

# Lafayette Paralegal Association



Cheri-lea McDonald, Treasurer,  
Kathy Stanley CLA, Secretary,  
Kathy Bacon, Deputy Clerk-in-Charge,  
USDC, Western District  
Deborah Fontenot, CLA, Vice-President  
Mae Ewing, President

## 2010 – 2011 Officers:

On February 23, 2010 officers were elected for the upcoming LPA year. Kathy Bacon, Deputy Clerk-in-Charge of the United States District Court, Western Division, officiated to swear in the newly elected officers. Officers for the 2010 – 2011 year are:

### **President:**

**Mae Ewing**

### **Vice-President:**

**Deborah P. Fontenot, CLA**

### **Parliamentarian:**

**Kaye Pooler, CWCP**

### **Treasurer:**

**Cheri-lea T. McDonald**

### **Secretary:**

**Kathy D. Stanley, CLA**

### **Corresponding Secretary:**

**Rachel Martin**

Board meetings are held on the 2<sup>nd</sup> Tuesday of each month at 5:30 p.m. at the offices of Swift & Rhoades, LLP. All members are welcome to attend. Please call the President if you wish to attend or if you have an issue you would like included in the Agenda. (Contact information for all officers is on our website: [www.LPA-LA.org](http://www.LPA-LA.org))

## **Membership**

at end of 2009-2010 membership year

Active Members – 52  
Associate Members – 10  
Sustaining Members – 15  
Total Members – 77

As we begin our new membership year, we would like to welcome each returning member. We would also like to extend an invitation to all paralegals and law office professionals in the Lafayette area to join as associate or active members; and to all law firms and vendors offering services to law firms and paralegals to become sustaining members.

## *March, 2010 Newsletter*

Post Office Box 2775  
Lafayette, LA 70502-2775

## *President's Note*

Thank you for allowing me to serve you as your 2010-2011 President. I want to encourage each of you to take advantage of the many educational opportunities provided by LPA. You can earn continuing education credit as you learn valuable information which will assist you with your job when you attend our lunch seminars. If you know an attorney interested in providing a seminar to our group, please contact our program chair. Over the years our group has sponsored many seminars, including several study groups which have allowed our members to earn their certification. With the addition of our scholarship program, we continue to encourage our membership to study and take the certification exam.

Please take a moment to complete and return your membership form. March is membership renewal, and I want to encourage all of our members to not only renew, but to invite other paralegals to join our organization. Please forward the membership application to all paralegals you know, requesting their membership. Also, our sustaining members are important to our association, please use their services, as well as inviting your employers and vendors to join as sustaining members. As a benefit, sustaining members are listed in our newsletter and website, which you can view at <http://www.lpa-la.org>.

In addition, we have many great committees which would benefit from your involvement. Please indicate where you would be interested in serving on your membership application or contact the committee chair and volunteer your services. I want to thank all of the committee chairs and committee members for agreeing to serve and encourage all of our members to be active in their participation.



Tuesday, March 23, 2010

**Mr. Craig Bayer of  
Law Office Technology** presents  
*Creating Efficiency in the Law Office  
with Microsoft Outlook*  
12:00 – 1:30 pm

Petroleum Club, 111 Heymann Blvd.  
RSVP by noon Monday 3/22/10 to  
[Kathleen@piccionelaw.com](mailto:Kathleen@piccionelaw.com)

Next Month: Tuesday, April 20, 2010

**Richard Fox** presents  
*Accident Reconstruction*

- Regular monthly meetings are held at the Petroleum Club of Lafayette. The cost of the buffet or soup/salad bar is still only \$15 per person, and a beverage fee of \$3.00 for anyone not eating (all prices are inclusive of tax and gratuity).
- Seminars are free to members; non-members are asked to pay a \$5 seminar fee.
- Anyone with suggestions for topics or speakers are asked to contact Rachel Martin or any Board member.

(President's Note continued)

Every member can invite someone to join (membership), take photos at events and forward (photographer / historian), supply ideas and work on our annual Christmas social and Paralegal Week events (Social), suggest a seminar or speaker (program), forward an interesting article (newsletter), provide tips and shortcuts for posting (technical/web page), encourage education and certification (education/scholarship), post jobs and encourage those seeking employment to check postings (Job Bank) send information regarding committee events (public relations), nominate or agree to serve on the executive committee (nominations and elections), etc. The more active you are, the more benefits you obtain from your membership. As the saying goes, many hands make light work.

- Mae Ewing, LPA President

## By-Law Changes

At our Annual Meeting in February, members of Lafayette Paralegal Association unanimously voted to confirm proposed amendments to the Bylaws that were submitted to the membership for consideration. The Bylaws were last amended in August 2006. In addition to a few clerical changes, the most significant change was to create a new category of membership to allow paralegals who did not meet the prior requirements of active membership the opportunity to become active members. This came about due to the many inquiries received over the past few years for such a category and in consideration of the significant qualifications of those persons. The amendment allows *"any individual currently employed as a paralegal with a high school diploma or equivalent plus seven (7) years experience as a paralegal under the supervision of a member of the Bar, plus evidence of a minimum of twenty (20) hours of continuing legal education credit to have been completed within a two (2) year period.* Happily, due to this new category, we will be welcoming several qualified and seasoned paralegals to active membership!

The second significant change to the Bylaws is that "nominations from the floor" will no longer be accepted at the Annual Meeting unless there is no candidate on the slate for such office. The membership is given notice sixty days prior to the Annual meeting and Elections of Officers to submit nominations for the positions of President, Vice-President, Treasurer and Secretary, and they have up to 15 days before the election to do so. *If there is a vacancy in the slate, then nominations from the floor shall be accepted for that office.*

Also of significance is the establishment of LPA's Scholarship Committee and Scholarship Fund. For more information, please see the article by Molly Davenport, CLA and chair of the Scholarship/Education Committee in this issue.

-Kaye Pooler, CWCP  
LPA Parliamentarian



Molly Davenport and Kaye Pooler presenting door prizes at the LPA Social, Sept. 2009

## LPA Scholarship

We are very excited to let everyone know that our LPA Scholarship is in place and ready to be used by our members. If anyone is interested in obtaining a complete copy of the scholarship policy, please let me know and I will forward it to you. Below I will outline a few of the highlights.

The purpose of the Lafayette Paralegal Association, Inc. (LPA, Inc.) scholarship is to financially assist those who strive to achieve additional certifications and the pursuit of further professional development. This scholarship is not a need based scholarship, it is designed to assist all paralegals regardless of their income level.

To qualify, applicants must be an active member of LPA, Inc. for two complete years prior to application. Additionally, the applicant must meet all of the requirements of the test they are applying to take.

The scholarship program is funded mainly by the members of LPA, Inc. from our dues. Ten dollars of each members dues goes to fund the scholarship program. We have a separate account set up for the scholarship and once it reaches \$2,500.00 the entirety of member dues will go to the general fund of LPA, Inc. Any donation made directly to the scholarship fund will go to that fund regardless of the balance on the account.

The LPA, Inc. scholarship is to be used for CLA/CP and/or ACP by NALA the CWCP the Notary Public Exam for the State of Louisiana, and the LCP. It also covers applicable preparation guides, texts and classes. If there is a certification not listed here that you think should be covered, please let me know as we have left a provision for additional certifications to be considered by the Executive Committee of LPA.

Each applicant is required to submit a letter of intent and a copy of a current resume. If the applicant intends to take the CLA/CP or LCP test, an additional letter of recommendation and sponsorship from a current CLA/CP or LCP is required. Every CLA/CP that I have spoken to is willing to write a letter and mentor someone undergoing this process.

The applications are due between November 15<sup>th</sup> and December 31<sup>st</sup> of each year. The applicant need not be scheduled to take the exam when they apply for scholarship. If you have already taken the test, you can

apply to be reimbursed only within the next available application period. Funds will be distributed in the maximum amount of \$250.00 per scholarship based on availability and will be distributed as reimbursement to the application.

If you are considering an additional certification or becoming a Notary, I can only hope this program gives you that extra incentive. Additional certification benefits you as an individual, your firm and the paralegal profession in general.

- Molly Davenport, CLA  
- Chair,  
Scholarship/Education Committee

## Committee Chairs

Education /Scholarship:

Molly Davenport, CLA

Finance: Cheri-lea McDonald

Job Bank: Darlene A. Conque

LSPA Liaison : Jessie Cormier

LBA Liaison : Savannah Stephan

Membership: Deborah P. Fontenot

Newsletter: Renatti Dupont

Nominations/Elections:

Kaye Pooler, CWCP

Photographer/Historian:

Brandy Potier

Program: Rachel Martin

Public Relations: Renatti Dupont

Social: Debbie Billiot

Survey: Savannah Stephan

Technical/Web Page : Kim Plonsky

## **THANK YOU TO OUR 2009 – 2010 SUSTAINING MEMBERS**

Aubrey E. Denton Ltd.

Bayou Investigations

Craig A. Davis, APLC

HG Litigation Services

Lisa Goucher

Hub Enterprises, Inc.

Investigative Services

Kari J. Behan, CCR, CSR, CLR

Kaufman & Associates Court

Reporting

Lori Heaphy & Associates, LLC

Onebane Firm

Perrin, Landry, deLaunay,

Dartez & Ouellet

Pooler Consultants, Ltd

Pro-Legal Copies

Scan Solutions

Tactical Private Investigation