

OnPoint

The Premiere Publication for Legal Professionals in the DC Metro Area!



Spring/Summer 2018

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A Message from the President

by Angela M. King

“All you can do is be your best self. I’m representing more than just me. I think every person should think that way.”

~ Misty Copeland

Wow, it is hard to believe that 2018 and my second term as your President is almost half-way over! It seems like just yesterday we were in the frigid days of January and kicking off another exciting year for NCAPA. Yet Spring arrived at long last, made a very brief appearance, and was quickly replaced by Summer.

During the first half of 2018, NCAPA members enjoyed a series of both social events and educational opportunities. In May alone, NCAPA offered as many as six events for members to engage with other members of the legal community and professional networking. NCAPA also hosted the 2018 NFPA Region IV Spring meeting. This was an opportunity for delegates, directors, and members to discuss some of the issues that are impacting the paralegal profession from adjoining states.

In This Issue:

- *NCAPA’s Dinner with Generation Z*
- *Appeals: Not Just for Attorneys*
- *When You Select a Vendor Is Your Law Firm Safe From a Data Breach?*
- *NFPA Scholarship Information*

...and more!

Continued on page 3.

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A Message from the President

Continued from the [cover page](#).

NCAPA volunteers are busy planning events for the fall and some of these events include the Paralegal Week activities and the Annual Dinner and Meeting of the Members.

Throughout the year, the CLE committee continues to work on providing innovative educational opportunities that offer new ideas and knowledge to the members.

Yet the planning and excitement doesn't end on December 31. Later this summer, NCAPA will also be accepting nominations for its Board of Directors. We are always seeking new leaders within the local paralegal community to lead NCAPA into the next year. You also don't have to wait till the fall to join the Board of Directors in 2019. If you are interested and meet the requirements as outlined in the current NCAPA Bylaws, please reach out to me at president@ncapa.com for more details. Also, please feel free to contact me if you have any questions or would like some additional information on the volunteer opportunities within the Association.

NCAPA Events Listing

June - September 2018

June 7 CLE Course: <u>Demonstratives: Dos, Don'ts & Design</u>	June 23 <u>VAPA BOD Meeting</u>	July 19 <u>NCAPA Mid-Year Meeting</u>
June 9 <u>Run for Justice!</u> (not a NCAPA event)	June 27 CLE Course: <u>Advanced Cite-Checking</u>	July 31 <u>New Member Meet & Greet</u>
June 13 CANCELED: NCAPA BOD Meeting	June 28 <u>Experienced Paralegal Network Meeting</u>	August 8 <u>NCAPA BOD Meeting</u>
June 14 <u>Networking Event with MAP</u>	July 11 <u>NCAPA BOD Meeting</u>	August 10 <u>OnPoint Summer/Fall Advertising Deadline</u>
		September 12 <u>NCAPA BOD Meeting</u>

NCAPA's Continuing Legal Education (CLE) Program

The Continuing Legal Education (CLE) Committee is responsible for providing educational and informational programs to paralegals in the DC metro area. NCAPA's CLE Program presents multiple courses annually, in addition to its semi-annual Education Conference.

NCAPA's CLE Committee strives to offer continuing education courses that provide the practical knowledge needed to perform your job with greater skill and effectiveness. In addition, these courses afford opportunities to network and gain insights from your peers.

Although the District of Columbia, Maryland, and Virginia do not require paralegals to complete continuing legal education courses, NCAPA encourages its members to complete at least six hours of CLE credits per year, including at least one hour of CLE credits in ethics. The majority of the courses are designed to meet the CLE standards of the National Federation of Paralegal Associations (NFPA).

Take a look at the [Event Calendar](#) for courses currently scheduled. Members who would like to assist the CLE Committee in planning future events or checking people in at registration for current events, along with individuals interested in sponsoring, hosting, or presenting a course, should contact cle@ncapa.com.

NCAPA's Registration & Cancellation Policy: Please consult the policy for information related to canceling registrations and/or requesting refunds as our policy has changed.

NCAPA CLE Committee
CLE Coordinator: Regina Curry (cle@ncapa.com)

Letter from the Editor

“When you have balance in your life, work becomes an entirely different experience. There is a passion that moves you to a whole new level of fulfillment and gratitude, and that’s when you can do your best... for yourself and for others.” ~ Cara Delevingne



Welcome to the Spring/Summer issue of *OnPoint*!

NCAPA’s Board of Directors and *OnPoint* staff work diligently to provide educational and newsworthy content to *OnPoint* and we strive to ensure that our members are receiving the best that NCAPA has to offer.



As editor of *OnPoint*, I spend a great deal of time focusing on my commitment to NCAPA and the progression of the paralegal profession. In order to effectively contribute to this cause, I have to ensure that I maintain balance between work, personal life and volunteer opportunities. The key to maintaining this balance is identifying and understanding what really matters to you, carving out time for each item and knowing when to press the “off” button. I digress.

We have included articles written by our members, sponsors and board of directors. I am happy to see that our members are submitting articles for *OnPoint* as this gives us an opportunity to showcase the talent of our members. Articles in this issue will dive into topics related to filing appeals and data breaches, in addition to highlights of NCAPA CLEs and other events. NCAPA members and non-members are invited to submit potential articles to editor@ncapa.com for consideration. We are looking for articles relating to the legal field and which provide educational or informational content to our members.

In addition, NCAPA is pursuing the incorporation of CLE webinars to our calendar of events. Members are invited to provide us with topics you would like to see presented during live and web-based seminars. We are excited about this opportunity to provide this additional benefit to our members and encourage you to email cle@ncapa.com with your suggestions.

As always, I would like to offer a word of thanks to our readers, our contributors, and our editorial staff for providing excellent support to *OnPoint*. If you would like to provide feedback, comments and recommendations for future articles, or if you would like to become a contributor for *OnPoint* and be featured in one or more of our segments, please feel free to send an email to editor@ncapa.com. I would love for you to become a member of the *OnPoint* staff!

Thank you for taking your time to connect with me. We appreciate your support and are so happy to have you as a reader of *OnPoint*!

v/r,

Chanel M. Bradden, Editor-In-Chief



NCAPA Member Spotlight!

We Want You!

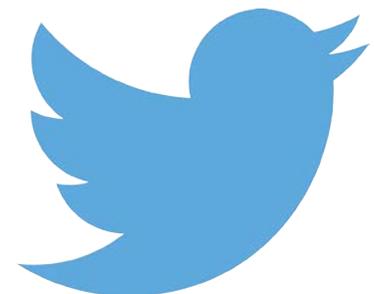
NCAPA invites you to be featured in the NCAPA Member Spotlight segment of a future issue of *OnPoint*! It is simple! Just fill out the below information and email the same to fmahmud@wellesley.edu. When your questionnaire is selected for a future issue of *OnPoint*, the Editor-in-Chief will notify you.

- Name:
- Type of NCAPA Membership:
- Area of Law or Specialty:
- Years of Paralegal Experience:
- What is your formal education? If you are currently also a student, please provide information about the program you are completing?
- Why did you choose the paralegal profession?
- What do you like best about being a paralegal?
- Share an experience that has affected your career and helped you know being a paralegal really did make a difference.
- Tell us about an experience you had as a paralegal that embodies why you love what you do.
- What advice would you give to paralegals entering the profession?
- What have you gained from being a member of NCAPA?
- How have you contributed to NCAPA? What is your role?

Student Member Spotlight

- Why did you choose the paralegal profession?
- After working in the legal profession, why did you choose to enroll in a program in a paralegal educational program?
- What do you like best about the paralegal education program you are attending?
- What type of paralegal position do you hope to find when you complete your paralegal program?
- How do think your paralegal education will help you in obtaining the paralegal position that you desire?
- What have you gained from being a member of NCAPA?

Thank you for your time. We look forward to featuring you in a future issue of OnPoint!



Notes from the Boardroom



The Board strives to keep the NCAPA members informed of the actions taken by the Board and general insight into how NCAPA operates. It is for this reason that we have re-instated the segment “Notes from the Boardroom!” Our goal is to include this segment in each issue of *OnPoint*.

The NCAPA Board of Directors (the “Board”) typically meets on the second Wednesday of each month at the offices of Dentons US, LLP in Washington, D.C., or at other locations as may be selected by the Board.

Following are brief highlights from the NCAPA Board Meetings for the first quarter of 2018:

ADMINISTRATIVE:

During this quarter, association taxes were filed, and the new member Meet & Greet event was held.

The Board voted on the following items:

- the re-launching of the Paralegal Networks. These were various networks such as Litigation or Experience Paralegals that met monthly or every other month. Ms. Alexandrine Henry, a former board member and newly appointed Chair of the Paralegal Networks will be spearheading this effort. The Networks will kick-off in the coming months.
- changing the name of NCAPA’s “Job Bank” to “The Career Resource Center”
- venue and date for the mid-year social event
- ideas for Paralegal Week
- ideas for NCAPA’s Annual Dinner, and
- ideas for NCAPA’s 2019 Education Conference



Directors A. King, R. Curry, C. Bradden, P. Goddard, S. Peshkoff and C. Beckett (VAPA 2 representative), and NCAPA’s VAPA 1 representative, H. Lee, journeyed to Northern Virginia for a Meet & Greet with several of the Virginia Alliance for Paralegal Association (“VAPA”) board members.

NCAPA held its Winter Social event and members were able to participate in the free Headshots & Handshakes segment.

NFPA SPRING REGION MEETING:

NCAPA hosted the 2018 NFPA Spring Region meeting in Washington, D.C. on April 14, 2018.

Humbly Submitted,

Sherene McDougall,
NCAPA Secretary



1 “Notes from the Boardroom” are presented for informational purposes only and are not intended to be the official minutes of the Board of Directors of the National Capital Area Paralegal Association, Inc. If you have any questions, please contact secretary@ncapa.com.

NCAPA Welcomes

New Members

VOTING MEMBERS

NATALIE BURROUGHS

GLYNNIS KIRCHMEIER

SARA E. CURRY

YANIRA K. LOPEZ

STEPHEN S. FERRY

MARY ROSE LUCERI

TIFFANY A. ISLEK

MAURA D. MACDONALD

CHERYL R. JACKSON

KENZIL B. SMITH

JAMAAL JACKSON

TOBYE J. WHITBY

STUDENT MEMBERS

MARTHA D. ROBINS

HANGE DING

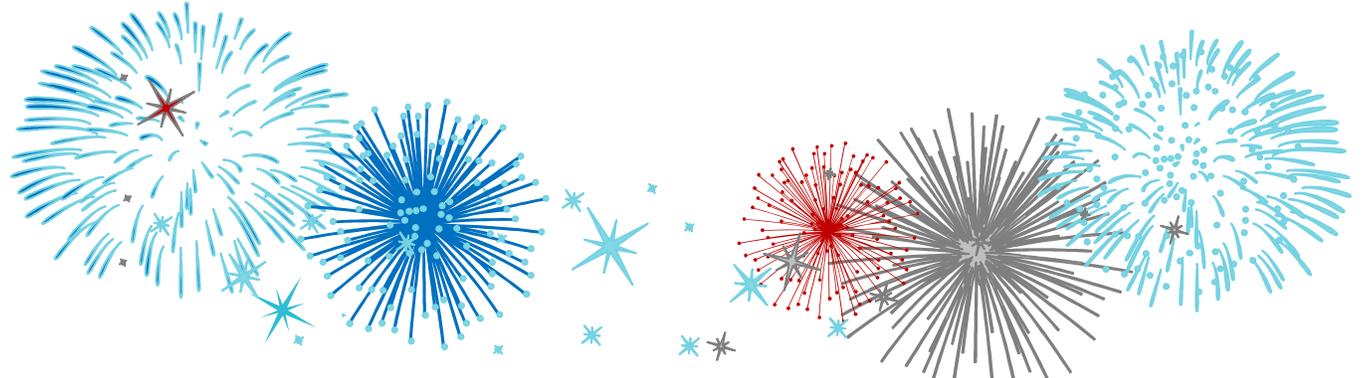
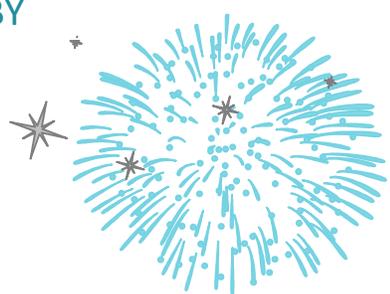
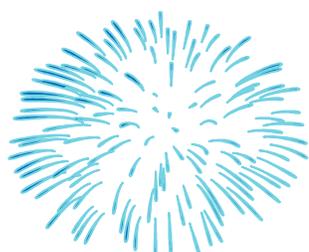
ASSOCIATE MEMBERS

GLENDIA C. ATKINSON

NICOLE M. HILL

CONTRIBUTING MEMBER

**DEAN BOERGER – BOERGER
INVESTIGATIVE SERVICES, LLC**



NCAPA MEDIA KIT



upcoming **ONPOINT** issues

advertising **RATES**

SUMMER/FALL ISSUE
Content Deadline: 8/10/2018
Publish Date: 9/2018

FALL/WINTER ISSUE
Content Deadline: 11/9/2018
Publish Date: 12/2018

WINTER/SPRING ISSUE
Content Deadline: 2/8/2019
Publish Date: 3/2019

SPRING/SUMMER ISSUE
Content Deadline: 5/10/2019
Publish Date: 6/2019

Ad sizes available in **OnPoint**:

Item	Cost
❖ Business Card	\$25/issue
❖ Quarter Page (3¼ x 4¼)	\$75/issue
❖ Half Page (7½ x 5 or 2¼ x 10)	\$115/issue
❖ Full Page (7½ x 10)	\$175/issue
❖ Substantive Article & Business Card Ad	\$175/issue

OnPoint is NCAPA's quarterly online magazine that is emailed to all of NCAPA's active members. It features industry-related articles, educational articles, and articles regarding NCAPA events. NOTE: Final content is subject to approval by the *OnPoint* Editor-in-Chief. Contact Chanel M. Bradden at editor@ncapa.com with any questions.

Ads available in the **Sidebar** monthly email newsletter:

Item	Cost
❖ Name and contact info only	\$25/email
❖ Name, contact info and message (no more than five lines)	\$50/email

Special Packages
❖ Email Blasts are \$100.00
❖ 50% discount to advertisers who pre-pay for four email blasts.
❖ Purchase one email blast (normally \$100) and one full-page advertisement (normally \$175) in <i>OnPoint</i> for \$225 (a savings of \$50!).

NCAPA Sponsorship Opportunities
Please log onto www.ncapa.com for more information on types of events and other ways in which vendors, law firms, individuals or associations can sponsor NCAPA. There are options ranging from \$25 to \$1,500, and we have added several new opportunities, including the opportunity to co-sponsor an event. Please contact sponsorship@ncapa.com for more information.



“Creative without strategy is called ‘art.’ Creative with strategy is called ‘advertising.” -Jef I. Richards.

VAPA MEET & GREET WITH NCAPA'S BOARD OF DIRECTORS AND DELEGATES

by Heather J. Lee, ACP, VARP™ - NCAPA's Primary VAPA Delegate and
Charla Beckett - NCAPA's Secondary VAPA Delegate

In March, Stephanie Meharg (VAPA President), Karen Axell, RP, VARP™ (former VAPA President), and Kathi Ingram met with the following members of NCAPA's Board of Directors and NCAPA's Delegates to VAPA: Angela M. King (President), Svetlana Peshkoff, RP (First Vice-President), Chanel M. Bradden (Director), Pascalle Goddard (Director), Regina Curry (Director), Charla Beckett (Director/NCAPA's Secondary VAPA Delegate), and Heather J. Lee, ACP, VARP™ (NCAPA's Primary VAPA Delegate) in Northern Virginia. The main purpose of the meeting was to discuss the Virginia Alliance of Paralegal Associations (VAPA) and the benefits of association participation in VAPA. Meeting with each association is one of Stephanie's goals in her tenure as president.



There was a lively discussion about what each association is focused on, including recruiting and retaining members, increasing the importance of certification for our members, keeping current with the trends in the paralegal industry, and overall awareness of the paralegal profession.



NCAPA

VAPA



&





VAPA Conference Scholarships

VAPA is once again offering scholarships to assist an eligible individual with the cost of attending the VAPA Conference on October 5, 2018. Any paralegal, whether currently employed or unemployed, or any paralegal student is eligible to apply for these scholarships.

Scholarship amounts are determined by need and are being offered to cover all or part of the costs associated with attending the conference. For instance, perhaps you can afford the registration fee (\$100), but not the cost of a hotel (\$159 a night), you could request a scholarship in the amount your lodging expense.

Completed application by all applicants must be received no later than **August 15, 2018**. Applicants will be notified of their scholarship award via email no later than August 31, 2018.

The Conference is located in Fredericksburg this year, and as always promises to be not only very educational, but also a lot of fun. There will be many opportunities to make new friends and network with other professionals. For more information, visit VAPA's [website](#).

STATE OF THE PARALEGAL PROFESSION REPORT

The Committee for the State of the Paralegal Profession Report is pleased to share the Report that was presented at the Annual Convention in New Orleans, Louisiana in October 2017.

To read report - click the link above, log-in to the “member’s only - member’s resources section of the website” and scroll down to “Special Research Papers.”

NFPA Nominations Open July 1

This year the following positions will be elected for a 2-year term 2018-2020 at the convention in October:

- President
- Vice President and Director of Positions and Issues
- Vice President and Director of Paralegal Certification
- Secretary and Director of Operations
- Region Directors

Education Coordinator position (3-year term)

Candidates for the Board of Directors must be voting members in good standing of voting member associations.

If you have any questions regarding nominations, elections or coordinator/committee matters please reach out to Tracey Young at any time (nominations@paralegals.org).

~ Paralegal Week ~ October 1 - 5, 2018

NCAPA’s Board of Directors is busy planning 2018 Paralegal Week events. Visit www.ncapa.com for more information.

VAPA SPRING 2018 MEETING RECAP

by Heather J. Lee, ACP, VARP™ - NCAPA's Primary VAPA Delegate and
Charla Beckett - NCAPA's Secondary VAPA Delegate

Virginia Alliance of Paralegal Associations (VAPA) delegates met on Saturday, March 24, 2018, in Richmond, Virginia. Both of NCAPA's delegates were able to attend this meeting. There were several new delegates in attendance at the meeting from paralegal associations around the Commonwealth, including NCAPA's newest delegate, Charla Beckett.

NCAPA's events (and other associations' events) are being added to the VAPA Event Calendar. As of March 2018, there were 36 Virginia Registered Paralegals. The Virginia Registered Paralegal Program was represented at the Virginia Trial Lawyers Association conference.

Around 70 people from across the nation attended VAPA's first webinar in November 2017. The webinar was free and was entitled, "*Are you more ethical than a fourth grader?*" The feedback from the surveys was excellent. Another webinar will be offered in the fall.

The main focus of the meeting was to discuss the upcoming education conference. The conference will be held in Fredericksburg, VA on October 5. The registration is \$100 for at least six CLEs with several breakout sessions. NCAPA's delegates and Stephanie Meharg (VAPA President) are working on securing speakers.

The Paralegal's Week Reception will be held from 5:30 to 7:30 at Renato's Restaurant – Back Room, 422 William Street, Fredericksburg, VA 22401.

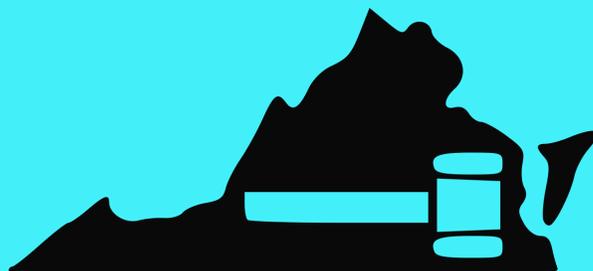
In the past, VAPA offered scholarships to attend the conference for those who were unable to secure funding from their places of

employment. This year, VAPA will be offering one student scholarship and one scholarship for a professional paralegal. These scholarships will cover one night in the hotel (if needed) and the registration fee. Scholarship applications will be worked on and more details provided at the next meeting.

A discussion was held about the possibility of hosting the 2020 conference at James Madison University. There was a suggestion to consider an alternative week to secure the 2020 conference location given the challenge of the first week/weekend in October. Since the conference is held in conjunction with Paralegal Week, which is usually the first week in October, the Board decided as of now that it will remain the first week/weekend in October.

In March, Stephanie Meharg, (VAPA President), Karen Axell, (former VAPA President), and Kathi Ingram met with NCAPA's Board of Directors and VAPA Delegates in Northern Virginia. The purpose of the meeting was to discuss VAPA and the benefits of participation in VAPA as an association. One of Stephanie's goals as President of VAPA is to meet with the associations throughout the Commonwealth.

The next meeting will be held at Markel Corporation in Richmond, VA at 10:30 a.m. on June 23, 2018.



CERTIFICATIONS

Paralegal CORE Competency Exam (PCCE)

The Paralegal CORE Competency Exam (PCCE) was developed to assess the knowledge, skills and ability of early-career and entry-level paralegals. The examination was made available in November of 2011.

Paralegals wishing to sit for the exam should visit the National Federation of Paralegal Associations' (NFPA) website (www.paralegals.org) in order to obtain a PCCE Candidate's Handbook and learn more about the fees associated with the exam. The handbook contains an application, information on exam content, sample exam questions, and logistical information on taking the exam at one of the more than two hundred Sylvan Technology Centers nationwide. Any member interested in applying for NCAPA's PCCE Scholarship should contact the NCAPA Certification Ambassador (certification@ncapa.com).

PCCE is an entry-level exam and paralegals considering sitting for PCCE are encouraged to contact the NCAPA Certification Ambassador for questions, concerns, or suggestions on how to prepare for the exam. Successful strategies for preparing include studying on your own utilizing the PCCE Study Manual, creating/joining a PCCE study group, or taking the on-line American Institute for Paralegal Studies ("AIPS") PCCE Preparation Course.

Once a paralegal has successfully passed PCCE, he or she earns the Core Registered Paralegal (CRP) credential. In order to maintain the CRP credential, paralegals must complete twelve hours of continuing legal education (CLE) credits, including at least one hour in ethics, every two years. It is the individual CRP's responsibility to obtain the necessary CLEs and provide documentation to NFPA in accordance with the renewal guidelines.

Paralegal Advanced Competency Exam (PACE)

In 1992, the NFPA adopted a resolution establishing a position on regulation of the paralegal profession. In 1994, that position was modified to endorse the establishment of the Paralegal Advanced Competen-

cy Exam (PACE). With the assistance of Professional Examination Services, NFPA developed a computer-generated two-hundred question multiple-choice exam designed to be taken within a four-hour time period. Test questions are based on federal law and address topics such as the administration and development of client legal matters, legal research, legal writing, office administration, and ethics.

The purposes of PACE are to provide the groundwork for expanding paralegal roles and responsibilities, to provide the public and legal community with a mechanism to gauge the competency of the experienced paralegal, and to provide a standard for states considering regulation of experienced paralegals.

Paralegals wishing to sit for the exam should visit the NFPA website (www.paralegals.org) in order to obtain a PACE Candidate's Handbook and learn more about the fees associated with the exam. The handbook contains an application, information on exam content, sample exam questions, and logistical information on taking the exam at one of the more than two hundred Sylvan Technology Centers nationwide. Any member interested in applying for a PACE Scholarship should contact the NCAPA Certification Ambassador (certification@ncapa.com).

PACE is not an entry-level exam and paralegals considering sitting for PACE are encouraged to contact the NCAPA Certification Ambassador or other NCAPA RPs with questions, concerns or suggestions on how to prepare for the exam. Successful strategies for preparing include studying on your own utilizing the PACE Study Manual, creating/joining a PACE study group, or taking the seven week on-line AIPS PACE preparation course.

Once a paralegal has successfully passed PACE, he or she earns the Registered Paralegal (RP) Credential. In order to maintain the RP credential, paralegals must complete twelve hours of CLE credits, including at least one hour in ethics, every two years. It is the individual RP's responsibility to obtain the necessary CLEs and provide documentation to NFPA in accordance with the renewal guidelines.

When You Select a Vendor Is Your Law Firm Safe From a Data Breach?

by Randy Stein

DATA SECURITY AND YOUR VENDOR

"The increasing threats to attorneys and law firms and the reports of security breaches should dispel this mistaken viewpoint. Significantly, 22% of respondents overall reported that their firm had experienced a data breach at some time—up from 14% last year. Reports of breaches ranged from a high for firms with 10-49 attorneys (35%, more than one-third) to a low of 10% for solos."

excerpt from 2017 ABA Tech Report by David Ries

I attended a panel discussion at my new company's annual conference held this year on the west coast. The panel was made up of three litigation attorneys and a paralegal. Some wonderful and candid discussions took place in an open Q&A forum but the most revealing insight came when a lead litigation partner at one of the nations largest AMLAW 100 firms stated she assumed her vendors were compliant with the required security. In fact, nothing could be further from the truth. A recent data breach of a major international law firm's emails and confidential ESI happened through their working with a 3rd party vendor.

When your RFP goes out to your vendors, do you require information about security along with pricing and services? Is your vendor of choice HIPAA and PII complaint with current state and federal requirements? Does your vendor maintain the proper backup and current SSAE certification for their data storage facility? If so, what is it and who hosts it? If you're not asking these questions you may be opening you, your client, and your firm to a security nightmare.

Information about my company's security can be found [here](#). This should help you select the right vendor not just based on price but whether they have your best interests in mind.



PACE® REVIEW COURSES

Advanced Paralegal Institute (API) and the Paralegal Education Group (PEG) each have an NFPA-approved online PACE Review Course.

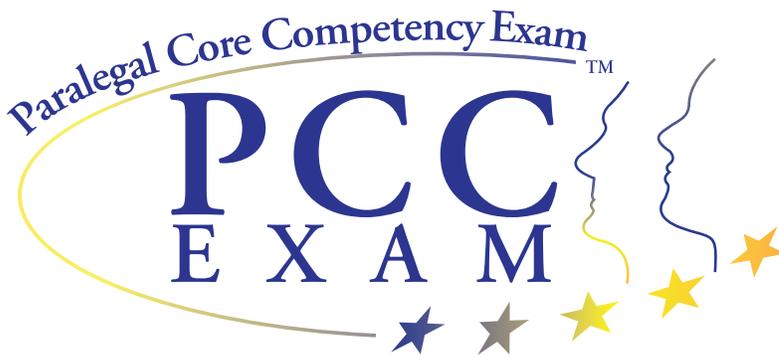
For more information, and/or to register, [click here](#) for details of API's course or [click here](#) for details of PEG's course.



NCAPA's 2018 Winter Social



NCAPA's 2018 Winter Social was held on April 5 at the 14K Restaurant. Members mingled with one another and enjoyed a variety of food and drink options. Heidi Green took headshots. Thank you to US Legal Support for sponsoring the event and to our members for making it to the rescheduled event!



PCCE™ REVIEW COURSES

Advanced Paralegal Institute (API) and the Paralegal Education Group (PEG) each have an NFPA-approved online PCCE Review Course.

For more information, and/or to register, [click here](#) for details of API's course or [click here](#) for details of PEG's course.

NCAPA's *NEWEST* *VARP!*

Congratulations to Stephen S. Ferry, VARP! Stephen is VAPA's newest Virginia Registered Paralegal. Stephen is NCAPA's third Virginia Registered Paralegal.

Dinner with Generation Z

By Pascale Goddard, NCAPA Director, Student Liaison Chair, and Mentorship Program Co-Chair

The National Capital Area Paralegal Association (“NCAPA”) prides itself in promoting the paralegal profession throughout the Washington, D.C. metropolitan area. However, promoting the profession does not stop with paralegal students and those already in the field. We’ve since taken on the challenge to further our mission by exposing high school students to this profession, and have done so for the past 3 years.

As a high school student in the Law Program at James Madison High in Brooklyn, N.Y., I had the privilege of having the most nurturing, caring, and supportive teachers a teenager could ask for. The support was so effective that to date I am still in contact with one of those very teachers, Mr. Charles Packowski, who now teaches at Curtis High School, in Staten Island, N.Y.



Here’s a little background on how it all began. In 2016, Mr. P (as I’ve grown up calling him), visited Washington D.C. with a few of his senior class students, and I met with him to meet his students and share my career experience as a paralegal. The session was very successful and left an impression on the students that we decided to make this a yearly event. And, we did! In 2017, I was unable to attend due to being away at a hearing. However, NCAPA’s President, Angela King, met with the students and, again, the knowledge and insight shared left such an impression on the students, that we knew 2018 would be just as great.

On April 19, 2018, Angela and I were both able to attend the event and met with Mr. P’s new graduating class. We met with the eclectic bunch consisting of Curtis High School’s football players, shy ones, and outspoken ones. They expressed that not all of them may go into the legal field, and that some of them are aspiring nurses, fashion designers, and some who will be moving on to proudly serve our country in the armed forces. Though not everyone was sure of his or her path into the legal field, Angela and I shared with them just how each of the professions they are considering offers a career as a paralegal, and highlighted how fulfilling and fruitful a paralegal career can be. The chaperones were also impressed to hear just how promising a paralegal career could be.

Angela and I both shared how we began our careers and grew in each role throughout the years. While sharing our stories, I noticed that a few of the students were on their cellphones – to my surprise, they were Googling salary ranges for paralegals. As intrigued as they were by the endless



growth possibilities as a paralegal, and the ability to transfer the acquired skills to any other career path, Generation Z definitely seemed to be motivated by the monetary aspect to being a paralegal.

Since earning an impressive salary was on their minds, Angela and I emphasized that it takes a lot of hard work and dedication to attain the salary range they desire. That, becoming a paralegal does not mean you will instantly or automatically make \$80,000 a year, but that your earnings are achievable based on your work ethic, knowledge level, and by consistently performing exceptionally.

Our dinner with the students was delightful, full of excitement for their future after high school, productive conversation (and probably the best buffalo wings I've ever had), and satisfaction that NCAPA once again exposed the paralegal profession to a the next generation.

NCAPA thanks Mr. P and his Curtis High School senior class students for making this a tradition with them.

MEMBERS-ONLY EVENT!

2018 Mid-Year Social / Member Meeting

July 19 at 6 - 8 pm

~

Toro Toro

1300 I Street, N.W., Washington, D.C. 20005

The National Capital Area Paralegal Association (NCAPA) would like to invite all current members to attend NCAPA's Mid-Year Meeting and Social at Toro Toro (Downtown). The mid-year meeting and social is to thank you for being a member of NCAPA, as well as to allow the Board of Directors to deliver committee reports, inform members of up-coming events, answer member questions, and request comments and suggestions on the management of and plans for the association. It also provides an opportunity for our current members to mingle with NCAPA's Officers, Board of Directors, and network with other members.



NFPA Region IV Spring Meeting



NCAPA hosted NFPA's Region IV Spring Meeting on April 14, 2018, 2018. The meeting was attended by Region IV representatives from throughout the region. Dentons US LLP hosted the meeting. A social dinner was held following the meeting at Ted's Montana Grill in Alexandria, VA.



NFPA Award & Scholarship Nominations Now Being Accepted

Award Nominations are now being accepted through July 1.

[Full details and link to submit online.](#)

[NFPA/THOMSON REUTERS SCHOLARSHIPS](#) - These scholarships are awarded to paralegal students and must be used to pursue a paralegal education. This year, two scholarships are available: a first-place scholarship, worth \$3,000, and a second-place scholarship, worth \$2,000.

[WILLIAM R. ROBIE LEADERSHIP AWARD](#) - This award recognizes an NFPA member in honor of the Honorable William R. Robie and his dedication to the paralegal profession, the expansion of the delivery of legal services and equal access to justice for all Americans.

[NFPA JUSTICE CHAMPION AWARD](#) - This award recognizes a practicing paralegal whose conduct, actions and activities demonstrate extraordinary dedication to diversity and inclusion as defined in NFPA's Position Statement on Diversity.

[OUTSTANDING LOCAL LEADER AWARD](#) - This award recognizes an individual NFPA member for outstanding local leadership contributions to his or her local association .

[PARALEGAL OF THE YEAR AWARD](#) - This award recognizes an individual NFPA member whose on-the-job achievements have contributed to expansion of the paralegal profession, including contributions to his or her employer, colleagues and the paralegal profession in general.

[ASSOCIATION PRO BONO AWARD](#) - This award recognizes an NFPA member association that has exhibited outstanding dedication and service in the area of pro bono services.

[INDIVIDUAL PRO BONO AWARD](#) - This award recognizes an individual paralegal who has exhibited extraordinary dedication to the delivery of quality legal services to a portion of the population that cannot afford to pay for legal services. This is open to non-members of NFPA.

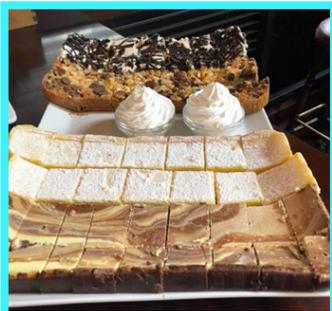
[CERTIFICATION AMBASSADOR AWARD](#) - This award recognizes outstanding achievement in promoting the PACE and PCCE programs.

[PACE AND PCCE SCHOLARSHIPS](#) - Sponsored by the Paralegal Education Group, these scholarships cover the costs of a review manual, a PEG online review course and the exam fee for either the Paralegal CORE Competency Exam™ (PCCE) or the Paralegal Advanced Competency Exam® (PACE). Must be an NFPA member to apply.

NCAPA Members enjoying Happy Hour with Boerger Investigative Services, LLC.



F
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NCAPA's Board of Directors and Members would like to thank Boerger Investigative Services, LLC for sponsoring the Happy Hour and Networking Social on May 30th.



NCAPA Job Bank

Employers:

- **EMAIL** your job directly to job seeking professionals
- **PLACE** your job in front of our highly qualified members
- **SEARCH** our resume database of qualified candidates
- **MANAGE** jobs and applicant activity right on our site
- **LIMIT** applicants only to those who are qualified
- **FILL** your jobs more quickly with great talent

Job Seekers:

- **POST** multiple resumes and cover letters or choose an anonymous career profile that leads employers to you
- **SEARCH** and apply to hundreds of fresh jobs on the spot with robust filters
- **SET UP** efficient job alerts to deliver the latest jobs right to your inbox
- **ASK** the experts advice, get resume writing tips, utilize career assesment test services, and more



NCAPA INNOVATIONS

CLE WEBINARS!

WE NEED TO HEAR FROM YOU!



Continuing Legal Education (CLE) seminars are a major benefit to NCAPA members. Traditionally, NCAPA's CLEs have been provided by face-to-face platform. While we will continue to offer face-to-face CLEs, thanks to a powerful tool available to associations and businesses today, NCAPA's Board of Directors is exploring the idea of offering CLEs and other training courses via a web-based platform!

With that in mind, NCAPA would like to host some seminars via webinar, featuring topics that contribute to the growth and development of paralegals.

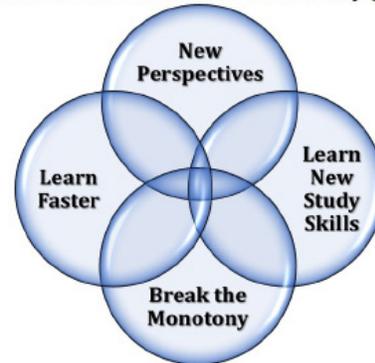
Whether you would like to continue to participate in face-to-face CLEs or are interested in webinars, NCAPA would like to know which topics you would like covered. CLEs will continue to be 60-90 minutes in duration and will be held during the afternoons or evenings. We will continue to work with NFPA regarding CLE credits.

LET US KNOW YOUR THOUGHTS!



Study Group for PACE and PCC Exams!

If you are interested in becoming part of a Study Group for your upcoming PACE/PCC Exam, please email certification@ncapa.com. Below are some of the benefits to study groups.



NCAPA members enjoyed a CLE presentation on meditation in April.



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NCAPA MARKETING BROCHURE

Events

Advertisements

Scholarships

Donations

Professional
Services

THANK YOU FOR YOUR INTEREST IN NCAPA!

Enclosed is our 2018 list of events, advertisements, and other ways in which legal services providers, law firms, companies, individuals or associations can sponsor NCAPA and connect with our membership! Options range from **\$25 to \$1,500!**

Look inside for these great marketing opportunities!



EVENTS AND ADVERTISEMENTS

Hoping to gain exposure, build good will, and connect with a specific audience? Sponsoring an NCAPA event might be the perfect approach. Here are some reasons why NCAPA event sponsorship is an effective marketing channel:

- ✓ Events provide a captive audience to support brand visibility.
- ✓ Event attendance targets legal professionals and companies that may utilize your business services.
- ✓ **Return on investment.**
- ✓ Consumer perception. Customers will assume your business is reliable and reputable if you can sponsor other organizations.
- ✓ Lead generation. By attending in person, you can learn about customers, promote your products, and build a mailing list.

Sponsors for any of these event options will receive a complimentary quarter size advertisement in *OnPoint* (see page 4). A complimentary electronic version of *OnPoint* will be sent to the Sponsor. In addition, an email blast containing general information about the sponsor will be sent to the event attendees. During the event, sponsors will have the opportunity to introduce themselves and their company/organization to the attendees, and distribute printed materials.

**NCAPA's Second Annual Golf Tournament for the
Andrea Lupanze Scholarship Fund**



\$500

Come spend a beautiful fall day at the Laytonsville Golf Club with members and friends of the NCAPA while supporting a worthwhile cause! There will be several firms and corporations joining us for a day of competition with prizes! You can play as an individual entry or "best ball" in a scramble format with a foursome of your choosing. **DON'T PLAY GOLF? NO PROBLEM!** Bring a set of clubs and learn! Join us for lessons and lunch! *Estimated Attendance: 45*

Member Welcome

\$500

New members to NCAPA will be invited to mingle and network with fellow new members, Board members and sponsors, and learn more about NCAPA committees, volunteer and pro bono opportunities, and benefits of membership. *Estimated Attendance: 15-20*

Winter Social (February/March)

\$1,000

Mingle with the Board of Directors, members, and their guests at a networking social event. Non-members of the legal community are welcome to attend to encourage membership. *Estimated Attendance: 50*



Mid-Year Meeting (June/July)

\$1,000

The Board and Committee Chairs report on events for the year to our members, take questions from members, ask for comments and suggestions on the management and plans for the association. *Estimated Attendance: 45*

Paralegal Week Events (October)

Kick-Off Celebration

\$1,000



Kick-off event/or networking social for paralegal week, open to paralegal members and their non-member paralegal guests. *Estimated Attendance: 40*

Luncheon

\$500



Three course meals, currently only open to NCAPA Members to allow members to network and mingle with the NCAPA Board, fellow members and sponsors. *Estimated Attendance: 35*



**Professional Development
Roundtable**

\$500

This event is subject to change and pricing is determined by the third event of Paralegal Week in 2018. *Estimated Attendance: 30*

EVENTS AND ADVERTISEMENTS

PCCE™ and PACE® Scholarships

Legal services providers, companies and associations have the opportunity to sponsor the following scholarship awards for paralegals selected to receive the below scholarships:

PCCE

The Paralegal CORE Competency Exam™ (PCCE™) was established to test core competencies in early career and entry-level paralegals.

PCCE™ Scholarship (\$700)
Partial PCCE™ Scholarships (\$350 each)

The Paralegal Advanced Competency Exam (PACE®) tests the competency level of experienced paralegals to measure a paralegal’s knowledge of general paralegal practice, ethics and technology. NCAPA offers the annual Andrea Lupanze, RP, PACE® Memorial Scholarship as a tribute to the dedication and spirit of a very giving former NCAPA Board President.

PACE® Scholarship (\$800)
Partial PACE® Scholarships (\$400 each)

Professional Services

On occasion, NCAPA requires professional services, such as photocopying, scanning, graphic design, printing, and marketing services. If your company is interested in donating or providing professional services at a reduced cost, please contact Director D.B. “Brandy” Swanson, CP, RP at sponsorship@ncapa.com. All vendors supporting NCAPA in this way will be rewarded with recognition at the event and in print (when available).



Looking Forward!

NCAPA Education Conference (June 2019)
\$500

Seminars and speakers gather for a full day of continuing legal education classes for members of the paralegal community.

Companies and Legal Services Providers interested in exhibiting at the Education Conference should contact NCAPA at education-conference@ncapa.com.

Estimated Attendance: 50

Continuing Legal Education Classes and Hot Topic Meetings

Continuing Legal Education Courses (CLEs).....\$450
Hot Topic Members-Only Meetings.....\$450

NCAPA will host various educational meetings during 2018 organized around substantive areas of law or the interests of its members. Tentatively scheduled for once a month!

Ad-hoc Sponsorship Opportunities

NCAPA is always looking for new and exciting events to engage its members. Whether it is a new CLE, networking event or special occasion, our sponsors can select from a wide range of opportunities to collaborate with NCAPA. If you have any ideas or questions, please email sponsorship@ncapa.com. We look forward to working with you!



EVENTS AND ADVERTISEMENTS

Annual Meeting (November)

Featuring a Silent Auction!



The Annual Meeting of the Members and Awards Dinner is held each November to recognize NCAPA members, sponsors, and supporters of the paralegal profession. This year, NCAPA will be hosting a **Silent Auction** in conjunction with the Annual Meeting.

Tickets will be available for purchase by the public. The following sponsorship packages are available:

RUBY SPONSOR - \$1,500 ★

- ✓ Table for 10
- ✓ Premium Seating
- ✓ Signature Drink or Dessert (named after the company)
- ✓ Distribution of Materials
- ✓ Full-Page Advertisement in *OnPoint*
- ✓ Email Blast
- ✓ Logo featured in Program

GOLD SPONSOR - \$1,000 ★

- ✓ Table for 8
- ✓ Preferred Seating
- ✓ Distribution of Materials
- ✓ Full-Page Advertisement in *OnPoint*
- ✓ Logo featured in Program

SILVER SPONSOR - \$750 ★

- ✓ Table for 6
- ✓ Half-Page Advertisement in *OnPoint*
- ✓ Name featured in Program

BRONZE SPONSOR - \$500 ★

- ✓ Seating for 4
- ✓ Quarter-Page Advertisement in *OnPoint*
- ✓ Name featured in Program

*A non-refundable deposit equal to half the agreed-upon amount is due thirty (30) days after a legal service provider agrees to sponsor an event. The non-refundable deposit will be applied toward the event. The sponsor must pay the remaining balance at least two weeks prior to the date of the event.

The Premiere Publication for Legal Professionals in the DC Metro Area!

OnPoint

Online Magazine Ads

OnPoint is NCAPA's quarterly online magazine that is emailed to all of NCAPA's active members (currently over 200 members and growing). It features industry-related articles, educational articles, and articles regarding NCAPA Events.

Ad sizes available in *OnPoint*:

Basic Card	\$25/Issue
Quarter Page (3 ¼ x 4 ¾)	\$75/Issue
Half Page (7 ½ x 5 or 2 ¼ x 10)	\$115/Issue
Full Page (7 ½ x 10)	\$175/Issue
Legally Substantive Article & Business Card Ad	\$175/Issue

NCAPA emails a monthly newsletter entitled "*Sidebar*," which highlights NCAPA events.

Ads available in the *Sidebar* monthly email newsletter:

Name, logo and contact information	\$25
Name, logo, contact information, and message (up to five lines)	\$50

Special Packages – Email Blast

50% discount when you pre-pay for four (4) email blasts	\$100
Purchase one email blast (normally \$100) and one full-page advertisement (normally \$175) in <i>OnPoint</i> for \$225 (a savings of \$50).	\$225

Final content is subject to approval by the OnPoint Editor. Please email editor@ncapa.com with any questions.

Appeals: Not Just for Attorneys

By: Britt Curtis, CP



Do you enjoy legal writing? Are you interested in the philosophy of law? Then appeals may be for you!

Appellate work is very different from trial work – appeals involve more legal theory than trial litigation does. As an appellate paralegal, I do not engage in discovery or schedule depositions; rather, I review

and assess a case that has already gone through trial and been ruled on. At trial, a judge determines what the facts are and then applies the relevant law to those facts. If a party appeals the trial judge’s ruling, the appellate court then assesses whether the trial judge applied the correct legal standard and evaluates whether the trial judge’s decision is supported by the facts in the record. The appellate court reviews the facts the trial judge found for clear error, and if a clear error is found to have affected the ultimate judgment, the appellate court may reverse the trial judge’s ruling. The appellate court also determines whether the trial judge abused their discretion in making certain decisions, such as settling procedural disputes, to see if an abuse of that discretion influenced the outcome of the trial.

A paralegal plays a vital role in the appellate process and usually handles the logistical and procedural aspects of appellate practice for the attorneys.

The life of an appellate case is broken up into four main parts: (1) before an appeal is taken; (2) after an appeal is taken but before a brief is due; (3) writing the brief; and (4) after filing the brief but before oral argument. (Each party on appeal generally files one document, called a brief, that sets forth the facts of the case and the legal argument for why the appellate court should affirm or reverse the trial judge’s ruling or remand the case for further proceedings.) The paralegal’s assignments vary depending on what stage the case is in. Here are some assignments that I do in my capacity as an appellate paralegal:

1. Before appeal is taken:
 - Attend trial and take notes.
2. After appeal is taken but before a brief is due:
 - Order transcripts of the trial.
 - Read the transcripts and prepare transcript summaries for the attorney who will be writing the brief.
3. Writing the brief:
 - Proofread for typos, grammar, and style.
 - Cite-check the brief multiple times, making sure all citations comply with appellate court’s citations rules and the Bluebook.
 - Compile and redact the appendix that will accompany the brief. (An appendix is a compilation of the trial pleadings to which the brief cites.)
 - Prepare the Table of Contents and Table of Authorities.
 - Electronically file the brief with the court of appeals.
4. After filing the brief and before oral argument (if applicable):
 - If the appellate court schedules oral argument for the case, the paralegal arranges moot courts, which involves finding attorneys to act as judges and a time that everyone is available, as well as helping the “judges” prepare for the moot court by telling them about the issues on appeal and sending them the relevant documents they should review).
 - Attend moot courts and record the questions and answers for the arguing attorney to refer back to when preparing for oral argument.
 - Create oral argument binders. There are

usually two binders: one with pleadings, orders, and case law; another with just the trial transcripts.

- Attend oral argument at the court of appeals and debrief with the arguing attorney back at the office.

Of course, an appellate paralegal has a variety of assignments in addition to the work described above. Those tasks include setting up and updating electronic case files, preparing various pleadings for attorneys, conducting legal research and writing memoranda of results, attending case-related strategy meetings, developing and updating training materials, calendaring deadlines and tracking the status of cases, and conducting trainings independently or in conjunction with appellate attorneys.

Success in this area of law requires that a paralegal have a specific skill set. Because a judge's ruling can be overturned on appeal based on one tiny detail, the most important skill for an appellate paralegal to have is intense attention to detail. An appellate paralegal must also have an extensive knowledge of the appellate court's rules and procedures, as each appellate court has its own specific guidelines.

Knowing the rules and procedures governing the logistics of appellate filings, for example, greatly minimizes the likelihood of encountering issues when filing and helps the appellate process move quickly and smoothly.

An appellate paralegal has to be confident in their ability to conduct legal research. Arguments made on appeal must be based on solid legal reasoning and supported by legal precedent. A paralegal's ability to provide exceptional cite-checking is a crucial part of this. Correct citations to the record, case law, and statutes, for example, shows the appellate judges that the filing party can be trusted to accurately represent the facts of the case at hand as well as the current status of the relevant law, thus further incentivizing them to do what the filing party asks in their brief.

An appellate paralegal must be able to anticipate the appellate attorneys' needs. One example of this is discerning what the attorney needs to know versus what the paralegal can preemptively handle on their

own. Finally, the paralegal must have excellent oral and written communication skills. As the point-person on the appellate court's rules and procedures and the appellate process in general for the appellate attorneys, an appellate paralegal must be able to efficiently and charismatically communicate facts and ideas.

The appellate process combines detail-oriented tasks with legal theory, which makes being an appellate paralegal very satisfying and provides an opportunity to really make a difference.

Britt Curtis has seven years of legal experience and a master's degree in paralegal studies. She is currently the appellate paralegal at DC's Children's Law Center and has been a member of NCAPA since 2015. She currently serves on the Membership Committee and is a member of the editorial staff of NCAPA's quarterly publication, OnPoint.

Virginia Alliance of Paralegal Associations

Proudly presents the

11th Biennial Statewide Paralegal Conference

October 5, 2018

Courtyard by Marriott

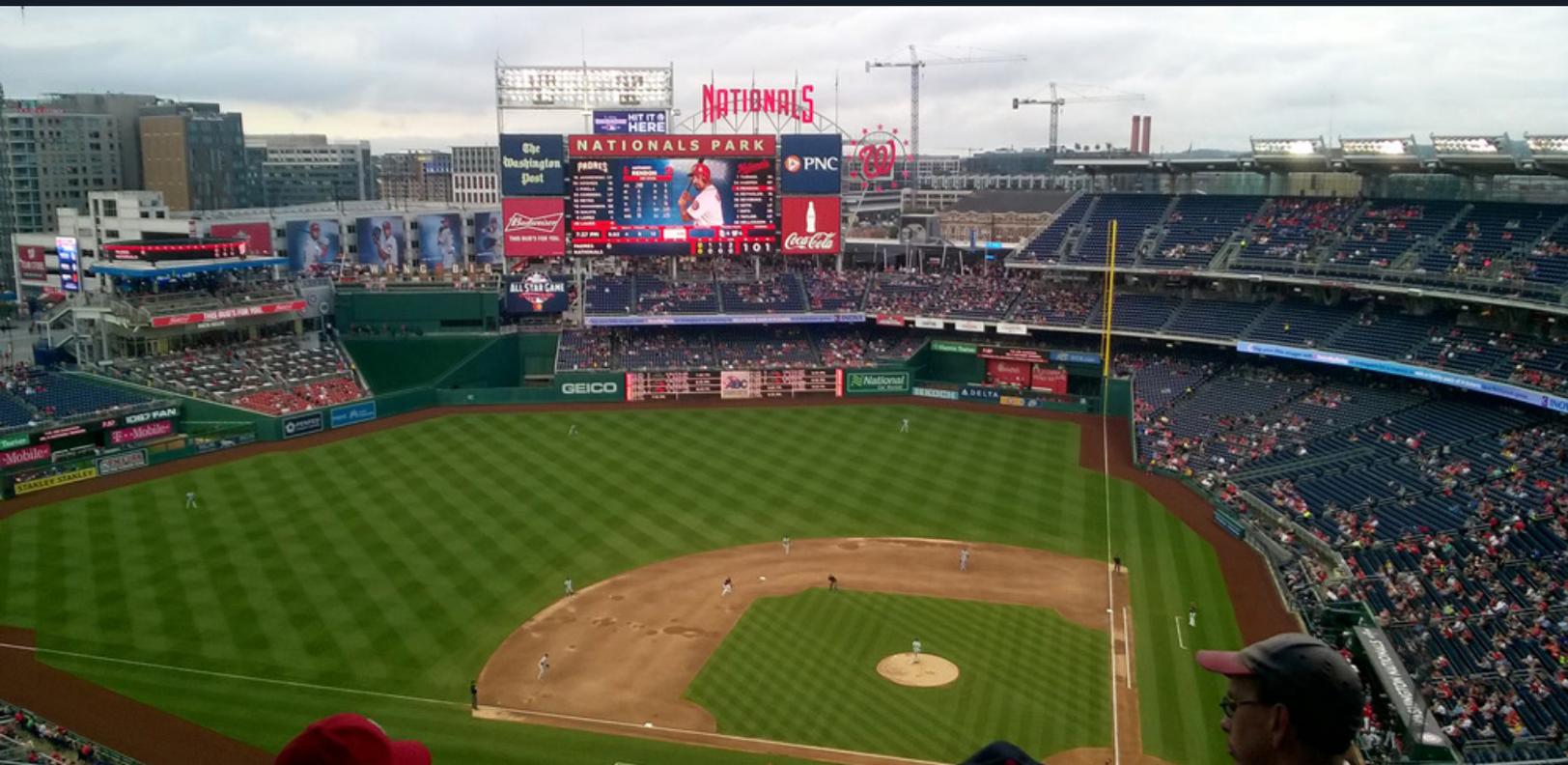
Historic District of Fredericksburg, Virginia



A full day of CLE credits

Paralegals' Week Reception

Hosted by VAPA



A NIGHT AT THE BALLPARK!

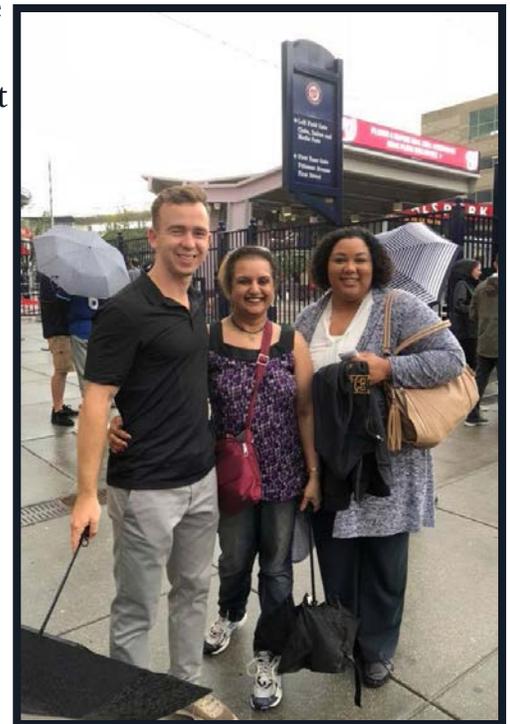
by Sangeeta Joshi

The rain came down in a torrential downpour, but staunch Nats fans (who just also happened to be members of NCAPA), didn't let that prevent them from attending the game. This author had faith in Mother Nature: that the rain would stop by the time the game commenced. The sheets of rain slowly trickled to sprinkles before stopping completely 20 minutes before the game started.

Thanks to Dean Boerger of Boerger Investigative Services, LLC, who hosted the evening, a great time was had. Dean Boerger provided the sustenance the NCAPA fans needed in the form of pizza as we cheered for the Nats to give us a win. It wasn't until the bottom of the ninth inning, with two bases loaded, that the Nats scored and won the game. Just as this author exchanged high-fives with our President Angela King Scott over the Nats' victory, sure enough, the rain decided to make its return as fans fanned out of the stadium to head home after a tense and close game.



GO NATS!





NATIONAL CAPITAL AREA PARALEGAL ASSOCIATION

PO BOX 27607

WASHINGTON, DC 20038-27607