



# The Citator

The official newsletter of the Paralegal Association of Central Ohio  
PACO w PO Box 15182 w Columbus OH 43215-0182 w (614) 224-9700

October 2002 Issue

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## Upcoming Events:

**October 3**

Professional Development  
Committee Meeting

**October 5**

Adopt-A-Highway Clean-Up

**October 12**

Statewide Meeting

**October 14**

Executive Board Meeting

**October 21**

General Membership  
Meeting

(12:00 Noon,  
Columbus Bar Association)

**Have a great month!**

## Anatomy of *The Citator*

or

## How Does *The Citator* Continue to Publish Without an Editor?

or

## What is the Future of *The Citator*?

Most of you may be aware of the ongoing search for a new *Citator* editor. Perhaps the repeated pleas to the membership for a new editor haven't been convincing, given that *The Citator* continues to appear in members' mailboxes in either electronic or paper format. Or perhaps PACO members are typically overachievers with fully-booked schedules. In any event, the purpose of this article is threefold: (1) to inform the membership about the current status of *The Citator*; (2) to reiterate the need for a new Editor and clarify the expectations for that office; and (3) to propose alternatives to the current incarnation of *The Citator*, in the event that the Editor position remains vacant.

**State of *The Citator*:** Let's start with the status quo—your *Citator* arrives in your mailbox each month largely due to the efforts of PACO's Board of Directors. Specifically, **Kathy McGranahan**, Secondary NFPA/Statewide Representative and **Bridgett Klingbeil**, 2<sup>nd</sup> Vice President of Membership draft and/or compile *The Citator* each month, with some assistance from the rest of the Board, and typesetting services generously provided by Vorys, Sater, Seymour and Pease. The names Kathy and Bridgett probably sound familiar to readers: Kathy is also the Website Committee Chair and an active member of the pro bono committee; Bridgett is also PACO's de facto public relations director, and the driving source behind our Adopt-A-Highway volunteer project. Kathy is busy preparing for the upcoming national and statewide meetings; Bridgett is bracing herself for the annual renewal process. In sum, Kathy and Bridgett's primary Board duties will preclude them from continuing to act in the additional role of Editor.

## What does the Editor do anyway? OR why is it so hard to locate an Editor?

Each month, for nearly a year, *The Citator* has advertised the Editor vacancy, why haven't any PACO members accepted the challenge? We spoke with Kathy and Bridgett to clarify the precise duties of the Editor. In addition to exercising judicious editorial discretion, the contemporary *Citator* Editor coordinates the preparation and distribution of *The Citator* to PACO members and selected others. Technological

-- continued on page 8 --

**PACO Board Members  
2002**

*President*

**Katharine “Katie” Essex**  
614-365-2828  
president@pacoparalegals.org

*First Vice President/  
Committee Coordinator*

**DeAnna Barnett**  
614-221-4400  
vicepresident@pacoparalegals.org

*Second Vice President/  
Membership Director*

**Bridgett Klingbeil**  
614-464-8382  
membership@pacoparalegals.org

*NFPA Primary Representative*

**Letitia Carey**  
740-587-4150 ext.1206  
representative@pacoparalegals.org

*Statewide Representative/  
NFPA Secondary Representative*

**Kathy McGranahan**  
614-249-2415  
statewide@pacoparalegals.org

*Secretary*

**Barry Kiser**  
614-227-2113  
secretary@pacoparalegals.org

*Treasurer*

**Rebekah Smith**  
614-462-5132  
treasurer@pacoparalegals.org

*Parliamentarian*

**Ruth Fulton**  
614-246-2511  
parliamentarian@pacoparalegals.org

*Public Relations Director*

**VACANT**  
publicrelations@pacoparalegals.org

*Editor*

**VACANT**  
editor@pacoparalegals.org

**Talk to the Editor . . . .**

Send your comments, suggestions or announcements to the Editor of *The Citator* at:

*e-mail:* editor@pacoparalegals.org  
PACO • P.O. Box 15182 • Columbus, OH 43215-0182

**Disclaimer**

*The Citator* welcomes comments and expressions of views of PACO members and other readers. Such submissions should be marked “Letter to the Editor” and sent to the Editor at editor@pacoparalegals.org. Also note that any written and electronic materials, documents, letters, e-mails, notes and memos submitted to the Editor of *The Citator* become the property of *The Citator* and are subject to publication. Names and contact information may be published unless the submitter specifically requests anonymity at the time of submission. Articles express the authors’ views and are not necessarily those of the Board of Directors or Association. Articles may not be reprinted without the expression permission of the author. Paid advertisements appearing in *The Citator* are not an endorsement of products or services.

**E-mail Your Citator News to:  
editor@pacoparalegals.org**

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**The Deadline for the Nov. issue of *The Citator* is  
October 18**

**OCTOBER 2002**

| Sunday | Monday                                 | Tuesday | Wednesday | Thursday                                    | Friday | Saturday                             |
|--------|----------------------------------------|---------|-----------|---------------------------------------------|--------|--------------------------------------|
|        |                                        | 1       | 2         | 3<br>Professional<br>Development<br>Meeting | 4      | 5<br>Adopt-A-<br>Highway<br>Clean-Up |
| 6      | 7                                      | 8       | 9         | 10                                          | 11     | 12<br>Statewide<br>Meeting           |
| 13     | 14<br>PACO<br>Board<br>Meeting         | 15      | 16        | 17                                          | 18     | 19                                   |
| 20     | 21<br>General<br>Membership<br>Meeting | 22      | 23        | 24                                          | 25     | 26                                   |
| 27     | 28                                     | 29      | 30        | 31                                          |        |                                      |

**October 3** -- Professional Development Committee Meeting

**October 5** -- Adopt-A-Highway Clean-Up

**October 12** -- Statewide Meeting

**October 14** -- Executive Board Meeting

**October 21** -- General Membership Meeting

## President's Letter

by Katharine Essex

What an exciting time to be a paralegal! The OSBA Paralegal/Legal Assistants Committee recently drafted a policy that states:

The Paralegal/Legal Assistant Committee of the Ohio State Bar Association supports the regulation of the paralegal profession and the establishment of mandatory standards for paralegals/legal assistants.

They also adopted a new definition:

A paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs substantive legal work for which a lawyer is responsible.

**Kathy McGranahan**, your Statewide Rep, is busy drafting a nationwide regulation/legislation summary. The P/LA Committee would like to see the OSBA adopt the new definition for use on associate membership applications.

**Letitia Carey** was busy preparing for NFPA's fall convention that was held the last weekend of September. For those of you who attended the September general membership meeting heard numerous topics that were discussed at the convention. It seems as if there is always something impacting our profession.

Imagine what the first paralegals felt like when they began assuming more and more duties and responsibilities and assisted the attorneys they worked for in the delivery of legal services. Imagine what the first paralegal educators felt like. Imagine what the first paralegals in Missouri v. Jenkins felt like when the court recognized billable hours and the vital role paralegals played in client service.

You, too, can be one of those paralegals that someone might imagine about many years from now. The PACO Board has two vacancies that desperately need to be filled. There is lots of committee work to be done. Just show up for the Adopt-a-Highway program and help PACO meet its community service goal. There are a lot of pro bono activities that you can become involved in. It just takes one telephone call – call any Board member or committee chair if you are ready to take a more active role.

Your Board continues to work hard for you and your committees are busy, too. And that is just volunteer work. Besides the volunteer work, we all have paid jobs, families and other commitments. Help us out, won't you?



## PACO COMMITTEES

### Bylaws Committee

Ruth Fulton  
614-246-2511

### Continuing Legal Education

Jennie Lewis  
614-865-4714

### Job Bank

Sonia Lowe  
614-462-4701

### Membership

Bridgett Klingbeil  
614-464-8382

### Newsletter/Publications

VACANT  
editor@pacoparalegals.org

### Pro Bono

Robin Hartman  
614-462-2211

### Professional Development

Letitia Carey  
740-587-4150 ext. 1206

### Program

Colleen Sinnott  
614-464-8397

### Public Relations

VACANT  
publicrelations@pacoparalegals.org

### Web Site Committee

Kathy McGranahan  
614-249-2415

## WELCOME NEW MEMBERS

PACO is pleased to announce our new members for the month of September, 2002!

- **Donna Elkins** joins PACO as a student member. She is currently attending Columbus State Community college in the legal assisting program. She lives in Delaware
- **Diana Hernandez** also joins PACO as a student member. She is a student in the Capital University Law School Paralegal Program. She lives in Columbus.

### Welcome to PACO!

PACO currently has 201 Active Members, 22 Associate Members, 5 Sustaining Members and 17 Student Members.

Thank you to **Beth Heer**, for her assistance on the Job Bank over the last several months. Her ideas, hard work and dedication are invaluable to PACO's membership.

### Do you know someone who would like to join PACO?

If so, membership application forms can be downloaded from the website at:  
[www.pacoparalegals.org](http://www.pacoparalegals.org)

## PACO Board Meeting Report by Barry R. Kiser, Board Secretary

Below are some highlights from the September 12 Executive Board meeting and September 16 General Membership meeting, in addition to routine business discussed.

### September 12 Executive Board meeting

**Treasurer's Report – Rebekah Smith** reported that tax returns for years 1998, 1999 and 2000 are being completed by an accountant. Once the returns are finalized, PACO will have the books audited by an outside consultant.

**Committee Report – DeAnna Barnett** reported on the following:

- The Pro Bono Committee continues to work on their presentation scheduled for the November general membership meeting.
- **Sonia Lowe** has returned as Job Bank Committee Chair after her recent surgery.
- The CLE Committee also continues to work on the November 1 CLE seminar, be sure to save the date to attend.
- We are still in need of a Newsletter Committee co-chair to assemble *The Citator* and a Public Relations Chair.

**Membership** – The Board approved the applications of **Donna Elkins** and **Diana J. Hernandez** for Student Membership. PACO currently has 201 Active Members, 22 Associate Members, 5 Sustaining Members and 17 Student Members.

**Parliamentarian's Report – Ruth Fulton** reported that PACO's service mark will be filed with the Ohio Secretary of State.

The Board discussed the NFPA Vision and NFPA Goals for 2002-2003 and the agenda topics for the NFPA convention.

The next Executive Board Meeting will be held Monday October 14, 2002 at 5:45 p.m. at the offices of Squire, Sanders & Dempsey.

## Treasurer's Report

by Rebekah Smith

Our total assets total \$28,025.43 (\$6,904.95 of which is seed money for the next Statewide meeting). During the period of 8/1/02–9/11/02, our income totaled \$1,290.00 and our expenses totaled \$727.28. The next large expenditure for our association will be the NFPA convention. Additionally, we will be sending a representative to the Leadership conference in Kansas City.

Due to the fact that no tax returns were filed for 1998, 1999 and 2000, we are currently in the process of having them completed. After said taxes are completed, we will then request an audit of the 'books' to be completed for the last 3 years.



**Don't forget the Adopt-a-Highway trash pick-up scheduled for Saturday, October 5<sup>th</sup> at 9:00 a.m.** If you would like to participate please contact **Bridgett Klingbeil** at [membership@pacoparalegals.org](mailto:membership@pacoparalegals.org).

We really need a lot volunteers for this worthy activity. If you need training or to sign the participation waiver please let me know prior to the event.

On the 5<sup>th</sup>, please meet at Vorys at 8:30 to caravan over to the site for work.

Thank you in advance for your participation.

## PACO Board Meeting Report

-- continued from Page 4 --

### September 16 General Membership Meeting

**Kathy McGranahan** announced that the OSBA Paralegal/Legal Assistant Committee has adopted the statewide regulation policy and paralegal definition. **Katie Essex** has also volunteered to be Vice Chair of the committee.

**Bridgett Klingbeil** announced that the next Adopt-A-Highway clean-up would be Saturday October 5. If you are interested, please meet at Vorys at 8:30 am or at 9:00 am at the site on Interstate 70 West near the Hague Avenue exit. If you have not yet done a clean-up, you will need to sign a waiver and undergo a brief training session.

**Katie Essex** announced the CLE seminar was upcoming on November 1. Watch *The Citator* for further details.

**Letitia Carey** presented the agenda topics for the NFPA seminar and the members voted on PACO's response and opinions on the topics to be presented at the seminar.

The next General Membership Meeting will be held Monday October 21, 2002 at 12:00 p.m. at the Columbus Bar Association.

## COMMITTEE NEWS

by **DeAnna Barnett**

1<sup>st</sup> Vice President, Committee Coordinator

### **By-laws Committee:**

The By-laws Committee presented several proposed amendment changes to the Regulations of PACO at the Annual Meeting in June, 2002. The amendments that were passed by the membership were:

#### **Section 2.04. Active Membership.**

The guidelines which the Executive Board shall follow when conferring Active Membership status on an Associate Member or new member, have been clarified.

#### **Section 4.08. Duties of the Secretary.**

The Duties of the Secretary have been clarified.

#### **Section 4.9. Duties of the Treasurer.**

The Duties of the Treasurer have been broadened.

#### **Section 4.12. Duties of the Statewide Representative/NFPA Secondary Representative.**

The Duties of the Statewide Representative/NFPA Secondary Representative have been clarified.

#### **Section 4.21 General Policy.**

This amendment seeks to set a General Policy for Board member expenses, including meals; lodging; transportation or parking; miscellaneous expenses; and membership fees in organizations and related costs.

#### **Section 5.05 Action in Writing in Lieu of Meeting.**

This amendment provides that the Executive Board may adopt unanimous written actions in writing without a meeting via electronic transmission.

#### **Section 7.15 Web-site Committee.**

This amendment shall establish the guidelines for a Web-site Committee.

The following amendment was tabled:

#### **Section 2.03. New Active, Associate and Sustaining Member Sponsorship.**

The sponsorship requirements for an applicant to join the organization would be to include a supervising attorney, rather than an active PACO member.

#### **Continuing Legal Education Committee:**

**Jennie Lewis**, the committee chair, and her committee are presently planning a full-day seminar to be held on November 1, 2002, at the OCSEA Headquarters, 390 Worthington, Suite A, Westerville, Ohio 43082. Several speakers have confirmed and the final arrangements are being made.



#### **Job Bank Committee:**

**Sonia Lowe** and her committee plan to solicit four to six potential job bank advertisers per month with the hopes of increasing PACO's job bank. Job Bank listings are on our website, in the *Citator*, and on PACO's hotline.

#### **Membership Committee:**

The membership database is updated monthly to reflect new memberships. The database is used to verify status and create email and mailing labels. Membership dues increase may occur within the next year.

#### **Newsletter Committee:**

PACO's Editor position is presently vacant. **Kathy McGranahan** and **Bridgett Klingbeil** have been working hard to get our newsletter out to our members. In July it was decided that PACO's newsletter, *The Citator*, would be emailed to members who have access to email. Those members without email addresses or those members who have requested hard copies will be sent *The Citator* by U.S. Mail service.

#### **Pro Bono Committee:**

The Pro Bono Committee is planning to present information to PACO members at the November General Membership Meeting regarding the several available pro bono projects. The committee also plans to recognize members who have participated in legal based pro bono activities during the November General Membership Meeting.

**Committee News**

*-- continued from Page 6 --*

**Professional Development Committee:**

This committee has been focusing on the NFPA Agenda Topics, regulation (Ohio State Bar Association Committee Task Force), Code of Ethics and a 5-year Strategic Plan of action for PACO. The 5-year Strategic Plan is an endeavor to set goals on ways to improve PACO and what it offers to its members.

**Web Page Development Committee:**

**Kathy McGranahan** and **Rebekah Smith** are our committee co-chairs. They have spent many hours updating and revamping the whole PACO website. PACO's website is [www.pacoparalegals.org](http://www.pacoparalegals.org).

**Program Committee:**

**Colleen Sinnott** is the Program Committee chair. Our Program Committee has done an excellent job of arranging the Law Day celebration, the Installation of Officers Meeting, and the General Membership Meetings.

**Public Relations Committee:**

The Public Relations Committee, and PACO's President, **Katie Essex**, are planning the annual Holiday Social in December.

PACO became involved with the Adopt-a-Highway program this year. PACO's name is proudly displayed on a sign on Interstate 70 recognizing our organization. PACO members are responsible for cleaning up the area on I-70 between the Hague Avenue and Rome-Hilliard Exits four times per year. The next clean up day is scheduled for October 5, 2002, at 8:30 a.m.



The Ohio State Bar Association (OSBA) Paralegal Legal Assistant Committee met on September 14, during the fall OSBA committee meetings in Columbus. The new Committee Chair, Mary Ming, is the Executive Director of Graduate Law Programs at Capital University Law School and **Katie Essex**, PACO President, is the Vice-Chair. The next OSBA Committee meeting is January 2003 in Columbus.

The newsletter subcommittee is looking for articles to publish in the Paralegal/Legal Assistant News. Do you have an article or a suggestion for a submission? Did you read an article you found interesting and worth sharing? Please contact **Kathy McGranahan** with your ideas. If you have experience in public relations we are looking to develop a standing subcommittee.

The committee adopted a regulation policy which states: "The Paralegal/Legal Assistant Committee of the Ohio State Bar Association supports the regulation of the paralegal profession and the establishment of mandatory standards for paralegals/legal assistants." This policy is the basis for which the committee will move forward with Ohio regulation efforts.

The committee adopted the paralegal definition, "A paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs substantive legal work for which a lawyer is responsible." Mary Ming and **Katie Essex** will present this definition through the OSBA Membership Committee to replace the current administrative uses of the term paralegal. I appreciate and thank PACO members, **Judy Baird**, **Martha Matthews** and **Cathy Redford** for your comments concerning the definition, which were discussed before the definition adoption.

All six Ohio paralegal Associations will meet October 12, 2002 in Toledo sponsored by The Toledo Legal Assistants Association ([www.tala.org](http://www.tala.org)). PACO is interested in your suggestions for agenda topics, which may include any issue or current trends that may affect the Ohio paralegal profession. Although this request appeared last month, I have not received any agenda topic suggestions.

October's Membership meeting program will focus on the state of PACO and paralegal regulation. I look forward to seeing you at the meeting to hear your opinions and ask questions. We need membership involvement to operate PACO and promote the paralegal profession.

If you are interested in attending the Statewide meeting contact **Kathy McGranahan** at [statewide@pacoparalegals.org](mailto:statewide@pacoparalegals.org). Joining the Professional Development Committee is an excellent opportunity to develop our profession in Central Ohio.

**Anatomy of *The Citator*...**

-- continued from Page 1 --

changes over the last few years have greatly streamlined the Editor's duties. For example, electronic submission of source material has made the transmission of information more efficient, and electronic dissemination of *The Citator* has eased compilation and mailing requirements.

Each issue of *The Citator* contains several standard elements, such as the Secretary's Board Report, a calendar of events, a change of address form, notice of general membership meeting, job bank submissions, upcoming CLE events, introductions of new members, the message from the President, and other submissions from the officers, PACO members, and guest columnists. The Editor electronically compiles these documents and forwards them to the typesetter and printer. As a practical matter, this means that the Editor sends out a routine email prior to the submission deadline soliciting articles and other items from standard contributors (e.g., the job bank ads are compiled by **Sonia Lowe**, Job Bank Chair and forwarded to the Editor), accumulates the electronic submissions, and forwards same to the typesetter via email. (NOTE: In addition to random submissions made to [editor@pacoparalegals.org](mailto:editor@pacoparalegals.org), which are automatically forwarded to the Editor.) Once the *Citator* is typeset, the Editor forwards the draft electronically to other Board members for their review, compiles any changes, and requests the revisions from the typesetter. Next, the Editor forwards final version to the printer via email. The final product is then emailed to most members and other recipients (using a mailing list provided by the 2<sup>nd</sup> V.P.), or a limited number (approximately 15) of hard

copies must be assembled and mailed (using labels provided by the 2<sup>nd</sup> V.P.).

The Editor has the ability to expend greater or lesser effort for a given issue, given his or her personal interests and schedule. Although certain issues, such as the issue preceding the annual meeting, will be more labor intensive, this volunteer opportunity provides flexibility. The time commitment involves attendance at the monthly Board meeting and approximately 3 (or more) hours per month coordinating preparation and dissemination of *The Citator*. Attendance at other PACO events to photograph or verbally commemorate the event is desirable, but could be delegated to a Newsletter Committee member or other PACO member (the Board has access to a digital camera). PACO members enjoy the benefits of *The Citator*, if this is to continue it is time for a volunteer to step up to the plate and relieve the other Board members of these excess duties.

**What is the Future of *The Citator*?**

The Board recently began reviewing other options to the current incarnation of *The Citator*, given the press of demands on the existing Board members and the perceived lack of interest in the Editor position. Section 7.06 of PACO's Amended Code of Regulations, relating to the Publications Committee, states: "The Editor shall be the chairperson of this committee. This committee shall publish a monthly calendar of events and other publications to be circulated to all members." Numerous other sections of the Amended Code of Regulations and related Procedures Manual refer in passing to *The Citator*, for example, Section 4.17 refers to the "monthly newsletter" in which the Elections committee will provide the consent form for candidates for office.

We personally feel strongly that *The Citator* represents tangible evidence of some of the benefits of PACO membership, and provides a discussion forum and method of communicating with members who are unable to attend General Membership meetings. Although we are reluctant to reduce benefits, one option appears to be generating only a monthly calendar of events and disseminating it electronically to PACO members. Another option would be to have a "Rotating Editor" position, whereby a different Board member or PACO member could facilitate preparation of *The Citator* each month (or less frequently). (Frankly, the PACO Executive Board has plenty to occupy its time without taking on any additional duties.) A more extreme option would be for the entire Publications Committee (which consists almost entirely of Board members) to resign, thereby making it impossible for the committee to perform its minimal functions.

Before taking such drastic measures, we thought it would be preferable to bring this matter to the attention of the membership once and for all, and clarify the expectations for prospective editors. The minimum job requirements are not overly burdensome and the proper candidate would have leeway to expend greater efforts in a given month. This is your organization; this is your *Citator*; what do you think? (Email comments to [editor@pacoparalegals.org](mailto:editor@pacoparalegals.org) or contact any Board member with your comments.)







## **“THE FORCE BEHIND THE POWER” 2002**

**This is a one-day seminar where you can update your skills  
and learn about various areas of law.**

Luncheon speaker is Cynthia Lazarus.

An exhibit hall with local vendors will be available.

OCSEA Headquarters  
390 Worthington Rd.  
Westerville, OH 43082

November 1, 2002  
9:00 – 5:00

Sponsored by

**Paralegal Association of Central Ohio**



## **“THE FORCE BEHIND THE POWER” 2002**

### *Overview*

The “Force Behind the Power” indicates that while we as practicing paralegals/legal assistants perform most of our tasks behind the scenes, we are indeed a mighty force that cannot and should not be ignored when defining what *total excellent legal service* should include.

Who Should Attend?

This is an intermediate to advanced level program for legal assistants/paralegals.

**Register Now! Deadline is October 23, 2002**

Fill out the registration form and mail it to Terri Boucher, Swank & Associates, LPA, P.O. Box 248, Newark, OH 43058-0248. Registration deadline is **October 23, 2002**. Registration will be accepted at the door only if space permits.

### *Exhibitors*

An exhibit room will be available for reviewing and making connections.

### *Door Prizes*

You will an opportunity to win a wonderful door prize!

### *Location*

Maps and driving directions will be available upon request. Parking is free!

**REGISTRATION FORM****THE FORCE BEHIND THE POWER  
2002****Friday, November 1, 2002**

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Please check the sessions you plan to attend indicating one section for each time period.

8:30 a.m. Registration and Exhibit Hall Opens

9:00 – 10:15 a.m.

- Probate Law: Changes in the law  
or  
 Immigration Law

10:30 – 11:45 a.m.

- Trial Notebooks  
or  
 Bankruptcy Law: The effects of large corporate demise on small companies

12:00 – 1:30 p.m.

- Luncheon with Keynote Speaker: Cynthia Lazarus

1:45 – 3:00 p.m.

- Labor Law: Unfair Labor Practice  
or  
 Labor Arbitration

3:15 – 4:30 p.m.

- Personal Injury/ Medical Malpractice  
or  
 Ethics for the Paralegal

**REGISTRATION FEES:**

**FULL DAY:**

PACO Member      \$127.00

Non-Members      \$147.00

**INDIVIDUAL SESSION(S):**

PACO Members      \$30.00

Non-Members      \$35.00

Final registration deadline is **October 23, 2002**. No refunds will be made after this date. Registration will be accepted at the door only if space permits.

Questions regarding the seminar can be answered by calling either Pat Cassidy (475-2397), Terri Boucher (740-345-1040) or Deb Caudill (221-1166).

Checks should be made payable to: Paralegal Association of Central Ohio

Fee enclosed:

\$\_\_\_\_\_ Full Day

PACO Member: \_\_\_\_\_ individual session(s) @ \$30.00 each = \$ \_\_\_\_\_

Non-Member: \_\_\_\_\_ individual session(s) @ \$35.00 each = \$ \_\_\_\_\_

Registration and payment should be mailed to:

**Terri Boucher, RP**  
Swank & Associates, LPA,  
P.O. Box 248,  
Newark, OH 43058-0248

\_\_\_ Check here if you would like information about PACO membership.

## THE FORCE BEHIND THE POWER

### *The Program*

#### MORNING SESSIONS:

**9:00 – 10:15 a.m.**

|                    |                            |                                                                          |
|--------------------|----------------------------|--------------------------------------------------------------------------|
| <b>Probate Law</b> | Recent changes in the law. | <b><i>Kelly Patton</i></b> , Magistrate<br>Franklin County Probate Court |
|--------------------|----------------------------|--------------------------------------------------------------------------|

OR

|                        |                                                                                                                 |                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Immigration Law</b> | What is Immigration Law?<br>How to proceed with an immigration case.<br>What changes have been made since 9/11? | <b><i>Roxi Liming</i></b> |
|------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------|

**10:30 – 11:45 a.m.**

|                        |                                                                                                                      |                                                       |
|------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Trial Notebooks</b> | Setting up a trial notebook.<br>Where to get information regarding<br>needed materials to properly put one together. | <b><i>Gerald Swank</i></b><br>Swank & Associates, LPA |
|------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|

OR

|                       |                                                                                                       |                                                          |
|-----------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Bankruptcy Law</b> | The effects of the demise of large<br>corporations, (i.e., Enron, Worldcom,)<br>on smaller companies. | <b><i>James Hopple</i></b><br>Schottenstein, Zox, & Dunn |
|-----------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|

#### **LUNCHEON**

**Noon – 1:30 p.m.**

|                      |                                            |
|----------------------|--------------------------------------------|
| <b>Guest Speaker</b> | <b>The Honorable Cynthia Cecil Lazarus</b> |
|----------------------|--------------------------------------------|

#### AFTERNOON SESSIONS:

**1:45 – 3:00 p.m.**

|                  |                              |                                                    |
|------------------|------------------------------|----------------------------------------------------|
| <b>Labor Law</b> | Unfair Labor Practice (ULPs) | <b><i>Linda Fiely</i></b> , Legal Counsel<br>OCSEA |
|------------------|------------------------------|----------------------------------------------------|

OR

|                          |                              |                                                                     |
|--------------------------|------------------------------|---------------------------------------------------------------------|
| <b>Labor Arbitration</b> | ADR, Mediation & Arbitration | <b><i>Herman S. Whitter</i></b> , Dir.<br>Dispute Resolution, OCSEA |
|--------------------------|------------------------------|---------------------------------------------------------------------|

**3:15 – 4:30 p.m.**

|                            |                                                      |
|----------------------------|------------------------------------------------------|
| <b>Medical Malpractice</b> | <b><i>Simina Vourlis</i></b><br>Plymale & Associates |
|----------------------------|------------------------------------------------------|

OR

|                                 |                  |
|---------------------------------|------------------|
| <b>Ethics for the Paralegal</b> | To be announced. |
|---------------------------------|------------------|

## Working with Difficult People

Every firm has them. On a good day, you might call them “challenging,” but most of the time, you can only describe them as “difficult.”

Although you’d rather avoid difficult people, it’s likely that you have at least occasional contact with them in meetings or on project teams. Maybe you manage this person, or he or she supervises you. Or perhaps a fellow coworker is the source of your frustration.

Conflicts with colleagues can affect your ability to perform your job and enjoy your work. So, it’s in the best interests of your career, as well as your sanity, to try and get along with people of all varieties and dispositions. The goal is to understand why dealing with certain people is causing you problems and develop more positive ways of interacting. This requires insight and a fair amount of effort on your part.

### Change What You Can

Problems often arise when there’s a mismatch or an outright clash between your work style and someone else’s. Say, for example, that your boss is a micro-manager, but you prefer minimal supervision and greater autonomy. Or perhaps the roles are reversed – you’re a hands-on manager trying to deal with a subordinate who stubbornly insists on doing things his way.

In neither case can you reasonably expect to change the other person. The first step in making these situations more manageable is to focus on what you can control – namely, your own

attitude, expectations and reactions. No matter how insensitively or inappropriately you feel an individual is behaving, channel your energy into positive actions you can take on your own.

If the boss’s hovering drives you crazy, try giving her more frequent updates about your progress so she’ll have less reason to be concerned. With an independent-minded subordinate, resist the inclination to critique every task he performs.

If possible, don’t waste time catering to your emotions. If a coworker’s failure to meet deadlines is wreaking havoc with your schedule, for example, it’s pointless to fume in silent resentment. Instead, confront her with your concerns and explain that her lack of organization is impacting your performance. You might also try padding your deadlines to allow for her habitual lateness. If your manager is hypercritical of your work, the root of the problem may be a misunderstanding of core objectives. Ask for clarification of your responsibilities and her expectations.

In general, once you figure out what it is about this person that pushes your buttons, you can change how you interact with him or her. The exceptions are those instances when the coworker is out of line. If a fellow employee is behaving unethically, or harassing you, bring the matter to a manager or human resources representative’s attention immediately.

### Get a Fresh Perspective

Try observing coworkers who have good relationships with the person you find difficult. How do they handle this individual? Maybe they use humor to defuse tense situations, or rely on

diplomacy and tact to get them through a tough interaction. Perhaps they are very careful not to sound even slightly negative or critical when they communicate their opinions or feedback. You might be able to pick up a few ideas from watching the rest of the team.

Another trick is to put yourself in your colleague’s shoes. What types of pressure does she deal with every day? How much seniority does she have in the firm? What are her responsibilities? The answers to these questions can provide you with valuable perspective. You might discover that her brusque manner stems from stress or anxiety about performing well or making a good impression.

In dealing with difficult people, preventing a negative encounter is generally better than trying to repair the damage once it’s done. Learn from past experiences so you can minimize future friction. If you know your manager is a perfectionist, for example, take extra time to check facts and proofread all written communication with him. Be punctual and prepared for meetings.

Even when you’ve done the best you can to eliminate the possibility of confrontation, it’s inevitable that you’ll reach an impasse with a coworker every now and then. When this happens, consider what you could have done differently and then move on. Your professionalism and maturity will ensure that *you* never become one of the difficult people.

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*Dee Dee R. Cole, J.D., is a division director for the Columbus office of The Affiliates [dee.dee.cole@affiliates.com](mailto:dee.dee.cole@affiliates.com)*

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(as candidates for the Professional Ethics and Standards Committee)

Pursuant to PACO's Amended Code of Regulations, the Board is soliciting candidates for the Professional Ethics and Standards Committee ("PESC"). PESC members are appointed by the Board, with the advice and consent of the Advisory Board, to two-year terms. PESC is the judiciary arm of PACO, with jurisdiction over all matters of member discipline and ethical questions and concerns. The PESC serves as an informational and educational resource for members of PACO and the legal profession for ethical questions or concerns, UPL issues, and related information. In addition, the PESC was formed to assure the public that adequate education and action are being undertaken to assure whatever protective measures are deemed necessary. The Committee is comprised of representatives of various levels of education and experience and various practice areas, to assist it in being prepared to address a large scope of inquiries and concerns. In addition, the Amended Code of Regulations recommends at least one lay person serving on this committee. Each member of PESC, with the exception of the lay person, is required to be a member of PACO in good standing.

PESC is by its very nature a committee that may or may not require a large time commitment on the part of its members. If you are interested in learning more about PESC, or in submitting your name or recommending someone you know for consideration as a member of PESC, please contact Parliamentarian, **Ruth Fulton** at [parliamentarian@pacoparalegals.org](mailto:parliamentarian@pacoparalegals.org) or 614/246-2511, or contact any other Board member. The Board hopes to review prospective candidates and get the PESC up and running soon, so please respond promptly if you are interested in being considered as a candidate.

## Upcoming Seminars

*Save the Dates!*

- October 10, 2002 The Ohio Paralegal's Role in Corporate Maintenance (Cleveland)
- October 22, 2002 Mastering the Trial Notebook in Ohio (Akron)
- November 13, 2002 The Paralegal's Guide to Professional Client Relations in Ohio (Cleveland)
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See [www.nbi-sems.com](http://www.nbi-sems.com) or call 1-800-793-5274 for more details

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PACO is powered by volunteers. A volunteer is any PACO member who wishes to take a small step or a giant leap to aid in running the organization. Everyone has something they can contribute. Take a minute to share your insights, experiences, praise, and complaints with your fellow members. Write a letter to the editor. Be a guest columnist. Send in a picture. Join a committee. PACO has several committees to suit a variety of interests. But don't delay—do something! Participating in a committee or making a small contribution does not take as much time as you may think. With more people working together, PACO can move forward a lot faster! So join in the fun and find out how you can help. Contact DeAnna Barnett, any Board member or committee member today!

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## Deadline for the Nov. issue is Oct. 18

*Attach extra pages if you need more space.*

Mail to: The Editor

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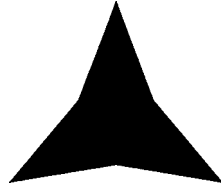
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# PARALEGAL ASSOCIATION OF CENTRAL OHIO

## GENERAL MEMBERSHIP MEETING

**Monday, October 21, 2002, Noon**



# THE STATE OF PACO

## and discussion of paralegal regulation

This meeting to be held at:  
Columbus Bar Association  
175 South Third Street, Columbus, Ohio

Lunch will be provided by Deli in the Alley  
Price for attending the meeting without ordering a lunch is: \$1.00  
Price for attending the meeting and purchasing lunch is: \$7.50

**NOTE** → Please specify below if you are ordering a lunch.  
Program Committee will order only the exact number of lunches for which it receives reservations.

Please Forward Registration To:  
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