

# PARA PHRASES

The Greater Lexington Paralegal Association Newsletter

Fall Issue

## PRESIDENTS LETTER

As with any profession, networking is very important. Any tips we can pass on to one another is helpful. This newsletter is focusing on "HOT TIPS". I hope you find these tips useful. If you have any articles or tips of your own to share, please submit them to Laura Stewart for publication in future newsletters. We want to hear from you!!!

As the year progresses, some changes occur that need to be reflected on the GLPA mailing list. Please advise me of any changes in address to insure you receive all mailings.

I enjoyed seeing you at the Anniversary Luncheon. As always, please call me with any questions or comments.

-- Terri Marksbury, President

***Make Your Plans Now To Attend The Kentucky Paralegal Association Forum.  
October 17, 1997 At The Marriott East In Louisville, Kentucky.***

## CALLING ALL ASPIRING WRITERS

We encourage our readers to contribute original articles. If you have expertise or knowledge in a particular area or subject, please share it with us. Even if you don't have a topic and you want to do an investigate report, let us know. Knowledge is only powerful when it is imparted. You may send it to our P.O. Box.

## CHANGE OF ADDRESS??

Telephone Tonja Arnold, Secretary at (606) 225-8700

## DO YOU JUST BELONG?

Are you an active member, the kind that would be missed? Or are you content that your name is on the list?

- + Do you attend the meeting and mingle with the flock? Or do you stay home and criticize and knock?
- + Do you take an active part to help the work along? Or are you satisfied to only "Just Belong?"
- + Do you do your part with your hand upon the stick? Or leave the work to others, then talk about the clique?
- + Think this over, member you know right from wrong.
- + Are you an active member, or do you "JUST BELONG?"

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## **TIPS FROM THE PAST PRESIDENT**

1. **Save your best work.** In addition to a "forms" file, save items you complete which you have not done before. More than likely, you will be assigned the task again someday, and now, you will have a reference point. In addition, save phone numbers and address of people and entities you have encountered while procuring records. This will save time when you need to contact them in the future for another matter.
2. **Write down time entries as you go.** Some people keep notes for time entries, but I say, why do the same task twice? When you begin working on a matter, write the case name down directly on your time sheet. Once you complete the task, write it down immediately. If you make a phone call or someone calls you, write it down then. This way, you can complete your time sheet, in final, by the end of each work day. (When you reconstruct billing entries after the fact, you will more than likely lose time due to memory lapses, etc.)
3. **Always utilize your word processing program's spell-check feature.** Enough said.
4. **When stressful situations arise, count to 10.** (It really helps.) When you're stressed and you get a phone call regarding a matter which is less of a priority than the one you're currently working on, don't take it out on the caller. Relax; ask if you can get back to them later.
5. **Obvious, but, keep a pad and pen next to the phone to list callers and their messages.** This is especially helpful when you've been away from your desk and have several voice-mail messages. Once you've responded to the call, cross it off your list,

Laura Stewart

## ***Helpful Hint from the GLPA Secretary***

To assist you in efforts of completing your time sheets:

Use a legal size pad. Put the date down and record every phone message received. At the end of the day, draw a line across the page to signal the start of a new day. These notes are easily transferred to memos for particular files, but even if they are not, you can obtain two (2) helpful items from this — One (1): a record of all messages that may have assignments connected to them and the date on which you received them, and Two (2): a day-to-day reminder of what you did. Thus allowing you to have a complete, concise and accurate accountability of your time.

To locate hard to find person, use the Internet:

[www.wnul@campbellhouse.com](http://www.wnul@campbellhouse.com)

Access web pages, then access services

After services, choose switchboard.. you can obtain information on individual, corporations, etc.

-- Tonja Arnold, Secretary

## **GLPA MAY MONTHLY MEETING MINI-MINUTES**

Looking for a new challenge? If so, you should have attended the May Monthly meeting to listen to our guest speaker, Chuck Flargus of the U.S. Marines.

Chuck provided us with insight on the requirements to become a J.A.G. officer and to work as a paralegal for good ole Uncle Sam. If you feel that you are up for the physical challenge, then the Marines can provide you with an excellent opportunity in the legal field. Physical Challenge, you ask. Well, as we all know you are required to go to Boot Camp — 15 weeks of being “forged in the furnace.”

The United States Marines are advocates of Toys for Tots, DART (Drug, Alcohol and Resistance Training) and they volunteer for an array of tasks for no money.

They are the MOST READY FOR THE LEAST COST which is the BEST VALUE for the Citizens of the United States. (Response time is six hours.)

If you would like more information relating to opportunities with the Marine Corps in the legal profession, contact Chuck Hargus at the Lexington Post.

— Tonja Arnold, Secretary

## **GLPA MAY BOARD MEETING MINI-MINUTES**

The May Board meeting was held on May 16, 1997 at Fowler, Measel & Bell Law offices.

Laura Stewart informed the Board of the progress of the Committee is having with the planning of the Fall Seminar.

Glenna Rambo announced that there will be a Leadership Conference on October 25 and 26. She recommended to the Board that two members of the GLPA should attend.

The theme of the next newsletter is “Hot Tips.” Board members were encouraged to provide all tips of the trade to share with other members.

Sommer Richardson will be responsible for sending Nomination Forms to Eastern, Midway, Sullivan and Morehead to get director/instructor nominations for the GLPA Scholarship.

Sam Rock of Bowles Rice McDavid Graff Love & Getty will be the June Monthly meeting speaker.

## **GLPA JUNE MONTHLY MEETING MINI-MINUTES**

T. Renee Mussetter Montague, a shareholder of Newberry, Hargrove & Rambicure, P.S.C. was the guest speaker for June. Renee outlined her expectations of a paralegal: to be an effective writer, presentation, able to explain & effective talking with clients, dress appropriately, proof work/spell check and be computer literate.

Renee stated that the most important thing to remember in order to have a career is to have time for yourself. Learn to manage stress and you will stay successful in your chosen field.

## **GLPA JULY ANNIVERSARY LUNCHEON MINI-MINUTES**

Guest Speaker, Vice Mayor Teresa Issacs offered a ten-step program to assist anyone in obtaining the "best" out of life. The steps are:

- (1) Make a Plan
  - (2) Follow thru with your plans (don't put them on the back burner)
  - (3) Seize the world...The world offers 3 D's to all ... Dream, Desire and Drive
  - (4) Take Risks (go for the gusto)
  - (5) Be Lucky (have a "be lucky" attitude)
  - (6) Have a Sense of Humor (especially when you fail)
  - (7) Change your tape from "what if" to "why not"
  - (8) Keep moving (up your ladder of success)
  - (9) Take a stand (for what you believe in)
- and
- (10) Don't ever forget to give back...(help those who have helped you)

*From the Leadership Training Coordinator  
By: Jill Warner*

### **Leadership**

Leadership is perhaps the most important managerial function you'll ever learn because it is through people that goals and objectives are accomplished. The way you manage or lead your employees determines the degree of success your total organization will have.

Leadership is knowing your subordinates and what motivates them, as well as knowing the motivating characteristics of the jobs, tasks and projects assigned to you. It also involves knowing the group dynamics of the individuals with whom you work and your ability to teach, train, motivate and resolve conflicts to keep performance levels high.

A leader is also someone who is able to communicate with, and provide the necessary tools to, the individuals working with him or her. Methods of improving ones performance in this regard include reinforcing and praising the work of others. By giving that person recognition, especially in front of others, you create a work environment that will likely promote greater motivation and higher spirits.

Additionally, always try to design tasks so that they have some inspirational characteristics. This may include assignments with both authority and autonomy. You should also maintain a careful balance between your role as a leader and another's role as the subordinate. This includes recognizing colleagues' dignity, as well as their need, like yours, to interact socially with co-workers.

An effective leader is someone who recognizes that he or she is part of a team, and that no team works well-n without all of its players on the same playing field!

**"Source - Inside NFPA"**

**GLPA TREASURES REPORT  
FOR AUGUST 1997**

**REPORT DATE AUGUST 18, 1997**

PREVIOUS BALANCE (JULY 16, 1997)	<b>\$6,496.32</b>
<u>CREDIT</u>	
Total Income	<b>\$1,401.00</b>
<u>DEBITS</u>	
Total Disbursements	<b>\$ 613.48</b>
BALANCE — August 18, 1997	<b>\$7,283.84</b>
<b>RESERVE FUNDS</b>	
FIFTH THIRD BANK CD (This CD will renew on 12/23/97)	<b>\$1,113.61</b>
BANK ONE CD (This CD will renew on 07/28/98)	<b>\$1,589.58</b>

Submitted By:  
Sherri R. Gaffney  
GLPA Treasurer 1997

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Phone (606) 255-1021

## **GLPA JOB POSTING**

The following is a list of full-time positions presently available in Central Kentucky:

1. Precision Staffing is currently seeking an experienced legal professional to work as a Legal Account Manager in the Lexington office. Duties may include marketing personnel services to law firms while interviewing legal candidates to meet the firms' staffing needs. Great communications skills required. Expansion opportunity. Degree required. Those interested should contact Catherine at (606) 272-2030 or fax resume's to (606) 273-9106.
2. Mapother & Mapother is currently seeking an experienced real estate paralegal to handle title exams in a multi-county area and prepare closing documents. Must be self directed. Salary commensurate with experience. For consideration send resume' to: Mapother & Mapother, attys, 177 N. Upper Street, Suite 207, Lexington, KY 40507 or fax to (606) 255-3961.
3. Stites & Harbison, Lexington office, is currently seeking an entry level litigation paralegal. Degree or certificate from accredited school required. Please contact Roy Kitchen to set up an interview at (606) 226-2300.
4. Frost & Jacobs is currently seeking two (2) litigation paralegals. Strong academic record and communications skills required. Paralegal certificate or degree preferred. Experience with complex litigation helpful. Please send detailed resume' including salary history and referenced to: Faith Hanaway, 333 West Vine Street, 1100 Vine Center Tower, Lexington, KY 40507, or fax resume' to (606) 253-2990.

I encourage any paralegal seeking employment to send five (5) pre-stamped, self-addressed envelopes to my attention at 300 W. Vine Street, Suite 650, Lexington, KY 40507-1660. I am not able to accept phone calls regarding the availability of positions but will send the information to those who send their envelopes as soon as positions are brought to my attention.

I also encourage employers or paralegals who are aware of available positions to contact me at (606) 252-6700 or fax me a brief job description at (606) 255-3735. Thank you for your interest.

Tammy L. Cornett, Job Bank Chairperson

## **Estate Planning and Probate for the Paralegal/Legal Assistant in Kentucky**

Kentucky -- The Institute for Paralegal Education presents Estate Planning and Probate for the Paralegal/Legal Assistant in Kentucky, a timely one-day seminar, on November 5, 1997 in Louisville, at the Hyatt Regency Louisville, 320 West Jefferson and on November 6, 1997 in Lexington, at the Holiday Inn South, 5532 Athens-Boonesboro Road from 9:00 a.m. - 4:30 p.m.

Topics to be addressed include Fundamentals of Will Drafting, The Basics of Living Trusts; Defining Estate Administration; How to Begin the Probate Process; Understanding Basic Probate Tax Procedures; and How and When to Close the Estate. Speakers for the program include, in Louisville: Linda L. Cambron of Wyatt, Tarrant & Combs, and Maria A. Fernandez of Taustine, Post, Sotsky, Berman, Fineman & Kohn, and in Lexington: Jack R. Cunningham of Brown, Todd & Heyburn, P.L.L.C. and Melissa G. Robinson of Wyatt, Tarrant & Combs.

This seminar is designed for paralegals, legal assistants and other legal support staff with a need to increase their knowledge of estate planning and probate. This seminar has been approved for CLE credit through National Federation of Paralegal Associations, the National Association of Legal Assistants and the National Association of Legal Secretaries.

For more information and registration requirements, please contact the IPE customer service department a (715) 835-7145.

**PROPOSAL FOR AMENDMENT TO BYLAWS OF  
KENTUCKY PARALEGAL ASSOCIATION, INC.**

**ARTICLE V - DIRECTORS  
CURRENT**

1. Election. The state shall be divided into six districts. District 1-Western; District 2- Midstate; District 3- Northern; District 4- Central; District 5- Northeastern; and District 6 - Southeastern. Each district shall elect one or more representatives annually either by mail or at special meetings called for that purpose who shall then serve as a Director of the Association. The number of members in a district on August 31 shall determine the number of representatives (or board members) for the succeeding year.

A district having 1-50 active members shall elect one representative (or board member); a district having 51-100 active members shall elect two representatives (or board members). The maximum number of representatives elected from any District shall be three. Directors shall be Active Members of the Association and shall have no limitations of their successive terms of office.

2. Number and Term. The Board of directors shall include all duly elected directors and duly elected officers. Each director shall hold office for one year form January 1st to December31 st or until his or her successor is elected or at which time he or she resigns or is re-elected. The president of any paralegal association representing Kentucky members shall have a standing position on the KPA Board of Directors. Standing positions shall be non-voting.

**PROPOSED**

1. Election. Upon application and approval of same by the Board of Directors, a local organization of paralegals within the Commonwealth of Kentucky may elect one liaison who shall serve on the KPA Board of Directors in a voting position. The liaison must be an active member of the KPA and the local organization. There shall be no limitation on successive terms of office. The President of the local organization shall have a standing, non-voting position on the KPA Board of Directors.

2. Number and Term. The Board of directors shall include all duly elected directors and duly elected officers. Each director shall hold office for one year form January 1st to December 31st or until his or her successor is elected or at which time he or she resigns or is re-elected.

**RATIONALE FOR CHANGE:** To allow local associations to take an active part in the development and direction of the profession and the KPA generally and to promote effective cooperation among the paralegals of Kentucky. "Application and approval of same by the Board" is included to protect the KPA in the future. For instance, a group of independent paralegals/legal technicians might obtain a copy of our Bylaws and assume that they have a voting position on the Board of Directors. This would enable the KPA Board to exclude those groups whose members do not meet the definition of a paralegal.

**THE KENTUCKY PARALEGAL ASSOCIATION**

Your District 4 Representatives

+Cynthia Cannon  
Fleming Horstmeyer & Fleming  
255-6806

+Ruth Ann Hardesty  
Buchanan Ingersoll Professional Corporation  
225-5333

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***GLPA  
P.O. Box 574  
Lexington, KY  
40586***

**PARAPHRASES**

**FALL 1997**

GERI A. RAMBO  
FOWLER MEASLE & BELL  
300 W VINE ST, STE 650  
LEXINGTON, KY 40507