RED RIVER REVIEW

November 2013

OFFICIAL NEWSLETTER OF

RED RIVER VALLEY PARALEGAL ASSOCIATION

IN THIS ISSUE

Reports:

Features:

EDITOR'S NOTE

I hope this newsletter is informative and enjoyable for all to read. If you have any suggestions for topics you would like to see in future newsletters please contact me. I am always thankful for your ideas!

Red River Review is published two times per year: November and May, by the Red River Valley Paralegal Association (RRVPA). Submission deadlines are October 15th and April 15th, respectively. Opinions expressed by authors are those of the authors and do not necessarily represent the views of RRVPA. Articles may not be reprinted without the consent of RRVPA and the author of the article.

RRVPA

RED RIVER VALLEY PARALEGAL ASSOCIATION

RRVPA is a professional association committed to the professional development and continuing legal education of legal assistants/paralegals. For membership information please contact your Regional Director or Second Vice President, Amanda Lee.

Interested in serving RRVPA in a rewarding position as a Board Member, Director, or Committee Chairperson? Contact me for more information.

Thank you,

Lisa Kilde

President's Report

First of all I would like to thank everyone for electing me as the new RRVPA President. I hope to serve RRVPA the best way that I can, which I believe is by giving our members the tools and resources they need to excel within our profession and by creating opportunities for our members to help others in our association and community.

A short background – I grew up in Crookston, Minnesota and graduated from Moorhead State University Moorhead in 2008, with a Bachelor of Science Degree in Paralegal. I worked at Serkland Law Firm from September 2008 to April 2013. In April, I started at Ohnstad Twichell, P.C. and mainly work in probate law, and occasionally some corporate law, estate planning, real estate, and guardianships and conservatorships. I live in Dilworth with my husband, Pat, and two adorable children, Brennan (3 yrs) and Addison (1½ yrs).

At the 2012 RRVPA Annual Meeting I volunteered to be the newsletter editor. At the next board meeting I was nominated to be the newsletter/website/and public relations committee chairperson. Since then I have been able to work with the past board members and, with their help and support, have made changes to three very important communication outlets for RRVPA, namely the *Red River Review*; our website, www.RRVPA.org; and our Facebook page. I have strived to update the look of our public forums and improve the communication with our members. I hope that I have achieved this and will continue to improve our public forums so that our members feel connected to RRVPA and remain up to date with RRVPA events.

During this past year I have realized there is great potential in what RRVPA can do for our members and our community. I truly believe the best way to realize our full potential is to utilize what paralegals do best – assisting people. As an association we have a lot of potential for helping people, including mentoring high school and college students, helping local organizations and charities, fundraising for local non-profits, or helping fellow paralegals excel within our profession. I hope that within the next year I can create wonderful opportunities for RRVPA and our members by utilizing the great assets that our members bring to our association.

Being a mother of two young children, I understand time is valuable. My wish is not to bombard you with requests for volunteering, luncheons, activities, or emails. My hope is that everyone is able to participate in a little bit of something for our organization so that RRVPA is able to continue to help our members and help others in our community.

Thank you,

Lisa R. Kilde

Co-Vice Presidents' Report

HELLO RRVPA MEMBERS!

I am Katie Perlenfein and I currently working at RM Hoefs & Associates in the real estate area, and I am Stacy Brekke currently working at Blue Cross Blue Shield of ND in the contract administration area. We are your 2013-2014 Co-First Vice Presidents for RRVPA.

We are currently working on a location and date of the 2014 Spring Seminar and we will get details out to the members as soon as they are available. It is looking like it will be held in late March 2014.
If anyone has any ideas or suggestions for topics and/or speakers please feel free to contact either one of us, it is greatly appreciated! Hope all is well with everyone and have a happy holiday season and we will see you in 2014!!

Thank you,

Katie Perlenfein, ACP

Stacy Brekke, CLA

Treasurer's Report

The RRVPA bank account balance as of November 13, 2013 was $8,166.36.

Thank you,

Julie Koppelman

Second Vice President Report

We currently have a total of 64 members! The total is made up of 56 voting members, 5 student members, 1 sustaining member and 2 associate members.

PLEASE WELCOME OUR NEWEST MEMBERS:

- Rachel Dewald, Richards, Tonner, Oliver & Fischbach
- Julie Stoen, Stefanson Law Office
- Courtney Guenther, MSUM
- Margaret O'Neill, MSUM
- Carmen Gross, MSCTC
- Patti Court
- Lisabeth Pladson, Serkland Law Firm
- Sara Gilbertson, Dwyer Law Office
- Wayne Young, German Law Group, PC
- Amber Cleveland, Vogel Law Firm
- Nicole Engelman, Morley Law Firm
- Magen Pavlicek, Morley Law Firm
- Hannah Schuett, Serkland Law Firm
- Joan Wrolstad, Fredrikson and Byron, PA

I am currently the chairperson for the membership committee. The membership committee for 2013-2014 consists of the following members: Julie Stoen, Deb Haarsager, Tiffany Stavish, Karyn Vasek, Stacey Larson, Nicole Engelman and Mackenzie Wold. The committee is welcoming any suggestions from our current members on how to increase our membership numbers in the association.

If you know of anyone who would be interested in joining RRVPA or would like information on our association, please give them my contact information below. I look forward to meeting all of our new members at events throughout the year.

Thank you,

Amanda Lee

amanda@stefansonlaw.com

NALA Certification

Submitted By: Dona Schock, NALA Liaison

NALA Certifying Board Announces New Examination Specifications

The NALA Certifying Board has announced new specifications for the Certified Paralegal examination effective with the September 2013 testing window, see page 4 for the new specifications. These modifications are based on a careful and detailed analysis of the findings of the 2012 Job Task Analysis study conducted by the Board in consultation with PSI Psychometric Consulting Services.

The new examination specifications call for minor adjustments to the number of points per topic within all sections of the examination. No new topics were introduced in any examination area.

The most significant modification is the elimination of several practice area tests under the Substantive Law section. The Job Task Analysis study demonstrated that, on a nationwide basis, a low percentage of paralegals utilize the knowledge and skills tested by these practice area examination sections on a regular and routine basis in the workplace.

In addition, the option to test in certain specialty practice areas will no longer be available to examinees. All examinees will take the same Substantive Law section of the examination, as is the case with all other sections of the Certified Paralegal examination.

Effective with the September 2013 testing, the Substantive Law section will consist of questions on the following subjects:

- American Legal System
- Civil Litigation
- Business Organizations
- Contracts

With these modifications, the Certifying Board listened to member and nonmember paralegals, and applied findings of the Job Task Analysis study to the exam specifications. The Certifying Board strives to link the Certified Paralegal examination directly to the day to day duties and responsibilities of paralegals in the workplace. The modifications announced for the September 2013 examination are a continued effort to ensure the Certified Paralegal examination remains an accurate and relevant reflection of the duties and responsibilities of today's paralegals.

A detailed list of specifications for the Certified Paralegal examination may be found on the NALA web site under "Certification/Certified Paralegal Exam Description" as well as a more detailed statement of these modifications. Please contact NALA Headquarters if you have any questions.

Cont. Page 4

Communications	% of points
Grammar, punctuation, and capitalization	19%
Word usage, spelling, and vocabulary	17%
Written correspondence and composition	17%
Verbal communication	17%
Nonverbal communication	16%
Client and witness interview preparation and techniques	13%

Ethics	% of points
Ethical responsibilities centering on performance of delegated work	21%
Paralegal professional responsibility	21%
Professional relationships	21%
Client and public contact	19%
Attorney code of ethics and discipline	17%

Legal Research	% of points
Sources of law	34%
Research skills	32%
Analysis of research	34%

Substantive Law	% of points
Legal terminology	7%
Court system	6%
Sources and classifications of law	6%
Branches of government	5%
Legal concepts and principles	5%
Remedies and dispute resolution	5%
Jurisdiction and venue	6%
Civil litigation process and rules	6%
Civil discovery	6%
Civil pleadings	6%
Civil trial and appellate process and rules	6%
Corporations	5%
Publicly-held corporations	4%
Partnerships and limited liability companies (LLCs)	4%
Other business entities	5%
Financial structure and management of business entities	5%
Contract classifications	4%
Contract formation	5%
Contract defenses	4%
Contract remedies	5%

Judgment and Analytical Ability	% of points
Identification of relevant facts and main issues	26%
Application of law to facts	24%
Analysis of issues and formation of conclusions	25%
Organization of information and clarity of expression	25%

Calendar of Events

Volunteer Opportunities

December 2nd – Prairie Public Broadcasting

December 12th – Fargo Career Expo

NALA Certification Application Filing Deadlines

Exam Window	Application Due
January 1-31	December 1
May 1-31	April 1
September 1-30	August 1

North Region Luncheons

November 21st – Location TBD
December 19th – Location TBD
January 16th – Location TBD
February 13th – Location TBD
March 20th – Location TBD
dates are subject to change

South Region Luncheons

December 12th – Location TBD
January 16th – Location TBD
February 20th – Location TBD
March 13th – Location TBD
dates are subject to change

Go to **www.rrvpa.org** to view our Calendar of Events
OR
Like us on **Facebook** to keep up to date on RRVPA events!

Holiday Party Etiquette

By: Lisa R. Kilde, President

'Tis the season for holiday stress! Well, hopefully not, but it seems inevitable there is always something to stress about. What should I get my mother- in-law for Christmas? When will I have time to bake 150 cookies for the family get together this Saturday?

My first year working at a law firm I was given one more thing to worry about: the office holiday party. Thinking back to my very first office holiday party I would say everything went fairly smooth with no traumatic incidents that were gossiped about the next day. However, that is not to say I wasn't nervous or didn't have any questions about the proper etiquette of a formal dinner party.

So that I may spare some of you the same nerve wracking situation, I want to cover some basic, nevertheless, very important etiquette for office holiday parties. Hopefully, these etiquette tips will help ease some of your own stress over the office holiday party, or if you are a veteran to office holiday parties, give you a bit of a refresher.

- **WHERE SHOULD I PUT MY PURSE/COAT?**

Most places will have a coat check for you to place your coat for the evening. However, if one is not available, hang your coat on the back of your chair. You should put your purse on the floor next to your feet tucked under the table so that no one will trip over it.

- **CAN I CHECK TO SEE IF THE BABYSITTER CALLED?**

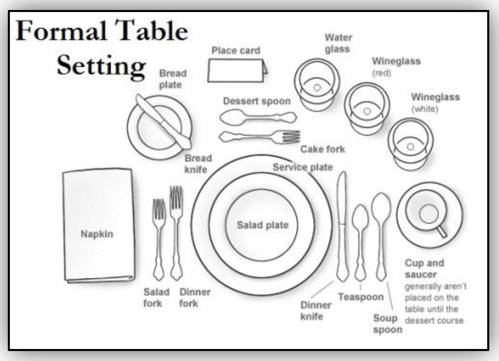
Your phone should be on silent and put away. If you need to check your phone to see if the babysitter has called, excuse yourself from the table and check your phone outside of the dining room. Never put your phone on the table.

- **HOW DO I EAT, DRINK , AND SAY HELLO?**

It is best to hold your drink and appetizer plate in your left hand, which leaves your right hand free to shake hands with guests. If not possible, just have either a drink or an appetizer at a time.

- **WHICH BREAD PLATE IS MINE?**

Finding a table to sit at or your assigned spot can be difficult enough. However, what can cause even more confusion is when you reach for your bread plate or water glass. Which one is yours? In general, your bread plate and napkin are on your left and your water glass is to your right. A formal table setting is illustrated below:



However, don't make a fuss if someone uses an item of yours, discreetly ask a server to replace it.

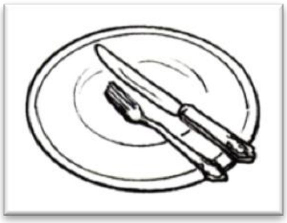
- **WHAT DO I DO WITH MY NAPKIN?**

As soon as you are seated, unfold your napkin and place it across your lap, folded, with the fold toward you. If you need to leave, place the napkin on your chair. Once you are done eating, place the napkin on the table to the left side of your plate, not your plate.

- **WHEN SHOULD I START EATING?**

Generally, do not eat before the host. For larger events with multiple tables, do not eat before everyone at your table is served their plate.

- **WHERE SHOULD I PUT MY UTENSILS?**



When you are not eating, your utensils should be placed on the side of your plate. Never place a used utensil back on the table. When you are finished eating, place the knife and fork in the 10:20 position on your plate, as illustrated above. Doing so indicates to the server that you are finished.

Cont. page 6

- **WHEN IS IT APPROPRIATE TO LEAVE?**

You don't have to spend all night at the event, however, you should stay until the meal has been served, speeches have been said, and you have had a chance to mingle a bit with your co-workers. When you do decide to leave gracefully, thank your boss for the enjoyable evening.

If all else fails, just watch the cues of other co-workers that have been attending the "same ole" office holiday party for years.

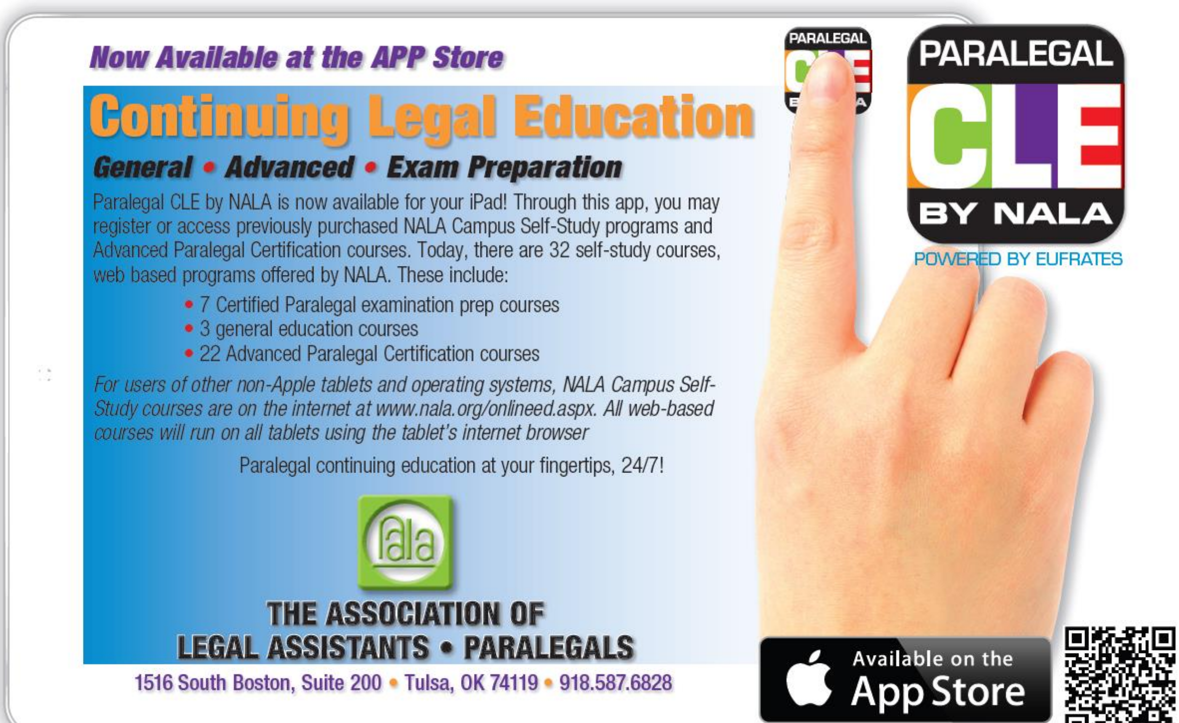
Also, if you choose to have a glass of your favorite adult beverage, please drink responsibly. A good rule of thumb – don't drink more than your boss. ☺

Secretary's Report

The Red River Valley Paralegal Association 2013 Annual Meeting took place on September 26, 2013, at the Courtyard by Marriott in Moorhead, Minnesota. The following 2013-2014 Officers and Directors were voted for during the meeting; President, Lisa Kilde; Co-Vice President, Katie Perlenfein and Stacy Brekke; Second Vice President, Amanda Lee; Secretary, Andrea Miller; Treasurer, Julie Koppelman; NALA Liaison, Dona Schock; and South Region Director, Josh Roaldson. Following the meeting, Nicole Engelman and Magen Pavlicek indicated their interest in being North Region Co-Directors. In addition, Andrea Murphy indicated her interest to be the Parliamentarian.

Congratulations to all of the 2013-2014 Officers and Directors! This is going to be a great year!

Andrea Miller



North Region Co-Directors' Report

Hello and greetings from your new North Region Co-Directors. First and foremost, thank you for electing us. A little background on us:

Magen Pavlicek, CP, obtained her BS degree in Paralegal Studies from Minnesota State University-Moorhead in 2011. Before attending Minnesota State University-Moorhead she graduated from North Dakota State University in 2009 with a BS degree in Criminal Justice and Psychology. She began working at the Morley Law Firm in 2011 and received her CP designation spring 2012.

Nicole Engelman, CP, obtained her BS degree in Paralegal Studies from Minnesota State University-Moorhead in 1995. She has worked in many areas of law in Fargo and Grand Forks, most recently criminal defense and insurance defense. She began working at the Morley Law Firm in 2009, where she obtained her CP designation spring 2010.

We have monthly meetings planned, as well as a special Holiday meeting in December or January. We would like your input on numerous topics including the Holiday meeting and the RRVPA Spring Conference. Please attend our November 21, 2013 (location TBD) meeting to help us brainstorm!

We look forward to planning a fun year of events in the North Region!

Thank you,

Nikki & Magen

"We're moving the law library in here since you have most of the books."

South Region Director's Report

Hello to all members of RRVPA. I have previously served as President and South Region Director/Co-Director of our organization, and am happy to resume my role as South Region Director.

Please note the dates of events on page 4 of this publication. I look forward to seeing you at the upcoming luncheons and volunteer and opportunities. It is my goal to bring the members together at functions where we can relax and talk shop about what is trending in our industry both locally and across the profession. In addition to the luncheons, I hope to plan a couple of special events that I hope you all enjoy.

If anybody has any special ideas about events in our community that you feel would be good for our organization, please give me a call at (701) 282-3249 to discuss. (Don't be shy!)

Thanks for your time, and we will see you all soon!

Josh Roaldson

Paralegals Navigating Perilous Waters

Originally published on www.prweb.com by Linda McGrath-Cruz

Perfectly Paralegal Consulting, Inc. announces the Paralegals Navigating Perilous Waters Cruise Event. A unique legal education cruise event that has been in the works since January 2013 and has already attracted over 275 registrants from a dozen states and Canada.

This tropical Caribbean cruise will depart Port Miami on Friday, January 31, 2014 and return on Monday, February 3, 2014. It takes place on the beautiful Norwegian Sky, which features 13 dining options, 12 bars and lounges, an onboard spa and casino that has all of your favorite games and slots.

"Paralegals are tired of getting their CLEs by listening to stale material in boring conference rooms, what better way than to combine them with an exciting vacation to beautiful tropical destinations." said Linda McGrath-Cruz. "We will be kicking off our weekend of fun in the sun with a complimentary cocktail party as we mix and mingle with paralegals and other legal professionals from across the country." Linda knows all about boring CLEs, with over 15 years of experience in the field, she has attended hundreds of legal education and networking events, many of which failed to provide the wow factor.

This event defies the boring stereotype, allowing paralegals to participate in dynamic educational sessions with fun and exciting speakers, take advantage of one-on-one career counseling and resume reviews, relationship building and networking events, or simply lounge by the pool, play in the casino or be pampered in the spa. Paralegals will benefit from many perks and surprises, including fantastic prize opportunities, delicious treats in their cabins and a generous take home package of pre-recorded NALA approved CLEs.

To make this paralegal cruise event even more irresistible, there is no registration fee. Cruise prices start at only $308 per person, based on double occupancy and inclusive of taxes and port fees. With a dozen cabin types available, there is an option for everyone.

Locked-in rates expire **November 29, 2013**. For more information, please visit **www.paralegalcruise.com**!

Thank you to our Sponsors:

EMINETH & ASSOCIATES

GREAT PLAINS CLAIMS, INC.

NORMAN E. MARK

RUTH ANN JOHNSON

SWANSON & WARCUP, LTD.

THOMAS M. DUNLAP

TRAYNOR LAW FIRM

NALA Liaison Report

The 38th Annual NALA Convention was held July 9-12, 2013, in Portland, Oregon. It was a great convention and the weather was beautiful! These conventions are a remarkable networking opportunity and a chance to make new friends. Many of you probably don't know that NALA's Treasurer is Melissa Hamilton, ACP, and our NALA Region VI Director is Melissa Klimpel, ACP, both from Bismarck. North Dakota is well-represented in NALA!

I attended the Early Bird registration and Orientation on Tuesday and met several members of WDALA (Western Dakota Association of Legal Assistants). Wednesday started with the first of two days of vendor exhibits, which is where vendors peddled their legal services to those of us who use them – the paralegals! I am glad I left room in my suitcase because those vendors love to give you toys (I think I brought home 5 stress balls and lots of candy)! There were some opening remarks made by the NALA President, Ann Atkinson, ACP, who had a very inspiring and uplifting message. The rest of Wednesday through Friday was filled with educational sessions (CLE). The session I chose was Human Resources. The other sessions included Criminal Law, e-Discovery, Estate Administration, Insurance Defense and Technology.

The Affiliated Associations (which RRVPA is one of) were represented on Friday. Several of them brought goodies for everyone. If I go to the next convention (in Charleston, SC) I will plan on bringing something for this event to give away to NALA members. The annual meeting of the affiliated associations was also on Friday and we elected a new Affiliated Associations Director (basically my boss within to NALA), Debbie Sawyer, ACP. I had the privilege of getting to know Debbie prior to even knowing that she was running for the office. We discussed my perceptions related to being a new NALA Liaison and how the Liaison could and should interact with NALA and vice versa.

"I feel blessed to have attended the convention and am truly thankful to RRVPA."

Also on Friday, we had an outstanding speaker, Kristine Custodio, ACP. She discussed ways for association leaders to identify, recruit and retain dynamic association leaders. She was very inspiring and some ideas that I brought back with me include: 1.) Volunteering, 2.) Pro-Bono work, 3.) Community Service, 4.) Sponsorship of Student Members, 5.) Scholarships for Student Members, 6.) Applications for Offices, and 7.) Fundraising.

I feel blessed to have attended the convention and am truly thankful to RRVPA. I got to know several paralegals from across the nation and become enthusiastic about NALA and the paralegal profession as a whole. I also saw some sites in Portland including Japanese Gardens, Rose Gardens, Powell's Bookstore and the Waterfront Park (Willamette River), not to mention had lots of good food. I've included some pictures, see previous page and below:

In other NALA news, there are two new Advanced Certifications that are open to Certified Paralegals – Real Estate-Principles and Family Law-Child Custody, Support and Visitation. The NALA Certifying Board has also modified the Certified Paralegal exam to eliminate several practice areas under the Substantive Law section. Effective with the September 2013 testing, the Substantive Law section will include: American Legal System, Civil Litigation, Business Organizations and Contracts. The Certifying Board strives to link the CP exam to day to day duties of paralegals in the workplace. If you are interested in taking the CP exam or an ACP course, please feel check out www.NALA.org or contact me at donaschock@catholichealth.net or 701-361-2824 .

Again, thank you for allowing me to serve as your NALA Liaison!

Dona Schock, ACP

Effective Billing Entry Tips For Paralegals

By: Steven D. Settles- Originally published 2012, Institute for Paralegal Education, a division of NBI, Inc.

Creating effective billing entries is an essential and necessary aspect of being an attorney or paralegal.

The following guidelines will help reduce and/or eliminate deductions by a client or third-party billing review entities and reduce delays in the receipt of payment:

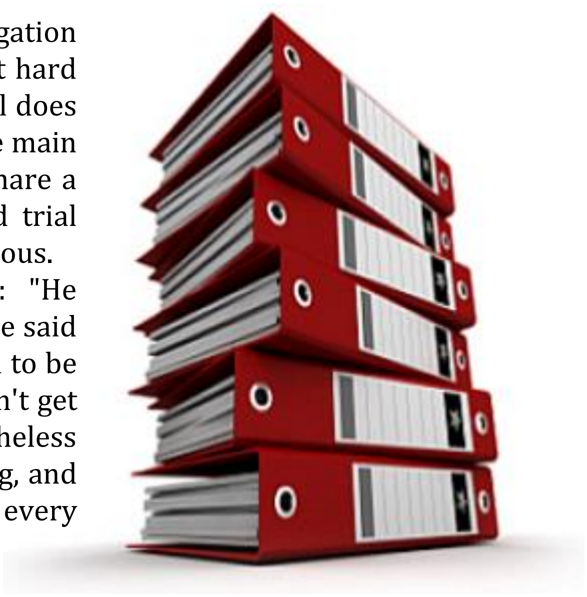
1. Ensure your task entries are clear, concise and understandable.
2. Task entries must be in accordance with specific client billing and litigation procedures.
3. Write your task entries as if the reader has no legal background or experience - yet generally understands what professional legal services were provided.
4. Keep your task entries simple, yet supply sufficient information as to avoid confusion or questions (basically, the entries must explain the work performed).

The new mandatory clock for paralegals!

5. Avoid standard, repetitive task entries.
6. Avoid task entries that describe duties which may be considered purely administrative in nature, such as "scheduling" and "coordinating" for which substantial legal experience is not required.
7. Avoid block billing and task entries for interoffice conferences and meetings.
8. Create your task entries as they occur.

6 Things Every Paralegal Needs to Know About Trial Notebooks

By: James I. Wiedemer, Attorney at Law and Center for Advanced Legal Studies' Real Estate Law Professor
Originally published on www.paralegal.edu



I really don't want to go to trial without a litigation paralegal. It's just too hard to stay organized and fight hard without one. One of the key things a litigation paralegal does is "man" the trial notebook. It's sort of like manning the main gun on a tank. It's a key weapon at trial. I'd like to share a couple of thoughts on good trial paralegals and good trial notebooks— the two, in my book, are virtually synonymous. Winston Churchill once said of one of his key staffers: "He knew everything. He could lay his hand on anything. He said nothing. He had the confidence of all." Paralegals need to be a lot like Winston Churchill's staffer. Although they don't get to testify or present at trial in a verbal sense, nevertheless they are key fighters in the case. They know everything, and they can lay their hand on any paper. Here are 6 tips every paralegal needs to know about the trial notebook.

1. Paralegals need to be able to "lay their hand on anything."

Here is one "war story," if you will: I was at one J.P. Court trial. My paralegal was so well-organized that when the judge mentioned he wanted to see a particular item, I just reached back, without looking and without even taking my eyes off the judge, and my paralegal plopped exactly the right exhibit I needed into my hand. I hardly even needed to glance. I knew she had the right item. She knew what was needed, when it was needed, and where it was needed - and had it at the ready.

2. Paralegals need to "know everything."

At lunch, my paralegal could comment intelligently on what seemed to go right, what worked well, and she worked very well with the clients. I just can't imagine a paralegal who doesn't know what's going on with the case. I love it when my paralegal takes an interest in the case and wants to win too.

3. Paralegals need to "have the confidence of all."

One time, my paralegal went out into the hall for a moment, and I was by myself in the court room, getting ready to present. I kept thinking of a particular exhibit I thought I would need, and I grabbed the trial notebook. It was only about 4 inches thick and I thought in such a small notebook I should have no trouble finding the item. I grew more and more frustrated as I pawed at the notebook, searching. My paralegal came back and said, "Calm down, what is it you need?" Like a magician pulling something from her sleeve, she yanked it right out of the notebook and put it in my hand. Time for the attorney to be a little red-faced—but very grateful. I love it when my paralegal can stay calm and focused, even if I'm on edge or slightly frazzled.

4. Winning through intimidation.

I know sometimes paralegal students complain about having to generate "pretty paper" notebooks with everything not only organized, but looking that way. Another “war story” for you: One time, I was sent to mediation just prior to trial. I was extremely annoyed when they would not let my paralegal into the mediation. She plunked the very neat, well-organized trial notebook into my hands as I went into the side room at court for some last minute mediation. The other party in the mediation kept looking at my trial notebook. Pretty quickly I realized it needed to be very prominently displayed. I started "pawing" through it knowingly, with a little smile. It was thick. It had all kinds of typed labels and tabs—even a proper cover page and side information. It just looked good. I riffled the pages while looking confident. They didn't have that. I did. They knew I was organized and ready to go—really organized. Sure enough, the settlement numbers came around to a number that finally worked for my client. I know what happened—even without having to show all of the trial notebook's contents, it was, literally, "winning through intimidation." My paralegal was disappointed that she didn't get into the mediation (me too, but we were both, of course, glad for the client). But she *was* there in the form of her trial notebook, and she played a key role in winning a good settlement.

5. The rapid-fire paper blizzard

It is vital to have multiple copies of exhibits. Although paper may at some point disappear in trials, it's still around. The future is electronic, but in the meantime, it’s important to have multiple copies of documents. I was in a JP court proceeding once where we were up against a litigant who was not represented by an attorney (big mistake). She did not have a trial paralegal—my client and I did. It was almost funny: she would ignore us, then cozy up to the judge on the bench, and hand the judge an "exhibit" (un-numbered, un-marked, and un-named) and try to tell the judge about it and its relation to the case. Before I could cut in with an objection, I noticed the judge was already pretty agitated. No wonder! When we had presented our exhibits, my trial paralegal had multiple marked copies available. As we introduced an exhibit, one copy went to the judge, one to my client, one for me, and one (always last) for the other side. (That way the judge has the most time to see it - the other side the least - less time to think up an objection. And in a regular court, don't forget one for the court reporter!) The judge finally started reprimanding the other side for not showing the opposing side (us) her exhibits. *We* were organized, professional, and moving right along, and judges love that.

6. Storm-ravaged trial notebooks and re-constructibility

Good paralegals and good trial notebooks stay together through thick and thin, shot and shell. I don't know quite how it happens, but the best-organized trial notebook can become somewhat disheveled in the course of a slam bang trial. Somehow, the paralegal must keep it organized. Those extra copies can really pay off. At the end of one trial recently, the judge called for *all* exhibits—including those that were not admitted—to be presented to the court reporter. I was so proud of my paralegal, she got all of it together very quickly and presented it in an organized fashion. One more parting tip for paralegals and trial notebooks: Another handy item to have at trial is a checksheet for exhibits: Offered, Admitted, Denied, and No decision. That way, the paralegal actually keeps the tally as the trial moves.

A good trial paralegal with a good trial notebook? I don't leave the office and head for court without one!

Officers

President………………………………………… Lisa Kilde
Ohnstad Twichell, P.C.
lkilde@ohnstadlaw.com

Co-First Vice Presidents……………..Stacy Brekke, CLA
Blue Cross Blue Shield of ND
stacy.brekke@bcbsnd.com

&

Katie Perlenfein, ACP
R M Hoefs & Associates
kperlenfein@outlook.com

Second Vice President…………………. Amanda Lee, CP
Stefanson Law Firm
amanda@stefansonlaw.com

Secretary……………………………………… Andrea Miller
Traynor Law Office
andrea@traynorlaw.com

Treasurer…………………………………… Julie Koppelman
Ohnstad Twichell, P.C.
jkoppelman@ohnstadlaw.com

NALA Liaison……………………..Dona Schock, ACP
Catholic Health Initiatives
donaschock@catholichealth.net

Directors

North Region…………………………… Nicole Engelman
Morley Law Firm
nengelman@morleylawfirm.com

&

Magen Pavlicek
Morley Law Firm, P.C.
mpavlicek@morleylawfirm.com

South Region……………………………… Josh Roaldson
Ohnstad Twichell, P.C.
jroaldson@ohnstadlaw.com

Parliamentarian……………………….. Andrea Murphy
Ohnstad Twichell, P.C.
amurphy@ohnstadlaw.com

Committee Chairpersons

Education……………………………… Katie Perlenfein
kperlenfein@outlook.com

&

Stacy Brekke
stacy.brekke@bcbsnd.com

Finance & Audit…………………………. Julie Koppelman
jkoppelman@ohnstadlaw.com

Membership………………………………… Amanda Lee
amanda@stefansonlaw.com

Newsletter & Public Relations…………….. Lisa Kilde
lkilde@ohnstadlaw.com

Nominations & Elections…………………….. Lisa Kilde
lkilde@ohnstadlaw.com

Legal Assistant Day…………………………… VACANT