



# SFPA Legal Journal

2011, Volume I

P.O. Box 31-0745, Miami, Florida 33231  
[www.sfpa.info](http://www.sfpa.info) [newsletter@sfpa.info](mailto:newsletter@sfpa.info) 305.944.0204

## PRESIDENT'S MESSAGE

By Mark Workman, CP, FRP

As a new year begins and yet another is behind us, I enjoy looking back at what was accomplished this past year and looking forward in what lies in the new year. I hope that each of you had a prosperous and rewarding 2010 and that 2011 holds as much, if not more, for you in the year that lies ahead.

YOUR South Florida Paralegal Association accomplished much in 2010, and your elected officers and the entire board of directors developed and implemented new and successful initiatives. The Fall Seminar was a great success, the monthly CLE luncheons continue to provide a great networking forum as well as a way to learn new skills and keep those required CLE mandates, and the CLA/CP preparatory classes continue to be a mainstay of your association.

Please see *Message* on page 2

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## UPCOMING EVENTS

<b>CP Review Course for May 2011 Exam</b>	February 19, 2011
<i>(Register online by February 18<sup>th</sup>)</i>	
<b>Scholarship Entry Due Date</b>	March 1, 2011
<b>Annual Meeting and Election of Officers</b>	March 22, 2011

## THINGS YOU NEED TO KNOW IF YOU ARE TAKING THE CLA EXAM

By Linda Nottestad, CP, FRP

You decided to take the examination. Now what? First, order the Certified Paralegal Review Manual, a Practical Guide to CP Exam Preparation, Third Edition, from NALA right away. You can register for the exam and order the book at the same time at [www.nala.org](http://www.nala.org).

The examination is now computer generated and administered at ACT Testing Centers throughout the country. Gone are two days of stress filled, eight hour, back-to-back days to complete the exam – now you have thirty, stress filled days to complete it. You will contact the ACT Testing Center directly and pick the day and time you want to test.

You can take one section, or three. You are in complete control of when and where you test.

The examination is divided into five sections designed to test your knowledge in each category. All five sections include objective questions – true/false, multiple choice or matching (no more fill in the blank, thank goodness). You must score at least 70% to pass each section and you must pass all sections to be certified. You have five opportunities during a two year period to retake any section you didn't pass the first time. If you don't pass the first time, don't be discouraged – only about 40% of the people who take the test pass the first time.

Please see *CLA Tips* on pages 8-9

## MESSAGE (CONT'D FROM PG 1)

New programs such as implementing the videotaping of the CLE luncheons for those who are unable to attend in person and the reimplementing of this newsletter are but a few examples of your association's leadership participation in advancing our profession and SFPA. Likewise, many charitable contributions were made on your behalf to benefit those less fortunate within our community.

I would like to thank each of you for your participation and/or contribution to the charity drives that were introduced during the holiday season.

***"...FAPA has retained a consultant and proposed legislation to regulate the paralegal profession in the state of Florida..."***

SFPA extends well beyond its designated boundaries and your leadership continues to serve your interests through its affiliation within the Florida Alliance of Paralegal Associations (FAPA). In my dual capacity as president of both SFPA and FAPA, we are continuously addressing and pursuing statewide programs that serve the interests of all paralegals throughout Florida. As you know, FAPA has retained a consultant and proposed legislation to regulate the paralegal profession in the state of Florida. The proposed legislation will require that all persons using the title "paralegal" be licensed, meet educational and ethical guidelines, be regulated through the Supreme Court of Florida and governed by a majority of qualifying elected paralegals. I am working on scheduling a presentation at an upcoming membership meeting to outline the specifics and inform you of the status of this important next-step in the professional evolution of paralegals.



I have served this association in one capacity or another for over eight years. I thank each of you for allowing me to serve you and making SFPA one of the most influential associations in the state of Florida. None of this could happen nor could it be sustained without the dedication and hands-on involvement of your elected officers and your board of directors. I wish to thank each of them and I trust you will agree that you are well represented by those you have entrusted with YOUR SFPA. Please remember, stay involved and be active in your association, for with your voice, SFPA stays strong.



*Mark Workman is a paralegal at Gunster Yoakley with 25 years of business litigation experience. He currently serves as the President of SFPA and FAPA and is an advisory board member for Miami Dade College's paralegal program. He can be reached at [MWorkman@gunster.com](mailto:MWorkman@gunster.com).*

## THANKSGIVING CHARITY DRIVE AND DINNER

By Jessica A. Giraldo, Florida Bar Liaison

This year, I had the pleasure of being on the committee to coordinate the Thanksgiving Charity Drive & Dinner to benefit SafeSpace's Women and Children Center held on Thursday, November 23, 2010.

With the cooperation of SafeSpace Board President, Jeannette Garafolo, and their Executive Director, Rob Schroeder, we were able to coordinate the efforts of the catering company, Dominion Catering, the SafeSpace board, the florists, Equiflor, SFPA board members and Brown Mackie College paralegal students.

The SafeSpace board recruited the florist company to donate table floral arrangements in addition to roses for each guest which arrived at the dinner. When we arrived, the place was beautifully decorated by the SafeSpace staff, as the pictures show. Then, our volunteers arrived with a smile, ready to give of their time and many arrived with clothing and gift donations to the center. Steve and Sonia from Dominion Catering arrived and gave what seemed like their entire kitchen's worth of food!



*SFPA and Brown Mackie paralegal students volunteered at this year's Thanksgiving event to benefit SafeSpace.*

Soon thereafter, the guests arrived and our volunteers each setup a station whereby they served the lechón (pork), turkey, salad, bread, rice, mashed potatoes, desserts and more. It truly was a festive event, with grateful guests made up of women and children. Afterward, there was food left over for turkey sandwiches and more! It truly was an honor to see how the efforts of many combined to make a Thanksgiving meal so special to many.



## HOLIDAY PARTY AND TOY DRIVE

By Mayda Nahhas, Vice President

For the last few weeks of the year all of us -- as busy professionals, working parents, and significant others -- only think about the holiday rush. We stress ourselves with the crazy holiday shopping (think: Dadeland mall on any weekend), buying just the right gifts for family, friends, bosses, co-workers and others while trying not to forget ourselves. This year, however, during SFPA's annual Holiday Party Toy Drive, we all took a moment to slow down and set down the to-do lists and crack-Berrys and iPhones. We came together for one night to celebrate our fellow professionals for a long year of hard work, and we also joined forces to give back some of the good that we have received.

Our venue of choice was PF Chang's located in the beautiful Mary Brickell Village. The night was perfect winter weather, the food was delightful, and



*Members joined forces in contributing children's books and toys for children at this year's Holiday dinner.*

the drinks and laughter were in surplus. Most importantly, we collected more than 200 children's books, multiple bags of clothing and cell phones for the women and approximately 30 toys for their children. Thank you for helping us surpass our 100 book goal this year. Because of your caring hearts, the resident children from Miami Children's Hospital and SafeSpace's Women and Children Center were reminded, even if for a moment, that the Holidays is a time for joy.



*Cheesecake Factory Gift Card Raffle Winner, Margo Sarvari shows her delight!!*



*Lisa Vessels, Margo Sarvari & Elizabeth Reiher show their good cheer!*



*Mayda Nahhas, Vivian Fusco, Pedro Arturo Rodriguez and Jessica Giraldo after an amazing meal!*



*Gary McVay, Iren Kovalli, Sharon Staples, Janet Reid and Patricia Moore "cheese" it to the camera!*

## PARALEGALS ON THE MOVE

### LINDA MCGRATH CRUZ, CP, FRP

Linda recently accepted a litigation paralegal position with **Arnstein & Lehr, LLP** after 13 years with Pardo Gainsburg, LLP. Congratulations Linda! Best of luck!

### CARMEN ELLIOT

Carmen recently accepted an insurance defense litigation paralegal position with the Coral Gables boutique law firm of **Berk, Merchant & Sims**. Congratulations Carmen! Best of luck!

### KERA M. O'NEILL

Kera recently accepted a paralegal position with **Arnstein & Lehr, LLP**, focusing on products liability for their litigation department. Congratulations Kera! Best of luck!

IF YOU'VE RECENTLY MADE A MOVE OR KNOW SOMEONE THAT HAS AND WOULD LIKE TO APPEAR IN OUR SPOTLIGHT, PLEASE CONTACT SFPA AT [NEWSLETTER@SFPA.INFO](mailto:NEWSLETTER@SFPA.INFO).



## Want to be published?

We encourage our readers to contribute original articles. If you have expertise in a particular field, or knowledge in a particular area or subject, we welcome you to share it with us! Even if you do not have a topic and you would like to do an investigative report, please let us know.

Email your thoughts to [Newsletter@sfpa.info](mailto:Newsletter@sfpa.info)



We can now offer you the following advertising packages per issue for 2011:

- Full page: \$75
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- 1/2 page \$25
- 1/4 page \$15

Contact [Newsletter@sfpa.info](mailto:Newsletter@sfpa.info) for details.

## AMENDMENTS TO FEDERAL RULES EFFECTIVE DECEMBER 1, 2010

- **Bankruptcy Rule 1007:** shortens time for a debtor to file a list of creditors after the entry of an order for relief in an involuntary case, and extends the time for individual Chapter 7 debtors to file a statement of completion of course in personal financial management.
- **Bankruptcy Rule 1019:** with some exceptions, a new time period to object to a claim of exemption arises when a case is converted to Chapter 7 from Chapter 11, 12, or 13.
- **Civil Rule 26:** extends work-product protection to draft reports by testifying expert witnesses, and, with some specified exceptions, communications between attorneys and their experts.
- **Civil Rule 56:** makes procedures for presenting and deciding summary-judgment motions more consistent across districts, and closes the gap that developed between the Rule text and actual practice.
- **Criminal Rule 3.1:** clarifies standard and burden of proof regarding the release or detention of a person on probation or supervised release.
- **Evidence Rule 804:** extends corroborating circumstances requirement to all declarations against penal interest offered in criminal cases.

Source: <http://www.uscourts.gov>

### EMPLOYMENT LISTING SNAPSHOT

**LITIGATION PARALEGAL:** Lott & Friedland, a Coral Gables intellectual property law firm, has an immediate opening for an experienced litigation paralegal. The ideal candidate will have 3-5 years of litigation experience, and a thorough understanding of Federal Court Rules and Procedures. He/she must be detail-oriented, and able to work independently. Intellectual property experience and knowledge of Compulaw docketing software is highly desirable. Salary is commensurate with experience; excellent benefits package. Please submit your resume and cover letter via email to my attention. Lourdes del Rossi; [ldrossi@lfiplaw.com](mailto:ldrossi@lfiplaw.com) (Posted 12/1/10)

#### *Are you hiring?*

SFPA accepts and posts paralegal positions on our website for members' review. Please send your contact and company information, job description, including job title, schedule, job duties, work experience and education requirements to Employment Liaison Vivian Fusco at [VFusco@sfpa.info](mailto:VFusco@sfpa.info).

#### *Are you looking?*

SFPA members receive exclusive access to employment opportunities. Join today! Visit our website at [www.sfpa.info](http://www.sfpa.info)



## UNAUTHORIZED PRACTICE OF LAW

By Linda McGrath-Cruz, FRP, CP

Have you ever committed a 3rd degree felony? You might be surprised. We've all been there... its late on Friday afternoon and you're in a hurry to get started on your weekend, but, you have a pleading which needs to get out and your paralegal hasn't finished revising it yet... Rather than waiting for your paralegal to put the finishing touches on it for your signature, it's tempting to just tell her to print it, sign it on your behalf, and send it in... Or, you are out of the office and your newest client is impatiently waiting for your retainer agreement - do you make him wait, or ask your paralegal to sign it and send it over? It may be even more tempting if you've worked together for a long time - but does that make it right?

***"...paralegals and other non lawyers are finding themselves in expanded roles and are handling more than ever..."***

In the past, a paralegal's involvement with clients and cases was more limited. But in our current economy, paralegals and other non lawyers are finding themselves in expanded roles and are handling more than ever. Most of us are familiar with "UPL" or unauthorized practice of law, but how does it apply to your practice? Simply put, UPL is something that happens when a person who is not a licensed attorney engages in the practice of law. This may include accepting cases, giving legal advice, setting fees, signing pleadings, and more. Unauthorized practice of law rules are put into place to protect the general public from the fraudulent practice of law by people who are not qualified to practice law. A licensed attorney receives specialized education and is held to a specific set of rules of discipline, rules of professional conduct, and other specific regulations.

Attorneys are ultimately responsible for preventing the unauthorized practice of law in their practice. This requires proper supervision of non-lawyer employees, including paralegals. However, as professionals, paralegals must take responsibility for their own actions as well by educating themselves and ensuring that they do not cross the line. We must work together as a team to ensure that we follow the rules set in place, and remove ourselves from situations which urge us to break the rules.



Through the Florida Constitution, the Florida Supreme Court gives The Florida Bar the responsibility to investigate and deal with matters relating to the unlicensed practice of law and the prosecution of these acts. Each judicial circuit in Florida has its own committee to oversee this important issue.



*Linda McGrath Cruz is an Advanced Certified Paralegal and Florida Registered Paralegal with the law firm of Arnstein & Lehr, LLP. She can be reached at [lmc@miamifrp.com](mailto:lmc@miamifrp.com) or 305-753-2443. This article was originally published in the Dade County Bar Association's October 2010 edition of "The Bulletin."*

## CLA TIPS (CONT'D FROM PAGE 1)

**Ethics** tests your knowledge of ethical responsibilities, professional integrity and competence. Study the American Bar Association's Model Rules of Professional Conduct – see [www.abanet.org/cpr/mrpc/mrpc\\_toc.html](http://www.abanet.org/cpr/mrpc/mrpc_toc.html) – and the NALA Code of Ethics and Professional Responsibility – see [www.nala.org/code.aspx](http://www.nala.org/code.aspx). You will have one hour to complete this section.

**Legal Research** is designed to test your knowledge of the various sources of the law in a law library (not from Google – but from actual books) and your research skills. NALA has adopted the Uniform System of Citation, Harvard Law Review Association – [www.legalbluebook.com](http://www.legalbluebook.com) – as the authority for this section. Make sure you are familiar with the proper format for citations. You will have one and a half hours to complete this section.

**General Law** includes the American Legal System (heavy on the U.S. Constitution) and the four substantive areas of law, which you select, from: Administrative Law, Bankruptcy, Business Organizations, Contract Law, Criminal Law, Family Law, Litigation, Estate Planning and Probate and Real Estate. Select the four substantive areas you will test on and stick with them. While the substantive law sections are administered individually, there is only one score for this section. You will have two hours to complete this portion of the exam.

**Communications** tests word usage, punctuation, capitalization, grammar, analogies and vocabulary. Interviewing techniques are integrated into this section. This section includes an essay question, where you will be graded on quality of writing, i.e., punctuation, spelling, sentence structure, grammar, word usage and conciseness. *Strunk & White, The Elements of Style*, has been adopted by NALA as the authority for this section. When I did the self-help test, I discovered I needed to go back to elementary school and learn basic grammar. You will have one and a half hours to complete the Communications Section. The following is a list of helpful sites:

<http://grammar.ccc.commnet.edu/grammar/>;  
[http://esl.about.com/od/englishgrammar/EnglishGrammarHelp Rules Worksheets Games Quizzes Exercises.htm](http://esl.about.com/od/englishgrammar/EnglishGrammarHelpRulesWorksheetsGamesQuizzesExercises.htm) and <http://a4esl.org> (a English as a second language site, but great resource presented in a game format). If analogies are not your strong suit, please visit: <http://www.quia.com/cb/7146.html>;  
<http://mrsdell.org/analogies/>;  
<http://www.factmonster.com/spot/analogy.html>.

**Judgment and Analytical Abilities.** This section includes objective questions as well as an essay. You will analyze a hypothetical problem, identify the applicable law and prepare a responsive memorandum. The memorandum is graded on (i) identification of the relevant facts stated concisely and accurately; (ii) identification of the threshold and central issues; (iii) identification of the relevant legal authority; and (iv) how you applied the relevant facts to the issues; whether you identified the correct legal authority and whether you drew a persuasive, logical conclusion. According to NALA, there is no right or wrong answer to the hypothetical problems presented on their examinations. They are designed to test your ability to identify relevant facts, identify the issues, apply the applicable law and draw a logical conclusion. Keep your sentences short and to the point. Convey your thoughts in a clear and concise manner. **Never** use a word that you are not 100% sure you are using correctly. **Most importantly, read all of the materials carefully and thoroughly.** Read every word. Don't read anything into the materials that are not in ***black and white***. Use only the information which is provided to you. This is particularly difficult for paralegals who have worked in the field for a period of time. You will be tempted to use your work experience, ***don't do it!!! Stick to the materials that you are given – and only the materials you are given.*** You will have two and a half hours to complete this section. ***If you are going to fail any part of the certification exam, this is the part you will fail.*** Reading legal opinions (all of the Reporters are available on-line) will help you identify the facts, issues, laws and conclusions in a logical manner. **Practice, practice, practice.**

## CLA TIPS (CONT'D FROM PAGE 8)

Take the self-tests at the end of each chapter in the book. If your answer is wrong, look at the question -- find out why your answer was wrong. Most of the time you will find that you didn't read the question carefully.

One of the best on-line resources is Quizlet. Numerous instructors and paralegals (myself included) have input the materials from the review manual into the database. Go to [www.Quizlet.com](http://www.Quizlet.com) and search for "Studies for CLA Examination," "CP Examination," "Paralegal certification examination," and "NALA Exam." It is free – just sign up. Most of the material from the various sections is already there. You can test your knowledge by using the tests that Quizlet generates from the materials. I found this to be my best resource when studying for the exam. **And, don't forget, you can always take the review class offered by SFPA . . .**

*Linda Nottestad, CP, FRP is a real estate paralegal at Holland & Knight with 40 years of experience. She currently serves as SFPA's Education Chair and NALA Liaison for SFPA. Linda can be reached at [Lnottestad@sfpa.info](mailto:Lnottestad@sfpa.info).*



**CLA/CP EXAMINATION  
REVIEW AND STUDY  
COURSE  
PRESENTED BY:**

**SOUTH FLORIDA  
PARALEGAL  
ASSOCIATION**

Florida International  
University  
University Park Campus  
11200 SW 8<sup>th</sup> Street  
Miami, FL 33199

***NEXT REVIEW COURSE***

**FEBRUARY 19, 2011 THROUGH APRIL 23, 2011**

***See Next page for Details***



We can now offer you the following advertising packages per issue for 2011:

Full page: \$75

3/4 page \$50

1/2 page \$25

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Contact [Newsletter@sfpa.info](mailto:Newsletter@sfpa.info) for details.

## SFPA'S REVIEW COURSE INFORMATION

The South Florida Paralegal Association (SFPA) offers a CLA/CP Review & Study Course for those preparing to take the NALA-sponsored CLA/CP Exam. This is a ten-week Study Course in preparation for the exam.

NALA has re-structured the administration of its exam. Since fall 2010, the exam is administered at an ACT testing location three times a year. See the article CLA Tips in this newsletter for more details on the content of the exam.

Review classes are scheduled on Saturdays at Florida International University (FIU) located at 11200 SW 8th Street from 10:00 a.m. to 12:00 noon and from 1:00 to 3:00 p.m., or as otherwise indicated on the schedule. During Orientation, any questions you may have about the study course plan, and the exam itself will be answered. You should have your CLA Review Manual at Orientation. **The next review course is scheduled for February 19, 2011 through April 23, 2011.**

The study classes will span a nine-week period and provide students with the appropriate time period to study the material on their own, and participate in a weekly review of the material in the Saturday classes. There will also be a mock exam which provides students a further measure of confidence by simulating the testing environment.

### **COST:**

Entire review (certain classes required for all, and those designated for your substantive law selections)

- SFPA members \$175.00
- Non-members \$195.00

Individual classes (per class):

- SFPA members \$25.00
- Non-members \$35.00

The schedule of classes for the last review course is available at:

[CPreviewClassScheduleOnly-Jan2011Test.pdf](#).

The following link is a campus map of FIU:

<http://campusmaps.fiu.edu/>

**REQUIRED TEXTBOOK:** Each participant MUST secure their own copy of the CLA Review Manual to participate in SFPA's Study Course, and have the copy in time for the Orientation class to be able to study the material covered in the review for the following week. The CLA Review Manual may be purchased from NALA directly at <http://www.nala.org/publ.aspx>.

**APPLICATION PROCEDURES:** Application with NALA for the exam and testing is a two-step process, and arrangements are handled separately by the applicant directly with NALA, and/or the ACT Test Centers. Instructions for application and testing center registration can be found online at NALA's website along with information about qualification:

<http://www.nala.org/examinee.aspx>.

NALA's booklet in pdf format outlining the complete procedure is:

<http://www.nala.org/Upload/file/PDF-Files/Certification/color-booklet-final.pdf>

For more information on SFPA's Review/Study Course, please contact Linda:

Linda Nottestad, CP, FRP  
 NALA Liaison for SFPA  
[lnottestad@sfpa.info](mailto:lnottestad@sfpa.info)

## STUDENT'S CORNER

### PROFESSIONAL TITLES: LEGAL ASSISTANT VS. PARALEGAL

By Matthew Iverson, MDC Paralegal Graduate

Two weeks into my first job at a law firm, I opened up Outlook and changed my email signature from "Assistant" to "Paralegal". While on paper the terms "Legal Assistant" and "Paralegal" are synonymous, I've noticed that in the trenches of the law firm arena, using the right title makes a big difference. Using one or the other changes the way I'm treated, the type of work I am assigned and the amount of trust that people have in me.



Many might think that a choice of title is purely an issue of nomenclature, but the truth is that a title carries meaning. No matter what your initial job description, if you refer to yourself as a janitor for long enough, sooner or later somebody is going to expect you to start sweeping the floor. In simple terms, that means that despite the fact that you might spend countless hours practicing your issue spotting, conducting legal research, and writing memos and case briefs, if you give the wrong impression at your job, you might end up sitting in an office all day answering phones and scheduling depositions.

The sad reality is that small and medium law firms sometimes fail to recognize the utility and/or importance of paraprofessionals in the legal industry, and instead hire "assistants" to handle mainly administrative tasks. Many of these assistants have no legal education or experience whatsoever, and quite frankly don't know (or care to know) the first thing about most legal issues. Unfortunately, in many cases the term "legal assistant" is confused with an administrative assistant that works at a law firm.

*"...if you refer to yourself as a janitor for long enough, sooner or later somebody is going to expect you to start sweeping the floor..."*

Holding myself out as a paralegal has helped me communicate to my employer the type of work that I am able to do because it distances me from a group of "assistants" who have no legal training whatsoever. This translates into an increase in the number of complicated legal tasks that I get assigned, which in turn means that I continue to refine my abilities, gain new knowledge and skills, and grow as a professional. And *that* is the difference between a legal assistant and a paralegal.



Matthew Iverson is a graduate from the Paralegal Studies Program at Miami Dade College and currently serves as the Vice President for the Society of Law and Community Service. Matthew works full-time as a civil litigation paralegal, and can be reached at [matthew.iverson@jcalillaw.com](mailto:matthew.iverson@jcalillaw.com)

**South Florida Paralegal Association's  
Annual Paralegal Education Scholarship Contest**



Entries are now welcome for the South Florida Paralegal Association's  
2011 Paralegal Education Scholarship Competition!

*Please submit a 1,000-1,500-word (maximum) typed essay detailing the various Unauthorized Practice of Law actions conducted by Miami paralegal, Brian Neiman, as published in the Supreme Court of Florida case styled *The Florida Bar v. Neiman*. In addition, describe the defenses raised by Mr. Neiman and the outcome of the case.*

All entries for the Scholarship Competition should be clearly marked with the entrant's name, mailing address, e-mail address, and a contact telephone number. Please also indicate in which school you are enrolled, and at what level. The competition is open to any student currently enrolled in an accredited paralegal education program in South Florida.

***First Place: \$1,000.00 Sandra L. Keith Memorial Scholarship***

***Second Place: \$500.00 Marisa Maugeri Memorial Scholarship***

All Entries must be post marked no later than March 1, 2011, and should be sent to:

**SCHOLARSHIP COMMITTEE  
SFPA  
PO Box 31-0745  
Miami, FL 33231-0745**

\* Scholarships will be presented at SFPA's Annual Membership/Election Meeting on March 22, 2011, location to be announced\*

## SFPA'S FALL SEMINAR

By Jessica A. Giraldo, Florida Bar Liaison

SFPA's 2010 Fall Seminar, held at the chic Palms Hotel & Spa in Miami Beach, Florida, was a smashing success! The theme for the seminar was the Paralegal's Role at Trial. Topics included technology, document control and redaction, and what is acceptable to discuss with clients, witnesses and jurors at trial.

Paralegal and paralegal students enjoyed a quality educational experience and the opportunity to network with legal professionals from the tri-county area (not to mention the picture perfect weather – breezy and beautiful).



*SFPA's Annual Fall Seminar on the Paralegal's Role at Trial was held at The Palms Hotel & Spa, Miami Beach.*

SFPA sincerely appreciates the hard work of our Education Chair, Linda Nottestad, for coordinating the entire event. Our gratitude extends to the Palms Hotel & Spa for being such wonderful hosts, going above and beyond to make the attendees feel welcome. And, last but not least, humble thanks go to all of the wonderful exhibitors and sponsors who made this annual conference possible.

### *Calling all Sponsors and Exhibitors!*

For more information about a vendor's table or sponsorship opportunities at future SFPA events, please contact Linda Nottestad, CP, FRP at [LNottestad@sfpa.info](mailto:LNottestad@sfpa.info).



**SOUTH  
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PARALEGAL  
ASSOCIATION**

P.O. Box 31-0745  
Miami, FL  
33231-0745  
[www.sfpa.info](http://www.sfpa.info)

## Fall 2010 SFPA Seminar

### THE PARALEGAL'S ROLE AT TRIAL

The Palms Hotel & Spa  
3025 Collins Avenue  
Miami Beach, Florida 33130

October 26, 2010

NALA-approved for 5.75 CLE credit hours, includes 1 hour of Ethics.

10% DISCOUNT for prepaid registrations received by SEPTEMBER 30th, 2010

**SPEAKERS:**

Brian Cummins,	Founding Partner of Champion Legal
David Hartnett,	Partner at Hinshaw & Culbertson LLP
Mayda Z. Nahhas,	CP, FRP
Ronald Pena,	Partner at Hinshaw & Culbertson LLP
Aida C. Rodriguez,	CP, FRP
Sean Santini,	of Santini Law

**REGISTRATION:**

SFPA Members \$125.00  
Non-SFPA Members \$150.00

*Registration fee includes Breakfast, Lunch and Parking.*

**REGISTER ONLINE:** <http://www.sfpa.info>

TOPICS

- Computers in the Courtroom – How to Use Them and When
- The Proper Use of Privilege and Redacting Documents
- Controlling Documents During Trial
- Preparing Witness List, Witnesses, Video Deposition Excerpts and Designations
- Paralegal's Role During the Trial
- Jurors, Witnesses and Clients: What, If Anything, Can You Discuss with Them at Trial?

SOUTH FLORIDA PARALEGAL ASSOCIATION  
P.O. Box 31-0745 Miami, FL., 33231-0745 [www.sfpa.info](http://www.sfpa.info)

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### **First Choice Reporting**

121 S Orange Ave. Suite 800  
Orlando, FL 32801  
800 939 0093  
[www.firstchoicereporting.com](http://www.firstchoicereporting.com)

### **Judicial Process and Support, Inc.**

19 West Flagler St., Suite 717  
Miami, Florida 33130  
305.347.3353  
[www.judicialsupport.com](http://www.judicialsupport.com)

### **Poveda Mediations, LLC**

Eliana Poveda, J.D.  
786 543 3342  
[elianapoveda@bellsouth.net](mailto:elianapoveda@bellsouth.net)

### **Strategic Professional Staffing**

2900 NE 30<sup>th</sup> Ave., Suite 805  
Aventura, FL 33180  
305 767 3744

[strategicprofessionalstaffing.com](http://strategicprofessionalstaffing.com)

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954 735 4189

[www.trialcs.com](http://www.trialcs.com)

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888 E. Las Olas Blvd., Suite 508  
Ft. Lauderdale, Florida 33301  
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[www.UniversalLegal.us](http://www.UniversalLegal.us)

### **US Legal Support**

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Miami, Florida 33131  
305 373 8404  
[www.uslegalsupport.com](http://www.uslegalsupport.com)

# WELCOME NEW MEMBERS!

SEPTEMBER - DECEMBER 2010

Dania Vazquez–Morejon, FRP  
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Lanisha Lawrence

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Michelle Goicouria  
Norma Guggisberg  
Patricia L. Moore, FRP  
Shivonne Farrah Flynn, FRP  
To Chau (JoJo) D. Russo, FRP

## MEMBERSHIP TOTALS

Active	87
Associate	2
Student	15
Sustaining	4
<b>TOTAL</b>	<b>108</b>

## SFPA MEMBERSHIP INFORMATION

To apply for membership in SFPA, please visit the [registration area](#) of our website, where you can submit your application online, print out the information to include with your payment, depending on the membership for which you are applying, and mail to the address indicated on the form. There are 5 classes of membership which are listed below with the respective annual fees. Definitions and requirements for each membership level are more particularly described in our [bylaws](#). Access to member-only area on our website will be provided upon receipt of application, supporting documentation for level of membership application, and payment of membership dues.

1. Active Member (\$70.00)
2. Provisional member (\$70.00)
3. Student Member (\$60.00)
4. Associate Member (\$60.00)
5. Sustaining Member (\$125.00)

SFPA membership provides benefits beyond the networking opportunities with your peers in the South Florida area, some of which are listed below:

- Membership to the National Federation of Paralegal Associations
- Discounted Rate at Monthly Luncheon Seminars with CLAE Credits available
- Annual full-day or half-day seminar
- Informative website with updated member-only access to:
  - Career Opportunities
  - Discounts and membership benefits
- Complimentary Hertz #1 Club Gold membership and discounts on other services
- Legal Assistant Today Magazine discount subscription rate
- Complimentary Universal Studio Fan Club membership
- American Family Life Assurance Company of Columbus (AFLAC) Group Benefits

Please contact SFPA's Membership Chairperson, Sharon Staples at [sstaples@sfpa.info](mailto:sstaples@sfpa.info), with any questions you may have.

## E-FILING MADE EASY

### Portal opens for business January 1

By Gary Blankenship, Senior Editor, Florida Bar News  
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If you ever bought something online, chances are you'll have little trouble using the Florida courts' new e-filing system. Finishing touches are still being put on the new e-filing software by the Florida Association of Court Clerks, but the basics are in place. E-filing, using the new statewide portal being run jointly by the courts and the clerks, **will be open for business January 1.**

Here's a look at how the system will operate, courtesy of Melvin Cox, IT director for the FACC. But first, Cox gave some caveats for lawyers and other users to keep in mind:

- The system will be operational on January 1, but it will be voluntary to use it. At some point, not yet determined, electronic filing could become mandatory.
- For the first 90 days, in case there are glitches, electronic filers also will be required to file a copy of their paperwork "manually," or the old-fashioned way at the courthouse. A tip to help your local clerk: Put a note on your paper filing indicating it also has been filed electronically.
- Standards for electronic filing were set by the Supreme Court last year in [Administrative Order 09-30](#) — something Cox urged every e-filing lawyer to read. For example, lawyers are allowed to use electronic signatures instead of an electronic image of a handwritten signature on their filings. But section 7.3 of the order provides that, "Original documents (Death Certificates, etc.) or those that contain original signatures such as affidavits, deeds, mortgages, and wills must be filed manually until the court has determined the digital format by which these issues are addressed."
- The portal will accept documents in PDF, Word, and WordPerfect formats. Documents submitted in Word and WordPerfect will automatically be converted to searchable and read-only PDF documents by the portal software before they are received by the clerk, to prevent any chance of the documents being altered.

When it is open, links to the portal are expected to be on various court and clerk websites, as well as the Bar's website.

First-time users will have to register with the portal. Cox said the sign-up page has a number of standard questions; those with an asterisk must be filled out. Bar members will also be required to provide their Bar numbers. Users also must choose a user name and password. And they are required to provide a primary e-mail address and have the option of adding a secondary address. They will be asked standard security questions, such as the name of a pet, mother's maiden name, and the like.

When that's done and submitted, the filing system will generate an e-mail to the registering lawyer, which verifies the submitted e-mail address is correct. Clicking on a link in that e-mail completes the registration process.

Now the registered user is ready to file documents. Going back to the initial page, all he or she has to do is sign in with the right user name and password. That will take the attorney to the "My Filings" page. Clicking on the "Filing Options" button will produce a drop-down menu with the choices of opening a new case or filing a document in an existing case.

Cox said each choice made from there dictates the next set of options, as the successive screens walk the user through the filing process.

For example, when the user selects a county in which to file a new case, the next pull-down menu will display the types of e-filings accepted in that jurisdiction. Cox explained that although five areas are approved for e-filing as of January 1 — circuit civil, county civil, probate, juvenile, and domestic relations — not all counties will be able to accept filings in all five divisions. As more counties join the e-filing system and more divisions are added, those will automatically be updated on the portal.

Similarly, when a lawyer picks the type of filing to make, the system will offer the available options. For example, if the user selects a probate filing, the next menu will list the various types of probate filings. Choosing "Formal Administration" will produce a "Sub Type" pull-down menu that will list choices for testate or intestate administration for Florida or non-Florida residents.

*Continued on Next Page*

The next screen lets the user fill in the parties for the case. An option here, Cox said, is the lawyer can provide an e-mail address and indicate that a party — such as the lawyer’s client — should be copied with the filing. That party will get an e-mail with the filing.

Once the parties are filled in, the lawyer will be directed to a screen for attaching documents. This is, Cox said, like attaching documents to an e-mail. A browse button lets the lawyer peruse files on his or her computer and pick the ones to attach. Multiple documents can be attached to one filing, Cox said, by hitting the “Add Document” button as needed. But all the documents must pertain to the case. Documents for a different case should not be attached or the filing may be rejected.

Next up is a payment screen. The filing fee and any other costs will be displayed here. Users will be presented with options to pay with a credit card (MasterCard, American Express, and Discover only), pay with an electronic check, or file a request for a fee waiver.

The final screen gives the user a chance to look over everything before hitting the submit button. One feature Cox proudly points to is that the portal will place a time stamp on the electronic document when a submission is made. (A second time stamp will note when it is accepted by the clerk.)

After sending, a screen will be displayed confirming that the document or documents have been submitted. Cox said there are two other confirmations, as well. A message will be sent to the submitter’s e-mail account listed when he or she set up the account. And there will be a line on the “My Filings” page that comes up when a user logs in. That page allows the user to see all of his or her filing activity between chosen dates. The new filing will be shown there.

When the clerk accepts the filings (assuming everything was correct) the “My Filing” page will also reflect that the clerk’s office has accepted the filing. If it’s a new case, it will be assigned a case number and the “Completion Date” will show when it was accepted by the clerk. The attorney will also get another e-mail confirming the acceptance.

**Update:** [www.myflcourtagency.com](http://www.myflcourtagency.com) is the official online address for the Florida court system’s statewide portal, according to the January 1, 2011 Florida Bar News.

If the filing is not accepted, there will be a red “Rejected” notation in the “My Filings” listing and an e-mail notice of the rejection. The clerks anticipate some common problems will include lawyers mistakenly filing cases in the wrong county, payment problems, or attaching documents to the wrong case. While that’s the basic filing procedure, Cox said lawyers do have some other options.

When registering with the portal, lawyers can “affiliate” with their law firm. That, Cox said, allows a firm administrator to access all cases filed by firm lawyers. That administrator may also block attorneys who have left the firm and add those who have joined.

Attorneys also may choose to have their financial information — credit card numbers or electronic checking account numbers — saved in the system. Cox said the system uses the same security software and systems that online retailers and others use to protect credit card and other sensitive information. Those who elect to have that information saved in the system will have a simpler process for paying filing fees and other costs. Those who are nervous about having that information stored in the system will have the option of providing the credit card and account numbers as needed with various filings, he said.

The “My Filings” function on the site also gives lawyers a way to manage and track their court activities. Cox said lawyers can list all of their pending cases, which can help track and manage their workload.

The FACC is working on an online video tutorial about using the e-filing system. The News will list that site when it is available.

Even as the system is gearing up, Cox said future improvements are already being examined. Those include online access to simple e-forms for court-related activities and a possible “A2J” (Access to Justice) function for nonlawyers filing documents. That, Cox said, will be a “TurboTax”-type system that asks pro se litigants a series of questions and walks them through the process. When they are done, the software will automatically fill out the proper documents and do the filing. He also expects other refinements, both to streamline the system and help lawyers and judges.

**From December 1, 2010 Florida Bar News  
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## My First Time...

### At the NFPA Convention

By Jessica A. Giraldo, Florida Bar Liaison

My first time at the October 7 – 10 NFPA convention in Cherry Hill, NJ was unforgettable. I had the honor of attending as an observer after being awarded 2<sup>nd</sup> place in NFPA's scholarship contest. I knew from the moment I received the phone call from Pat Lyons, NFPA's Education Coordinator, that the real prize was attending the convention. I received the call in August, and for the next two months I was filled with enthusiastic anxiety over what to wear, what to bring, how to fly, what to register for -- so many details!

Thankfully, in addition to the all-expenses paid trip, and sponsorship by my association, I was traveling alongside a NFPA veteran, my colleague and mentor, Lisa Vessels. I could not have been more grateful to have someone to get lost with, to introduce me to all the players, invite me to exclusive social events and get me to my CLEs and my First Timers' 7:00 a.m. meeting on time (as a Miamian, I run on Cuban time, but apparently the rest of our country does not)! I do not believe my experience would have been as complete if it was not for Lisa.

*"...each and every single person shared their knowledge generously and without restraint, whether the topic was regulation in their state or the latest on RSS feeds and social media..."*

The next morning, the hotel seemed alive all of a sudden. I went up to registration and obtained my name badge, which I later learned that pins are collected throughout the convention to be placed on the ribbon. With this system, it's very easy to spot the newbies, as all the veterans had full ribbons from prior conventions, somewhat reminiscent of Girl Scout badges. Within moments, I was figuring out where I was headed for my first CLE. As soon as I started, there was not a minute to waste. I learned about e-discovery in PDAs, legal writing tips and merger and integration clauses. I have to say, however, that the most useful to a newbie litigation paralegal was the witness and trial preparation seminar. The CLE was held by a 3-panel paralegal team, full of tips, tricks and expertise. One paralegal shared her ideas for using Microsoft Office and Adobe Acrobat Pro as her go-to tools for all her case managements needs. Their confidence and expert knowledge made me want to learn more.

That evening, a select group of paralegals were taken out for a night in downtown Philly at the Buddakan restaurant, courtesy of Westlaw Deposition Services (yes, Westlaw is now doing depositions -- who knew?). I shared an Asian Fusion dinner and drinks with some powerhouse paralegals, including the editor of the Philadelphia Association of Paralegal's *The Philadelphia Forum*, Maryann Webner, who later agreed to publish my winning essay!

After a late night, we were up at 7:00 a.m. **again** (this time I made coffee) for the Region III meeting (Region III is composed of Georgia, Alabama, Mississippi, North and South Carolina, Tennessee, Kentucky, Ohio, Indiana and Michigan). Representing Florida was the Tampa Bay Paralegal Association and yours truly, SFPA. The main point of the Region III meeting, to my mind, was to relay announcements from NFPA as well as to provide a soundboard for ideas for associations.



*The paralegals of Region III at their Region III dinner.*

For instance, an association brought up the fact that they had a member who signed an application stating they had not been convicted of a felony; they found out later they were. The issue was whether they should allow this person, who had not caused any trouble, and is a paying member who attends events, to continue to be a member. Talk about a discussion! In case you're wondering, SFPA's policy accepts someone if they have their civil rights restored, with the exception of a disbarred attorney.

That afternoon, the vendors announced the winners of the ongoing raffles when I heard Lisa Vessels's name announced for the new Amazon Kindle!! First timers: you must bring your business cards!

***Continued on Next Page***

That evening, the Region III members attended a dinner in order to let their hair down for a night. We shared where we were from, where we were going and just had a chance to get to know each other a little better. We even discussed Cleveland/Miami basketball (this was at the wake of the Lebron controversy)!

The very next day was the highlight of the convention. While I had already received a primer on Robert's Rules during the early morning First Timer's meeting, it didn't all make sense until I was in the room. During this policy meeting, the delegates of each member association discuss the pressing issues of the profession. Included in that discussion was the formation of a committee to study the exempt/non-exempt status of paralegals as defined by the Department of Labor. For further details, please see <http://paralegals.org/displaycommon.cfm?an=1&subarticlenbr=800>.

The policy meeting was much like a Senate meeting, but it was infused with the personality of Georgette Lovelace, now Immediate Past President, who ran the meeting with charisma and respect for all members. Meanwhile, I couldn't help but think of one thing: the awards luncheon. During the luncheon, I received the great honor of the \$2,000 Thomson Reuters Scholarship Award. I could barely contain my excitement and my thank you speech was less than spectacular because of it. Regardless, I was proud to receive an award, not only as a reflection of my own personal achievement, but also on behalf of SFPA, who I can thank for the encouragement to enter.



*NFPA's Saturday policy meeting held at the Crown Plaza Hotel in Cherry Hill, New Jersey.*

However, the real winner that day was the Oregon Paralegal Association, taking home 5 of the 8 awards (with a 6<sup>th</sup> going to Central Ohio), including the Paralegal of the Year and Outstanding Local Leadership Awards. We should all thank Oregon for their hard work in promoting the paralegal profession so abundantly and for setting a standard among our local associations.



*Scholarship winners Melissa Solomon (left) and Jessica Giraldo (right) with Thomson Reuters Representative.*

That evening, the Philadelphia Association put on quite the social event at the National Constitution Center. We had a night tour of the Center, with interactive exhibits and a presentation of our country's history that literally made me cry. We shared a dinner (with Philly Cheesesteak of course) and had a few moments to walk the area and visit the Liberty Bell. It was a night to remember.

The following day, the group gathered for the last time, people who I didn't even know, now knew me, and they congratulated me for the award. I felt like I was initiated into part of a national paralegal family. Soon, the meeting was in order, and the new NFPA board was elected, composed of selfless individuals who give their time for a profession they believe in.

The one thing that stuck out the most was that each and every single person shared their knowledge generously and without restraint, whether the topic was regulation in their state or the latest on RSS feeds and social media. I truly can't wait until the next NFPA convention – hopefully, as a delegate.



*Jessica is a commercial litigation paralegal with Santini Law. She is a Miami Dade College paralegal program student leader and an expected Lambda Epsilon Chi (LEX) inductee. She currently serves as SFPA's Florida Bar Liaison. She can be reached at [Jessica@sfpa.info](mailto:Jessica@sfpa.info).*

SOUTH FLORIDA PARALEGAL ASSOCIATION
OFFICIAL CALL FOR DECLARATION FOR 2011-2012 OFFICER CANDIDACY

TO ALL ACTIVE MEMBERS OF SFPA:

Pursuant to the bylaws of SFPA, this notice serves as the call for Declaration for Officer Candidacy for fiscal year 2011-2012 for the following offices of the Executive Committee of the Board of Directors:

- PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER
NALA LIAISON
NFPA LIAISON

To be eligible for all offices above, a candidate must be a current SFPA member with "Active Membership" classification and meet the qualifications stated in SFPA's current bylaws. To declare yourself a candidate for any of the offices listed above, please complete the Declaration for Officer Candidacy form below and return it to SFPA via email at elections@sfpa.info or by U.S. Mail at the address listed below, no later than February 5, 2011.

Election of Officers will be held at SFPA's Membership Meeting on March 22, 2011 at 6:00 p.m. at a location to be determined.



South Florida Paralegal Association, Inc.'s
DECLARATION FOR OFFICER CANDIDACY FORM
For Fiscal Year 2011-2012

TO: SFPA Nominations and Elections Committee
Post Office Box 31-0745
Miami, FL 33231-0745

I hereby declare my candidacy for the office of . I am an Active Member of SFPA and I meet the qualifications of this office pursuant to the bylaws of SFPA.

Dated: SIGNATURE

PRINT NAME

HOME ADDRESS

HOME TELEPHONE HOME EMAIL

OFFICE ADDRESS

OFFICE TELEPHONE OFFICE EMAIL

DECLARATIONS FOR OFFICER CANDIDACY MUST BE RECEIVED BY FEBRUARY 5, 2011
VIA U.S. MAIL OR EMAIL AT: ELECTIONS@SFPA.INFO

## FLORIDA ALLIANCE OF PARALEGAL ASSOCIATIONS

By Lisa B. Vessels, CP, FRP, FAPA Liaison

As a member of SFPA, did you know you are also a member of the Florida Alliance of Paralegal Associations (FAPA)? FAPA is a group of paralegal associations from around the state of Florida which work together on paralegal profession issues.

In recent years, FAPA has been very active on the issue of paralegal regulation in Florida. Most recently, FAPA conducted surveys for the paralegal profession in Florida regarding FRP program satisfaction and paralegal salaries. The surveys were overwhelmingly popular, and results were published on FAPA's website, [www.FAPAinc.org](http://www.FAPAinc.org).

SFPA has been a member of FAPA since its inception and continues to be an important piece of our activities.

Three years ago, FAPA began hosting an annual seminar with a majority of topics related to ethics for paralegals. This seminar was designed specifically to meet the ethics

requirements of CLE reporting for the three year cycle associated with the FRP program. The annual ethics seminar has been very successful, and our third offering this year in Orlando, Florida on November 6, 2010 was the best yet!

In 2011, FAPA will expand their horizons and host their first-ever Spring Seminar focusing on popular substantive law topics or popular software technology for the paralegal profession today. The first seminar will take place in March 2011.

An announcement with specific details will be released in January 2011. If you have any questions about FAPA, please feel free to contact me, SFPA's primary delegate at [lvessels@sfpa.info](mailto:lvessels@sfpa.info) or visit FAPA's website.



*Lisa Vessels is an administrator of a rules-based docketing software for Duane Morris, LLP. She is the FAPA liaison and webmaster for SFPA as well as NFPA's Regulation Review Coordinator. She may be reached at [lvessels@sfpa.info](mailto:lvessels@sfpa.info).*



*Presenter Ethan Wall, Esq., on the Ethical Considerations in Social Networks during the 3<sup>rd</sup> Annual FAPA Ethics Seminar at the Rosen Plaza Hotel in Orlando.*

# PARALEGAL REGULATION LINKS OF INTEREST

*Courtesy of Lisa B. Vessels, CP, FRP*

1. South Florida Paralegal Association – [www.sfpa.info](http://www.sfpa.info)
2. Florida Alliance of Paralegal Associations – [www.fapainc.org](http://www.fapainc.org)
3. National Federation of Paralegal Associations – [www.paralegals.org](http://www.paralegals.org)
4. Site maintained by SFPA with links to articles and information regarding the Florida Registered Paralegal program's development – [www.floridaregisteredparalegal.com](http://www.floridaregisteredparalegal.com)
5. Florida Case Study PowerPoint by Lisa Vessels –  
<http://www.paralegals.org/associations/2270/files/2010content/casestudyflorida.pdf>
6. Florida Supreme Court Rule Cases (scroll to Case No. SC06-1622) –  
<http://www.floridasupremecourt.org/clerk/comments/2006/index.shtml>
7. Petition filed by The Florida Bar on 8/15/06 to create Rule 20 of the Rules Regulating the Florida Bar (see page 2 under Instruction) –  
[http://www.floridasupremecourt.org/clerk/comments/2006/06-1622\\_Petition%208-15-06.pdf](http://www.floridasupremecourt.org/clerk/comments/2006/06-1622_Petition%208-15-06.pdf)
8. Opposition of SFPA to Petition (filed under Comments on 9/15/06) –  
[http://www.floridasupremecourt.org/clerk/comments/2006/06-1622\\_Comments%20\\_SFPA\\_%209-15-06.pdf](http://www.floridasupremecourt.org/clerk/comments/2006/06-1622_Comments%20_SFPA_%209-15-06.pdf)
9. Response filed by Florida Bar on 11/2/06 –  
[http://www.floridasupremecourt.org/clerk/comments/2006/06-1622\\_Response%2011-2-06.pdf](http://www.floridasupremecourt.org/clerk/comments/2006/06-1622_Response%2011-2-06.pdf)
10. Initial Brief of The Florida Bar filed 1/9/07 addressing the question of whether The Florida Bar and the Florida Supreme Court may properly exercise jurisdiction over and regulate non-lawyers who are not engaging in the unauthorized practice of law –  
[http://www.floridasupremecourt.org/clerk/comments/2006/06-1622\\_ini%20\\_TFB\\_%201-9-07.pdf](http://www.floridasupremecourt.org/clerk/comments/2006/06-1622_ini%20_TFB_%201-9-07.pdf)
11. SFPA's Initial Brief filed on 1/12/07 –  
[http://www.floridasupremecourt.org/clerk/comments/2006/06-1622\\_ini%20\\_SFPA\\_%201-12-07.pdf](http://www.floridasupremecourt.org/clerk/comments/2006/06-1622_ini%20_SFPA_%201-12-07.pdf)
12. Florida Supreme Court Opinion Establishing Rule 20 –  
<http://www.floridasupremecourt.org/decisions/2007/sc06-1622.pdf>
13. Florida Supreme Court Oral Arguments online (video and transcript archives of 4/2007 oral argument) – <http://www.wfsu.org/gavel2gavel/archives/07-04.html> (first set of links on page – Case No. SC06-1622) – <http://www.wfsu.org/gavel2gavel/transcript/06-1622.html>
14. Paralegal Regulation Chart by State (contains up-to-date links to info on any paralegal regulation) – [http://www.paralegals.org/associations/2270/files/REGULATION\\_CHART\\_3-10.pdf](http://www.paralegals.org/associations/2270/files/REGULATION_CHART_3-10.pdf)

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## *About SFPA Legal Journal*

The *SFPA Legal Journal* is published quarterly and is the official publication of the South Florida Paralegal Association. Subscriptions are included in SFPA membership. The deadline for articles or submissions of any nature *and* advertising space for the April – June issue is

**March 18, 2011.** Please email us at [newsletter@sfpa.info](mailto:newsletter@sfpa.info) for additional information.

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