

2nd Quarter

June 2006



# Roanoke Valley Paralegal Association

## Message From The President

Can you believe one-half of 2006 is already gone? If you are like me, you are swamped with old projects and getting brand new ones to work up. You may also be hearing those magical phrases --- "I need a favor" or "I have a 'little' project for you to work on in your 'spare" time."

So, on behalf of RVPA, let me say to you, "I need a favor." The favor I need is for you to attend one of our monthly luncheon meetings,

especially if you are not currently a member. I also have "a little project for you to work on in your spare time."

Please look around to your colleagues in the Roanoke Valley (or surrounding jurisdictions) and encourage every paralegal you know, who is not a member, to come to one of our meetings and to join the RVPA. The commitment on your part is minimal -- we meet once a month on the first Thursday for lunch. You may get to know someone new or benefit from networking with our "veteran"



members! And if nothing else, you can get out of the office for an hour, or so, and enjoy good food!

The hidden bonus to the things I ask of you is getting to hear interesting, timely and informative speakers. For example: we learned about the Family Medical Leave Act from Agnis Chakravorty in January. February brought us Tony Russell to discuss the legal elements of a negligence lawsuit. And in March, one of our colleagues, Penny Peters spoke to us about interviewing witnesses.

Our speakers for April were Lt. Mucha of the Salem Sheriff's Department and Jeff Spaar, a private process server, discussing how to get better service of process. In May we had Anne Grove with CASA come for an inspiring discussion on court appointed advocates for children. And finally in June we learned about vocational rehab experts from John Newman. Our CLE Committee has been hard at work securing great speakers for you. Check out the lineup in the CLE Column for our future topics.

(continued...)

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# CLE Opportunities

- 07/11/2006 **Workers' Compensation.** Full day seminar at Roanoke Higher Education Center. Contact Lorman Education Services at 1-866-352-9539, [www.lorman.com](http://www.lorman.com).
- 07/13/2006 **Virginia Family Law Practice for Paralegals.** Full day seminar at Wyndham Richmond Airport. Contact HalfMoon LLC at 715-835-5900, [www.halfmoonseminars.com](http://www.halfmoonseminars.com).
- 07/20/2006 **Employment Law From A to Z.** Full day seminar at Roanoke Higher Education Center. Contact Lorman Education Services at 1-866-352-9539, [www.lorman.com](http://www.lorman.com).
- 08/17/2006 **Real Estate Title Issues in Virginia.** Full day seminar at Holiday Inn Select, 1021 Koger Center Blvd., Richmond. Contact HalfMoon LLC at 715-835-5900, [www.halfmoonseminars.com](http://www.halfmoonseminars.com).
- 09/15/2006 **21<sup>st</sup> Annual Mid-Atlantic Institute on Bankruptcy and Reorganization Practice.** Two-day seminar at The Boar's Head Inn, Charlottesville. Contact Virginia CLE at 1-800-979-8253, [www.vacle.org](http://www.vacle.org).
- 10/04/2006 **Ethics Rocks!, Featuring Jack Marshall.** Half-day seminar at Wyndham Roanoke Hotel. Contact Virginia CLE at 1-800-979-8253, [www.vacle.org](http://www.vacle.org).

## NALA LIVE - ON-LINE SEMINARS

Go to [www.nala.org](http://www.nala.org) for more information regarding online seminars. Fees per course are \$75 for NALA members and \$100 for non-members.

## Virginia Western Community College

Registration for Fall classes begins July 17. Contact VWCC at 857-7272 or [www.virginiawestern.edu](http://www.virginiawestern.edu).

**DON'T FORGET** - The Virginia Alliance of Paralegal Associations ("VAPA") will hold its biennial state conference in Richmond October 5 thru 7, 2006, at the Marriott-Richmond West (near the Short Pump Mall). The event will be co-sponsored by the Local Government Paralegal Association. This is a great opportunity to network with paralegals from across the state, attend informative seminars with excellent speakers and to have a great time in our state capitol! There will be options to attend 1 day for \$75, 2 days for \$125 or all 3 days of the conference for a true bargain price of \$175. Don't miss this wonderful event!! Plan now to attend!

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# Message From The President

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On the horizon, but not that far off, is the Virginia Alliance of Paralegal Associations (VAPA) Statewide Conference scheduled for October 5-7, 2006 in Richmond. See our VAPA column for more information.

Our Financial Development Committee is currently planning the 2<sup>nd</sup> Annual RVPA Yard Sale tentatively scheduled for Fall 2006. As our minds turn to **thinking** about "Spring cleaning", why not hold back some of your gently used quality items to be included in the yard sale. And of course, we welcome all types of books (paperback, hardback, children's and audio-books.) The money we make at the yard sale will go toward covering 2006 Budget expenses - such as the NALA and VAPA conventions. So don't forget about us when (or if) you get to cleaning!



Finally, I would like to personally invite all members to attend our July Social luncheon on Tuesday, July 11, 2006. The luncheon will be held in the 9<sup>th</sup> floor training room at the Wachovia Tower. Our topic will be "CSI - Roanoke" and our speakers will bring the world of forensic science -- Roanoke-style -- to us! Best of all this luncheon is FREE!! Since the luncheon is free, the Social Committee would like to encourage everyone to bring a non-member paralegal to the luncheon.

Hope to see you at a meeting soon!

## Social Committee

by Susan Albert

The Social Committee is pleased to announce that we will be having a July Social luncheon on Tuesday, July 11, 2006 in the 9<sup>th</sup> floor training room at Wachovia Tower. PLEASE NOTE THE DATE!!



Photo courtesy of  
[www.roanokeva.gov](http://www.roanokeva.gov)

The topic of the lunch will be "CSI - Roanoke". Our speakers will be David Sink and Rick Drewery who are members of the Roanoke City Police Department and work in crime scene investigation.

The luncheon menu will be assorted pizzas, salad with dressings and desserts. Best of all -- the cost is **FREE!!** The Social Committee encourages all members to attend for this fun luncheon event. We would also ask you to invite other paralegals in the Valley who are not currently members of the RVPA.

## Changes, Announcements, etc.

If you have any changes, announcements or suggestions regarding the Newsletter, please contact Vicki Shrewsbury at Woods Rogers PLC at 540.983.7695 (Phone) or 540.983.7711 (Fax) or by e-mail at [shrewsbu@woodsrogers.com](mailto:shrewsbu@woodsrogers.com)

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## Disclaimer

The opinions expressed in this newsletter are those of the writers and are not necessarily those of the Editor or of the Roanoke Valley Paralegal Association (RVPA). Information published is based solely on materials submitted in writing. RVPA assumes no responsibility for verification of the information submitted.

# NALA Report by Colleen Doyle

## Make Tracks To Tampa!!!

The National Association for Legal Assistants (NALA) 31<sup>st</sup> Annual Convention will be held in Tampa, Florida on July 26-29, 2006. I am honored this year to attend the gathering as a representative of our Roanoke affiliate. The flight plans are made, the lodging reservations in place and registration for the following activities has been confirmed.

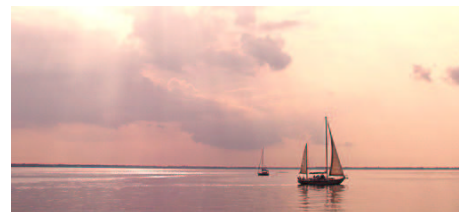


Photo courtesy of [www.visittampabay.com](http://www.visittampabay.com)

Arrival in Tampa will be Tuesday afternoon with an orientation and registration scheduled for early evening. Morning sessions for Wednesday through Saturday will include: a leadership track seminar entitled "The Real Mission"; in the a la carte selection of topics "Immigration Landmines"; an advanced essential skills presentation on "Discovery"; member exchange presentations of "Deciphering the Medical Record" and "Ethics."

Afternoon sessions in Tampa will consist of the Affiliated Associations Annual Meeting, Affiliated Association Awards Presentation, Membership Forum, Candidates Forum and the 31<sup>st</sup> Annual Meeting. Discussions at the Affiliates' Meeting will focus on building and sustaining membership and the development of a CLA review course. The Annual Meeting will have the election of officers, announcement of regional directors, resolutions and bylaw amendments and the national awards presentations.

Needless to say, I appreciate the opportunity to attend this national meeting of our peers and hopefully I will be able to return with helpful and applicable information. Thank you to RVPA members who took the time to review convention brochures and then contact me with input as to what sessions they would be interested in having me attend.

Our affiliate quarterly report was mailed to national headquarters in March. The annual report to NALA was completed in late May. (Annual reports from participating affiliates are collectively compiled in booklet form for distribution at the annual convention.) I have distributed copies of our RVPA annual report to board members. Any members interested in having their own copy for review can contact me at [cdoyle@shenlegal.com](mailto:cdoyle@shenlegal.com).

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# Community Relations Committee by Lois Sumpter



Photo courtesy of [www.givecars.com](http://www.givecars.com)

We have had a good year in supporting our local charities. We collected 6 boxes of teddy bears for the Teddy Bear Cops program. Roanoke City Police Department was very appreciative of our efforts. These bears go a long way in helping children who have been traumatized by an event. We are in the process of collecting supplies for the Bradley Free Clinic. It's amazing how many supplies the Clinic has to pay for out of their own funds. In August-September, we will again be collecting school supplies for the West End Presbyterian Center. The Center often supports the entire neighborhood of children in need and the supplies are needed year-round but particularly at the beginning of the school year. In October-November we will be collecting canned goods for the Second Harvest Food Bank. This serves our own population in southwestern Virginia. Thanks to everyone contributing to these efforts!!!

# CSI: ROANOKE

Don't miss RVPA's July Social

featuring

David Sink and Rick Drewery  
from the Roanoke City Police Department

Tuesday, July 11, 2006 at 12:00 Noon

Wachovia Tower  
(9th Floor Training Room)

Pizza Lunch is on us!

You are encouraged to invite as guests  
any paralegals you know who are not already members of RVPA!

## CLE Committee by Lois Sumpter

We have lined up some wonderful speakers for the remainder of the year:

- July:** Our Social Committee is hosting the July social and the speakers will be from the Roanoke City Police Department and their presentation will be "CSI - Roanoke."
- August:** Leslie Matney, Probation Office, topic to be announced
- September:** Mr. Klein from the Roanoke Bar Library
- October:** Roanoke City Sheriff's Department, safety and self-defense
- November:** Nominations for 2007, report on VAPA conference
- December:** Social

(continued...)

# Board of Directors Report (January - May)

Each month the Board first reviews, revises and approves minutes from the prior month's meeting. The Board then receives the Treasurer's report. Next, current RVPA business is addressed. Following is a summary of our January through May Board meetings.

The January and February meetings were mainly focused on RVPA's budget for 2006. After finalizing the budget we moved on to other items such as speakers for the upcoming months and charitable organizations to support. Colleen Doyle was busy with getting up to speed as our new NALA representative and making arrangements to attend the NALA conference in Tampa in July. Marilyn Hubbard informed the Board of the progress of preparations for the VAPA conference in October. The Social Committee reported that they are looking into a new location for our December meeting due to an increase in costs at Hotel Roanoke.

At the March meeting it was reported that speakers had been scheduled through October and the CLE Committee would be considering dates, locations and topics for a half day seminar in 2007. The Social Committee decided that rather than



cancel the membership meeting in July, we will have a Pizza Party with a "CSI" event/speaker.

The Board voted to approve the recommendation of the Social Committee that our December meeting be held at the Jim Schaal Catering facility on Campbell Avenue.

At the March meeting the Board accepted the resignation of the Vice President, Penny Stinnett. Penny accepted a new job and would not be able to attend most meetings. The Board decided that at this point a new Vice President would not be appointed.

The Financial Development Committee reported that it was aiming for a fall book/yard sale and needed a location for the sale.

The Community Relations Committee reported at April's Board meeting that RVPA's donation of six boxes of teddy bears was gratefully received by Roanoke City Police. RVPA will support Bradley Free Clinic at our membership meetings in May, June and July by collecting donations of various supplies.

Marilyn Hubbard reported in April that speakers for the VAPA conference in October have been firmed up and that each member association has been asked to provide three door prizes for the conference.

In April the Board discussed ways to increase membership and membership involvement. It was also brought up at the meeting that members should be reminded to turn off cell phones at the membership meetings.

Under new business Susan Albert brought up a request from a Radford University professor who is planning a panel discussion about the paralegal profession for the fall semester. RVPA would provide

several panel members to discuss various types of paralegal jobs. At May's meeting, the Board received a report from Membership that RVPA currently has 29 general members, 2 student and 4 sustaining members.

The CLE Committee reported that speakers have been arranged for the remaining meetings of 2006 and topics are being discussed for the seminar in 2007.

RVPA will hold a meeting in July rather than have a Social. The theme of the meeting will be "CSI - Roanoke," with speakers from Roanoke City Police Department. Pizza will be served and no fee will be charged. RVPA members will be asked to invite guests.

Publication of the newsletter has been delayed until the end of June.

RVPA will collect school supplies in August and September for West End Center.



Each Board meeting concludes with the scheduling of the next Board meeting and set-up for the upcoming membership meeting.

All RVPA members are welcome to attend any Board meeting. If you are interested in attending or have a concern you would like addressed by the Board, please contact any RVPA Officer or Board member for information on the date, time and location of the next meeting.

# CLE Committee (continued...)

The CLE Committee also met to discuss ideas for a half-day seminar in 2007. Our ideas included a seminar on **one** of the following subjects:

## 1. Environmental

This topic could explore the legal and health issues surrounding "sick" buildings - how mold affects our children in the schools, how our work environment affects us, etc. It could also explore the areas of legal ramifications surrounding leaking underground storage tanks, illegal dumping, etc.

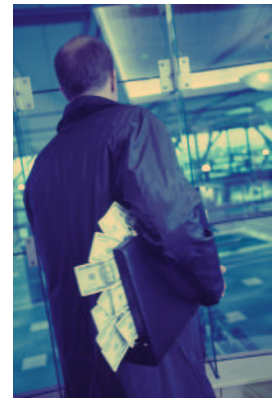
## 2. Criminal Law

This topic could explore fraud and embezzlement by public officials.

## 3. CSI - Roanoke

We understand there is a 2 hour presentation on this topic. The July social is a shortened version.

If you have any ideas or comments, please forward them to the CLE Committee.



# NALA Report (continued...)



**For Immediate Release**

## **Fall 2006 CLA/CP Short Course Set**

The Fall CLA/CP Short Course, an intensive three-day workshop for nationwide certification as a paralegal/legal assistant, is scheduled for Oct. 26–28 at the Four Points by Sheraton Denver Southeast. This is the only CLA/CP Short Course scheduled by the National Association of Legal Assistants before the December 2006 and March 2007 CLA/CP examinations.

This short course meets credit requirements of the NALA Certifying Board for maintaining the CLA/CP credential as well as helping those who are preparing for the examination. The program is also helpful to experienced paralegals seeking a refresher.

Short Course Coordinator is Kay Kasic, CLA, with Coombs & Dunlap, Napa, CA. A distinguished faculty of attorneys, certified legal assistants, and legal educators will teach the courses ranging from a survey of the American legal system and essential paralegal skills to specific legal topics. Extensive handout materials, available only to participants, will supplement the instruction.

(continued...)

# NALA Report (continued...)

Nearly 3,000 legal assistants have participated in this program since its inception in 1985. It is widely regarded as the most comprehensive continuing education program offered to paralegals. The short course is one of an array of continuing legal education efforts by NALA, and earning the CLA/CP credential is not ensured, nor contingent, upon completion of the course.

The schedule of courses is as follows:

## **Thursday, October 26**

*American Legal System*—Karen Sanders-West, ACP, JD; Foulston Siefkin, Wichita, KS.

*Judgment & Analytical Ability*—Virginia Koerselman, JD, Attorney; Omaha, NE.

*Ethics: Part I*—Kay Kasic, CLA; Coombs & Dunlap, Napa, CA.

## **Friday, October 27**

*Contracts*—John W. Dunn, LLB, and Karen M. Dunn, ACP; John W. Dunn & Associates, LLC, Avon, CO.

*Legal Research*—Virginia Koerselman, JD, Attorney; Omaha, NE.

*Civil Litigation*—Karen Sanders-West, ACP, JD; Foulston Siefkin, Wichita, KS.

*Communications*—Virginia Koerselman, JD, Attorney; Omaha, NE.

## **Saturday, October 28**

*Ethics: Part II*—Kay Kasic, CLA; Coombs & Dunlap, Napa, CA.

*Real Property*—John W. Dunn, LLB, and Karen M. Dunn, ACP; John W. Dunn & Associates, LLC, Avon, CO.

*Business Organizations*—Connie Kretchmer, ACP; First National Bank of Omaha, and Virginia Koerselman, JD, Attorney, both of Omaha, NE.

*Administrative Law*—Karen Sanders-West, ACP, JD; Foulston Siefkin, Wichita, KS.

*Estates and Trusts*—Virginia Koerselman, JD, Attorney, and Connie Kretchmer, ACP, First National Bank of Omaha, both of Omaha, NE.

Members of NALA may register for \$385. The cost to non-members is \$440, and members of the California alliance of Paralegal Associations may enroll for \$410. Fees cover the short course, handouts, coffee service, Friday luncheon, and a complimentary copy of the *CLA Study Guide and Mock Examination*.

Registration information will be on the web site <http://www.nala.org> after July 1.

## **PLEASE SAVE THE DATE!**

*The date for the 2006 RVPA Christmas Social has been set for Thursday, December 7, 2006.*

The Committee has chosen Schaal's on Campbell located at  
124 West Campbell Avenue (between 1<sup>st</sup> and 2<sup>nd</sup> Streets – near Zak's Café).

More information will be coming in the future!! Stay tuned for details!!