



PACO Newsflash

The monthly publication of the Paralegal Association of Central Ohio
P.O. Box 15182, Columbus, OH 43215 | 614/470.2000

March 2008

Elections Committee Forming



The Elections Committee is currently forming for the election of the new 2008-2009 PACO executive board members. Colleen Mosley will be the election committee chair. Please contact Colleen to sign up for the committee, if you are interested in running for a board position, or if you have any questions regarding this year's election process.

There will be an informational brainstorming meeting on Wednesday, February 27, 2008 at the offices of Lane, Alton & Horst, Two Miranova Place, Suite 500, Columbus, Ohio 43215. The meeting is from noon to 1 p.m. and lunch will be provided by PACO.

Please RSVP to Colleen at cmosley@lancealton.com. If you cannot attend the meeting but still wish to be involved, please send her an E-mail.

Student Liaison Committee Conducts Student Visits

by Linden Rost, PACO Student Liaison Coordinator, lrost@friedmanmirman.com

Mock Interviews with Students at Capital University Law School

The committee visited the paralegal program at Capital University Law School on February 16th. Volunteers included Michelle Carrion, Anne Edmonds, Elizabeth Johnson Esq., Melinda Small and Linden Rost.

Volunteers conducted mock interviews with individual paralegal students for a "posted" job ad and spoke about the benefits of PACO membership.

A special thank you to Donna Schoebel and Martha Nenni and the students of Capital.

Mentoring and Networking Workshop with the Student Paralegal Association of Columbus State Community College

The committee was the featured guest at the March 1 meeting of Columbus State's Student Paralegal Association. A presentation was given by PACO volunteers with the theme of mentoring and networking. Volunteers included Jennifer Zinsmeister, Garth Rowbotham, Melinda Small and Linden Rost.

A special thank you to SPA advisor Amanda Coleman, the administration of Columbus State's paralegal program, and the students at Columbus State.

Paralegal Day

May 19, 2008

The first organizational meeting for the committee was February 20th. After this first meeting, the committee is off to a great start.

The silent auction table will be coordinated by Martha Nenni, Assistant Director of Capital University Law School's Paralegal Program; and Tricia Hays, a paralegal with Buckingham Doolittle and Burroughs.

The committee is working on obtaining and confirming the speaker for the event, who will make the day special for Milestone paralegals, as well as all in attendance.

Next Meeting:

The committee meets Thursday, March 13, 2008, at Roetzel & Andress, 155 E. Broad Street, in the National City Plaza. (Directly across the street from the Columbus Athletic Club.

There is a parking garage east of the building). Please send Deb an email if you would like to be involved but are unable to attend.

Submitted by: Deb Buzard, Paralegal Day Committee Chair, dbuzard@ralaw.com

March 1

Student Liaison Committee Presenting “Paralegal Mentors” at Columbus State Community College

Time: 12:00 p.m. - 1:00 p.m.

Location: Franklin Hall, Room 110
For more information or to join the
committee, contact Linden Rost at
lrost@friedmanmirman.com.

March 13

Paralegal Day Planning Committee

Time: 12:00 p.m. - 1:00 p.m.

Location: Roetzel & Andress
Lunch is brown bag, bring your
own. For more information or to
join the committee, contact Deb
Buzard at dbuzard@ralaw.com.

March 15 & 16

OSBA Certification Test Review Course

Location: Capital University
For time and location information
please contact or Barry Kiser at
Statewide@pacoparalegals.org.

March 17

General Membership Meeting

Time: 12:00 p.m. - 1:00 p.m.

Location: Columbus Bar

Topic: Unauthorized Practice
of Law-Alan Asbury from Ohio
Supreme Court. Lunch provided to
the first 50 members. Contact cle@
pacoparalegals.org for additional
information or questions.

Web Sites You Can Use

by Kristin Gordon, PACO Editor, kgordon@friedmanmirman.com

www.serve-now.com

“Find a process server anywhere!”
this site touts. I used this site back
in the fall to find a process server in
Florida and Wisconsin. A paralegal
in my office gets credit for directing
me there. It is free for the consumer
- basically, process servers somehow
“advertise” aka list, their services on
the site. You can perform a state-
specific search and find someone
who can cover your area and find

their contact information. This site also shows state specific process server laws, displays resources for process servers, boasts user testimonials, and provides up the minute news and information. Free legal forms by state that are posted by the state and local governments also can be obtained herein. A useful tool for any office.



www.library.ualberta.ca/guides/citation/index.cfm

This site is titled: Citation Style Guides for Internet and Electronic Sources. This was NFPA's “site of the day” today. I clicked on the link and was directed to a great site with citation method-specific information. This Web site covers APA, Chicago Manual of Style, the MLA handbook/guides, Refworks, ProCite, and Endnote. In addition to these guides, this site has citation examples that are very useful. I bookmarked this one!

www.snopes.com

OK, so we all get the “chain” forwards from other loving paralegals in our business or from co-workers or friends. My boss sent me one the other day about a “do not call list” for cell phone numbers. I visited snopes.com/rumor has it and clicked on the “hottest urban legends” tool bar, where coming in at No. 3 is “cell phone telemarketers.” One click of my mouse and I am shown all variations of the E-mails about this that are going around (including the one he just sent to me!) Snopes tells me that this is a “false” E-mail, so I don't need to worry about calling the 1-800 number listed therein to make sure I don't get cell phone spam. Check out your favorite urban legends and each and every E-mail someone forwards to you - including the following topics: autos, military, fraud and scams, and politics.

www.keirsey.com

Another “fun” yet informative site. Find out what your personality says about you at this Web site. For example, today's quiz, “Personality and Picking the President.” Different personality areas are artisans, guardians, idealists, rationals. Take the quiz, find out what type you are, and why it has anything at all to do with the elections. Only if you have time to waste (and as a paralegal, you should be way too busy to try these anywhere but home!)

NFPA Offering Online CLEs this Spring

List compiled/ submitted by Susan G. Ippoliti, NFPA Vice President & Director of Professional Development, Ippoliti@aol.com

NFPA is offering a number of online CLE's in March and April. Registration can be completed at www.paralegals.org by clicking on the AIPS icon to register. Online Courses run for two weeks, and completion of each course generates a certificate of completion with associated CLE credits. See the Website for more information. The cost of the seminar is \$225.00 each.

March 10:

Administrative Law: Administrative law is that branch of law that defines and limits relationships between government agencies and people. Administrative law defines agency powers, agency limitations and remedies available to parties aggrieved by agency action. Administrative Law can be divided into four major areas that will be covered in this seminar. Unit One will provide an overview of administrative law in general. Unit two will provide an introduction to due process and agency acquisition of information. Unit Three will provide an introduction to adjudication, and finally, Unit Four will cover the judicial review of agency action.

E-Discovery: This is a 14 day seminar intended to provide the litigation paralegal with a basic understanding of e-Discovery and the processes involved in the preservation, collection and production of electronic data so she/he can make informed decisions when assigned to a case involving computer forensics or eDocs. Unit One will provide an introduction to e-Discovery and discuss what effects the recent "explosion" of e-Discovery will have on the litigation paralegal's duties and what skills they should acquire. Unit Two will discuss the duty to preserve (evidentiary) electronic data and how the paralegal can assist their supervising attorney and the client with the process of preservation. Unit Three will discuss the collection and production of electronic data, some common pitfalls to avoid during each procedure, and the preparation of deposition and trial exhibits from electronic files. Unit Four will discuss the "Dark Side" of e-Discovery — spoliation and sanctions — and the best ways to avoid inadvertently ruining the client's case.

Professional Office Skills for the Paralegal: This seminar is designed to provide the paralegal with a working and practical introduction of what to expect while working in an office environment as a paralegal. The goal of this seminar is to give realistic examples of different scenarios that may be encountered in the legal environment while also providing an introduction to things that do not involve legal concepts but are necessary to the legal world such as time sheets. The paramount goal of the seminar is provide the paralegal with information which will assist her/him in her/his position as a paralegal. The seminar is designed to put job functions and the general law firm environment in a realistic perspective.

April 21:

Mediation Practice for Paralegals
Technology for Paralegals

PACO

CALENDAR OF EVENTS

March 25

Brown Bag Lunch Series, "High Noon at the Bar"

Time: 12:00 p.m. - 1:00 p.m.

Location: Columbus Bar

Topic: NRAI/NSI- Independent Directors and Process Agents, Entity Management Overview/ Corporate Compliance. Lunch provided. Contact cle@pacoparalegals.org for additional information or questions.

March 31

OSBA Certification Test Application Deadline

For more information, contact or Barry Kiser at Statewide@pacoparalegals.org.

April 19

Ohio Statewide Paralegal Alliance Meeting

Time: 10:00 a.m.

Location: Cleveland

For more information, contact or Barry Kiser at Statewide@pacoparalegals.org.

April 21

General Membership Meeting

Time: 12:00 p.m. - 1:00 p.m.

Location: Columbus Bar

Topic: Code of Regulations vote presented by PACO Bylaws committee. Contact cle@pacoparalegals.org for additional information or questions. Lunch provided for first 50 members.

NFPA Announces Second Annual Tech Institute

Submitted by Cindy Byfield, NFPA Managing Director, cindy@paralegals.org

Real World Tools For the Virtual World

NFPA presents its second Tech Institute July 25-26, 2008, at the Doubletree Hotel Denver-Southeast in Aurora, Colorado. This conference will be “the place for paralegals, attorneys and other legal professionals to gain knowledge, perspective and insight into the benefits, challenges, and pitfalls of legal technology. Find technological solutions to increase your productivity and efficiency as you face ever more complicated and growing caseloads.” Participants are expected to attend and take advantage of educational seminars. Technology products and services will also be featured in an interactive trade show.

Mary Mack, corporate technology counsel for Fios, Inc., is the keynote speaker. Whether in response to an inquiry, a second request or class action litigation, Mary Mack brings legal and technical professionals together in a focused manner to determine a successful, cost-effective course of compliance with electronic discovery requests. As Corporate Technology Counsel for Fios, she has more than 20 years of experience delivering enterprise-wide electronic discovery, managed services and software projects with legal and IT departments in publicly held

companies. Mary is a hands-on strategic advisor to counsel for some of the largest products liability class actions, government investigations and intellectual property disputes. Clients include the largest law firms, pharmaceutical companies and insurance companies in the world. She holds certifications in Computer Forensics and Computer Telephony.



Mary is one of the leading speakers and authors on electronic discovery issues, technology and the law. She is co-author of the popular book, “A Process of Illumination: The Practical Guide to Electronic Discovery,” and hosts the blog, “Sound Evidence,” featured on DiscoveryResources.org. She is also regularly featured as an expert in the leading magazines and newspapers, such as The New York Times, Inside Counsel Magazine, Law.com, Chicago Lawyer, Compliance Week and Metropolitan Corporate Counsel Magazine - <http://www.fiosinc.com/about/management.asp>.

NFPA is a non-profit professional organization representing more than 11,000 paralegals and is headquartered in Edmonds, Washington. NFPA’s core purpose is the advancement of the paralegal profession. NFPA promotes a global presence for the paralegal profession, and leadership in the legal community. www.paralegals.org

NFPA – the Leader of the Paralegal Profession®

PACE : EXAM UPDATES *for* PARALEGALS

Information submitted by Ann W. Price, RP, Vice President & Director of PACE NFPA, vpdp@paralegals.org

A new and improved PACE study manual (the Fifth Edition) will be available for purchase as of March 1st. The new study manual includes many new mini-chapters including bankruptcy, corporate law, intellectual property, family law, and other areas testing in the new exam. The existing chapters also are updated, the technology chapter has been completely re-written, and there are new study questions, as well.

This manual may be ordered through the NFPA Web site - the cost is \$75 plus shipping and handling.

If you purchased the Fourth Edition study manual, be assured that it will still assist you in preparing for the new exam. It is not as comprehensive as the Fifth, with the major difference being the re-written technology section and the addition of the mini-chapters. NFPA encourages PACE candidates to consult other source materials as well as the study manual when preparing for the exam, regardless of which edition they use. There will not be an update available to make the Fourth Edition coincide with the Fifth.

The new PACE exam will go live on May 12, 2008. Any paralegal wanting to take the current PACE exam must do so before April 16, 2008. Tests will not be scheduled during April 16 to May 12 to allow the vendor to upload and beta test the new exam.

Litigation Leaders Support Conference is March 6-7, 2008

*Information submitted to the Editor by Estrin LegalEd, Studio City, CA,
info@estrinlegaled.com*

Estrin LegalEd boasts that, "There's never been a SuperConference quite like this one."

The day- and- a- half conference will be conducted at the Crowne Plaza in downtown Houston March 6-7, 2008, and will feature more than 30 workshops.

Speakers in the Litigation Support & e-Discovery field who will present the latest information and will teach how to manage information for successful outcomes in critical litigation matters include:

George J. Socha, Jr., Esq., Michael Arkfeld, Esq., Brett Burney, Tom O'Connor, Joe Howie, Monica Bay, David Bignault, Jim Michalowicz, Charlotte Riser Harris, Jerry Hatchett, Lisa Rosen, Henry Alonso, Bob Sweat, Stuart Hubbard, Lisa Fabian, Gary Melhuish, Bill Long, and many more!

This event will address the unique needs, demands and skills of Litigation Support Professionals while featuring highly-informative, cutting-edge sessions all led by experts hand-picked for their ability to make learning an incredibly rich experience.

Just a few of the workshops and general sessions...

- SaaS: The Time is Now
- A Year Later, Were the Doomsayers Correct?
- E-Discovery: Not Just a Federal Issue
- The Rise of ESI, Metadata and Myths!
- Vendor Relationships: You Can't Live With 'Em; You Can't Live Without 'Em
- Database Design: Getting Consistent Results
- Ethics & E-Discovery: Mistakes In the Trenches
- 10 Steps to Developing a Premier Lit. Support Dept.
- Unicode: The e-Discovery Engine

1st VP

Report

Pro Bono Committee:

Met February 27, 2008, at Columbus Brewing Company. Committee immediate goals of new chair, Tonisha Brooks-Walker, is to re-establish regular meetings and project goals. New business is to complete the Wills project for the firefighters.

Job Bank Committee:

No report.

Website Committee:

No report. Position vacant. Amanda Coleman is updating the site in the interim and acting as a liaison for PACO and the CBA to assist.

CLE / Program Committee:

Continue with 2008 General Membership Meetings and Brown Bag dates. Committee overall goal is to provide PACO members with global information about our field and provide topics of interest to the group as a whole.

Upcoming Calendar of Events:

March 17 - GM Meeting, CBA, noon to 1 p.m. TOPIC: Unauthorized Practice of Law, Alan Asbury, Ohio Supreme Court; lunch provided to first 50 in attendance

March 25 - Brown Bag, CBA, noon to 1 p.m. TOPIC: NRAI/NSI Independent Directors and Process Agents, Entity Management Overview/Corporate Compliance; please bring lunch

April 21 - GM Meeting, CBA, noon to 1 p.m. TOPIC: Code of Regulations vote presented by the PACO Bylaws Committee; lunch provided to the first 50 in attendance

April 29 - Brown Bag, CBA, noon to 1 p.m., TOPIC: TBD

STATEWIDE

Representative Report

OSBA:

- Reminder that applications for the paralegal certification exam are available online at www.ohiobar.org until March 31. The application process is entirely online. The exam will be administered Saturday, May 31 at the OSBA offices in Columbus.
- The OSBA Paralegal Committee met Saturday, January 12 at the OSBA offices. The next meeting is tentatively set for Friday, May 16 at the OSBA offices for Columbus attendees and via teleconference for others.
- Will be updating OSBA Paralegal Committee brochure.
- Looking for volunteers to update the Paralegal Committee section of the OSBA Web site. Linda McNelly is the committee chair. Please contact me if you are interested and I will get you in contact with Linda.
- Kalpana Yalamanchilli gave certification update, on target for test to be held May 31st.
- A certification review session is scheduled for Saturday, March 15 and Sunday, March 16, at Capital. Information is available on the OSBA Web site.
- Began planning for the 2009 annual meeting seminar, the topic will be an overview of case management procedures for large firms, small firms and solo practitioners.

PUBLIC RELATIONS

Report

The PR committee has been working on Paralegal Day and Karen Pierson attended the initial planning meeting. Several PR committee members have volunteered to work on this event. In addition, Clicks has offered to donate some printing services for the event.

The PR Committee organized a team for Rock 'n Bowl, the "PACO Alleycats." Rock 'n Bowl is sponsored by the Columbus Bar Foundation. The team consisted of Karen Pierson, Catherine Hawes, Karen Tacket, Katie Essex,

(continued on next page)

Stephanie Suriano, Sherri Nichelsen, Todd Gazvoda, and David Hasman. The goal was to raise at least \$500 for Rock 'n Bowl to benefit the Center for Child and Family Advocacy at Nationwide Children's Hospital. The event took place February 16 at the Columbus Square Bowling Palace. Last year the Columbus Bar teams raised more than \$11,000 at the event. The team wore PACO T-shirts, and photos from the even will be sent to the Daily Reporter with a press release.

The PR Director addressed two questions via E-mail from PACO members this month.

A thank-you letter was received from St. Vincent's Family Center for PACO's adopt-a-families at Christmas. The letter was published in the February newsflash.

The PR Director sent three Listserve E-mails about Rock 'n Bowl and a press release was sent to the Daily Reporter regarding PACO's participation.

Two articles were sent to the Editor for publication in the PACO newsflash - a memorial article for paralegal Paula Kerns, and a wrap-up of the Holiday Social.

Graves Piano & Organ donated a keyboard and sound system for use during the party. Chelsea Collet of Clicks (and a committee member) provided a gift basket as a door prize and also volunteered at the party.

PACO sponsored a family through Adopt-a Family at St. Vincent's Children's Center. The committee bought, wrapped and delivered gifts for two families on December 18th at the Franklinton and Eastside offices. One family consisted of a mother with three young children, and the other family was a mother and daughter. Toys, gift cards, food certificates, candy, snacks, decorations, and clothing was provided to the families. PACO received thank you notes from both families for adopting them.

A gift package was sent out to a Navy Legalman on December 28th from PACO. The Navy Legalman project has been turned over to the Pro Bono committee as of December.

The Public Relations Committee has been asked by President Catherine Hawes to commit to offering their assistance with Paralegal Day. The committee will attend the first organizational meeting is scheduled.

MEMBERSHIP

Committee Report

General Membership Statistics – February 2008:

Paralegal Voting	221
Paralegal Non-Voting	47
Paralegal Student	53
No Voting Status	0

Total PACO General Members = 321

Members Pending Board Vote (not included in the totals above): 4

Committee Goals:

- Renewal of sustaining memberships (rolling renewal schedule) in progress
- Consistent maintenance of sustaining member list/contact information - updated list sent to Board on 1/29/08

New Business:

New Member Applications - Paralegal Voting

- Amy M. Stoll, McNair Petroff LLC, Paralegal
- Melinda G. Gard, Huddelston Law Group, Paralegal
- Teresa N. Goodridge, Auditor of State, Paralegal
- New Member Applications - Paralegal Student
- Cathy M. Eby, Spherion Staffing, Columbus State Community College

PUBLICATIONS

Committee Report

October 27 Board Meeting

Committee IMMEDIATE Goals:

February Newsflash published February 8th. March Newsflash deadline is February 27th to me. Citator deadline is March 26 for the April Citator to me. Theme is Law Day/Paralegal Day.

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New Business:

Special advertising letter and list of current ad rates was sent to sustaining members on Friday, February 8th. Deadline for this offer is March 26th.

The Paralegal Day chair Deb Buzard and I have been in contact regarding basic plans for publicizing Paralegal Day and getting people involved. Photos and recap from the event will go into the June Cimator.

Executive Board Meeting Minutes

For February 2008

The PACO Executive Board conducted the February Board Meeting electronically due to adverse winter weather conditions.

35th Anniversary vs. Paralegal Day

The Paralegal Day Committee met and decided to split PACO's milestone anniversary and Paralegal Day into two events. Nancy Heller will chair the 35th Anniversary Committee, and that event will take place in October. Deb Buzard will chair Paralegal Day.

The anniversary committee will begin meeting in April, and that committee will be comprised of some of the founding members of PACO, in addition to members of the PR and Paralegal Day committees. More than likely, the event will be an evening dinner event in order to do something opposite of the Paralegal Day luncheon. The President envisions this to be a "Year Long Celebration", and would like to do something during the summer months to bridge the gap between Paralegal Day and the 35th Anniversary.

NFPA Regulation/Leadership Conference

Each year NFPA sponsors a leadership conference that is designed for the President's, Primary and Secondary Representatives to attend. The conference is held in Indiana this year, and the Board voted unanimously to have Catherine attend to represent PACO. There is no cost to attend the conference, which runs from April 25-28, 2008. The Board also voted to pay for the President's lodging.

PACO Website

Amanda Coleman is serving as an interim "Webmaster" of sorts for the time being, and Amanda has done a wonderful job in getting the Web site cleaned up and recent events and calendars posted after it sat idle for several weeks with the holiday party information posted. Our request for a Webmaster has produced a volunteer with whom the President is in the process of sharing what the job entails. Please make sure to send all updates to

Amanda Coleman at ascoleman@jonesday.com (committee meetings, upcoming events etc.) so she can in the interim continue to ensure that we have the proper information on our site.