



reporter

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IN REVIEW...

- 1** **The Inside Biz:**
How to Blow Your Chances of Getting a Raise
- 1** **President's Message:**
Thanksgiving
- 6** **LAPA's Crossword Puzzle:**
Complete the Crossword Puzzle And Learn Some Interesting Facts about Native American History Month!
- 9** **Events - In The Time of COVID-19:**
Looking Forward During COVID-19
- 10** **LAPA Reading Corner:**
Mankiller: A Chief and Her People



Also In This Issue:

Calendar of Events	3
Newsletter Submission Ad	5
LAPA Mentorship Program Ad	9
NALA Certification Ad	10
LAPA Volunteer Ad	10
LAPA Member Benefit Health Insurance	11
LAPA Crossword Puzzle Answer Key	11
CASA Essential History Program Ad	27-28
LAPA Diversity & Equality Statement	29
L.A. Eviction Protections Info	29
Free COVID-19 Testing Flyer	30
LA Cares Corps Ad	30
Freelance Paralegal Listing Flyer	30
eDiscovery in the Cloud Flyer	31
Legal Tech & eDiscovery for Small Cases Flyer	32
College of the Canyons NALA CP Exam Review Flyer	33
L.A. County Dept. of Mental Health Flyer	34
LAPA Members Only Benefit Ad	35
Bet Tzedek Volunteers Flyer	36
LAPA's New & Renewing Members	37
LAPA Career Center Info	37
LAPA Board of Directors	38
Sections, Committees & Other LAPA Info.	38
LAPA Member Benefit Dental Insurance	38

THE INSIDE BIZ



A monthly column where sponsors and/or vendors share helpful hints

How to Blow Your Chances of Getting a Raise

by Chere B. Estrin – CEO of Estrin Legal Staffing

It's here again. Oh, yes. That stressful, anxiety-ridden, white-knuckling thirty minutes guaranteed to make your palms sweat, heart race and chest tighten followed by a sense of impending doom surrounding your otherwise well-being. Yes, I am talking about the performance review.

We've all been through it. Some were good, some were bad. Some met your expectations and others, quite frankly, threw you for a loop. While we can talk about how to get through the sometimes helpful but mostly ineffective chat with your boss, let's talk about the bottom line: how much can I expect to receive?

Raises are touchy subjects and if you need to ask for one, rather than settle for an automatic increase of 2-3% in your paycheck every year, things can go horribly wrong--and I mean horribly. A lot has to do not so much with the outright question: "Can I have a raise" but rather the way that you go about asking for it.

continued on page 2

PRESIDENT'S MESSAGE




Thanksgiving

by Samantha Burns – LAPA President

It is almost the end of the year...and what a year it has been. This is the time of year to reflect on what we are thankful for. One practice that can help you stay grounded as you push to finish the year off strong is starting your day by reciting positive affirmations or keeping a gratitude journal. This week, our award finally arrived in the mail from when LAPA was selected as NALA's Litigation Committee of 2021, and I was grateful for that. I'm grateful for all of the hard work that each of our committee members put into making LAPA a standout organization. With that being

continued on page 2

said, please consider joining a committee in 2023. In case you didn't know, LAPA members are able to join and even lead committees without having to join the Board of Directors. Chairing a committee is an excellent way for a member to have a seat at the table and influence the future of the organization.

Samantha Burns earned her Paralegal Studies degree from Mt. San Antonio College. She is currently working as a litigation paralegal at Marjiya Law Office. Though born totally deaf, Samantha effectively navigates the hearing world. Samantha is also a commissioned Notary Public. She is attempting to take her CP exam next year and aiming to specialize in litigation, discovery, e-discovery, and trial preparation. She does almost every field of law but focuses on civil litigation and personal injury. 



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LAPA REPORTER

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THE ADVERTISING AND EDITORIAL DEADLINE IS THE 5TH OF THE MONTH PRIOR TO PUBLICATION.

Articles and news items should be directed to LAPA at editor@lapa.org. Inquiries about making a submission should be directed to LAPA at info@lapa.org.

Inquiries about advertising placement, applications, membership materials and address changes should be directed to LAPA at admin@lapa.org.

Articles will be published as space permits. The Newsletter Committee reserves approval and edit rights on any article submitted.

The Los Angeles Paralegal Association is a non-profit, mutual benefit corporation and is tax exempt within the meaning of section 501(c)(6) of the Internal Revenue Code. Membership dues and donations to LAPA are not tax deductible as charitable gifts, but may be deductible as related business expenses. LAPA suggests that you consult your tax advisor in this regard.

I'll never forget my first formal review in a law firm where I had worked extremely hard and became head of the department in less than a year. It was time for my annual review. Having never gone through this process before, I really didn't know what to expect. I remember sitting in front of the HR Manager's desk while she rambled on about how much the firm appreciated me, what a stellar job I had done, etc. Then, she took a deep breath and said, "Chere, we are giving you an 8% increase." I could have fallen out of my chair. "What?", I said incredulously. I immediately thought, "I'm only getting 8%?" I actually burst into tears right there in front of God and everyone. I was very young and hadn't a clue how to play the game. I had fully expected at least 10% at a minimum. Where I got that figure, I have no idea. The HR Manager was shocked. "The average raise today is 2-3%", she said. "Oh," I responded, "I didn't know that." In addition, they were handing me a \$20,000 bonus. Oh, gosh. I had just made a complete idiot out of myself. I backed tracked. "Well," I said. "You do understand that these are tears of joy, don't you?"

Raises are hard to ask for and when you do get one, you had better know whether it is good, bad or under market. However, most people blow their chances because of the rationale that they give and the way that they go about asking for it. Why is it that most reviews leave people feeling worse about themselves? According to Globoforce, 91% of organizations do performance reviews and 51% of employees believe their reviews are inaccurate. Surprisingly, only 37% of workers have ever asked for a raise from their current employer, according to data from PayScale.

While there are plenty of tips and tricks to help you nail a performance review, there are also many pitfalls to avoid. An employee can do everything else right, and still blow their chances with just a single mistake. It's never good to take an uncalculated risk. Let's explore what not to do when asking for a raise.

continue on page 3

NOVEMBER

- 2- **LAPA Executive Board Meeting** – Conf. Call; Contact Samantha Burns at president@lapa.org.
- 9- **LAPA Board Meeting** – Contact Samantha Burns at president@lapa.org
- 21- **Evidence Presentation - Avoiding the Pitfalls** – Online via Zoom; 12:00-1:00 PM.; Advice from a Seasoned Hot Seat Operator; *Featuring: Ted Brooks*, Go to <https://www.lapa.org/event-5014546> for more information & to register.

DECEMBER

- 1- **MCLE Seminar - eDiscovery in the Cloud** – Online via Zoom; 6:00-7:30 PM.; A panel discussion of trends, challenges, and opportunities posed by cloud computing.; *Featuring: Don Swanson, John Patzakis, Esq. & Nili Yavin*, Go to <https://www.lapa.org/event-5051801> for more information & to register.
- 6- **MCLE Seminar: California State Trial Court Research & Analytics** – Online via Zoom; 12:00-1:00 PM.; Tips & Best Practices!; Go to <https://www.lapa.org/event-5046323> for more information & to register.
- 7- **LAPA Executive Board Meeting** – Conf. Call; Contact Samantha Burns at president@lapa.org.
- 8- **MCLE Seminar - Legal Tech & eDiscovery for Small Cases** – Online via Zoom; 5:30 PM.; *Featuring: Tom O'Connor*, Go to <https://sdparalegals.org/event-5046645> for more information & to register.
- 12- **What Does a Certified Shorthand Reporter Do and How Do They Do It?** – Online via Zoom; 6:00-7:00 PM.; This event will speak to requirements for Foundation at Trial regarding transcripts and AB156 creating better transparency with who is a court reporter.; *Featuring: Mary E. Pierce & Heatherlynn Gonzalez*, Go to <https://www.lapa.org/event-5048281> for more information & to register.
- 14 - **LAPA Board Meeting** – Contact Samantha Burns at president@lapa.org

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NINE THINGS TO AVOID WHEN ASKING FOR A RAISE:

1. ASKING FOR A RAISE WITHOUT JUSTIFICATION AND MARKET RESEARCH.

There has to be a substantial reason why a firm will give you a raise. Suiting up and showing up is not one of them. Meeting your minimum billable hourly requirement is not one.

Topping the list of how not to ask for a raise is approaching your boss without a formidable case on why you deserve more money. Doing so can give your boss the impression that you are entitled, greedy, unappreciative, unprepared, and transactional.

Start with market research. What is your market value? What are other firms paying for those in your position? How does your current salary compare to what others are making with similar backgrounds and experience levels?

You could look at how much your other coworkers take home. Payscale.com, Glassdoor.com and the ALM salary survey (only for major firms) are great options for researching market averages. However, national surveys are not always the best because they take into account all regions, some of which pay less than others, and those figures are mixed into the average, bringing the number down for first and second tier cities. My personal opinion is to stay away from Salary.com. I find those figures out of whack. The people who know your market the best are recruiters.

2. BASING YOUR ARGUMENT ON FINANCIAL DIFFICULTIES

Although Bank of America found that 62% of employers feel highly responsible for their staff's financial wellness, choosing to base your request for a raise on your financial troubles is not likely to get you a raise. The HR Manager will take the position that it is not the firm's problem whether you are having financial difficulties. That only puts your boss in an awkward position, both ethically and legally. Your firm hired you to help them achieve their business goals – your financial troubles have nothing to do with that.

continue on page 4

Is your commute too long and do you feel like you should be compensated for it? Forget it. That's not the firm's problem. I recall once when a candidate asked a Director of Administration for \$5,000 a year more than what was being offered. Why? Her commute was from Pasadena to Orange County and would take an hour and a half each way. The DOA just looked at her and said, "My commute is two hours each way. I don't get paid extra for that." As you can guess, she didn't get the job.

3. IT'S JUST NOT ALL ABOUT YOU

Are you bringing added value to the table? For example, were you hired to be part of the staff but are now supervising a team? Have you taken on more or more importantly, a higher level of responsibility? Has your title changed? If so, then you need to walk in with numbers and proof of how you benefited the firm. For example, you could say, "I saved the firm x amount of dollars by initiating a new software and designing a continuing legal education program". Remember that you are dealing with attorneys or their delegates and those minds call for persuasion. Your goal is to demonstrate how much more efficiently the firm now operates.

4. DON'T ASK VIA EMAIL OR PHONE

Asking for a raise calls for a one-on-one meeting or at least a Zoom session if you are working remotely. Email and phone conversations can be cold in that your supervisor does not get to see you and judge your body language, facial expressions, or emotions.

5. ASKING FOR A RAISE ON A MONDAY MORNING OR FRIDAY AFTERNOON

These are the sacred times! Hitting a supervisor up the first thing on a Monday morning when their mind is clearly on the week ahead or hitting them up on a Friday afternoon when they are winding down psychologically does not work.

Instead, schedule the meeting for a Tuesday or Wednesday. During these days, your supervisor is more focused on work, relatively free from distractions, and not under as much pressure to get things done before the work week ends.

If you have to broach the subject on a Friday, do it in the **mid-morning**. Your supervisor is likely in

good spirits but not mentally checked out for the upcoming weekend. They are much more likely to make compensation decisions to determine salaries during this time. Above all, set up a scheduled time. Just barging in unannounced can blindsides them and will not likely get you a great response.

6. REQUESTING AN OUTRAGEOUS PAY RAISE

No one thinks that what they are asking for is outrageous. You just don't. Recently, I was coaching a senior legal assistant who was about to receive her paralegal certificate on how to ask for an increase. She had twelve years of experience at the firm and during that time she had performed a small number of paralegal assignments. She was currently earning \$85,000 per year. She intended on asking for \$120,000.00 and to be promoted to the firm's paralegal program. While \$120,000 is not unreasonable for a very senior paralegal, the truth is that she had very little experience as a paralegal and \$120,000 was not justified. She had prepared, but never drafted, pleadings. She had organized exhibits, but never been to trial. She had never prepared an exhibit book or done any of the heavier duties that a paralegal would be expected to do. She was very disappointed that while I couldn't say, "Don't ask for that", I did tell her that I did not think that she would be able to persuade the firm to justify that amount. Do your research and stay within market ranges.

7. GETTING THE TIMING WRONG

Asking for a raise right after you get hired is absurd. Your boss will question your judgment and seriously question whether it was smart to hire you in the first place. Don't even think about asking for a raise before being on the job six months. If you work for a larger company that has more structured performance reviews, you may need to wait longer. You'll need to prove your value BEFORE asking.

Most firms use a probationary period of 3-6 months to evaluate your performance. They need time to show they are getting their money's worth and they also want to know they can depend on you. Read employee manuals and handbooks - you'll want to make sure you are familiar with the firm's policies and procedures around changes in pay.

continue on page 5

Pay attention to the business environment and economy and how your firm is performing. If there is pressure on your firm to tighten its expenses, then it would be better to wait.

8. COMPARING YOURSELF TO CO-WORKERS

Almost half of American employees know how much their co-workers make. It's best not to bring it up in salary negotiations for two good reasons:

1. You don't know the whole story about why they earn more. The reason could be based on their seniority, education level, workload, or job performance.
2. It presents you as petty and resentful.

Your chances improve on getting a raise if you make your case based on your contributions and accomplishments. Even if you have the same job title or position as someone else in your company, that doesn't mean you should automatically get paid the same. The exception here is that if women, people of color, LGBTQ+ individuals, or disabled people are consistently paid less than straight, white men, then your firm has a problem.

9. ISSUING ULTIMATUMS OR THROWING TANTRUMS

It would be a huge mistake to throw a tantrum or issue an ultimatum if things don't go your way. I once worked with an attorney who threw a chair against the wall. It was not a pretty picture. Tantrums backfire. Putting your boss in such an awkward position can make you seem unpredictable. You don't want to cause problems for your boss. You also don't want to flag yourself as someone who should be replaced.

Skip the drama. Do engage in salary negotiation and have an ongoing dialogue about your contributions and that value that you bring to the firm. If your boss consistently declines being reasonable about well-deserved requests for salary increases, perhaps it's time to find another job where your contributions are better valued. Work for an organization that appreciates you, compensates you fairly, and cares about your career.

Asking for a raise does not have to go right up there with a visit to the dentist. Clear thinking, advanced planning, and a positive attitude will increase your chances and, most likely, make you happier. With an oncoming recession rumored, it might be harder than usual to get that raise. Don't be afraid to shoot your shot. The worst thing your boss could say is "no." Then, the decision to stay or leave is entirely up to you. Best of luck!

Chere Estrin is the CEO of Estrin Legal Staffing, a top nationwide staffing organization and has been in the field for over 20 years. She was recently interviewed by Fortune Magazine (www.estrinreport.com) The Wall Street Journal and was named "One of the Top Women Leaders in Los Angeles." She has written 10 books about legal careers, hundreds of articles and has been written up in publications such as the Los Angeles Times, Chicago Trib, Newsweek, Entrepreneur and others. Chere is a recipient of LAPA's Lifetime Achievement Award, Los Angeles/Century City Women of Achievement Award and a finalist for the Inc. Magazine Entrepreneur of the Year award. She gives numerous webinars including those for Lawline and LawPractice. Chere is a former administrator at an AmLaw 100 firm and Sr. Vice President in a \$5 billion staffing company. She is happy to hear from you regarding anything at all. Reach out at: chere@estrinlegalstaffing.com. 



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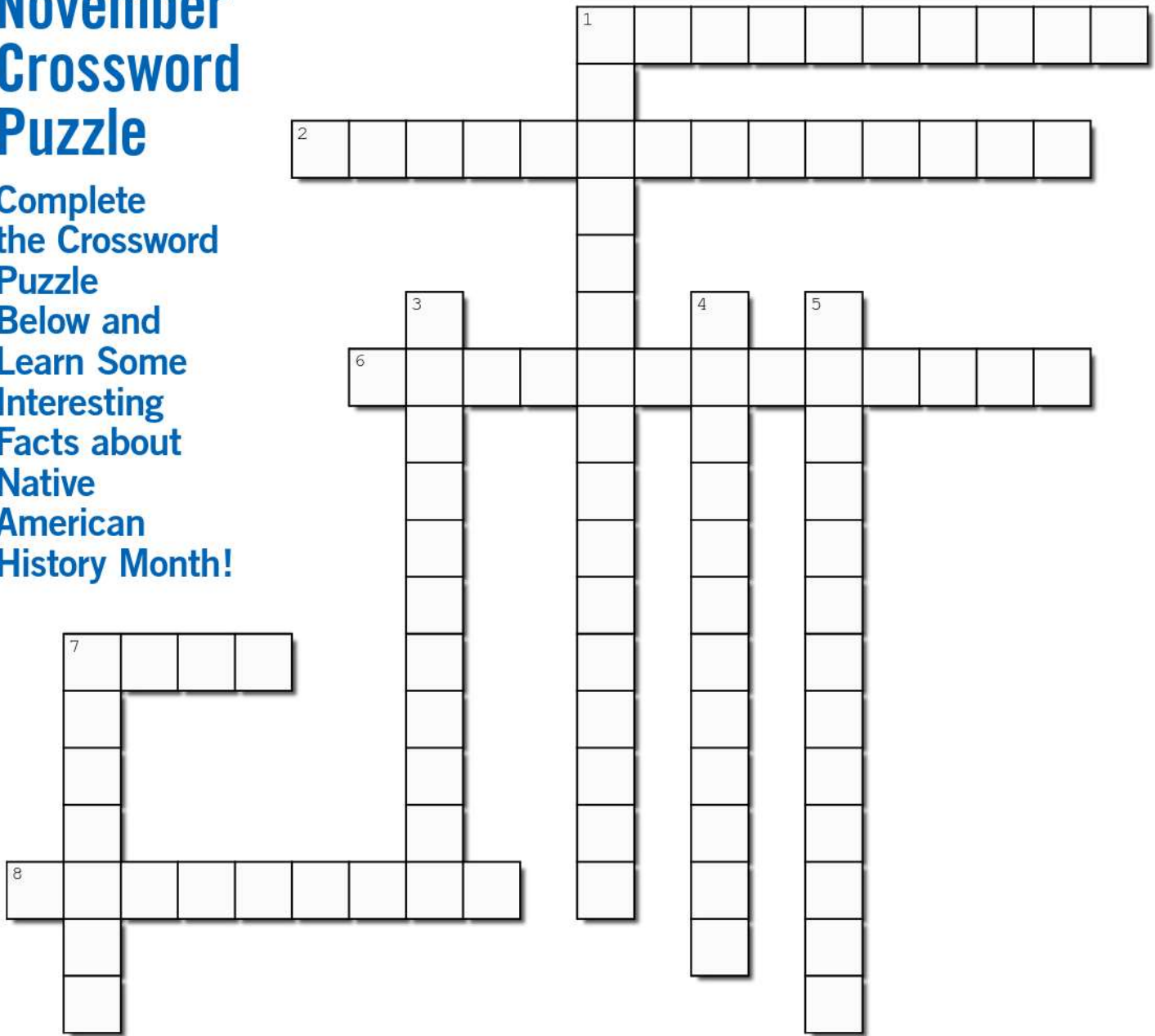
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Questions or Submissions please send to Raja Gonzalez
rajagonzalez1@gmail.com

The deadline to submit articles or ads is
the second day of the month by 9 pm

November Crossword Puzzle

Complete
the Crossword
Puzzle
Below and
Learn Some
Interesting
Facts about
Native
American
History Month!



ACROSS:

1. This state has the second-highest number of federally recognized tribes.
2. Afro-Indigenous New York singer and rapper who released two acclaimed albums in 2020.
6. The _____ Confederacy is one of the oldest living democracies in the world.
7. This vegetable was created by Indigenous farmers in southern Mexico and Guatemala perhaps 10,000 years ago.
8. The name of the First Nation's tribe that had Thanksgiving with the Pilgrims.

DOWN:

1. The _____ _____ was the first newspaper in an American Indian language to begin publishing in 1828.
3. Actor who is Pawnee by way of his grandmother.
4. Author of debut novel "There There" who made the New York Times Best Seller list.
5. The _____ _____ has the largest tribal land in the United States.
7. This American Indian tribe in California in its past used and traded asphalt as a part of its culture.

ANSWER KEY FOUND ON PAGE 11



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- CSEA Student Voice blog

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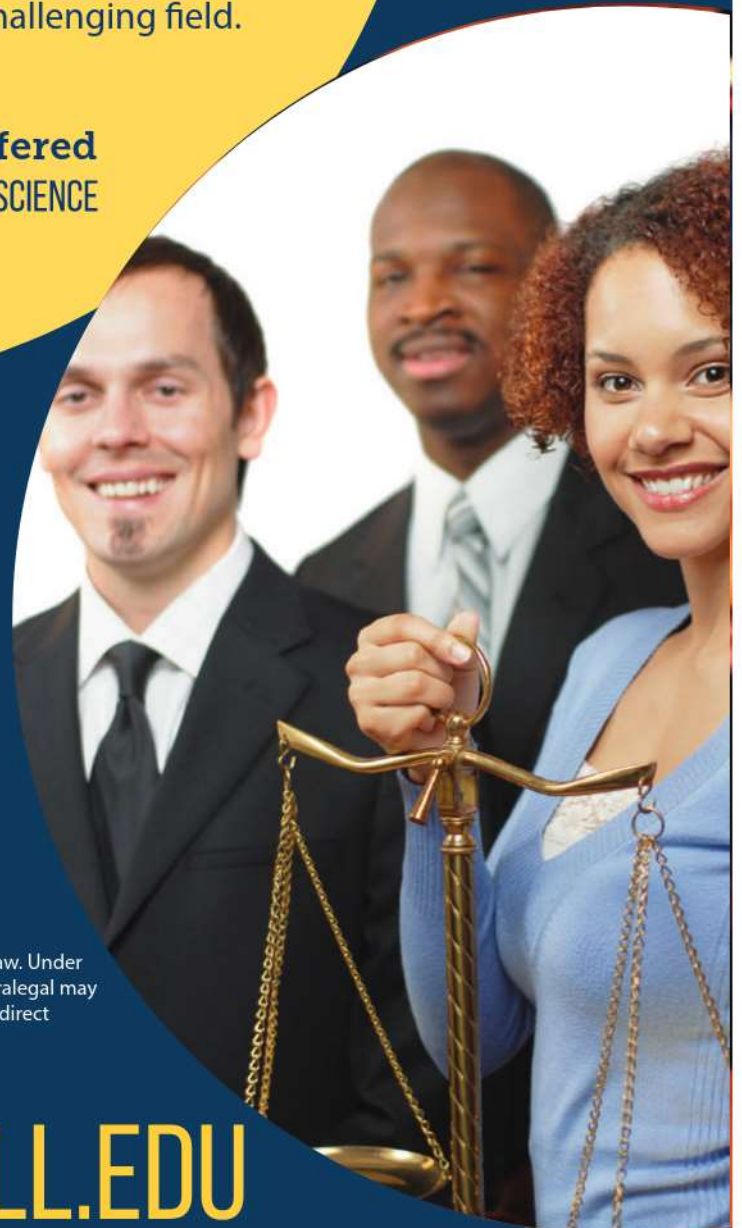
START HERE

PLEG 101 F - Introduction to Paralegal Studies

Questions? Contact:
Michael Moore
mmoore1@fullcoll.edu

Please note: The Fullerton College ABA-Approved Paralegal Studies Program does not prepare students for law school or the practice of law. Under California's Business and Professions Code, sections 6450 et seq., a paralegal may not market his or her services to the public, but must work under the direct supervision of an attorney licensed to practice law.

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2/2022



Looking Forward During COVID-19

by Deena Bowman

With the third year of living with COVID-19 upon us, our means of enjoying recreational and cultural pursuits have undoubtedly changed. However, good times can still be experienced – albeit in different ways. The month of November kicks off activities for the upcoming holidays.



WALK A GARDEN OF LIGHT

Want to take a walk on the enchanted side? Descanso Gardens' holiday tradition, Enchanted: Forest of Light is back from November 20, 2022 through January 8, 2023. Each year, the botanical garden's nighttime experience features a one mile walk through hands-on art installations with atmospheric, luminescent forests, all against a background of uplit trees and shimmering sound effects. Tickets must be purchased in advance: <https://www.descansogardens.org/programs-events/enchanted/>.



CRAFT A HOLIDAY ORNAMENT

Get crafty at the Craft Contemporary Museum and make your own holiday ornament. On December 1st, from 6:00 pm – 8:00 pm, join Agnieszka Spieszny for a special evening of paper ornament making. Featuring the very special Jezyki, a Polish folk paper ornament, and other holiday classics, participants will transform ordinary paper into extraordinary decorations. The event costs \$12.00 for non-members, but is free for members. RSVP at <https://www.craftcontemporary.org/programs/maker-night-paper-ornaments-with-agnieszka-spieszny/>.



DO A 5K/10K SANTA RUN

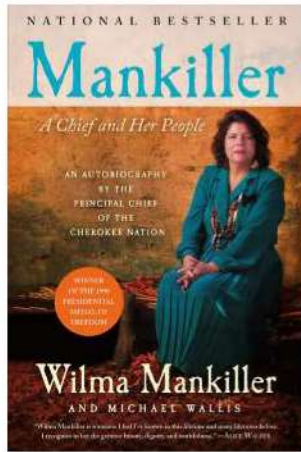
Join your fellow amateur athletes for the 1st Annual Santa Runs Griffith Park 5K/10K on December 10, 2022. Trek through the beautiful and historic Griffith Park located in the heart of Los Angeles on two different racecourses. As a bonus, free coffee will be available to all registered runners. For more information and to register, go to <https://racewire.com/register.php?id=13061#:~:text=Join%20us%20for%20the%201st%20Annual%20Santa%20Runs,You%27ll%20catch%20a%20glimpse%20of%20some%20beautiful%20views.>

Deena Bowman is currently a Senior Legal Analyst at the State Compensation Insurance Fund in Monterey Park, California. Deena earned her paralegal certificate from the University of West Los Angeles, and she was a former Director at Large with LAPA. [LAPA](#)

LAPA READING CORNER

A recurring column that reviews books focusing on voices and subjects that reflect the diversity of the human experience

by Deena Bowman



Mankiller: A Chief and Her People

by Wilma Mankiller and Michael Wallis

In Wilma Mankiller's autobiography, the former Chief of the Cherokee Nation and recipient of the

Presidential Medal of Freedom shares her own story while also honoring and recounting the history of the Cherokees. Mankiller's life unfolds against the backdrop of the dawning of the American Indian civil rights struggle, and her book becomes a quest to reclaim and preserve Native American values. Now featuring a new Afterword to the 2000 paperback reissue, this edition of Mankiller completely updates the author's private and public life after 1994 and explores the recent political struggles of the Cherokee Nation.

2000, 310 Pages. New York: St. Martin's Griffin paperback edition. \$19.99.
Also available for checkout from the Los Angeles Public Library in Book, E-Book and DVD.

NALA The Paralegal Association Certification Corner

FOR CP EXAM APPLICANTS & EXAMINEES

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<https://nala.org/certification/examinee-information/>

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If you have met the required 50 hours of CLE, including five hours of legal ethics, and not more than 10 hours of non-substantive credits, the earliest you may recertify is the first day of your recertification month. For example, if your certification expiration date is 1/31/2023, you may recertify from 1/1/2023 through 1/31/2023.

However, if NALA receives your form and fee after 1/31/2023, the \$25 late fee and Appeal form are required.

Check out the latest opportunities to get CLE from one of NALA's Affiliated Associations!

<https://nala.org/education-5/local-state-and-affiliate-cle-opportunities/>

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For more information contact:

Michelle Tabb, ACP,

Terry Wright, ACP, LAPA Board Director

Doug Kuhn, CP

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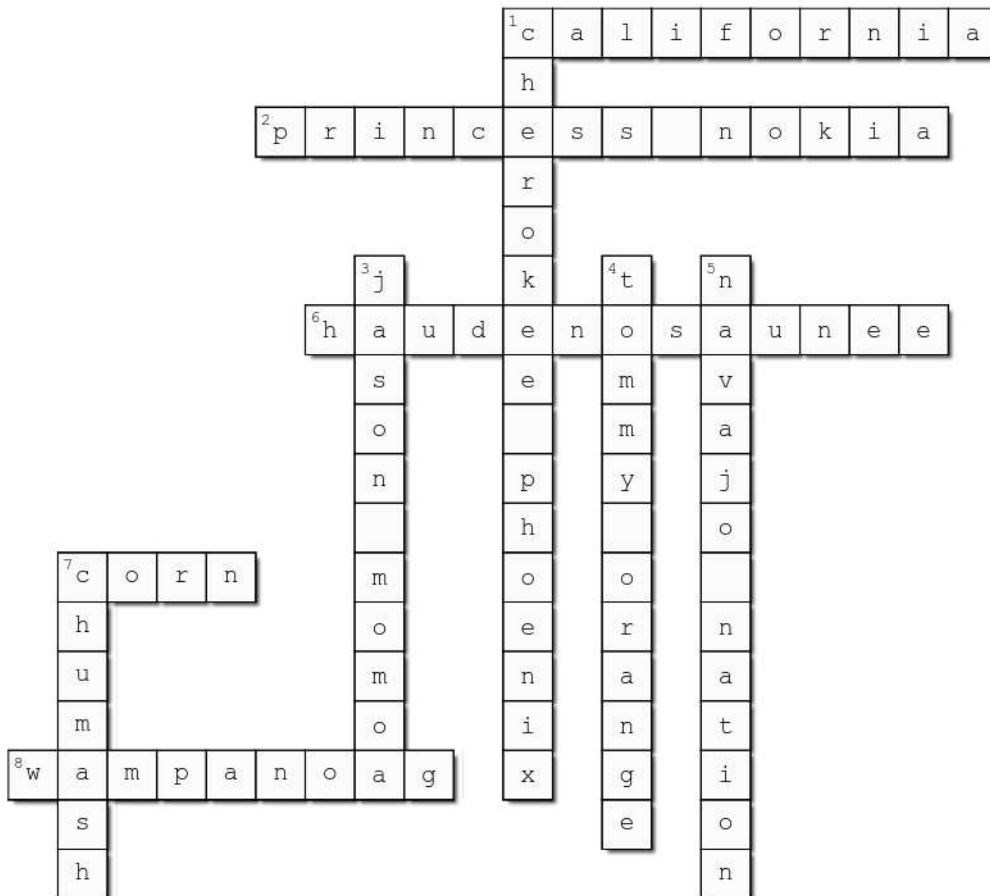


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LAPA'S CROSSWORD PUZZLE - cont. from page 6



**ANSWER
KEY**

ACROSS

1. California
2. Princess Nokia
6. Haudenosaunee
7. Corn
8. Wampanoag

DOWN

1. Cherokee Phoenix
3. Jason Momoa
4. Tommy Orange
5. Navajo Nation
7. Chumash



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MISSION STATEMENT: To mobilize resources to fight hunger in our community.

- Source and acquire nutritious food and other products and distribute them to people experiencing nutrition insecurity through our partner agency network and directly through programs;
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CASA of Los Angeles (CASA/LA) organizes the community to take action and advocate for children and families in LA County's overburdened child welfare and juvenile justice systems. Through an intentional, restorative and culturally relevant lens, we train committed, consistent and caring adults who provide equitable access to resources and life-affirming connections.



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Ask about our new **Essential History** program:
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Child Welfare in Los Angeles County



As of January 2021, there are 38,243 children/youth in the Los Angeles Child Welfare System.



Most children are in the child welfare system for about 2+ years.

Black & Hispanic children encompass

81.5%

of children/youth in care.

High turnover rates in child welfare professions create gaps in knowledge and care, and limit youths' access to consistent and appropriate supports.



In an overwhelmed system, L.A. County professionals face the daunting task of making complex, life-changing decisions about a child/youth's overall well-being.

The Solution? The Essential History Program!

The Essential History Program aims to help social workers, attorneys and judges make trauma-informed decisions about the young people they serve. Through this program, a CASA volunteer reviews the entirety of a child/youth's case file and produces an objective and comprehensive report that highlights key historical events for the young person while in the system.



Program Goals

- Reduce time youth is in the child welfare system
- Improve outcomes for youth in the areas such as: permanency, mental health, education and social supports
- Ease changes/transitions for service providers
- Reduce burnout and compassion fatigue for child welfare professionals
- Consolidate information to observe data trends in the child welfare system
- Create systematic change towards healthier and equitable systems

continued on page 28

Essential History Program



continued from previous page



Process & Timeline



The Report

Objective & Neutral Language

Information is retrieved from case documents with no additional bias/interpretation.

Strengths-Based

Focus is kept on not creating a negative perception of the youth

Report Content

Report Covers Risk & Protective Factors in the areas of:

- Permanency
- Physical Health
- Mental Health
- Education
- Family & Social Supports

Who Can Access the Report?



Questions?

essentialhistory@casala.org
Visit Us! www.casala.org



The Los Angeles Paralegal Association (LAPA) reflects the diverse nature of Southern California, and we strive to be as inclusive as possible. As an organization of legal professionals, we hold the ideals of equality and justice in the highest regard. The injustices experienced by the communities of Black, Indigenous, and People of Color are a stark reminder that equality and justice are ideas that have yet to reach fruition in this country. We, as a nation, must do better. LAPA stands in solidarity with the families and friends of George Floyd, Breonna Taylor, and Ahmaud Arbery. It is our sincerest desire to see justice is done as the law requires for their tragic deaths.

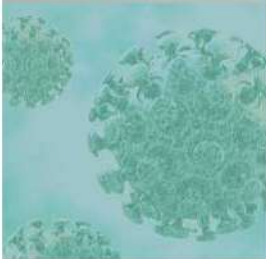
Diversity and inclusion are LAPA's initiative for 2022. We hold firm in striving to be more inclusive and diverse to reflect the community that we serve and represent. Moreover, LAPA will continue to steadfastly advocate and create initiatives to prepare and support our paralegals.



Housing + Community Investment Department

Attention: City of L.A. Tenants & Landlords

**Coronavirus: What You Need to Know
about L.A.'s *Eviction Protections*
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A panel discussion of trends, challenges, and opportunities posed by cloud computing. Social media, Google Workspace, Microsoft 365, and cloud-powered eDiscovery tools will be discussed in this timely presentation

Date: December 1, 2022

Time: Thursday, 6:00pm – 7:30pm (1.5 hours of CLE)

Location: Virtual, via Zoom

Panel Speakers:

Don Swanson, Sr. Consultant
Five Star Legal and Compliance Systems

John Patzakis, Esq., Chief Legal Officer & Executive Chairman
X1 Discovery

Nili Yavin, Manager, Technology & Litigation Practice Support
Buchalter, APC

Cost:

Members: \$20
Non-members: 40
Student Members: \$15
Student Non-members: \$35

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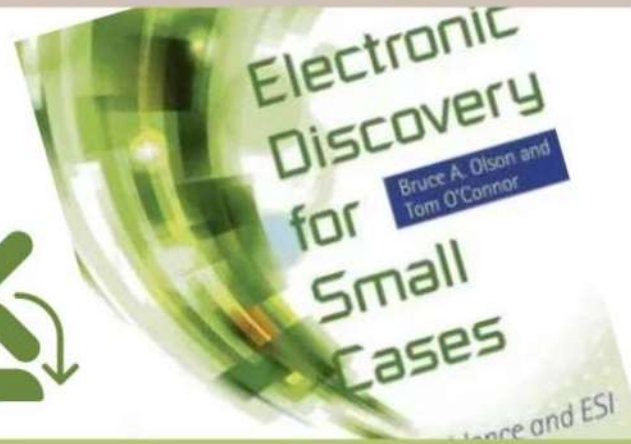
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Tom
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ANNOUNCING A NEW AND INSPIRING COLLABORATION!



LAPA is excited to share the news!

College of the Canyons is offering a NALA CP Exam Review Course

Course: Paralegal Test Prep: Knowledge, NC.PLGL-001

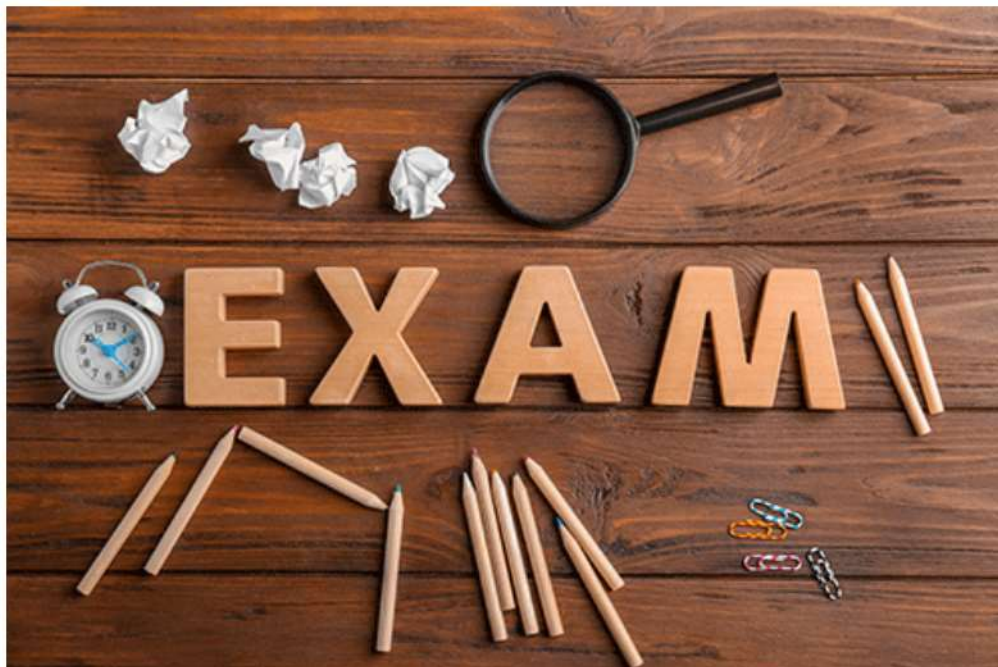
Dates: February 27 – May 8, 2023, Mondays, 10 weeks, *No MCLE credit offered

Time: 6-8pm

Location: Virtual via Zoom

Registration: Free to California residents

To Register: www.canyons.edu/freeclasses



Coping with Stress During Infectious Disease Outbreaks that require social distancing

The Department of Mental Health supports the wellbeing of our County family, friends and colleagues. When you hear, read, or watch news about an outbreak of an infectious disease, you may feel anxious and show signs of stress. These signs of stress are normal. During an infectious disease outbreak, care for your own physical and mental health and reach out in kindness to those affected by the situation.

WHAT YOU CAN DO TO HELP COPE WITH EMOTIONAL DISTRESS

1. Manage Your Stress

- Stay informed. Refer to credible sources for updates on the local situation.
- Stay focused on your personal strengths.
- Maintain a routine.
- Make time to relax and rest.

2. Be Informed and Inform Your Family

- Become familiar with local medical and mental health resources in your community.
- Avoid sharing unconfirmed news about the infectious disease to avoid creating unnecessary fear and panic.
- Give honest age-appropriate information to children and remember to stay calm; children often feel what you feel.

3. Connect with Your Community online or through the phone

- Keep contact with family and friends through social messaging or through phone calls
- Join community and/or faith group online chat groups
- Accept help from family, friends, co-workers and clergy.
- Reach out to neighbors and friends with special needs who may need your help.

4. Reach Out and Help while maintaining necessary social distancing guidelines

- If you know someone affected by the outbreak, call them to see how they are doing, and remember to keep their confidentiality.
- Consider an act of kindness for those who have been asked to practice social distancing, such as having a meal delivered

5. Be Sensitive

- Avoid blaming anyone or assuming someone has the disease because of the way they look or where they or their families come from.
- An infectious disease is not connected to any racial or ethnic group; speak up in kindness when you hear false rumors or negative stereotypes that foster racism and xenophobia.

Consider seeking professional help if you or a loved one is having difficulty coping.



Be Proactive!

1. Stay informed with information from credible sources.
2. Stay connected with friends, family, and community groups.
3. Keep a positive attitude and outlook.

Resources

Los Angeles County
Department of Mental Health
Access Center 24/7 Helpline
(800) 854-7771
(562) 651-2549 TDD/TTY
<https://dmh.lacounty.gov>

Los Angeles County
Department of Public Health:
[http://publichealth.lacounty.gov/
media/Coronavirus/](http://publichealth.lacounty.gov/media/Coronavirus/)
or call 2-1-1 for more information

LEER EN ESPAÑOL

Members Only Benefits

Regional and Networking Sections

LAPA has many opportunities for meeting and connecting with your paralegal colleagues and other legal industry professionals. Such opportunities include seminar and networking events based on geographical locations such as Downtown (Los Angeles), South Bay, West L.A., the San Fernando Valley, Santa Clarita, and more. LAPA also provides educational seminars in various legal specialties, including, but not limited to, Litigation, Probate Law, Intellectual Property Law, Corporate Law, Immigration Law, and Ethics. Additionally, with the support of our legal industry partners, LAPA also hosts other networking and charitable events and mixers. Your participation in LAPA is encouraged, so be sure to reach out to a LAPA Section or Committee Chair, develop your leadership and networking skills, and make LAPA an even better association.

Vital Savings

This benefit provides LAPA members a discount program for dental and vision services, long term care, as well as many pharmaceuticals. LAPA has been able to obtain special pricing of Vital Savings discount cards through Aetna. By using the discount cards and Aetna approved providers, LAPA members can save dramatically on the services provided by these professionals. For more information, please visit LAPA's website, www.lapa.org.

Working Advantage

LAPA members may join a program that offers discounts up to 60% on tickets, travel, shopping, and more. LAPA helps you save money on items from clothing to theater tickets to flowers. This benefit is available by logging onto the LAPA website "Members Only" section.

United Insurance Partners

LAPA has teamed with UIP - United Insurance Partners - to bring LAPA members the opportunity to purchase health, dental, and/or vision insurance. When you access UIP through the link provided on the Benefits webpage, you will find an array of insurance products available for you to purchase with companies such as Blue Cross, Aetna, and many other top insurance companies. Please visit LAPA's website, www.lapa.org, for more information.

NALA Affiliation

LAPA is an affiliated member of the National Association of Legal Assistants. NALA is the nation's leading professional association for paralegals. As a member of an affiliated association, the initiation fee for individual membership in NALA is waived for LAPA members. NALA boasts some of its own benefits. Access its NALA Campus Live for online continuing legal education, self-study courses, and preparation for the CLA/CP Exam. Its annual educational convention in July allows you to expand your network beyond your state's borders as you network with other paralegals from around the country, attend educational institutes and member related activities.

Freelance/Contract Paralegal Listing

LAPA provides a "Freelance Paralegals" section on its website to assist LAPA members who are freelance, contract, or independent paralegals, as defined by California Business and Professions Code Section 6450. For a nominal fee of \$60, you can post your contact information on LAPA's website for six months. You can sign up online through the Members Only section of the website.

Membership Database

Available only to LAPA members, the Membership Database is a valuable tool in locating other paralegals or legal professionals with whom you have worked or networked. The Membership Database also provides up-to-date contact information as well as members' legal specialties and geographical areas.

Credit Union

LAPA members are eligible to join Southland Credit Union. Southland Credit Union, with over \$435 million in assets, offers an online presence, a new full-service branch in downtown Los Angeles, an upgraded ATM network and five new proprietary ATMs. Southland Credit Union has expanded its product line by introducing a new high-yielding certificate of deposit, a Rewards Plus program and a market-leading high interest yielding checking account. Southland Credit Union prides itself on outstanding service to its members and has recently earned a 95 percent Member Service satisfaction rating.

Lorman Education

LAPA is dedicated to providing efficient and readily-available continuing education opportunities that meet the needs of our members and enhance their skills, knowledge, and competencies. LAPA has partnered with Lorman Education to provide continuing education in a variety of topic areas. LAPA members receive a 20% discount on all orders.





Bet Tzedek Needs YOUR Help!

Intake Services Volunteers Sought

Bet Tzedek's Intake Services volunteers conduct pre-screening assessments in order to determine the appropriate course of action for individuals who call seeking legal assistance. Our volunteers are often the first contact our community has with our organization, and we rely on our volunteers to handle a high volume of calls from a diverse population of individuals with a broad range of needs.

Gain Issue Spotting and Client Interview Experience

Under attorney supervision, volunteers develop foundational legal skills, including learning to spot legal issues; to conduct telephone interviews with potential clients dealing with challenging, stressful situations; determining what information provided by the caller is relevant; and to begin to develop judgment of potential cases in a wide array of legal areas. Volunteering with Intake Services also provides first-hand knowledge of the landscape of legal services available in Los Angeles County and exposure to and understanding of the issues faced by the communities we serve.

Commitment: 40+ hours. During the school year, we ask that volunteers commit to working in the Intake Center for 8-10 hours/week for 8-10 weeks. During certain periods, such as winter break, we may be able to accommodate schedules that include a higher number of hours per week for fewer weeks. Work must be completed during normal business hours (M-F, 9am-5pm).

To Apply: Email volunteer@bettzedek.org or call (323) 549-5839 with any questions. Spanish language skills are highly preferred, but not required.

WELCOME NEW & RENEWING LAPA MEMBERS

The following is a listing of legal professionals and paralegal students who joined or renewed their membership in Los Angeles Paralegal Association within the last 30 days. The employer and work telephone number also are included when available. If any information is incorrect, please fax corrections to 866-460-0506, call LAPA at 866-626-LAPA or e-mail updates to info@lapa.org.

VOTING

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