



The Paragraph

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

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Law Week 2007: Living Wills & Healthcare Power of Attorney

APRIL DINNER MEETING AT ANTHONY'S



New Members arrive early for our New Member Reception sponsored by Dotty Pritchett of Andrew Grace Associates



GAP member Alice Chow of Arby's wins \$100 Buckhead Life gift from Esquire Deposition Services, LLC



Having to use crutches doesn't deter GAP members from attending meetings so they can network!

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PRESIDENT'S MESSAGE

By: Gina S. Farley, CP, President

"...You don't need a weather man
to know which way the wind blows."

Bob Dylan



It is spring in Atlanta, and while the weather seems to be having difficulty finding its direction towards summer, I am also wondering "which way the wind blows" for GAP in 2007. I would like to see GAP heading toward an increase in the professionalism of our organization. I think it is a good time to examine what GAP offers to paralegals in the area of professional growth.

It has been fantastic to see our Pro Bono program grow strong again in 2006 and 2007, and the Community Service division has also been successful. We have increased our presence in local paralegal studies programs and our membership has almost doubled in the past 4 years. Still, I want GAP to also increase its value to the membership in the area of professional growth and camaraderie.

A definite move in the right direction has come in the form of the increased number of CLE opportunities available to GAP members this year. We are also working to reorganize and revive our Mentor Program. Now, I want to challenge you as GAP members to help us take a new step – establishing "sections" based on practice areas.

GAP Sections could be established to offer more opportunities for members to develop professional relationships with paralegals within their respective areas of practice. The sections can hold smaller group meetings, work with GAP's CLE Director to coordinate seminars relevant to their field, and focus on professional growth by sharing knowledge and experiences with those paralegals who work in the same area of law. Sections would also be a valuable resource to any members who want to explore a new area of law.

The first step is finding dedicated members who can serve as section chairs. We need leaders to come forward to work with the GAP Board to coordinate the establishment of the sections. I will personally work with the section chairs to develop guidelines and structure for this exciting new benefit to GAP members.

If you are interested in serving as a Section Chairperson, please contact me at gfpapa@comcast.net.

GAP President

PACE SCHOLARSHIP WINNERS

by: Karen Prouty

The Georgia Association of Paralegals is pleased to recognize Alice Chow and Libby Martinez, our PACE scholarship winners for 2007. Brown & Gallo, formerly Alexander Gallo & Associates & Brown Reporting sponsored the scholarships which were awarded at our December holiday meeting. The scholarship recipients received the application and the PACE Study Manual and will receive a stipend to be used to take the online-sample exam as well as the fee to take the exam. Brown & Gallo also sponsored RP pin awards at GAP's Holiday Party for previous scholarship winners Andrea Hart, RP and Ann Jackson, RP. Congratulations to Alice, Libby, Andrea and Ann, and many thanks to you and Brown & Gallo for doing your part in pioneering the future of the paralegal profession.



Libby Martinez



Alice Chow

Alice and Libby will be studying for the exam along with several other GAP members who aspire to become Registered Paralegals. When a PACE Study Group is formed, the members decide on a time and place for their meetings, and then they decide how often they will hold their meetings. Many groups will divide the different domains covered by the exam into sections and then each meeting is devoted to that particular section. A study group can be a powerful tool for paralegals who are studying to take the exam because they can gain from each others knowledge as well as have a support group as they study.

If you are interested in joining a PACE Study Group, please contact me at kprouty@fjl-law.com, and I can put you in touch with other members who want to form a group and hold an organizational meeting. Please be on the lookout for announcements about the 2007 PACE scholarship which will be awarded in December 2007.



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2007 NFPA PARALEGAL SCHOLARSHIPS

The National Federation of Paralegal Associations, Inc., ("NFPA") in conjunction with Thomson West, is pleased to award two scholarships totaling \$5,000. Scholarships of \$3,500 and \$1,500 will be presented at the 2007 NFPA Annual Convention in Tampa, Florida to be held from October 18, 2007 through October 21, 2007. Thomson West will provide a travel stipend for the two award recipients so that they may receive their awards at the NFPA Annual Convention.

The applicant must be a part-time or full-time currently enrolled or accepted student in an accredited paralegal education program or college level program with emphasis in paralegal studies. They must demonstrate that they have maintained a "B" average. Selection will be based upon scholastic excellence, participation in campus and paralegal program leadership activities, community service, and review of the writing sample. Proven need for financial assistance *may* be considered. NFPA membership is not a requirement.

For further information and an application go to: <http://www.paralegals.org>. Entries must be postmarked on or before **August 1, 2007**. Information and applications are also available from NFPA, Attn: Scholarship Chair, P.O. Box 2016, Edmonds, WA, 98020-9516.

APRIL DINNER MEETING



Neka Hines (r) wins door prize from Andrew Grace



GAP member LaKeya Wheaton wins spa prize from Esquire Litigation Solutions

One thing these attorneys *do* agree on...



*Pete Law, Esq.,
Peter A. Law, PC.,
Plaintiff Lawyer*

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HOTTEST PARALEGAL JOBS IN AMERICA®

By: Cherie Estrin

Every day that Dale Proctor leaves her house in the suburbs and heads off for her job in Washington, D.C., she is never certain what unexpected exciting challenges she may be faced with when she arrives.

Proctor, the Corporate Paralegal Manager for Kirkpatrick Lockhart Preston Ellis Gates, LLP, a prestigious law firm with over 1400 lawyers in 22 offices across three continents is smack-dab in the middle of one of the hottest specialties in the country – the transactional corporate paralegal.

Her workload varies from merger and acquisition engagements encompassing virtually all sizes and degrees of complexity. Clients have included publicly traded companies, privately held and venture-backed companies, partnerships, investment funds, management groups and entrepreneurs. Proctor works with the firm's clients ranging in size from emerging companies to some of the largest multinational corporations in all industries.

Her team represents purchasers, sellers, financing sources, management, and advisors in a wide variety of transactions involving both public and private companies, including equity and asset acquisitions of both entire companies and subsidiaries or divisions, mergers, tender offers, leveraged buyouts, spin-offs, recapitalizations, joint ventures and strategic investments. Assign Proctor to one of your deals, and you'll get a highly trained specialist, hard to find and in high demand across the country.

Proctor is one of the highly sought after specialists in one of the hottest jobs for paralegals in the country. According to *Inside Counsel* magazine, [March 2007], "There continues to be high demand for paralegals with four to five years of experience who are very technically savvy, particularly with e-discovery tools or who have a transactional background."

In a good economy, the volume of mergers and acquisitions increase, however, paralegal schools do not necessarily change their programs quickly enough to accommodate the market. For example, few paralegal schools offer a certificate in corporate transactions. They know that they are safer offering standard litigation and general skills paralegal courses. Some programs offer a duo litigation/corporate certificate and a handful offer a nurse paralegal program. Few offer highly specialized, comprehensive programs outside of the basics.

Paralegal schools may offer some classes in contracts but few will offer a comprehensive program in securities, mergers and acquisitions, commercial loans, private place-

ment offerings, due diligence, corporate maintenance and formation of foreign entities and LLCs. This is only part of the knowledge a good corporate paralegal must develop. Frequently, the paralegal must be trained on the job, another hard-to-find situation.

The payoff is a great salary, ability to work with prestigious clients and interesting work. The recent salary survey [March/April 2007] from *LAT*, (*Legal Assistant Today*) magazine cites the securities specialty as the highest paying specialty for those working in a law firm setting.

Change the Law and Create Even More Opportunity

Take, for example, the growing need for paralegals with specific knowledge in e-discovery. Recently, the Federal Rules of Discovery changed to address the ever-changing and exploding e-discovery field. The field is growing almost daily while formal training for paralegals in e-discovery remains practically nil. Once again, on-the-job training and a few workshops aimed for the paralegal are about the best a paralegal can do when seeking to move into the field. Few paralegal schools provide comprehensive e-discovery training programs. Meanwhile, employers today have an immediate need for litigation paralegals to do more than index documents. E-discovery, tied closely with computer forensics, can include any type of document, e-mails, voice-mail, instant messages, and anything and everything that is electronic evidence. E-Discovery uses sophisticated software, a far cry from the not-so-distant past where opposing counsel may deliver 1500 boxes of documents for the paralegal to review and catalog. Literally, the field has exploded faster than the legal community's ability to train and deliver the number of thoroughly proficient e-discovery paralegals necessary to keep up with the volume.

For years, we have heard seminar speakers tout the career boosting effects of technically savvy paralegals. Now, not only is the litigation support manager in demand and highly paid (average salary \$125,000), but e-discovery specialists are topping the pay scale. Here is one job posting of interest:

- *Electronic Discovery Project Managers* in New York City for one of the nation's top 10 law firms. At least 3-5 years of exposure to electronic discovery and litigation support. In-depth knowledge of Concordance, Summation, IPRO, and e-discovery applications is required.

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THE POWERFUL PARALEGAL

by: Dottie Pritchett

1. *Name 1 powerful person that you admire.*

I have a degree in journalism, so I've always admired Dianne Sawyer for her balance of strength and grace under pressure.

2. *What power do you have as a paralegal?*

As paralegals, we have the power to make even the most complex cases run more smoothly by anticipating the needs of our attorneys.

3. *When you ignite that power, what happens?*

We provide a superior product to our clients in the most efficient manner possible.

4. *How do you energize yourself?*

Running - and coffee.

5. *How do you empower other paralegals?*

I think when any individual paralegal does an excellent job, it makes the profession as a whole more powerful, in that it shows what paralegals are capable of doing.

6. *What have you done that was powerful for you but not many people know about it?*

In my personal time, I volunteer for a boxer dog rescue organization called Rockin' "P" Rescue. It's often difficult to see the situations these animals are in, or comprehend the things they've endured, and it is definitely not for the faint-of-heart. But helping to find loving families who will take care of them makes it all worthwhile.

7. *When did you become a paralegal?*

January 2007



Camille Goble

1. *Name 1 powerful person that you admire.*

I admire Oprah Winfrey. I believe she is a wonderful role model for all women. She is involved in a countless number of charities and outreach organizations and helps motivate Americans to help their fellow man.

2. *What power do you have as a paralegal?*

As a paralegal, I have the power to improve or change processes.

3. *When you ignite that power, what happens?*

When I ignite this power, the discovery process is faster. I am always searching for ways to acquire the information I need as quickly as possible. Once I have discovered a better way of obtaining information, I share the information with my colleagues.

4. *How do you energize yourself?*

I energize myself by taking a break if I feel overwhelmed. I also make sure I participate in some form of exercise everyday.

5. *How do you empower other paralegals?*

I empower other paralegals by sharing information and fostering a team spirited work environment.

6. *What have you done that was powerful for you but not many people know about it?*

I recently decided to take the Certified Legal Assistant Exam. This designation will give me a sense of accomplishment.

7. *When did you become a paralegal?*

I obtained a paralegal certificate in February of 2005 and started working for Atlanta Gas Light Company in October.



Neka Hines

1. *Name 1 powerful person that you admire.*

I admire my mother, Patricia Johnson.

2. *What power do you have as a paralegal?*

I have the power to direct cases to their ultimate outcome.

3. *When you ignite that power, what happens?*

Our cases are advanced and everyone does their best work.

4. *How do you energize yourself?*

I energize myself through the power of prayer.

5. *How do you empower other paralegals?*

I empower other paralegals through support and teamwork.

6. *What have you done that was powerful for you but not many people know about it?*

I'm a single mom and that alone takes strength beyond comprehension.

7. *When did you become a paralegal?*

2 years ago



Shakena Johnson

HOTTEST PARALEGAL JOBS IN AMERICA[®]

continued from page 5

This is a highly technical role and much of the focus will be on electronic discovery compliance. This position will give you the opportunity to work with one of the country's most highly regarded electronic discovery practice groups. Willing to pay between \$100-120K plus excellent benefits.

What Sarbanes-Oxley has Done for Paralegals

Unless you have been dozing at your desk the past few years, you had to have heard about the Sarbanes-Oxley Act. Former Senator Paul Sarbanes, a chief architect of the 2002 Sarbanes-Oxley Act led the charge for corporate reform in the wake of Enron's collapse and the scandals that followed – holding a series of Congressional hearings that culminated in the passage of the Act. While Corporate America moans and groans about the impact the revolutionary corporate accountability law has had on business in the five years since its passage, the truth is, SOX has created positions for paralegals in the area of compliance, corporate governance and risk management. Corporate governance workshops are rarely taught in paralegal schools. Paralegals may find training through seminars geared toward attorneys, or on-the-job. However, this specialty is not likely to be found as a certificate program in any one of the over 700 paralegal schools found throughout the nation.

A regulatory compliance position encompasses the following duties:

- Coordinate with Legal, Compliance and Business areas to respond to SEC, NASD and other examining authorities of the firm.
- Help develop, write and maintain policies and procedures regarding the regulatory examination and inquiry process, and help write and/or review associated training materials.
- Assist with communicating these procedures to affected personnel in the Company's compliance and operations departments and various distribution channels.
- Develop and maintain an issues tracking database for all regulatory findings.

- Prepare written responses to inquiries.

The LAT survey cites ethics as the highest paying specialties for in-house legal department paralegals. The average salary for a paralegal specializing in Ethics is \$86,000. Corporate Governance commands an average salary of \$63,000.

Movies, Books, Computer Software, Inventions, Logos, and More

Intellectual Property is hot, hot, hotter. If you think that IP will slow down anytime soon, then you probably believe that the Internet will fade. Copyright, trademark and patent prosecution positions continue to climb while positions remain hard to fill. Only one school in the past few years has awarded a certificate in Intellectual Property, however, that program seems to have dwindled away. Exposure to Intellectual Property in paralegal schools is generally a cursory overview, if at all. Paralegals once again, learn on the job. The field pays well, particularly in the transactional areas. Positions are found in law firms and in-house legal departments that are watching and protecting their trade-

marks cautiously and zealously. A patent and trademark paralegal may undertake duties such as:

- Perform highly diverse tasks in support of intellectual property, contracts/licensing and corporate legal functions, including:
- Maintain U.S. and international patent and trademark dockets, files, databases, reports, and maintenance fee payment systems;
- Prepare documents for filing and prosecuting U.S and PCT patent applications; organize, file and track agreements;
- Coordinate communications with outside counsel, inventors and other parties;

For information on more Hot Jobs for Paralegals, watch for Chere Estrin's book on "Hottest Jobs for Paralegals" due out in May, 2007. You can order the book by calling 888.803.8807. (\$39.95) or visiting www.EstrinLegalEd.com. Reprints only by permission of C.B. Estrin. ©C.B. Estrin

continued at

http://www.careercoachesinternational.com/images/Article_Hottest_Jobs_in_America_for_Paralegals.doc

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PARALEGAL SUPERCONFERENCE WINNER



At the April GAP Dinner Meeting, Akua Coppock (l) was named the 2007 Paralegal Superconference winner and was awarded a gift certificate to attend the Paralegal SuperConference in Atlanta.

PARALEGAL FAQS

by: Nola Sayne, Student Growth Coordinator

1. How do I break in to the field?

a. Small Firm: Many times small firms will be willing to train. In a 1 or 2 attorney office, the partners have complete control and may like the idea of training you their way.

b. Internship: Some firms will grant internships to students or those who have just finished school. If you can do without the pay for a while, this gives you a chance to work on different projects and to show off your willingness to be a team player and that you're a quick study.

c. Entry level position: Taking a position as a filing clerk or secretary may get your foot in the door so you can prove your skill level and your team player mentality.

2. Firms want experience; if I do not have experience, how do I get around that?

See number 1.

3. What's the starting pay?

According to the Department of Labor (www.dol.gov) the average starting pay for a paralegal in Georgia is \$14.73 per hour. The median pay is \$21.04 per hour.

4. What is it like to work with law firms? Attorneys?

Depending on the field, the conditions and situations vary. Litigation based fields are deadline oriented and can be stressful. Other fields, such as Employee Benefits and Wills, Trusts and Estates may be a little more laid back than the Litigation or Real Estate areas, as they don't typically work with court mandated deadlines. Attorneys are like anyone else, they can be difficult or they can be the best boss you ever had.

5. What do you do?

The daily duties and responsibilities vary according to the field. However, you should have good computer and Microsoft Office skills. You should be able to find your way around the internet. You must be organized, as you will deal with paper, files and schedules. Your communication and management skills should also be great because you will deal with attorneys, clients, courts, vendors and subordinates.

CASE 101 LOST EVIDENCE

continued on page 11



The Case of the Troubled Attorney:

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

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PARALEGAL FAQs

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6. What are the benefits of joining GAP?

Networking! Getting to know other people in the industry and learning about their specialties and job openings. Also, learn the latest on what is happening in the paralegal industry locally and nationally and how to become involved.

7. Why can't paralegals handle small matters like uncontested divorce in Georgia?

In Georgia, paralegals must work under the supervision of an attorney. There is no certification for paralegals in Georgia.

8. Why are there no certifications for paralegals in Georgia?

Two reasons. There has been no public demand for certification of the paralegal industry and there is no regulation of paralegals in the State of Georgia. See #9 regarding regulation.

9. Does GAP support regulation in the paralegal industry?

Yes. Regulation would standardize and stabilize the industry and do the same for pay scales. Regulation would include minimum education requirements. Education requirements allow the employer to bill more for the paralegal's time and justify those billable hours as well. Also, regulation earns respect and credibility for the paralegal industry. Regulation could also expand the role of the paralegal. Once there is regulation (theoretically at least) paralegals may be able to take on more substantive legal work directly with clients.

10. Where does GAP stand on ABA approved courses?

ABA approval is not a requirement, but some employers do prefer the ABA designation. However, GAP does not endorse any program over another. A program that is not ABA designated does not mean that it is not a complete and sufficient program. Schools can choose whether or not to pursue an ABA approval.

11. What school program does GAP endorse?

GAP does not endorse any program over another. Which school to attend is a decision that the student should make based on his or her needs.



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2007 GAP CALENDAR OF EVENTS

- June 12, 2007** **GAP Free Networking Dinner at Anthony's**
“Member Appreciation Night” - What's On Your Mind?
Free Dinner and cash bar
New Member Mixer
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- June 20, 2007** **Emory Paralegal CLE Seminar**
Topic: **The Legal Impact of Employee Blogging**
- June 22, 2007** **GAP/Brown College CLE Program**
Topics: **E-Discovery: What Is It and How Can I Get Started? and**
 The Virtual Courtroom
- June 30, 2007** **Hands On Atlanta's 8th Annual ServisJuris Day**
- Aug. 7, 2007** **GAP Membership Dinner Meeting at Anthony's**
Speaker: **Gail Stowers, Georgia Perimeter College, Instructor and**
 State of Georgia as an Administrative Law Paralegal on
 Administrative Law
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- Oct. 9, 2007** **GAP Membership Dinner Meeting at Anthony's**
(5:00 - 6:00) **New Member Mixer**
Sponsors: **Andrew Grace Associates & Kelly Law Registry**
Speaker: **Patty Dietz-Selke “What It Takes To Be A Top Notch**
 Paralegal - How To Get To The Next Level”
Sponsor: **LawStaff Group**
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- Dec. 4, 2007** **10th Annual GAP Holiday Party at Anthony's**
 Installation of the 2008 Board of Directors
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2007 LEADERSHIP TRAINING CONFERENCE

By: Andrea Shindlebower
edited by: Christina Weeks

The NFPA 2007 Leadership Conference was held May 4-5, 2007, in Atlanta Georgia at the Document Technologies, Inc training facility. There were 15 states represented and over 40 participants in attendance! The ideas and the enthusiasm in that room were remarkable!

Thank you to our sponsors who included:

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Session topics included:

- *Ethics Consideration for Paralegals* given by Kellyn McGee, one hour of CLE
- *Two Truths and a Lie*, presented by Anne Rosenthal and Andrea Shindlebower, NFPA Leadership Training Co-Coordinator, which allowed everyone to get to know something about each other outside of the legal field.
- *Effective Leadership and Communication Skills*, presented by Mary McKay, Region III Director, this session earned 1.25 CLE!
- *Mock Paralegal Association Board Meeting, "How to (and not to) Have a Productive Meeting"*, by Andrea Shindlebower and Anne Rosenthal, NFPA Leadership Training Co-Coordinator. They discussed the most important criteria for the start, running and ending of an effective meeting using "volunteers" from within the attendees to demonstrate in an interactive, fun and informative mock board meeting. Thanks again to all those who assisted with this session!

On Saturday we began again bright and early with *Strategic Planning – the Power and Focus of Discipline* presented by Jane Kennedy, NFPA's Managing Director. We learned how to create a strategic plan and why having a strategic plan makes an association much more effective for years to come. We also broke into groups and created our own strategic plans, which we hope to have on the website to share with all associations.

The second session, *Representing Your Association... it's not just about convention*, was presented by Gina Farley, President of the Georgia Association of Paralegals. Gina discussed all the important duties of a NFPA Primary and Secondary not only during convention but also in their roles throughout the year as the liaison between NFPA and their local association.

NFPA President Anita Haworth, RP provided us with valuable information in *Fundraising and Vendor Relations... It's More than Money*. Anita gave us some great ideas for fundraising that all our associations can use.

We ended the day with Vice President of Membership Services, Linda McGirr, and her workshop on *Membership Retention – Building a Relationship with Your Members*. In this session Linda gave us information and broke us into groups for more one on one interaction.

Those who were unable to attend will find the entire above mentioned speaker presentations given at the 2007 Leadership Conference and all of the great work done by our attendees at the conference, posted on the Management page under the Resource Library.

Leadership Conferences are a benefit provided to members free of charge to all NFPA members. These events are very informative and are a great opportunity for networking with paralegals from across the country. In addition to all the great legal information Atlanta was definitely a great place to be for shopping and dining. We hope that you will make plans to attend next year's conference.

GAP is still without a permanent Director of Communications, which means that the next newsletter has no editor yet. Please keep this in mind if the newsletter is late. Your board is already doing a lot of work for you, there are almost 600 of you and only 20 of us and many of our board members are already holding more than one position. We are always looking for new leaders to help us make our organization the best it can be. If you are interested in joining the board please contact Chrissy Weeks, Vice President at chrissy404@bellsouth.net.

BRUSHING UP ON LEGAL TECHNOLOGY SKILLS AT NFPA'S TECH INSTITUTE

By: Georgette M. Lovelace, RP - NFPA Treasurer and Director of Finance

On July 19, 2007, in Pittsburgh, the National Federation of Paralegal Associations will kick off its first Tech Institute. The Tech Institute will be the first of its kind – a conference specifically geared toward the technology needs of paralegals. It will be held at the Omni William Penn Hotel, a four star hotel in downtown Pittsburgh. NFPA has arranged for room rates at the Omni of \$129 per night (plus applicable taxes and fees). The Omni was recently renovated, and offers in-room Wi-Fi, a spa, and a fitness center. It has several dining options, including an award-winning restaurant, an English-style pub, a cyber café, Bruegger's Bagels and, for those of you with a coffee addiction, a Starbucks Café.

The Tech Institute is scheduled to start at 8:00 a.m. on Thursday, July 19th, and will conclude on Friday, July 20th at about 3:30 p.m. The early bird registration fee for NFPA members is \$250. In addition to entry into your choice of 7 of the 28 seminars offered, the registration fee includes breakfast and lunch on Thursday and Friday, access to the exhibit hall, and a seat at the keynote speech to be presented on Friday by Monica Bay, Editor-in-Chief of *Law Technology News*.

Monica Bay is a member of the California Bar, having worked her way through law school as a paralegal. NFPA is thrilled that Ms. Bay has agreed to serve as keynote speaker at the Tech Institute.

The 28 seminars planned cover everything from courtroom technology to e-billing, from managing your e-mail inbox to collaborative document management. Speakers include paralegals, attorneys, vendors, educators, technology consultants, and a federal court judge. The Tech Institute will offer something for everyone - paralegals, attorneys and other legal professionals – regardless of their level of technology skills and knowledge. Approximately 40 vendors will be on hand in the exhibit hall, happy to discuss and demonstrate products and services.

Regardless of the field of law in which a paralegal works, legal technology is an integral part of the job. Attending NFPA's Tech Institute is a great opportunity to acquire the knowledge and skills needed, and will also provide a terrific opportunity to network with colleagues. Don't be left behind in the race to become technologically proficient- check out the Tech Institute at www.paralegals.org/techinstitute and register today to secure your place at this first ever event!!

See you there!



GAP SPOTLIGHT ON ... NEW WEBSITE COORDINATOR AMADI LEAKS

by: Gina Farley

Amadi Leaks is GAP's new Website Coordinator. She currently works at Seyfarth Shaw, LLP, having previously worked at McGuire Woods, LLP. Her paralegal experience includes work in the areas of Litigation, Commercial Litigation and Labor & Employment law.

Amadi was born in West Africa and speaks 3 different languages. She attended high school in Nigeria. She has lived in Atlanta since 1995. She graduated from Spelman College in 2005, where she earned her degree in Philosophy and Computer Science, a combination that raises a few eyebrows but says a lot about her interests.

Amadi loves to read and enjoys working on design layouts and web development, described as the "artsy" side of computer science. She incorporates her quest for information and appreciation of aesthetics in her computer hobbies. Fortunately for GAP, she has already started working on adding some color and new design to our website.

Among her many talents, she volunteers as a church counselor, does event planning, is a registered travel agent, and can create floral arrangements and braid hair. She is expecting her first child in August.

THE GAP/BROWN COLLEGE CLE PROGRAM

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If you had come to our February morning programs on The Paperless Office: Myth or Reality? and Start the Year Off Right: Ideas for Organizing Your Work and Workspace, here are a few things you would have learned and started applying in the office that afternoon.

- How planning a paperless system can open a new world of creativity for you
- The phrase to use that could get more people to cooperate with you
- The feature Outlook has that can save you a lot of sticky notes
- The one thing that may be as inevitable as death and taxes
- What you could have done that afternoon to begin organizing your paperless office and become more organized

Join us for our next CLE program to learn information that will help you TODAY!

JUNE CLE SEMINAR! JUNE 22, 2007 • 8:30 - 11AM

Location to be announced

Session I: E-Discovery: What Is It And How Can I Get Started?

Ronni Abramson, Presenter

E-discovery is no longer the way of the future; it's the here and now. Changes to the Federal Rules of Civil Procedure went into effect in 2007 which impact how E-discovery is conducted. Find out what you need to know to assist your attorney and clients in the E-discovery process.

Session II: The Virtual Courtroom

Dirk van Rees and Daniel Codman, Presenters

Technology is everywhere else so why not in the courtroom? Some courtrooms and attorneys are at the leading edge, some don't want to take the leap. In the technology age, using the technology your jury is used to may be the edge you need to win. Learn the different levels of technology available to get you started or add new wrinkles to your presentations.

NFPA CLE CREDIT APPLIED FOR

Contact for questions and information,
gapcle@gaparalegal.com

DAILY REPORT SURVEY

by: *Mary Smith Judd*
Special Sections Editor
Daily Report

The Daily Report is conducting a survey of salaries, hours and satisfaction for paralegals, legal assistants, legal secretaries and other law firm support staff. We are eager for your participation.

Perhaps you participated in our survey in 2005. We have again partnered with the Georgia Association of Paralegals to disseminate this survey, focusing on your work and personal lives.

We want **your** views, **your** perceptions, **your** realities. The more responses we get, the more relevant our results will be. And more detailed information means you'll have a better picture of whether you are underpaid, overpaid or appropriately compensated for your work. Please feel free to pass this survey onto friends and colleagues around the state.

We recognize some of the information we are collecting is very sensitive. **Rest assured, this is a confidential survey!** We hope you'll agree share your name and the name of your firm with us. We will not use, print or reveal your name to anyone without contacting you for permission. If you chose not to tell us your name, please fill out the rest of the survey so we can get the most comprehensive picture for our story.

To access the survey, please point your browser to:

<http://www.surveymonkey.com/s.asp?u=27123757297>

Please submit your survey to us no later than Friday, June 22, 2007. If it is easier, you may contact me for a paper version of the survey, which I can e-mail, mail or fax to you. If you have any questions or comments, please contact Mary Judd at (404) 521-2841; e-mail mjudd@alm.com.

The section is scheduled to publish in July. Again, thanks for your participation.

LAW WEEK 2007: LIVING WILLS & HEALTH CARE POWER OF ATTORNEY - FULTON COUNTY LAW LIBRARY

By: Akua Coppock

One of Law Week's community activities, sponsored by The Atlanta Volunteer Lawyers Foundation ("AVLF") in conjunction with the Atlanta Bar Association, provided living wills and a health care power of attorney to interested citizens. This year's initiative was a success and the program has improved since its inception last year. There were 41 volunteer paralegals and 24 attorneys who assisted clients with the preparation of both living wills and health care power of attorney documents.

This was the second year that AVLF and The Atlanta Bar sponsored this service to the public at the Fulton County Law Library during Law Week. Volunteers worked two-hour shifts on Tuesday, May 1st and Thursday, May 3rd. Many of the volunteers had multiple roles as we greeted and signed in clients, drafted documents, and acted as witnesses for the final forms.

A week earlier, volunteers attended a one-hour informal training session by AVLF's Christina Weeks and the

Atlanta Bar's Carla Brown. Attorney David Watson of Gomel & Davis, LLP was also present and provided a substantive overview of the forms that we used.

By 9:15 am on Tuesday all four volunteer attorneys were already serving our first clients and six paralegals were anxiously waiting for the handwritten forms to be typed and prepared for witnessing. Christina and Carla had a well-planned and organized process flow for clients to be served. It took 30 - 45 minutes from start to finish for the entire process. We met with all types of citizens who were at the courthouse those days, including employees, jurors waiting to be called and plenty of walk-ins. This year we prepared forms for 128 Georgia residents.

The library staff was helpful and overall it was an enriching experience. I will be back next year and plan to recruit some of my fellow co-workers and GAP colleagues to attend as well.

Special thanks to Christina Weeks and Carla Brown for a successful Law Week!



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ADDRESS CORRECTION REQUESTED

Deadline for the August issue is July 2

GAP is still without a permanent Director of Communications, which means that the next newsletter has no editor yet. Please keep this in mind if the newsletter is late. Your board is already doing a lot of work for you, there are almost 600 of you and only 20 of us and many of our board members are already holding more than one position. We are always looking for new leaders to help us make our organization the best it can be. If you are interested in joining the board please contact Chrissy Weeks, Vice President at chrissy404@bellsouth.net.

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