



THE VERDICT

Affiliate of the National Association of Legal Assistants ❖ Affiliate of the California Alliance of Paralegal Associations

April 2011

Volume XXIV, No. 2

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Please Remember: The statements and opinions printed in the newsletter are those of the contributors only and are not necessarily those of VCPA. Publication does not imply endorsement.

President's Message

by Jami Knupp, VCPA President

Spring has sprung!

The 2011 Springtime MCLE Conference was a huge success. Many were able to take advantage of the full day conference to earn many of their credits to stay in compliance with Business and Professions Code section 6450. Applause and thank you to those who had a hand in the success of the event - Maria Godinez, Diana Mincy, Jessica Domingo, Stacy Smith, Julia Malone, Laura Viets, and any one else I may have let out. You all did a great job!

The attention moves on to the 2011 Wine Tasting and Silent Auction which is scheduled for May 19, 2011, at the Courtyard by Marriott in Oxnard. Beer tasting has been added this year. Keep an eye out for ticket information.

If you have an item or service to donate to the auction or know of someone who would like to donate, or if you would like to lend a hand to help in the planning and preparation, please contact Laura Viets at: lauraviets@gmail.com.

The Board is also trying to get an early start on filling board positions for the next term. Many current board members are moving on to new adventures leaving room for you. Please consider volunteering your time and ideas to VCPA.



EDUCATION

AT THIS TIME WE DO NOT HAVE AN EDUCATION CHAIR. If you are interested in volunteering, please contact: Jami Knupp, President of VCPA at vcpa.president@gmail.com

Scholarships - **DEADLINE APRIL 29, 2011**

The Ventura County Paralegal Association is continuing its longstanding tradition of giving back to the legal community by offering two scholarships each year to residents of Ventura County. Once again, students in good standing at one of our three local paralegal/legal assistant programs are invited to apply for VCPA's \$500.00 scholarship. Likewise, paralegals who meet the requirements of Business and Professions Code section 6450, and desire to become certified or obtain advanced certification, are invited to apply for VCPA's \$250.00 scholarship. Look for a copy of the scholarship application in this month's edition of The Verdict. The application is also available on our web site at <http://www.vcpalegal.org>

ADVERTISING RATES

5 $\frac{1}{8}$ " x 3 $\frac{3}{4}$ " (1/4 page) \$15.00/month

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For more information or ad placement, please contact:
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CLASSIFIEDS

THE CLASSIFIED DIRECTORY IS FREE TO VCPA MEMBERS!

- FOR SALE:**
1. The Lawyer's Guide to Microsoft, Outlook 2007 by Ben M. Schorr, Like new, \$ 15.00;
 2. The Lawyer's Guide to Microsoft, Word 2007 by Ben M. Schorr, Like new, \$ 15.00;
 3. Federal Court of Appeals Manual, Local Rules, West, 2009, Used, \$ 20.00;
 4. Real Estate Investment Trusts Handbook, (Securities Law Handbook Series), 2009-2010 ed, Peter M. Fass, Michael E. Shaff, Donald B. Zief Used \$195.00

Contact Darlene Mosser at Dkm.hawaii.bound@sbcglobal.net or 659-2989 for more information.

Do you have a service to offer, something to sell, something you've been looking for? Advertise for three months in the Classified Directory. Fax or e-mail information to Maria Godinez, VCPA Newsletter Editor, (805) 988-9886 ext. 134; FAX: (805) 988-1937, E-mail: VCPA.newsletter.editor@gmail.com.

YOUR CONTRIBUTIONS AND OPINIONS ARE IMPORTANT TO US!

If you would like to write an article or if you've read something interesting pertaining to the legal profession, send it in for future publication. Whenever possible, please submit articles by e-mail (in WordPerfect 11 or MS Word format). If you send a copy of an article from a printed source, please include the name of the publication, the name of the author and date it was published. Articles must be received by the 15th of each month to be included in the following month's issue. Please send articles, ideas, opinions and comments to: Maria Godinez, VCPA Newsletter Editor, FAX: (805) 654-0911, or E-mail: vcpa.newsletter.editor@gmail.com.

The Verdict is a monthly publication of The Ventura County Paralegal Association. The statements and opinions printed in the newsletter are those of the contributors only and are not necessarily those of VCPA. Publication does not imply endorsement. This newsletter is designed to provide accurate information only and should not be relied on as a substitute for legal advice.

NALA REPORT

By: Diana Mincy

36th Annual NALA Convention

July 27-30, 2011

In DALLAS / PLANO MARRIOTT

800 228-9290 OR 972-473-6444 (Reservations)

NALA guest room rate of \$119/day is available three days before and three days after the meetings- Reservation before July 5, 2011 is preferred

This is NALA's first "All Institute" convention and will feature seven institutes:

1. CORPORATE
2. ESSENTIAL SKILLS
3. ESTATE PLANNING / ADMINISTRATION
4. SOCIAL SECURITY
5. PERSONAL INJURY
6. REAL ESTATE
7. ADMINISTRATION
8. LITIGATION/TECHNOLOGY

If you would like more information on NALA and Registration requirements please visit the following website – www.nala.org.

This is a great opportunity to learn and interact with some of the top professionals in the field of law from all over our great country.

Ventura County Paralegal Association will participate in the NALA Convention and we hope to see others from our county attend as well in the great city of Dallas.

WINE TASTING REPORT

By: Laura Viets, Wine Tasting Chair

CALLING ALL WINE TASTERS AND BEER TASTERS TOO!!

VCPA is hosting its 15th Annual Wine Tasting and Silent Auction, and we're adding beer tasting too! We need your assistance to help make this a night to remember.

Mark your calendars for Thursday, May 19, 2011 at a new location, the Courtyard by Marriott located at 600 East Esplanade Drive, in Oxnard.

Help us by either becoming a Sponsor or a Donor for the event. Be a "Sponsor" by contributing \$150.00 to the production of this event; and/or be a "Donor" by donating services, products, or gift certificates for the silent auction. Either way, you or your company or organization will reap great benefits. If you have a service or product that you would like to donate or if you would like to donate something but need ideas, we can help.

Checks for sponsorship can be made payable to VCPA and mailed to P.O. Box 24229, Ventura, CA 93002, Attn: Wine Tasting/Silent Auction. Arrangements for the pick-up/delivery of donated items can be made by calling Laura Viets at (805) 758-1171 or e-mailing vcpa.winetasting@gmail.com. In the alternative, items can be mailed to VCPA Wine Tasting, Post Office Box 24229, Ventura, CA 93002.

All sponsorships and donations must be confirmed by May 12, 2011 to be advertised in the program.

If you would like more details about becoming a donor or a sponsor, contact Laura Viets at (805) 758-1171 or e-mailing vcpa.winetasting@gmail.com.



We thank you in advance for your support of VCPA in its effort to raise money for the Volunteer Lawyers Services Program. This is an excellent opportunity to advertise to the legal community while donating to a worthy and much needed service for our community.





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VCBA 5K REPORT

By: Donald A. Zrehigian, VCBA Liaison

We need volunteers to help the Ventura County Bar Association with what many feel is one of the best 5Ks in Southern California: VCBA's Law Day 5K Walk/Run. Each year this event gets bigger and better. Please help us make this great event even better. For information please contact Don Zrehigian at (805) 745-2187 or email him at dzrehigian@venocoinc.com.

Date:

Saturday May 21, 2011 @ 8:30 AM

Address:

Ventura County Government Center
800 South Victoria Avenue

Registration Closing Date:

Wednesday, May 18, 2011



VCBA would like to say

Happy Birthday to the following members!

Doreen Odehnal
J.C. Hodgdon
Laura Viets

We hope everyone has a wonderful birthday!



The advertisement features a large orange house icon on the left. A green path leads from the bottom left, where a photograph of an elderly couple is placed, up to the house icon. The background is a light beige color.

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INTERESTED IN HAVING YOUR ARTICLE IN THE VERDICT?

*VCPA will give you a **\$25.00** gift card of your choice for each article that is approved by the board.*

*Please email your articles(s) to Maria Godinez at:
vcpa.newsletter.editor@gmail.com.*

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FOOD SHARE REPORT

By: Laura Viets

Thank you to everyone who participated in the 2010 Tackle Hunger Food and Fund Drive. VCPA is grateful for your continued support of Food Share each holiday season.

Together we were able to help Food Share meet and exceed their goal of \$150,000 pounds of food. VCPA also helped raise money with donations from individuals, businesses and law firms. With your help, the Tackle Hunger Food campaign met and exceeded the 2010 goals. On behalf of Food Share and the Ventura County Paralegal Association, thank you for helping serve over 73,000 hungry friends and families.

Thank you for coming together to help our community.



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Are You Looking for a New Challenge?

By Vicki Voisin, ACP

Do you love your job but feel the itch for a new challenge? The solution may be as simple as moving into a new practice area...for example, from litigation to intellectual property.

I can hear you now: "Vicki, That sounds easy, but it's not! All my experience is in litigation and I know nothing about intellectual property!"

My answer? I said the *solution* was simple, I never said anything about the *process* being *easy*. This is doable, though, and you can do anything you decide to do.

Here are a few strategies to make your new challenge a reality:

Don't think you have to change jobs to change practice areas. Be sure to look for opportunities to make this change right where you're currently working. You don't want to give up the seniority, benefits and privileges you've earned (and also the friends and relationships you've established) unless you absolutely have to. Think about being the little fish in the big pond...or low man on the totem pole...this may not be where you want to be.

Take advantage of continuing education opportunities. Never say you're not going to a continuing education event because you don't practice in that area. Instead, go to everything available because you never know when you might land there. This is especially true when you think you might like to cross the bridge into another area.

Network, network, network! Did I mention 'network'? You bet! Within the firm, this is where you'll hear about new opportunities and form relationships that might get you recommended for the change. Outside the firm, you'll find opportunities that might be happening elsewhere. Your network will also offer suggestions such as what skills you'll need for the new practice area and what you'll need to learn to get there.

Find a Mentor. This is the person who will guide you and advise you as you take on your new challenge. Perhaps this is a person who is working in the new practice area or a person who made the leap in the past. Listen, learn...and appreciate the knowledge this person has to offer.

Volunteer to do some work in the new area of interest. Ask to assist at trial or to work on a file in the new area. Take on even the smallest job because you will learn from everything you do. You may have to use your own time to do this but it will be worth it in the end.

If your firm offers in-house training, be there! You would be a silly goose if you missed opportunities that are (a) free, (b) usually done during the work day, and (c) say you are serious about learning! Don't pass up this 'abc' strategy!

Get advanced certifications. Do you want to work with contracts and know just enough about the Statute of Frauds to be dangerous? Take an advanced certification course!

These are offered by paralegal professional associations and by state bars. For more information, go to your state bar's web site. Also, check out NALS (<http://nals.org>), NFPA (<http://paralegals.org>) and NALA

(<http://nala.org>). NALA also offers web-based advanced certifications, currently in 17 different areas, with more being offered all the time.

Explore every avenue...this is a slick way to get the credibility you need for your new area of interest.

Ask for what you want. If you don't ask, you don't get! Be sure your managing partner, paralegal manager or HR Director knows you are interested in moving to a new area. Stress that you are *NOT* unhappy where you are, but that you're looking for a new challenge and want to be kept in mind should the opportunity crop up. Be subtle, but let that person know the steps you've taken to learn the ins and outs of the new practice area.

One word of caution: It is always a good idea to take a good look at the work available where you currently work, as well as research trends both in your geographic area and across the nation. You need to be sure you can sustain yourself in the new specialty area. You don't want to specialize your way out of a job!

Your challenge: Whether you're interested in a new practice area or not, you need to keep yourself positioned to make a change if necessary. Think about what area you'd like to work in *IF* you moved from your current specialty. Think about where you want your career to be in one, five and ten years. What will challenge you and keep your job interesting? Examine the strategies offered and choose one or two you can begin working on today. If you have a plan, you're set to take steps to reach your goal.

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©2011 Vicki Voisin, Inc. Do you want to use this article in your newsletter, ezine or Web site? You can so long as you include this entire blurb with it:

Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weekly ezine titled Paralegal Strategies and co-hosts The Paralegal Voice, a monthly podcast produced by Legal Talk Network. More information is available at <http://www.paralegalmentor.com>.

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CALENDAR OF EVENTS

April 2011

20th - **General Meeting and MCLE Program** - 5:45 p.m. Social/6:15 p.m. Dinner
Ottavios Italian Restaurant, 1620 Ventura Boulevard, Camrillo, CA - (805) 482-3810
for more information contact Stacy Smith at: vcpa.vp@gmail.com or (805) 658-1000

May 2011

19th - **The 16th Annual Wine & Beer Tasting and Silent Auction** - 6:00 pm to 8:00 pm
Courtyard by Marriott, 600 Esplanade Dr., Oxnard, CA
Benefits Ventura County Legal Services Program and VCPA Scholarship
for more information contact Laura Viets at: lauraviets@gmail.com

21st - VCBA Law Day 5K 2011

8:30 AM Start - 5K; 8:35 AM Start - Walk

9:15 AM - 1 Mile Family Fun Run

Ventura County Government Center 800 South Victoria Avenue, Ventura, CA
Proceeds Benefit the Ventura County Bar Association's Volunteer Lawyers Services Program
for more information contact Don Zrehigian at: dzrehigian@venocoinc.com

California Alliance of Paralegal Association Report

On **June 25, 2011** the California Alliance of Paralegal Associations presents The Golden Gateway to Knowledge hosted by the Paralegal Association of Santa Clara County!

We're just 2 months away from the long anticipated 2011 CAPA Conference at Fisherman's Wharf in beautiful San Francisco.

Check out some of the highlights:

5 Hours of MCLE Credit possible in 1 day! And don't forget that one of those credits is the ever elusive ETHICS MCLE! That's only \$23 per MCLE Credit for members who register before April 30th!

Discover great techniques in our Technology Track. Legal professionals will show you how to best utilize *Adobe* and *Excel* in your daily practice, and experts will help you avoid common *Calendaring* pitfalls and keep you up to date on the changing landscape of *eDiscovery*.

Learn something new in our Mixed Bag Track. In this track, you will learn about the latest changes in *Corporate* law, interesting information on the *Social Security Disability* System, how to select a solid *Trademark*, and the ins and outs of employment-based *Immigration* petitions and applications.

Enhance your professional knowledge in our Professionalism Track. Experts and legal professionals will help you learn to polish your *Resume*, give you tips and tricks to *Writing*, tell you about *Certifications* available to paralegals, and what *Business & Professions Code § 6450* means to you.

Networking, Networking, Networking! In today's economy, you cannot underestimate the power of your professional network. Supercharge yours by making contacts from across the State on a personal level not afforded by internet networking sites. Nothing beats an old-fashioned handshake.

Celebrate California Paralegal Day with Paralegals from across the State! Did you know that you have a day of your own, designated by the Governor? Indeed, it coincides each year with the CAPA Conference, and there's no better way to celebrate than with your colleagues near and far.

Raffle prizes! Take advantage of any of the wonderful free Exhibitor raffle prizes offered by our on-site legal services providers, or see your CAPA Representatives and buy a ticket for a chance to win one of several wonderful prizes provided by other CAPA affiliates. Tickets are only \$1 each.

To sign up today, go to www.caparalegal.org and click the registration link on the left.

See you in San Francisco!

VOLUNTEERS NEEDED

By: Jami Knupp

It is hard to believe we are half way through the membership year for VCPA. With that in mind, and thinking forward, I would like to plant a seed for all of you to think about.

VCPA would not be the successful association it is without its members and their continued support and help. Additionally, VCPA would not be able to offer you all it offers - the monthly continuing education offerings, the Springtime MCLE Conference, the Wine Tasting and Silent Auction, and all the networking opportunities you can handle - without its board volunteers.

I would like each and every one of you to consider volunteering your time and talents to VCPA for the upcoming year. The commitment is for one year and it is a great experience. It will give you the opportunity to have an input in the events and happenings of VCPA. It is also a great addition for your resume.

The Board and Executive Committee positions are:

Board of Directors (Voting Positions)

President

1st Vice President/Programs

2nd Vice President/Membership

Secretary

Treasurer

CAPA Primary

NALA Liaison

Parliamentarian

Executive Committee (Non-Voting Positions)

Education/Scholarship Chair

Employment Chair

Newsletter Editor

Historian

VCBA Liaison

VCLPA Liaison

Publicity

Web Administrator

CAPA Secondary

You must be an Active member to hold a Board of Director positions. Any level of membership can hold an Executive Committee position.

If you would like any information regarding any of the positions, please do not hesitate to contact me Jami Knupp at vcpa.president@gmail.com. I encourage you to consider volunteering, it really is a great experience.

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VCPA Employment Job Bank Policy and Procedure

If you would like to be added to the job postings email, please send an email to Elvira R. Abdon at vcpaemploy@yahoo.com.

If you are looking for a job or have a job opening:

1. Any VCPA member who wishes to be informed of employment opportunities which become known to VCPA should contact the VCPA Employment Chairperson(s) who will maintain a confidential list of persons seeking employment. When a job opening becomes known to the Employment Chairperson(s), all the persons on the employment list will be informed of the position within 24 hours, regardless of the job seekers' qualifications and the requirements of the opening.

2. Any other VCPA Board Member who is made aware of employment opportunities or who is contacted by members wishing to be on the employment list, will pass on the information to the Employment Chairperson(s) within 24 hours of notification.

3. All employment opportunities will be posted on VCPA's website at www.vcpaalegal.org for 30 days or until filled, whichever occurs first. It is the responsibility of the Employment Chairperson(s) to notify the Web Administrator whether a posted position has been filled.

4. The Employment Chairperson(s) will not utilize employment opportunities for their own benefit.

5. Access to employment opportunities which are made known to VCPA are available to VCPA members only. Anyone may advertise a legal assistant employment opportunity within VCPA. There is no fee for this service. Personnel agencies may advertise specific employment opportunities free of charge; however, information regarding general services available via personnel agencies must be made through paid advertising in VCPA's newsletter.

If you are a student looking for an internship, or have an internship to offer:

1. Internships are valuable for students enrolled in legal assistant certificate programs who wish to gain supervised practical experience in a law office or other environment where legal assistants are utilized. Interested persons should contact the VCPA Employment Chairperson(s) who will maintain a list of students seeking internships. When an internship becomes known to the Employment Chairperson(s), all the students on the internship list will be informed of the position within 24 hours, regardless of the students' qualifications and the requirements of the opening, if any.

2. Any other VCPA Board Member who is made aware of interning opportunities or who is contacted by student members wishing to be on the internship list, will pass on the information to the Employment Chairperson(s) within 24 hours of notification.

3. All interning opportunities will be posted on VCPA's website at www.vcpaalegal.org for 30 days or until filled, whichever occurs first. It is the responsibility of the Employment Chairperson(s) to notify the Web Administrator whether a posted position has been filled.

4. Access to interning opportunities which are made known to VCPA are available to VCPA members only. Anyone may advertise a legal assistant interning opportunity with VCPA. There is no fee for this service.



BENEFITS OF MEMBERSHIP IN VCPA

- ☞ Dinner meetings, open to members and guests each month with informative guest speakers and in many cases, MCLE credit.
- ☞ Monthly newsletter, The Verdict
- ☞ Employment referrals and résumé bank
- ☞ Members only access to most current job listings on website: www.vcparalegal.org
- ☞ Networking opportunities
- ☞ Three months free advertising in the Classified section of The Verdict
- ☞ Medical, dental, vision, COBRA conversion, life insurance, group plans by Independent
- ☞ Preferred home financing provided by Partners Funding Corporation
- ☞ Educational and seminar discounts including UCSB and other CLAE/MCLE courses and VCPA-sponsored CLA Review Courses
- ☞ Affiliate membership in the California Alliance of Paralegal Associations
- ☞ Affiliate membership in the National Association of Legal Assistants
- ☞ Student membership discount
- ☞ Annual Wine Tasting and Silent Auction
- ☞ Annual Springtime MCLE Educational Seminar
- ☞ Up-to-date news pertaining to the profession on local, state and national levels

For more information or to receive a membership application, please contact Jessica Domingo, VCPA's Second Vice-President/Membership at vcparamembership@gmail.com.

VCPA'S CODE OF ETHICS & PROFESSIONAL RESPONSIBILITY

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide intended to aid legal assistants and attorneys. The enumeration of these rules does not mean there are not others of equal importance, although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons. (Note: Legal Assistant and paralegal are used interchangeably.)

CANON I A legal assistant must not perform any of the duties that attorneys only may perform or take any actions that attorneys may not take.

CANON II A legal assistant may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Sections IV and VII.)

CANON III A legal assistant must not (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section VI):

(a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law;

(b) establish attorney-client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and

© engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

CANON IV A legal assistant must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section VII.)

CANON V A legal assistant must disclose his or her status as a legal assistant at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A legal assistant must act prudently in determining the extent to which a client may be assisted without the presence of an attorney. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section V.)

CANON VI A legal assistant must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal services.

CANON VII A legal assistant must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section V.)

CANON VIII A legal assistant must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

CANON IX A legal assistant's conduct is guided by bar associations' code of professional responsibility and rules of professional conduct

VCPA

POST OFFICE BOX 24229
VENTURA, CALIFORNIA 93002

VENTURA COUNTY PARALEGAL ASSOCIATION 2010-20011 BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE CHAIRS

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2nd V-P/Membership: Jessica Domingo	vcpamemberships@gmail.com	(805) 654-0911	FAX/(805) 654-1902
Secretary: Diane Mincy, CP	demamincy@yahoo.com	(805) 312-5959	
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VCBA Liaison: Donald A. Zrehigian	dzrehigian@venocoinc.com	(805) 745-2187	FAX/(805) 745-2217
Web Administrator: Delaina Finch	rondaina@spendability.com	(805) 889-2609	
VCLSA Liaison: Vacant			
Publicity: Vacant			

If you are interested in serving on a committee, please contact Jami Knupp, CP.
Visit VCPA on the Web at: www.vcparalegal.org

Ventura County Paralegal Association

April General Meeting and MCLE Program

Wednesday, April 20, 2011

5:45 p.m. Social/6:15 p.m. Dinner

PREPARING YOUR ATTORNEY FOR TRIAL

Presented by

James Allen, Esquire

1 General MCLE Credit

This activity has been approved for Minimum Continuing Legal Education credit by the State Bar of California in the amount of 1.0 hour. VCBA certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing MCLE

Ottavio's Italian Restaurant

1620 Ventura Boulevard, Camarillo (805) 482-3810

(101 Freeway, exit Carmen Drive)

\$30.00 VCPA Members/\$40.00 Non-members

E-mail reservations preferred to vcpa.vp@gmail.com (Please include your phone number and the names of all the people in your party.) Your RSVP/Cancellation is appreciated by noon, Monday, April 18, 2011.

Menu: Fettuccini Alfredo (may add chicken), Lasagne Neapolitan, Capellini al Pomodoro Fresco, Chicken Parmigiana. **Vegetarian Option:** Antipasto Salad & Soup. All dinners include Caesar salad, fresh baked bread, fountain drinks, iced tea or coffee.

Questions? Call or Email Stacy Smith at vcpa.vp@gmail.com or (805) 658-1000

VENTURA COUNTY PARALEGAL ASSOCIATION (VCPA) APPLICATION FOR SCHOLARSHIP

APPLICATION DEADLINE: April 29, 2011

INTRODUCTION

VCPA offers two scholarships each fiscal year to support individuals with a commitment to the legal field: One Student Scholarship for \$500.00 and one Examination Scholarship for \$250.00. In addition, the successful applicants will receive a free one-year student or associate membership in VCPA.

Eligibility Requirements: All applicants must be a resident of Ventura County, California. In addition, applicants must either: (1) meet the requirements of *California Business and Professions Code* section 6450 (for the Examination Scholarship) and be registered to take the National Association of Legal Assistants' CLA/CP or CAS examination; or (2) be a student (for the Student Scholarship). Student Scholarship applicants must be a current student in good standing enrolled in the legal assistant/paralegal certificate program at Oxnard College, the University of California, Santa Barbara -- Ventura Campus, or Santa Barbara Business College -- Ventura Campus. Information provided by applicants will be kept confidential. A VCPA Board member may not apply for either scholarship during his or her term of office.

Required Attachments to Application: (1) Two letters of recommendation, one of which must be from your current employer or instructor. (2) A personal statement as described on the application.

Deadline: All applications must be submitted to VCPA Scholarship Committee, P.O. Box 24229, Ventura, CA 93002 and postmarked no later than April 29, 2011. The applicants selected to receive a scholarship will be notified shortly.

APPLICATION

I am applying for (please check only one):

____ Student Scholarship (Proof of enrollment is required before disbursement of scholarship award to the successful applicant.)

____ Examination Scholarship (Attach proof of registration for any 2011 CLA/CP or CAS exam.)

Name: _____

Address: _____

Telephone No(s): _____

Are you currently a member of VCPA? Yes ____ No ____

Present Employer: _____

Address: _____

Telephone No(s): _____

Description of Job Duties/Occupation: _____

Legal Assistant/Paralegal Program currently attending: _____

Grade Point Average: _____

Number of Legal Assistant/Paralegal Courses Completed, if any: _____

Attach a personal statement about yourself indicating educational background, study intentions, and/or career goals. You may also include any additional information that you would like the Scholarship Committee to consider. Please limit your statement to no more than 250 words.

I hereby certify that the foregoing information is true and correct.

Signature: _____ Date: _____

Please type or print name: _____

(04/14/11)

The Ventura County Paralegal Association

Fifteenth Annual Wine and **Beer** Tasting & Silent Auction

On Thursday, May 19, 2011, 6:00 p.m. to 8:00 p.m. At the Courtyard by Marriott

600 East Esplanade Drive, Oxnard, California (New Location)

Tickets are \$25 Advance Purchase/\$30 at the door.

Each ticket purchased includes a commemorative wine glass, hors d'oeuvres and entry in the Grand Prize Opportunity Drawing. Many unique items and valuable services have been donated by local businesses for the Silent Auction.

Loyal Event Sponsors & Auction Item Donors, just to name a few...

Cindy Adams, CP

Alternative Digital Printing

Andrew Murray Vineyards

APM & Associates

A to Z Law

Bond Services of California, LLC

Frank Bellinghiere, Esq.

Coastal Wellness Connection

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Nancy Downard, Realtor

David A. Esquibias, Esq.

Elegant Touch

Flores Bros, Kenpo Karate Studio

Fox Fine Jewelry

Ferguson Case Orr Paterson LLP

Global Gardens

Artlicious Catering- Chef Ariel Guico

Matt Haines Photography

Hair Affair

Steve Henderson

Island Packers

Cherylyn Jensen

Justin Vineyards & Winery

Jewelry Couture

Jonathon Light, Esq.

Massage Envy

Merrill Corporation

Mister Rogers Hairstyling

Andrew Murray Wines

Nordman Cormany Hair & Compton

Rhonda Rzasa, Silpada Designs

Tommy & Debbie Slater

Stolpmann Vineyards

Dan Tauber, So. Wine & Distributors

Jill Tauber, Avon Consultant

Touch of Magic Productions

Venoco, Inc.

Wades Wines

Kenneth M. Wallis, Realtor

Robyn Wheeler @ John of Italy Salon

The Wine Castle

Alan Wisotsky, Esq.

Susan Witting, Esq.

Andy Viets, Esq

A portion of the proceeds from this event will benefit the VCBA's Volunteer Lawyers Services Program. The primary purpose of this program is for attorneys to volunteer legal services to individuals who cannot afford legal representation. Also, a portion of the proceeds from this event will fund VCPA's Scholarship Program. VCPA offers one Student Scholarship and one Advanced Paralegal Certification Examination Scholarship (CLACP or CAS).

Music provided by Harpist, Xavier Montes, www.XavierMontes.com

Please complete and return this portion with a check made payable to VCPA and return to P.O. Box 24229, Ventura, CA 93002. Envelopes must be postmarked by May 15, 2011 to ensure receipt. If you have any questions, would like to be a Sponsor or donate an auction item, please e-mail Laura Viets at VCPA.WineTasting@gmail.com

Name/Company: _____ Phone: _____

Mailing Address: _____

☐ Please reserve an entire table (10 guests) as follows: _____ (Name/Business)

☐ Special Sponsor /Contributor Rate - \$150.00

☐ Non-Sponsor/Non Contributor Rate - \$225.00

☐ Number of Individual tickets: _____

(Individual - \$25.00 each; Special Pricing for Sponsor/Contributor - \$20.00 each; At-the-Door- \$30.00 each)

No One Under 21 Years of Age Will Be Admitted

CALIFORNIA ALLIANCE OF PARALEGAL ASSOCIATIONS

23rd Annual Educational Seminar

June 25, 2011

Holiday Inn - Fisherman's Wharf

San Francisco, California





Dear Paralegals, Legal Professionals and Attorneys:

The California Alliance of Paralegal Associations (CAPA) and the Paralegal Association of Santa Clara County (PASCCO) are proud to present CAPA's 23rd Annual Educational Conference in San Francisco, California.

CAPA's educational conference was created to provide quality continuing education for practicing paralegals and legal professionals, as well as to provide an introduction to the legal profession for students. You are cordially invited to participate in one of the most prestigious educational conferences in California - offering MCLE, CLA and PACE continuing legal education credit for all courses.

PROGRAM

7:30 a.m. – 8:30 a.m. Registration, Breakfast and Meet the Exhibitors

8:40 a.m. – 8:50 a.m. Welcome and Introductions

MORNING SESSIONS PART I:

9:00 a.m. – 10:00 a.m.

TRACK 1: Adobe for the Law Professional

Pam Wolpa, RP

TRACK 2: Corporate Changes

Tara Ho, Parasec

TRACK 3: Resume 101

Karen Whitaker, LegalEase LLC

MORNING BREAK

10:00 a.m. – 10:30 a.m. – Morning Break and Visit with Exhibitors

MORNING SESSIONS PART II:

10:30 a.m. – 11:30 a.m.

TRACK 1: Calendaring Risks

Joseph C. Scott, Deadlines on Demand

TRACK 2: Social Security and Disability

Melvin E. Irvin, CP

TRACK 3: Writing Tips and Tricks

Jill Meryl Levy, Firebelle Productions

LUNCHEON

11:30 a.m. – 1:00 p.m.

Lunch, Keynote Address and Exhibitor Drawings

Domestic Partnerships: *Deborah Perkins, Esq.*

AFTERNOON SESSIONS

1:15 p.m. – 2:15 p.m.

TRACK 1: Excel Tips and Tricks

Sheri Webb

TRACK 2: Trademarks

Cindy Tung, Thomson Reuters

TRACK 3: Certification Panel

NALA, NfPA, CACPS

2:30 p.m. – 3:30 p.m.

TRACK 1: eDiscovery

John Kelly, Blackstone Discovery

TRACK 2: Immigration Law

Bobby Rimas

TRACK 3: B&P Code 6450

Carolyn Davis, ACP

AFTERNOON BREAK

3:30 p.m. – 3:45 p.m. – Afternoon Break and Visit with Exhibitors

ETHICS SESSION

3:45 p.m. – 4:45 p.m.

Ethics

Stacey Hunt, CLA, CAS

RECEPTION AND RAFFLE

5:00 p.m. – 6:00 p.m.

Reception and Member Association Raffle



Joint Sessions

California Domestic Partners

Deborah Perkins, Esq.

This session will provide an overview of domestic partnerships, including how to create a domestic partnership, what rights are associated with domestic partnerships, what public benefits are offered for domestic partnerships. Ms. Perkins will also cover estate planning for partners, rights upon termination of domestic partnerships, and where the California domestic partners law conflicts with federal law.

Ms. Perkins graduated cum laude with a juris doctor degree from Pepperdine University School of Law in 2005. While at Pepperdine, she gained valuable tax law experience through an internship with the Internal Revenue Service Estate & Gift Tax Division. Upon graduation, Ms. Perkins was admitted to the Florida State Bar and became an associate with a Florida firm practicing transactional real estate law and estate planning. In 2006, she relocated to Ventura County and has since been admitted to the California State Bar. The focus of Ms. Perkins' practice is family law, encompassing issues such as divorce, child custody, child/spousal support, and pre/post-marital agreements. Ms. Perkins also has a bachelor of science degree in hotel administration from the University of Nevada, Las Vegas, where she graduated magna cum laude in 2001. She is a member of the Ventura County Bar Association and the Ventura County Family Law Bar Association.

Ethics: CAPA Goes to the Movies

Stacey Hunt, CLA, CAS

Courtroom dramas are always popular films with the American public. They can also be highly instructive, either on purpose or inadvertently, on ethical behavior for attorneys and non-attorneys. Join us for a fun trip through Hollywood and the Rules of Professional Conduct.

Stacey Hunt, CLA, CAS, is a graduate of the Fresno City College paralegal program and a litigation paralegal with Duggan Smith & Heath, LLP in San Luis Obispo, California. She is the co-author of three books, including Evidence Management for the Paralegal (Cengage, 2007). Ms. Hunt taught legal writing and ethics for the Paralegal Studies Program at California Polytechnic State University, San Luis Obispo, and is a member of the Ethics Roundtable panel for Paralegal Today magazine. She is a past-president of the California Alliance of Paralegal Associations and is currently president of the Central Coast Paralegal Association. Ms. Hunt is a contributor to an online course on discovery for the Commission for Advanced California Paralegal Specialization.



TRACK #1

Adobe for the Law Professional

Presented by Pam Wolpa, RP

Learn some shortcuts and tricks on how to be more productive and efficient with one of the hottest software programs used by law firms and legal departments.

***Pam Wolpa** has been working as a paralegal in law offices for sixteen years. Ms. Wolpa is a PACE Registered Paralegal. She currently works as a paralegal in the San Francisco office of Littler Mendelson, P.C., the nation's largest employment law firm, where she specializes in litigation. Ms. Wolpa is an instructor at the San Francisco State Paralegal Studies Program where she teaches Computer Applications in Law Practice.*

Calendaring Risks

Joseph C. Scott

Attending this seminar will help you better understand and appreciate the need for effective, efficient legal calendaring techniques that you can build into your firm's risk management strategies. Learn how to improve your firm's overall calendaring processes, and thus reduce missed deadlines and miscalculations. This program will focus on the benefits of automated rules-based calendaring technology and services, while satisfying malpractice carrier mandates, and thus reducing your malpractice risk.

***Joseph C. Scott** is a licensed California attorney with over 20 years of experience working in the legal field. He is the Vice President and General Manager of CompuLaw, the nation's leading provider of rules-based calendaring software used by major law firms nationwide.*

Excel tips and Tricks: A Small Firm Paralegal's Guide to Big Firm Results

Sheri Webb

This course will provide you with some "tips and tricks" for the efficient utilization of standard-issue technology, so you can achieve the same results that the large firms achieve using high-dollar software packages. Emphasizing on Microsoft Excel, Sheri A. Webb, ACP will share her experience in managing document-intensive cases efficiently. What you learn will help you prepare your attorneys for anything opposing counsel throws at them. You will walk away with some simple formulas to make your life easier, and access to sample spreadsheets and organizational materials that Ms. Webb has found useful in her practice.

***Sheri A. Webb** is an Advanced Certified Paralegal in compliance with Business & Professions Code 6450. Her background lies in civil litigation, with an emphasis on complex case management and document coordination. Ms. Webb has worked with technology ranging from the most basic of software in small firms, to cutting edge discovery tools in multi-national, high profile firms. Preferring the small firm atmosphere, Ms. Webb has learned to achieve those big firm looks, with a small firm price-tag.*

The Ever-Changing Landscape of E-Discovery

John Kelly

Keeping pace with the technology, the costs and the best practices in the digital world.

***John P. Kelly** is the founder of BlackStone Discovery. He is responsible for the company's strategic direction, overall management and growth. Mr. Kelly works closely with BlackStone Discovery partners and customers to streamline all aspects of the e-discovery and information management process. During his 20-year career working in the legal technology industry, Mr. Kelly has been on the forefront of innovation – creating the first nationwide legal document services firm, and originating the first legal scanning and processing business on the West Coast. Prior to starting BlackStone Discovery, Mr. Kelly held executive positions at Garage Technology Ventures, Netscape Communications, NightRider Overnight Copy Service (IKON Office Solutions), and the law offices of Morrison & Foerster. During Mr. Kelly's career he has been recognized for his success in new company creation, building high energy teams, and in developing and delivering technology for the legal industry.*



TRACK #2

Corporate Changes

Tara Ho

This session will provide a discussion of dramatic changes that may impact the corporate legal field – specifically with respect to how entities are formed in the United States. Recent government reports and proposed legislation, in recent years, may impact future corporate and LLC filings on the national level. The seminar will focus on last year's proposed "Stop Tax Haven Abuse" act as well as the recent proposal from the United States Treasury Department that may be introduced as a bill in Congress in 2011 – either of which, if passed, will significantly change how entities are formed. The seminar will offer one credit of continuing legal education credit.

***Tara Ho**, Regional Accounts Manager with Parasec, a public records research/filing firm, spent most of her career in the legal industry (working first as a paralegal, then as a patent agent and, most recently, as in-house IP counsel). Ms. Ho brings an insider's perspective to Parasec and our clients. Ms. Ho's first-hand knowledge of the legal industry helps to ensure that the needs of her clients are met effectively and efficiently. During her free time, she enjoys being outdoors in the sunshine, where she can often be found swimming, hiking and camping.*

Social Security Disability (SSDI) and Supplemental Security Income (SSI) Disability Benefits

Melvin E. Irvin, C.P.

Learn the difference between Social Security Disability Benefits and Supplemental Security Income, and how physical or psychological disability is determined.

***Mel Irvin** is the President of Melvin E. Irvin Disability Representative, Inc, and a disability appeals representative, practicing before the Social Security Administration where he represents claimants applying for Social Security disability benefits. Mel has represented claimants before the Social Security Administration since 1996. In 2007, Mr. Irvin was awarded the prestigious "Advocate of the Year Award" by the San Jose Division of the State of California Department of Rehabilitation. His other personal awards include the 2008-2009 Jean M. Cushman Award presented by the Paralegal Association of Santa Clara County, and the 2009 Affiliates Award presented by the National Association of Legal Assistants. He is also an award-winning public speaker and has presented over 800 workshops, classes and seminars. The year of 2010 marks the second year Mel has served as an appointed member of the San Jose City Disability Awareness Day Committee. Mr. Irvin is very proud to be a U. S. Marine Vietnam veteran.*

Trademarks: Selecting Good Trademarks and Basic Trademark Screening Theory

Cindy Tung

We'll discuss characteristics of a strong trademark, what to avoid and special considerations, and the basic theory behind screening and how to do it.

***Cindy Tung** is a Senior Account Manager with Thomson CompuMark a division of Thomson Reuters. In this role, Ms. Tung manages client relationships in Northern California and the state of Washington by providing exemplary service and support to all Thomson Reuters clients. Ms. Tung has more than 13 years of intellectual property experience in trademarks. Prior to starting her career at Thomson Reuters, Ms. Tung spent 7 years as a paralegal and case assistant.*

Immigration Law: Employment-Based Immigration Petitions and Applications

Bobby Rimas

There are various employment-based immigration petitions and applications that allow U.S. companies to employ highly educated immigrants who provide cutting edge skills within our competitive global market. This seminar will give a brief overview of several employment-based immigration petitions and applications with a focus on the requirements and document preparation of H-1B and TN Petitions. This presentation will also touch on prevailing wage issues, common petitioner obstacles, and implications of non-compliance with H-1B and TN Petitions. There will also be a discussion on the Arizona Law, SB 1070.

***Bobby T. Rimas** is a paralegal specializing in immigration and employment matters for a bank in Pasadena, California. Mr. Rimas is also an Adjunct Faculty Member at West Los Angeles College where he teaches "Introduction to Law" and "Legal Research" courses. He is the Vice President of Membership & Policy for the Los Angeles Paralegal Association (LAPA) where he also serves as the Immigration Law Section Co-Chair and Website Committee Chair. In April 2010, Mr. Rimas was given a certificate of "Congressional Recognition" from a U.S. Congressman for his role in raising scholarship monies in the capacity of Fundraising Director for the University of California, Los Angeles (UCLA) Pilipino Alumni Association. Mr. Rimas is on the advisory boards of the University of La Verne's Legal Studies Department and West Los Angeles College's Paralegal Studies Program. His Bachelor's Degree is from UCLA and his Paralegal Certificate in Litigation/Corporations is from the UCLA Extension Attorney Assistant Training Program.*



TRACK #3

Resume Writing 101

Karen Whitaker

During this session, we will cover resume writing, as well as common mistakes made in a resume.

Karen Whitaker possesses over 7 years of legal recruiting experience in the greater Bay Area. She opened the San Jose branch of Legal Ease LLC in 2003 and is the manager of both the San Francisco and San Jose offices. Legal Ease LLC specializes in the direct hire and temporary placement of attorneys, paralegals, legal secretaries and administration. Ms. Whitaker's prior legal experience as a legal secretary and executive assistant has laid the groundwork for her success as a leader and staffing specialist in the legal field.

Writing Tips and Tricks

Jill Meryl Levy

Paralegal and published author Jill Meryl Levy will share some of her favorite tips for recognizing and correcting common writing problems, being clear and concise, and making weak writing strong or good writing better. Her goals ... to get you hooked on writing and to empower you to improve your skills no matter what kind of writing you do.

Jill Meryl Levy entered the paralegal field after an injury sustained in the line of duty as a volunteer firefighter plunged her into nightmare battles with Workers' Comp and a negligent doctor. Ms. Levy owns her own business called Firebelle Productions. She also works as a paralegal for the Abronson Law Offices. Ms. Levy has written nine books, including two grammar reference books and a guide to writing good test questions.

Certification: What Is It and Do I Need It?

Panel

Representatives from the National Association of Legal Assistants (NALA), the National Federation of Paralegal Associations (NfPA), and the Commission for Advanced California Paralegal Specialization (CACPS) will discuss the options available to receive paralegal certifications, and how the certification helps the professional paralegal in the workforce.

Business and Professions Code 6450

Carolyn Davis

Have you ever wanted to know about Business and Professions Code 6450? Now is your chance! Learn what the law says and how to comply with the requirements set by the code.

Carolyn S. Davis, ACP, CRM, is an experienced intellectual property and complex litigation trial paralegal. She has an undergraduate degree from the University of California Berkeley and an A.B.A. Approved Paralegal Certificate with a GPA of 4.0 from the West Valley College Paralegal Program where she is now part of the Associate Faculty Pool. Ms. Davis will teach Patent Litigation in the Spring of 2011. She was one of eleven paralegals selected nationally for the National Association of Legal Assistants' (NALA) Leadership Enhancement and Preparation (LEAP) Program Class of 2010. Ms. Davis is a Certified Paralegal with Advanced Paralegal Certifications in Trial Practice, Contract Administration and Discovery. She also is a Certified Records Manager and is working towards an Electronic Discovery Certificate.



Join us in beautiful San Francisco for CAPA's 23rd Annual Educational Conference. Bring your family and have fun while you learn.

You'll be close to all the major attractions, adventure, recreation, culture and excitement of bustling downtown San Francisco and the beautiful Bay Area.

The discounted room rate of \$140.00 per night will be extended to CAPA guests for 3 nights preceding and 3 nights after the conference.

CAPA's 23rd Annual Educational Conference – June 25, 2011

Hotel Reservations: Holiday Inn – Fisherman's Wharf, 1300 Columbus Avenue, San Francisco, CA 94133.

Make your hotel reservations early by calling 1-800-942-7348. The discounted room rate is \$140.00 a night.

Please be sure to ask for the special CAPA discount when making reservations.

REGISTRATION FEES **EARLY BIRD PRIOR TO MAY 1, 2011:**

CAPA Members - \$115.00

Non-Members - \$130.00

Students - \$95.00

REGISTRATION FEES **AFTER MAY 1, 2011:**

CAPA Members - \$135.00

Non-Members - \$150.00

Students - \$115.00

REGISTRATION FEES **AT THE DOOR ON JUNE 25, 2011:**

CAPA Members - \$155.00

Non-Members - \$170.00

Students - \$135.00

Continental Breakfast and Lunch Included in all registration fees.

NAME: _____

SPECIALITY DESIGNATION: _____ AFFILIATED ASSOCIATION: _____

ADDRESS: _____

PHONE:_() _____ E-MAIL ADDRESS: _____

(If you are a member of an affiliated association, you pay the member rates above.)

SESSIONS (Please feel free to mix tracks/sessions).

☐ Track 1

☐ Track 2

☐ Track 3

Make checks payable to CAPA and mail it with your registration form to: Educational Conference, C/O CAPA, P. O. Box 1055, San Leandro, CA 94577. No refunds provided, but registration transfer will be accepted. You can also register on-line using your credit card at www.caparalegal.org. Registration confirmation is only available via e-mail. For additional information, please e-mail the conference Chairperson, Melisa Frick, at melisadawnfrick@yahoo.com. The California Alliance of Paralegal Associations is a California State Bar approved MCLE provider. The conference will provide up to 5 hours of General MCLE credit and 1 hour of Ethics MCLE Credit.