. The examination fee is nonrefundable.



## Appendix A

Knowledge Exam		100 points
1	United States Legal System	15
1.A	Sources of Law	
1.B	Judicial System	
1.C	Remedies	
1.D	Administrative Law	
2	Civil Litigation	15
2.A	Jurisdiction	
2.B	Federal Rules of Civil Procedure	
3	Contracts	15
3.A	Formation, Rights, and Duties	
3.B	Enforcement and Defenses	
4	Corporate/Commercial Law	10
4.A	Business Organizations	
4.B	Rights and Responsibilities	
4.C	Transactions	
5	Criminal Law and Procedure	5
5.A	Criminal Law	
5.B	Criminal Procedure	
6	Estate Planning and Probate	5
6.A	Estate and Trusts	
6.B	Wills	
7	Real Estate and Property	10
7.A	Property Rights and Ownership	
7.B	Transactions	
8	Torts	10
8.A	Intentional Torts	
8.B	Negligence	
8.C	Strict Liability	
9	Professional and Ethical Responsibility	15
9.A	American Bar Association (ABA) Model Rules of Professional Conduct	
9.B	Unauthorized Practice of Law	

Skills Exam		30 points
1	Writing	12
1.A	Grammar, Spelling, and Punctuation	6
1.B	Clarity of Expression	6
2	Critical Thinking	18
2.A	Reading Comprehension	6
2.B	Analysis of Information	6
2.C	Decision Making	6

## Helpful Links

NCPA — [www.ncparalegal.org](http://www.ncparalegal.org)

NALA - [www.nala.org](http://www.nala.org)

NC State Bar Board of Paralegal Certification - [www.nccertifiedparalegal.org](http://www.nccertifiedparalegal.org)

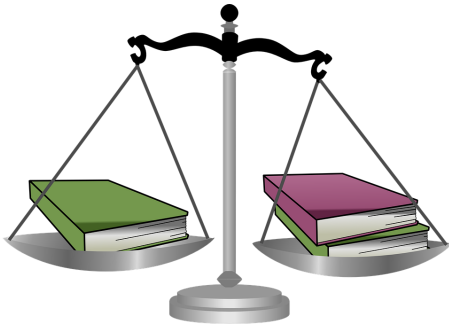
NC State Bar — [www.ncbar.gov](http://www.ncbar.gov)



Wednesday, July 19,  
2017 to Friday, July 21,  
2017 in Orlando, FL.

Join paralegals from  
across the nation and  
attend the largest para-  
legal conference in the  
country. Click the bro-  
chure for more details  
and to register!





Each year NCPA sponsors a Student Scholarship Essay Contest which awards cash toward each winner's school tuition. Below are the winners of the 2017 Student Scholarship Es-

*Amy Stogner, 1st Place*  
*Cape Fear Community*  
*College*

I Have Chosen To Be A Paralegal.....

I would love to say that since I was two years old, I knew what I wanted to be when I grew up. That is not the case. As a kid, I never thought I would go to college. I grew up poor, wondering where I would get my next meal. I lived in an abusive home, until my mom finally left my father. In my eyes, people in my situation did not go to college. I could not afford it and never truly thought I could amount to anything more than just the poor white girl. I just never really thought about college. After dropping out of school, getting my GED, and then spending my adulthood working a series of dead-end jobs, I knew I needed a change. I needed to do something meaningful with my life. I needed a purpose, something to show that those who come from nothing can in fact become something.

Choosing to study Paralegal Technology wasn't easy. I actually started out studying Sociology. I chose that major for my mom. I wanted to have something in common with her. She loved Sociology. Seeing her smile when we discussed it was well worth taking the classes. In 2014 she passed

away. I was once again at a point in my life where I was lost and needed to do something that was meaningful. Without my mom, continuing my Sociology path was not worth it.

After some soul searching, I realized that I always gravitated towards law. I liked the different aspects of it. I also loved to do research and enjoyed the satisfaction of finding the answer to the question. So, after spending a year and a half in Sociology, I changed my major to Paralegal.

When I finally began my courses for the Paralegal program, I was nervous. I kept thinking, "What if I made a huge mistake?" I was almost done with the previous program. Everything changed when I took my Criminal Law class in my first semester in the program. Something just clicked. It was as if I finally found what I was supposed to be doing all along. I found my purpose. I didn't feel this at all with my previous major. I was happy. I know what I want to do with my life now. I want to be a Paralegal. I want to work in the criminal law field.

I am finally happy with my choice in studies. I have grown to have a true passion for this and enjoy learning new things every day. I look forward to graduation and being able to use what I have learned in my field. I know that my journey wasn't easy but each event has a part in creating the person I am today.



## Martha Williams, 2nd Place

### Meredith College

#### I Have Chosen To Be A Paralegal.....

I have chosen to be a paralegal because I believe that my skills and education will be beneficial to this career. To become a paralegal, one must be organized, detail-oriented, and be efficient with time in completing matters. I believe I have all three of these characteristics. I have always been a hard worker since I was a little girl. This is a trait I have learned from my family and from working since I was sixteen years old. Even though this career was not in my initial plan for life, I am happy that I ended up here in the paralegal program.

I studied at North Carolina State University for my undergraduate degree in History. Upon completion of my degree, I could not find a job within my field, so I continued working as I had done throughout my studies. Years went by and I became stuck in a habit, and without the possibility of moving up or on. I was unhappy in that job and needed a more challenging and rewarding field. One day, I came to a conclusion, I needed to quit and look for a job in a new field as a full-time job. It wasn't easy, but it was worth it in the end. After six weeks, I obtained a job at a law firm working in the file room. I was starting at the bottom, but I had no legal background and felt this was the right path to at least start from.

Within two months of working there, I was asked if I wanted to take over a position of an administrative assistant that was opening up. As much as I desired to move up, I felt it was too soon and con-

sulted with my supervisor. We both agreed that it was not the right time. However, this gave me great confidence to see that my co-workers and attorneys viewed me as a valuable asset knowing that I could perform above my normal duties. Less than a year later, the Intellectual Property Administrative Assistant position became available again, and without any hesitation, I applied and was awarded the position.

Within a few months on working in this position, I knew that the legal field, especially the Intellectual Property Department, is where I wanted to be. This particular position requires excellent organization skills due to never-ending docketing deadlines for matters and efficiency for prompt responses. What I value most in this position is having very little drama with clients and foreign associates. Everything is straight to the point, in order for us all to get the job done effectively. Entering the paralegal program has only strengthened my belief that this is the right path for me. I have thoroughly enjoyed learning about Real Estate Law, Family Law, and of course Intellectual Property Law. The teachers have been fantastic in enhancing our skills and encouraging and supporting our goals. Additionally, I have met some wonderful people as fellow students and hope that our friendship will remain after we complete the program.

Overall, this whole experience has been uplifting and beneficial for my career and socially. I am truly thankful that I chose this path and know that I won't regret it.



Tiffany Wah, 3rd Place  
Central Piedmont Community  
College

I Have Chosen To Be A Paralegal.....

A paralegal is defined as a person trained in subsidiary legal matters. They are also people who perform delegated work for which attorneys are ultimately responsible. I have chosen to become a paralegal for many reasons. These reasons consist of a passion to help others during good and bad times, a respect for the law, and my ability to communicate well with people.

I currently work at a women's shelter, and I am required to help others often. I am constantly being of help to women struggling with mental illness, drug addiction, and many other challenges. Helping others is a major requirement for paralegals. They are expected to assist attorneys as well as clients. I have a reputation for not only being helpful, but being helpful with a good attitude. I believe that my willingness to assist others will make me feel at home as a paralegal.

I have always had great respect for the laws of the land. I've always tried to do the right thing, and implement respect towards the law in raising my children. I also believe that many Americans suffer due to the lack of understanding the law and how it affects them. So many people are not aware of their rights as American people. In my learning as a paralegal, it's been exciting discovering the many aspects of law. I'm so excited to gain more skills, insight, and experience as a paralegal.

Another skill required by a paralegal, is the ability

to communicate well with people. This is a skill I have gained over the years. I've raised two children on the autism spectrum, and that required great patience and good communication. It's important to me that I get the point across, and that any misunderstanding gets corrected. I know that paralegals are expected to deal with people from every background imaginable, and be able to meet them where they are. This is indeed a quality that I possess.

Finally, I've been a full time mother and wife for many years. I've sacrificed so much to be at home and be an advocate for my children. However, it's now my time to open a new chapter of my life. I'm so thrilled that I've chosen a career that has and will be so rewarding to me. Thank you so much for the opportunity to be able to share some of my life and my goals with you. I also thank you for considering me for this scholarship.

Debi McPeters, 4th Place  
Western Piedmont  
Community College

I Have Chosen To Be A Paralegal.....

As a child, I remember daydreaming of what I wanted to be when I grew up. I had such an active imagination and would pretend to have many different careers. I even made props to make it feel more realistic. Pretending to be a school teacher was my favorite, though, because I had younger siblings who enjoyed pretending to be my students.

Growing up in a poor family of seven children inspired me to value the importance of an

education. My family did not have much money, but my siblings and I were privileged enough to have the opportunity to receive a general education. However, my mother was not as fortunate. She had to leave school to help her father harvest crops and do outdoor work, while her mother had to dedicate her time to caring for an ill child. By the time my mother's sister was better, it was too late for my mother to return to school.

The older I became, the more aware I became of how difficult it was for my mother to make ends meet. Since my mother only had an eighth-grade education and no financial assistance, she was limited to manual labor jobs. That is why I was so determined to receive my high school diploma and make my mother proud of me. When I graduated, she was the proudest she had ever been of me, as was I. Once the excitement faded, I was quickly reminded of how much my mother depended on me throughout the years, and that she still needed me to help her with the finances and the care of the rest of our family.

While waiting on the ideal time to pursue a college degree, I worked several different types of jobs, none of which were on my list of career options. Before too long I was hired by a major manufacturing plant by the name of Kimberly Clark. They hired me as a machine operator not requiring a college degree since it was manual labor. With a good salary, it became important for me to remain gainfully employed with this company which provided benefits than most jobs do today. It seems like only a moment ago, I was working twelve hour shifts and here I am, a retiree of Kimberly Clark with a pension, permanent health benefits, adult children, and five grandsons.

Higher education remained on my to do list, but the right time waited many years. I enrolled in continuing education classes and found that my drive for knowledge was cultivated and thus my family history research hobby was born. My Mother had recently passed, so learning about the history of the land where her father came from and the fact that my great-grandmother was a Cherokee Indian gave me an adrenaline rush. I had found a fulfilling passion and it helped to fill the void when missing my Mother. Over the years, I have visited courthouses, state archives, cemeteries, and libraries; just to name a few institutions where I have researched. My ancestry page has over 3000 names of ancestors, collaterals, and descendants.

Always regretting that I did not get a college degree, I decided I would do so as soon as I retired. When I viewed the curriculum section of the college catalog, the Paralegal Program jumped off the pages and screamed my name. Genealogy research bears a close kinship and possibly epitome to paralegal work. Probate and Legal Research concepts are parallel and I have been implementing such concepts in my genealogy reports. It is required to reference the sources of documentation to establish Indian heritage.

I am older and a little slower now, but I have that same drive and determination for higher education as I did as a teen. My passion for genealogy gave me some of the tools I needed to realize my interest and see that becoming a paralegal could be the career for me. My success is a testimony to the cliché, "it is never too late to get an education".

# ETHICS CORNER

- RPC 1.15-2 was recently revised to reflect that any person who has signatory authority on a firm trust account must have taken a 1 hour CLE course approved by the Bar for this purpose. If you have signatory authority, you have until the end of 2017 to meet this requirement. You only need to take this course once per firm.
- An amendment to the Plan for Paralegal Certification is pending before the NC Supreme Court which will allow for a retired status for certified paralegals, subject to certain conditions.
- An amendment to the Plan for Paralegal Certification is pending before the NC State Bar Council that would allow paralegals with their NALA or NFPA certifications to sit for the NCCP exam.



If you have any questions about these or any other ethic issue, you can email Alice Mine at the NC State Bar — [amine@ncbar.gov](mailto:amine@ncbar.gov)



**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](mailto:bonnier@ruffinconsulting.com) | [@LawFirmSupport](https://www.facebook.com/LawFirmSupport) | [www.ruffinconsulting.com](http://www.ruffinconsulting.com)



## Check out these apps!

**Fast Case** – If you are an NC Bar Association member, you have free legal research access to the NC Fastcase Web Library.

**To-Do List**— In my opinion, most phones do not come with a good to-do list manager. This one is basic but gets the job done. Use it as a stand alone app or use the widget feature to keep your tasks at your fingertips.

**Tasker**— Tasker performs a set of actions based on user defined scenarios. For instance, using your phone's GPS, it can automatically turn your ringer off at the courthouse. This is a Google Play only app, sorry Apple folks!

**TheLaw.Com Dictionary/Guide**— free legal dictionary, also includes all major abbreviations for case citing (think Blue Book!)

## Check out these websites!

**The Paralegal Society** – The Paralegal Society is a blog where you can find interesting articles, glean helpful information and career tips, ask questions and seek advice from the team of experienced paralegal mentors who will provide assistance, guidance and support.

**The Paralegal Mentor** — Strategies for paralegals seeking excellence.

**ABCs of E-Discovery** - A blog for paralegals about the role of technology in e-Discovery and Document Management.

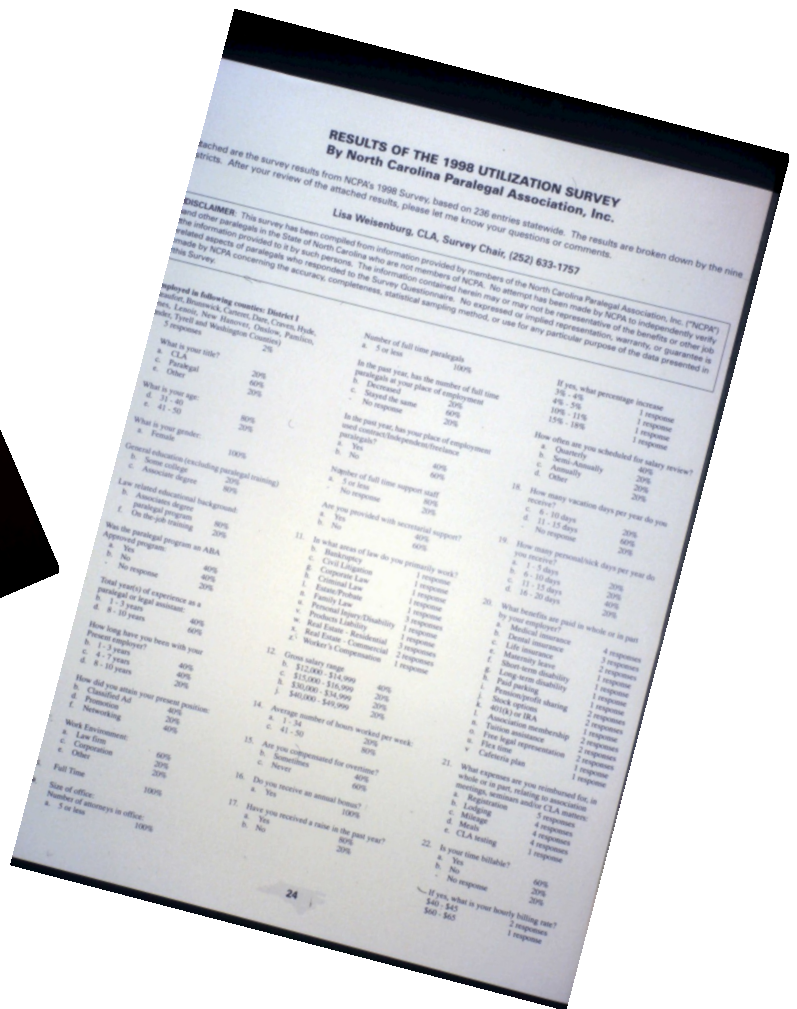
**Law Ha Ha** — Ever find yourself listening to a legal story and telling yourself “you can't make this stuff up”? Well, this site is full of those interesting, funny and OMG legal stories.

**NC DMV Crash Report Manual** - If you have ever seen an accident report, you know it is filled with a lot of numbers and codes. Use this link to decipher what those mean. (This web link changes often so if the link here does not work, google “NC DMV Crash Manual”.)

# NCPA Time Machine



Sherri Wall was elected President of NCPA in 1995. Here she receives her Presidential gavel from outgoing President Mary Haggerty.





# 2017 MARY F. HAGGERTY, CLA SCHOLARSHIP AWARD

TAKING THE NCCP EXAM IN OCTOBER????

WORRIED ABOUT THE APPLICATION FEE? THIS IS FOR YOU

UP TO 5 SCHOLARSHIPS ARE NOW AVAILABLE FOR THE \$125 APPLICATION FEE!



NORTH CAROLINA STATE BAR  
PARALEGAL CERTIFICATION

Submit an essay on one of the following two topics:

**"What State Certification Means to Me" or "The Advantages and Disadvantages of State Certification"**

**ESSAY REQUIREMENTS:** The essays must be typed, double spaced and on letter sized paper. They may not exceed two pages in length. Include a cover sheet with your contact information. Essays must be emailed by midnight on June 5, 2017 to be considered. **DO NOT MAIL.** Please be aware that spelling, grammar and punctuation will be taken into consideration!!! The essays will be judged anonymously, so do not reference your name or your paralegal program within the body of the essay.

The final number of scholarships awarded will be at the discretion of the judges.

Participants **MUST BE NCPA GENERAL OR ASSOCIATE** member in good standing and meet the eligibility criteria for sitting for the October NCCP Exam. Winners will be notified by July 1, 2017. Scholarship fees will be paid directly to the NC State bar. The fees will be refunded to NCPA if the finalists do not sit for the NCCP Exam in October. Winners are responsible for the \$50 site fee.

Email your typewritten essay by June 5, 2017 in PDF or WORD format to:  
[info@ncparalegal.org](mailto:info@ncparalegal.org)





## A Primer for Paralegals and Attorneys Regarding Paralegal Certification

Joy C. Belk

Assistant Director of Paralegal Certification for the North Carolina 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.

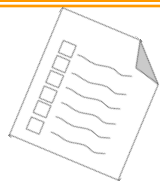
Why should you encourage the paralegals in your firm to become NC Certified Paralegals? A paralegal who satisfies the educational and examination requirements for certification and annually fulfills the educational requirements to maintain certification has demonstrated knowledge, ability, and continuing 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](http://www.ncbar.gov) or [www.nccertifiedparalegal.gov](http://www.nccertifiedparalegal.gov).

Reprinted with permission from Lawyers Mutual and the North Carolina State Bar.

Questions about NC Certification should be directed to [jbelk@ncbar.gov](mailto:jbelk@ncbar.gov)





# We need your input!

Soon you will receive an email asking for you to take part in our biennial salary and utilization survey. This survey helps current and future paralegals see the face of the paralegal profession so the more responses we have, the more accurate our survey will be. We ask that general and associate members take 10—15 minutes to complete the survey and forward the link to other paralegals in their offices. We will be holding a drawing for one participant to receive a free year membership, so check your email in the coming month for the link to take the survey!

## Registered Agent Solutions, Inc.

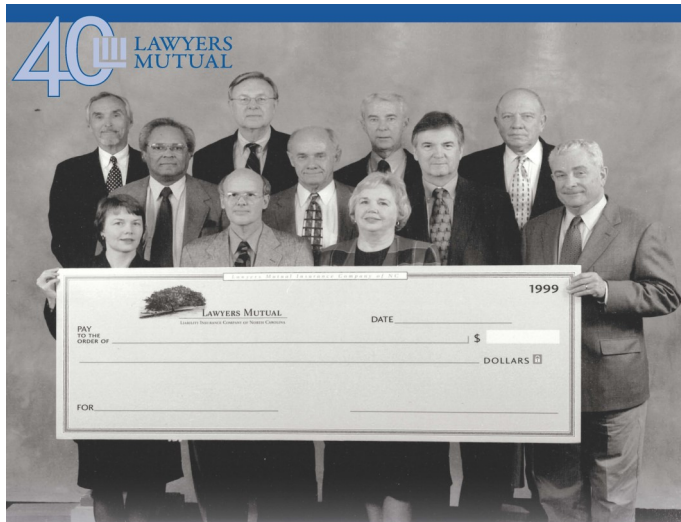
Learn more about partnering with RASi for all of your nationwide registered agent & corporate transactional needs.

**Trust us to be the business behind your business.**

- Incorporations/Formations
- Name Availability
- Business Licensing
- Independent Directors
- FEIN Registration
- Fictitious Name/DBA Filings
- Foreign Qualifications
- Registrations
- Certificate of Good Standing
- Annual Reports
- Corporate Amendments
- Mergers & Reinstatements
- Dissolutions/Withdrawals
- Tax Clearances
- International Services
- Apostilles & Authentications
- UCC Searches/Filings
- U.S. District Litigation Searches



Contact James Crawford at [jcrawford@rasi.com](mailto:jcrawford@rasi.com) or 815-861-4560 to learn more about partnering with RASi.



*Lawyers Mutual is pleased to announce a dividend equal to 5.7% of the final premium paid on your 2016 policy, totaling nearly \$1 million. Lawyers Mutual has paid a policyholder dividend thirteen times since 1999.*

***A lasting legacy - A bold future.***

**800.662.8843 [www.lawyersmutualinc.com](http://www.lawyersmutualinc.com)**



# Calendar of Events

## EXAM DEADLINES

### 2017

August 1—deadline to submit your application to the NC State Bar Board of Paralegal Certification for the October NCCP Exam.

August 1—deadline to submit your application to NALA for the September CLA/CP Exam

October 14— State Bar Board of Paralegal Certification’s NCCP exam  
(locations vary)

December 1— deadline to submit your application to NALA for the January CLA/CP Exam

### 2018

April 1 2018 – deadline to to submit your application to NALA for the May



## UPCOMING NCPA CALENDAR EVENTS

### 2017

July 15th —Board & EC Meeting (location TBA )

### 2018

March - NCPA’s Annual Seminar & Meeting



<b>Officers:</b>	<b>NAME</b>	<b>EMAIL</b>
President	Beverly K. Moore, NCCP	<a href="mailto:bev@tissuelaw.com">bev@tissuelaw.com</a>
1st VP (Education)	Lakisha A. Chichester, ACP, NCCP	<a href="mailto:lakisha.chichester@self-help.org">lakisha.chichester@self-help.org</a>
2nd VP (Membership)	Patricia F. Clapper, ACP, NCCP	<a href="mailto:lglduck@aol.com">lglduck@aol.com</a>
Secretary	Jennifer G. Smith-Sutphin, ACP, NCCP	<a href="mailto:Jennifer.Smith-Sutphin@greensboro-nc.gov">Jennifer.Smith-Sutphin@greensboro-nc.gov</a>
Treasurer	Cindy B. McGhee, NCCP	<a href="mailto:cmcghee@smithdebnamlaw.com">cmcghee@smithdebnamlaw.com</a>
Parliamentarian	Martha L. Blackman-Hughes, ACP, NCCP	<a href="mailto:mblackman-hughes@nc.rr.com">mblackman-hughes@nc.rr.com</a>
NALA Liaison	Michele Bryant, CLA NCCP	<a href="mailto:mtuttle@wakehealth.edu">mtuttle@wakehealth.edu</a>
<b>Directors:</b>		
I	Heather Padgett, NCCP	<a href="mailto:heather.padgett@wilmingtonnc.gov">heather.padgett@wilmingtonnc.gov</a>
II	Sandra Strickland, NCCP	<a href="mailto:SRStricklandNCCP@gmail.com">SRStricklandNCCP@gmail.com</a>
III	Michelle "Shelley" L. Troutman, NCCP	<a href="mailto:shelley@centralcarolinallawyers.com">shelley@centralcarolinallawyers.com</a>
IV	Jane E. Goeke, NCCP	<a href="mailto:janegoeke@gmail.com">janegoeke@gmail.com</a>
V	Ellen C. Thomas, NCCP	<a href="mailto:thomase@concordnc.gov">thomase@concordnc.gov</a>
VI	Michele A. Bryant CLA, NCCP	<a href="mailto:mtuttle@wakehealth.edu">mtuttle@wakehealth.edu</a>
VII	AT LARGE DIRECTOR - Patti Clapper	<a href="mailto:lglduck@aol.com">lglduck@aol.com</a>
VIII	Amy Carrere, CP, NCCP	<a href="mailto:amy@gnclawfirm.com">amy@gnclawfirm.com</a>
IX	Beverly K. Moore, NCCP	<a href="mailto:bev@tissuelaw.com">bev@tissuelaw.com</a>
Affiliate Director	Jamie Coll, NCCP	<a href="mailto:colljamie@yahoo.com">colljamie@yahoo.com</a>
Attorney Advisor	Joseph N. Tissue	<a href="mailto:joe@tissuelaw.com">joe@tissuelaw.com</a>
Chairman of the Board	Heather Padgett, NCCP	<a href="mailto:heather.padgett@wilmingtonnc.gov">heather.padgett@wilmingtonnc.gov</a>
Board Secretary	Jennifer G. Smith-Sutphin, ACP, NCCP	<a href="mailto:Jennifer.Smith-Sutphin@greensboro-nc.gov">Jennifer.Smith-Sutphin@greensboro-nc.gov</a>
At Large Director	Patricia F. Clapper, ACP, NCCP	<a href="mailto:lglduck@aol.com">lglduck@aol.com</a>
Immediate Past President	Patricia F. Clapper, ACP, NCCP	<a href="mailto:lglduck@aol.com">lglduck@aol.com</a>
<b>Committee Chairs</b>		
Audit Chair	Patricia F. Clapper, ACP, NCCP	<a href="mailto:lglduck@aol.com">lglduck@aol.com</a>
Associations Network Committee Chair	Jamie Coll, NCCP	<a href="mailto:colljamie@yahoo.com">colljamie@yahoo.com</a>
Annual Seminar Co-Chairs	Kelly Troy, NCCP	<a href="mailto:kelly.troy@durhamnc.gov">kelly.troy@durhamnc.gov</a>
	Kaye Hare, ACP, NCCP	<a href="mailto:khare@walkerlambe.com">khare@walkerlambe.com</a>
	Crystal L. Robinson, NCCP	<a href="mailto:crissi1975@gmail.com">crissi1975@gmail.com</a>
Registration Chair	Jennifer Eason, CP	<a href="mailto:jennifer.eason@allscripts.com">jennifer.eason@allscripts.com</a>
Ethics Chair	Cartina Mitchell	<a href="mailto:catrina.mitchell@durhamnc.gov">catrina.mitchell@durhamnc.gov</a>
Historian	Martha L. Blackman-Hughes, ACP, NCCP	<a href="mailto:mblackman-hughes@nc.rr.com">mblackman-hughes@nc.rr.com</a>
Long Range Planning Chair	Belinda Ann Thomas, ACP, NCCP	<a href="mailto:bat5853@bellsouth.net">bat5853@bellsouth.net</a>
Mentoring Chairs	Paulene Scott Kearnley, NCCP	<a href="mailto:pkearney@smithdebnamlaw.com">pkearney@smithdebnamlaw.com</a>
Nominations and Elections Chair	Denise Forbes	<a href="mailto:Denise.Forbes@durhamnc.gov">Denise.Forbes@durhamnc.gov</a>
NC Land Records Task Force Chair	Victoria Scally, NCCP	<a href="mailto:victoria.scally@gmail.com">victoria.scally@gmail.com</a>
NC State Bar Bd Paralegal Cert. Liaison	Yolanda N. Smith, ACP, NCCP	<a href="mailto:ynsmith72@gmail.com">ynsmith72@gmail.com</a>
Patron & Sustaining Membership Chair	Crystal L. Robinson, NCCP	<a href="mailto:crissi1975@gmail.com">crissi1975@gmail.com</a>
Pro Bono Chair	Paulene Scott Kearnley, NCCP	<a href="mailto:pkearney@smithdebnamlaw.com">pkearney@smithdebnamlaw.com</a>
Public Relations / Senior Editor		
Articles / Ass'n News Editor	Crystal L. Robinson, NCCP	<a href="mailto:crissi1975@gmail.com">crissi1975@gmail.com</a>
Advertising Editor	Abigail C. Powell	<a href="mailto:acp0923@gmail.com">acp0923@gmail.com</a>
Student/School Relations	Charlotte A. Ward, NCCP	<a href="mailto:ward_charlotte@yahoo.com">ward_charlotte@yahoo.com</a>
NCPA Coordinator	Patricia F. Clapper, ACP, NCCP	<a href="mailto:lglduck@aol.com">lglduck@aol.com</a>

# HAD IT WITH MAILINGS?

LET US HANDLE THAT FOR YOU.  
WE'VE STREAMLINED THE TRAFFIC MAIL PROCESS.

800.792.4339 | SALES@COURTLOGIC.COM



CourtLogic



North Carolina Paralegal Association Inc.

PO Box 1133

Holly Springs NC 27540

Address Correction Requested