



# 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



### Tap into your Talent(s)!

I am a firm believer that we each have been given unique and valuable talents. Perhaps your strength is your organizational skills, your people skills, your ability to think outside the box, or any number of the above listed character qualities. In the legal world, our chosen profession, all of these are priceless assets to possess. You have an endless number of talents that you, and you alone, can bring to the table at your office that not only benefit you, but the firm that you work for... so tap into your talents!

The first step to success is identifying your strengths. Often times it is difficult for us to identify our own talents. So, try sitting down with a trusted friend or co-worker and get feedback from them on what they see as your strengths. You may also want to do the same for your weaknesses. If there is room for improvement in your skill set, it's probably at least worth noting.

The next step is to build upon your strengths—be the best that you can be in any given area. Practice is a great way to build a strength quality. Or, try reading books or articles from experts that can provide valuable insight into mastering your talent(s).

You ARE, in fact, uniquely gifted! There is one and only one of you. So be the best you that you can be!

Sherri L. Rasmussen  
President, LAPSWV



# LAPSWV

## 14th Annual Seminar & Meeting



LAPSWV 14th Annual Seminar & Meeting was held at the Holiday Inn & Suites in Barboursville, West Virginia on June 1, 2018. The seminar, agenda entitled “Trial Preparation: Start to Finish”, was graced by the following honored guests:

**April Ferreebee, Esquire**, Masters Law Firm LC—“West Virginia Rules of Professional Conduct—Rule 3” (Ethics)

**Richard Katz**, President/CEO, Katz Consulting—“Courtroom Technology”

**Chris Hall**, Director of Government Affairs and Business Operations, Orion Strategies—“Pretrial Publicity and Pretrial Motions for Change of Venue”

**The Honorable Philip Stowers**—“Trial Preparation from the Court’s Perspective”

**Gregory P. Neil, Esquire and Michael Edwards**, Steptoe & Johnson PLLC—“Witness Preparation and Management”

**Ryan Ashworth, Esquire and Tammy Welch, ACP**, Offutt Nord Burchett, PLLC—“The Paralegal’s Role Before, During and After Trial”



# LAPSWV

## 14th Annual Seminar & Meeting

### The LAPSWV Executive Committee for 2018-2019 Was Named



**Mica Spratt**  
President



**Kelly Mullins**  
Vice President



**Sherri Rasmussen**  
Treasurer



**Rhonda Swartz.**  
CLA  
Secretary



**Krista Markins**  
NALA Liaison



**Tammy Welch, ACP**  
Parliamentarian

# LAPSWV

## 14th Annual Seminar & Meeting



# LAPSWV

## 14th Annual Seminar & Meeting

Awards were given and members were honored. The seminar proved educational, informative and a wonderful time was had by all.





# LAPS WV

## *Paralegals In The Spotlight*

Members Serving On The Audit Committee



**Renee Clay, ACP**  
Step toe & Johnson, PLLC



**Stacy Eggleston**  
Masters Law Firm, LC



**Pam Hanshaw**  
Masters Law Firm, LC

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 LAPS WV 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 LAPS WV member who is a co-worker or associate,  
Please forward your request to [president@lapswv.org](mailto:president@lapswv.org))*



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

**1. Culpability**

**2. Pretrial Intervention**

**3. Abstraction**

**4. Incendiary**

**5. No Papered**

**6. Stet**

**7. Bind Over**

**8. Uttering**

**9. Affray**

**10. De Novo**

**11. Capias**

**12. Compounding Crime**

- A. To put under bond to appear in court. Term also used when a case is shifted from a lower court to a higher court.
- B. An entry on the roll in the nature of a judgment of a direction that all further proceedings shall be stayed. Suit is terminated by an act of the party, rather than by judgment.
- C. To forge another's name.
- D. The Latin meaning is "That You Take". This is the name for several types of writs, which require that a law enforcement official take a named defendant into custody.
- E. Charges were not pursued. (This is a legal term in Washington, D.C.)
- F. The receipt by an individual of consideration in exchange for an agreement not to prosecute or inform on someone who they know has committed a crime.
- G. Taking away with intent to harm or deceive.
- H. Latin for "anew" or "afresh". New trial, or one that is held for second time, as if there had been no previous trial or decision.
- I. One who intentionally set fires. Arsonist.
- J. Blame, or degree of responsibility for a crime. This may be in degrees of purposeful, knowingly, recklessly or by negligence.
- K. An extensive background check to help determine if charges will be pressed.
- L. Brawl or disturbance. Not premeditated.



# LAPSWV



## Events • Lunch & Learns

*Executive Committee spends the weekend at Snow Shoe preparing for Annual Meeting*



**2018 Spring Meeting  
"Paralegals Use of the Internet in 2018"  
Krista Duncan Black & Heather Banner Kane of  
Two Dog Blog**

**LAPSWV Christmas Social at Huntington Ale House**





Wishing LAPSWV Members A  
*Happy Birthday*

### May Birthdays

Erin Hendricks  
Melania D. Streski

### June Birthdays

Maria Cain  
Debbie Estep  
Cari Reed  
Tamra Vandergriff

### July Birthdays

Evie Cooper  
Nicole Dingess  
Michael Edwards  
Taylor Laughlin  
Robin R. Martin  
Pat Schoolcraft

### August

Lisa Casdorph  
Lisa Desposito  
Walter S. Ice

## Upcoming Events & CLE



**NALA**  
THE PARALEGAL ASSOCIATION

## CONFERENCE & EXPO 2018

July 11-13

St. Louis, MO

Hilton St. Louis at the Ballpark



NALA  
*Campus*

NALA  
*Campus*  
**LIVE!**



### Upcoming Webinars

Webinars are a fast, convenient and now an even more affordable way to get the education you need.

1.0 hour webinars: \$39 for Members and \$59 for Nonmembers  
1.5 hour webinars: \$39 for Members and \$59 for Nonmembers  
2.0 hour webinars: \$49 for Members and \$69 for Nonmembers

If you have an Active Membership type, you may use your \$80 gift certificate toward these webinars. Contact NALA to apply your gift certificate today!

Franchise & Distribution Law  
Thu, 09/06/2018—1:00 pm

Franchise & Distribution Law is a fascinating but very structured business model of owning your own business and licensing someone else's trade name.

Organization—The Silent Weapon of an Effective Paralegal  
Mon, 09/10/2018—11:00 am

This webinar will cover a topic that every paralegal needs to know about how to use the secret weapon or Organization. Paralegals are the gatekeepers of documents. How does an effective Paralegal develop the skills of organization; stay on top of the mountain of work; and remain the go-to person for their team? Learn simple techniques for dealing with day-to-day activities and stay organized when it comes to topics such as:

- Organization of clerical work (filing electronically/paperless and with paper);
- Organization of documents (producing and receiving); and
- Organization for scheduling on attorneys' calendars and your calendar, and
- So much more.

Learn what tools to put in your "Paralegal Toolbox" and how to use them to help you to accomplish your goal.

Instructor: Sandi A. Joshua  
Course Year: 2018

These dates and times don't work for your schedule but you still need CLE? How about taking one of NALA's **On-Demand Webinars**? Learn whenever it is convenient for you.

NALA | 7666 E. 61st St., #315 | Tulsa | OK | 74133

### Available On-Demand Webinars

- 1st Amendment
- 2017 Employment Law Updates
- 5 Steps to Develop a Marketing Mindset
- 5th and 14th Amendments
- A Basic Guide for Paralegals: Ethics; Confidentiality; and Privilege
- Addressing Bullying in the Legal Workplace
- Advanced Contracts—Commercial Leases
- Advanced Legal Aspects of a Feature Film
- American Legal System
- An Analysis of Construction Defect Claims
- An Analysis of Products and Completed Operations Claims
- An Introduction to Estate Planning
- Anti-Money Laundering
- Are You Sabotaging Your Annual Performance Review
- Artificial Intelligence: Ethics Issues
- Attorney—Client Privilege Boot Camp for Paralegals
- Avoiding Landmines in the Nonprofit Arena
- Basic Business Organizations
- Basic Due Diligence
- Basic Torts
- Cell Phone Forensics
- Civil Litigation—A Step by Step Look at the Process
- Classification of Law
- Collection Law from A to Z
- Communicating with Charisma
- Confidentiality and Ethics: Staying on the Right Side of The Line
- Consumer Law: FRCP 26(a)(1) Disclosures
- Contracts—How to Manage Document Flow and the Review Process
- Copyright Law and the Internet
- Copyright Law in a Digital World: A Basic Guide for Paralegals
- Corporate Depositions
- Court Appointed Special Advocates (CASA)
- CP Review—American Legal System
- CP Review—Basic Business Organizations
- CP Review—Civil Litigation
- CP Review—Contract Law
- CP Review—Ethics
- CP Review—Judgment and Legal Analysis
- CP Review—Legal Research
- CP Review—Written Communications
- CP Review Course Bundle
- Creating Clear Healthcare Documents That People Can Understand
- Crowd Funding & Other Topics
- Dealing with Difficult People
- Dealing with the IRS—Perception vs Reality
- Dealing with the IRC Collection Division
- Defending Questionable Claims for Workers' Compensation Benefits
- Defensibility and Best Practices in eDiscovery
- Deposition Video Tips and Tricks
- Discovering the Potential for Social Media in Discovery

Many Additional On-Demand Webinars Available...

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

# 2018-2019 LAPSWV Executive Committee



**Mica Spratt**  
President  
Lamp Bartram Levy Trautwein & Perry, PLLC  
president@lapswv.org



**Kelly Mullins**  
Vice President  
The Masters Law Firm LC  
vicepresident@lapswv.org



**Sherri L. Rasmussen**  
Treasurer  
The Masters Law Firm, LC  
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**Kristi Markins**  
NALA Liaison  
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nalalialiaison@lapswv.org



**Rhonda Swartz, ACP**  
Secretary  
secretary@lapswv.org



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

## 2017-2018 LAPSWV Standing and Special Committees

<p><b><u>Bylaw Review</u></b> Tammy Welch, ACP—Chair Rhonda Swartz, ACP Donna Hughes Walter Ice Melanie Hicks, ACP</p> <p><b><u>CLA Study Group</u></b> Rhonda Swartz, ACP—Chair Debbie Estep Kelly Mullins Krista Scott Walter Ice Melanie Hicks, ACP</p> <p><b><u>Community Service</u></b> Linda Quillen Tonya Taylor Susan Knight Jill Francisco, ACP Jennifer Honaker</p>	<p><b><u>Educational</u></b> Rhonda Swartz, ACP—Chair Donna Donathan Tonya Taylor Melanie Hicks, ACP Kristi Smith</p> <p><b><u>Ethics</u></b> Tammy Welch, ACP—Chair Melanie Hicks, ACP Sherri Rasmussen</p> <p><b><u>Finance</u></b> Kelly Mullins—Chair Linda Quillen Walter Ice</p> <p><b><u>Fund-Raising</u></b> Kelly Mullins—Chair Linda Quillen</p>	<p><b><u>Legislative/Regulatory</u></b> Melanie Hicks, ACP—Chair Rhonda Swartz, ACP Tammy Welch, ACP</p> <p><b><u>Membership</u></b> Maria Cain, CP—Chair Mica Spratt Jill Francisco, ACP Rhonda Swartz, ACP Tonya Taylor Jennifer Bailey Renee Clay, ACP Donna Hughes Cindy Spreacker Loretta Walker, ACP Kristi Smith</p> <p><b><u>Newsletter</u></b> Patricia Schoolcraft Tonya Taylor Michael Edwards Jill Francisco, ACP</p>	<p><b><u>Public Relations</u></b> Tonya Taylor Jennifer Honaker</p> <p><b><u>Seminar Planning</u></b> Debbie Estep Linda Quillen Rhonda Swartz, ACP Jennifer Bailey Renee Clay, ACP Cindy Spreacker Walter Ice Jill Francisco, ACP</p> <p><b><u>Standing Rules</u></b> Tammy Welch, ACP—Chair Rhonda Swartz, ACP Donna Hughes Walter Ice Melanie Hicks, ACP</p>	<p><b><u>Website</u></b> Melanie Hicks, ACP—Chair Pat Schoolcraft, CLA Rhonda Swartz, ACP Tonya Taylor Loretta Walker Jill Francisco, ACP</p> <p><b><u>Meet &amp; Greets</u></b> Renee Clay, ACP (H) Cindy Spreacker (H)</p>
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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:	45
Sustaining Members:	4
Student Members:	14
Provisional Members:	1
<b>TOTAL:</b>	<b>64</b>
Pending Renewals:	0
Pending Student Applications:	0
ACPs:	9
CLAs and CPs:	6

# 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.*

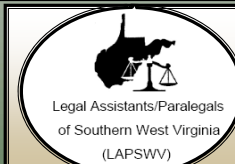
*LAPSWV promotes high standards in the legal assistant profession, establishes networking resources for legal assistants/paralegals, and provides integrity in the legal community. LAPSWV also contributes to the community by participating in a number of charitable programs. LAPSWV strives to raise professional 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](http://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.