

In Brief 3d

JAN/FEB 2011

NOPA P. O. Box 30604

New Orleans, Louisiana 70190

The Official Publication of the
New Orleans Paralegal Association
Member of the National Federation of Paralegal Associations

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NOPA Mission Statement

To maintain a high standard of performance in the paralegal profession; To inform members of new developments in the paralegal profession; To encourage and provide continuing legal education for paralegals. NOPA's goal is to promote awareness, and to educate the community regarding use of paralegals.

PRESIDENT'S MESSAGE

By Suzanne Fontan

Greetings and Happy New Year! NOPA held its annual meeting and Board of Directors election on January 19 and we really did put our "Best Foot Forward!" We had so many RSVP's that we had to change our meeting location. Thanks to Venue Docket to stepping in on short notice and to Liskow & Lewis for sponsoring a delicious lunch. I don't know if it was finding out who the new Board of Directors is or the quality speakers, but NOPA really turned out for this one. Thanks to Glenn Milliet, Amy Shanks and Sharon Green.

Our new Board of Directors is getting right to work: Vice President Jennifer Lasseigne; Secretary, Karen Seghers; Treasurer, Sheela Babu; Primary NFPA Representative, Becky Rolland and Secondary NFPA Representative Crissi Moseley. I will again serve as President. I extend my thanks and congratulations to our new board members.

On behalf of the Board, I extend my heartfelt thanks and recognize outgoing board members Germaine Galjour and Sandy Cantrell. Germaine has been a member of NOPA for 15 years (very nearly as long as I've been a working paralegal!) She has held many leadership positions but I will always remember her for her work on the Membership Committee and as our most recent Vice President. While not downplaying Germaine's invaluable contacts amongst the legal community in New Orleans and Jefferson Parish, Germaine's value to NOPA is her corporate knowledge of our organization. It's very important for a growing organization like ours to keep the brain trust of those that came before us and Germaine is certainly in that number. Germaine continues her involvement in NOPA on the Seminar Planning Committee.

Also rotating off the Board is Sandy Cantrell, who most of you know for keeping us informed via email of our meetings and activities. This position is both extremely important and mostly "unsung." It's a position that I like to say is "behind the scenes" but is so important to the functionality of NOPA, that we, without question could not move forward without. Thanks to Sandy for her service and her continued involvement on the Seminar Planning Committee and chairing the Job Bank.

I look forward to working with the Board and our members to continue to grow our organization in 2011.

Suzanne Fontan

Notice from NFPA

Due to a technical glitch (which has since been fixed), the mailing list database utilized for the Dec/Jan issue of the National Paralegal Reporter omitted some names. NFPA does not have sufficient extra copies of the Reporter (since the printing run was based on the erroneous database information) to provide a hard copy of the Reporter to those who did not receive the Dec/Jan issue. The entirety of that issue (and all other back issues) can be found on the member pages in the National Paralegal Reporter archives.

We apologize for the inconvenience and appreciate your patience.

Cindy Welch, RP®
PACE Registered Paralegal
NFPA Region II Director



GENERAL MEMBERSHIP MEETING—JANUARY 19, 2011

On January 19th, at NOPA's annual business meeting, the **2011 Board of Directors** was inducted. The meeting was sponsored by **Liskow & Lewis**. **Thank you Liskow & Lewis for your continuing support.** Because of the overwhelming attendance, the meeting was moved from Liskow & Lewis to **Venue Docket's Court Room**. **THANK YOU VENUE DOCKET FOR COMING TO THE RESCUE!**

We had some special guests to help NOPA members start the new year off right. Glenn Milliet, owner/stylist of **Glen Michael Salon**, talked about the importance of finding the right look in order to put your best foot forward for the job interview and how to continue with a positive presentation after you've gotten the job. **Amy Shanks, Legal Division of Strategic Recruiting Solutions, LLC**, gave insightful feedback about what a recruiter looks for in a job applicant. She addressed ways to get the interview, including tips on preparing that all so important resume to land the job. **Sharon Green**, owner of **La Dame Sophistiquee**, demonstrated creative uses of scarves and handbags to accessorize our wardrobes for the job interview and on the job. **Sharon just happens to be a member of NOPA through her regular job!**

As usual the lunch was delicious and everyone walked away with creative ideas on how to put their best foot forward in the exciting year ahead of us.

NOPA's 2011 Officers Sworn in on January 19, 2011

President: Suzanne Fontan
Vice President: Jennifer Lasseigne
Secretary: Karen Seghers
Treasurer: Sheela Babu
Primary NFPA Rep: Becky Rolland
Secondary NFPA Rep: Crissi Moseley

NOPA NEEDS YOUR INPUT

NOPA Members—Please take a minute to complete a short survey for the purpose of improving our professional organization. This is mainly a multiple choice survey, with only 14 questions. The survey will be available until Feb. 28th on NOPA's website at the following link:

<http://www.Neworleansparalegals.org> and
<http://www.surveymonkey.com/s/2010NOPAmembersatisfaction>

NOPA COMMITTEES

Job Bank Committee:
Coordinator: Sandra Cantrell

Membership Committee
Co-Chairs:
Jennifer Lasseigne and
Crissi Moseley

Newsletter Editor:
Brenda Wall

Website Coordinator:
Susan Pundt

Membership Development
Committee Chair:
Carroll Lanassa

Military Paralegal Outreach
Committee Co-Chairs:
Kathy Williams and
Jill Neumann

Pro-Bono and Community Service
Committee Co-Chairs:
Tomoro Wilson and
Sandra Cantrell

Regional Development
Committee: Position Available

Salary Survey Committee: Sheela Babu

Social Coordinator:
Position Available

Student Liaison:
Megan Hall

If you would like to join a committee, contact Becky Rolland at broll978@aol.com

SPECIAL THANKS TO NOPA'S SUSTAINING MEMBERS!!

Jennifer Adam - Esquire Solutions
 James Bradle - Professional Shorthand Reporters
 Katarina Cederbom - Chaffe McCall, LLP
 Sallie Davis - Tulane Paralegal Studies
 Julie Hackler - Avansic Digital Forensics and E-Discovery
 Stephanie Kavanaugh - Docusource Litigation Support
 Celeste O'Keefe - The Dancel Group
 John Pearson - Clarity Litigation, LLC
 Fred Richissin, Venue Docket
 Cheryl Rodrigue - Brooke Companies
 Charles Sellers - Deep South Investigations
 Amy Shanks - Strategic Recruiting Solutions
 Darnell Shuart - Shuart & Associates, Inc.

**WHENEVER POSSIBLE, PLEASE GIVE THESE MEMBERS YOUR BUSINESS
 AND THANK THEM FOR THEIR CONTINUED SUPPORT!**

Welcome New Members!!!!

Lyndell Harness - Lawrence J. Galle', Jr. & Associates
 Georgette Shahien - Jones Walker, LLP
 Darrilynn Wells - Student—Herzing University
 Kellom Williams - Carver, Darden, Koretsky, Tesier, Finn, Blossman & Areaux, LLC

Military Paralegal Outreach Program

As the Coordinator of the Military Paralegal Outreach Program for NOPA, the only thing I want to say is DON'T FORGET OUR TROOPS. We will soon be sending more boxes out to sites assigned by our U. S. Military and given to NFPA. We still need donations of either items or money to buy items to send on in our packages. And if anyone wants to pitch in and help with this effort, please contact me at kwill10@entergy.com. We would love to have your help, and the troops will certainly appreciate you for it.

Many thanks!

Kathy W. Williams

Kathy W. Williams, Paralegal II
 (504) 576-4188 (Direct)
 (504) 576-4150 (Fax)
kwill10@entergy.com
 Board Advisor, New Orleans Paralegal Association

Membership Committee

NOPA is excited to announce the 2011 membership drive. As co-chairs of the membership committee, Crissi Moseley and Jennifer Lasseigne invite you to join us again for another exciting year.

Over the last two years, **NOPA** has seen it's membership double in size, and credit goes, in large part, to our members. The general membership is an integral part of **NOPA**'s success, and word-of-mouth referrals and lunch invitations are a tremendous growth area for our membership. Last year you spread the word that **NOPA** is the premier paralegal networking tool in New Orleans. We thank you for passing along applications to your fellow paralegals and legal administrators and encourage you to keep up the good work. As you have probably already noticed, **NOPA** is increasing its web-presence, most recently with the addition of a LinkedIn Group. If you have not already done so, please join our group today and post a discussion topic. Do you have an idea for a great speaker or meeting location? Are you looking for tips or advice on how to handle a project at work? Post a discussion topic on LinkedIn. Or, invite your coworkers to join our LinkedIn group.

Don't miss out on all the great benefits **NOPA** provides, including networking, CLE and Pro Bono opportunities, social events, membership in the National Association, and other opportunities available through **NFPA**. Send in your 2011 application today and join us again this year as we continue to lead the paralegal professional in this city by getting involved in issues that affect our profession on a local and national level. Your membership is an invitation to network with other paralegals, to stay abreast of proceedings affecting our profession, and to become involved in advancing the paralegal profession.

DATES TO WATCH

March 2, 2011: Board Meeting to be held at the Louisiana Bar Association, 601 St. Charles Avenue. Noon till 1:00

March 16, 2011: General Membership Meeting

Location: To be determined

Speaker: CASA Representative

Topic: Community Service - Tomoro Wilson and Sandy Cantrell will announce NOPA's special "Spring Community Service Project"

Sponsor: Tulane Paralegal Studies Program - Sallie Davis

Time: Noon till 1:00

April 6, 2011: Board Meeting to be held at the Louisiana Bar Association, 601 St. Charles Avenue. Noon till 1:00

April 20, 2011: General Membership Meeting

Location: To be determined

Speaker: Mike Hahn of Santion, Esquire Trial Consultant

Topic: Trial Tips & Techniques from a Paralegal Standpoint

Sponsor: Esquire Deposition Solutions - Jessica Lavaty and Jennifer Adam

Time: Noon till 1:00

April 30, 2011 NFPA Region II Meeting

MAY IS NOPA's PRO BONO MONTH

May 4, 2011: Board Meeting to be held at the Louisiana Bar Association, 601 St. Charles Avenue. Noon till 1:00

May 18, 2011: General Membership Meeting

Location: Adams and Reese, 701 Poydras Street (One Shell Square) 45th Floor conference room

Speaker: Michelle Denice Craig, Esq. of Adams and Reese, LLP

Topic: Proper Techniques to use when investigating using social networking

Sponsor: Brooke Companies (c/o Cheryl Price-Rodrique and Cindi Owings)

What's on YOUR mind?

We would like to encourage our members to contribute to the newsletter. If you wish to share or see an article published, submit it to the NOPA newsletter by contacting Brenda Wall, editor, at llaweb@att.net. We will assist in getting reprint permission.



New Orleans Paralegal Association *Founded 1979*

P.O. Box 30604, New Orleans, Louisiana 70190
504-467-3136 www.neworleansparalegals.org

2011 MEMBERSHIP APPLICATION

Membership is for a one-year term; renewable annually on a calendar year basis (January 1 through December 31).

Membership for those joining after September 1 shall extend through the end of the next calendar year.

PLEASE TYPE OR PRINT CLEARLY Are you a **NEW MEMBER** or a **RENEWING MEMBER**?

NAME _____
(Last) (First) (Middle Initial)

E-MAIL ADDRESS* _____

EMPLOYER NAME*: _____

(Check preferred address for NOPA mail)

BUSINESS ADDRESS _____
(Street) (City) (State) (Zip) (Phone)

HOME ADDRESS _____
(Street) (City) (State) (Zip) (Phone)

***An email address and employer's name ARE REQUIRED in order to process your application. Your email address will only be used for NOPA purposes such as meeting notices, event notification or educational opportunities.**

MEMBERSHIP STATUS

Please select the Membership Category below that best describes you NOW, at the time of Application/Renewal.

DEFINITION: A Paralegal is a person qualified, through education, training or work experience, to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, governmental agency or other entity or may be authorized by administrative, statutory or court authority to perform this work. "Substantive" shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts.

VOTING MEMBER*: \$60.00. Shall be employed as a paralegal as defined above at the time of application for, or renewal of, membership. A voting member shall be entitled to one vote on all matters which require the vote of members of the New Orleans Paralegal Association and shall have the right to make motions, hold office and serve on the Board of Directors. **A voting member shall possess at least ONE of the following qualifications:**

(1) Bachelor's degree and one year paralegal experience and is employed or retained as a paralegal; (2) Completion of an ABA approved paralegal program or a paralegal studies program that is not ABA approved but meets the substantive legal studies requirements pursuant to ABA guidelines and is employed or retained as a paralegal; (3) Two years' paralegal experience and is employed or retained as a paralegal.

ASSOCIATE NON-VOTING MEMBER: \$55.00. Please check the box that applies to you:

- A person seeking first-time employment as a paralegal following the completion of a paralegal studies program;
- A person who has previously been, but is not now, employed as a paralegal and meets the qualifications for a voting member.

Associate members shall not be entitled to vote on matters which require the vote of members of the New Orleans Paralegal Association and shall not have the right to make motions, hold office or serve on the Board of Directors.

STUDENT MEMBER: \$40.00. A person currently enrolled at the time of application in a formal course of Paralegal Studies. Proof of enrollment must be attached to the application. Student members shall not be entitled to vote on matters which require the vote of members of the New Orleans Paralegal Association and shall not have the right to make motions, hold office or serve on the Board of Directors.

SUSTAINING MEMBER:** \$100.00. Any corporation, partnership, organization or other entity interested in supporting NOPA may become a Sustaining Member. Sustaining Members shall not be entitled to vote on matters which require the vote of members of the New Orleans Paralegal Association and shall not have the right to make motions, hold office or serve on the Board of Directors.

PLEASE COMPLETE THE FOLLOWING:

Are you a practicing Paralegal? Yes No Number of years experience: _____

Highest Level of Education: High School; Tech/Trade/Some College; AA/AS or Para Cert.; BA/BS; Graduate

Did you complete a Paralegal Program? Yes No If Yes, where? _____

Was it ABA Approved? Yes No Did you receive a certificate? Yes No

Professional memberships, certificates, or licenses held: _____

Past and present civic or cultural activities, including offices held: _____

By submitting this application I certify that I have read and understand the classes of Membership described herein and I meet the criteria as a Paralegal and for the membership class for which I am applying or renewing.

SIGNATURE: _____ **(DATE)** _____

**** Sustaining Membership** entitles the company or organization to one member representative to NOPA functions and mailings. Where payment is required for attendance (such as the Dinner Meeting), the Member rate would apply to one representative, and the guest rate to all other representatives in attendance.

PAYMENT

Enclosed is a check in the amount of \$ _____ payable to NOPA, for the Membership. Status checked above.

Make check payable to NOPA or New Orleans Paralegal Association and mail with completed application to:
Membership Chairman, P.O. Box 30604, New Orleans, LA 70190

Does your employer reimburse for dues? Yes No

Dues paid by the Paralegal's employer are tax deductible. NOPA is a tax exempt association. Contributions or gifts to NOPA are tax deductible as charitable contributions for federal tax purposes. Payment of dues may be deductible as a business expense.

Annual membership in the New Orleans Paralegal Association includes \$20.00 for membership in the National Federation of Paralegal Associations, Inc., of which \$4.00 pays for a subscription to the National Paralegal Reporter for one year.

FOR OFFICE USE ONLY

Check No.: _____ Date Received: _____ Posted: _____

PRACTICE OR SPECIALTY AREAS

Please check no more than 3

- | | | |
|--|--|--|
| <input type="checkbox"/> Advertising/Marketing | <input type="checkbox"/> Environmental Law | <input type="checkbox"/> Medical Malpractice |
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Probate, Trusts & Estate Planning |
| <input type="checkbox"/> Anti-Trust/Trade Regulation | <input type="checkbox"/> Governmental/Municipal/Public | <input type="checkbox"/> Real Property |
| <input type="checkbox"/> Banking & Finance | <input type="checkbox"/> Entities, Agencies & Programs | <input type="checkbox"/> Regulatory Compliance |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Health Law | <input type="checkbox"/> Securities |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Immigration | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Corporate Governance | <input type="checkbox"/> International Law | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Corporate M & A | <input type="checkbox"/> Labor & Employment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Corporate (Other) _____ | <input type="checkbox"/> Legal Ethics/Prof. Responsibility | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Litigation:(Type)_____ | |
| <input type="checkbox"/> Employee Benefits | | |

NOPA LEADERSHIP OPPORTUNITIES

Indicate your interest in any NOPA Leadership Opportunities. The Committee Chair will contact you.

- | | | |
|--|---|---|
| <input type="checkbox"/> Advertising/Marketing | <input type="checkbox"/> Job Bank | <input type="checkbox"/> Continuing Legal Education/Seminar |
| <input type="checkbox"/> Pro-Bono/Community Outreach | <input type="checkbox"/> Survey/Standards | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Vendor Relations | <input type="checkbox"/> PACE Standards* |
| <input type="checkbox"/> Website | <input type="checkbox"/> Event Planning | |

*The Paralegal Advanced Competency Exam (PACE) is offered by the National Federation of Paralegal Associations, Inc. (NFPA) to test the competency level of experienced paralegals. The Exam is offered to paralegals that have a minimum of two years' experience and meet specific educational requirements. PACE is designed for professional paralegals who want to pioneer the expansion of paralegal roles for the future of the profession, not to restrict entry into the profession.