



# *The Paragraph*

Georgia Association of Paralegals Quarterly Newsletter  
Charter Member of the  
National Federation of Paralegal Associations

February, 2005

## December 2004 Meeting Highlights

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*2005 GAP Board of Directors*

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## PRESIDENT'S MESSAGE

Marcus C. Li, President

Georgia Association of Paralegals

Greetings,

Our State Paralegal Association enjoyed a year filled with great successes in 2004. I proudly reported our many achievements in greater detail at the annual December holiday dinner meeting last year. Following is a quick recap of some of our major accomplishments:

- **Education** - We have enjoyed visiting with countless students and individuals interested in entering the paralegal profession by openly discussing vital facets of the occupation so that they are better able to make an informed decision regarding career paths; Saturday Seminars have been a hit with seasoned paralegal members because they recognize ongoing education is a key part to success in career endeavors and; We have in many ways expanded the roles of the paralegal profession and have enlightened employers and the legal community with regards to the many functions that paralegals are capable of performing.
- **Legislative** - Our strong affiliation with the National Federation of Paralegal Associations (NFPA) provides us with opportunities to stay current on issues involving the Paralegal Profession and provides a platform to proactively become involved with matters affecting our business. On a local level, we are enjoying a new relationship with the State Bar Associations and discovering ways that we can become involved.
- **Community Involvement** - Pro Bono work is a very rewarding. It provides each of us with an opportunity to give back to the community by using our trained legal skills. In this past year, GAP was involved with several projects. We even hosted the National Paralegal Pro Bono Conference in Atlanta!
- **Membership Meetings** - Throughout the year, GAP hosted six general membership dinner meetings at Anthony's Restaurant. A slate of informative and energetic speakers shared their legal experiences with our members. It is my belief that functions like these go a long way in helping us to get to know our peers and to develop relationships in a fast growing industry that requires much cooperation. Based on the comments I received, these meetings are very much appreciated by the attendees.

I appreciate the Board Members, Committee Chairs & Members, and our Management Company for efforts in making GAP a nationally recognized Paralegal Association. As with any association there is always room for improvement. As a member of GAP, if you see something in our Association that appears to need some "TLC" this year please bring the matter to our attention and become involved to help remedy the issue. The Association relies on dedicated volunteers. Please join us. **YOU**, can make a difference!

It has certainly been an honor for me to work for you and represent you this past year as GAP President! I am looking forward to another upstream year!



Regards,

Marcus

# Chronology Best Practices

by: Greg Krehel

**INTRODUCTION:** A fact chronology can be a tremendous asset as you prepare a case for trial. Yet, the majority of chronologies fail to live up to their full potential. Here are some simple steps that will help you get the most out of yours.

From the starting gate to the finish line, assembling case facts in an accessible format can put you on track to courtroom victory. The advantages are numerous. Chronologies are thinking tools. The very act of getting facts down on paper or in your computer clarifies thinking and makes the story of the case clear. Chronologies help ensure complete discovery. Which facts still need sources that will be acceptable in court? A good chronology makes it easy for everyone on the trial team to share case knowledge. Chronologies can also be used in a myriad of concrete ways. Use them when preparing for depositions, when developing motions for summary judgment and pretrial motions, in settlement conferences, and during trial.

Despite such benefits, during 15 years of jury research work, I've consulted on many cases where the effort to create a case chronology was abandoned during the discovery process. Even the simplest of cases contains more facts than an attorney can keep in mind or organize meaningfully on paper. It's unrealistic to expect anyone to track notes scattered across many legal pads, much less to memorize 100 critical facts from 20 cases.

When an opponent is using modern technology to organize and explore case information, the litigator with a paper system is operating under a dangerous handicap. Unfortunately, those litigators who do stick with the task of creating a chronology often end up with unsatisfactory results. Many times, they end up with a list of case documents, sorted by date. Well, a document index is certainly useful when you need to get a piece of paper pronto. But it's hardly a chronology of case facts. Still other trial teams focus on facts, not documents, but create chronologies that contain just two or three columns: date, fact, and (sometimes) source. These layouts are a start, but they fail to capture critical information about the facts, information that can make the chronology far more valuable. What's the solution? I have developed the following set of chronology best practices.

**DON'T WAIT:** Start a chronology as soon as you hear from a client.

From your first conversation with a prospective client, you're gaining critical knowledge about the problem that led the individual or corporation to seek counsel. You should begin to create the case chronology immediately upon returning from your first client meeting. No matter how early you are in the case, and no matter how "small" the case may seem, as soon as your client has given you an overview of the dispute, you have been told more facts than you can easily memorize and manipulate in your head. And why even try? Your mind should be reserved for thinking, not memorization. Memorization is a job for your software.

If you start your chronology immediately, it can be used to good effect very early in the case. Take copies of the initial chronology to your second client meeting, and use them to clear up any misconceptions. Do the facts listed accurately reflect the client's understanding of the case? Can your client supply any missing dates? Can your client indicate which potential witnesses and what documents might be sources for these facts? Use the chronology also to focus your client on potential sins of omission. Is your client aware of any particularly favorable or unfavorable facts that don't appear in the chronology?

**DEFINE FACT BROADLY:** Include prospective facts and disputed facts in your chronology.

Some chronologies exclude facts for which a court-acceptable source has yet to be developed. Others exclude facts that are disputed. Both tactics are a mistake. If you don't enter a fact into your chronology because it's disputed or because you have yet to develop a court acceptable source for it, what's the result? First, you're turning yourself from a thinker of immeasurable value into a \$100 disk drive. You end up having to memorize all of date order.

**GET STUPID:** Move everything you know about a fact and its implications from your head into the chronology.

When you enter a fact into your chronology, make sure you get stupid about it. In other words, empty your head of all knowledge regarding it. Your chronology should be a memory replacement, not a memory jogger. If you don't get the complete fact into the chronology, you fail to clear your head of minutiae so that you can focus on thinking. And you derail the communication benefits chronologies offer. If a critical part of the meaning of the fact is still hidden in your head, others on the trial team won't know about it when they read the chronology. Every time you enter a fact into your chronology, pause and read it before you continue. Put yourself in the shoes of someone who doesn't know the case – say a new member of the trial team reading the chronology for the first time. Does what you've written represent your total knowledge regarding the fact? If not, edit the fact. While you're at it, ask yourself, "So what?" Does what you've written make the implications of the fact clear? If not, edit the fact. Further, if there isn't much of an answer to the "So what?" question, give the fact a good once over, and make sure it belongs in the chronology in the first place.

**INDICATE DISPUTED STATUS:** Each fact should be flagged as being disputed or undisputed.

I've already argued that your chronology should include disputed facts. If your chronology contains a mixture of disputed and undisputed items, it makes good sense to create a column which indicates whether a given fact is undisputed or disputed, and if so, by which party. Consider titling your column Disputed Status and using these values: Disputed by Opposition, Disputed by Us, Undisputed, Unsure. Once you've marked facts as being disputed or un-



# Chronology Best Practices

*continued from page 3*

disputed, your chronology becomes a tremendous aid in the preparation of motions for summary judgment and pre-trial motions. For example, instead of creating a last minute list of facts to which you are willing to stipulate, you simply filter down to the undisputed items and print. If you've begun your chronology early in case preparation, you can use this information to organize your examination of adverse witnesses.

**SHOW ISSUE RELATIONSHIPS:** To create a great chronology, you need issues as well as facts.

The vast majority of cases involve multiple issues. Assessing the strength and weakness of your case is really an exercise in assessing your strength or weakness in relation to each of the issues in it. Here again, your chronology should be an important aid. Add another column to your chronology and develop a list of case issues. Include any topic that might influence juror thinking. For example, if you are working on defense in a products case, you might want to include this issue: The Plaintiff Is Motivated by Greed, Not a Desire for Justice. Even though you would never make such an argument explicitly, it would be interesting to see what facts point to plaintiff greed, allowing jurors to reach such a conclusion on their own.

Name the issue or issues on which each fact bears. You can capture issue relationships as you first enter the facts. Another alternative is to forego entering this information initially and ripple through the chronology at a later point focusing on issue analysis.

Establishing relationships between facts and issues is also a logical place to parse work among members of the trial team. Junior members of the team can cull facts from documents and depositions. Senior members of the team can make links between facts and issues. Creating links between facts and issues makes it easy to print chronologies of just those facts that relate to a particular issue – a capability that has great value when you analyze your case and develop strategy.

**TAKE AN ISSUE DRIVEN APPROACH:** Use your issue list to ensure you have a complete chronology and to generate a fact “wish list.”

As you develop your chronology, consider taking a “top-down” or “issue-driven” approach to your case. As case preparation begins, and one or two times a year thereafter, conduct a brainstorming session in which you think about your facts on an issue-by issue basis. Prepare by printing for each issue a mini-chronology of the facts that bear on it. Begin the brainstorming session by reviewing the chronology of facts related to the first issue in your issue list. Then set the list of facts aside, and think about other facts of which you're aware that bear on this issue. Enter these additional items into your chron. Next, think about the facts you wish you had for this issue. If you think there's any chance of developing such a fact, enter it in the chronology and list any potential sources that come to mind. Repeat this process for each issue in the case.

**PUT YOUR CHRONOLOGY TO WORK:** Your chronology should be far more than a thinking tool. It should be a practical aid in communicating about your case with your client, the opposition, and the trier of fact.

Use your chronology to communicate with your client. Send your client the chronology on a regular basis, perhaps quarterly. If you are using database software that stamps each fact with the date when it's entered into the chronology, have the software mark with an icon each fact that was entered since you last sent your client the chronology. By tagging new facts in this way, the report will give your client the complete story of the case, but it will be easy for them to focus on the new evidence.

Use your chronology at settlement conferences. Show opposition counsel and their client why the facts back your view of the case. Show them that you're organized and will be a formidable opponent if they choose to be unreasonable.

Use your chronology to make a powerful case to judge and jury. Chronologies are great tools for educating the jury during opening statement and for illustrating your arguments during closing.

You can even use chronologies to expedite the development of your new associates' case analysis skills. The day they arrive at the firm, assign each new associate to one or more cases, and make them responsible for developing a chronology for each. At set intervals (once a month?), have each associate submit a chronology that contains just the new facts they have entered. Critique the verbiage used to describe each fact, their determination of whether the fact is disputed or undisputed, their evaluation, and their analysis of the issues on which the fact bears.

**SUMMARY:** A chronology has the potential to be a tremendous aid as you organize and explore case knowledge. If you adopt the practices outlined above, I believe you'll realize this potential in full. I would appreciate your feedback. Please contact me at: [gkrehel@casesoft.com](mailto:gkrehel@casesoft.com).

## ABOUT THE AUTHOR:

Greg Krehel is CEO of DecisionQuest's CaseSoft division ([www.casesoft.com](http://www.casesoft.com)). CaseSoft is the developer of litigation software tools including CaseMap and TimeMap. CaseMap makes it easy to organize and explore the facts, the cast of characters, and the issues in any case. TimeMap makes it a cinch to create chronology visuals for use during hearings and trials, client meetings and brainstorming sessions. In addition to his background in software development, Mr. Krehel has over 15 years of trial consulting experience.

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*Evan Anglada, Document Resources and Barbara Revell, Wheeler Reporting Company, Inc. network at a recent GAP dinner meeting*

# WELCOME NEW GAP MEMBERS

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*GAP Board Members Alvin Thurman, Mizette Coakley and Dwan Young*



*GAP Staff members Norene Quinn, Margaret Bryce, and Joe Bryce*



# HART, JACKSON RECEIVE 2004 PACE SCHOLARSHIPS; BATEMAN RECEIVES INAUGURAL RP PIN

by: Beth Magee

The PACE Scholarship Review Committee chose Andrea Hart and Ann Jackson as recipients of GAP's Annual PACE Scholarships Sponsored by Paramount Staffing, Inc. Both recipients work for law firms in the metro area and have three years experience working as paralegals. Cynthia Bateman, RP, a 16 year veteran currently employed at Georgia Pacific Corporation received the RP Pin.

Cynthia, who was one of the first members to take the Paralegal Advanced Competency Exams when it was released, took it for personal satisfaction, and because a friend was taking it. As Ann wrote in her essay, "Paralegals who voluntarily study for and take the exam demonstrate a desire for excellence in their chosen profession." We consider Cynthia one of those members.

Andrea, whose employer Fellows, Johnson & La Briola is one of the biggest supporters of PACE and encouraging its paralegals to become PACE Registered Paralegals, or RPs, engenders its support by noting "it is incumbent upon every paralegal to take advantage of whatever is available to demonstrate the true worth of this field as well as obtain the education and training needed to be successful in it." The scholarship package funded by Paramount Staffing includes purchase of study materials and payment of the application fee to take PACE which will assist Andrea, and Ann, in achieving these objectives.

Demonstrating an ideal which many GAP members aspire to, Ann has become active in the association and other paralegal activities, and brought prospective members to events with her. Contemplating the value of seeking the voluntary RP certification and how it benefits GAP, she notes that "Certification may also encourage these professionals to take a more active role in GAP. They may bring in fresh ideas, which results in an atmosphere of excitement that will create a more vibrant and responsive organization."

"GAP cultivates a new generation of paralegals who recognize the importance of anticipating, instead of merely responding to, trends in the legal industry," Ann wrote. We think that by partnering with Paramount Staffing to offer the PACE Scholarships to encourage members to become RPs and recognizing the achievements of members who become RPs by awarding the RP pin, GAP seeks to offer a benefit to its members who, as Andrea wrote, "have now reached a higher level of professionalism requiring the training and validation of skills commensurate with this newly attained level."

We hope that all members will consider the examples set by our scholarship and RP Pin recipients and take PACE this year. Your involvement in GAP and the paralegal profession, as Cynthia, Andrea and Ann demonstrate, are valuable, and as one of our scholarship applicants noted, "make each and every member feel like they belong to a community rather than just an organization." If you have questions about PACE, or ways to be active in GAP, contact the PACE Ambassador, Beth Magee, RP, [bmagee@convexgroup.com](mailto:bmagee@convexgroup.com).



*Jeff Harper of Document Technologies, Inc. and  
LaTonya Jones-Dixon of MacCalla, Raymer,  
Padrick Cobb, Nichols & Clark, LLC*

# LEGAL WORD POWER

by: Alice Chow

Have you ever wondered what some of the terms you use every day mean? Instead of merely copying them or guessing at their true meaning, let's learn the true meaning of a few common legal terms. As a derivative of Western and therefore Greco-Roman-originated law, many of the terms used in the contemporary American legal system have Latin roots. So below are a few Latin legal terms, their Latin definitions, and their meanings in English.

**ad hoc** – [Latin: to this.]

For the particular end or case at hand without consideration of wider application; concerned with a particular end or purpose <an *ad hoc* investigating committee>; formed or used for specific or immediate problems or needs <*ad hoc* solutions>

**amicus curiae** – [Latin: friend of the court.]

One (as an individual or organization) that is not a party to a particular lawsuit but is allowed to advise the court regarding a point of law or fact directly concerning the lawsuit.

**bona fide** – [Latin: in good faith.]

- 1 a: characterized by good faith and lack of fraud or deceit <a *bona fide* offer> b: valid under or in compliance with the law <retirement incentives made part of a *bona fide* employee benefit plan>  
2: made with or characterized by sincerity <a *bona fide* belief>  
3: being real or genuine <*bona fide* residents>

**corpus delicti** – [Latin: the body of crime.]

The substance of a crime that the prosecutor must prove and that consists of an injury or loss (as death of a victim or disappearance of property) and the criminal act that resulted in it.

**cui bono** – [Latin: for whom it is of advantage.]

Utility, advantage, or self-interest considered as the determinant of value or motivation.

**de facto** – [Latin: according to fact.]

- 1: actual; *especially*: being such in effect though not formally recognized  
2: exercising power as if legally constituted or authorized <a *de facto* government> <a *de facto* judge>

**de jure** – [Latin: from the law.]

- 1: by right: of right <a *de jure* officer>  
2: in accordance with law

**ex officio** – [Latin: from the office.]

By virtue or because of an office <the Vice President serves *ex officio* as president of the Senate> <an *ex officio* member of the board>

**ex post facto** – [Latin: from that which is done afterward.]

Formulated, enacted, or operating retroactively. Used especially of a law.

**flagrante delicto** – [Latin: while the crime is blazing.]

In the very act of committing a misdeed <was caught *flagrante delicto*>

**habeas corpus** – [Latin: produce the body.]

1: one of a variety of writs that may be issued to bring a party before a court or judge, having as its function the release of the party from unlawful restraint.

2. The right of a citizen to obtain such a writ.

**in propria persona** – [Latin: in one's own person.]

In one's own person, especially without representation by an attorney.

**ipso facto** – [Latin: of fact.]

By the fact itself; by that very fact.

## Sources:

The American Heritage® Dictionary of the English Language, Fourth Edition  
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Merriam-Webster Dictionary of Law, © 1996 Merriam-Webster, Inc.

## GAP Member Contest

Make sentences using each of the Latin-derived legal terms above.

*The member who creates the most correct sentences using the words above will win a \$25 Barnes and Noble gift certificate courtesy of IKON, to be presented at GAP's Membership Dinner Meeting on April 12, 2005, and will be recognized in the next edition of "The Paragraph."*

Email your submissions to the Newsletter Editor at gap\_editor@yahoo.com.



## REPORT ON DECEMBER 2004 MEETING

by: Christina Weeks

The GAP 2004 Holiday Party was sponsored by Alexander Gallo & Associates, Document Technologies and Paramount Staffing. These gracious sponsors provided GAP members with a glass of wine as well as several door prizes.

Our December meeting was a night of fun and celebration. The main purpose of this meeting was to thank our dedicated 2004 GAP board and members and to install the 2005 GAP board of directors.

continued on page 12



*GAP Members enjoying the holiday dinner.*

*President Marcus Li (standing, right)*

### CASE 101 LOST EVIDENCE



### *The Case of the Troubled Attorney:*

*He Couldn't Locate  
Crucial Evidence  
At a Critical Time*

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# Trading the Stars and Stripes for the Maple Leaf?

By: Alice Chow

Just over the border of the U.S. lies a great white expanse of a country otherwise known as Canada. The white is due to masses of snow and frigid temperatures, but besides what we Georgians would consider inhospitable weather, are they really that different from us? Specifically, are Canadian paralegals' jobs significantly dissimilar from those of us stateside?

## Education

Prior to "patriation" (the formal handing over of total control of Canada's government and constitution to Canada itself) pursuant to the constitution of 1982, Britain had some, albeit limited, authority over Canada's affairs. Accordingly, the British educational system was instituted and is still closely followed today. The government, as in the U.S., provides for elementary and secondary (high school) education. Upon completion of secondary school, students have the option of taking A-levels, which is a year of schooling that is roughly equivalent to the freshman year of college in the States.

Canadian paralegals can follow several routes. One, they can become paralegals through a secondary school certificate and years of on-the-job training. Two, they can obtain a certificate or even an associate degree in Legal Studies. Lastly, they can obtain a bachelor's degree and then proceed to enter the field. In general, a working knowledge of federal and local provincial laws and regulations in a particu-

lar legal field are necessities in order to find employment.

Although there is a move underway to begin requiring Ontario and British Columbia paralegals to be certified, currently, there is no required certification or registration of paralegals in any province or territory.

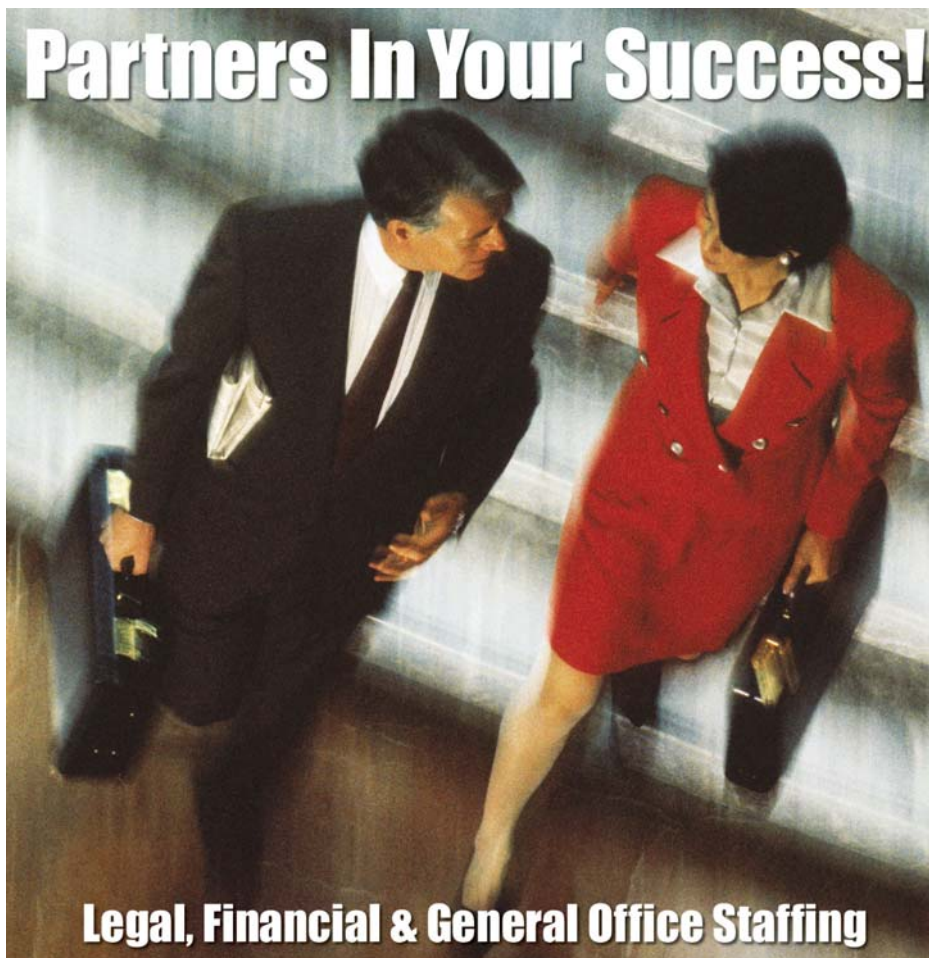
## Employment Duties

As in the U.S., a Canadian paralegal is someone who, through education, training, and/or work experience, performs substantive legal work under the guidance of an attorney.

Canadian paralegals can be employed by a variety of sources. These include government, private attorneys, and corporations. The Canadian government, mainly through the Department of Justice, employs approximately 275 paralegals. Many of these individuals work in civil litigation, criminal prosecutions, tax law, property law, advisory services, and drafting of legislation.

Also similar to the U.S., our northern neighbor paralegals cannot sit in the "well" (or the area which approaches the bench). They are forbidden from providing legal advice and

*continued on page 13*



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# REPORT ON DECEMBER 2004 MEETING

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We presented our members with several awards including:

**Employer of the Year**, presented by VP of CLE Pamela Starr to her employers Paul M. Alexander, Catherine A. Harrison, Shelley D. Rucker (Chattanooga Office) and William A. DuPreé.

**Outstanding Newsletter Committee Member**, presented by former Newsletter Editor Christina Weeks to Charlie Cromwell.

**Outstanding Pro Bono Committee Member**, presented by committee chair Mizette Coakley, who honored two of her committee members, Alvin Thurman and Connie White.



*Christina Weeks with Newsletter Committee member, Charlie Cromwell*



*Mizette Coakley,  
Pro Bono Committee Chair,  
presented awards to committee members  
Connie White and Alvin Thurman*

Our 2005 Board of Directors was installed by **Commander Vic Bruni of the Naval Air Station Atlanta**. Commander Bruni was able to spend the evening with us. He is stationed at the Atlanta Naval Air Station, which houses a Navy Reserves logistics squadron as well as Marine unit.



*Pamela Starr, VP Membership, presenting the  
Employer of the Year Award*



*Paramount Staffing Door Prize was won by  
GAP Member Katherine Doyle Boulware (r)*

As always our sponsors provided some fun door prizes. Alexander Gallo and Associates provided each GAP member in attendance with a dish filled with holiday candy. They also donated an Apple I-Pod which Sherry Mertz happily won. Courtesy of Paramount Staffing, Katherine Doyle Boulware won a weekend away for two at the Ritz Carlton Amelia Island; and LaTonya Jones won a TiVo.

The party was a great success, we hope to see all of you there next year!

## MEMBER SPOTLIGHT

### CYNTHIA BATEMAN

Focused. That's the impression you get after a short conversation with Cynthia Bateman, a paralegal with Georgia-Pacific Corporation in Atlanta.

While attending Berry College in Rome, Ga., Bateman knew she wanted to be a paralegal. So she entered the National Center for Paralegal Training in Atlanta. She knew she wanted to work in litigation, so she specialized in litigation and has worked in that area since graduating from NCPT in December 1988.

After working for law firms for six years, she knew she wanted a change of lifestyle. So she switched to in-house work with Georgia-Pacific, married and now has two young children – a son and a daughter – and a new dog.

In keeping up with professional developments, Bateman realized some type of regulation probably lies ahead for all paralegals, so she became one of the first paralegals in Georgia to become a PACE Registered Paralegal by passing the Paralegal Advanced Competency Exam in 2001.

"When I feel strongly about something and feel like I can make a difference, I do my best to make it happen," Bateman said. But there are limits to that focus. "Friends and family joke about my personality, but one of my favorite things to do is to laugh about life and, more specifically, about myself.

"I can somehow manage to do things like alphabetize my spice cabinet at home and maintain a completely detailed Outlook calendar with due dates and priority levels for all ongoing assignments at work," she said, "yet I suffer from chronic tardiness so much that my friends call me 'Lateman' rather than Bateman."

Bateman can't pinpoint her interest in paralegal work. Her father was a salesman and her mother a schoolteacher. But she definitely knew litigation was for her.

"I found the courtroom atmosphere and the whole idea of trying to resolve disputes more interesting than transactional

work," Bateman said. She worked first for Hunton & Williams LLP when that firm opened an Atlanta office, and later for Arnall Golden Gregory LLP.

"The law firm experience was exactly what I needed," Bateman said. "I got exposure to all different stages of litigation." But the long hours and a long-ing for family life led her to Georgia-Pacific in 1995.

"Georgia-Pacific has a very good paralegal program," Bateman said. "There are extremely qualified, dedicated paralegals who are allowed to do substantial work."

Bateman decided to take PACE for two reasons. "It was something I wanted to do for personal achievement," she said, "but I also wanted to try to set myself apart from others in the field. The exam was very difficult. I thought I had failed. I called some attorney friends and asked him how they would have answered a couple of questions and they said they didn't know."

Asked about hobbies, Bateman responds, "Am I allowed to have hobbies?" She likes to entertain and belongs to a book club, but tries to avoid reading about legal matters.

"My family is my major interest," Bateman concludes. "I cherish every moment I have with them. Except the dog. I'm learning to cherish moments with the dog."



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## TRADING THE STARS & STRIPES . . .

speaking directly with opposing counsel. Like us, they can have their names printed on stationery and their own business cards, and sign their own correspondence.

### Opportunities?

Thinking of relocating across the border? Don't rush out and do it without planning. As the laws of the United States and Canada are different, chances are that your paralegal educational credentials from south of the border won't be recognized.

*continued from page 10*

### Links

Canadian Department of Justice  
<http://canada.justice.gc.ca>

Canadian Paralegal Society  
[http://www.caplegal.ca/Visitors/index\\_v\\_en.asp](http://www.caplegal.ca/Visitors/index_v_en.asp)

Ontario Paralegal Society  
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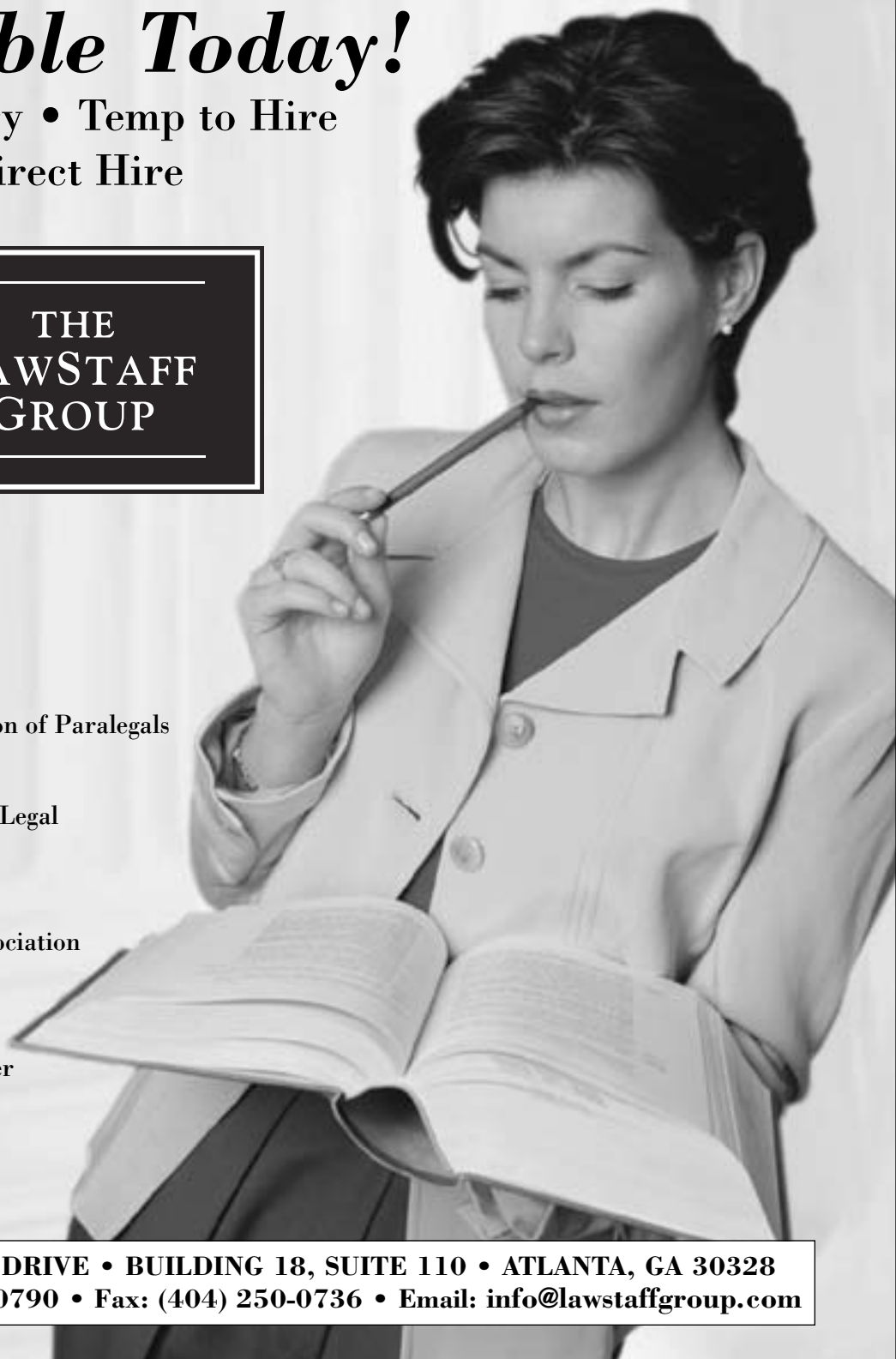
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## 2005 GAP CALENDAR OF EVENTS

Anthony's Restaurant \*\* 3109 Piedmont Road \*\* 5:00 cocktails - 6:00 dinner

February 8  
(5:00 – 6:00)

GAP Membership Dinner Meeting at Anthony's  
**New Member Mixer: Sponsor: Andrew Grace Associates**  
**Speaker:** Robert E. Banta, Banta Immigration Law Limited &  
Diane L. Sorko, McKenna Long & Aldridge LLP  
Sponsor: IKON  
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April 12      GAP Membership Dinner Meeting at Anthony's  
**Speaker:** Robert A. Albert, Morris, Manning & Martin, LLP  
 Sponsor:  
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**April 28-May 1 NFPA Spring Convention in Las Vegas**

**GAP Free Networking Dinner** at Anthony's  
 "Member Appreciation Night"— What's On Your Mind?  
 FREE Dinner and cash bar

(5:00 – 6:00) **New Member Mixer: Sponsor: Andrew Grace Associates**

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(1) <b>Legal Eagle</b>	(4)
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(3)	(6)

Aug. 9                    **GAP Membership Dinner at Anthony's**  
                                  Speaker:  
                                  Sponsor:  
                                  Sponsor:

Oct. 11  
(5:00 – 6:00)

**GAP Membership Dinner Meeting at Anthony's**  
**New Member Mixer: Sponsor:**  
**Speaker:**  
**Sponsor: The LawStaff Group**  
**Sponsor:**

Dec. 6      **7th Annual GAP Holiday Party at Anthony's**  
 Installation of the 2006 Board of Directors  
 Sponsor: **Alexander Gallo & Associates**  
 Sponsor: **Document Technologies, Inc. (DTI)**  
 Sponsor: **Paramount Staffing Services**

# Announcements

## Save the date!

Who: You! (As a member of GAP, you are also a member of our parent organization, the National Federation of Paralegal Associations [NFPA].)

What: NFPA 2005 Convention “Viva Las Vegas”, hosted by the Paralegal Association of Southern Nevada

When: April 28 – May 1, 2005

Where: The Golden Nugget Hotel & Casino, Las Vegas, Nevada

Why: CLE Credits, Networking, Vacation

For more information on speakers and discounted group rate reservations, visit: <http://www.nvparalegal.net> and click “NFPA 2005 Convention”.

## Hear ye, hear ye!

- Been promoted?
- Changed positions?
- Office relocated?
- Became certified?
- Student members graduated?

Send your info to [gap\\_editor@yahoo.com](mailto:gap_editor@yahoo.com) to be noted in the next edition of The Paragraph! ”



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# FROM THE EDITOR

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by: Alice Chow

Can you believe that we are nearly midway through the first decade of the millennium? It seems that only yesterday we were concerned with Y2K, and now 2005 is upon us! Although by February many New Year's resolution have been long forgotten, I'm committed to one of mine. That is to extend my best efforts to maintain and improve The Paragraph. Thank you for entrusting me with this responsibility!

As our profession deals heavily with both people and words, improving our knowledge and skills in these areas is key. Please note the addition of the new section called Legal Vocabulary, which will help explain some of the familiar terms we come across every day. This time the focus is on Latin-derived terminology. Pay attention to the contest! IKON will generously donate a \$25 Barnes and Noble gift certificate to the winner. Also be ready for a series of articles on paralegals in other locations (be it in neighboring states or across the ocean) and the issues they face. This time we zone in on our northern neighbors in Canada. Additionally, I would like to have a member-written series that will focus on unique legal issues in a variety of industries.

This is your newsletter, so warm up those fingers and "start the keyboard a' clicking", and send me ideas and even compositions on the above or any other relevant subjects. This is also your organization, so let's work together to enhance our professional development, while also enjoying the camaraderie.

Thanks again for the opportunity, and here's to an exciting year!

Alice Chow  
Newsletter Editor  
gap\_editor@yahoo.com



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## ALEXANDER GALLO AND ASSOCIATES TO PROVIDE COURT REPORTING AND LEGAL SUPPORT SERVICES IN JACKSONVILLE MARKET

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FOR IMMEDIATE RELEASE

**Company Contact:** Leslie Blair, Director of Marketing • 404.495.0777

**Jacksonville, FL** – January 1, 2005 – Alexander Gallo & Associates, Atlanta's premier court reporting and legal support services provider, announced today the acquisition of Accurate Reporting Services. At this time Accurate Reporting Services will retain their team of experienced court reporters and will not change their name; however, the firm will immediately offer its full suite of leading edge litigation products and services provided by Alexander Gallo.

Alexander Gallo and Accurate Reporting Services of Jacksonville provide nationwide court reporting services, video services, videoconferencing, and trial presentation. Our services raise the standard of delivery to include all digital tools that clients will need to support them from discovery through trial. The tools that are standard with every transcript include: video synchronization, audio synchronization, scanned exhibits, condensed exhibits, and 24/7 access to our online document repository.

The offices are located at 2225 Bank of America Tower, 50 North Laura Street, Jacksonville, FL 32202. To schedule a deposition or learn more about our products and services, please call (904) 355.8416 or fax (904) 355.6152. The new office hosts state of the art conference facilities including conference rooms with Internet connectivity and videoconference capabilities.

"We are pleased and excited to announce our expansion into the city of Jacksonville. Accurate Reporting Services will work hard to become the provider of choice for court reporting, legal video, videoconferencing and trial presentation for legal professionals throughout the Jacksonville area," stated Alexander Gallo, President and Chief Executive Officer.

### **About Alexander Gallo:**


Alexander Gallo is the leading provider of local court reporting and legal support services in Atlanta. The firm leads the industry in technology offerings from synchronized video to trial presentation, providing court reporting, legal video, videoconferencing, and trial presentation services for high-end, complex litigation cases.

Alexander Gallo is headquartered in Atlanta, GA. Accurate Reporting Services is a privately held subsidiary of Alexander Gallo and Associates. For more information visit [www.galloreporting.com](http://www.galloreporting.com).



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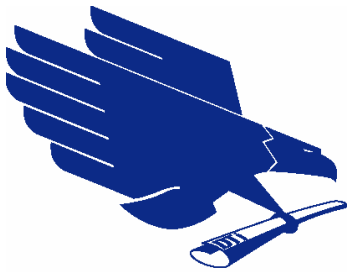
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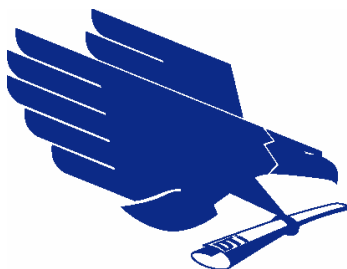
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ADDRESS CORRECTION REQUESTED

*Deadline for the May issue is April 14, 2005*

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