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# THE AMICUS

THE NORTH CAROLINA PARALEGAL ASSOCIATION  
DISTRICT NEWSLETTER

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## How You Can Become Stress Free in Seven Days

Author: Stewart, Ann. “How You can Become Stress Free in Seven Days”. [Article Circle www.articlecircle.com](http://www.articlecircle.com) .

Stress is a chronic condition. It’s all around you; in your workplace, social life, and even in your home. When left to run its course, stress can intensify into chronic frustration, grief, anxiety, and depression.

Stress is a mental condition generally brought on by worrying about things you cannot change and/or feeling overwhelmed by a situation. It can erode your sense of self, and adversely affect your blood pressure and even your mental stability.

Stress, however, can be positive. Some folks actually thrive on stress. The more pressure they are under to perform, the better they do!

Stress, although often caused by external forces, is nurtured and magnified in the mind. Let’s examine what you can do to decrease, and even eliminate, it. It can be managed! There are several ways you can do this yourself. Consider this your:

Seven-day Stress Eliminating Course.

Here are seven simple steps to follow, one for each day:

1. Acknowledge that stress is good

Make stress your friend! Your body reacts to stress either by fighting it or fleeing from it. Identify your responses to stress. The extra energy you feel in fighting it can be re-channeled to enhance your performance at the right moment. Consider this; no top sportsman is ever totally relaxed before a big competition. Use your stress wisely to push yourself that little bit harder when it counts most. On the other hand, ignoring problems by fleeing from the situation will also affect your well-being. Try and identify how you can constructively alter your situation.

2. Avoid stress spewers

Stressed people spew out stress words and thoughts indiscriminately. They like to talk about their problems and, before you know it you are affected, too! Identify the ones that affect you! They include the doom and gloom media warnings of what may – never – happen!

Protect yourself by recognizing stress in others and limiting your contact with them.

**Continued: How You Can Become Stress Free in Seven Days**

## 3. Learn from the best

When others in your environment are not coping well, identify the ones who keep calm under pressure. What are they doing differently? What is their attitude? What language do they use? Are they trained and experienced? Study their habits, ask them how they do it, learn from the best stress managers, and copy what they do.

## 4. Practice breathing techniques

You can trick your body into relaxing by using this breathing technique: Breathe in slowly for a count of 7; then breathe out for a count of 11. Repeat the 7-11 breathing until your heart rate slows down, your sweaty palms dry, and you start to feel better.

## 5. Put a stop to stressful thoughts

As stress is a mind manipulator, you can tangle yourself up in stress knots just by thinking thoughts like: "If this happens, then that might happen, and then we're all up the creek!" Most of these things never happen, so why waste all that energy worrying needlessly?

Put a stop to stressful thoughts; cut them off as soon as they pop up! Even if you have a 'legitimate' cause to worry, ask yourself: "what can one ounce of my worry do to prevent it or fix it?"

## 6. Isolate your trigger points and hot spots

Make your own list of stress trigger points or hot spots. Be specific. Do presentations, interviews, meetings, feedbacks, tight deadlines trigger stress for you? Then identify specifics. For instance, do only presentations to a certain audience get you worked up? Is one type of project more stressful than another? Do you drink too much coffee?

Once you have identified your stress factors, you can then take the appropriate steps to reduce them. Do you need to learn some new skills? Do you need extra resources? Do you need to switch to decaf?

## 7. Take care of your body!

Lack of sleep, poor diet and no exercise will add to your distress! This, although obvious, is all too often ignored as a stress management technique. Be good to your body. Give it rest, good nutrition, and go out and enjoy life!

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# **DISTRICT NEWS**

## **District I : Diane Morgan, ACP, NCCP**

Welcome to District II! My name is Diane Morgan, and I am thrilled to be your District Director. I am your voice to the Board. Please email me with any suggestions or comments that you have for NCPA. Our District is spread out – so it is hard for us to come together, but I would love to hold meet and greets for our District. I am looking forward to hearing from you about how you would like to participate in NCPA locally!!

Diane N. Morgan, ACP, NCCP  
[dmorgan@nhcgov.com](mailto:dmorgan@nhcgov.com)

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## **District II: Crystal Robinson, NCCP** | **District V: Roxanne Crouch, ACP**

Greetings District II members! District II will be holding it's Holiday Party in January so please stay posted for more details. Happy Holidays!

Crystal Robinson, NCCP  
[crystal@levineandstewart.com](mailto:crystal@levineandstewart.com)

Hello District V! A meet and greet for District V will be held after the holidays in February or March 2012. Look forward to seeing you all there.

Roxanne Crouch, ACP  
[rcrouch@bbandt.com](mailto:rcrouch@bbandt.com)

## **District VI & IX: Patti Clapper, NCCP, ACP**

Currently Districts VI and IX do not have a local district director. Since I am in Wake County, this will make it difficult for me to be able to work with members in those districts. If you are interested in serving as a director, you must have been a general member for one (1) year and must be able to attend our Board meetings (this is a voting position). If you are interested, please email me for more information.

Patti Clapper, NCCP, ACP  
[lqlduck@aol.com](mailto:lqlduck@aol.com)

## **District VII : Stephanie Ivans, NCCP**

Hello District VII! Hope everyone is looking forward to the holiday season that is approaching. I am honored and excited to serve as District VII Director and Chairman of the Board for the 2011 - 2012 term. I am in the process of planning a holiday meet and greet for District VII and I will send out in email in the near future with details. I hope you all can attend! As District Director, I am here to be your voice to the Board so please do not hesitate to contact me with any questions, suggestions or comments for NCPA. Your voice counts! I hope everyone has a safe and happy holiday season!

Stephanie Ivans, NCCP  
[wncparalegal@gmail.com](mailto:wncparalegal@gmail.com)

## **District VIII : Regina Newsome, CLA, NCCP**

Hello District VIII members! My name is Regina H. Newsome, CLA, NCCP, and I am honored to have been named Interim Director for District VIII. I have worked in the legal field for over 19 years and am currently employed as a Paralegal with the North Carolina Department of Transportation, Attorney General's Office, in Raleigh, North Carolina. I look forward to working with you and hopefully seeing the NCPA membership in District VIII grow this year. Please feel free to contact me at [rhnccla@gmail.com](mailto:rhnccla@gmail.com) with any comments, questions, or concerns that you may have. Thank you for your commitment to NCPA.

Regina Newsome, CLA, NCCP  
[rhnccla@gmail.com](mailto:rhnccla@gmail.com)



## ATTENTION PARALEGAL STUDENTS

COMING IN OCTOBER 2011

## NCPA STUDENT SCHOLARSHIP CONTEST

SPONSORED BY  
*NORTH CAROLINA PARALEGAL ASSOCIATION, INC.*

The North Carolina Paralegal Association, Inc. ("NCPA") will be sponsoring its annual Student Scholarship Program opening in October 2011. 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.

**Awards\*\*:**

<b>First Place:</b>	<b>\$400.00</b>
<b>Second Place:</b>	<b>\$300.00</b>
<b>Third Place:</b>	<b>\$200.00</b>
<b>Fourth Place:</b>	<b>\$100.00</b>

**In addition to the scholarship, all awards include a one-year, free student membership to NCPA and one free student registration to NCPA's 31st Annual Seminar and Meeting to be held March 2012.**

**Send your typewritten essays by January 14, 2012 to:**

Charlotte A. Ward, CLA, NCCP  
Student/School Relations Chair  
[ward\\_charlotte@yahoo.com](mailto:ward_charlotte@yahoo.com)  
919-906-1822  
Please contact Charlotte A. Ward with any questions.

\*\*All award scholarship checks will be made payable to the winners' educational facility

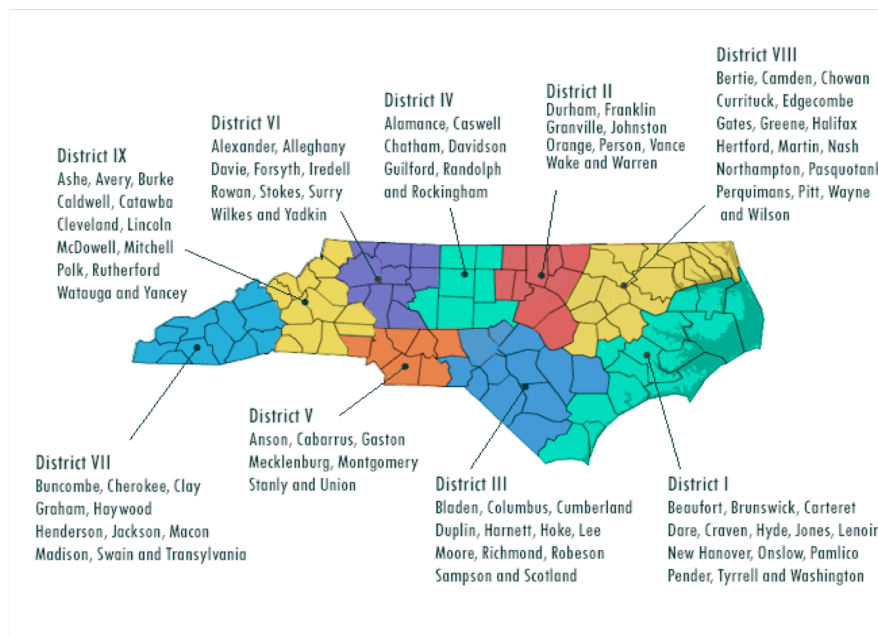
# NCPA NEEDS YOU!



## NCPA is kicking off its “Educational Bus Tour” in January

NCPA will visit paralegal educational programs across the state to give a presentation on membership and what it has to offer. We will provide these students with information on membership, our Mentor Program, and our yearly CLE offerings.

Our Mentor Program is growing and we expect the program to really grow as we visit with students and educators. **WE ARE IN NEED OF MENTORS.** If you are interested in becoming a mentor to a student or paralegal who is just getting started in the profession please contact Kaye Summers, the Mentor Program Chair, at [kaye@pulleywatson.com](mailto:kaye@pulleywatson.com) or 919-682-9691.



# District Director Contact Information 2011 - 2012

## **District I**

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## **District II**

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## **District VIII**

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## **District IX**

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## **How The iPad Could Change Our Judicial System**

Author: Steven Farrell

Published at the MacLawyer ([www.TheMacLawyer.com](http://www.TheMacLawyer.com)) a legal technology blog published by Ben Stevens ([ben@spartanburglawyers.com](mailto:ben@spartanburglawyers.com))

Streaming high-definition videos anywhere in the world, games that were never thought possible, and complete social connectivity are just a few of the features on iPad's résumé. This amazing piece of technology has changed the way that people live, but could it potentially change the legal system? Absolutely, and a few of these professionals have already jumped on board.

### **Trial Prep Work For Paralegals And Attorneys**

Most legal professionals say that for every hour in court, two to ten hours of prep work had to be done. This includes interviewing witnesses, studying crime scenes, preparing statements, and going through huge amounts of previous trials and rulings. After the information has been collected, it must be compressed into an easy-to-use format. What better way to do that than an iPad?



**Check out the  
2011 Winter  
Forum online!**

**Find NCPA on  
Facebook and Twitter!!**



We're on the Web!

See us at:

**[www.ncparalegal.org](http://www.ncparalegal.org)**

## **Continued: How The iPad Could Change Our Judicial System**

**Writepad** is an iPad app which not only recognizes handwritten notes, but allows users to quickly and efficiently manipulate PDF files. It also allows for annotations to be made on the fly and even sharing between Apple products. Other apps with similar PDF features include **Zosh**, **School Notes Pro**, and **Aji iAnnotate**. School Notes Pro comes in at a close second to Writepad with the ability to have real-time collaboration over WiFi and full voice recognition.

### **During The Trial**

Once lawyers and attorneys are deep into a trial, it can become a painstakingly long process to take notes, keep their own information in order, and keep up with everything being said and done. Usually this would require a team of assistants, trial consultants, and paralegals. With an iPad the process becomes infinitely easier as the presentation of evidence, from pictures to verbal testimonies, can be done with a single tap.

**Keynote** is Apple's response to Window's affluent Powerpoint. It allows for stunning presentations that can filled to the brim with videos, photos, charts, websites, and even sound clips. This presentations can be sent over a local WiFi network to a large projector screen or directly to a TV in front of the jury and judge. All of the controls can be done through the iPad itself, with an iPhone app, or through an optional remote controller.

The **American Bar Association** has actually released a list of 'must-have' apps for the legal professional. One of the most impressive apps on the list is **FastCase**. This app allows for the immediate searching of statutes and laws by citation number or key words. Their website also offers free tutorials on the quickest ways to search for laws and various features which make FastCase stand out.

*About the Author: Steven Farrell is the administrator of [ReversePhoneLookup.org](http://ReversePhoneLookup.org), a site where you can perform a [reverse phone lookup](#) for as little as \$1.*



**Dear NCPA Members,**

**I hope everyone has a Happy and Safe Holiday season! Thank you for being committed to NCPA!**

**Warm Wishes,  
Stephanie Ivans, NCCP  
Chairman of the Board  
North Carolina Paralegal Association  
[wncparalegal@gmail.com](mailto:wncparalegal@gmail.com)**