

**NORTH CAROLINA PARALEGAL
ASSOCIATION, INC.**

**39th ANNUAL MEETING & SEMINAR
April 11, 2019 – April 13, 2019**

**COURTYARD MARRIOTT
CAROLINA BEACH, NORTH CAROLINA**



100 Charlotte Avenue
Carolina Beach, NC 28428
(910) 458-2030

www.marriott.com/hotels/travel/ilmcb-courtyard-carolina-beach-oceanfront/

To attend, complete this registration form OR
register for the seminar online at
www.ncparalegal.org

SCHEDULE OF EVENTS

Thursday, April 11, 2019

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

Early Registration & Exhibitor Exposition

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

Friday, April 12, 2019

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

Registration & Buffet Breakfast

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

Welcome Remarks

Beverly K. Moore, NCCP, NCPA President

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

GENERAL SESSION

Topic: Law Office Administration

*Speaker: Alicia W. Lewis, Firm Administrator/Controller
Anderson Jones, PLLC*

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

Break - Visit with Exhibitors

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

CONCURRENT SESSION A

Topic: Estate Planning

*Speaker: Jen Woy, NCCP
Wyrick Robbins Yates & Ponton LLP*

CONCURRENT SESSION B

Topic: Family Law

*Speaker: Amanda B. Mason, Attorney at Law
Mason & Mason*

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

Break – Visit with Exhibitors

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

CONCURRENT SESSION A

Topic: Business Law

*Speaker: Stephanie C. Crosby, NCCP
Ward and Smith PA*

CONCURRENT SESSION B

Topic: Personal Injury

*Speaker: Nell Wagner, NCCP
Knott & Boyle*

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

LUNCH

1:00 p.m. - 2:00 p.m.

CONCURRENT SESSION A

Topic: Locating and Scheduling Witnesses

*Speaker: Bonnie Ruffin, NCCP, CLVS, CVR
Ruffin Consulting, Inc.*

CONCURRENT SESSION B

Topic: Criminal Law

*Speaker: W. Gray Smith, Attorney at Law
Mason & Mason*

2:00 p.m. - 2:15 p.m.

Break –Visit with Exhibitors

- 2:15 p.m. – 3:15 p.m. **CONCURRENT SESSION A**
Topic: **Intellectual Property**
Speaker: **Mitch Tuchman, Of Counsel**
Morningstar Law Group
- 3:15 p.m. - 3:30 p.m. **CONCURRENT SESSION B**
Topic: **Elder Law**
Speaker: **Leigh Anne Kasias, Attorney at Law**
Wyatt Early Harris Wheeler LLP
- 3:15 p.m. - 3:30 p.m. **Annual Meeting Registration**
- 3:30 p.m. - 4:00 p.m. **Annual Meeting – Election of Officers**
- 4:00 p.m. – 5:00 p.m. **Panel: Q&A with Paralegal leaders sharing a wealth of knowledge and experience**
- 6:30 p.m. - 9:00 p.m. **DINNER**
Please join us for dinner and a chance to win a FREE registration to the 2020 Annual Seminar

Saturday, April 13, 2019

- 8:30 a.m. - 9:00 a. m. **Buffet Breakfast**
- 9:00 a.m. - 10:00 a.m. **General Session**
Topic: **Brief Bytes: Organizing the Workplace with Technology**
Speaker: **Jacqueline F. King, MLS, NCCP**
Rose Harrison & Gilreath, P.C.
- 10:00 a.m. - 10:15 a.m. **Break**
- 10:15 a.m. - 11:15 a.m. **CONCURRENT SESSION A**
Topic: **Data Protection and Privacy**
Speaker: **Kristen G. Lingo, Assistant General Counsel**
FHI 360
- 10:15 a.m. - 11:15 a.m. **CONCURRENT SESSION B**
Topic: **Immigration Law**
Speaker: **Jessica Yanez, Attorney at Law**
Yanez Immigration Law
- 11:15 a.m. - 11:45 a.m. **Break (Hotel Checkout)**
- 11:45 a.m. - 12:45 p.m. **GENERAL SESSION (Ethics)**
Topic: **Follow the Ethical Brick Road**
Speaker: **Joy C. Belk, NCCP**
North Carolina State Bar
- 12:45 p.m. - 1:00 p.m. **Closing Remarks and Door Prizes**
(must be present to win)

CONTINUING LEGAL ASSISTANT EDUCATION CREDIT:

National Association of Legal Assistants, Inc. (NALA):

This seminar has been approved by the Certifying Board of the National Association of Legal Assistants, Inc. for 8 hours of Continuing Legal Education units toward maintenance of the Certified Legal Assistant credential, including 1 hour of ethics.

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

This seminar has been approved by the North Carolina State Bar Board of Paralegal Certification for Continuing Paralegal Education for 5 hours of general CPE credits and 1 hour of ethics. Any NC certification questions should be directed to the North Carolina State Bar's Paralegal Certification Board.

REFUNDS:

- If we receive your request by March 31, 2019, we will issue you a full refund, less a \$10.00 cancellation fee.
- If we receive your request between April 1, 2019 and April 5, 2019, we will issue a 50% refund.
- If we receive your request on or after April 6, 2019, no refund will be issued.
- You must notify the 1st Vice President, Sue Atti, NCCP at education@ncparalegal.org.
- Refunds are not issued until after the seminar is completed.

DISCOUNTS:

Law offices or corporations with three (3) or more paralegals attending the seminar, or three (3) or more paralegal students registering simultaneously, will be entitled to receive a 10% discount on the registration fee only. Discount does not apply to additional lunch or dinner tickets, CLA breakfast, or manuscript purchase. **Registration forms and fees must be received simultaneously to ensure proper credit for discount.** Online registration is **not** eligible for the discount – you must submit paper registration forms.

MANUSCRIPTS:

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

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

HOTEL INFORMATION:

Room Rates: Rooms rates are \$159.00 a night for a standard room and \$199.00 for Suite, plus tax. Deadline for hotel reservations is **March 21, 2019**. When making a reservation, **please designate that you are attending the NCPA Seminar and provide the applicable group code to receive the discounted rate**. After the deadline, you are not guaranteed the discounted rate.

Please make your own hotel reservations:

Via Telephone: Please call (888) 616-4655 to make reservations. **Be sure to designate that you are attending the NCPA Seminar to receive the discounted group rate**. NCPA's group code is **NCPR**. After **March 21, 2019**, we cannot guarantee the discounted group rate.

Via Online: You also may go online and [book through this link](#). This link will get you directly to a web page set up for NCPA and allow you to book your room(s) with the discounted rate.

If you are booking through Courtyard Marriott's general website, please use the following code(s): **NCPNCPA – Queen Standard or NCPNCPB – Queen Suite**.

FOR MORE INFORMATION, CONTACT

Sue Atti, NCCP
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Join us in celebrating the North Carolina Paralegal Association, Inc.'s
39th Annual Meeting & Seminar at Courtyard Marriott Carolina Beach.

Mail in your registration form today!

REGISTRATION FORM

NCPA's 39th Annual Meeting and Seminar

April 11, 2019 – April 13, 2019 - Courtyard Marriott Carolina Beach, North Carolina

Registration deadline is March 31, 2019. Please add the late fee if your registration is postmarked on or after this date. Walk-ins are welcome the day of the seminar. Checks should be made payable to NCPA for the total amount of all applicable fees. Your check or credit card statement is your receipt. **We do not send confirmations.** This registration form must be completed and accompany your payment.

Return this form and your payment to:

Registration Chair
North Carolina Paralegal Association
P.O. Box 1133
Holly Springs, NC 27540

NAME: _____

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

ADDRESS: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CHECK NO.: _____ ENCLOSED: \$ _____

CHECK THE CONCURRENT SESSIONS YOU WILL ATTEND:

- Friday, 9:45 a.m. Session A _____ Session B _____ (choose ONE)
- Friday, 11:00 a.m. Session A _____ Session B _____ (choose ONE)
- Friday, 1:00 p.m. Session A _____ Session B _____ (choose ONE)
- Friday, 2:15 p.m. Session A _____ Session B _____ (choose ONE)
- Saturday, 10:15 a.m. Session A _____ Session B _____ (choose ONE)

CHECK YOUR MANUSCRIPT PREFERENCE:

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

Fees: Check all that apply:

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

- _____ \$ 175.00 NCPA or NALA Member* (or Affiliate Member Delegate)
- _____ \$ 260.00 Non-Member
- _____ \$ 75.00 NCPA Student Member*
- _____ \$ 75.00 Social (No CLE credit or materials)
- _____ \$ 125.00 Paralegal Educator
- _____ \$ 25.00 Hard copy of Manuscript received at check in
- _____ \$ 20.00 Additional Friday Lunch Ticket
- _____ \$ 25.00 Additional Friday Dinner Ticket
- _____ \$ 20.00 Late Fee (**must be included if sending after March 31, 2019**)

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