



Ab Initio

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



From Your President

Fall is upon us! The weather is turning cooler, the leaves are turning beautiful colors, fire pits are roaring and the s'mores making has commenced.

The 2018 Fall Meeting of LAPSWV was a huge success. Mountwest Community & Technical College were such gracious hosts. The Fall Meeting had an outstanding attendance of 31 people, 16 of those being students who attend Mountwest. The Honorable Judge Gregory Howard gave a terrific, moving and humble speech on the "Policies and Procedures of Drug Court."

As we move full steam ahead into the 2018-2019 year, the EC has been working hard in organizing all the upcoming events, months in advance for your calendars and attendance. Please mark your calendars for the upcoming events – we look forward to seeing you:

Christmas Social – December 6, 2018 in Charleston

Spring Meeting – April 9, 2019 in Huntington

Annual Meeting – June 7, 2019 in Charleston at Jackson Kelly

Be on the lookout for upcoming Lunch and Learns dates. The September 27, 2018 Lunch & Learn was a great success and we look forward to another in the coming months. Our organization functions because of our wonderful members. If you would like to become more active or have ideas you would like to share, please feel free to reach out.

As the holidays quickly approach, I can't help but wonder, when will time slow down to enjoy the people and the simplicity in our lives. The balance of work and personal lives seems to become more difficult to balance as time goes on. I encourage each and every one of you to take some time this holiday season and upcoming year to enjoy the little moments that often escape us all.

Happy Fall Y'all – I can't wait to see you all at the upcoming events.



In This Issue:

From Your President.....1

Congratulations Jill I. Francisco2

Installation Ceremony for Jill I. Francisco as NALA's President3

2018 NALA Conference St. Louis Missouri.....4

LAPSWV Events • Lunch & Learns.....5

Pep Rally for Paralegal s6

LAPSWV Word Match7

NALA Webinars8

LAPSWV Member Birthdays..... 8

2018-2019 Executive Committee.....9

2018-2018 Standing & Special Committees.....9

Current Membership Statistics.....9

About LAPSWV.....10

Congratulations

**JILL FRANCISCO, ACP!!
NEWLY ELECTED PRESIDENT OF THE
NALA BOARD OF DIRECTORS**

What a great honor for Jill Francisco, ACP, and the legal community in West Virginia to have one of its own to be elected president of the Board of Directors of the leading professional paralegal association in the United States – the National Association of Legal Assistants (NALA).

NALA is a membership organization, meaning that individual members of NALA are the leading force of its program and policies. NALA offers two certifications: the Certified Paralegal (CP) – formerly known as Certified Legal Assistant (CLA), and the Advanced Certified Paralegal (ACP). As of 2017, NALA had awarded 19,438 CP credentials, and 321 ACP certificates.

Professional certification is voluntary and is time-limited meaning those with a certification must keep the certification current by fulfilling educational requirements. Having earned a certification as CP means the paralegal is capable of providing superior services to law firms. The American Bar Association recognizes the CP designation as a mark of high-level professional achievement.

Through NALA, paralegals across the nation meet annually for educational seminars and organizational meetings. I personally attended my first NALA annual conference in 1997 on Capital Hill in Washington, DC, and continued attending NALA's annual meetings. At NALA's 2002 meeting held in Savannah, Georgia, Jill Francisco attended her first conference.

During 2003, a group of dedicated certified paralegals worked diligently for many months to develop by-laws and establish what is now known as Legal Assistants/Paralegals of Southern West Virginia (LAPSWV). Thanks to those certified paralegals: Jill Francisco, Rhonda Swartz, Pat Schoolcraft, and V. Jane Lambert. Thereafter, at the 2004 NALA annual meeting in Reno, Nevada, Jane Lambert and Jill Francisco attended NALA's 7:00 am Board of Directors meeting and were privileged to witness the acceptance of LAPSWV as a NALA affiliated association as of July 1, 2004.

Since her first NALA conference in 2002, Jill Francisco has moved up the ranks of NALA serving in a variety of roles and holding many offices.

LAPSWV members are privileged to be part of the NALA affiliated association whose first president was Jill Francisco, now she serves as the national NALA president!!

V. Jane Lambert, CP

Installation of Jill I. Francisco as NALA's President



Installation of Jill I. Francisco as President by Past President Karen McGhee



Jill I. Francisco speech!



Matthew Lockhart of Dinsmore & Shohl honored Jill as she was sworn in as President



Outgoing President, Cassandra Oliver, passing the gavel to Jill I. Francisco



Jill I. Francisco may be vertically challenged but NALA is always prepared



President, Jill I. Francisco and Vice President Melissa Hamilton

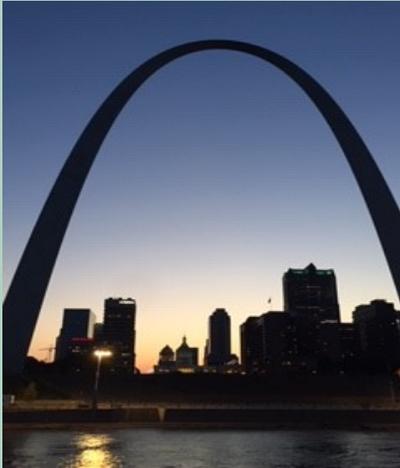


NALA Officers



NA:LA Board of Directors

2018 NALA Conference—St. Louis Missouri



The Arch



LAPSWV Exhibit



Cityscape from the Arch



Melanie Hicks and
Jill I. Francisco



Rhonda Swartz and
Jane Lambert



Sherri Rasmussen and
Melanie Hicks



Melanie Hicks 2018
Affiliate Award Recipient



LAPSWV



Events • Lunch & Learns

Save the Dates!

Christmas Social December 6, 2018 at 6:00 pm
Mountain Pie Company
5930 MacCorkle Avenue
St. Albans, WV



Spring Meeting April 9, 2018 in Huntington

Annual Meeting June 7, 2018 at Jackson Kelly in
Charleston



Paralegal Pep Rally

By Melanie Hicks, ACP

As Friday night lights shine throughout our region, I am reminded of high school pep rallies where the student body cheers on the football team to inspire a win on Friday night. Even if you do not enjoy sports, I think we have all been swept up in the excitement created at pep rallies. This is how I feel about attending the annual NALA Conference every July. There is an atmosphere of understanding, support, and encouragement that inspire me to win in my career.

Let me explain. I feel like we all have those moments when we are talking to non-legal world people about our daily work lives and they just don't understand what we are talking about. In a room full of paralegals at a NALA Conference, they all understand those crazy stories that we tell, and they have a few themselves. The paralegals in attendance also recognize that each of us have different, valuable skills and support each other in learning new skills.

Many of us are fortunate to work with professionals who encourage us to take advantage of educational opportunities. Attending the NALA Conference allows you to find encouragement from other paralegals who strive for knowledge, professionalism, and success. NALA provides great keynote speakers and this year was no exception. Dr. Eileen O'Grady, a wellness coach, provided great information about how to take care of yourself. I always come back from conference re-energized and excited to move forward in my career.

NALA invites professionals from all over the country to present educational sessions on a variety of topics. An attendee can participate in sessions that focus on their particular area of the law or a topic that is outside the realm of their work. This provides great growth opportunities. There are also sessions for CP Exam Review topics to help prepare for the certifying exam.

This year the NALA Conference was in St. Louis, Missouri. The hotel was directly beside the St. Louis Cardinal's baseball field, within walking distance of the Arch and the historical courthouse where the initial ruling in Dred Scott case was decided preventing Dred Scott, a slave, from becoming a free citizen despite years of precedent allowing slaves who had resided in free states to become free citizens. *Scott v. Emerson*, Supreme Court of Missouri (1852) 15 Mo. 576 B. The conference provides a great opportunity to travel to new places and explore landmarks.

I encourage everyone to attend a NALA Conference. The excitement is hard to explain to someone who has not been to conference so the best way I can think of is to describe it as a paralegal pep rally. Next year's conference is July 11th – July 13th in Phoenix, Arizona. Save the date!



LAPSWL Word Match

Match the Word on the Left with the Correct Definition

1. Intellectual Property

2. Running Royalty

3. Service Mark

4. Copyright

5. Patent

6. Franchise

7. Trademark

8. License

9. Trade Secret

10. Logo

- A. A distinctive mark, motto, device, or emblem, which a manufacturer stamps, prints, or otherwise affixes to the goods he produces, so that they may be identified in the market, and their origin be vouched for.
- B. A permission, accorded by a competent authority, conferring the right to do some act which without such authorization would be illegal, or would be a trespass or a tort.
- C. A mark of identification or a brand that is associated with a service the way a trademark is associated with goods
- D. A legal document which provides protection to the ideas of any individual.
- E. The exclusive right of the owner of an intellectual production to multiply and dispose of copies; the sole right to the copy, or to copy it.
- F. A property right that can be protected under federal and state law, including copyrightable works, ideas, discoveries, and inventions
- G. The compensation that is paid to the licensor or franchiser based on number of units sold or produced instead of being paid a lump sum.
- H. Solely for identifying an organization, not a product, it is a graphic design, stylized name, unique symbol, or other device.
- I. A special privilege conferred by government upon an individual or corporation, and which does not belong to the citizens of the country generally, of common right.



Wishing LAPSWV Members A
Happy Birthday

September Birthdays

Sandra Bowles
V. Jane Lambert
Regina Cross
Anna O'Neil

October Birthdays

Kristi Markins
Jessica Preast
Linda Quillen
Rhonda Swartz
Tammy Welch
Jill Francisco
Cassandra Petrunyak
Loretta Walker Sites

November Birthdays

Donna Myers
Sherri Rasmussen
Teresa Williams
Jeanie Bird



Word Match Answers: 1-F, 2-G, 3-C, 4-E,
5-D, 6-I, 7-A, 8-B, 9-J, 10-H

NALA Upcoming Events

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!

Accuracy of Internet Information Tue, 10/23/2018 - 1:00pm

This webinar will demonstrate how to evaluate the accuracy of information encountered on the Internet and thus avoid the costly errors that can occur if false information is used in a legal document or proceeding.

The Care and Feeding of Your Court Clerk Thu, 11/01/2018 - 12:00pm

This webinar will discuss how to work with court clerks so they will work with you (especially when feeding may be prohibited under the ethics rules!) Those who have worked in the legal profession for even a short amount of time know that some of the best contacts you can have are your court clerks. While ethical constraints prohibit a court clerk from showing bias toward or against any specific office, attorney or party, having a strong and positive relationship with the people in the clerk's office can smooth many a bumpy road in a paralegal's day.

Discovery Issues in Insurance Coverage Lawsuits Tue, 11/06/2018 - 2:00pm

This intermediate level course will provide an overview of different discovery related issues that typically arise in insurance coverage litigation, discussing why such discovery is needed and the practical challenges related to conducting such discovery. Amongst other topics, this course will consider document requests typically served in an insurance coverage action and why such documents are being sought. Also, this course will identify the importance of non-party discovery in gathering evidence to support your case and how such non-party discovery can be conducted. Finally, this course

Available On-Demand Webinars

1st Amendment
2017 Employment Law Updates
2018 CP Review Course Bundle
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 Project Management Competencies for Paralegals
American Legal System
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
Basic Business Organizations
Basic Due Diligence
Basic Torts
Cell Phone Forensics
Civil Litigation—A Step by Step Look at the Process
Classification of Law
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
Dealing with Difficult People
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
Due Diligence for the Transactional Paralegal
Effective Time Management for Today's Paralegal
Enhancing Your Trial Presentation
Ethical Use of Social Media in Law Practice
Expert Witness Bootcamp
How to NOT Practice Law
Internet Sleuthing for Paralegals
The Nassar Case from Start to Finish
The Paralegal's Professional Responsibilities
Unauthorized Practice of Law

Many Additional On-Demand Webinars Available...

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

2018-2019 LAPSWV Executive Committee



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 Lamp Bartram Levy Trautwein & Perry, PLLC
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Tammy Welch, ACP
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 West Virginia Mutual Insurance Company
 parliamentarian@lapswv.org

2017-2018 LAPSWV Standing and Special Committees

Bylaw Review
 Tammy Welch, ACP—Chair
 Melanie Hicks, ACP
 Patricia Schoolcraft, CLA
 Mica Spratt
 Rhonda Swartz, ACP
 Walter Ice

CLA Study Group
 Rhonda Swartz, ACP—Chair
 Kelly Mullins
 Mica Spratt
 Jill Francisco, ACP
 Walter Ice

Community Service
 Susan Knight
 Michele Matheny
 Kelly Mullins
 Paula Pauley
 Mica Spratt
 Tonya R. Taylor
 Jill Francisco, ACP
 Walter Ice

Educational
 Kristi Markins—Chair
 Kelly Mullins
 Tonya Taylor
 Jill Francisco, ACP

Ethics
 Tammy Welch, ACP-Chair
 Melanie Hicks, ACP
 Sherri Rasmussen

Finance
 Kelly Mullins-Chair
 Linda Quillen
 Walter Ice

Fund-Raising
 Kelly Mullins-Chair
 Linda Quillen
 Michele Matheny

Newsletter
 Melanie Hicks, ACP Chair
 Jane Lambert, CLA
 Michele Matheny
 Kelly Mullins

Membership
 Kelly Mullins—Chair
 Renee Clay, ACP
 Melanie Hicks, ACP
 Donna Hughes
 Linda Quillen
 Patricia Schoolcraft, CLA
 Sherri Rasmussen
 Mica Spratt
 Cindy Sprecker
 Rhonda Swartz, ACP
 Tonya Taylor
 Jill Francisco, ACP

Seminar Planning
 Renee Clay, ACP
 Kelly Mullins
 Sherri Rasmussen
 Cindy Sprecker
 Tonya Taylor
 Walter Ice

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

Standing Rules
 Tammy Welch, ACP-Chair
 Rhonda Swartz, ACP
 Melanie Hicks, ACP
 Patricia Schoolcraft, CLA

Website
 Melanie Hicks, ACP-Chair
 Pat Schoolcraft, CLA
 Michele Matheny
 Kelly Mullins
 Tonya Taylor

LAPSWV is always seeking volunteers for Standing and Special Committees.
 Contact any Executive Committee Member for more information.

CURRENT MEMBERSHIP STATISTICS	
Active Members:	46
Sustaining Members:	2
Student Members:	10
Provisional Members:	0
TOTAL:	59
Pending Renewals:	0
Pending Student Applications:	0
ACPs:	9
CLAs and CPs:	3
CRPs	1



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
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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.