

ParaSight

CATAWBA VALLEY PARALEGAL ASSOCIATION, INC.

KNOWLEDGE IS POWER

ANNUAL FUND RAISER PLANNED



**MARCH 2010
PAGE 1**



At the party, prizes will be awarded for highest sales, most parties booked, traveling the most distance, and more!

The Pampered Chef specializes in high-quality tools that make cooking quick, easy and fun.

Packets for orders will be handed out on March 9 or will be available from any committee member: Beverly King Moore (chair), Lynn Price, Wendy Spires, or Ella Ferrell.



This year's Pampered Chef fund raiser will kick off at our social on March 9 and will culminate with our Pampered Chef party on March 23, 2010, at 6:30 p.m. at the home of Wendy Spires. Orders will be taken through March 30.

The guest special is a set of the bamboo spoons free with a \$60 purchase. So collect \$60 in orders and the spoons can be yours.



Officers:

Cyndy Adams--President
cadams.nccp@lewwaddelllaw.com

Leah Poovey--VP/Treasurer
lpoovey@phd-law.com

Cheryl Barker--Secretary
cheryl@ssi-law.com

Judy Glasscock--Asst Treasurer
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Peggy Hallman--Asst Secretary
and ParaSight editor
phallman@charter.net



WEARING OF THE GREEN!

WHO: CVPA

WHAT: 3RD ANNUAL SOCIAL

WHEN: TUESDAY, MARCH 9 AT 5:45 PM

WHERE: CATAWBA COUNTRY CLUB

WHY: FOOD, FUN, FRIENDS, PRIZES

TOP 10 TIPS FOR BRAND NEW PARALEGALS

BY: Lynne DeVenny, NCCP



Even though I've only been blogging since October 2008, I hoard ideas for posts like a magpie hoards food and shiny items. Come to think of it, I also hoard food and shiny items...

But in regard to blog posts which might interest other paralegals, I'm starting to look like a bag lady, with several large piles of legal articles, magazines, pamphlets, newspaper clippings and written notes. And let's not talk about all the quick emails I send myself with ideas, which is where I found a January 2009 email reminding myself to talk about how to be successful on that first paralegal job.

Here's my "Top 10 List for Brand New Paralegals":

1. **Listen more than you talk.** Pay close attention - many things become clear through keen observation.

2. After listening carefully, **ask thoughtful questions** and get clear instructions. If the people you need to question are not easily accessible, try well-drafted email inquiries.

3. **Save samples or go-by documents** in a notebook and/or word processing directory. If you've worked with a document once, know where to find it the next time you need it.

4. **Carefully review existing firm documents** and immediately learn how to thoroughly search the firm's word processing directory. Search it before asking co-workers for help.

5. Always have a pad available to **take excellent notes**. If someone is giving you instructions, make sure that you are writing them down – legibly and accurately.

6. Use the firm's calendaring/to do system to **enter deadlines and reminders for all tasks**. If the firm doesn't have a system, create one that works for you.

7. **Prioritize your daily tasks.** Don't be afraid to ask for guidance if you are not sure what to do first.

8. **Obtain a basic CLE education** in your specialty area(s) by attending courses for beginners (paralegals and attorneys), reviewing CLE manuals

available in the firm's library and reading recommended publications.

9. **Seek mentors** by joining at least one active paralegal association, reviewing paralegal listservs (even once a week via digest is better than not at all), personally networking with other legal professionals at CLE seminars, and virtually networking with other legal professionals on LinkedIn, Twitter and Facebook.

10. **Stay up-to-date in your field** by reviewing relevant magazines, ezines and websites, and by following reputable legal bloggers.

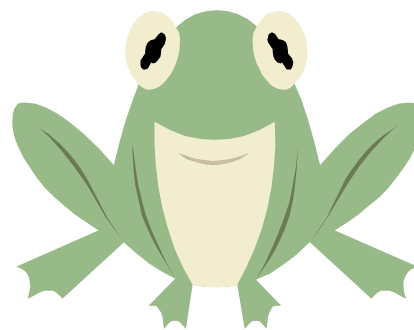
The legal field is always changing, and the most talented legal professionals are always learning. A successful paralegal is alert, curious and, like a magpie, is a seeker and hoarder of shiny new information.



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Lynne J. DeVenny, Author/Blogger at
Practical Paralegalism
<http://www.practicalparalegalism.com>

Lynne DeVenny is a N.C. State Bar Certified Paralegal at Elliot Pishko Morgan P.A. in Winston-Salem, NC. She has over 20 years of work experience in plaintiffs' litigation and specializes in workers' compensation and serious injury cases. She is the co-author with attorney J. Griffin Morgan of Workers' Compensation Practice for Paralegals (Carolina Academic Press 2008). A huge fan of social media, she was thrilled to be included in OnlineBestCollege's "100 Top Twitter Feeds for Law Students".

MEET CVPA MEMBERS



Cheryl Barker is a legal secretary with the law firm of Sigmon, Isenhower & Barkley in Newton. In her spare time she creates and sells beautiful greeting cards. Take a look at her website to see her art work. <http://papermessages.com/>

I was born in Hartford, Connecticut, but moved to the south when I was 2 1/2 so I guess you can't consider me a yankee!!

I have two kids, Jessica and Justin Fulbright. I am married to Rick. My dog is JoJo, and my cat is Patches

I traveled to Europe for 6 weeks when I was 16 years old, and as my parents were both born and raised in Maine we would travel to Maine every summer to stay at the beach.

I graduated from the University of South Carolina at Spartanburg with a Degree in Interdisciplinary Studies. And you are asking what is that????!! Well at the time it was a generalized degree, but my emphasis was on early childhood education, but I was not planning on teaching, I wanted to work in a library. At that time there were no BS programs you needed to go for a masters in Library Science. I graduated in 1974, but could not pursue the masters.

I worked in retail for many years while the children were growing up before beginning at Lemstone.

I started working at Sigmon, Isenhower & Barkley in September 2001 as receptionist

and bookkeeper after our store Lemstone Books at Valley Hills Mall closed after 17 years in business. It was a very traumatic event for me when the store closed. It was as if a part of the life I had known for so long was torn away from me. Jessica was 3 and Justin just 4 months old when the store opened so they grew up there. It was a wonderful opportunity since it was a family business, because I worked with my parents on a daily basis and got to bring the children on days off from school or if they were sick. But I guess the good Lord had other plans for me.

A friend of mine who was working at the law firm told me about the opening for receptionist so I interviewed with Randy Isenhower and 7 days after closing the store started my new job. I think the Lord was watching out for me that time, because I had not had a job interview in over 17 years.

I had no experience with the law, but I had worked with people all my life and had done some of the bookkeeping for the store so being receptionist was a good fit.

I have enjoyed learning about the legal profession and about two years ago was asked by Wes Barkley if I would be interested in becoming his assistant.

I was very skeptical of being able to do everything required of a legal assistant but he had faith in me and I continue to learn new things. I am always saying that I am the poster child for teaching an old dog new tricks.

My hobbies are gardening, knitting, sewing and cross stitching but my great passion is scrapbooking and card making. If I am not at work or in the garden you can usually find me at my crafting table working on cards or a scrapbook. My daughter started a website for me to display the items that I have made.

I really have no great tip, except that I have learned the hard way that you always need to make copies of everything you do. In the long run it could save you when someone comes up and says they did not receive some paperwork or were not told they had to be in court.

"Success is not the key to happiness.

Happiness is the key to success. If you love what you are doing, you will be successful."

**--Herman Cain, American business man,
author and speaker**

BarCARES for the NCBA Paralegal Division

In 1995 BarCARES was created to assist attorneys in dealing with problems that might be causing them stress. Now BarCARES, a confidential counseling program, is available to members of the NC Bar Association Paralegal Division. Since all of us at times have problems in our personal or work lives, BarCARES helps you find resources to ease the stress that interferes in our lives by providing confidential assistance and brief solution-oriented counseling. For further information contact BarCARES Coordinator at 800-640-0735.

CPE SCHEDULE

CVPA has had two great CPE's so far this year--ethics in January and property interests in NC streets in February. Lots of other great programs are lined up to enable you to obtain all of your CPE's for the 2010 calendar year. Make plans now to attend our monthly meetings held on the 2nd Tuesday in designated months at 6:00 p.m. See our website for exact dates.

April's CPE is entitled "The Motley Career" and will be presented by attorney D. Shawn Clark on April 13, 2010, at 6:00 p.m. Attorney Clark will speak with us about his career as a criminal defense lawyer and how he chose this type of practice;

In **May** our speaker is attorney Blair 'Tripp' Cody;

June's CPE on pre- and post-nuptial agreements will be presented by attorney Vanessa Hawkins;

Then in **August** attorney Susan Janney will speak with us regarding foreclosures;

Attorney Jennifer Fulkerson will present our CPE in **September** on Guardian ad Litem.



3RD ANNUAL MEDICATORS VS LITIGATORS

The 3rd Annual Medicators vs. Litigators Basketball Extravaganza! is scheduled for Saturday, April 24th from 2 to 4 pm at the Hickory High School Gym. Attorney Scott Matthews returns for a 3rd season of coaching the Litigators. Our own Leah Poovey & Wendy Spires are heading up the Press & Thank you Committee along with help from Kelley Walker. If you would like to help out with this event, please contact Leah at lpoovey@phd-law.com.

"Follow your bliss and the universe will open doors where there were only walls."
--Joseph Campbell (1904-1987)
American scholar and author

Treasurer's Report

As of January 31, 2010, we have a balance in our checking account of \$4,167.71. This balance includes deposits of \$210 for new and renewing membership dues and payment of \$25 for January CPE presenter honorarium.



2010 DISTINGUISHED PARALEGAL AWARD

**Catawba Valley
Paralegal Association,
Inc.**

Find us on the WEB

<http://www.catawbavalleyparalegalassoc.org>

E-mail:

info@catawbavalleyparalegalassoc.org



KNOWLEDGE IS POWER

The Distinguished Paralegal Award was created to recognize outstanding achievements, professionalism, and contributions by a North Carolina paralegal, both professionally and personally, within the recipient's community. The Distinguished Paralegal Award was first awarded last year at the Paralegal Division Annual Meeting in May.

The award will be given each year to a NCBA Paralegal Division regular member who has actively participated in paralegal activities such as civic/community volunteering, paralegal leadership, paralegal education, and promotion of the paralegal profession during the nomination period (July 1, 2009 through March 31, 2010). The award winner will be determined by a Paralegal Division Award Committee following a review of all completed Nomination Forms.

The award includes a membership to the NCBA Paralegal Division, including one section membership, for the following year. The 2010 Distinguished Paralegal Award will be announced and awarded at the NCBA Paralegal Division's May 13, 2010 annual meeting reception to be held at the Grandover Resort in Greensboro. The recipient will also be recognized in an upcoming issue of Paralegal Perspectives.

The deadline for submitting a nomination for the 2010 Distinguished Paralegal Award is Friday, April 2, 2010. The nomination form for the 2010 Distinguished Paralegal Award can be found at the following link: paralegaldivision.ncbar.org

PARALEGAL TO PARALEGAL: TIPS

What are some of the little things you do to make your life as a paralegal easier? A few of our members have shared some of their tips here. If you have any shortcuts or tips you would like to share please contact Peggy Hallman at phallman@charter.net.

Real Estate Related Tips Contributed by Kelley Walker:

1. Burke and Alexander Register of Deeds' office return document immediately, but most counties do not give documents back at the time of recording; so, always include a self-addressed envelope with adequate postage so that the RD's office will be able to return the documents to you.
2. The Lincoln County Register of Deeds will not record anything after 4:30 pm.

3. Alexander County Register of Deeds requires that any past due property taxes be paid prior to allowing the deed conveying the property to be recorded. Make sure to send along a check for the past due taxes when sending deed for recordation.

Miscellaneous Tips Contributed by Beverly Moore:

1. Put all deadlines on more than one calendar. If you have Outlook or another program that can provide you with deadline reminders - USE IT!
2. If you have to keep track of your time, write it down or enter in your time as you go. Do not try to go back and remember what you did at the end of the day. More than likely, you will leave something out or drive

yourself crazy trying to remember exactly what you did and how long it took.

3. Checklists are great - create them and use them to help make sure things are covered.

