



Ab Initio

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The official newsletter of the
Legal Assistants/Paralegals of Southern West Virginia
an Affiliate of the National Association of Legal Assistants, Inc.

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From Your President

S-U-C-C-E-S-S

Some of you are going to find this hard to believe, but when I was in Junior High School I was a cheerleader. We had this cheer that went like this: S-U-C-C-E-S-S that's the way we spell success, success, that's right success, (insert clap, clap, clap here, then repeat a few times and add in some not-so-amazing steps and hand movements)! You may ask, "Sherri, why in the world are you telling us this?" Well, I bring this up because I recently read a quote from Albert Schweitzer, a Nobel Peace Prize winner in 1952. Here is the quote:

Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.

Do you consider yourself successful? I think that most of us lean towards thinking of our careers when we answer that question. So, let's talk about your job.

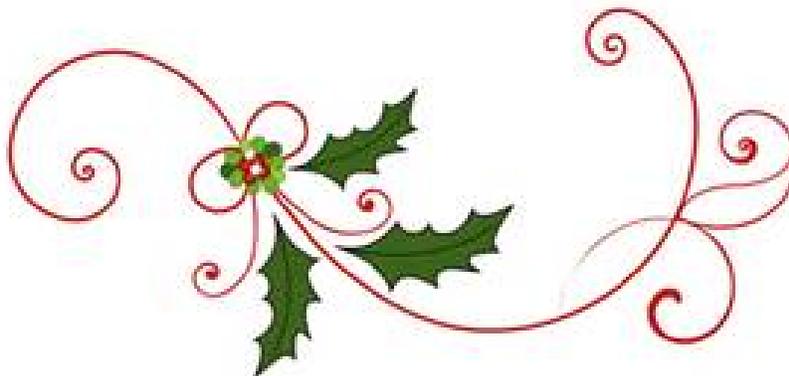
As a legal assistant/paralegal you are called upon to wear many hats: master on the keyboard, investigator, researcher, writer, listener, note taker, brainstormer, etc., etc... That's a lot of hats to wear! And for goodness sake, who can be successful at all of that? I have great news! LAPSWV is made up of such a diverse and talented group of men and women; someone you know (or need to know) through LAPSWV can educate you in areas that you consider yourself to be the weakest, in order to make you more successful!

Think about how much time we spend at our job as a paralegal/legal assistant. I think that it's safe to say that many of us spend more time immersed in our career than we spend with family or friends. If you factor in your sleeping, driving, getting beautiful in the morning, coming into the office early, staying late to meet that deadline, and all the other necessities in life, I am guessing that I am correct or at least close to being correct. So, if you're going to spend that much time as a legal assistant, I am suggesting that you be sure to find the happiness in what you are doing as a legal assistant... which in turn, leads to S-U-C-C-E-S-S!

We want to help you to connect with that talented member that may be just the person to help you with your success. We want to have a lunch & learn with the guest speaker that may be just the person to help you with your success. This is your organization and the Executive Committee is excited to connect with and serve you.

So as we finish out the year 2016 and prepare for 2017... I raise an imaginary glass to toast to your SUCCESS in the coming year!

Sherri L. Rasmussen,
LAPSWV President



LAPSWV WANTS YOU!



LAPSWV

IS SEEKING CP's, CLA's AND ACP's TO ASSIST WITH A STUDY GROUP FOR MEMBERS THAT ARE INTERESTED IN TAKING THE CLA EXAM.

THE HOPE IS THAT MEMBERS THAT ARE ALREADY CERTIFIED WOULD LEAD A STUDY GROUP ON A DIFFERENT AREA OF THE EXAM TO GUIDE AND PREPARE THOSE INTERESTED IN TAKING THE EXAMINATION.

PLEASE CONTACT

SHERRI RASMUSSEN • president@lapswv.org

Or

RHONDA SWARTZ • firstvicepresident@lapswv.org

For More Information



LAPSWV
Annual Christmas Social 2016

**The Legal Assistants/Paralegals of Southern West Virginia
Annual Christmas Social was held at
The Masters Law Firm LC, 181 Summers Street, Charleston, WV
On December 6, 2016 at 5:30 pm.**







LAPSWV

LAPSWV Annual Christmas Social 2015

LAPSWV

Wishing You A



LAPSWV is a Proud Supporter of
Faith In Action of the Greater Kanawha Valley in Charleston, WV
&
The Lifehouse, Inc. in Huntington, WV

Each Year LAPSWV Works to Support
Two Commendable Organizations,
One in the Huntington Area, and
One in the Charleston Area, With a Financial Gift



VISION, MISSION & VALUES

Faith in Action of the Greater Kanawha Valley values the dignity and worth of every person. We are committed to inclusive care and service. We respect the diversity of gifts that each person brings to our shared ministry and recognize the unique worth of all volunteers. We understand that there is an interdependence and reciprocity in caregiving. We believe that spirituality is a resource for health.

THE VISION of the shared ministry of Faith in Action of the Greater Kanawha Valley is to enhance the dignity and quality of life for all people in our community.

THE MISSION of Faith in Action of the Greater Kanawha Valley is to support the independent living of older adults in the communities we serve by lending a helping hand, neighbor to neighbor.

DIVERSITY & NON-DISCRIMINATION STATEMENT

Faith in Action of the Greater Kanawha Valley is an interfaith ministry that values the diversity and gifts of people of all faith traditions. We recognize that all faith traditions share a common call to serve those in need. The organization does not discriminate against any individual by reason of age, disability, race, color, ethnicity, gender, creed, national origin or socioeconomic status. Faith in Action respects the privacy and personal beliefs of all volunteers and care receivers and does not permit proselytizing by one faith community for members of another or the maligning of any person's faith.

Faith in Action does encourage interaction and understanding among faith communities and respect for the religious beliefs of all persons. The open practice or advocacy of racism by any volunteer or staff member is not permitted.

What is The Lifehouse?

The Lifehouse, Inc. (WV) is a voluntary fellowship that provides affordable housing away from drugs and alcohol. We offer safe, clean and sober housing for all stages of recovery. It encompasses a "self-help" peer awareness approach to recovery for people with alcoholism and addictions. **We firmly believe that responsibility indicates growth.** Our homes offer an alcohol and drug free environment in which people recovering are able to live together in an organized and structured way.

Where Life Happens

John 14:6



LAPSWV

Paralegals In The Spotlight



Jennifer M. Honaker
Offutt Nord Burchett
PLLC



Walter S. Ice
Columbia Pipeline Group



Linda Quillen
The Masters Law Firm
LC



Samantha White
BridgeValley
Community &
Technical College



Paula A. Pauley
Steptoe & Johnson
PLLC

Working in the legal field, many times you are given the opportunity to work with and encounter intelligent, industrious, and creative individuals who serve to go above and beyond to help others. These individuals offer up their own unique attributes and characteristics in the work environment.

The above LAPSWV members are being spotlighted and recognized by their associates and co-workers for their positive attitude and contributions, among other outstanding qualities possessed.

*(Should you wish to spotlight a LAPSWV member who is a co-worker or associate,
Please forward your request to president@lapswv.org)*



Match the Word on the Left with the Correct Definition on the Right

1. a fortiori

2. coram nobis

3. erratum (pl. errata)

4. lis pendens

5. jus tertii

6. mala praxis

7. opus

8. per curiam

9. quare

10. vivos

A. Litigation pending

B. Wherefore

C. Work, labor

D. Before us ourselves

E. Malpractice

F. By the court

G. Living

H. With strong reason

I. Error

J. The right of a third party; the rights of another person

LAPSWV

Events • Lunch & Learns



December 16, 2016

Event: Lunch & Learn
Topic: Ethics for the Paralegal
Speaker: Ancil Ramey, Esquire of Steptoe & Johnson PLLC
Location: Steptoe & Johnson PLLC • Chase Tower, Suite 250 • 1000 Fifth Avenue • Huntington, WV

November 11, 2016

Event: Lunch & Learn
Topic: Understanding the Workload of the West Virginia Supreme Court
Speaker: Rory Perry, Clerk of the West Virginia Supreme Court
Location: The Masters Law Firm • 181 Summer Street • Charleston, WV

November 2, 2016

Event: Lunch & Learn
Topic: Locating Expert Witnesses
Speaker: Sonja Vital, Esquire of Offut Nord Burchett PLLC
Location: Offut Nort Burchett PLLC • 949 Third Avenue, Suite 300 • Huntington, WV

October 21, 2016

Event: Lunch & Learn
Topic: Regulations and Procedures Regarding HIPAA
Speaker: Susan Pauley, Esquire and Jami Server, Esquire of Steptoe & Johnson PLLC
Location: Steptoe & Johnson PLLC • Chase Tower, Suite 250 • 1000 Fifth Avenue • Huntington, WV

October 6, 2016

Event: LAPSWV Fall Meeting
Topic: Trends of the West Virginia Supreme Court
Speaker: Marc E. Williams, Managing Partner of Nelson, Mullins, Riley & Scarborough's Huntington Office
Location: The Marshall Hall of Fame Café • 857 3rd Avenue • Huntington, WV

September 28, 2016

Event: Lunch & Learn
Topic: Interviews of Witnesses, and Preparing and Answering Discovery
Speaker: John McGhee, Esquire of Kay, Casto & Chaney
Location: The Masters Law Firm • 1C, 181 Summers Street • Charleston, WV

LAPSWV

Lunch & Learn



Rory Perry, Clerk of the West Virginia Supreme Court • Speaker
Understanding the Workload of the West Virginia Supreme Court

Held at The Masters Law Firm, 181 Summers Street, Charleston, WV • November 11, 2016

LAPSWV Fall Meeting

Marc E. Williams • Speaker

Managing Partner of Nelson, Mullins, Riley & Scarborough's Huntington Office
Held at The Marshall Hall of Fame Café • October 6, 2016





Wishing LAPSWV Members A
Happy Birthday

October Birthdays

Linda Qullen
Jessica N. Preast
Samantha White
Tamara L. Welch, ACP
Loretta J. Walker, ACP
Kristi Smith
Rhonda Swartz, CLA
Terri R. Swindler
Jill I. Francisco, ACP

November Birthdays

Cynthia L. Alley
Jacinda Andrew
Teresa L. Williams, CP
Sherri L. Rasmussen
Donna G. Myers, ACP
Donna Donathan

December Birthdays

Donna S. Hughes
Tonya R. Taylor
Dean Boerger

Upcoming Events & CLE



Mark Your Calendars for the

13th Annual Meeting and Seminar

June 9, 2017 at BridgeValley

“Here Comes The Judge”



Available Self-Study Courses

Alternate Dispute Resolution—Advanced
Alternative Dispute Resolution—Basic
American Legal System
Business Organizations: Incorporated Entities
Business Organizations: Noncorporate Entities
California Advanced Specialization in Discovery
Civil Litigation
Commercial Bankruptcy
Contract Law
Contracts Management/Contracts Administration
Criminal Litigation
Discovery
E-Discovery
Estate Planning
Family Law—Adoption and Assisted Reproduction
Family Law—Child Custody, Support and Visitation
Family Law—Dissolution Case Management
Family Law—Division of Property and Spousal Support
Judgment and Legal Analysis
Legal Ethics
Legal Research
Non Business Bankruptcy
Personal Injury—Core Course
Personal Injury—Practice Area—Automobile Accidents
Personal Injury—Practice Area—Entity Medical Liability
Personal Injury—Practice Area—Individual Medical Liability
Personal Injury—Practice Area—Intentional Torts

Personal Injury—Practice Area—Premises Liability
Personal Injury—Practice Area—Product Liability
Personal Injury—Practice Area—Workers’ Compensation
Personal Injury—Practice Area—Wrongful Death
Real Estate—Land Use
Real Estate—Law
Real Estate—Principles
Social Security Disability
Trademarks
Written Communication

Available On-Demand Webinars

A Basic Guide for Paralegals: Ethics; Confidentiality; and Privilege
Advanced Legal Aspects of a Feature Film
An Analysis of Construction Defect Claims
Anti-Money Laundering
Are You Sabotaging Your Annual Performance Review
Attorney—Client Privilege Boot Camp for Paralegals
Avoiding Landmines in the Nonprofit Arena
Basic Torts
Collection Law from A to Z
Communicating with Charisma
Contracts—How to Manage Document Flow and the Review Process
Copyright Law and the Internet

Many Additional On-Demand Webinars Available...

View the full NALA Campus LIVE! Schedule at <http://www.nala.org>

Word Match Answers:

14 1. h-with strong reason, 2. d-before us ourselves, 3. i-error, 4. a-litigation pending, 5. j-the rights of another person, 6. e-malpractice, 7. c-work, labor, 8. f-by the court, 9. b-wherefore, 10. g-living

2016-2017 LAPSWV Executive Committee



Sherri L. Rasmussen
President
The Masters Law Firm, LC
president@lapswv.org



Rhonda Swartz, ACP
First Vice President
firstvicepresident@lapswv.org



Mica Spratt
Second Vice President
Lamp Bartram Levy Trautwein & Perry, PLLC
secondvicepresident@lapswv.org



Kelly Mullins
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The Masters Law Firm LC
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Donna S. Hughes
Secretary
Kay Casto & Chaney PLLC
secretary@lapswv.org



Melanie Hicks, CP
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Paralegal Solutions, LLC
nalalialison@lapswv.org



Tammy Welch, ACP
Parliamentarian/Historian
West Virginia Mutual Insurance Company
parliamentarian@lapswv.org

2016-2017 LAPSWV Standing and Special Committees

Bylaw Review
Tammy Welch, ACP—Chair
Rhonda Swartz, ACP
Donna Hughes
Walter Ice
Melanie Hicks, CP

CLA Study Group
Rhonda Swartz, ACP—Chair
Debbie Estep
Kelly Mullins
Krista Scott
Walter Ice
Melanie Hicks, CP

Community Service
Linda Quillen
Tonya Taylor
Susan Knight
Jill Francisco, ACP
Jennifer Honaker

Educational
Rhonda Swartz, ACP—Chair
Donna Donathan
Tonya Taylor
Melanie Hicks, CP
Kristi Smith

Ethics
Tammy Welch, ACP—Chair
Melanie Hicks, CP
Sherri Rasmussen

Finance
Kelly Mullins—Chair
Linda Quillen
Walter Ice

Fund-Raising
Kelly Mullins—Chair
Linda Quillen

Legislative/Regulatory
Melanie Hicks, CP—Chair
Rhonda Swartz, ACP
Tammy Welch, ACP

Membership
Mica Spratt—Chair
Linda Quillen
Rhonda Swartz, ACP
Tonya Taylor
Jennifer Bailey
Renee Clay, ACP
Donna Hughes
Cindy Spreacker
Loretta Walker, ACP
Kristi Smith

Newsletter
Patricia Schoolcraft
Tonya Taylor
Michael Edwards
Paula Pauley
Jill Francisco, ACP

Public Relations
Tonya Taylor
Jennifer Honaker

Seminar Planning
Debbie Estep
Linda Quillen
Rhonda Swartz, ACP
Jennifer Bailey
Renee Clay, ACP
Cindy Spreacker
Walter Ice
Jill Francisco, ACP

Standing Rules
Tammy Welch, ACP—Chair
Linda Quillen
Rhonda Swartz, ACP
Donna Hughes
Walter Ice
Melanie Hicks, CP

Website
Melanie Hicks, CP—Chair
Pat Schoolcraft, CLA
Rhonda Swartz, ACP
Tonya Taylor
Loretta Walker
Jill Francisco, ACP

Meet & Greet
Renee Clay, ACP (H)
Cindy Spreacker (H)



LAPSWV is Always Seeking Volunteers for the Standing and Special Committees

Just Contact Any Member of the Executive Committee to Volunteer!



CURRENT MEMBERSHIP STATISTICS	
Active Members:	41
Sustaining Members:	5
Student Members:	20
Provisional Members:	1
TOTAL:	67
Pending Renewals:	0
Pending Student Applications:	0
ACPs:	6
CLAs and CPs:	9



About Legal Assistants/Paralegals of Southern West Virginia

Legal Assistants/Paralegals of Southern West Virginia ("LAPSWV") is a non-profit organization established in 2004 in Charleston and Huntington, West Virginia.

LAPSWV promotes high standards in the legal assistant profession, establishes networking resources for legal assistants/paralegals, and provides integrity in the legal community. LAPSWV also contributes to the community by participating in a number of charitable programs. LAPSWV strives to raise professional standards in the legal assistant/paralegal profession by providing opportunities for personal growth and development through educational experiences and the networking with other professionals.

Legal Assistants/Paralegals of Southern West Virginia was founded:

- To further education among members of the legal assistant/paralegal profession;*
- To provide a forum for the exchange of viewpoints on matters involving the legal assistant/paralegal profession;*
- To promote and involve the legal assistant/paralegal in the development of guidelines on the standardization of the legal assistant profession;*
- To establish good fellowship among association members, the National Association of Legal Assistants, Inc. ("NALA"), and members of the legal community;*
- To encourage a high order of ethical and professional attainment;*
- To cooperate with bar associations and other law related organizations; and*
- To support and carry out the programs, purposes, aims and goals of NALA.*

Legal Assistants/Paralegals
Of Southern West Virginia
P.O. Box 11488
Charleston, WV 25339
Website: www.lapswv.org

Direct Comments/Questions
concerning this newsletter to:
LAPSWV Newsletter Committee



Ab Initio is a quarterly publication of Legal Assistants/Paralegals of Southern West Virginia (LAPSWV).

None of the information contained herein is intended to be, nor should it be construed as legal advice.