President’s Message

Spring is just around the corner, and so is the season for seminars and CLE opportunities.

First up, the State Bar of Texas Paralegal Division - District 10 will hold its seminar on March 24, 2017 at the Walden Yacht Club in Montgomery, TX. I have the pleasure, once again, of being a member of the planning committee for this seminar. If you’ve never been to one of the seminars at the Yacht Club, please consider attending. We have some excellent speakers lined up, lots of goodies and door prizes with a great view overlooking Lake Conroe! See pages 17-19 of this newsletter for details. Hope to see you there!

Next, is the Texas Alliance of Paralegal Associations (TAPA) Conference. This year, the event is being hosted by the West Texas Paralegal Association in Lubbock, TX, on April 7-8, 2017. As president, I will be attending and representing SETAP. During the conference, I plan to present a formal report about our organization, its members, and the many things we do to serve our community and promote the paralegal profession. Paralegal associations from all across Texas will be in attendance. I am looking forward to attending this conference, reuniting with old friends and making new ones!

Lastly, but certainly not least, SETAP’s annual spring seminar will be held on April 21, 2017 at the Holiday Inn Beaumont Plaza. The Board and I have been working very hard to put together a great seminar for you! I am really excited about our speaker line-up. We have a great variety of topics in store for you, along with other goodies and door prizes! Be sure to register by April 12, 2017 to take advantage of the discounted registration fee. I hope to see you at the seminar, and as always, feel free to reach out to me should you need assistance or have questions.

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MISSION STATEMENT

The Southeast Texas Association of Paralegals is a nonprofit organization of paralegals committed to establishing good fellowship among association members and members of the legal community, encouraging a high order of ethical and professional attainment, and furthering education among members of the profession.
2016-2017 STANDING COMMITTEE CHAIRPERSONS

**Nominations & Elections**
Cheryl Bryan, CP, TBLS-BCP

**Programs/Speaker Meetings**
Danielle Williams, CP

**Membership Development**
Julie Hanna

**Public Relations/Community Service**
Angie Laird, ACP, TBLS-BCP

**Job Bank**
Sandra Mott

**Newsletter**
Angie Laird, ACP, TBLS-BCP

**Audit**
Myrna Haynie

**Teen Court**
Sandra Mott

---

**SETAP Membership**

<table>
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<th>Active Members:</th>
<th>31</th>
</tr>
</thead>
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<tr>
<td>Associate Members:</td>
<td>6</td>
</tr>
<tr>
<td>Student Members:</td>
<td>1</td>
</tr>
<tr>
<td>Sustaining Members:</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL MEMBERSHIP</strong>:</td>
<td><strong>43</strong></td>
</tr>
</tbody>
</table>

**HAVE YOU CHANGED JOBS?**

**NEW EMAIL ADDRESS?**

**HAVE YOU MOVED?**

If so, please update your information with SETAP by contacting Marissa Paltz, First Vice President at [juliemckhanna@gmail.com](mailto:juliemckhanna@gmail.com).

---

**JOB BANK**

SETAP operates a job bank. Local employers frequently use our service when seeking new employees. Do you know someone looking for a job as a paralegal or legal assistant? If so, please encourage them to submit their résumé. The fee is $10.00 for non-members and free for SETAP members. Checks are to be made payable to SETAP.

Sandra Mott
Job Bank Chairperson
Calvert Eaves Clarke & Stelly, LLP
(409) 832-8885
smott@calvert-eaves.com

---

**SETAP’S FACEBOOK PAGE**

Have you joined SETAP’s Facebook page? Please share and invite your friends and colleagues to like our page. Our page is a great way to stay in touch with SETAP’s happenings and other local events in our legal community.

Since our last newsletter, our total page “Likes” have increased from 670 to 673!! If you have something you would like us to post, please email Angie Laird at alaird@obt.com and we will be happy to post it!
Welcome New SETAP Members!

Jennifer Creech  
Associate Member  
Entergy Texas, Inc.  
Beaumont, TX

Tara Hickey  
Active Member  
The Bernsen Law Firm  
Beaumont, TX

Malayna Thorn  
Student Member  
Reaud Morgan & Quinn, LLP  
Beaumont, TX

Mysti Todd  
Active Member  
William Marcus Wilkerson  
Beaumont, TX

Marissa Yarborough  
Active Member  
The Monk Law Firm  
Beaumont, TX

Welcome to SETAP! We look forward to seeing you soon!
SETAP BIRTHDAYS
“Happy Birthday!”

MARCH
Jennifer Creech
Leah Harrington
Mary Beth Jones
Vonnie Tyler
Jennifer Kreamer

Flower: Daffodil

APRIL
Jane Barron
Dana Hogg

Flower: Daisy
QUICK TIPS...You Might Not Know About!

■ To select a single word double click anywhere on the word.

■ To select an entire sentence click anywhere in the sentence while holding the Ctrl key down.

■ To select an entire paragraph make three rapid clicks anywhere in the paragraph.

■ Ctrl + left or right arrow moves the cursor one word to the left or right.

■ Ctrl + Del deletes word to right of cursor.

■ Ctrl + Backspace deletes word to left of cursor.

■ SHIFT + F7 runs a Thesaurus check on the word highlighted.

■ SHIFT + ALT + D inserts the current date.

■ SHIFT + ALT + T inserts the current time.
The Jefferson County Bar Association held another Free Veterans Clinic on February 25, 2017 at the Orange County Courthouse in Orange, TX. The volunteers pictured here are (top to bottom-left to right): Nancy Sonnier, Tara Hickey, Alexis Pace, Dale Rice, Angie Laird and Mary Beth Jones. As always, the clinic was very successful thanks to the JCBA, attorneys and paralegals who volunteered their time to serve our area veterans. SETAP thanks all veterans for their service!
In Loving Memory
Tanya Colbert Busch
August 1953 - February 2017

It is with deep sorrow that we mourn the loss of one of SETAP’s own. Tanya Colbert Busch passed away on Wednesday, February 8, 2017 at the age of 63. Tanya was a long-time, active member of SETAP who contributed greatly to the legal profession and will be greatly missed by many.

Tanya was born on August 25, 1953, in Port Arthur, to Jewel L. Garsee and Collis Penn Colbert. Tanya retired from Nederland Independent School District as a teacher at C.O. Wilson Middle School after thirty years of service. She then became a paralegal for various law firms including Galmor, Stovall, and Gilthorpe. Tanya’s passion in life was watching Aunt T’s boys playing any sport. She also spent time watching the Bulldog’s sporting events, ministering through her church, and spending time with all her special friends. Survivors include her adopted family, Larry and Nena Dowden, Kimberly and B.J. Berry, Katy and Jerett Delahoussaye, Mert Dowden, and Suzie Berry; Aunt T’s boys, Brady, Logan, and Connor Corcoran, Fletcher, Beckham, Nixon, and Hampton Berry, and Kolten and Zach Delahoussaye; brother-in-law, David Busch and his wife, Cara, of Georgia; and nephews and niece, Ukiah, Montana, and Sierra. She is preceded in death by her parents; husband of twenty-three years, Zane Busch; brothers, William Charles and Wilbur Madison Gee; and father-in-law and mother-in-law, John and Christell Busch. Funeral services were held on February 13, 2017 at First Baptist Church in Nederland, TX with interment at Greenlawn Memorial Park in Groves, TX. Memorial contributions may be made in Tanya’s memory to First Baptist Church, Commitment Campaign, 1911 Nederland Avenue, Nederland, Texas 77627. Complete and updated information may be found at: broussards1889.com.
The paralegal industry has changed significantly since the 1970’s when paralegals, also known as legal assistants, first emerged as a bona-fide career. Client demands, economic necessity and explosive growth have made paralegals a popular career choice and there has never been a better time to be a paralegal. The eight paralegal career advantages below outline several of the highlights of work in the paralegal field.

**Rising Pay**

Paralegal compensation has risen steadily in the past decade, despite a bump in the road in the depths of the 2009-2010 recession. As paralegals perform a broader and more complex range of tasks (paralegals even represent clients in court in certain countries and administrative tribunals), paralegal earnings continue to rise. The average paralegal salary hovers at around $50,000 per year but paralegals often make more through bonuses. Overtime hours can also add significant cash to a paralegal's paycheck.

**Explosive Employment Outlook**

The paralegal field is one of the fastest-growing professions on the globe. The U.S. Department of Labor, Bureau of Labor Statistics predicts the employment of paralegals and legal assistants to grow 28 percent between 2008 and 2018, much faster than the average for all occupations. Among the factors driving this growth is client demand for cheaper, more efficient delivery of legal services. Since hourly rates charged by attorneys are typically double or triple the rates of paralegals for the same task, law firm economics mandates the increased use of paralegals to minimize costs. As a result, a paralegal career is one of the hottest non-lawyer jobs in the legal industry.

**Easy Career Entry**

Unlike lawyers who must complete seven years of formal education and pass the bar exam to practice law, you can become a paralegal in as little as a few months of study. Moreover, paralegals do not need to attend a brick-and-mortar institution; you can obtain a paralegal certificate or degree through a variety of online programs. Paralegals with a bachelor’s degree in legal studies or related degree or a bachelor’s degree in any field and a paralegal certificate from an ABA-approved paralegal program have the most employment opportunities.

**Intellectual Challenge**

Paralegal work is intellectually challenging and involves a range of high-level skills. The most successful paralegals are problem-solvers and innovative thinkers. Paralegals must become subject matter experts in their specialty area and master legal procedure, research, drafting and other skills. They must stay on top of ever-changing laws and new legal trends and developments while interfacing with attorneys, opposing counsel, vendors, staff members, clients and others. The work is varied and each day brings new challenges.

...Continued on next page
RISING PRESTIGE

As paralegals perform more complex and challenging work, paralegal prestige is rising. Paralegals are no longer simply lawyer’s assistants; they are assuming management roles in corporations, leadership roles in law firms and entrepreneurial roles in independent paralegal businesses. Over the years, paralegals have transcended the image of glorified legal secretary to become respected members of the legal team.

OPPORTUNITY TO HELP OTHERS

A career as a paralegal offers a unique opportunity to help others. These opportunities vary, depending on the paralegal’s practice area. For example, personal injury paralegals help injured plaintiffs receive compensation for their losses; intellectual property paralegals help clients patent and protect their unique ideas; and family law paralegals help clients in conflict-fraught divorce and custody cases. Paralegals in the public interest sector help poor and disadvantaged segments of the population with legal issues ranging from protection from domestic abuse to assistance preparing wills.

CLIENT CONTACT

While paralegals work under the supervision of an attorney, many paralegals have direct contact with clients. For example, paralegals interview potential clients to assess the merits of their case, prepare clients for depositions and cross-examination at trial, work with clients to gather documents and data, assist clients in preparing discovery responses and serve as the client’s point of contact throughout a case or deal. In certain practice areas, such as divorce, child custody and personal injury, paralegals "hold the client's hand" through a difficult time. For many paralegals, the informal counseling and support they provide to troubled clients is one of the most rewarding aspects of the job.

SHIFTING LEGAL SERVICE STRUCTURE

In the past several years, the legal industry has seen a radical shift in the way legal services are delivered. Lawyers no longer have a monopoly on the law. New laws are opening doors for paralegals to perform a wider range of tasks than ever before, such as representing clients in administrative hearings, providing services directly to the public (such as preparing legal forms or drafting wills) and launching virtual paralegal firms that support attorneys in all practice areas. As many organizations and groups push to provide equal access to justice to underserved individuals, paralegals will serve a crucial role in keeping legal costs in check.
In the NFPA's (National Federation of Paralegal Associations) Code, pro bono services are defined as:

"Pro Bono Publico means providing or assisting to provide quality legal services in order to enhance access to justice for persons of limited means; charitable, religious, civic, community, governmental and educational organizations in matters that are designed primarily to address the legal needs of persons with limited means; or individuals, groups or organizations seeking to secure or protect civil rights, civil liberties or public rights."

For decades, bar leaders, paralegal associations, ethical codes, and countless commissions and committees have proclaimed that legal professionals have obligations to assist individuals who cannot afford counsel. And for decades, the percentage of legal professionals who actually do so has remained very small. For example, the ABA reports that 79% of those in low income households do not obtain the services of a lawyer to handle their legal problems.

Further, pro bono service cannot be used to obtain CLE credit.

The failure of bars and paralegal associations to secure broader participation in pro bono work is all the more disappointing when measured against the extraordinary successes that such work has yielded, as many of the nation’s landmark public-interest cases have grown out of lawyers' and paralegals' voluntary contributions.

How best to narrow the gap between professional ideals and professional practice?

The primary rationale for pro bono contributions rests on two premises: first, that access to legal services is a fundamental need, and second, that legal professionals have some responsibility to help make those services available.

The first claim is widely acknowledged. As the Supreme Court has recognized in other contexts, the right to sue and defend is the right that protects all other rights. Access to the justice system is particularly critical for the poor, who often depend on legal entitlements to meet basic needs such as food, housing, and medical care.

However, legal professionals, including paralegals, are divided over whether lawyers and paralegals have some special responsibility to help provide that assistance, and if they have obligations to meet fundamental needs that other occupations do not share.

According to some, if equal justice under law is a societal value, society as a whole should bear its cost. The poor have fundamental needs for food and medical care, but we do not require grocers or physicians to donate their help in meeting those needs. So why should legal professionals' responsibilities be greater?

The benefits of pro bono work for paralegals

Several studies document benefits of pro bono work, for example, it has a positive impact on attitudes toward developing meaningful philosophy of life and promoting racial understanding.

Academically, pro bono service has a positive impact on degree aspirations, growth in cultural awareness, public speaking and interpersonal skills.

It is also a valuable professional experience work and offer good training opportunities. It can open paralegals' eyes to the substantive needs of poor people, to the bureaucracies with which they have to deal, and to the courts that hear these cases. It can also give a better understanding of the reach and limits of the law and the role paralegals play.
Continuing Education

All continuing education programs are available to all who want to participate. NALA members receive significant discounts off registration fees.

CLICK HERE TO SEE UPCOMING LIVE COURSES, AVAILABLE SELF-STUDY COURSES AND UPCOMING WEBINARS.

SETAP CLE SPEAKER MEETING

When: Thursday, March 23, 2017
Where: Strong Pipkin Bissell & Ledyard
12th Floor Conference Room
Time: 12:00 — 1:00 pm
Topic: Civil Litigation
Speaker: Jane Leger, Esq.
Lunch Sponsor: CCi - Confidential Communications International, Ltd.
Essential Strategies for the Evolving Paralegal

Southeast Texas Association of Paralegals
Annual Spring Seminar

Friday, April 21, 2017
8:00 a.m. - 4:00 p.m.
Holiday Inn Hotel & Suites - Beaumont Plaza
3950 I-10 South & Walden Road
Beaumont, TX 77705
*Continuing Legal Education*

6 Hours CLE approved by the National Association of Legal Assistants (NALA) and the Texas Board of Legal Specialization (TBLS) in each of the following areas of law:

- Bankruptcy
- Civil Trial Law
- Criminal Law
- Family Law
- Personal Injury Trial Law

**Seminar Planning Committee**

Angie Laird, ACP, TBLS-BCP
Orgain, Bell & Tucker, LLP
Beaumont, TX

Julie Hanna
Beaumont, TX

Myma Haynie
Strong Pipkin Bissell & Ledyard, LLP
Beaumont, TX

Lorilyn Huckaby, ACP, TBLS-BCP
The Ferguson Law Firm
Beaumont, TX

Mary Beth Jones, CP
Kirk Martin Law Firm, PC
Beaumont, TX

Melissa LeJeune
The Monk Law Firm
Beaumont, TX

Alexis Pace
The Hatfield Law Firm, PLLC
Beaumont, TX

Danielle Williams, CP
Orgain Bell & Tucker, LLP
Beaumont, TX

**Join us!**

**Discount for Early Registration!**

Register by April 12, 2017 to receive a discount on the registration fee.
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<tr>
<th>Time</th>
<th>Event Description</th>
<th>Speaker</th>
<th>Location</th>
<th>Topic</th>
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<td>8:00 a.m. – 8:15 a.m.</td>
<td><strong>Registration and Breakfast</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:15 a.m. – 9:15 a.m.</td>
<td><strong>Kara Hawthorn</strong> Executive Director Dispute Resolution Center of Jefferson County Beaumont, TX</td>
<td><strong>Kara Hawthorn</strong></td>
<td>Dispute Resolution</td>
<td></td>
</tr>
<tr>
<td>9:20 a.m. – 10:20 a.m.</td>
<td><strong>Malachi Daws</strong> Attorney The Daws Law Firm Beaumont, TX</td>
<td><strong>Malachi Daws</strong></td>
<td><strong>The Baby Olivia Case</strong></td>
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<tr>
<td>10:20 a.m. – 10:40 a.m.</td>
<td><strong>Break &amp; Visit with Vendors</strong></td>
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<tr>
<td>10:40 a.m. – 11:40 a.m.</td>
<td><strong>The Honorable Keith Giblin</strong> Magistrate Judge U.S. District Court for the Eastern District of Texas - Beaumont Division</td>
<td><strong>The Honorable Keith Giblin</strong></td>
<td>Federal Rules</td>
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<tr>
<td>11:40 a.m. – 12:40 p.m.</td>
<td><strong>Lunch</strong></td>
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<tr>
<td>12:40 p.m. – 1:40 p.m.</td>
<td><strong>Richard Hatfield</strong> Attorney The Hatfield Law Firm, PLLC Beaumont, TX</td>
<td><strong>Richard Hatfield</strong></td>
<td>Trial Preparation &amp; Strategy</td>
<td></td>
</tr>
<tr>
<td>1:45 p.m. – 2:45 p.m.</td>
<td><strong>Marcelo Molfino</strong> Co-Owner, Cell Forensics, LLC Asst. Chief Criminal Investigator Jefferson County D.A.'s Office Beaumont, TX</td>
<td><strong>Marcelo Molfino</strong></td>
<td>Cell Phones &amp; Smart Devices: Forensic Analysis for the Courtroom</td>
<td></td>
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<tr>
<td>2:45 p.m. – 3:00 p.m.</td>
<td><strong>Afternoon Break</strong></td>
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<tr>
<td>3:00 p.m. – 4:00 p.m.</td>
<td><strong>Ronda Harkey</strong> Attorney Orgain Bell &amp; Tucker, LLP Beaumont, TX</td>
<td><strong>Ronda Harkey</strong></td>
<td>Immigration in the News</td>
<td></td>
</tr>
</tbody>
</table>
# Essential Strategies for the Evolving Paralegal

## REGISTRATION FORM *

Please Print or Type:

Name: __________________________ Professional Designation: __________________________

Firm/Company Name: __________________________

Address: __________________________ __________________________ __________________________

City: __________________________ State: __________________________ Zip: __________________________

Work Phone: __________________________ Email Address: __________________________

_________Member/Attorney _________Non-Member _________Student

* * Tuition *

(Includes Continental Breakfast, Lunch and Morning/Afternoon Snack)

**EARLY Registration (Received by April 12, 2017):**

- Attorneys & Members: $65.00
- Student Members: $45.00
- Non-Members: $85.00

**LATE Registration (Received AFTER April 12, 2017):**

- Attorneys & Members: $70.00
- Student Members: $50.00
- Non-Members: $90.00

Payment Amount: $________ Check #: __________

*Payment must be submitted with registration form.*

**An additional $25 will be assessed for a returned unpaid check.*

Make checks payable to SETAP and mail to:

Angie Laird, ACP, TBLS-BCP
Orgain Bell & Tucker, LLP
470 Orleans, Suite 400, Beaumont, Texas 77704
(409) 838-6412 | alaird@obt.com

Note: You are welcome to register at the door, however, we can only guarantee seminar materials to those who pre-register. Seminar fees will be refunded only if cancellation is received in writing at least 15 days prior to the seminar. Thank you.
2017
TEXAS ALLIANCE OF
PARALEGAL ASSOCIATIONS
LEADERSHIP CONFERENCE

HOSTED BY:
WEST TEXAS PARALEGAL ASSOCIATION

April 7-8, 2017
Lubbock, Texas

Friday afternoon – 4 hours CLE
Friday evening – Special event
Saturday – TAPA Reports

Clarion Hotel, 3201 South Loop 289, Lubbock, Texas
(855) 499-0001 for Reservation
$89/night (King or Double)
Important Skills for Today’s Paralegals

Hosted by SBOT Paralegal Division - District 10
March 24, 2017

Walden Yacht Club
13101 Melville Drive
Montgomery, Texas 77356

4.0 hrs CLE credit 1.0 hrs Ethics credit

Texas State Bar Paralegal Division
Important Skills for Today’s Paralegals

When:
March 24, 2017

Schedule:
8:00 - 8:30 a.m. Registration & Breakfast

8:30 - 9:30 a.m. “Legal Writing”
Craig Brown, Attorney
Cotten, Schmidt & Abbott, LLP
The Woodlands, Texas

9:30 - 10:30 a.m. “Advancing the Profession Through Ethical Conduct”
Javan Johnson, ACP, TBLS-BCP
Erskine & McHalen, LLP
Longview, Texas

10:30 - 11:00 Breakout Session

11:00 - 12:00 “Mediation and Arbitration”
Allan Reiter, Attorney
Reiter, Loudin & Montgomery, P.C.
The Woodlands, Texas

12:00-1:00 p.m. “Evidence”
Judge Jennifer Robin
Presiding Judge, 410th District Court
Dallas, Texas

FEES:
$40 PD members
$30 student members
$55 nonmembers

Early registration deadline:
March 15, 2017
(Add an additional $10 after March 15th)

Payments must be postmarked
no later than March 15th

Deadline to register:
RSVP by March 20th

CLE approval pending from the Texas Board of Legal Specialization in the following areas of law: Family Law; Civil Trial Law; Personal Injury

HOSTED BY:
SBOT Paralegal Division - District 10
Jennifer Barnes, CP Director
Vernier & Associates, PLLC
jennifer.barnes@vernierlaw.com

Angie Laird, ACP, TBLS-BCP
Elections Sub-Chair and ProBono Sub-Chair
Orgain, Bell, & Tucker, LLP
alaird@cbt.com

Lyndsey Carter, Membership Sub-Chair
Harrison & Distric, PLLC
Lyndsey@harrisonanddistric.com

Shannon Shaw, CP, CLE Sub-Chair
Cotten, Schmidt & Abbott, LLP
sshaw@cotta-lawfirm.com

Sheila Posey, TBLS-BCP
Price & Price
sposey@priceandprice-law.com

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Hanna & Hanna Inc., 8582 Katy Fwy, Houston, TX 77024, 713.840.8484, www.hannareporting.com
Veritext Legal Solutions, 1001 Texas Avenue, Ste. 1400, 713.886.4270, www.veritext.com
Esquire Deposition Solutions, LLC, 1001 McKinney St, Ste. 560, Houston, TX 77002, 713.524.4600, www.esquiresolutions.com
REGISTRATION FORM

“IMPORTANT SKILLS FOR TODAY’S PARALEGALS”

4.0 CLE Hours  1.0 Ethics Hours

Please Print or Type Information -

Name:

Professional Designation: ___________________________ 

PD Member? Y __ N __ PD Member #: __________________

County in which you work: ___________________________

Company Name: ____________________________________

Address: __________________________ City: __________ State: ___ Zip: ______

Work Phone: __________________________ Email: __________

Fees: $40 PD Members
      $30 Student Members
      $55 Nonmembers

*Early Registration Deadline: March 15, 2017
*Regular Registration Deadline: March 20, 2017
(After March 15, please add an additional $10 to the registration fee)

Make Checks Payable to the “Paralegal Division” and mail to:

Jennifer Barnes, CP
Vernier & Associates, PLLC
2441 High Timbers Dr., Ste. 110
The Woodlands, Texas 77380
jennifer.barnes@vernierlaw.com

Sorry, we cannot accept payments via cash or credit card.
An additional $25.00 will be assessed for any return/unpaid checks. No refunds will be given for non-attendance.
Do you have news or other information you would like to include in the newsletter? Milestones, life events, paralegal certifications, news or upcoming events in our legal community? If so, please don’t hesitate to contact me!!

Thanks,
Angie Laird
alaird@obt.com

Prescription bottles are, most commonly, orange in color in order to inhibit ultraviolet light from reaching the contents and degrading photosensitive compounds in medicines.

In what state did the first Walmart open?
A) New Mexico
B) Montana
C) Kansas
D) Arkansas

Answer: D) In 1962, Sam Walton opened the first Wal-Mart in Rogers, Arkansas. In 1967, he settled the state by 1970 before finally opening 24 locations across the U.S. (walmartstores). As of 2016, there were 5,229 Wal-Mart stores located throughout the U.S. (walmartstores).
Paralegal Certifications

National Professional Standard for Paralegals

NALA
THE PARALEGAL ASSOCIATION
ABOUT US

NALA is the leading paralegal association in the U.S. Its mission is to provide continuing education and professional development programs to all paralegals. NALA provides current information about the profession, continuing education programs, publications, courses and webinars, networking opportunities, professional certification programs, occupational survey reports, and publications to help paralegals excel in the workplace. NALA is a non-profit organization, 501(c)(6), representing more than 18,000 paralegals, who are individual members or members of NALA affiliated associations.

NALA is a membership organization. This means that the individual members of NALA are the leading force of NALA programs and policies. Through NALA, paralegals across the nation have come together to develop programs and standard setting codes to help them grow in the workplace. The association is governed by a Board of Directors, and maintains an office and headquarters staff in Tulsa, Oklahoma.

CERTIFIED PARALEGAL

The Certified Paralegal (CP) credential is key to respect and opportunity throughout the legal profession. Whether the preferred term is “paralegal” or “legal assistant” the CP certifies that the person has passed a demanding examination of the skills and knowledge needed to provide paralegal services. Earning this credential is a proud achievement, and maintaining the right to use it is a career-long commitment. Certification must be maintained through continuing education relevant to the demands of the paralegal career.

The CP credential is valid for a period of five years.

RECOGNITION

Firms, corporations, and agencies recognize the Certified Paralegal credential as a credible measure of paralegal competence. The credential has been acknowledged by the American Bar Association as a mark of high professional achievement, and more than 47 paralegal organizations and numerous bar associations also acknowledge the CP as the definitive paralegal certification.

Currently, over 8,000 paralegals may use the Certified Paralegal (CP) designation. The CP credential has been awarded to over 18,000 paralegals in its span of almost 40 years. The Certified Paralegal (CP) program is the first certification program accredited by NCCCA which serves the legal community.
ELIGIBILITY

To be eligible for the Certified Paralegal examination, a paralegal must meet one of the following requirements.

1. Graduation from a paralegal program that is:
   - Approved by the American Bar Association, or
   - An associate degree program, or
   - A post-baccalaureate certificate program in paralegal studies, or
   - A paralegal program which consists of a minimum of 60 semester hours (225 clock hours or 22.5 quarter hours) of which at least 15 semester hours are substantive legal courses.

   Note: Under Category 1(2), if an applicant has earned college hours from more than one institution, the applicant must have graduated from a paralegal program consisting of a minimum of 15 semester hours (225 clock hours or 22.5 quarter hours) of substantive legal courses.

2. A bachelor's degree in any field plus one year of paralegal experience. Successful completion of at least 15 semester hours (or 225 clock hours or 22.5 quarter hours) of substantive paralegal courses will be considered equivalent to one year of experience as a paralegal.

3. A high school diploma or equivalent and seven years of experience as a paralegal under the supervision of a member of the bar, plus evidence of a minimum of 20 hours of continuing legal education credit to have been completed within a two (2) year period prior to the examination date.

STUDENTS

Paralegal students who are nearing graduation may take the examination under certain conditions. For example, if a student is scheduled to graduate after the May examination but before July 15, the student may take the Certified Paralegal examination in May.

This option also requires:
- An original statement signed by the paralegal program director confirming the student's pending graduation date.
- An original statement signed by the student acknowledging that if, for any reason, graduation requirements are not met and the student does not complete the program, the examination will not be graded and the examination fee will be refunded.
THE EXAM

The Certified Paralegal examination is a comprehensive assessment based on federal law and procedure. There are five sections of the examination as described below:

- Communications
- Substantive Law
- Judgment & Analytical Ability
- Legal Research
- Ethics

The NAIA website includes information describing the exam specifications. Examinees must successfully complete all five sections of the examination to attain the Certified Paralegal credential.

www.nala.org

MAINTAINING THE CP CREDENTIAL

The CP credential is renewed every five years. Renewal requires 50 hours of continuing legal education, including five hours of legal ethics. Lifetime certification is not available due to the continual change in laws and procedures. These directly impact the work performed by paralegals which makes continuing legal education an essential part of the certification process.

Credit for continuing legal education is awarded on the basis of hours of actual instruction. There are a variety of programs and ways in which the Certified Paralegal may maintain certification.

Credit is also granted for participation in most CP programs offered by reputable organizations as long as the subject matter is related to work as a paralegal. Participation in the following types of programs may qualify:

- Conferences, seminars, webinars etc. offered by NAIA, affiliated associations, bar associations or seminar providers
- Teaching in a paralegal program or teaching a session at a CLE seminar
- Participation in online educational programs
- Completion of a class at an accredited college or accredited community college
- Achievement of an advanced paralegal certification credential such as that offered by NAIA, or a NAIA-recognized state credentialing program (offered in California, Florida, Texas, and Louisiana)

ADMINISTRATION

The NAIA Certifying Board for Paralegals is responsible for content, standards, and administration of the Certified Paralegal program. This board is composed of attorneys, paralegal educators, and paralegals who have received the certified paralegal (CP) credential.

The Certifying Board is also responsible for admission requirements, disciplinary procedures, and maintaining and administering the continuing education requirements for renewal of the credential.
ADVANCED CERTIFIED PARALEGAL

The Advanced Certified Paralegal (ACP) credential includes the paralegal's certified status and attests to the paralegal's command of advanced knowledge in the specific practice area or areas.

PROGRAM REQUIREMENTS ARE:

- The candidate must be a Certified Paralegal in good standing and must submit a Learning Contract for each course within 30 days of enrollment.
- Completion of all modules and exercises in the course, and all course requirements.
- Submission of a Statement of Completion advising the board that the course work is completed, discussing how learning objectives were met, and requesting the credential be awarded.

BENEFITS OF ADVANCED CERTIFICATION

Advanced paralegal certification in specialty practice areas has a positive effect on both paralegals and employers.

- Surveys have consistently shown that firms bill at a higher rate for paralegals with specialty certification, and the paralegal receives higher compensation.
- Employers who hire Advanced Certified Paralegals are getting a professional who has already demonstrated expertise in the skills and knowledge tested by the Certified Paralegal examination.
- Advanced Certified Paralegals can have the opportunity to lead in other programs such as human resources and employee development.

FOR MORE INFORMATION ON HOW TO BECOME A CP OR ACP PLEASE VISIT www.nala.org
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Mel B. has been with NALA for 3 years and is a Certification Coordinator

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Associate Membership

PRIDE & PROFESSIONALISM

REQUIREMENTS
A paralegal may become, or may maintain his or her status as an associate member of the College by:
(1) completing twelve hours of approved CLE in the current or preceding calendar year, including 2 hours ethics
(2) paying the required fee,
(3) submitting an application form on which a licensed Texas attorney verifies the applicant’s good character and qualifications as a paralegal, and
(4) submitting a report identifying the sponsor of the CLE programs attended, the specific topics included, the names and firms of speakers on the programs.

Two of the twelve hours, including one hour ethics, may be earned through non-accredited CLE and submitting the necessary information for each.

PURPOSE
In delivering the highest quality legal services to clients, the lawyer-paralegal team is an essential element. As the law develops, continuing legal education for paralegals is as important as it is for lawyers. Through associate member status, the College honors paralegals that make a commitment to maintain and enhance their professional skills through attending an extraordinary amount of continuing legal education hours.

BENEFITS
• A certificate of membership and a leather portfolio with the Texas Bar College logo
• Newsletter sent three times a year
• Distinction of attaining a higher level of professional membership
• Unlimited free access to the Online Library of TexasBarCLE.com that includes thousands of CLE articles from TexasBarCLE courses
• A twenty-five dollar discount to all TexasBarCLE.com live or video replay seminars

JOIN TODAY!
Please visit the Texas Bar College website for more information on becoming a Paralegal Associate Member:
https://texasbarcollege.com/merchandise/membership

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*10% discount for commitments of four or more consecutive issues.
# PAST PRESIDENTS and PARALEGAL OF THE YEAR RECIPIENTS

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<th>PRESIDENTS</th>
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<td>Brenda Taylor</td>
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<td>Janie Boswell</td>
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<td>Rene’ Crum</td>
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<td>2015—2016</td>
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**LEGAL CROSSWORD**

**Across**

2. The rules that govern the internal affairs or actions of a corporation.

5. Honest intent to fulfill a promise to act or to act without taking an unfair advantage over another person.

7. An essential requirement necessary to make a claim or defense in court.

8. An untruthful statement about a person, published in writing or through broadcast media, that injures the person’s reputation

9. A person who comes onto another’s property, premises, or business establishment upon invitation.

10. Latin for ‘let him beware’; a warning or caution.

**Down**


3. Slang for the sometimes arcane, convoluted, and specialized jargon of lawyers and legal scholars.

4. An employee who raises concerns about misconduct or wrongdoing within the company where the person works.

6. An agency of the Department of homeland Security that handles enforcement of the immigration laws within the U.S. borders.

11. A catchall term that describes a variety of methods that parties can use to resolve disputes outside of court.
CROSSWORD ANSWERS

Across
2. The rules that govern the internal affairs or actions of a corporation. (bylaws)
5. Honest intent to fulfill a promise to act or to act without taking an unfair advantage over another person. (good faith)
7. An essential requirement necessary to make a claim or defense in court. (element)
8. An untruthful statement about a person, published in writing or through broadcast media, that injures the person's reputation (libel)
9. A person who comes onto another's property, premises, or business establishment upon invitation. (invited)
10. Latin for 'let him beware'; a warning or caution. (caveat)

Down
1. A voluntary professional association of U.S. lawyers founded in 1878 (abbreviation) (aba)
3. Slang for the sometimes arcane, convoluted, and specialized jargon of lawyers and legal scholars. (legalese)
4. An employee who raises concerns about misconduct or wrongdoing within the company where the person works. (whistleblower)
6. An agency of the Department of Homeland Security that handles enforcement of the immigration laws within the U.S. borders. (ice)
11. A catchall term that describes a variety of methods that parties can use to resolve disputes outside of court. (adr)
March 2017

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