



GAP - Leading Georgia's Paralegals to Excellence Since 1973

President's Message



K. Paezle' Harris, RP®, CP®
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HAPPY NEW YEAR Georgia Paralegals!!

My first year as GAP's President was an honor and a privilege! So much has occurred over this past year with our association and I am so excited about what is to come.

One question that lingers in my head from our 2011 GAP Town Hall Meeting is, "What is this association doing for its members?" I am proud to say that GAP has been successful in completing goals which were set out at the beginning of 2011 and which reflect just what it has done for and in partnership with its wonderful members!

To recap, 2011 was full of many events, including:

- Five GAPpy Hours around town provided networking opportunities;
- Two PACE Study 8-week sessions were conducted at Emory to help paralegals to prepare for the exam;
- Four GAP Paralegal Roundtable Discussions provided insight into aspects of the profession and networking;
- GAP held its Annual Town Hall Meeting at Villa Christina at Perimeter Summit;
- Three well-attended GAP Job Network Meetings assisted paralegals looking to change positions and new paralegals entering the field;
- Two annual Spring and Fall Workshop Seminars offered CLE hours;
- An entire Paralegal Week was proclaimed by Governor Deal, during which several activities were offered and six hours of continuing legal education could be earned;

- GAP held our first black tie event, the 2011 Casino de jure Fundraiser & Awards Dinner resulted in financial donations to AVLf, CASA-Metro, and Truancy Intervention Project-Georgia;
- Three GAP Dinner Meetings offered wonderful company, great food, *and* CLEs;
- GAP members participated in many volunteer and pro bono events such as the AIDS Walk, preparing lunches and serving meals at Gateway Community Center, researching property records for The Georgia Appleseed and Heir Property Project, and participating in AVLf's Law Day;
- Finally, we finished the year with a well-deserved Holiday Party at Nelson Mullins Riley & Scarborough LLP.

Whew! If the question, "What is this association doing for its members?" should ever come up again, I hope the answer is now clear.

Our GAP Board of Directors and our GAP members really did a great job!

Thank you all for a great year!

In this New Year, I cordially request the honor of your continued presence in the promotion of the paralegal profession. We can't do it without you!



It's not just a job; it's a lifestyle – LIVE IT!

Paezle'

"TEN +" Members

By: Gina Farley, Administrator

GAP is proud to recognize these long-term members, who have maintained their membership for ten or more consecutive years.

| | |
|-----------|---------------------------|
| 27 | <i>(joined in 1985)</i> |
| | Charles R. Mingle, RP® |
| 26 | <i>(joined in 1986)</i> |
| | Beth Magee, RP® |
| 22 | <i>(joined in 1990)</i> |
| | Teresa S. Knight, RP® |
| | Mary Cay Long |
| 20 | <i>(joined in 1992)</i> |
| | Franice Bowles-Callier |
| 19 | <i>(joined in 1993)</i> |
| | Patricia Dietz-Selke, RP® |
| | Matt Marks |
| 18 | <i>(joined in 1994)</i> |
| | Angela G. Ford |
| 16 | <i>(joined in 1996)</i> |
| | Linda S. Sloope, CP® |
| 15 | <i>(joined in 1997)</i> |
| | Tarrah D. Gales |
| | Maria Mollise |

| | |
|-----------|--------------------------|
| 13 | <i>(joined in 1999)</i> |
| | Pamela E. Bicknell |
| | Tanya C. Reed |
| 12 | <i>(joined in 2000)</i> |
| | Joyce L. Miller |
| | Sue E. Plunkett |
| | Leslie A. Hudson |
| 11 | <i>(joined in 2001)</i> |
| | Gwendolyn Chapman |
| | Pamela J. Starr , CBA |
| | Melodie DeMund |
| | Karen V. Prouty, RP® |
| | Andrea P. Hart, RP® |
| 10 | <i>(joined in 2002)</i> |
| | Shirley R. Jones |
| | Karolyn Howard |
| | Kevin O. Fogle |
| | Anne Hogan Keegan |
| | Tawanna L. Tucker-Conley |
| | Cherita L. White |

Welcome! Our Newest GAP Members:

By: Gina Farley, Administrator

Have you met these new GAP members yet? We're delighted to welcome these 35 new members to our ranks! New members, let us know how we can help you – and watch our biweekly GAPpenings email for opportunities to get involved! We look forward to getting to know you.

| | | |
|-------------------|--------------------------|----------------------|
| Hannah Aldrich | Sabina Hancotte | Yoges Nathan |
| Kasia Biernacki | Gail Harris | Tiffany T. Newell |
| Curtis Bisges | Janet Hearn | Dawn Payne |
| Courtney Bower | Adam Kaddoura | Lisa Plyler-Luttrell |
| Ree Brannen | Sibilla Kern | Sharada Rajappa |
| Alexandra Carter | Kimberly Kersey | Christopher Rice |
| Bernie Colacicco | Amy Ketelsen | Antonia C. Roberts |
| Sarah Compton | Charles M. Langevin, Jr. | Wanda Gibson Sutton |
| Lenny Davis | Barbara Latimer | Pamela Turner |
| Andrea Dennis | Donna Loudermilk, CP | De'Johna Utley |
| Maureen A. Erb | Lisa Love | Olga Young |
| Desiree B. Gruber | Nancy Mayette | |

GAP's Board of Directors – At Work And At Play

By: Brenda King-Holley
Director of Communications

On January 28, the GAP Board of Directors met for a Board Retreat. The Board discussed 2012 goals and created strategies to reach those goals; got to know each other better, as there are several new Board members; and enjoyed a team-building exercise. If you were ever to find yourself stranded in the middle of an ocean with a few friends, you'd be in great shape with our Board members!

After the retreat, several Board members enjoyed an afternoon at the Georgia Dome, watching the Honda Battle of the Bands contest. Eight college marching bands showcased their best efforts in an extravaganza of music and showmanship! Here are some pictures from the event – thanks to Gina Farley:



The finale included all eight bands on the field at once!



Back Row, L-R: Paezle' Harris, LaShonda Dillard, Kevin Fogle, Amy Roulhac, Amanda Donalson
Front Row, L-R: Brenda King-Holley, Patrick Davis



Many thanks to King & Spalding for allowing us to use their Hospitality Suite!

2011 NFPA Annual Convention Recap

By: LaShonda R. Dillard, Primary

I had the pleasure of representing the Georgia Association of Paralegals (“GAP”) at the Annual Convention recently held in Bloomington, Minneapolis along with Tanya Norris, RP®/NFPA Primary. The Minnesota Paralegal Association (“MPA”), with over 1,000 members, hosted the Convention. Their President, Lori Boris, RP®, and Patty Meaghen served as Host Coordinators.

The 2011 Convention began with Continued Legal Education (“CLE”) course opportunities on Wednesday, October 12, 2011. Cloud Computing, Social Media and Intellectual Property Law, were just a few of the twenty-four CLE topics offered. Each Convention attendee received a CD-Rom with seminar and convention materials. IPE recorded 19 of the 24 seminars for broadcast in the near future – click [here](#) to register. The keynote speaker for Thursday’s luncheon was The Honorable Helen Meyer, who is a certified civil trial specialist as accredited by the National Board of Trial Advocacy and the Minnesota State Bar Association. Judge Meyer is a strong supporter of Pro Bono projects, with a devoted interest in projects that aid abused or neglected children.

At Thursday evening's NFPA Board Meeting, President Tracey L. Young, RP® welcomed all convention attendees, and the Board members gave their reports. During the meeting, the Board discussed Agenda Topic Numbers 2, 6, 9, 10 and 13 and moved them to the Consent Calendar as not approved by the Board. Ultimately, Agenda Topic 13 was removed from the Consent Calendar by the delegates and is now Resolution Number 11-01. To review the 2011 Resolutions in their entirety, [click here](#).



On June 11, 2011, 188 candidates took the Paralegal Core Competency ("PCC™") Exam pilot test. Of those, 146 achieved a passing score of 550 or better and will be the first group of CORE Registered Paralegals ("CRP™"). The computer-based version of the PCC™ Exam will be available in November.

The Pro Bono Conference was held for the first time in conjunction with the Annual Convention on Friday, October, 14, 2011. GAP's Pro Bono Director, Patrick Davis, RP® attended.

It was announced that the annual Joint Leadership/Regulation/PACE™ Ambassadors Conference, one of the most popular and most beneficial gatherings for paralegal leaders in their local association and their community, will be held in Nashville, TN, April 20-23, 2012. All three conferences are open and free to NFPA Members.

Friday was also "Casual Up for Breast Cancer." Attendees donated money to dress in professional casual wear. Over \$1,000 was collected from the Convention attendees.

Region Meetings were held on Friday. Cherylan Shearer, Region III Director, presided over our meeting and discussed various items affecting our region. Along with Georgia, there were several paralegal associations within our region present at this meeting. The associations represented were from the following states: Florida, Georgia, Indiana, Kentucky, Michigan, North Carolina, Ohio, South Carolina and Tennessee.

During the Region Meeting, it was discussed that NFPA has a total of 8,545 members comprised of local associations, 169 individual members, 106 student members, and 6 military members. In addition, there are 2 associate members and 12 organizational members.

At the close of the Region Meeting, I announced that *GAP will host the Spring Region III Meeting in the month of March 2012!* Watch our website and the biweekly GAPpenings for more details! The evening concluded with a terrific dinner as well as social events at the Mall of America.

On Saturday, October 15, the Policy Meeting began at 8:30 a.m. sharp with a slideshow memorial and a moment of silence dedicated to the seven NFPA paralegals that have passed away since last year's convention.

Roll call was read by Georgette M. Lovelace, RP[®], NFPA Board Advisor & immediate Past President. She formally recognized 45 of the 51 NFPA member associations as being present and credentialed.

Reports were given by the NFPA 2011 Ad Hoc Committee on Exempt v. Non-Exempt Status, Chair Marie Koster of the Paralegal Association of Wisconsin and Co-Chair, Colette Lemke, of Illinois Paralegal Association. This information will be available on the NFPA website on the Management page.

It was announced that there are 17 new Registered Paralegals since last year's Convention—two of whom are GAP members—and Philadelphia adding the most RP[®]s. The Awards Luncheon was held on Saturday. The winners are below.

2011 NFPA Awards Recipients:

Pro Bono Award for Associations: Cleveland Association of Paralegals, Region III.
Individual Pro Bono Award: RoxAnn Max of the Rocky Mountain Paralegal Association.
Outstanding Local Leader Award: Colette A. Lemke of the Illinois Paralegal Association.
The PACE Ambassador Award: Michael Wallace, RP[®].
The Paralegal of the Year Award: Mariela Evora Cawthon of the Dallas Paralegal Association.
The Hon. William R. Robie Award: Michele Boerder of the Dallas Paralegal Association.
Thomson Reuters presented scholarships to Austin Brian Prendergast and Mary K. Hanson.

Look for pictures of the winners in the next hard copy of the *National Reporter* and/or the electronic version on NFPA's website.

Jessica M. Swedenhjelm, RP[®], PACP, NFPA VP of Membership, developed the "Member Get A Member" campaign to grow NFPA's and our local associations' membership numbers. This campaign began August 2011 and will end August 2012. Jessica stated, "The NFPA Member Association with the highest percentage of membership growth from August 2011 to August 2012 will have the 2012 Convention attendance observation fee waived."

NFPA's President issued a challenge to all local associations to have at *least* two new RP[®]s before the next convention.

On Sunday, the torch was passed to the 2012 Convention & Policy Meeting Host, the Alaska Association of Paralegals, President Rachael Pope. The 2012 Convention will be held in Anchorage, AK September 27-30, 2012.

I enjoyed meeting energized paralegals from coast to coast. We all share common goals and are committed to promoting the future of the paralegal profession.

The Minnesota Paralegal Association did an *outstanding* job of hosting the convention, and I thank you for allowing me to attend the 2011 Convention on behalf of GAP.

Election Results:

Melissa Marquez Leslie, VP & Director of Marketing

Jessica M. Swedenhjelm, RP[®], Pa. CP., VP & Director of Membership

Theresa Prather, RP[®], VP & Director of Professional Development

Karen Santagata, RP[®], Treasurer & Director of Finance

The remaining 2011-2012 NFPA Board members include:

President, Tracey L. Young, RP[®]

Vice President & Director of Professional Development, Robert Hrouda, RP[®]

Vice President & Director of Paralegal Certification, Sullen K. Honeychuck, RP[®]

Secretary & Director of Operations, Cheryl Corning

Region I Director, Theda Yandell RP[®]

Region II Director, Cindy Welch RP[®]

Region III Director, Cherylan Shearer

Region IV Director, Valerie A. Dolan, RP[®], Pa. C.P.

Region V Director, Beth Bialis

Board Advisor, Georgette M. Lovelace, RP[®]

Budget:

After review and discussion, the Board passed the 2012 Budget.

Gateway Center for the Homeless, Downtown Atlanta
October 1, 2011



Jazmin Barnett, Charlotte Barnett, and Jamaal Barnett



Shakena Sterling



Taya Harris, Zabryna Walker, and Skylar Tucker-Harding, from Riverdale Middle School



Shakena Sterling, Rhonda Miteschele, Charlotte Burnette

AIDS Walk, Piedmont Park
October 16, 2011



Kristen Gugliotti, Amy Roulhac, Keli Jones



James Ealy, Patrick Davis

Run for Justice, Oakhurst November 12, 2011



Amelia Blaska, Rhonda Miteschele, Keli Jones,
James Benson



James Benson, Rhonda Miteschele, Amelia
Blaska, Keli Jones

Wrapping It Up

By: Patrick Davis, RP®
Pro Bono Director



We make a living by what we do, but we make a life by what we give.

Winston Churchill

As the holiday season approaches and I wrap up my tenure as GAP's community service coordinator, I just wanted to quickly reflect on how honored and grateful I am to have been able to serve GAP and spend time volunteering with so many great people. There certainly have been some ups and downs, but I believe GAP's community service program is in a strong position and will continue to improve under the new leadership of James O. Benson of Gray, Rust St. Armand, Moffett & Brieske. I will be moving on to focus on pro bono, and I look forward to continuing to work with everyone to help GAP's pro bono program to reach its full potential.

My first activity as community service coordinator was handing out fruit at the finish line for the Susan G. Komen Walk for the Cure 5K in March of 2010. Since then GAP has been all over Atlanta, giving back to the community and proving that GAP rightfully belongs as one of Atlanta's premier volunteer organizations. There are too many people

to thank individually, but I'd especially like to mention Shakena Sterling, Rhonda Miteschele, and Amy Roulhac for their contributions. I know that nobody volunteers in order to gain recognition, but we could not have achieved such great success without their ideas and sacrifice of time and effort.

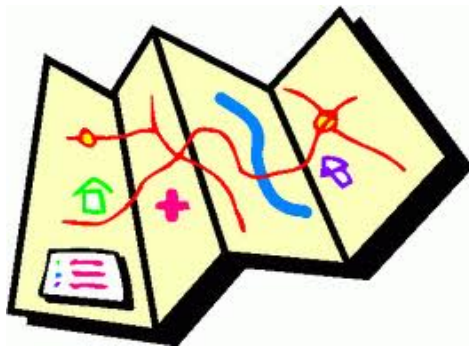
I know that under Mr. Benson, GAP's community service efforts will continue to thrive. As in the quote above, we are defined as paralegals by what we do to earn a living; however, more importantly, we are defined as human beings by what we give back to society. Finally, I would like to say that I've had a lot of fun getting to know everyone, and I'd like to encourage anyone who hasn't gotten involved yet to come out and join us. See below for examples of how much fun community service can be!

Roadmap to Certification

By: Tanya Norris, RP®

2011 PACE Ambassador/NFPA Secondary

Starting Point: Why obtain Paralegal Certification?



Today's paralegal job market is very competitive – making it imperative that you find a way to make yourself stand out as a more attractive candidate. One way of doing so is to obtain a paralegal certification. Certification is a national standardized level of professional achievement, showing that you will be able to provide quality service to future employers.

First Stop: Which type of certification is best for me?

Well, that depends on your experience. Different organizations offer various types of certifications, each with its own education and experience requirements. The National Association of Legal Assistants (NALA), The Association for Legal Professionals (NALS), and NFPA® (National Federation of Paralegal Associations) all offer certifications – but of course, we will only discuss NFPA's certifications here!

NFPA offers two certification exams – the new, entry level exam called the Paralegal Core Competency Exam (PCC™), and an advanced exam – the Paralegal Advanced Competency Exam (PACE™).

The PCC exam is designed for those who have some formal paralegal education but who have less than two years of experience, while PACE is designed for the more experienced paralegal with a combination of experience and formal education.

The PCC Exam was made available on November 14, 2011. The handbook has been released as a PDF download, and the Study Guide is being finalized. The test will be administered by computer at Prometric Test Centers throughout the United States and Canada. The application fee, payable only by credit card, is \$215. Applicants have 90 days from the date the application is accepted to take the test.

Passing the PCC exam will earn you the CRP™ (Core Registered Paralegal) credential, and you can use CRP™ after your name. Once you pass the PACE exam, you may use RP® (Registered Paralegal) after your name. For more information on PACE or PCC eligibility, please visit www.gaparalegal.org/certification.shtml, or send questions to pcce@paralegals.org or pcc@gaparalegal.org.

Roadside Assistance:

Certification Study Assistance – A study group will be held beginning in mid-January 2012 in preparation for the PACE exam. For more details, check our website, www.gaparalegal.org.

If you are interested in preparing for the PCC exam, please email Janet Williams at pace@gaparalegal.org for assistance.

Review Course – The American Institute for Paralegal Studies (AIPS) offers a PACE review course, which runs for seven weeks and assists paralegals in preparation to take PACE. The courses are taught through computer-mediated distance learning, and the next course begins January 23, 2012. For more information, please visit <http://www.aips.com/advanced-courses/course-descriptions/>.

Reaching Their Destinations:

In our last issue, we announced that Ellen T. Wright has become Georgia's first CRP™ – congratulations, Ellen!

And congratulations to Georgia's newest Registered Paralegals – Tasonja Hibbler, RP®, and Melissa Walton, RP®!

GAP Fall Seminar November 12, 2011

GAP's Fall Seminar was held at Emory University on November 12, 2011. Below are some pictures of the well-attended, informative event:



L-R: Steve Osheroff*, Paezlè Harris*, Kevin Fogle*, Cynthia Bynum, Patty Dietz-Selke*
*Member, GAP Board of Directors



Attendees enjoy pizza while listening to the sessions.

GAP's Job Network Changes

By: Gina Farley, Administrator

GAP offers two resources to connect job seekers and potential employers: GAP Career Center, and GAP Job Network.

Career Center

The Career Center is a nationally linked resource for posting and/or searching for jobs. The Center charges a fee for posting a job opening, but searching for jobs is free of

charge. The center also includes options for job seekers to sign-up for job alerts and post resumes, and employers to search the resume bank.

[Post a job opening to the Career Center](#)

[Search for job openings at the Career Center](#)

Job Network

Formerly, the Job Network was maintained as a LinkedIn subgroup, but that group has been closed. Currently, GAP includes job postings received via email in its weekly "GAPpenings," to all members in good standing. GAP is also exploring the possibility of continuing the quarterly Job Network Meetings that began in 2011, and will inform the membership of these events whenever they are planned. Job seekers should also join GAP's LinkedIn and Facebook groups, where Job Network information is often shared by members.

Partying Paralegal-Style!

By: Amy Roulhac, Treasurer

Our 2011 Holiday Party was a night of networking, festivities, dancing and fun! GAP would like to thank Nelson Mullins Riley & Scarborough LLP – not only one of Atlanta's top law firms, but also the employer of Sabrina Henry, Director of Membership, and past President and current Board Advisor Kevin Fogle – for providing us with a wonderful space for the evening. The group was given a warm welcome from Special Counsel and MLQ. Representatives from IKON and Esquire Solutions were on hand to award PACE scholarships to Andrea Dennis and Tamara McLendon-Coleman. Our 2012 Board of Directors was installed and is ready to go to work on their new assignments! Gift donations were collected to benefit Georgia's Truancy Intervention Project (TIP). Attendees also received goodie bags with items provided by Esquire Solutions, Pearson Resource Management, Special Counsel, and Ivize. The bags included a special treat, GAPpon certificates, which can be used at various GAP events throughout 2012. The event also featured a nice selection of wines, hors d'oeuvres and even a DJ, who coaxed those to the dance floor to "boogie down."

GAP would also like to say thank you to the following for making our holiday party a success: Paula B's Catering, DJ Jerome German, and Nelson Mullins employees - Yemi Soyemi, Mable Brown, and Morris Johnson.

GAP would also like to say thanks again to Nelson Mullins Riley & Scarborough LLP for allowing us to use their space for the party. Everyone had a wonderful time – we raise a toast to GAP's continued success in 2012!



Member-Get-A-Member

By: Theresa A. Prater, RP®
NFPA Vice President and Director of Profession Development
NFPA - The Leader of the Paralegal Profession

Have you heard about NFPA's Association Recognition Program, Member-Get-A-Member? The inaugural phase of the program has launched! The association with the highest percentage of membership growth between August 1, 2011 and August 1, 2012 will receive its choice of the following simply by getting new members: 1) selecting one member to be a specially invited guest at the 2013 Convention (observer fee waived); or 2) a \$100 AMEX gift card. Help your association to begin the Association Recognition Program at the 2012 Convention as a Bronze Ultimate Association by having a total of 15% or more membership growth over the year!!! Your association does not want to be left behind, so make a New Year's resolution to start getting those new members!!! If you have any questions, please contact Jessica Swedenhjelm at VPDM@paralegals.org.

Many of you have inquired about CLE packages and the availability of NFPA seminars. Our education partner, Institute for Paralegal Education (IPE), has created two CLE packages for NFPA members: your choice of 12 hours for \$795, which can be used over a two year period, and 6 hours for \$495, which is good for one year. These are great deals when you figure out the per-hour cost. The attached [IPE flier](#) will provides more information and the NFPA code necessary to take advantage of these programs. Also, the seminars from the NFPA 2011 Annual Convention are being rebroadcast by IPE and are also available as on-demand programs. The [NFPA-IPE CLE flier](#) attached has information on the programs available. Follow the link, use the appropriate code number to register and you can 'attend' the same seminars as folks who were in Minneapolis in October.

Also, please remember to utilize the NFPA CLE calendar at <http://www.paralegals.org/calendar.cfm> to find seminars near you offered by a variety of providers, as well as many online offerings.

If you are aware of any CLE programs from other providers not on the NFPA CLE Calendar, please let me know. Your association can list their seminars by simply providing the event information to our CLE Liaison, Kaylin Radar at Kaylin@paralegals.org.

I continue to seek more CLE providers and opportunities to expand the continuing legal educational horizons for all paralegals - new or old. Please feel free to share the attached information with colleagues who may not be members of NFPA or be subscribed to this list.

Bon Voyage, Mary Cay Long!

--Brenda King-Holley
Director of Communications



Mary Cay Long

Ever wonder what it was like to have been a paralegal three decades ago? Mary Cay Long can tell you – she has been a paralegal for Jere Wood, partner at Wood and Perry, *and* long-time Mayor of Roswell, GA, for 28 years!

Mary Cay has a degree in theatre and English, and had a background in advertising. Upon coming to Atlanta, she worked for several of the city's advertising agencies, but all were located downtown. As she wanted to work closer to home, she began looking for a new career. An attorney friend suggested that she look at the paralegal field – an up-and-coming profession back in the early 80s. The friend mentioned that attorneys in California had begun using paralegals, and the trend was moving eastward.

Mary Cay couldn't Google "paralegal," as 28 years ago, Google didn't exist! So she researched paralegals at the Fulton County Library, then went on to become an honors graduate of the ABA-approved National Center for Paralegal Training's Paralegal (NCPT) Certificate Program. Then, as now, ABA approval went a long way, and her program involved intense studying. There were 157 people in her class – of those, about eight students were looking for a second career, while the others were fresh out of college. Mary Cay specialized in civil litigation at NCPT.

The NCPT program was full-time, including every other Saturday, and the school arranged interviews for top students. Mary Cay went to work for Jere Wood soon after paralegal school, even though he had not worked with a paralegal before. Her biggest challenge? Fourteen years ago, Jere Wood became the Mayor of the City of Roswell, GA, while maintaining his full-time law practice. Mary Cay's work continued with the law practice, not with the City.

During her long career, she has seen many changes. Law is now much more specialized. Even many solo practitioners and boutique firms have become specialists, and large firms have departments dedicated to specific practice areas. Mr. Wood's cases primarily concern business and commercial litigation. Other changes have included the development of paralegals working in environmental law and intellectual property. Of course, technology changes have been huge. Mary Cay found it a real help when Westlaw made their subscription affordable for the small law firm.

Can you imagine not having a computer – whether desktop, laptop, or tablet – as part of your equipment? Mary Cay can! Wood and Perry may have been the first small law firm in the Roswell area to have a PC! Would you recognize the names Wang or Multi-Mate? Mary Cay would! She had to learn word processing at a time when few training programs existed. For those

of you who don't recognize the name Wang, it was one of the premier word processors at that time, and the system that she learned. They were very expensive in 1983 and only large firms could afford them. Multi-Mate was an affordable word-processing program for the early PC which emulated Wang features. She and their first secretary soon learned how to organize files on the computer.

What have been some keys to Mary Cay's success? First, she credits an understanding husband, who helped care for their daughter and shared housekeeping responsibilities, and her daughter for the support provided when overtime and evening hours were required; also, she has appreciated Mr. Wood's understanding when family emergencies came along. Building good relationships and communication with the court staffs was very important. Also, in a small firm of three people, you have to be able to work well together. Strong writing and drafting skills are essential. She attended many seminars at Georgia State University and Kennesaw State University, as well as several sponsored by GAP and National Business Institute. Recently, she enjoyed speaking at a GAP round table event.

Asked about advice for new paralegals, Mary Cay stated, "You earn your salary when you can show how organized you are, how well you can handle details and meet deadlines, and how well you know the Georgia Court Rules and procedural law. My firm practices only in the Georgia courts, not Federal. I have not worked in a large firm, but in our small one I have always had a variety of paralegal assignments. There has never been a dull moment."

While many paralegals coming out of school hope to work in a large firm, Mary Cay approached her job differently. She wanted to work close to home and conducted her job search accordingly in the suburbs of Roswell and Alpharetta. She suggests that a new paralegal might look for a small firm or solo practitioner who specializes in one or two areas the paralegal likes. If possible, the paralegal should be willing to start out part-time, especially in today's economy. An option for experienced paralegals is to freelance – although still working under the direct supervision of an attorney. Mary Cay found another advantage to working for a sole practitioner – she assisted Mr. Wood at trial in a number of cases and this was very gratifying. "Mr. Wood has been great to work for. I have been very fortunate!"

Mary Cay Long will be retiring from her firm on January 31, and will be moving out of state. [Editor's note: Mr. Wood will not be hiring a new paralegal.] We appreciate your insights, Mary Cay, and wish you a long and happy retirement!



Mark Your Calendars!



Don't miss these upcoming GAP events – see you there!

GAP Paralegal Roundtable Presentation

DATE: February 4, 2012
TIME: 10:00 AM
LOCATION: Gainesville State College
3820 Mundy Mill Rd, Oakwood GA 30566
COST: N/A
VOLUNTEER: contact students@gaparalegal.org

GAP has been invited to speak to Gainesville State College paralegal students and we are seeking volunteers to participate in the panel discussions. You will be asked to talk about your paralegal career and share your best advice with the student audience. Contact students@gaparalegal.org to volunteer or for more information.

GAP Volunteer Event

DATE: February 4, 2012
TIME: 9:00 AM - 12:00 PM
LOCATION: Gateway Center
275 Pryor Street, SW
Atlanta, GA 30303

GAP will once again volunteer at the Gateway Center in downtown Atlanta. the Gateway Center is a keystone project of the Regional Commission on Homelessness' effort to impact chronic homelessness. The Gateway Center is designed to serve as the "gateway" to the community continuum of care that helps individuals move out of homelessness. The U.S. Department of Housing and Urban Development (HUD) defines a Continuum of Care as a local or regional system that provides the resources required to move homeless individuals toward self-sufficiency.

GAP Paralegal Roundtable Presentation

DATE: February 6, 2012
TIME: 10:00 AM
LOCATION: Emory Alpharetta Campus
1725 Windward Concourse, Room 107, Alpharetta, GA
30005
(free parking, in the lot in front of the building entrance)
COST: N/A
VOLUNTEER: contact students@gaparalegal.org

GAP has been invited to speak to Emory paralegal students and we are seeking volunteers to participate in the panel discussions. You will be asked to talk about your paralegal career and share your best advice with the student audience. Contact students@gaparalegal.org to volunteer or for more information.

PACE Study Group

DATE: February 12, 2012 thru March 18, 2012 (Sundays)
TIME: 3:00 PM – 5:00 PM
LOCATION: Emory's Center for Lifelong Learning – Briarcliff
Campus
([Directions](#))
COST: FREE to GAP Members in good standing (must be eligible to sit for PACE)
For PACE requirements and more info, review the PACE/RP tab at www.paralegals.org
REGISTRATION: To reserve your spot, email dpc@gaparalegal.org or pace@gaparalegal.org.

GAP Town Hall meeting

DATE: February 14, 2012
TIME: 12:00 PM
LOCATION: State Bar of Georgia, Conference Room A
104 Marietta St. NW, Suite 100
Atlanta, GA 30303
COST: GAP Members = \$15 / Non-members = \$20
DEADLINE: Friday, February 10, 2012
REGISTRATION: [Online Form](#)
SPONSOR: TBA

GAP will hold its annual "Town Hall" meeting on February 14, 2012, moderated by Craig Hardesty (King & Spalding). This is an interactive meeting, where attendees will discuss topics related to the Paralegal profession and GAP in small and large group formats. Due to the holiday, GAP has moved this event to LUNCH, and a box lunch meal will be served. [Cancellation policy \(no-shows will be invoiced\)](#).

GAP Paralegal Roundtable Presentation

DATE: February 18, 2012
TIME: 10:00 AM
LOCATION: Emory Center for Lifelong Learning
1256 Briarcliff Road, Building B, Room 146, Atlanta,
GA 30306
(free parking in lot H, J, or along the side of the
driveway)
COST: N/A
VOLUNTEER: contact students@gaparalegal.org

GAP has been invited to speak to Emory paralegal students and we are seeking volunteers to participate in the panel discussions. You will be asked to talk about your paralegal career and share your best advice with the student audience. Contact students@gaparalegal.org to volunteer or for more information.

GAP Meeting

DATE: April 10, 2012
TIME: 6:00 PM
LOCATION: TBA
COST: GAP Members = \$30 / Non-members = \$35
DEADLINE: Friday, April 6, 2012
REGISTRATION: [Online Form](#)
SPONSOR: TBA
SPEAKER: TBA
TOPIC: TBA

More details coming soon. [Cancellation policy \(no-shows will be invoiced\).](#)

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J C G S V S N O I T A L U P I T S A N R M
E C R O G C U E E G Z F C U Y A Y Z C K A
D E C I S I O N P M M O Y O J N U S N I M
V M T L U A F E D E M T F A Z O M M O V U
D O X P W S P N D P I N P C D C K I I D C
A T B A P Q K I L L I A L P Y E L A T Z D
U I U X O R A A I J B D I L K A H L C X W
N O X Y N T I B D U J N N U I B L C I C B
M N Y G I N I F Y D S E S R N A A Y D I S
M T J O T S K F H G N F T C N Z P R S V M
Y Z N U S U K I V M B E F I O I D E I I J
G V M I O Q Q T T E Z D M P F Q E V R L H
C Z M B P Q H N X N P I I W T X P O U B P
F D K K J C B I N T R F Q T W C O C J Q L
A O C N M K G A X C H E S Y X R S S G L E
H H O A P T U L K K W J G U L R I I C J A
J E U F T O Q P L A E P P A E C T D Q U D
H R R P T C I R T S I D C Y Z W I O K D I
E G T O A A X B L A I C R E M M O C I G N
N O I T A R T I B R A U Y F M P N O R E G
V T H O C T G L I T I G A N T M S F J B S

admissibility

appeal

arbitration

civil

claims

commercial

complaint

court

criminal

decision

default

defendant

depositions

discovery

district

judge

judgment

jurisdiction

litigant

mediation

motion

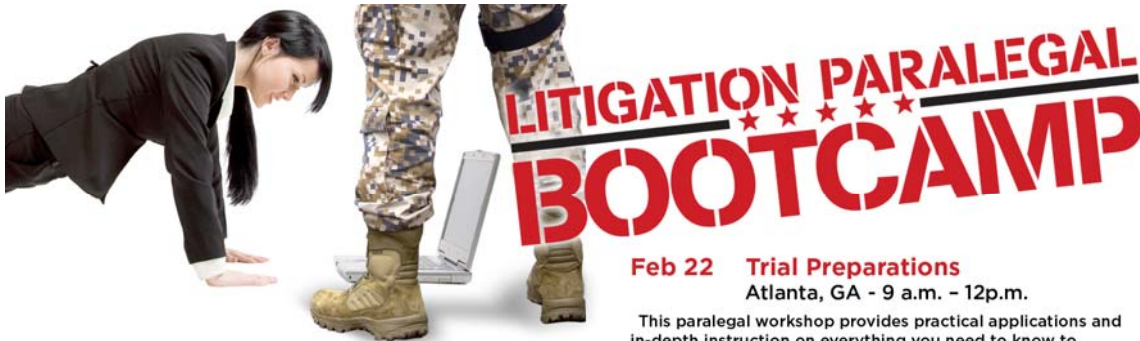
plaintiff

pleadings

stipulations

trial

Did you find them all? Click [here](#) for the answer key!



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Feb 22 Trial Preparations

Atlanta, GA - 9 a.m. - 12p.m.

This paralegal workshop provides practical applications and in-depth instruction on everything you need to know to prepare for trial, including setting up a remote trial war room and a step-by-step review of the Trial Timeline that get you started right away preparing for your next trial.

Mar 14 Case Management Principles

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This paralegal workshop provides paralegals with the 5 Case Management Principles every litigation paralegal can use to advance their role from litigation paralegal to case manager.

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