

July 6, 2011

Upcoming Events

July 15 - Jean H. Proffitt Scholarship
Deadline

July 27-30 – NALA Convention in San
Dallas/Plano, TX

July 26 – Dinner Meeting

August 1 – Deadline to Register for
CP Exam

August 15 – 2011 Outstanding
Paralegal Nominations Deadline

September 2011 CLA/CP Exam

September 10 – Fall Seminar
South University

October 5 – Paralegal Week
Reception

November 9 – Annual Meeting

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and
Cathy Eagles, ACP
Amy Vaughan
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VOLUME 17 ISSUE 3

RPA On The Record

Newsletter of the Richmond Paralegal Association
An Affiliate Association of the National Association of Legal Assistants, Inc.
Member of The Virginia Alliance of Paralegal Associations

President's Message – A Call To Serve

Becoming a leader isn't easy, but learning to lead is a lot easier than most of us think. Most leaders have one if not more than one thing in common, passion. Our passionate leaders help members build networks, find jobs, become better at our profession and organize around the issues that affect them.

Consider becoming a leader of RPA by adding your name to the ballot in November. There is no experience necessary, and you will meet and become friends with other like-minded professionals. You will also likely gain skill sets effective for your continued success as a paralegal and influence others that follow in your footsteps. Serving an association in a leadership role will prove to be a very rewarding and challenging experience that can put you a step ahead in this very competitive market. It is through service that we make important changes, create a better environment for those after us, and develop relationships that last forever. John Buchan once said, "The task of leadership is not to put greatness into people, but to elicit it, for the greatness is there already."

If you have any questions please feel free to e-mail me at Teresa.Clark@richmondparalegals.org. I am honored to serve and look forward to doing so with you.



Teresa A. Clark, CP

**Leadership is not
power over others.
Leadership is about
empowering others
through service.**

Richmond Paralegal Association

Presents

July Dinner Meeting

*Tuesday, July 26, 2011
5:30 P.M. – 7:30 P.M.*

Speaker: John Erbach, Esquire

Topic: Law Clerks

RSVP to Dana Bruce at 782-5278 or dana.bruce@suntrust.com

No later than Friday July 22nd 2011.



Your Donations
Make a Difference!

During the NALA Annual Convention in July, items will be collected to send overseas to the *Defenders of Freedom*.

Defenders of Freedom is a non-profit organization formed solely to support troops actively serving our Country to keep America safe.

Items that are needed include:

Unscented baby wipes; beef jerky, coffee, combined body/hair wash; dried fruit; tuna and/or Salmon pouches; granola bars; Mach III disposable razors; microwavable food snacks; nuts; Protein bars; protein powder; seeds; shaving cream, single packet drink mixes.

Please bring a donation to the July Dinner Meeting. Our donations will be shipped to the convention in Dallas immediately after the meeting. Let's show our support!

Menu

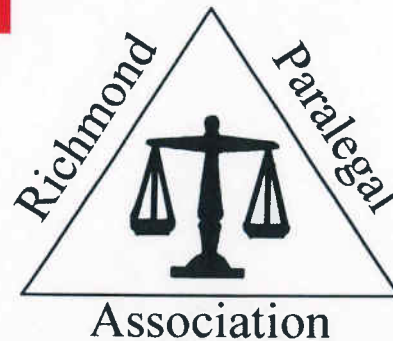
To Be Announced

Cost \$25.00

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Richmond Paralegal Association

Fall Seminar

Saturday, September 10, 2011

South University
Established 1899

2151 Old Brick Road

Glen Allen, Virginia 23060

8:15 – 8:30 am	Registration
8:15 - 9:00 am	Continental Breakfast
9:00 – 12:00 Noon	Speakers Presentations
12:00 Noon – 1:00 pm	Lunch
1:00 pm – 4:00 pm	Speakers Presentations

Additional information to follow

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**RPA gives special thanks to Seltek Technology Solutions, Inc.
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36th Annual NALA Convention & Exhibition

**Dallas/Plano Marriott
at Legacy Town Center**

Scenic parks and ponds surround this resort-like hotel just 19 miles from downtown Dallas. Upscale shopping, entertainment, and dining are within walking distance, and a complimentary shuttle goes to other attractions within a three-mile radius. Guest rooms are "wired" for business and feature flexible workspace, freshly appointed bathrooms, and luxurious bedding. Other amenities include an outdoor pool, hot tub, fitness center, the Copper Bottom Grille restaurant, and Chaddick's lounge. Covered self-parking is free for guests.

The 2011 Convention Program

This is NALA's first "All Institute" convention and will feature seven institutes:

- Corporate
- Personal Injury
- Essential Skills
- Real Estate
- Estate Planning/
Administration
- Social Security
Litigation/Technology

The special NALA guest room rate of \$119/day is available three days before and three days after the meeting dates. Contact the Dallas/Plano Marriott directly at (800) 228-9290 or (972) 473-6444. (Be sure to invoke the special NALA rates.) Reservations must be made by Tuesday, July 5, 2011 for the special rates to apply.

July 27-30, 2011

Check the NALA website for costs and registration information – www.nala.org

We Thank our Gold Sponsors



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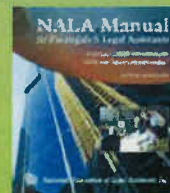
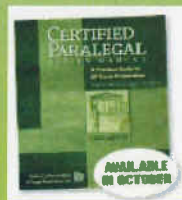
NALA Educational Opportunities

The *NALA Campus Live!* Fall Program begins August 2011. The sessions may last from 50 minutes to two hours. Some *NALA Campus LIVE!* courses are archived and may be purchased for personal use. The recordings are in MP3 format and handout material is included in the purchase. Courses range from practice tips to substantive law topics. Many of the courses are suitable as preparation for the Certified Paralegal Exam. For more information, go to www.nala.org/onlineed.aspx. Registration is \$80 per session for NALA members, and \$105 per session for non-members.

In addition to *NALA Campus Live!*, NALA offers *NALA Campus Self Study*. These continuing education courses are available on your schedule, 24 hours a day, seven days a week. You can find more information at www.nala.org/onlineed.aspx.

Certified Paralegal Exam

The next Certified Paralegal exam is scheduled for the month of September 2011. The deadline to register for the exam is August 1, 2011. More information can be found under the Certification tab on the NALA website at www.nala.org.



SPECIAL FACTS & FINDINGS

SUBSCRIPTION DEAL FOR AFFILIATE MEMBERS

Members of NALA affiliated associations are eligible for a special \$25 annual subscription to *Facts & Findings* magazine. This is a significant discount off the non-member annual rate of \$35 and is good for renewal as long as you remain a member of your NALA affiliated association. Should rates increase in the future, you will still receive a 30 percent discount off the published rates.

Simple as...



- 1 Advise your NALA affiliated association that you wish to take advantage of this special rate.



- 2 Your affiliated association sends your name and payment for the first year to NALA.



- 3 NALA enters your subscription and sends renewal forms near the expiration date each year...as long as you are a member of a NALA affiliated association.

If you should decide to take the next logical step of becoming an individual member of NALA in order to receive the benefits of this national association, you will receive a \$25 credit toward your first year's dues. Visit the NALA website to learn more about *Facts & Findings* and about membership in NALA!



**THE ASSOCIATION OF
LEGAL ASSISTANTS • PARALEGALS**

1516 S. Boston Ave., Ste, 200 • Tulsa, OK 74119 • 918-587-6828 • www.nala.org

OUTSTANDING PARALEGAL OF THE YEAR

Each year The Richmond Paralegal Association recognizes an Outstanding Paralegal who has made significant contributions to the development of the paralegal profession in the Richmond area within the last 12 months.

Nominees must have been a member of RPA from July 1, 2010 to June 30, 2011; performed twelve hours of service on behalf of RPA, and/or attended one RPA event per month and have high ethical standards.

To nominate a deserving paralegal, submit nomination information by **August 15, 2011** to:

Jayna Kiracofe, and Sheila Kennedy, Membership Committee Chairs
Richmond Paralegal Association
P.O. Box 384
Richmond, VA 23218-0384

Or via e-mail to: Jayna.kiracofe@richmondparalegals.org
Sheila.Kennedy@richmondparalegals.org

NOMINATION INFORMATION:

Nominee Name: _____

Address: _____

Telephone number: _____

Your Name: _____

Telephone number: _____

E-mail address: _____

*Also include a short statement stating why this nominee should be RPA's
Outstanding Paralegal of the Year.*

After accepting the nomination, nominees will be invited to submit a resume describing his or her background, education, public service, and other relevant activities. Employers of each nominee will have an opportunity to provide letters of support, articles, or other documentation for consideration by the selection committee by September 15, 2011.

The Outstanding Paralegal of the Year award will be presented at the RPA Paralegal Week Reception on October 5, 2011.

Jean H. Proffitt Scholarship

About the Scholarship

The Jean H. Proffitt Scholarship Fund was established by the Richmond Paralegal Association (RPA) to assist Richmond metro paralegal students with tuition and textbook costs.

This scholarship award is based on merit and whether the applicant demonstrates a dedication to the program and will likely succeed and become a contributing member of the paralegal profession and legal community.

The RPA Scholarship Committee (a subcommittee of the RPA Education Committee) will select the scholarship winner and will give written notification regarding the outcome to all applicants. Scholarships will not be awarded to the same recipient in two consecutive years. The Scholarship Committee's decision is final.

The recipients will be honored at the October RPA Paralegal Week Reception and will receive a \$1,000 scholarship award and a one-year paid membership in the appropriate membership category.

Scholarship Criteria

Applicants must be attending a paralegal program at an approved school in the Richmond metro area, on a part-time or full-time basis, and have completed the equivalent of 9 semester hours in the program. Applicants who have completed at least 12 semester hours will be given higher consideration.

Applicants must submit transcripts showing the grade point average from the institution the applicant is attending. Transcripts may be official or unofficial. Unofficial transcripts must be signed by the applicant's current advisor. Applicants attaining a 3.0 average or higher will be given higher consideration.

A letter of recommendation from the applicant's current or recent academic advisor, professor, or supervising attorney must accompany the scholarship application.

Applicants must fully complete the RPA Jean H. Proffitt Scholarship Fund Application.

Applicants are reviewed on:

- **Education and employment history.**
- **Grades and financial need.**
- **Letter of recommendation.**
- **Narrative statement.**
- **Community involvement.**
- **Applicant's demonstration of commitment to the paralegal profession and legal community.**

Richmond Paralegal Association (RPA) supports paralegal development at many levels, offering student memberships, providing scholarship opportunities for promising candidates, offering a mentoring program to help recent paralegal graduates make the transition from school to successful employment, and hosting CLE seminars, luncheons and dinner meetings to assist members with cost-effective continuing education opportunities.

Jean H. Proffitt Scholarship Application

Name: _____

Street Address: _____

City: _____, Virginia, Zip: _____

Expected Graduation Date: _____

Submit the following information:

- **Education:** In chronological order, list the name and address of each school attended since high school. Provide any degrees/certificates earned and honors/scholarships received.
- **Employment:** In chronological order, list each employer's name, address, phone number, and name of supervisor. Whether such employment was full-time or part-time. If available, provide a resume.
- **Activities:** List extracurricular activities, community service, and social organization participation.
- **Interests:** Submit a brief narrative describing your interest in the paralegal profession, a statement of goals, educational objectives, and any additional pertinent information for consideration by the Scholarship Committee.
- **Recommendation:** Letter of recommendation from current or recent academic advisor, professor or supervising attorney.
- **Transcript:** Official or unofficial transcript (signed by current advisor) from attending institution.

Completed applications with all supporting documentation are due to the Scholarship Committee on July 15, 2011.
