



The Paralegal Perspective

Fall Issue 2011

President's Message

Dear OPA Members:

It's hard to believe that 2011 is almost gone. The year has gone by so quickly. Our annual meeting and seminar is coming up November 12, and I hope many of you will attend. Soon the holidays will be here before we know it.

I want to express a special thank you to all the Board members who have worked so hard during the year to make OPA a successful and professional organization. It is an honor to serve with such a good Board. Everyone works together and each person has great ideas to make our organization better. I am looking forward to our November seminar. The wonderful part about OPA seminars is that members can spend time to get to know one another and make friends with each other. It is an opportunity to show non-members who attend our seminars

what a good organization OPA is. I welcome you and urge you to participate in our organization. Any time you can contribute is important. Let us all do what we can to make OPA the most professional paralegal organization in Oklahoma.

The 2011 NALA Convention was in Dallas, Texas. Oklahoma paralegals had a very prominent presence during the Convention. Our very own Cassandra Oliver, ACP, was re-elected Secretary of The National Association of Legal Assistants/Paralegals, and Debra L. Overstreet, ACP, was re-elected Director of NALA Affiliated Associations.

It was a wonderful opportunity to meet paralegals from all over the country while learning from the best legal professionals.



J. Lynn McKay, CP
President

This was my third NALA Convention, and learned many things that will help build a stronger organization.

If you have questions or suggestions, please contact any of the members of the Board of Directors or contact me at 405.755.6714 or by e-mail at jlmcKay@swbell.net.

J. Lynn McKay, CP
President

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Annual Membership Dues

Fiscal Year: January 1 through December 31

Active:	\$50.00
Associate:	\$45.00
Student:	\$25.00
Corporate or Sustaining:	\$100.00

10 Things Every Paralegal Wishes She Could Tell Her Attorney

by Jan Hill, Freelance Writer and Certified Paralegal

There are certain things everyone would like to say to their boss, and a paralegal is no different. Here are 10 things every paralegal wishes she could tell her lawyer:

1. You don't have to draw me a map, but some direction would be appreciated.

I once worked for an attorney who was known as a great negotiator and litigator, but not a great communicator, at least not with paralegals. Paralegals are by nature self-motivated, but we need to be given some direction once in a while, just to make sure we're on the right track.

2. Technology should be your friend.

Technology exists to make our jobs faster and easier, so let's use it that way. When an attorney asks me to "monitor" his email messages, print them all out, give him the hard copies so he can hand write his responses, open his email and type in his reply for him, and then start the process all over again as soon as he gets another message, a high level of efficiency is not being achieved. Let me show you how to embrace technology, and we'll both get a lot more done.

3. Delegating is not a dirty word.

I know there are things I cannot ethically do, like give legal advice, represent clients in court, sign pleadings, and set fees. But there are many things I can and want to do, like draft simple letters, set up depositions, put together basic jury instructions, and perform legal research. Think of it this way—if you let me do what I'm qualified to do, it will free up your time to do the more complex tasks. Isn't that why you hired me?

4. I'm not a mind reader.

If you're planning on taking a specific direction on a case and want my assistance, you'll have to tell me. I can't read your mind. And discussing a legal theory with a fellow attorney in the firm doesn't count—you have to make me a part of the discussion too.

5. Keep me in the loop—your clients will thank you.

When clients call for status, they'd really rather not bother you, but if you don't let me in on what's happening with their case, I can't give them any information. I know you want your clients to feel like their case is moving forward and that you are making progress on it, so why not keep me in the loop so I can pass the word on to them? One of the most satisfying things about being a paralegal is developing

relationships with clients, so let me do that with your clients.

6. Treat me like the professional that I am.

You're my supervising attorney and I have great respect for you, so give me the same respect. I too am a professional and deserve to be treated as such. I understand that when time is short, you're feeling overwhelmed, and there aren't enough hours in the day, you may become frustrated. But take a moment to consider how I might be able to lessen your load, and delegate accordingly. We'll both feel better.

7. Address small problems before they become big ones.

Show me that you have my back. If I've suggested simple changes or improvements that will make my job easier, try to implement them. Don't just tell me that you'll look into it, and then forget about me. Frequent small courtesies go a long way toward a long-term professional relationship built on mutual trust.

8. A little encouragement goes a long way.

If I make a mistake, I expect that you'll tell me. Similarly, if I do something really well, I'd appreciate an acknowledgement of that too. A little encouragement generally creates an extremely loyal employee. Who doesn't like to hear that they've done a good job once in a while?

9. Ignoring a case doesn't make it go away.

Yes, we both know that you probably shouldn't have taken that case, and the fact that I bring it up at every status meeting is like rubbing salt into the wound. But if my job is to keep the cases moving, how can I stand by and let you ignore this one? Better to let me help you deal with it so you can move on to greener pastures.

10. Throw me a bone once in a while.

When I became a paralegal, I knew that it wouldn't be all glitz and glamour (please). And although I accept the fact that making copies, taking dictation, and answering the phone can and usually are at least a minor part of the job, don't forget to challenge me once in a while. Ask me to research an area of law that I'm unfamiliar with, interview a difficult witness, or draft a settlement demand for a particularly complex personal injury case. I love a good challenge. That's why I became a paralegal.



Advanced Paralegal Certification in Criminal Litigation Released!

6/30/2011

The Advanced Paralegal Certification Board has announced a new APC Certification program in Criminal Litigation!

Paralegals seeking advanced certification in Criminal Litigation must be Certified Paralegals in good standing, must successfully complete a 10-module on-line course, module tests and assignments.

The Criminal Litigation modules focus on the following:

- Constitutional Rights: Searches and Seizures
- Constitutional Rights: Self-Incrimination and the Right to Counsel

- Elements of an Offense and Defenses
- Preliminary Proceedings
- Preparation for Trial
- Trial
- Postconviction Proceedings
- Appeals
- Juveniles
- Technology and the Law
- Trial practice
- Drafting motions
- Discovery

Those taking this course should be familiar with:

- Federal Rules of Criminal Procedure
- Federal Rules of Appellate Procedure
- Statutes of limitations
- Practice & Procedure Forms
- Internet research

Completion of this program is a great accomplishment of the APC Board. Coming in 2011 and early will be programs on Principles of Real Estate, and Commercial Bankruptcy.

Initiated in 2002, the first APC programs were introduced to Certified Paralegals in 2006. Since that time, the board has released 19 APC programs, including the ambitious Personal Injury Program which offers specialized APC certifications in 8 PI subject areas. For further details, visit the Advanced Paralegal Certification area of the NALA web site.

2011 Annual NALA "NALLAS" Convention

I was privileged to attend my very first NALA convention in July. I was extremely impressed with the large attendance of over 300 paralegals from across the country, and was pleasantly surprised to see several Oklahoma paralegals there. Not only was this a great learning experience, but it was also a great opportunity to meet a wide range of paralegals from all over the United States.

The speakers and presenters at the NALA convention were top notch. The keynote address by Michael Sawiki of Sawicki & Lauten in Dallas, Texas, "I Saw It On Facebook...How Do I Use It At Trial" was both informative and entertaining, as he shared real-life examples of using social media posts in depositions and at trial. I attended the Corporate Institute by Joel C. Farrar of Foster and Swift in Lansing, Michigan. It was very well presented and we received several resources that I have been able to use since returning from the convention, including four books from CT Corporation and a flash drive containing several links and information.

I also really enjoyed the Affiliate Exchange presentation "Attracting and Retaining Members through

Technology and Social Media" given by the Mississippi Paralegal Association, as well as the Affiliate Roundtable Discussions coordinated by NALA. I found the round table discussions to be an excellent format to enable attendees to learn about various topics of interest, as well as meet and visit with paralegals from associations around the country.



Left to Right: Ann Atkinson, Lois Clarkson, Debbie Overstreet, Johannna Oglesby, J. Lynn McKay

In addition to the 12.25 hours of CLE available to attendees, NALA hosted outstanding receptions which included a very entertaining big-hair contest, line dancing, and karaoke. There is no question, we Oklahoma paralegals can sing! NALA also hosted a beautiful and exceptionally moving officer installation reception, and I truly enjoyed the opportunity to visit one-on-one with each of the officers, including Oklahoma Paralegal Association's Cassandra Oliver (Secretary) and Debbie Overstreet (Affiliated Associations Director). I am so

very proud to know and get to work with two very wonderful and accomplished women! I was also incredibly honored to celebrate with Tulsa Area Paralegal Association's Vice President, Peggy Landrum, when she received the 2011 Affiliates Award.

The atmosphere NALA created at the convention was enthusiastic and inviting. NALA did a superb job coordinating all of the events and activities so that paralegals would be able to get the most out of the convention. The food was good, the company was great, and I came home with many new friends and a lot of materials and information from the various programs and vendors. I had a wonderful experience at my first NALA convention, and I am looking forward to seeing all my new paralegal friends at the convention next year in Omaha.

Mona Jenkins, ACP



OPA MEMBERS SHOW THEIR TRUE COLORS DURING 36TH NALA CONVENTION

The Oklahoma Paralegal Association was well represented at the 36th Annual NALA Convention and Summer Institutes in Dallas/Plano July 27-30, 2011. The NALA Continuing Education Council selected Johnanna "JoJo" Oglesby, CLA, and Debbie Overstreet, ACP, to present "The True Colors Path to Communications, Team Building and Leadership" as one of the NALA Member Exchange Presentations. NALA considers the Member Exchange presentation program as a highlight of the annual convention. The Continuing Education Council selection committee receives numerous proposals for this program each year. The proposed programs are competitively judged by the selection committee and only a few are chosen each year. This highly coveted program allows selected members the opportunity to share their

expertise and heighten their profile in the paralegal profession. It is also a great occasion for the members to promote their affiliated association.

JoJo Oglesby is employed as a paralegal for J. Ralph Moore, P.C., in Pryor, Oklahoma. JoJo is Vice President of Oklahoma Paralegal Association. Debbie Overstreet is a Realty Specialist for the U.S. Army Corps of Engineers in Tulsa, Oklahoma. Debbie is a past President of OPA and is currently the NALA Affiliated Associations Director.

JoJo and Debbie treated us to this fun and enlightening team building exercise at OPA's seminar in Midwest City, Oklahoma earlier this year. The True Colors Program is designed to quickly provide you with information that helps you assess both yourself and your coworkers, your attorneys – your

teammates. You learn how to communicate more effectively, what motivations provide the most incentives for different types of people, and learn to recognize your own strengths and weaknesses to begin taking steps toward leadership.

Not only is the True Colors program beneficial, it's also fun. Participants are actively engaged with other attendees in learning and applying the knowledge through activities designed to reinforce the lessons. JoJo and Debbie's presentation was before a full house.

Congratulations to JoJo and Debbie on their selection for the Member Exchange presentation.



*Top Row Left to Right: JoJo Oglesby, Debbie Overstreet
Bottom Row Left to Right: J. Lynn McKay, Cassandra Oliver, Judy Hesley, Mona Jenkins, Danielle Roush, Peggy Landrum*

CLE Gift for NALA Active Members!

9/1/2011

All active NALA members, new members, charter members, and honorary active members are receiving gift certificates to apply toward any NALA educational program or Facts & Findings subscriptions.

The gift certificates will be sent to new members and those who have renewed since May 1. Certificates expire annually

on the date of membership expiration and new certificates will be issued upon renewal.

Certificates held by active or charter members in good standing are redeemable for the following:

- One NALA Campus LIVE! course or purchase of an MP3 file of a NALA

Campus LIVE! course

- Partial payment of an APC course
- Registration for any NALA Campus self-study courses
- Non-member subscriptions to Facts & Findings for colleagues or offices
- Discount off the NALA Annual Meeting/Summer Educational Institutes (beginning 2012)

Tulsa Paralegal Re-Elected NALA Secretary

Cassandra Oliver, ACP, a senior paralegal at The Williams Companies, Inc., in Tulsa, OK, has been re-elected Secretary of The National Association of Legal Assistants/paralegals, during the association's 36th annual meeting July 29 in Dallas, TX.

She will serve on the NALA board of directors during the 2011–12 operational year.



A paralegal for more than 21 years, she has served in a number of other leadership positions for NALA, including terms as Ethics

Chair, Region IV Director, Budget Committee and Professional Development Committee. She is also a member of the Oklahoma Paralegal Association, former president of the Tulsa Area Paralegal Association, and a member of Leadership Tulsa as well as Toastmasters International. She is a board member of the Resonance Center for Women.

She has ACP (Advanced Certified Paralegal) credentials in Discovery, and holds a BS degree in Business Administration from Oral Roberts University.

Also elected at the NALA annual meeting were: President—Karen Greer McGee, ACP, Shreveport, LA; First Vice

President—Ann L. Atkinson, ACP, Omaha, NE; Second Vice President Kelly A. LaGrave, ACP, Lansing, MI; and Treasurer—Jill I. Francisco, ACP, Huntington, WV. Debra Overstreet, ACP, Tulsa, was re-elected Director of NALA Affiliated Associations and Sandra D. Hatch, CP, Portland, OR, was re-elected Affiliated Associations Secretary.

NALA region directors elected at the annual meeting were: Debby J. Sawyer, ACP, Region II; Kristine M. Hill, ACP, FRP, Region III; Ruth S. Conley, CP, Region IV; and Terry Halstead, ACP, Region VIII.

NALA is the nation's leading association for professional certification, continuing education, and career advancement for paralegals. The association has more than 6,000 individual members, and another 12,000 are represented through local and regional affiliated associations throughout the US.

Contact: Marge Dover, CAE
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REAL WORLD LESSONS

by

Janabeth F. Taylor, R.N., R.N.C./Litigation Paralegal

"We cannot direct the wind, but we can adjust our sails." -Unknown

The beauty of the law is that it is dynamic—it changes as society changes. The law adapts to technological developments, to shifts in social values, and to the problems of modern society. The key to succeeding in this dynamic legal environment is that we, too, must learn to adapt—to adjust our sails.

As I write this, I think of my fellow paralegals. I cannot help but see myself nineteen years ago, as a new graduate of the University of Oklahoma Law Center-Legal Assistant Division program. This program was very rigorous, and a highly regarded program, as well as one of the few in the Nation then accredited by the American Bar Association.

Back in 1992, I was working part-time in a law office while teaching nursing full time, with a few weekends of hospital work thrown in the mix to keep in touch with the “real world of clinical nursing.” The rest of my “free time” was spent with studying and attending classes at the University of Oklahoma Law Center.

In anticipation of graduation, I sent resumes to several law firms looking for the perfect place to begin my new career.

One firm stood out in my job search. This firm was over 100 years old, and had attorneys with very different backgrounds and experiences. I was fortunate to be hired by this firm. Although I did not realize it at the time, working for this firm would be a life-changing and career developing experience for me.

I worked with five different attorneys, each with his own style and personality. Very early I learned that part of my job was to adapt to their differing approaches and preferences. I was often “adjusting my sails” to accommodate them.

I was asked to work in areas of law that were unfamiliar to me. I had to learn to listen, to ask questions, to think creatively, to accept criticism, and to adjust my sails.

Some of the most important lessons I learned were not ones from a textbook. Among these “real world” lessons were:

Most law offices are not like the ones depicted on shows like Boston Legal, Harry’s Law, or Ally McBeal. And most attorneys are not going to look or act like William Shatner, Kathy Bates, or Calista Flockhart.

Do not assume; always verify the facts.

Pay attention to detail. No one ever lost a case by knowing the facts too well.

Never give an attorney an original or your only copy of a document.

Develop your own daily reminder system. This way tasks and deadlines don't fall through the cracks, and also serves as a backup to the general calendar system of your firm.

Abide by a stringent, ethical code in your practice as a paralegal. Never give legal advice. Do not hold yourself out or in any way give the impression you are a lawyer.

Develop relationships with court personnel - treat them all with respect.

If you don't know the answer, know the resources you can use to find it. Knowing the resource is half the battle. The other half is admitting you don't know the answer and identifying the question (s) to ask in order to utilize the resources you have available.

If you make a mistake, admit it immediately. One can only correct a mistake if it is admitted to, recognized, and addressed. It may be hard to admit to a mistake, but early admission may make the critical difference in being able to rectify the error.

Don't be too quick to take “no” for an answer. Good paralegals always look for a way to work it out or get around an issue when someone initially says “no.”

Proofread all work. One mistake can compromise your case. Even though I didn't like it, I learned this lesson—sometimes the hard way—but I learned it.

Respect your attorney and the client by meeting or exceeding deadlines. No one has ever been fired for finishing a project early.

Conference frequently with your supervising attorney. Provide the attorney with a list of questions and topics for discussion prior to each meeting.

Always repeat back instructions as given to you when receiving an assignment. This way you can confirm you heard what the other person thought they were saying.

Networking is invaluable. You can never know too many smart people.

Treat legal secretaries and all support personnel in the office as equals. You will find that they know more about many things than you do and are valuable resources.

Listen and learn. Everyone has something to offer. You can learn from the most experienced of veterans and the most inexperienced “greenhorns.” Great ideas sometimes come from the most unexpected sources.

Keep up with new court rules, changes in the law, and changes in technology. With each passing year, computer technology plays a larger role in the practice of law.

Document, document, document...each task completed, each client communication, each conference with an attorney, and all deadlines.

Do not participate in office gossip; in the end it serves no purpose and is a distraction from your assigned tasks.

Regardless how adversarial your supervising attorneys are, it is important for the paralegal to be courteous, personable, and professional when dealing with court staff, witnesses, and opposing counsel

Do not lose sight of who you are really working for: the client. You may have twenty files on your desk, but to each client, his file is the only one that is important to him.

Join and participate in local, state and national professional organizations, and take advantage of continuing education programs offered to their members. Through these activities you can exchange ideas, learn new resources, and develop a valuable network of peers.

The most important lesson I have learned is that success can only be achieved on your terms. Everyone has his or her own idea of what a successful career is. Ultimately, true success is how each of us chooses to define it.

When I left a 10-year career in nursing education to work for attorneys, my nursing colleagues thought I was crazy. When I changed careers again to be an independent paralegal/ medical legal consultant, there were those who said I was crazy to leave the comforts and employee benefits provided when working for

"the firm." But I am not crazy. I am happy. I am successful on my own terms.

Don't let someone else decide what your success should be. If your success is not on your own terms—if it looks good to the world but does not feel good in your heart—it is not success at all.

Regardless of what original motivation steered us into this profession, most paralegals would agree we are heavily encouraged by our adversarial system's motivation to win, win...win!

Without a doubt, assisting your attorney win for his or her client is a strong benchmark for the measurement of success.

However...I prefer to think the true measure of a successful paralegal-attorney-client relationship is that of service. That would encompass service to the client and service to the client's best interest, regardless of whether you can record a "win"

The wind changed many times in my life and each time I adjusted my sails. My career has been an incredible journey. Never in my wildest dreams would I have imagined in 1992 that I would be writing nineteen years later, addressing my peers, and telling of my experiences and life lessons.

Each class, each job, each life experience along my journey was a foundation for my next step. I encourage you to learn from each case you assist with. Learn from each attorney you work with. Let each of these lessons be a foundation for your next experience.

And, most importantly, when the wind changes adjust your sails. An incredible journey awaits you.

Janabeth F. Taylor, R.N., R.N.C. has a degree in Nursing from Oklahoma State University and Litigation Paralegal Certificate from the University of Oklahoma Law Center. She was a nursing instructor for ten years and has been a medical legal consultant since 1990. Ms. Taylor is currently President/Owner of Attorney's Medical Services, Inc. in Corpus Christi, TX. In 2002 she was named the Association of Trial Lawyers of America's (AJJ) Paralegal of the Year.

She provides litigation support for attorneys across the United States and specializes in case reviews and Internet information resources.

*Her website is: <http://www.attorneysmedicalservices.com>
and her e-mail address is: jana@attorneysmedicalservices.com*

Officer Elections To Be Held At The Annual OPA Meeting

The election of officers and directors for Oklahoma Paralegal Association will take place at the Board meeting scheduled for November 12, 2011, in Guthrie, Oklahoma. Officers and Directors of the Oklahoma Paralegal Association and their duties are as follows:

President. The president shall be the general manager of this Association, shall have general supervision of the business, shall conduct all of the regular business of the Association, shall see that all orders and resolutions of the Board of Directors are enforced and put into effect, shall be its principal Officer and agent, shall automatically be and serve as Chairman of its Board of Directors, shall preside at all meetings.

Vice President. The Vice President shall automatically be the Chairman of the Membership Committee and shall be charged with the responsibility of developing programs to encourage membership in the Association in addition to receiving, reviewing, approving and processing membership applications as set forth in the Standing Rules.

Secretary. The Secretary shall be responsible for all minutes for all meetings and keeping permanent minutes. This Office shall assist the President in any way directed, including giving notice of meetings. Association minutes of any meeting shall be available to the NALA President upon request.

Treasurer. The Treasurer shall deposit all funds and make all disbursements subject to approval of the Board of Directors and as provided in the budget. The Treasurer shall be Chairman of the Budget and Finance Committee, which Committee shall prepare a budget for the ensuing fiscal year for adoption by the Board of Directors. The Treasurer shall submit a written financial report at each regular meeting of the Board of Directors and the Annual meeting, to be attached to the official minutes and part of the permanent records. The Treasurer is also responsible for keeping a current roster of membership and reporting the membership

annually to NALA with the renewal fee for continued affiliation with NALA.

NALA Liaison. This officer shall be a NALA member, shall be familiar with the NALA Bylaws and Standing Rules, shall receive minutes of all NALA meetings, and shall represent the association at the NALA annual meeting of affiliated associations. This officer shall report quarterly on Association activities to the NALA Affiliated Associations Director on forms provided by NALA headquarters, and shall report all officers' names to NALA headquarters and the NALA Affiliated Associations Director.

The District Directors are required to attend each OPA Board meeting. The District Directors shall report by letter or electronic correspondence to their regional members after each quarterly meeting and encourage attendance and participation in OPA events. The districts for the State are as follows:

EASTERN DISTRICT

Counties: Craig, Creek, Delaware, Mayes, Nowata, Osage, Ottawa, Pawnee, Rogers, Tulsa, and Washington. Adair, Atoka, Bryan, Carter, Cherokee, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, Le Flore, Love, Marshall, McCurtain, McIntosh, Murray, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pontotoc, Pushmataha, Seminole, Sequoyah, and Wagoner.

WESTERN DISTRICT

Counties: Alfalfa, Beaver, Beckham, Blaine, Caddo, Canadian, Cimarron, Cleveland, Comanche, Cotton, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Greer, Harmon, Harper, Jackson, Jefferson, Kay, Kingfisher, Kiowa, Lincoln, Logan, McClain, Major, Noble, Oklahoma, Payne, Pottawatomie, Roger Mills, Stephens, Texas, Tillman, Washita, Woods, and Woodward.

The nominee receiving a majority vote of members present at the annual meeting shall become officer to serve until his/her successor is duly elected.

Oklahoma Paralegal Association's
ANNUAL Seminar and Meeting
Saturday ~ November 12, 2011



Holiday Inn Express & Suites
2227 E. Oklahoma Ave.
Guthrie, OK 73110

AGENDA

- 9:00-9:30 a.m. Registration
- 9:30-10:25 a.m. Ethics of Electronic Communications
Travis Pickens, Oklahoma Bar Association
Oklahoma City, OK
- 10:25-10:40 a.m. BREAK
- 10:45-11:40 a.m. The Role of Paralegal in Commercial Banking Law
Brian Pierson-BancFirst
Oklahoma City, OK
- 11:45-12:40 p.m. The Role of Paralegals in Appellate Proceedings
Terry Anderson-Oklahoma Indigent Defense System
Norman, OK
- 12:45-1:40 p.m. LUNCH
- 1:45-2:30 p.m. Guardianship of Minors
Evan Taylor, Attorney-at-Law
Norman, OK
- 2:35-3:30 p.m. Technologies and Programs for Better Office Management
Donna Brown, President of 35-45 Consultant Company
Certified Independent LexisNexis Consultant
Oklahoma City, OK
- 3:30-3:45 p.m. BREAK
- 3:45-6:00 p.m. Annual OPA Meeting *All members & guests are invited to attend.*

****Approved for 4.5 hours CLE Credits by NALA, including 1.0 hours of Ethics****

This seminar meets the requirements of the NALA Certifying Board for Paralegals for continuing legal education credit required to maintain the CP (Certified Paralegal) credential.

REGISTRATION FORM

NAME: _____

HOME ADDRESS: _____

EMPLOYER NAME & ADDRESS: _____

TELEPHONE: (WORK) _____ (HOME) _____ (CELL) _____

PREFERRED EMAIL ADDRESS: _____

REGISTRATION FEE (Breakfast & Lunch included):

_____ \$50.00 OPA Early Bird OPA Member _____ \$60.00 Early Bird Non-Members

_____ \$60.00 OPA Member _____ \$70.00 Non-Member _____ \$15.00 Student

***PLEASE MAIL YOUR PAYMENT TO THE ADDRESS LISTED BELOW
BEFORE THE NOVEMBER 4th EARLY BIRD DEADLINE.***

Do you request a vegetarian meal?

_____ YES _____ NO

Mail registration and fee to: Oklahoma Paralegal Association
127 NW 18th Street
Oklahoma City, Oklahoma 73103

For more information, contact: Brian Candelaria, Seminar Committee
(405) 414-1472
oparascal@hotmail.com
www.okparalegal.org

Waiver of annual membership fee available to non-member 1st time seminar registrants.

****Approved for 4.5 hours CLE Credits by NALA, including 1.0 hours of Ethics****
This seminar meets the requirements of the NALA Certifying Board for
Paralegals for continuing legal education credit
required to maintain the CP (Certified Paralegal) credential.

EARLY BIRD REGISTRATION DEADLINE:
NOVEMBER 4, 2011

Oklahoma Paralegal Association
P.O. Box 2383
Broken Arrow, OK 74013



www.okparalegal.org

The Oklahoma Paralegal Association was formed in October, 1985, with the purpose of providing a forum for legal education and professional growth for legal assistants throughout the State of Oklahoma and in furtherance of the delivery of quality legal services.

The Oklahoma Paralegal Association is an affiliate of the National Association of Legal Assistants (NALA).

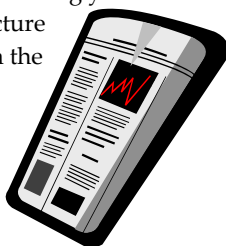
*Paralegals working
every day to advance
the paralegal profession*



NALA Affiliate

Submit an Article to the Paralegal Perspective

We encourage our members to submit articles and pictures to the Paralegal Perspective for publication. If you are interested in having your article or picture published in the Paralegal Perspective, please contact Mona Jenkins at mjenkins@newgulfenergy.com.



Volunteer with OPA



If you are interested in being involved in OPA, contact J. Lynn McKay at jlmcKay@swbell.net. It's a wonderful opportunity to make friends, network and have fun while developing yourself professionally and helping your paralegal community.