



The Citator

The official newsletter of the Paralegal Association of Central Ohio

Affiliate of the National Federation of Paralegal Associations

PACO • PO Box 15182 • Columbus OH 43215-0182 • 614/470.2000

SPRING 2006

PRESIDENT'S LETTER

by Amanda S. Cochran

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With spring around the corner, it's time to reflect on our profession and the celebrations that surround us. Most of us have read some of the history of Law Day, which is celebrated nationally on May 1st of each year- see page 11 where Cynthia Dryden writes about the history specifically.

For PACO and for all Ohio paralegal associations, we have the pleasure of celebrating a day dedicated specifically to us thanks to Governor Taft. With thanks also to Mayor Coleman, both officials have proclaimed Paralegal Day 2006 for May 15, 2006. If you attended the 2005 dinner celebration of Paralegal Day at the Buckeye Hall of Fame Cafe, you may recall several amazing speakers each with kind words about our profession. Retired Judge Michael Close gave a witty reminder of where we were and how far we've come. State Representative Jim Hughes read and presented the Ohio State Proclamation from the 22nd District to our President. Kim Shumate, Columbus Bar Association President, pointed out that the Columbus Bar/PACO affiliation is a natural evolution for both volunteer associations. As volunteer associations increase their membership base and provide increased services, the demand for time, efforts, and resources also increases. Kim went on to say that PACO's alliance with the CBA is a natural fit to achieving the aspirations of both associations in a market that demands service, value, and results. Lastly, Betty Montgomery, State Auditor, noted that as the Ohio economy changes, the knowledge, education and skills inherent in the paralegal profession change as well. The transferability of skills enables us to adapt to the legal community needs as well as the overall world market demand for our skill set. She went on to say that our unique approach to serving the client, managing caseloads, and seeing the crux of case issues is paramount. The Ohio economy is at a crossroads as changes in industry demand and resources have opened the door to many unanticipated roles for the paralegal profession. As the growth of our profession evolves, so do our expectations. The public, and attorneys, hold paralegals to a high ethical standard and paralegals bridge the gap in helping attorneys adapt to the changing client.



With the support of many elected officials, as well as the many attorneys who see the fruit of our labor, it's hard to fight the contagious feeling one is surrounded with in this profession. This year's celebration is one you won't want to miss. PACO is celebrating Paralegal Day 2006 with a luncheon event at the Westin and promises another year of reflection on our profession. I hope you will be able to join us this year to again honor ourselves and the mountain we have climbed in making this profession one worth celebrating.

PACO BOARD MEMBERS 2005-06

President

Amanda S. Cochran
614.281.3668
president@pacoparalegals.org

*First Vice President/
Committee Coordinator*

Becky Cain
614.854.3466
vp@pacoparalegals.org

*Second Vice President/
Membership Director*

Debra Kennedy
614.233.4810
membership@pacoparalegals.org

NFPA Primary Representative

Vacant
NFPA@pacoparalegals.org

*Statewide Representative/
NFPA Secondary Representative*

Barry Kiser
614.227.2113
statewide@pacoparalegals.org

Secretary

Jennifer Radcliffe
614.228.6885
secretary@pacoparalegals.org

Treasurer

Mary L. Barnett
614.466.0468
treasurer@pacoparalegals.org

Parliamentarian

Andrea Sullivan
614.278.7069
parliamentarian@pacoparalegals.org

Public Relations Director

Erin Linville
614.365.2757
pr@pacoparalegals.org

Editor

Trisha Balthaser
614.466.4890
editor@pacoparalegals.org

Student Liaison

Natalie Walden
614.249.9337
students@pacoparalegals.org

LETTER FROM THE EDITOR

I would like to take this opportunity to introduce myself to all of you as the new Editor of The Citator. I will be filling the remainder of Amanda Cochran's term, as she has taken on the position of President. I am a Paralegal for the Legal Division of Auditor of State Betty Montgomery's Office. If you would like to learn more about my background, please read the member profile that Natalie Walden has written about me (see page 8) or read my biography on PACO's website: <http://www.pacoparalegals.org/boardmembers.htm>. If you have an interest in writing for The Citator, proofreading articles, or just becoming more involved in committee work, please contact me at editor@pacoparalegals.org. I am also interested to hear from you if you have any suggestions for the June edition of The Citator.

On January 17, 2006, the Newsletter/Publications Committee met at Champps at Easton to discuss our approach to the March edition of The Citator. The theme of this edition is the History and Celebration of Paralegal Day and Law Day. As you will see, this edition of The Citator is a little shorter than usual. Paralegal Day is gaining popularity in Ohio, but it has not yet gained the widespread recognition and support that we know it will eventually receive. Please plan to attend PACO's Paralegal Day Luncheon on May 15, 2006. The harder we work to promote and recognize Paralegal Day, the sooner it will grow in popularity. I can imagine that next year's March issue of The Citator will include much more Paralegal Day/Law Day information.

As Spring draws nearer, so do the PACO Elections and the Ohio Primary Elections. This edition of The Citator includes information on both of these important upcoming elections. I encourage you to review these materials and to consider participating in these events either as a candidate or as a voter. Remember- one vote does count!

The Newsletter/Publications Committee will be meeting again in the near future to discuss plans for the June edition of The Citator. Please contact me at editor@pacoparalegals.org if you are interested in joining us. We would love to hear your ideas! We have discussed several theme ideas for the June Citator, including a re-cap of past articles or a focus on public practice. We are also planning to begin including a career tip/professional development column. In addition, the June edition will also include candidate bios in light of PACO's upcoming elections.

In closing, I would like to thank all of the members of the Newsletter/Publications Committee for their hard work and support. I have been blessed with a great team of writers and proofreaders who have made my job easy. I would also like to thank Amanda Cochran for her support during my transition into this position. I hope that you will all enjoy this edition of The Citator.

Sincerely,

Trisha Balthaser, PACO Editor

Advertising Rates for The Citator

The Citator is distributed to a quarterly subscriber base, comprised of paralegals, legal assistants and other legal professionals.

Rates are for One Issue:

1/8 Page	3.5" w x 2.375" h	\$35.00
1/4 Page	3.5" w x 4.75" h	\$50.00
1/2 Page	7" w x 4.75" h OR 3.5" w x 9.5" h	\$75.00
Full Page	7" w x 9.5" h	\$150.00

To submit your ad for *The Citator*, provide a print-quality PDF, JPEG or PSD, include with your payment and send to:

**Columbus Bar Association, 175 S. Third St., Ste.
1100, Columbus, OH 43215
or emily@cbalaw.org**

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

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**The deadline for the Summer issue of The Citator is  
??????????**

### 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](mailto: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 express permission of the author. Paid advertisements appearing in *The Citator* are not an endorsement of products or services.

## PACO COMMITTEES 2005-06

### *Bylaws*

**Andrea Sullivan**  
614.278.7069  
[bylaws@pacoparalegals.org](mailto:bylaws@pacoparalegals.org)

### *Continuing Legal Education*

**Katie Essex/Chris Hardin**  
614.223.5124/614.464.6417  
[cle@pacoparalegals.org](mailto:cle@pacoparalegals.org)

### *Elections*

**Bailey Giesler**  
614.596.1476  
[elections@pacoparalegals.org](mailto:elections@pacoparalegals.org)

### *Job Bank*

**Bridgett Klingbeil**  
614.464.8382  
[jobbank@pacoparalegals.org](mailto:jobbank@pacoparalegals.org)

### *Membership*

**Debra Kennedy**  
614.233.4810  
[membership@pacoparalegals.org](mailto:membership@pacoparalegals.org)

### *Paralegal Day*

**Erin Linville**  
614.365.2757  
[pr@pacoparalegals.org](mailto:pr@pacoparalegals.org)

### *PESC*

**Andrea Sullivan**  
614.278.7069  
[pesc@pacoparalegals.org](mailto:pesc@pacoparalegals.org)

### *Pro Bono*

**Vacant**  
[probono@pacoparalegals.org](mailto:probono@pacoparalegals.org)

### *Professional Development*

**Vacant**  
[pd@pacoparalegals.org](mailto:pd@pacoparalegals.org)

### *Program*

**Kristin Gordon**  
614.224-7291, ext. 216  
[program@pacoparalegals.org](mailto:program@pacoparalegals.org)

### *Publications*

**Trisha Balthaser**  
614.466.4890  
[editor@pacoparalegals.org](mailto:editor@pacoparalegals.org)

### *Public Relations*

**Erin Linville**  
614.365.2757  
[pr@pacoparalegals.org](mailto:pr@pacoparalegals.org)

### *Student Liaison*

**Natalie Walden**  
614.249.9337  
[students@pacoparalegals.org](mailto:students@pacoparalegals.org)

### *Website*

**Jennifer Radcliffe**  
614.228.6885  
[webmaster@pacoparalegals.org](mailto:webmaster@pacoparalegals.org)

## FIRST VP REPORT

**By Becky Cain, PACO First Vice President**

As PACO's 1st Vice President, I have been busy attending the many committee meetings currently taking place. If you are interested in serving on a committee, but aren't sure which committee would be the one to best fit your interests, please contact me at [vp@pacoparalegals.org](mailto:vp@pacoparalegals.org).

If you haven't visited our website recently, I strongly encourage you to do so at: [www.pacoparalegals.org](http://www.pacoparalegals.org). Please save it as one of your favorites! There is a calendar of events on the website to keep you current on all of PACO's events taking place. Please come join us and make new connections by networking with the many other paralegals and sustaining members at these events.

PACO is thriving with many exciting events coming your way in 2006. I encourage all of PACO's members who are active or who have not been active to turn over a new leaf and participate in volunteering and/or serve on one of our many committees. Start your new year off right and succeed in making that New Year's resolution of becoming more involved in your career as a paralegal by contacting me to sign up for a committee!

## MEMBERSHIP REPORT

**By Deb Kennedy, PACO Second Vice President**

All totals are as of January 31, 2006:

Total Membership: 350

Associate Membership Total: 283

Comprised of:

Associate Membership – Voting 160

Associate Membership – Non Voting 123

Student Membership (All non-voting) 67

PACO welcomes the following New Members who have joined since January 2006:

- Cassie R. Holbrook
- Jamie K. Childers

The following names are pending Board approval for membership:

- Melinda K. Small
- Lynnette E. Kelley
- Lori A. Thiel
- Terri L. Iden

I would also like to note that one of our members, George E. Webster, Jr., has recently passed away. We should take the time to send our condolences to his family.

The pending new memberships will be presented at the next Board Meeting on February 21, 2006 to be reviewed and/or approved.

## PUBLIC RELATIONS REPORT

**By Erin Linville, Public Relations Director**

Save the Date!

In keeping with the spirit of Law Day and with the signing of proclamations by Governor Taft and Mayor Coleman designating May 15th as "Paralegal Day," PACO intends to spotlight the paralegal's contribution to the legal process and service throughout the legal community.

Each year, PACO sponsors an event during the month of May celebrating Paralegal Day. This year, we have planned a luncheon at The Westin Great Southern Hotel on May 15, 2006 from noon until 1:00 p.m. This event will feature speakers and a raffle to benefit the PACO Student Scholarship Fund. This Scholarship is designed to provide scholarships to students enrolled in paralegal studies programs in the central Ohio area. We are working diligently to increase awareness of the paralegal profession and to create an environment that invites active participation among our colleagues.

## SECRETARY'S REPORT

By Jennifer Radcliffe, Secretary

Below are highlights from the January 9, 2006 Executive Board Meeting:

Amanda Cochran, President, introduced Trisha Balthaser as a candidate for the open Editor position. After a brief discussion, a motion was made, seconded and carried by unanimous vote to appoint Trisha Balthaser as Editor.

The Board regretfully accepted the resignation of Kathy Peoples as Statewide Representative.

Upon resignation of Becky Cain as Student Liaison Coordinator, Becky nominated Natalie Walden for this position. A motion was made, seconded and carried by unanimous vote to appoint Natalie Walden as Student Liaison Coordinator.

Amanda Cochran reported that the meeting with the Columbus Bar Association the previous week was very productive. They discussed several ideas to increase membership and ideas for changing the lunch procedures for meetings.

Becky Cain, 1st Vice President, indicated that she will start recruiting members to participate on the 2006 Elections Committee to prepare for this year's elections.

Amanda Cochran reported that the Rock 'n Bowl event is scheduled for February 18th at 11:30 a.m. Sheri Shainfeld is coordinating the PACO team.

Amanda Cochran announced that PACO's CLE Committee, along with the Columbus Bar Association, Capital University Law School and Columbus State Community College, will present a full day paralegal seminar on Friday, April 28, 2006 at the Columbus Bar Association.

Deb Kennedy, 2nd Vice President, indicated that she will be working with her committee to discuss ideas for increasing membership, including student membership, voting membership and sustaining membership.

Erin Linville, Public Relations Director, reported on upcoming events. Erin also indicated that she is working to confirm the location of the Law Day celebration. Erin suggested that we might consider holding a silent auction or raffle on Law Day to raise money for student scholarships. There was also a brief discussion about speakers for this event.

Mary Barnett, Treasurer, distributed spreadsheets for Account Transactions for December 2005 and Account Balances as of 12/30/05.

Amanda Cochran presented the NFPA report on behalf of Catherine Hawes. It was noted that PACO will pay for the travel costs for two Board members – the NFPA Primary Rep-

resentative and the Statewide Representative/NFPA Secondary Representative – to attend the National Convention to be held in Chicago in May.

Amanda Cochran distributed the Editor and Newsletter/Publications Committee Report which contains all of the upcoming deadlines, and includes information on the Cimator themes for the remainder of the term.

Andrea Sullivan, Parliamentarian, reported on behalf of the Bylaws Committee that she will be soliciting for committee members and holding a meeting in the near future.

Becky Cain, on behalf of the Student Liaison Committee, reported that we did not receive any student scholarship applications this year. Becky suggested that we may want to provide an online application in the future, and there was a discussion about the amount of the scholarship.

Jennifer Radcliffe, Secretary, presented the December 12, 2005 Executive Board meeting minutes for consideration and approval. Upon review of the minutes, a motion was made, seconded and carried by unanimous vote to approve the December 12, 2005 minutes.

The next Executive Board meeting is scheduled on Tuesday, February 21, 2006 at 5:30 p.m. at the offices of Jones Day.

## TREASURER'S REPORT

By Mary Barnett, Treasurer

PACO Account Balances as of December 31, 2005:

National City: \$11,617.30

PaineWebber: \$17,362.87

## STATEWIDE NEWS

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Statewide Meeting hosted by the Greater Dayton Paralegal Association

Date: Saturday, April 29, 2006  
Time: 9:00 - 1:00  
Location: Chernesky, Heyman & Kress, PLL  
10 Courthouse Plaza SW, Suite 1100  
Dayton, OH 45402  
Contact: Paula Ditto  
prditto@adelphia.net  
419-586-5181 ext. 2190

ALL PACO members or guests are welcome to attend. You can also submit your agenda topics. Please contact [statewide@pacoparalegals.org](mailto:statewide@pacoparalegals.org) to inquire.

“Ohio Paralegal Day” is May 15th. PACO prepared the proclamation requests for the Governor and the Mayor of Columbus for this day to honor our profession.

Plan to attend the Ohio State Bar Association Convention on May 5th in Akron at the S. Knight Center. For more information, please visit <http://www.ohiobar.org/conventions/convention2006/>. If you can attend, the Paralegal Committee meeting is at Noon just before the Paralegal Committee Seminar Session. The Seminar is from 3 PM to 5 PM, the topic is Law Office Communication: Attorney, Client, Paralegal and Staff:

1. Update on attorney/client privilege. (2:00 - 3:00) J. Dean Carro, The University of Akron School of Law.
2. Panel Professional Responsibility & Paralegals “Proposed Rule 5.3 - Effective Communication & Management Techniques” (3:00-4:00)
  - John P. Sahl, The University of Akron School of Law
  - Anne L. Lukas, J.D., Executive Director, Ursuline College Accelerated Program
  - Joann Sahl, Community Legal Aid, 330.535.4191, [joann@communitylegalaid.org](mailto:joann@communitylegalaid.org),
  - Victoria L. Leath, Senior Registered Nurse Paralegal, Nurenberg, Plevin, Heller & McCarthy Co.
3. Ethical considerations (4:00 - 5:00) Barbara C. Greenberg, Esq., Cuyahoga County Bar Association, Executive Director.

The Ohio Supreme Court Task Force on Rules of Professional Conduct had Supreme Court approval to accept public comments. The comments regarding Rule 5.3 of the Proposed Professional Rules of Conduct were submitted by State Auditor Betty Montgomery. PACO’S Trisha Balthaser worked with Auditor Montgomery to meet the Feb. 15th deadline. The rule concerns the responsibilities regarding nonlawyer assistants. The rule in its entirety can be reviewed at, [http://www.sconet.state.oh.us/Atty-Svcs/ProfConduct/proposal/rule\\_updates\\_102805/rule\\_5\\_3.pdf](http://www.sconet.state.oh.us/Atty-Svcs/ProfConduct/proposal/rule_updates_102805/rule_5_3.pdf).

## WEBSITE REPORT

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**By Jennifer Radcliffe, Website Committee Chair**

The Website Committee met on Monday, February 13, 2006 at 5:45 p.m. at Champps, 3993 Morse Crossing (Easton Location) to discuss the implementation of ideas and expansion of the PACO website. Free appetizers and non-alcoholic drinks were provided.

The goal of our committee is to make the PACO website as useful as possible for PACO members by maintaining accurate, up-to-date information on events, and providing resources that are useful to our members. If you are interested in contributing your ideas for the website, please consider joining the Website Committee! If you would like additional information, or if you are interested in joining the committee, please contact Jennifer Radcliffe at: [webmaster@pacoparalegals.com](mailto:webmaster@pacoparalegals.com).

## CLE REPORT

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**By Katie Essex, CLE Committee Chair**

### Upcoming High Noon at the Bar events

No registration required. All are held at Noon, Columbus Bar Association.

March 22, 2006: Nell Chambers, Paralegal Buckingham, Doolittle & Burroughs, LLP: “Looking for Mr. Goodbar – Researching people, assets and debts.”

May 24, 2006: Catherine L. Hawes, Paralegal/Litigation Support Specialist, Xact. Summation Series – Part 1: “Why Can’t I See My Images?”

### Full day seminar!

PACO and the CBA are putting on “Columbus Paralegal Education Summit: Timely Topics for the Legal Professional” -- a full day seminar on April 28th at the offices of the Columbus Bar.

Registration and exhibit hall open at 8:30. The program runs from 9:00 AM to 4:00 PM and will include:

Opening address by Justice Stratton: “Mental Illness in the Courts and Mental Health Suspension and Mitigation.”

Break-out sessions include:

- “What’s New in the Electronic World – Tools for the Paralegal,” Paul J. Unger, Esq., Henley March & Unger Consulting, Inc.
- “Identify Theft and the Law,” Dave Stewart, Assistant Professor CSCC

- “The Hot Internet: Helpful Sites for Use in Your Law Practice,” Pat Christian, Squire Sanders and Kelly Lewis, Porter Wright
- “Employment Law Update,” Dawn Rae Grauel, Esq., Hahn Loeser & Parks LLP
- “ADR,” Marya Kolman, Franklin County
- “Bankruptcy Update,” Judith M. McInturff, Esq.  
Watch for your registration form.

If you want further information on CLE events, please contact Katie Essex, kessex@hahnlaw.com or 233-5124.

## NOTARY CORNER

### NOTARIZING A DOCUMENT FOR USE IN A FOREIGN COUNTRY

**By Barry Kiser, Paralegal/Porter Wright, Statewide Representative/NFPA Secondary Representative Newsletter/Publications Committee Member**

Those of you who have become notary publics have probably notarized several documents for individuals either at work or outside of the workplace. Most of the time, the fully executed and notarized document is simply filed with the county recorder, court clerk, secretary of state or other governmental office. Sometimes the document may be placed in a corporation’s files. This is common with contracts or similar documents that do not require filing in the public records. If you are ever asked to notarize a document that will be used in another country though, there are a few more steps that must be taken to ensure the document will be recognized by the foreign jurisdiction. If you are the one who is asked by an attorney to not only act as the notary, but to also see that the document is certified for use in Poland, for example, as I was asked to do a few years ago, there are a few additional steps you must take beyond just submitting the document for filing.

The first step you must take is to obtain the certification of the clerk of common pleas court in the county where the notary is registered. Your notary commission is good throughout the entire state of Ohio, but you must record your commission with your county of residence. You would need to go down to the courthouse, give the original notarized document to the customer service representative in the Common Pleas Clerk’s office, and pay the \$2.00 per document verification fee. The Clerk’s office will verify that you are indeed a registered notary

and that your commission has not expired and they will then attach a certification to the original document verifying that you are a valid, current notary.

You would then need to take the notarized document with the Clerk’s certification to the Ohio Secretary of State’s Office where they will, for a \$5.00 fee per document, verify that the Clerk’s certification is authentic. You will also have to tell them the country where the document will be used, as this will determine the type of certification the Secretary of State will provide. If the country is one of the 67 countries who are signatories of the 1961 Hague Convention, the Secretary of State will issue an Apostille. These countries range from San Marino to the United States and a list is available on the U.S. State Department’s website. With the Apostille, a document may be sent directly to any of the member countries and be recognized without further certification.

If the country is not a signatory to the Hague Convention, the Secretary of State will issue what they call Gold Seal Certification. Unfortunately Poland is not a signatory to the Hague Convention, so my task was not done. In this case, you must submit the document to the U.S. State Department’s Authentications Office. This is where it is helpful if your firm or employer has an office in Washington D.C., because that would allow for them to obtain this certification for you instead of you having to mail it to the State Department. There is a \$6.00 fee per document for this authentication. You will also need to contact the consulate of the foreign country to determine if they have any other requirements for the document. Poland, for example, required the document to be brought to their consulate after the U.S. State Department authentication, where they added their own seals and ribbons to it before the document would be recognized overseas. Once again, it was very helpful to have a paralegal in our Washington D.C. office handle this, as they are closer and do tasks like this much more often than we do in Central Ohio.

One last note: If the document was notarized by an attorney in Ohio (whose commission has no expiration date) you can skip the first step of taking the document to the County Common Pleas Court Clerk’s office and take it directly to the Secretary of State’s Office and go from there.

Hopefully, this will provide you with a basic understanding of the process when your attorney comes in and asks you to take care of sending a notarized document to Greece. Or to Japan. Or to South Africa. Or to....

## MEMBER PROFILE

**By Trisha Balthaser, Paralegal/Auditor of State Betty Montgomery's Office, Editor, Newsletter/Publications Committee Chair**

**Name:** Natalie J. Walden

**Company:** Nationwide Life Insurance Company

**Education:** Associates of Science Degree in Legal Assisting

**Years in the field:** 16

**Area of expertise:** Insurance Law

In the late 1980's, Natalie made one of those major life decisions – it was her time! The last two of her four children were just about ready to finish high school – what was she going to do now? There was really no question; going back to school had always been a dream of hers, but not one that she had shared with anyone except her husband. With the support of her family, she obtained her GED and enrolled at Columbus State Community College as a Computer Science major. During her third quarter of college, a required class was Business Law. That was the beginning of it all.

Two years later, walking across the stage with her family applauding, she received her degree – she was officially a Paralegal. The god's of job placement were good to her --- her internship with Nationwide turned into a full time position. Sixteen years later, she is still employed with Nationwide and – wonders of wonders – she still loves her job. Today she holds the title of Paralegal/Compliance Specialist. Her position requires her to interact daily with many state insurance departments while negotiating approvals of Nationwide's annuity products.

Fast forward. The year is 2000, ten years practicing, what's next? Next for Natalie was giving back to the school that had not only given her the ability to be a partner in providing for her family, but had given her the love of the law: Columbus State! In the fall of 2000, Natalie began teaching in the Paralegal program. Five years later, she still loves teaching. Knowing that her students are on the same path that she once was, Natalie hopes to instill in them the love of the law.

Natalie preaches to her students that they must never stop learning, so it goes without saying that the teacher must practice what she preaches, right? So what's the next step in the learning process for Natalie? If you guessed PACO, you would be right. Natalie began attending PACO meetings because she was interested in keeping abreast with what's going on in her chosen profession. After her first meeting, she

volunteered to work on the Newsletter Committee. Natalie believes that working with this committee has taught her new skills, as well as honed some of the skills that she already had. In 2005, PACO established a new committee, Student Liaison. There was no better place for Natalie to apply her knowledge than by working with a committee that's goal is to reach as many student paralegals as possible and educate them on the benefits of joining PACO.

Today, Natalie has accepted the newest challenge offered to her by PACO. She has accepted the position of the Student Liaison Coordinator/Committee Chair. According to Natalie, "I am honored that the PACO Board believes in my ability to continue the great program that Becky Cain has already established. I'm excited, enthusiastic, and a little scared by this opportunity. However, I look forward to the challenge."

## MEMBER PROFILE

**By Natalie Walden, Paralegal/Compliance Specialist- Nationwide Insurance, Student Liaison Coordinator, Newsletter/Publications Committee Member**

**Name:** Trisha L. Balthaser

**Company:** Auditor of State Betty Montgomery's Office- Legal Division

**Education:** Bachelor of Arts in Criminology and Political Science from Capital University (2003) Paralegal Certificate from Capital University Law School (2004)

**Years in the field:** 1 ½

**Area of expertise:** Local Government Law

Trisha Balthaser is the new Editor of the Paralegal Association of Central Ohio's newsletter The Citorator. She also serves as the chairperson of the Publications Committee and is a member of the Pro Bono Committee. Trisha joined PACO in April 2005. She is currently working as a paralegal for the Legal Division of Auditor of State Betty Montgomery's Office.

Trisha received her B.A. in Criminology and Political Science with academic honors from Capital University in 2003. After graduating from college, Trisha enrolled in Capital University Law School's Juris Doctor program. While in law school, Trisha served as an Assistant Editor of the Res Ipsa Loquitur campus newspaper. Trisha also interned with the Criminal Division of Franklin County Prosecuting Attorney Ron O'Brien's Office. It was through this experience that

Trisha learned that she enjoyed the “behind the scenes” work of the legal field much more than she would enjoy the actual practice of law. Trisha withdrew from law school and enrolled in Capital University Law School’s Summer Immersion Paralegal Program. She received her Paralegal Certificate with honors from Capital University Law School in 2004.

Trisha began working as a Paralegal/Legal Secretary/Receptionist for a small probate firm in 2004. She found that position through her attendance at the Capital University Law School Paralegal Program’s annual job fair. Trisha accepted her current position with the Auditor of State’s Office in February 2005. Her position involves researching and responding to inquiries from constituents and local government officials regarding auditing practices and the provisions of law that apply to local governments. She has had the opportunity to learn a great deal about local government law and she sincerely enjoys her job. Trisha plans to take the next step in what she hopes will be a long career in public service by enrolling in Kent State University’s Masters in Public Administration program this fall.

Trisha is a member of the Columbus Bar Association’s Government Agencies Committee. She also serves as the Co-Chair of the Chi Theta Pi Sorority Alumni Association. She currently resides in Grove City, OH.

## HISTORICAL PERSPECTIVE - JO BARRETT

By Barry Kiser, Paralegal/Porter Wright

**How long have you been a paralegal? How long have you been a member of PACO?**

I began working as a paralegal on April 1, 1973. I was in the first class at Capital University Law School’s Legal Assistant Program, which was a probate and tax specialty. I was one of the six members of that class who started the “Legal Assistants of Central Ohio” in October, 1973.

**Why did you decide to become a paralegal? Why did you join PACO?**

The firm where I was working as a legal secretary “decided” that it would be a good move for me to attend Capital’s program. It was an offer I could not refuse and I have never regretted it.

Since the paralegal program was in its early stages, we founded LACO to network with other paralegals and to build a good relationship with the CBA and local attorneys. Continuing legal education was a major part of the Association’s activities and monthly meetings.

**What advice would you give to newer paralegals and students?**

Become involved in PACO – not just by attending monthly meetings, but also by working on committees. Attending CBA committee meetings in your specialty area of law and attending CLE seminars are both beneficial.

**What, if anything, would you do differently in your career, knowing what you do now?**

I would have made it a priority to go to college for my undergraduate degree.

**How has the image of PACO and paralegals in general changed through the years?**

PACO has had its ups and downs over the years. A while back, I thought the Association was having serious problems and wondered if it would survive. I think the Association has made some progress during the past several years. Some say it is no longer needed, but I disagree, if only to assist the students and new paralegals coming up to replace us, and to allow members to have input in decisions affecting the paralegal profession.

**How have you noticed attorney’s reactions to paralegals changing over time?**

I can remember on several occasions in the early years where attorneys thought that paralegals would take “their work.” One meeting where we had invited a tax attorney as a speaker, he told me that he could not imagine having a paralegal prepare estate tax returns – that was his work! After that meeting, we decided to have programs for attorneys on the utilization of paralegals. Attorney-paralegal teams would speak on how paralegals are utilized in specific areas of law.

**Have you noticed more or less teamwork being necessary today than in the past?**

Teamwork is important to get the job done in an efficient and cost-effective manner. The client is concerned about fees. The public is aware that attorneys who utilize the services of paralegals may be less costly.

**Describe some changes you’ve seen in technology and support services available to paralegals since the beginning of your career.**

I call it “B.C.”- Most paralegals probably would not be able to imagine being a paralegal “before computers!” Many paralegals in the seventies did their own typing. Today’s paralegals have secretarial support and the same support services as attorneys.

**Do you believe the non-legal general public today is getting to know what a paralegal does and who a paralegal is any more than in the past?**

Yes. One way I think the public has become more aware of paralegals is due to the many television programs which

are law related. Also, in the beginning paralegals only worked for attorneys. As the years went by, paralegals were employed by banks, insurance companies, corporations, government offices, etc. Consequently, more people became aware of the paralegal profession.

### What would you say has been the best change over the years in the paralegal profession?

Since I've been around for a long time – it has to be the computer. Whether doing research or preparing documents, the computer has certainly made an impact in the time in which it takes to do an assignment.

### How long do you recall paralegal regulation being debated?

Regulation, certification, licensing – they have been debated over and over again starting in the seventies. We have had many, many meetings and seminars discussing these issues over the years. One in particular I remember attending was a “Special Committee on Paralegals” session at the OSBA annual meeting in Cleveland in 1980. The Committee drafted a proposed amendment to the Rules for the Government of the Bar of Ohio which would “certify” paralegals and designate their duties. It would have been restrictive to both paralegals and attorneys.

### What are your recollections about the name debate (paralegal vs. legal assistant) or other issues regarding titles?

The certificate from Capital says that I am a legal assistant. When I first graduated, I used the term legal assistant more than paralegal because I thought the people I came in contact with better understood legal assistant. I began to use paralegal more often after so many people who were not legal assistants (paralegals) began using the term. I think the name legal assistant became watered down.

### What pro bono activities do you recall paralegals being involved in over the years?

One pro bono activity which we had for a number of years was visiting people in nursing homes during the holidays. We took gifts and cookies to them, spending time talking with the people who had little or no family visiting them.

I think the current pro bono project on assisting attorneys with wills, living wills, powers of attorney, etc. for lower income people is a super idea.

## Columbus Paralegal Education Summit

### Timely Topics for the Legal Professional

**Date: April 28, 2006**

**Time: 9:00 am - 4:30 pm**

**Location:**

**Columbus Bar Association**

**175 S. Third Street**

**Suite 1100**

**Columbus OH 43215**

**Registration will begin at  
8:30 am.**

PACO and the Columbus Bar Association will be hosting an all day seminar for Paralegals. Please save the date and be looking for more information about this educational opportunity.



**Contact:**

**Katie Essex— 233.5124 or  
kessex@hahnlaw.com**

**Emily Eastin—340.2060 or  
Emily@cblaw.org**

## SAVE THE DATE

## THE AMERICAN BAR ASSOCIATION - LAW DAY HISTORY

By Cindy Dryden

The first Law Day was celebrated on May 1, 1958. President Dwight D. Eisenhower signed a proclamation to recognize our nation's heritage of liberty, justice, and equality under the law. A few years later in 1961, a joint Congressional resolution established May 1st as the official day for celebrating Law Day. US Code, Title 36, §164 (1961). Once the concept of Law Day spread to other nations, the first World Law Day was celebrated in 1965.

The driving force behind the establishment of Law Day was primarily the result of one individual's efforts. In 1957, Charles S. Ryhne, American Bar Association President and a Washington D.C. attorney, envisioned a special day for celebrating our nation's legal system - - our heritage of "liberty under law" which makes democracy possible. In his first year as ABA president, Ryhne drafted a U.S. Presidential Proclamation, which progressed through the White House up to Chief of Staff Sherman Adams, and stopped there. As May 1st was fast approaching and Ryhne had heard nothing, he made a visit to the White House. After being rebuffed by staff, Ryhne made his way to the Oval Office and personally presented the proclamation to President Eisenhower himself. Upon reviewing the proclamation, President Eisenhower recognized that it was not in praise of lawyers (as his Chief of Staff had stated), but instead it was in praise of our country's legal system. From a historical standpoint, the Cold War was in progress, and Law Day would be in sharp contrast to the Communist Soviet Union May Day parade, which showcased new weapons of war. May 1st in the U.S. would celebrate rule of law rather than rule of force.

For further information on the history of Law Day go to the American Bar Association website@[www.abanet.org](http://www.abanet.org).

Source: [www.abanet.org](http://www.abanet.org)

Selected Law Day celebration themes – from 1969 to the upcoming 2006 – are found at the following URL addresses:

ABA website, ABA Division for Public Education: Law Day May 1: History: Selected @ [www.abanet.org/publiced/lawday/selectedthemes.html](http://www.abanet.org/publiced/lawday/selectedthemes.html)

Law Day: May1 (American Bar Association Division for Public Education) @ [www.abanet.org/publiced/lawday/home.html](http://www.abanet.org/publiced/lawday/home.html)

## CELEBRATION OF PARALEGAL DAY BY OTHER OHIO PARALEGAL ASSOCIATIONS

By Kathy McGranahan

Did you know that Paralegal Day celebrations are relatively new events across the state? Here is a quick glimpse at what the other Ohio paralegal associations do to celebrate Paralegal Day:

- The Cleveland Area Paralegal Association has "CAPpy Hours".
- PANO combines the celebration of Paralegal Day with their membership meetings.
- GDPA and CPA have both held Paralegal Day luncheons.

## COLUMBUS STATE MOVES FORWARD ON LAW DAY CELEBRATION

By Natalie Walden, Paralegal/Compliance Specialist, Nationwide Life Insurance Company, Student Liaison Coordinator/Committee Chair, Newsletter/Publications Committee Member

Mark your calendar: May 1, 2006 is Law Day! The Columbus State Community College (CSCC) will for the fifth year participate in the nationally proclaimed Law Day celebrations. As you know, Law Day has been celebrated around the country since 1958 when then President Eisenhower proclaimed in part, "... I urge the people of the United States to observe the designated day with appropriate ceremonies and activities, and I especially urge the legal profession, the press, and the radio, television and motion picture industries to promote and to participate in the observance of that date."

The CSCC Student Paralegal Association (SPA) has undertaken the task to follow the proclamation's spirit. They will sponsor the presentation of the mock trial *People v. Mitchell*. Not only will the paralegal students participate, but law enforcement students will participate as well. The jury will be selected from middle and high school students who have been invited to join in the morning's festivities.

The mock trial will be presented on May 1, 2006 at 10:00 a.m. in Nestor Auditorium. Seating is available, so plan on joining in on the celebration.

## LOOKING BACK - PARALEGAL DAY IN OHIO

By Kathy McGranahan, Paralegal/Ohio Farm Bureau Federation, PACO Advisory Board Member, Newsletter/Publications Committee Member

### Celebrate Ohio Paralegal Day

*This article originally appeared in the OSBA's Paralegal/Legal Assistant News in Spring 2003*

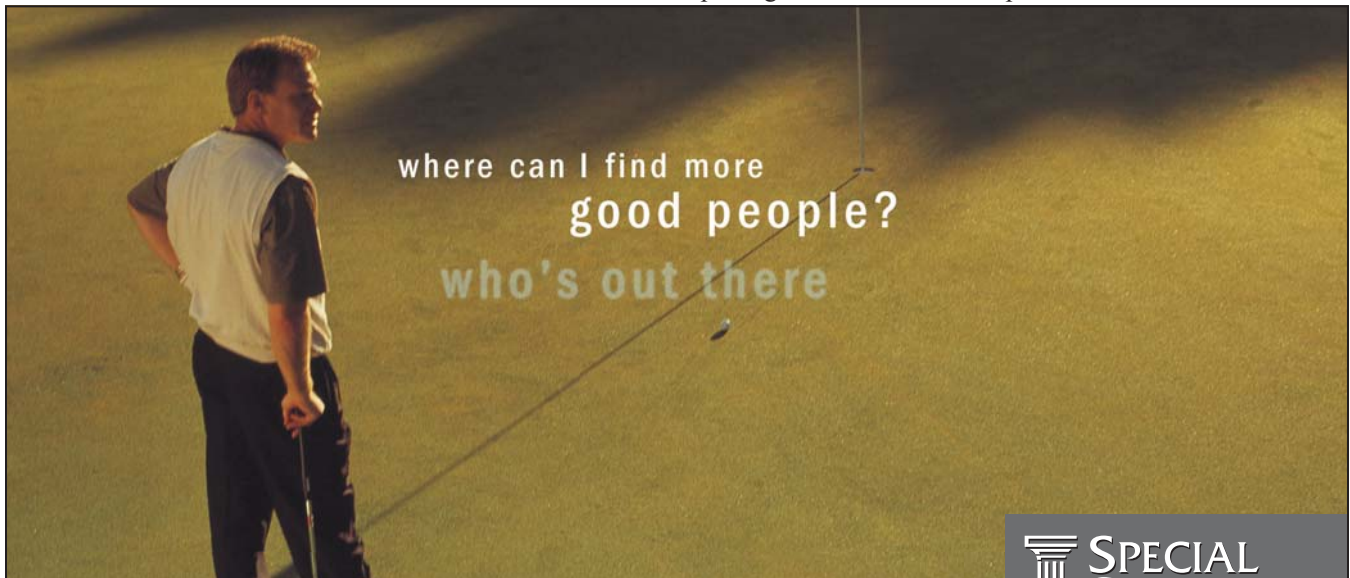
Law Day, May 1, is a national day of celebration officially designated by joint resolution of Congress in 1961 to focus on our country's heritage of liberty under law. Every year, the American Bar Association is joined by national organizations, state and local bar associations, businesses and educational institutions in conducting thousands of programs celebrating the rule of law in a constitutional democracy. This year's theme is "Celebrate Your Freedom—Independent Courts Protect Our Liberties." Accordingly, the Paralegal Association of Central Ohio (PACO) has submitted a request to Gov. Bob Taft to recognize May 19, 2003, as "Paralegal Day" in Ohio. In connection with the nationwide celebration of Law Day 2003, all six paralegal

associations throughout Ohio (Cincinnati, Greater Dayton and Northern Ohio Paralegal associations, Cleveland Association of Paralegals, Paralegal Association of Central Ohio and Toledo Area Legal Association) will be conducting Law Day celebrations on May 19, 2003, the anniversary of the incorporation date of the first paralegal association in Ohio.

The Toledo Area Legal Association (TALA) is promoting Paralegal Day to local law firms by contacting administrators/managing partners about the proclamation and asking them to recognize their paralegals with a gift of TALA insignia portfolios. PACO is also celebrating its 30-year anniversary at the statehouse atrium that day.

The six Ohio associations are nonprofit membership organizations formed to serve, educate and promote paralegals in Ohio. In addition to promoting professional standards in the best interest of the legal community, the associations provide continuing legal education, job placement opportunities, information about local, state and national issues, and pro bono services. The Ohio associations' alliance furthers the paralegal profession.

If you are interested in celebrating Paralegal Day with an area association, please send a message to [statewide@paco.paralegals.org](mailto:statewide@paco.paralegals.org) and your request will be forwarded to the local paralegal association contact person.



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## THE OHIO SUPREME COURT'S CELEBRATION OF LAW DAY

By Kristin Gordon, Program Committee Chair, Newsletter/Publications Committee Member, Student - Columbus State Community College, Paralegal - Attorney Nancy K. Wonnell

The idea of Law Day was brought about in 1957 by the American Bar Association. The Supreme Court of Ohio is one of 50 such courts in the country that celebrates this idea each May, following the ideals set by the ABA.

According to information from the Supreme Court's Web site, [www.sconet.state.oh.us](http://www.sconet.state.oh.us), President Dwight D. Eisenhower proclaimed Law Day in 1958 in order "to strengthen America's heritage of liberty, justice, and equality under the law." Congress then passed a joint resolution in 1961, naming May 1 the official date to celebrate Law Day.

The Supreme Court celebrated Law Day 2005 with the theme "The American Jury: We the People in Action." Justices celebrate during the week of May 1 along with judges, attorneys and other legal professionals across the state.

Chief Justice Thomas J. Moyer issued the following statement in a news release to the public for last year's celebration: "The legal system is the foundation of a free and just state," he said. "It is important that we take time each year to recognize the importance of the law in our society."

Many organizations across the state have featured Supreme Court justices as their keynote speakers in the past. Last year, justices spoke at Kiwani Clubs, local bar associations, the Red Mass, and Rotary Clubs.

Breakout box of information from the American Bar Association, the model which the Supreme Court follows:

Source: [www.abanet.org](http://www.abanet.org)

### Law Day History Timeline

**1957:** ABA President Charles S. Rhyne, an attorney based in Washington, D.C., envisioned Law Day as a day to celebrate our legal system.

**1958:** President Dwight D. Eisenhower proclaimed Law Day

**1961:** May 1 designated Law Day USA by a joint resolution to Congress (U.S. Code, Title 36 Section 164)

"The first day of May each year is hereby designated as Law Day, U.S.A. It is set aside as a special day of celebration by the American people in appreciation of their liberties and the reaffirmation of their loyalty to the United States of America; of their rededication to the ideals of equality and justice under law in their relations with each other as well as with other nations; and for the cultivation of that respect for law that is so vital to the democratic way of life."

"The President of the United States is authorized and requested to issue a proclamation calling upon all public officials to display the flag of the United States on all government buildings on such day and inviting the people of the United States to observe such day with suitable ceremonies and other appropriate ways, through public bodies and private organizations as well as in schools and other suitable places."

## PREPARE FOR THE NOTARY PUBLIC EXAM!

- **What do I need to know to pass the notary exam?**
- **What is the difference between an Acknowledgment and an Affidavit?**
- **Where does an Ohio Notary Public have jurisdiction?**
- **What are the fees for performing notarial acts?**
- **What happens if I notarize something incorrectly?**

Want to know the answers to these difficult questions? Plan to attend the Columbus Bar Association's Notary Public Seminar.

### Presenter

Hon. Charles A. Schneider, Franklin County Common Pleas Court

### Dates

March 18, 2006; May 13, 2006; June 10, 2006

### Time

All seminars are from 9:00 a.m. to 11:00 a.m. Refreshments provided

### Location

Columbus Bar Association, 175 S. Third St., Suite 1100, Columbus, OH 43215

### Tuition

\$45 per person, in addition to application fee. You must pre-register.

This course is not required to become a notary.

Visit [www.cbalaw.org](http://www.cbalaw.org) to register or to take this seminar online.

# PACO STUDENT NEWS

**Hello Students:** Welcome to the PACO Student News section of the Citator! This page has been created to allow students and PACO members the opportunity to get to know each other. Look for articles from students on various topics, student profiles, announcements and much more! For every issue of the Citator, we will pick a student at random to do a student profile, so students be ready with your pen and paper to start writing for us! If anyone has ideas or any comments, feel free to email me at: [students@pacoparalegals.org](mailto:students@pacoparalegals.org)

Natalie Walden, Student Liaison Coordinator/Committee Chair

## ANNOUNCEMENT

PACO is proud to announce Natalie Walden as the new Student Liaison Coordinator/Committee Chair. Natalie is a graduate of the paralegal program at Columbus State Community College and currently teaches in the paralegal program there. Natalie also works in the office of General Counsel at Nationwide Insurance. She has been an active PACO member serving on the Newsletter and Student Liaison committees. Please join PACO in welcoming Natalie as the new Student Liaison Coordinator/Committee Chair! If you would like to join this committee, contact Natalie directly at: [students@pacoparalegals.org](mailto:students@pacoparalegals.org)

## STUDENT PROFILE

**Student:** Shawna Coles  
**School:** Academy of Court Reporting

### “Never Too Late for Justice”

I am a paralegal student at the Academy of Court Reporting, and a new PACO member. I can remember the first time I saw *LA LAW*, in the 1980's. From that moment, I fell in love with the law and with the justice system. I started college almost 15 years ago. However, life took over and my dreams took a back seat. Since that time, I've worked various management jobs, and I even started my own business. With each new job or project, I never felt fulfilled, and I knew why. I was not doing what I longed to do. About a year ago, I found myself rebuilding my life. Now a single mom with three children, forced to make some tough choices, I was at a crossroads: take a new job or live my dream. I was talking to (she would call it lecturing) my teenage daughter about the importance of education, living out your dreams, working hard, and being the best at whatever you choose to do. She reminded me, as children have a way of doing, that the same was true for me. That week, I enrolled in school (again).

I chose the paralegal program at the Academy of Court Reporting because with age I realized that paralegals are in fact the backbone of the legal system. The details are what a paralegal focuses on. Paralegals see that the i's are dotted and the t's are crossed. A paralegal has an opportunity to work in so many areas of the law. There are so many possibilities, from law office to insurance and to almost anything in between.

The Academy student is not your average student. If one were to look around the classroom, one would see a variety of different people from diverse backgrounds, financial situations, and educational levels. However, as different as the students are, there are perhaps as many, if not more, similarities. In addition to being students, many are parents, wives, husbands, employees, and/or business owners. Almost all are over the typical freshman age of eighteen and share a common interest in the American legal system. The similarities mean that, more likely than not, someone is going or has been through the same thing as one of their fellow students or future colleagues. This is why we are in the process of starting a Student Organization, which will help returning students realize their goals and offer various forms of support.

Although I am new to PACO, I have already met so many people who love what they do. Their energy is contagious, and their careers are inspiring. I am a member of the Student Liaison Committee, and I look forward to becoming an asset to PACO, and to the legal community as a whole. My future plans are to work in the paralegal field with a firm that encourages continuing education. My advice to others would be, “Never let go of your dreams. Dream big!” At the end of the day, ask yourself what you did that day to make your dream happen. If you don't love what you do, where is the justice in that? I am proof that it is “*Never too Late for Justice*”.

## PARALEGAL PROGRAM PROFILE

**“It's better to be an Academy graduate than to compete with one.”**

*Submitted By the Admissions Department  
Academy of Court Reporting*

The Academy of Court Reporting was founded in 1970 as a court reporting school and has since evolved into a complete, post-secondary legal institution specializing in the training of court reporters, paralegals, and private investigators. The paralegal program is designed to prepare the student to be a paralegal or legal assistant working for a law firm, court system, government agency, or related business. The Academy of Court Reporting offers an in-depth curriculum in various areas of law such as family law, criminal law, wills and trusts, contracts, bankruptcy law, workers compensation, etc. Academy students have the advantage of specialized training in the LEXIS/NEXIS research network and the WESTLAW legal research network. Through an internship, Academy students have the advantage of participating in ‘on the job training’ with participating firms, thereby enhancing their skills and making future career contacts.

The Academy's reputation is based on its graduates. Therefore, the Academy is dedicated to providing every advantage possible to its graduates in order to enhance their success in the career field of their choice. Historically, over 90% of Academy graduates seeking work have gone on to careers in the legal and legal related fields.

Because the Academy prefers only those individuals who have a strong desire to become a legal professional, the mission of the Academy Admissions Department is to help a prospective student determine whether a career in the legal field is for them by discussing with them the benefits and requirements of the career field, as well by helping them to determine whether they have the time, dedication, and work ethic to master its programs and to graduate.

The Academy of Court Reporting is located at 630 East Broad Street in Columbus, Ohio. 614-221-7770.

**TALK TO THE EDITOR:** Send your Citator news, comments, suggestions, announcements and any questions you may have via email to: [editor@pacoparalegals.org](mailto:editor@pacoparalegals.org)



**Xact Intelligent Document Solutions, Inc.**  
10 West Broad St., Suite 350 • Columbus, OH 43215  
(614) 221-9228 • [www.xactids.com](http://www.xactids.com)

## **Xact Hires Paralegal as Account Manager in Columbus** *The Legal Profession meets Litigation Support Head On*

DALLAS, Texas, February 14, 2006 – Xact, a leading provider of electronic data discovery and litigation support services, announces the hiring of Catherine Hawes, formerly a paralegal with the highly respected law firms of Buckingham, Doolittle & Burroughs, Porter, Wright, Morris & Arthur and Freund, Freeze & Arnold.

### **About Catherine Hawes**

Catherine Hawes is a recent past Board member for the Paralegal Association of Central Ohio and the Primary Representative for the National Federation of Paralegal Associations. She has written numerous articles relating to the paralegal profession and document management in the legal field. Catherine brings to Xact over 16 years of litigation paralegal experience coupled with a background of image based document management. She is a graduate of Hampton University where she obtained her Bachelor of Arts degree in Paralegal Studies and her Paralegal Certificate from the University of Texas.

Ms. Hawes began her career working for a Document Management company in San Antonio, Texas where she headed up the Legal division overseeing and assisting in the preparation of documents for complex litigation cases. Her experiences while in Texas afforded her the opportunity to work on such matters as: products liability cases, mass torts and class action suits. These cases ranged from 10,000 to 2 million pages of documents and she oversaw these projects from design meeting with counsel, to preparation of the finished database and trial exhibits.

Catherine has been fortunate to practice in venues across the country and she has a full appreciation of the changing dynamics in the legal field in not only the Ohio market but on the national scene as well.

### **About Xact**

Xact is a leading provider of litigation support services including electronic data discovery (EDD), imaging & coding, web-based document review, and digital reprographics. Xact assists litigation teams in law firms and corporate legal departments to manage their discovery documents. Xact has an industry-recognized reputation for excellence in litigation support, technology leadership in the discovery process, and outstanding customer service. Through Xact's unique imaging methods and electronic discovery process, document review is more efficient for legal teams and less costly for their clients. Xact is headquartered in Kansas City and operates over 25 production centers throughout the United States.

Xact continues to demonstrate their pioneering spirit by once again taking innovative measures to ensure a quality product to their clients. We are proud to be the first litigation support company in Central Ohio to offer the benefits of an in-house paralegal to our clients and one with such a unique blend of litigation support coupled with a wealth of experience and knowledge in the legal field.

## CALENDAR OF EVENTS

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**March 6, 2006**

Deadline to submit Paralegal of the Year Nominations  
Visit [www.legalassistanttoday.com](http://www.legalassistanttoday.com) and click on the Paralegal of the Year Award

**March 7, 2006 12:00-1:00**

Law Day Committee Meeting  
Club 185, 185 East Livingston Ave.  
Contact: [pr@pacoparalegals.org](mailto:pr@pacoparalegals.org)

**March 8, 2006 11:30-12:20**

Bylaws Committee Meeting  
Location: Spaghetti Warehouse  
Contact: [bylaws@pacoparalegals.org](mailto:bylaws@pacoparalegals.org)

**March 14, 2006 5:30**

Executive Board Meeting  
Location: Jones Day  
Contact: [president@pacoparalegals.org](mailto:president@pacoparalegals.org)

**March 15, 2006 5:30-6:30**

Publications Committee Meeting  
Location: Spaghetti Warehouse  
Contact: [editor@pacoparalegals.org](mailto:editor@pacoparalegals.org)

**March 20, 2006 12:00-1:00**

General Membership Meeting  
Location: CBA  
Contact: [program@pacoparalegals.org](mailto:program@pacoparalegals.org)

**March 22, 2006 12:00-1:00**

High Noon at the Bar- Brown Bag Series  
“Looking for Mr. Goodbar- Researching people, assets and debts”  
Presented By: Nell Chambers, Paralegal- Buckingham, Doolittle & Burroughs, LLP  
Location: CBA  
Contact: [cle@pacoparalegals.org](mailto:cle@pacoparalegals.org)

**April 11, 2006 5:30**

Executive Board Meeting  
Location: Jones Day  
Contact: [president@pacoparalegals.org](mailto:president@pacoparalegals.org)

**April 17, 2006 12:00-1:00**

General Membership Meeting  
Location: CBA  
Contact: [program@pacoparalegals.org](mailto:program@pacoparalegals.org)

**April 28, 2006 9:00-4:30**

Paralegal Seminar  
Location: CBA  
Contact: [cle@pacoparalegals.org](mailto:cle@pacoparalegals.org)

**May 9, 2006 5:30**

Executive Board Meeting  
Location: Jones Day  
Contact: [president@pacoparalegals.org](mailto:president@pacoparalegals.org)

**May 15, 2006 12:00-1:00**

Paralegal Day Luncheon  
Location: The Westin Great Southern Hotel  
Contact: [pr@pacoparalegals.org](mailto:pr@pacoparalegals.org)

**May 24, 2006 12:00-1:00**

High Noon at the Bar- Brown Bag Series  
Summation Series- Part I: “Why Can’t I See My Images?”  
Presented By: Catherine L. Hawes, Paralegal/Litigation Support Specialist- Xact  
Location: CBA  
Contact: [cle@pacoparalegals.org](mailto:cle@pacoparalegals.org)

**June 13, 2006 5:30**

Executive Board Meeting  
Location: Jones Day  
Contact: [president@pacoparalegals.org](mailto:president@pacoparalegals.org)

**June 19, 2006 12:00-1:00**

General Membership Meeting- Elections  
Location: TBA  
Contact: [program@pacoparalegals.org](mailto:program@pacoparalegals.org)

**July 11, 2006**

Executive Board Meeting  
Location: TBA  
Contact: [president@pacoparalegals.org](mailto:president@pacoparalegals.org)

**July 17, 2006 12:00-1:00**

General Membership Meeting- Installation of Officers  
Location: TBA  
Contact: [program@pacoparalegals.org](mailto:program@pacoparalegals.org)

# PACO ELECTIONS INFORMATION

## ELECTION INFORMATION

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Have you been an active PACO member and served on a PACO committee?

Do you want to take on a more involved leadership role? Then think about which PACO Executive Board position best suits you and let the Elections Committee know you are interested.

It is easy to put your hat in the ring. Fill out a Consent form and send it in. Consent forms are due March 24th.

The Elections Committee will meet in April with each candidate. At the May General Membership meeting, there will be a Candidate's Forum. The election will be in June during the Annual Meeting and installation is in July.

Serving on the PACO Board is rewarding, challenging and yes, even fun. Can you remember the last time we had several candidates running for each Board position? Even if you think or know that someone is running for an office you are interested in, step up to the plate and let's make this an exciting election year!

If you have any questions, please contact Bailey Giesler, Elections Committee Chair at 596-1476 or [bailey1876@hotmail.com](mailto:bailey1876@hotmail.com). You can also access information through the PACO website, under the committee page at: <http://www.pacoparalegals.org/committees.htm>.

## ELECTION MATERIAL FOR PACO OFFICERS

---

President

First Vice President/Committee Coordinator

Second Vice President/Membership

Secretary

Treasurer

Parliamentarian

NFPA Primary Representative

Statewide Representative/NFPA Secondary Representative

Editor

Public Relations Director

Student Liaison Coordinator

Except for the office of President and First Vice President, only members who have been active members for one (1) year, who are employed as paralegals at the time of their election, have served on a committee for a minimum of (1) year and have never been removed from any elected office or any appointed chairpersonship, are eligible to serve as an officer. The President

and First Vice President shall meet those qualifications and in addition, must have been a PACO member for two (2) years and held at least one office.

A member desiring to run for office other than President and 1st Vice President who does not meet the required qualifications, but who feels he/she has equivalent credentials, may request in writing to the Elections Committee, a waiver of any one or more of the above-stated qualifications. The waiver should set forth the qualifications the person does not meet and the equivalent credentials/qualifications possessed.

No member who has been convicted of a felony in this state, or who has been convicted of an equivalent offense under laws of any other jurisdiction, may hold any elective office in PACO, unless said member has received a full and complete pardon for the offense.

The term of office of all elected officers shall be one (1) year or until successors are duly elected or appointed. Terms run from mid-July to late June.

### Description of the Offices.

**President.** The President presides at all meetings of the Association and Executive Board and performs such other duties as ordinarily pertain to this office.

**First Vice President/Committee Coordinator.** The First Vice President presides in the absence of the President and is responsible for the organization of all committees, including soliciting committee chairpersons for all committees not chaired by elected officers. The First Vice President shall be the liaison between all such committees and the Executive Board and shall perform such other duties as ordinarily pertain to this office.

**Second Vice President/Membership.** The Second Vice President presides in the absence of the President and First Vice President and is the chairperson of the Membership Committee. The Second Vice President works closely with the Columbus Bar Association regarding membership applications and renewal notices to current members; reviews and process all new applications for membership and presents the same to the Executive Board for voting status consideration; coordinates with CBA an updated roster of PACO members and provides same to the NFPA on a monthly basis.

**Secretary.** The secretary records the proceedings of all meetings of the Association and the Executive Board and in conjunction with the CBA keeps a list of all names and addresses of all members; preserves in a permanent file all records and correspondence of the Association and its officers. The secretary serves as the statutory agent of the Association. At least five (5) days prior to any membership meeting at which matters are submitted to the membership for vote, compiles a complete alphabetical list of the members entitled to vote at the meeting.

# PACO ELECTIONS INFORMATION

(continued)

**Treasurer.** The Treasurer collects Sustaining Affiliate Member annual fees and all monies of the Association and makes all disbursements of the Association, keeps an account of all receipts and disbursements, prepares monthly reports, makes an annual report at the annual meeting and deposits the funds in such bank(s) as the Executive Board may direct. The Treasurer is responsible for the preparation and filing of all necessary Association tax returns.

**Parliamentarian.** The Parliamentarian is the chairperson of the Bylaws Committee and advises on questions of order. It is recommended that the Parliamentarian be the chairperson of the Professional Ethics and Standards Committee.

**NFPA Primary Representative.** The NFPA Primary Representative represents the interest of the Association before the NFPA and reports on all of NFPA's activities to the Executive Board and the membership. The NFPA Primary Representative is chairperson of the Professional Development Committee.

**Statewide Representative/NFPA Secondary Representative.** The Statewide Representative/NFPA Secondary Representative promotes and maintains ongoing relations on behalf of the Association with other allied professional associations, paralegal education programs and other entities deemed appropriate by the Executive Board. The Statewide Representative must be an associate member of the Ohio State Bar Association and serve on the OSBA Paralegal/Legal Assistant Committee. (PACO will pay the OSBA associate member dues.) The Statewide Representative will be the NFPA Secondary Representative and aid the NFPA Primary Representative with NFPA related responsibilities and may represent PACO at any NFPA meeting.

**Editor.** The Editor is the chairperson of the Publications Committee. The Editor coordinates and oversees the CBA's production of the Newsflash on a monthly basis and The Citator on a quarterly basis.

**Public Relations Director.** The Public Relations Director is the chairperson of the Public Relations Committee and is responsible for preparing and arranging for all publicity relating to the activities of the Association and its members.

**Student Liaison Coordinator.** The Student Liaison Coordinator shall develop and implement student scholarships for local paralegal programs, visit Columbus and surrounding area paralegal programs to coordinate student membership involvement in PACO, maintain a speakers bureau, and establish a mentoring program.

# OHIO ELECTIONS INFORMATION

## OHIO ELECTION INFORMATION

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In 2006, Ohio voters will elect candidates to federal, state, district and county offices. Among those offices are:

- U.S. Senator
- U.S. Representative
- Governor
- Attorney General
- Auditor of State
- Secretary of State
- Treasurer
- State Senator
- State Representative
- State Board of Education
- Supreme Court Justice
- County Officials
- Judges of Courts of Appeals, Common Pleas Courts and County Courts

The 2006 Primary Election will take place on May 2, 2006.

The 2006 General Election will take place on November 7, 2006.

*Please visit the Secretary of State's website at [www.sos.state.oh.us](http://www.sos.state.oh.us) for additional elections information including an elections calendar, registration information, and instructions for name or address changes.*

CONSENT FORM AND QUALIFICATIONS FOR OFFICE

(Please type or print)

I, \_\_\_\_\_, do hereby consent to being nominated for the office of \_\_\_\_\_ for the \_\_\_\_\_ Executive Board of the Paralegal Association of Central Ohio.

I understand that this Consent form MUST be submitted to the Elections Committee Chairperson(s) on or before the 24<sup>th</sup> day of MARCH 2006 or such other date that may be announced by the Elections Committee. I understand that the By-Laws require all candidates to appear before the Elections Committee for an interview. The Elections Committee, at its sole discretion, may waive this requirement for incumbent officers.

I have been an active member of PACO since \_\_\_\_\_.

I have served on the following Committees: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I hereby **request a waiver of the qualification** for an officer of the Association as described in Section 4.01 of the Amended Regulations for the following reasons (mark N/A if not applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

My qualifications for this office are as follows (THIS SECTION MUST BE COMPLETED BY ALL CANDIDATES, INCLUDING THOSE SEEKING A WAIVER OF THE QUALIFICATIONS. YOU MUST SIGN THE CONSENT FORM ON THE BACK OF THIS PAGE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## **ONE VOTE DOES COUNT!**

The enormous power of just one single vote has been demonstrated often throughout history. The course of nations has been changed because one important vote was cast...or not cast.

You may think that one vote, cast among thousands or millions, in a country, state, or federal election, cannot possibly count.

Nevertheless, individual precincts can be won by one vote. Also, it is often at the precinct level where elections are won or lost.

**ONE VOTE....** decided that Americans would speak English rather than German.

**ONE VOTE....** made Texas part of the U.S.

**ONE VOTE....** saved President Andrew Johnson from impeachment.

**ONE VOTE....** made Adolph Hitler head of the Nazi Party.

**ONE VOTE....** elected Ohioan Rutherford B. Hayes as President. The man in the electoral college who cast that vote was an Indiana Congressman who himself was elected by one vote.

**ONE VOTE....** In 1962, Kingsley Taft was elected Chief Justice of the Ohio Supreme Court by a margin of 91 votes. A shift of one vote in each of 46 counties would have reversed the result.

**ONE VOTE....** Governor Rhodes of Ohio was elected in 1974 by less than one vote per precinct.

**ONE VOTE....** per precinct caused Jimmy Carter to win Ohio from President Ford in 1976.

**ONE VOTE....** In 1982, Democrats gained control of the Ohio Senate by less than one vote per precinct.

**ONE VOTE....** In 1990, less than one vote per precinct elected Democrat Lee Fisher to the office of Ohio Attorney General.



**ONE VOTE**

**DOES IT COUNT?**

**PACO WOULD LIKE TO THANK AUDITOR OF STATE BETTY MONTGOMERY FOR SUBMITTING PUBLIC COMMENTS ON RULE 5.3 OF THE PROPOSED OHIO RULES OF PROFESSIONAL CONDUCT. WE TRULY APPRECIATE AUDITOR MONTGOMERY'S CONTINUED SUPPORT OF THE PARALEGAL PROFESSION.**



**Auditor of State  
Betty Montgomery**

February 10, 2006

Mr. Richard A. Dove  
Director of Attorney Services  
Supreme Court of Ohio  
65 South Front Street  
Columbus, OH 43215-3431

RE: Proposed Rule 5.3 of Professional Conduct

Dear Rick:

I would like to take this opportunity to respond to your request for comments on Rule 5.3 of the proposed Ohio Rules of Professional Conduct. This issue has been brought to my attention by the Paralegal/Legal Assistant Committee of the Ohio State Bar Association. As a prosecutor and two-term Attorney General, I know the vital role paralegals play in the legal community. As a former Attorney General, I have worked closely with the paralegal profession. Given my experience with this profession, I felt it was important to comment upon the issue.

Specifically, the comment accompanying the rule (lines 29-31), states:

*The measures employed in supervising nonlawyers should take account of the fact that they do not have legal training and are not subject to professional discipline.*

Although I do not take issue with Rule 5.3 itself, I would simply mention that paralegals have been grouped with all nonlawyers under the rule. As you are aware, many paralegals do in fact receive legal training from programs certified by the American Bar Association. Locally, both Capital University and Columbus State have such programs. These programs include coursework not only in legal research and writing, but in substantive areas such as contracts, torts, criminal law, family law, and civil litigation. In addition, some members of the association are registered paralegals who have passed an exam administered by the National Federation of Paralegal Associations.

Mr. Richard A. Dove, Director of Attorney Services  
Supreme Court of Ohio  
February 9, 2006  
Page 2

Further, many paralegals regularly attend continuing legal education seminars and other training programs. The comment may be inadvertent, but it fails to recognize the distinctions between paralegals and other nonlegal professionals. Given this important issue within the profession, I would respectfully encourage you to consider modifying the language of the rule to reflect the fact that some nonlawyers do, in fact, receive legal training.

Rick, thank you for your consideration of my views. Please do not hesitate to contact my office if I can ever be of assistance.

Sincerely,



Betty H. Montgomery  
Auditor of State

BDM/mbf

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# PACO JOB BANK



## PARALEGAL in search of a position:

- *call 470-2000; extension 1*
- *Free access to listing of positions.*

## EMPLOYER in search of a paralegal:

- *contact [jobbank@pacoparalegals.org](mailto:jobbank@pacoparalegals.org)*
- *Small fee (\$25) to reach PACO's 300+ members*



**PARALEGAL  
ASSOCIATION OF  
CENTRAL OHIO**

**PO Box 15182**

**Columbus, Ohio 43215-0182**

**[www.pacoparalegals.org](http://www.pacoparalegals.org)**

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***Please deliver to:***

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## Have You Changed Jobs or Moved?

To make sure you receive your newsletter each month and special announcements from PACO, you must let us know when your contact information changes. So, if you have changed jobs, moved, have a new phone number or email address, please take a minute and fill out the coupon below so we can update our records as well as the Membership Directory. Your cooperation is greatly appreciated.

Name \_\_\_\_\_

Employer \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Telephone with Area Code \_\_\_\_\_

Fax Number with Area Code \_\_\_\_\_

Email Address \_\_\_\_\_

Is Mailing Address a [ ] Business or [ ] Home (*check one*)

*Clip and Mail to:*

**PACO**

**c/o Columbus Bar Association**

**175 S. Third St., Ste. 1100**

**Columbus, Ohio**

**43215**

**or e-mail the information to:**

**[membership@cbalaw.org](mailto:membership@cbalaw.org)**

Thank you for keeping the membership directory current and up-to-date.