

4th Quarter

December 2006



Roanoke Valley Paralegal Association

Message From The President

Another year - gone! It seems like only yesterday that it was January and the RVPA was gearing up for another great year of interesting and entertaining speakers. And now it is December and my term as president is ending. Time flies!

I believe the RVPA has had a great year -- our membership has grown, we had wonderful and informative speakers at our monthly luncheons and our membership has been more active and involved. I look forward to next year!

I would like to extend a belated thank you to Suzy Sauerwald at Johnson, Ayers & Matthews for her work on the Nominating Committee. She contacted all nominated individuals and put together a slate of candidates for our association elections in November.

Speaking of Elections, please join me in congratulating and welcoming the 2007 RVPA Officers and Board of Directors:

President - Lisa Woodson
Gentry Locke Rakes & Moore

Vice-President - Yvonne Austin
Lucas Law Firm

Secretary - Becky Shaner
Wooten Hart

Treasurer - Laura Seifred
Gentry Locke Rakes & Moore

Board of Directors:

Susan Albert
The Krasnow Law Firm

(I guess I can thank myself!)

Rose Marie Dudley
Certified Mediator

Keysha McNeil
Gentry Locke Rakes & Moore

Diana Wills
The Krasnow Law Firm

Lisa Wirt
Gentry Locke Rakes & Moore

NALA Representative - Colleen Doyle
Shenandoah Legal Group

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CLE Opportunities

- 01/10/2007 **Examining & Resolving Title Issues.** Full day seminar at Hotel Roanoke & Conference Center. Contact NBI at 1-800-930-6182, www.nbi-sems.com.
- 01/18/2007 **Annual Divorce Practice Seminar: Family Law for the Baby Boomers.** Half day seminar at Richmond Marriott West, 4240 Dominion Blvd, Richmond. Contact Virginia CLE at 1-800 979-8253, www.vacle.org.
- 01/29/2007 **Handling a Social Security Disability Case.** Full day seminar at Hotel Roanoke & Conference Center. Contact NBI at 1-800-930-6182, www.nbi-sems.com.
- 01/30/2007 **Freedom of Expression in the Workplace.** Full day seminar at Holiday Inn, 3351 Ordway Drive, Roanoke. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com.
- 02/02/2007 **37th Annual Criminal Law Seminar.** Full day seminar at Doubletree Hotel, Route 29 N, Charlottesville. Contact Virginia CLE at 1-800 979-8253, www.vacle.org.
- 02/20/2007 **Probate: Beyond the Basics.** Full day seminar at Roanoke Higher Education Center. Contact NBI at 1-800-930-6182, www.nbi-sems.com.
- 02/22/2007 **37th Annual Advanced Business Law Seminar.** Two day seminar at The Boar's Head Inn, Charlottesville. Contact Virginia CLE at 1-800 979-8253, www.vacle.org.
- 02/28/2007 **Medical Records Law.** Full day seminar at Wyndham Roanoke Hotel. Contact Lorman Education Services at 1-866-352-9539, www.lorman.com.
- 03/01/2007 **Chancery Practice, a Whole New Ball Game - Or Is It?** <http://www.vacle.org> Half day seminar at Richmond Marriott West, 4240 Dominion Blvd, Richmond. Contact Virginia CLE at 1-800 979-8253, www.vacle.org.

NALA LIVE - ON-LINE SEMINARS

Go to www.nala.org for more information regarding these online seminars. Fees per course are \$75 for NALA members and \$100 for non-members.

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OFFICERS:

President

Susan Albert
540.982.7654
susana@krasnowlaw.com

Vice-President

Vacant

Secretary

Rebecca Shaner
540.343.2451
rshaner@wootenhart.com

Treasurer

Diana Wills
540.982.7654
diana@krasnowlaw.com

BOARD OF DIRECTORS:

Laura Skeen
540.343.5100
lskeen@colemanmassey.com

Karen Snyder
540.767.2047
ksnyder@jamlaw.com

Lois Sumpter
540.983.9435
lois_sumpter@gentrylocke.com

Lisa Wirt
540.983.9380
lisa_wirt@gentrylocke.com

Lisa Woodson
540.983.9330
lisa_woodson@gentrylocke.com

NALA Liaison:

Colleen Doyle
540.344.4490
cdoyle@shenlegal.com

VAPA Liaison:

Marilyn Hubbard
540.983.7564
hubbard@woodsrogers.com

Message From The President

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VAPA Representative - Primary: Marilyn Hubbard

Woods Rogers

Secondary: Kathy Ward

Woods Rogers

Next year, please give serious consideration to assisting our officers and board members by serving on one of our committees: Social, Continuing Legal Education, Financial Development, Community Relations, Membership, Publications and Nominating. Serving on a committee is not a huge time investment on your part - and you may just have a lot of fun in the process! Please give your support where you can. We need your help and input!

I would like to take this time to personally thank the 2006 Officers and Board of Directors for their hard work on behalf of the RVPA. These talented and motivated individuals gave of their time and provided me with wisdom, guidance, historical perspective and the occasional joke when I needed it! I could not have done it without your efforts and help. Our association is better for your service!

Finally as my term as President comes to a close, let me wish Lisa Woodson a hearty "Good Luck" and I hope you have as much fun as I did! To our membership and friends - Happy Holidays and Happy New Year!

CLE Opportunities

(...continued)

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01/30/2007	11:00 a.m. - 2:30 p.m.	Federal Rules of Civil Procedure
02/01/2007	3:00 - 5:00 p.m.	Basic Evidence
02/02/2007	11:00 a.m. - 1:00 p.m.	Legal Research
02/06/2007	11:00 a.m. - 1:00 p.m.	Elder Law Issues
02/07/2007	12:30 2:00 p.m.	Successful Leadership Techniques & Leadership Strategies
02/09/2007	11:00 a.m. - 1:00 p.m.	Written Communications
02/13/2007	11:00 a.m. - 12:30 p.m.	Basic Business Organizations
02/15/2006	3:00 - 5:00 p.m.	American Legal System
02/16/2007	11:00 a.m. - 1:00 p.m.	Fact Analysis & Interpretation for Paralegals
02/20/2007	Noon - 2:00 p.m.	Everything You Always Wanted to Know About Trademark Prosecution But Were Afraid to Ask

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NALA Report by Colleen Doyle

THE DECEMBER 2006 AFFILIATE BRIEF IS NOW ON-LINE!

The latest issue of the Affiliates Brief is now online and available for viewing from NALA's website at: <http://www.nala.org/Aff-Brief.pdf>

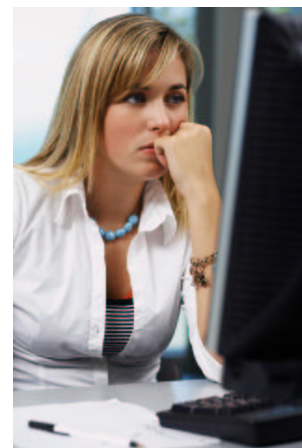
The newsletter is in PDF (Adobe Acrobat) format. If you do not currently have access to Adobe Acrobat, it is available as a free download from the following web site: <http://www.adobe.com/products/acrobat/readstep.html>.

NEW!!!! to NALA Campus LIVE! Federal Rules for Civil Procedure

Are you ready? We will see many changes to the Federal Rules of Civil Procedure in 2007. Most amendments are a result of the transformation of information from paper to electronically produced and saved "documents". Effective December 1, 2006, the rules of discovery, particularly, are changing to encompass electronic discovery. NALA will be offering an overview of these changes on NALA Campus LIVE! Register today to join us on Tuesday, January 30, 2007 from 11:00 am - 12:30 pm at <http://www.nalacampus.com>.

NALA Campus LIVE! – Spring 2007 Program on Line

The NALA Campus LIVE! Spring 2007 program kicks off February 1. Registration is open so make plans to attend NALA Campus LIVE! today. Programs include Evidence (Basic, Intermediate and Advanced), Trademark Prosecution, Commercial Leases, Advanced Ethics, Immigration Pitfalls along with many others. NALA Campus LIVE! also offers CLA/CP Review programs. View course descriptions and register at <http://www.nalacampus.com>.



NALA Campus LIVE! is great for Group Participation

All NALA Campus LIVE! educational programs are available to groups. Qualification for a group is more than one person attending from the same site and telephone line. The first person is charged \$75 for NALA members or \$100 for non-members and each additional person is charged \$40. To register your group or questions concerning group registration contact Krista Lower (mail to: klower@nala.org) at NALA Headquarters.

CLE Credit....

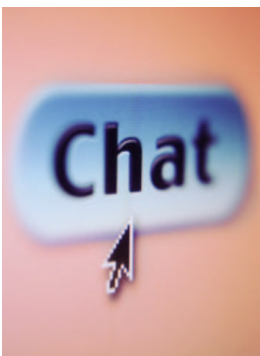
Need CLE credit? Remember NALA Campus offers ten courses available twenty-four hours/seven days a week. Visit <http://www.nalacampus.com> for course descriptions and registration information.

Most NALA Campus LIVE! and NALA Campus self-study programs qualify for credit toward maintaining the CLA/CP credential. In addition, NALA is a State Bar of California approved MCLE provider; the State Bar of Montana has approved NALA as a MCLE provider; the Paralegal Division of the State Bar of Texas has approved several NALA Campus programs for credit toward maintaining Texas paralegal certification and North Carolina State Bar has given provisional approval to NALA Campus and NALA Campus LIVE! programs for CPE credit. For more details visit <http://www.nalacampus.com>.

Let's Go Surfin' by Laura Skeen

Have you ever been stumped by exactly how to address "somebody important?" I recently had a question about how to properly address correspondence to a great high muckety-muck so I turned to my friend Google and searched for "proper forms of address." Once you start looking into these things, you get sidetracked and before you know it, you know how to address all the "royals" and their second cousins! Anyway, following are some websites to peruse some afternoon when you're bored: <http://hodcap.state.va.us/publications/Protocol.pdf> - This is a booklet titled, "A Guide to Virginia Protocol and Traditions," fifty-eight pages of everything you ever wanted to know about how we Virginians address all the "fancy folk" out there.

If you don't have time to thumb through all that Virginia protocol, you might visit www.emilypost.com/etiquette/everyday/forms_of_address.htm. You know Miss Emily would not steer you wrong!



While looking for those "proper forms of address" I also got sidetracked by some general etiquette sites. Here are a couple that were interesting - If you would like to say, "At least my crazy family isn't THAT bad," go to http://www.etiquettehell.com/content/eh_main/gen/eh_index.shtml and read some of the tales from Etiquette Hell. You may want to submit your own stories of "family and friends gone tacky." For those of you who would like to behave properly in cyberspace, check out <http://www.albion.com/netiquette/>. As I tell my son, the teenager, "Be very careful what you send by e-mail and IM, and don't write anything you don't want your mother to see." I doubt that that warning does much good but at least I tried. Give "Netiquette" a skim - you might make some changes in how you communicate in cyberspace.

Moving on to one of my favorite topics - FOOD! 'Tis the season for eatin'! If you are curious, go to http://www.ars.usda.gov/main/site_main.htm?modecode=12354500 and plug in "Chex Mix." See, Chex Mix does actually contain some vitamins and minerals! This isn't the place to go to for quick fat and calorie info - it is not as user-friendly as it could be but it does have a great deal of information about not only the foods we should eat but the foods we might be scarfing up at holiday parties or grabbing at the drive-thru at Burger King while out shopping.

And more fun, did you see the blurb in a recent edition of The Roanoke Times about ww2.howmanyofme.com ? Go ahead, find out how many people in the United States have the same name as you. Here's a scary one for you - there are 19 Laura Skeens out there. And with that, I wish you all a healthy and prosperous 2007!

Member Message . . . from Lois Sumpter

I want to thank the RVPA for the honor of 2006 RVPA Member of the Year. Although I was unable to attend the December meeting, it was truly a great surprise to receive this award. I was speechless, which if you know me, is hard to believe, but TRUE!!!!

It is rewarding to get to know my fellow paralegals and to work within a great professional organization. Thank you!!



Community Relations Committee by Lois Sumpter



RVPA members were extremely thoughtful and generous in their donations to local charities this year. We supported the Teddy Bear Foundation with the Roanoke City Police Department, which gives teddy bears to children in traumatic situations. More than one member was heard to say, "Oh, I wish I could take this one home, they're so adorable!" Imagine the comfort those bears have been to the children!

We also supported the Bradley Free Clinic which provides free medical services to people without health insurance and/or are in need of medical assistance. In this day and age of budget cuts, it's extremely important to remember our local organizations that provide this kind of service.

We again supported the West End Presbyterian Center by donating school supplies. We found out that this organization sometimes takes care of a whole neighborhood of children with the different services they provide. I know I for one, LOVE looking at new school supplies. The industry produces new and fun items every year and the children really benefit from this supplement. More and more school systems send lists home of required school supplies that parents must provide and the households simply cannot afford the demand.

And last, but not least, RVPA supported the Second Harvest Food Bank with 4 full boxes of donated non-perishable food and a \$100 check. Thank you to each and every RVPA member. This year you have lightened the load of someone in need and we have met a goal of "giving back to the community." We, as a group, have many blessings for which we are thankful. Happy Holidays!

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

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.

RVPA Marketplace

Please contact Laura Skeen at lskeen@colemanmassey.com if you are interested in purchasing any of the following RVPA items:



RVPA Cookbooks \$7.00 (only 7 left!)

RVPA Rulers 25¢ (only 10 left)

RVPA Mugs \$1.00

RVPA T-Shirts \$5.00

(We have the following t-shirt sizes left: 5 navy tees in size Large and 1 white tee in Small)

Social Committee by Susan Albert

The always anticipated RVPA Christmas Social was held on December 7, 2006 at *Schaal's on Campbell*. The Social Committee decided to change venues for this year's event and members were not disappointed. The room was beautifully decorated and the Schaals' luncheon was delicious!

During this year's luncheon Lois Sumpter, of Gentry, Locke, Rakes & Moore, was named the 2006 RVPA Member of the Year. Lois has given freely of her time to the RVPA over the years. Of particular note is her recent work on the Community Relations Committee. Congratulations and thank you for all your hard work and many years of service Lois!



Again this year, the Social Committee was fortunate enough to have several door prizes to give away during the luncheon. Thanks to the "anonymous donor" for their generous donation of door prizes again this year. Also thank you to the Transportation Museum and Cox Cable for donating door prizes. A big thank you to Anna Karbassiyoon and Sir Speedy Printing for providing the personalized note pads!

Lastly, I would like to thank the members of the Social Committee for all their hard work and efforts in making this year's events a success: Rose Marie Dudley, Karen Snyder, Cathy Fortune, Keysha McNeil, Lisa Wirt, Danielle Rand-Byrd and Jennifer Persinger.

Scholarship Announcement by Laura Skeen

Suzanne Hanks Paralegal Endowed Scholarship

Love, kindness, laughter, music, wonderful, great times, smiles, "angel on earth," non-judgmental, patient, cheerful, fun-loving, good-natured, "one of my favorite people," funny, hard-working - all these are words used to describe Suzanne Hanks by her friends and family. Sadly, Suzanne died as the result of injuries received in an automobile accident on November 17, 2006. Suzanne worked in the Roanoke Valley as a real estate paralegal for over thirty years, lastly at Woods Rogers since 1985. She will be missed by many, many people. To honor Suzanne's memory a scholarship fund is being established to provide assistance to students enrolled in the Paralegal Studies program at Virginia Western Community College.

If you would like to contribute to the scholarship fund please contact Clark Worthy at LeClair Ryan, clark.worth@leclairryan.com, Ph: 510-3036, or any RVPA officer or board member for additional information.

CLE Committee by Lois Sumpter

At the January 4, 2007 meeting, **Josh Long** of Woods Rogers will be the speaker. He will discuss changes to the Federal Rules of Civil Procedure, concentrating on e-discovery. Come and hear how these changes will affect your practice. See you there!

CLE Opportunities (continued...)

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02/22/2007	Noon - 1:30 p.m.	Ethics
02/23/2007	1:00 p.m. - 3:00 p.m.	Blue Book Review of Citing
02/27/2007	3:00 - 5:00 p.m.	American Legal System: Part 2
02/28/2007	Noon - 2:00 p.m.	Deciphering the Medical Record
03/01/2007	3:00 - 5:00 p.m.	Intermediate Evidence
03/06/2007	11:00 a.m. - 1:00 p.m.	Workers' Compensation Law Overview
03/07/2007	Noon - 1:30 p.m.	Commercial Leases
03/08/2007	Noon - 1:30 p.m.	Advanced Ethics
03/09/2007	11:00 a.m. - 1:00 p.m.	Judgment & Legal Analysis
03/15/2007	10:00 a.m. - Noon	Immigration & Employment Issues
03/27/2007	10:00 - 11:30 a.m.	Employment Law
03/29/2007	10:00 - 11:30 a.m.	E-Discovery: What You Should Know
03/30/2007	11:00 a.m. - 1:00 p.m.	Product Liability Litigation for Paralegals
04/04/2007	3:00 - 5:00 p.m.	HIPAA Privacy
04/05/2007	3:00 - 5:00 p.m.	Advanced Evidence
04/12/2007	Noon - 1:30 p.m.	Time Management Techniques & Strategies
04/16/2007	10:00 a.m. - Noon	Eminent Domain: Beyond the Fiction & Into the Facts
04/18/2007	Noon - 1:30 p.m.	What Do You Mean – Execute, Witness, Attest, Notarize, Apostille?
04/19/2007	Noon - 1:30 p.m.	Trademark Policing: Why and How Do We Do It?
04/20/2007	1:00 p.m. - 3:00 p.m.	Immigration Landmines - or How to Avoid Malpractice Pitfalls with Your Non-Citizen Clients
04/26/2007	10:00 a.m. - Noon	Effective Communication Skills

VIRGINIA WESTERN COMMUNITY COLLEGE

Registration for Spring Semester classes began November 13 and continues through January 14. Classes start January 8, 2007. Spring semester classes to be offered in the Legal Administration curriculum include:

- Intro to Law and Legal Assistant
- Legal Research
- Legal Writing
- Torts
- Trial Prep and Discovery
- Legal Aspects of Business Organizations

Microcomputer seminars that may of interest include: Microsoft Access, Excel, FrontPage, PowerPoint, Publisher & Word. Contact VWCC at 857-7272 or www.viriniawestern.edu