Stress, sound familiar? We all know what it is and we experience it every day. Whether at work, home or play, stress is a part of our daily lives. It can even help us accomplish our goals. At work, however, you need to be able to identify when stress is hindering your performance, when you're entering a “danger zone,” and when you need to apply strategies to get your emotions and actions under control.

**Good Stress and Bad Stress**

While we may consider stress something of a four letter word, not all stress is bad. “Eustress,” or good stress, derives its meaning from the Greek “eu,” meaning well or good (Brock University, 2010). Good stress is what we experience when we are challenged to achieve our goals, much like first learning to ride a two-wheel bicycle. A little fear and anxiety mixed in with excitement and anticipation helps us to persevere and become proficient at a new task. At work, we experience good stress in a variety of ways; such as when we meet new clients or customers, start a new project, or learn a new software program.

At the other end of the spectrum is distress. We all know what this is and we each react to it a little differently. Whether the reaction is fear, anxiety, headache or upset stomach, what we experience isn’t very pleasant. Stress can come from external sources, like an impending project deadline, or internal sources, such as self-imposed feelings of anxiety or worry. We often add internal stress to an already stressful situation, thereby creating distress. This can manifest itself in many ways, such as high blood pressure, chronic disorders, depression, and self-medicating.
President’s Message . . . Caroline Peterson, RN, FRP

Summer is in full swing and it sure is HOT. Summertime usually means vacation and taking things a little slower than we do the rest of the year. I hope that each of you takes some time to enjoy all the things our community has to offer like Blues on the Beach, Evenings in Ole Seville, the numerous festivals, baseball, and more. Participating in some of these things will lower your stress level which is what our feature article is about this month. Which goes along with Kris Hill’s and Lydia Brackett’s NALA convention presentation. Thanks to everyone who helped with the exhibit table.

Hoping that everyone has a safe and relaxing Summer!

NWFPWANTSYOU!

Just a reminder that later this month the NWFPANominations Team will begin taking nominations for the 2014-2105 Executive Board.

Service on the board is a great way to get involved and help shape our wonderful association!

Farewell Dana!
It’s summertime and the weather is hot! Speaking of summer, I like to look at the picture below and imagine myself relaxing under that umbrella and enjoying that wonderful beach breeze. How appropriate since our lead article is about stress and the ways to combat stress. I think we can all benefit from these helpful tips. Thank you Kris Hill and Lydia Brackett for preparing this wonderful article. This issue of the newsletter will also complement the NWFPA exhibit table planned for this year’s NALA convention. Be sure and look for the report on this year’s NALA convention in the next newsletter. I would also like to thank the Newsletter Team for their work on this issue. Without each of you this newsletter would not be possible. I hope everyone has a fun and safe summer season!
There's a relationship between pressure and performance: with the right amount of pressure you may do your best work. With too little pressure you may never begin a project. With too much pressure, your performance and your health may suffer. This can be represented by the “Inverted-U” model, which was created by psychologists Robert Yerkes and John Dodson (Bradberry, 2014).

In recognizing the differences between eustress and distress, consider whether the challenge you face will improve performance, if it motivates or excites you? Is it of a limited duration? This is eustress. If it causes you anxiety, feels unpleasant and could trigger physical or mental issues, then you could be experiencing distress. Let’s take a look at the physical effects of stress on us.

**Your Body’s Response to Stress**

Say you’re on your summer vacation out west, enjoying a morning hike. You hear a noise and look to your right, and there is a bear.

What you experience at this moment are the effects of acute stress. Your reaction to the immediate threat of the bear triggers your fight or flight response.

Your brain immediately responds by releasing:

- cortisol, the primary stress hormone;
- neurotransmitters called catecholamines, which trigger an emotional response (fear!), and also suppress rational thought processes that take place in your prefrontal cortex;
- neuropeptide S, a protein that increases alertness and a sense of anxiety. This helps you back away slowly from the bear.
- Finally, your brain notifies your hippocampus to store this emotionally-laden experience to avoid this threat in the future.

While your brain is responding, your body is responding also.

- There is an increase in your heart rate and blood pressure;
- Your spleen discharges more red and white blood cells, providing more oxygen throughout the body. Blood flow may increase 300-400%.
- Breathing becomes rapid and the lungs take in more oxygen;
- Fluids are diverted from nonessential locations, which causes dry mouth and difficulty in talking;
- Blood moves away from the skin to support the heart and muscle tissues, which causes clammy, sweaty skin.
How to Stay Cool When Things Get Hot—Continued

Once the threat has passed and the effect has not been harmful (the bear walked away), the stress hormones and body systems return to normal. This is called the *relaxation response* (University of Maryland Medical Center, 2013).

**How can we de-stress?**
Job performance can be directly linked to your ability to manage your emotions in a stressful situation. Therefore, you need to be able to maintain the “sweet spot” at the top of the inverted U for optimum performance, without sliding down the anxiety slope. Here are some suggestions to help you stay at the top of the curve:

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<table>
<thead>
<tr>
<th>Breathe</th>
<th>Take a few moments to take deep breaths and focus on your breathing. This will both calm and energize you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t Borrow Trouble</td>
<td>Didn’t your mother always tell you that? Don’t torture yourself with “what if” scenarios. Focus on the present.</td>
</tr>
<tr>
<td>Watch Your Caffeine Intake</td>
<td>Caffeine triggers the release of adrenalin, part of your “fight or flight” response. A little caffeine is good; too much can put you on the downward slide to anxiety.</td>
</tr>
<tr>
<td>Stop Negative Self-talk</td>
<td>We can be harder on ourselves than anyone else could be, which can affect our performance (the self-fulfilling prophecy). Instead, focus on the present moment.</td>
</tr>
<tr>
<td>Stay Positive</td>
<td>A situation could turn out just perfectly. Visualize your perfect scenario and stick to that thought.</td>
</tr>
<tr>
<td>Sleep</td>
<td>Give your brain a chance to re-charge! Lack of sleep can increase your stress hormone levels even without a stressor present.</td>
</tr>
<tr>
<td>Ask For Help</td>
<td>It’s OK to ask for help. Recognize when you need help and ask for it, whether from your boss, or from your support group.</td>
</tr>
<tr>
<td>Focus</td>
<td>One way to increase your focus is to practice mindfulness. Keep reading below!</td>
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</tbody>
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It’s time to de-stress...
Mindfulness

You may have heard about a method of stress reduction called mindfulness. Mindfulness Based Stress Reduction (MBSR) was developed by John Kabat-Zinn in 1979, and it is currently garnering renewed interest (Mindful Living Programs, n.d.). The MBSR program at the University of Massachusetts Medical Center incorporates meditation, breathing, and yoga as a medium for stress reduction. Mindfulness is a more holistic approach to minimizing stress by focusing on the present moment. You can develop a greater sense of self awareness and an increased connection with the present and become more cognizant of how the mind and body work together. As a result, you become more aware of how you react to things, whether by thoughts, feelings or behaviors. Through mindfulness you gain the opportunity to expand and improve your methods of dealing with the different stressors in your life.

Multi-tasking, e-mail and cell phones have increased the demands on our time for immediate attention, increasing the pressure to do more in the same amount of time as before. Each additional task not only creates stress, but also fractures our focus on the immediate task at hand, leading to loss of productivity and even burnout. Practicing a skill like mindfulness can serve you in all areas of your life, can maximize your effectiveness in a variety of circumstances, and is beneficial to you on so many levels. Mindfulness teaches you to pause, relax, breathe, refresh and then proceed, allowing you to focus more clearly on the present and to achieve optimum outcomes (Pickert, 2014).

The science behind mindfulness training indicates it can build resilience, improve memory, and increase concentration. Science and medicine alike have come to the realization that mental exercises are as critical for our brain’s health, as physical exercise is for our body. Some law schools now teach a course in mindfulness, and some legal conferences have offered seminars on the topic (Goodman, 2014). In the legal field, the ability to bring focused, unbiased clarity to legal issues is extremely important. That same ability is also important at home in mediating issues such as whose turn it is to take out the garbage or negotiating the terms of curfew, just ask any working parent. The practice of mindfulness can benefit all aspects of your life.

It’s important to have strategies in your repertoire that you can use when you need to de-stress and be focused and clear. We have suggested several in this article. Find the ones that work best for you and work them!
How to Stay Cool When Things Get Hot—Conclusion

References


HOW TO AVOID INTERVIEW ANXIETY

How to Avoid Interview Anxiety: Tips and Suggestions on How not to Freak Out!
BY: Taxie Lambert, FRP

Whether you are a recent paralegal studies graduate, currently in between jobs or simply contemplating on seeking employment as a paralegal at another firm, you are probably amongst most professionals who quiver at the thought of having to go through the interview process of landing a job. Unless you are in the small percentile of professionals who have the advantage of landing a job because “it’s who you know and not what you know”, then most likely your biggest culprit for not landing the job is anxiety. Easier said than done for most, the key to interview success is to keep anxiety under control. Here are some tips for handling pre-interview and during the job interview jitters so you can easily handle the process and ace your next interview.

Tip #1
Preparation and Research can help ease the added stress involved with interview anxiety. Prior to your scheduled interview, research the office location to avoid getting lost or, better yet, run into parking dilemmas. Be on your “A” game and have readily available all your relevant skills including examples or anecdotes proving you have applied such skills to prior work experience, academic or volunteer roles. Research the Firm’s website to learn about recent accomplishments, verdicts or the type of law the Firm practices in case questions arise during the interview.

Tip #2
Stay Calm and Interview on catch phrase should be applied leading up to and during your interview. Simple things such as exercising or meditating the night before can do worlds of wonder to the mind and soul. Anxiety has a way of leaking out even when you think that you have it well-hidden. If you find yourself fidgeting, try doing something to release anxious energy that no one will notice, such as wiggling your toes.

Tip 3#
Think Positive thoughts leading up to your interview. Interview stress is often influenced by our assumptions or the statements we make to ourselves. Recognizing and countering anxiety provoking thoughts can help to lower levels of anxiety. Instead of thinking “I have to land this job, or I will be hopelessly unemployed” counter this thinking with statements emphasizing that no one interview will determine your work future. Simply walk away, take your interview experience and learn from it, so the next interview will be better. It might just be this job opening or Firm wasn’t for you.

Regardless of how you felt the interview went, congratulate yourself afterward for taking the chance. Reward yourself by doing something you enjoy. Consider the interview as a learning experience and await the next opportunity. Like the saying goes “practice makes perfect”. If you don’t nail the first job interview, try, try again. However, stay calm and interview on.
Grammar Guru:
Concise Communication: A Dying Art

By Elizabeth Crane, ACP, FRP

With today’s fast-paced, over-scheduled lifestyle revolving around texting, smartphones, and reality television, it is no surprise that people have a hard time communicating. Finding a happy medium between cryptic texting and verbose professional writings requires effort. In a professional environment, unnecessarily wordy phrasing can render a document nonsensical and irritate the reader. Here are some tips and examples of ways to streamline your writing style and avoid common pitfalls:

Avoid “up”:

Wrong: I suspected my student was making up his excuse.
Right: I suspected my student was fabricating his excuse.

Use “it is,” “it was,” “there is,” and “there are” sparingly:

Common: It was his last lecture that finally convinced me.
Better: His last lecture finally convinced me.

These words really waste space:

Single-word modifiers do not enhance the meaning of a sentence. Avoid these filler-words such as “very,” “really,” “totally,” “quite,” “actually,” “fairly,” and “much.”

Reduce rambling verbs:

Common: Steve has knowledge of the court systems.
Better: Steve knows the court systems.

Common: Cheryl is taking piano lessons.
Better: Cheryl takes piano lessons.

Common: Migraines are indications of stress.
Better: Migraines indicate stress.

“A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts.”
– William Strunk, Jr., in Elements of Style
Avoid Redundancy:

Unnecessary words and use of pretentious sentences and phrases are the main culprits behind redundancy in writing. A few common phrases to avoid are:

- All things considered...
- As far as I am concerned...
- As I was trying to say...
- At the present time...
- Because of the fact that...
- Be that as it may...
- Due to the fact that...
- Each and every...
- For all intents and purposes...
- For the most part...
- For the purpose of...
- In a manner of speaking...
- In spite of the fact that...
- My personal opinion...
- The basic essentials...

There are many ways that we unwittingly clutter our documents. To avoid muddling your writing, expand your vocabulary to avoid using unnecessary filler-words. Identify your crutch-words and eliminate them from your work—it will help you become an effective writer. And, anyone who reads your work will appreciate your brevity. So, get to the point already!

*https://writing.wisc.edu/Handbook/Clear,_Concise,_and_Direct_Sentences.pdf*
DID YOU KNOW?

By: Tracey Parker

Daughter’s Facebook post constituted breach of her father’s settlement agreement.

Gulliver Schools, Inc. v Snay, No. 3D13-1952 (Fla. 3d DCA, Feb. 26, 2014).

Patrick Snay had been a long term employee as headmaster at Miami private school, Gulliver, until they did not renew his contract one year. Snay filed suit, alleging age discrimination and retaliation. On November 3, 2011, the parties executed a general release and agreement for full and final settlement of Snay’s claims. The settlement included a three prong payment plan: 1. $10,000 for back wages; 2. $80,000.00 to Snay in the form of a 1099; and 3. $60,000 to Snay’s attorney.

Shortly thereafter, Snay’s college age daughter (and former Gulliver student) posted the following on Facebook: “Mama and Papa Snay won the case against Gulliver. Gulliver is now officially paying for my vacation to Europe this summer. SUCK IT.” This was posted for around 1200 of her Facebook friends, many of whom were or are students at Gulliver.

On November 7, 2011, Snay was notified by Gulliver that he had breached the settlement agreement based on his daughter’s Facebook posting, and Snay chose not to exercise his option to revoke the agreement within seven days of its execution (November 10, 2011); Gulliver notified Snay on November 15, 2011 that they would not tender Snay’s portion ($80,000) of the settlement because he had breached the confidentiality portion of the agreement (the back wages and attorney’s fees were paid in full). That portion read as follows:

“13. Confidentiality...[T]he plaintiff shall not either directly or indirectly, disclose, discuss or communicate to any entity or person, except his attorneys or other professional advisors or spouse any information whatsoever regarding the existence or terms of this Agreement...A breach...will result in disgorgement of the Plaintiff’s portion of the settlement Payments.”

Snay moved to enforce the settlement agreement, depositions were taken of the Snay family, and based on that testimony the circuit court found that their actions did not constitute a breach of the settlement agreement. The Third District Court of Appeals found the agreement’s language clear and unambiguous, that a breach occurred, and reversed.

The appellate court noted that the confidentiality portion was “central” to this particular agreement and more particularly, it was significant that Snay’s disclosure to his daughter resulted in her subsequent Facebook disclosure, which was precisely what the confidentiality agreement was designed to prevent - implying to persons associated with Gulliver that Snay had been justified in bringing his claim.

Language in settlement agreements prohibiting disclosure of settlement terms is standard; prohibiting the disclosure of the mere existence of a settlement agreement is not (yet). Plaintiff attorneys will likely face greater client control issues regarding their participation in social media, extending even after cases conclude with settlement. Civil litigant attorneys will likely be more careful in coaching their clients on proper terms to explain the conclusion of a case without disclosing a negative or positive outcome.
NWFPA ACTIVITIES - Law Day Luncheon & Student Scholarship Winners

2014 Law Day Luncheon

Winning essay submitted by Elizabeth Barbour, 11th Grader, at B.T. Washington High School

Elizabeth’s essay: “American Democracy and the Rule of Law: Why Every Vote Matters” is reprinted on the next page

*2014 STUDENT SCHOLARSHIP WINNERS*

1ST PLACE WINNER WON A $500.00 SCHOLARSHIP & FREE ONE-YEAR STUDENT MEMBERSHIP

2ND PLACE WINNER WON A $250.00 SCHOLARSHIP & FREE ONE-YEAR STUDENT MEMBERSHIP

1ST PLACE WINNER – VLAD MOKRENKO

2ND PLACE WINNER – ALLEE MILLSAP
American Democracy and the Rule of Law: Why Every Vote Matters

By: Elizabeth Barbour
B.T. Washington High School

When you were younger, chances are you toted around the “I Voted” sticker your parents mindlessly gave to you on Election Day, as if nothing could make you feel more grown-up. It seems that children are drastically more enthusiastic about participating in the democratic process than their parents. But why is it children are the only ones to see the importance of casting off a ballot? The United States is a particularly privileged country, and there is a particular reason as to why this is so. Every vote matters because each individual matters. It matters because in voting we are acknowledging the colossal effort our Founding Fathers made in order to secure that the voice of the people be heard, and that the countless lives lost throughout history in the name of liberty have not been in vain.

We're all told at some point or another to respect our elders. In this case, our elders are the likes of Thomas Jefferson, James Madison, or Benjamin Franklin. While there are quite a number of things prevalent in today's society that would make them spit their tea out, voluntarily choosing to not participate in what is arguably America's finest tradition would, at the very least, cause them to roll over in their graves. It is said that after the Constitutional Convention of 1787, a woman asked Franklin whether the people would be receiving a republic or a monarchy. Franklin responded, “A republic, if you can keep it.” Franklin's words echo in our society today because, by not voting, are we not dishonoring the Constitution, the unparalleled document that our country thrives on? According to the Bipartisan Policy Center, merely 57.5 percent of eligible voters participated in our last presidential election. By intentionally not paying our respects to the polls on Election Day, we are essentially relinquishing the stronghold we have on our voice being heard in our country.
A noteworthy number of people refuse to tune into any type of news, claiming that it depresses them. Perhaps ignorance of the world around us leads us to take for granted our rights. We see stories of bombings and torture and immeasurable crises, and the common link between all of these tragedies is oppressed people who crave the opportunity to have basic human rights, let alone to have a say in how their homeland is governed. The oppressed get glimpses of the American way of life, and see us as people who have nothing to be sorry for. However, America has paid dearly for its liberty. We forget because the American Revolution and Civil War occurred so long ago. Nonetheless, time does not diminish from the fact that thousands of Americans have given their lives in the name of having a say in how they are governed, and choosing not to vote takes their ultimate sacrifice in vain. Each time a vote is cast, remember that people have died in order for you to be able to do so.

There are a myriad of reasons as to why you should vote, and why it even matters at all. Perhaps most critical is that you, as an individual, matter. Casting a ballot marks your print on society. We've all seen those pictures and videos of oppressed people rioting in streets, tearing down buildings, and living in fear. They make us uncomfortable. Their governments count them as nothing but another number in their ranks, and not human beings with minds of their own. We're lucky. We're privileged. Our voice can be heard, and theirs can't. Don't take your rights for granted. Exercise them. Remember that your vote matters, and remember all the lives that have been lost not just in the past, but the ones being lost right now, for the sake of liberty. Wear your “I Voted” sticker in honor of all those who never will, and remember that your voice is heard.
NAME: Aurora Osborn

FIRM: Shell, Fleming, Davis & Menge

WHY DID YOU BECOME A PARALEGAL: I have always been interested in the law. More specifically, constitutional and international issues.

WHAT DO YOU ENJOY MOST ABOUT BEING A PARALEGAL: Independence. The attorneys I assist often give me projects with broad guidelines which allow me the latitude to create. I enjoy the satisfaction of resolving complex issues.

WHAT DO YOU ENJOY MOST ABOUT THE ASSOCIATION: Access to the local network of legal professionals is probably the best benefit. The connections to other firms or organizations that employ paralegals gives me a sense of security in this field and in this area. My work is limited in scope, so the variety of monthly CLE topics is very satisfying.

PERSONAL: I have not decided on whether or not to pursue a J.D. or go to culinary school. I have developed a passion for cooking! Most weekends you can find me on the beach or downtown. I also want to stress the benefits of exercise. After two years of working as a paralegal I developed back pain issues. After numerous chiropractor visits and x-rays, I decided to submit myself to the cross-fit lifestyle, and I have become more flexible, strong, and all together fit. This resolved all of my back issues leaving me more energetic and less irritable throughout the hardest of days at the office.

OVERVIEW: Since 2010, NWFPA has taken part in the Affiliates Exhibit at the NALA Convention. On Friday of the Convention, Affiliates have the opportunity to reserve a table in the exhibit hall and display information that is important to their associations. In the past, we have highlighted NWFPA’s activities, our 30th anniversary, and our use of technology. This year, we’ve broadened our scope and are presenting information that is beneficial for all paralegals: the effects and management of stress.

The Team began its planning in January by brainstorming for this year’s theme, the table display, and the promotional item that will highlight the theme. By July, it will all be in place and ready for Team members attending the convention to market NWFPA while networking with attendees.
NWFPA MEMBER & TEAM SPOTLIGHT—(continued)

STUDENT MEMBER

NAME: Allee Millsap

SCHOOL: University of West Florida. I am currently studying History and Legal Studies, and I will graduate in 2017.

AREA OF LAW: I am interested in constitutional law and international law.

WHY DID YOU CHOOSE THE PARALEGAL FIELD: As of now I plan to attend law school after I graduate.

PERSONAL: I enjoy teaching students history, law, and politics. This summer I had the honor to attend a summer camp in Washington D.C. as a counselor. At the camp I taught students about politics.

HOBBIES: I enjoy most of all spending time with family and friends.

REMOTE MEMBER

NAME: Merry Beth Andrews

FIRM: Santa Rosa County—Legal Department

AREA OF LAW: Local Government

WHAT DO YOU LOVE MOST ABOUT BEING A PARALEGAL: I have been employed with the County for over 23 years. I really enjoy working with the issues of a local government and seeing the changes through the years. I have learned a tremendous amount and continue to learn which is what keeps me here. It is never boring.

NWFPA MEMBERSHIP: I have been a remote member since joining the NWFPA in 2011. I am on the FRP Team and have the honor of attending the Florida Bar Convention in Orlando as the representative from NWFPA. I am very excited about that.

PERSONAL: When I retire I plan on expanding a family venture—the Anderson Blueberry Farms!
IN SUMMARY—Highlights from NALA’S Facts & Findings

By: Dana Martinez-Jones, ACP

In today’s news we hear about alleged abuses to students. The media tells us the gory allegations, but does not seem to follow up on the outcome of the incident. Was there really abuse? How can paralegals help a school board’s defense of the charges levied against them and their employees? In the May/June issue of Facts & Findings¹, we get some insight from a paralegal working outside of the legal firm arena: she works for a school board (under her supervising attorney).

Working for the school board she handles employment issues such as discrimination based on gender, race, and even allegations of violation of the Americans with Disabilities Act (ADA). However, it is the student cases that she focuses on in the article due to the many aspects to determine whether or not there is merit to the allegations made by the student and/or student’s family.

There are many records that need to be gathered and some are a little surprising. The obvious first ones to gather are the student’s records from the school. This helps to determine if there is a pattern. It is not enough to get just what may be in the school office, it is important to obtain the “cumulative folder”. This would include gathering information from any school employee or official who kept notes or other data on this student. It is even important to gather notes from the parent or guardian when there have been allegations made. There could also be logs of incidents that are kept by teachers as well as bus drivers.

Outside of the school records, it could be beneficial to check with local law enforcement agencies to see if there is a history of calls to the residence of the student to show a history of that can be used in the defense of the school. The next obvious records to pull would be medical records. Generally a subpoena is needed for the retrieval of these records. Psychological and psychiatric records are important to have as well and the gathering of these documents requires special authorization. Going along with this type investigation may require the use of a Compulsory Medical Examination (CME). It is true that much can be learned from a review of the medical records, but often times it is the “face-to-face” that garners “true understanding” of the student.

Along with gathering records of the student, for a thorough investigation you should also gather the records of all the witnesses involved as well. Additionally, an inspection of the area of the alleged incident is very helpful to the attorney defending the school board and/or its

employees. Many years may have lapsed between the allegation and the visit, so having the teacher/employee there for a historical perspective is a necessity. Pictures of the room/area should be taken and the article mentioned using a real estate company. These types of companies have great skills in their photography since they need it for the marketing of properties: the better the pictures, the more helpful in use to explain the situation to a jury.

Sadly, unless the outcome is in the favor of the student and/or family who made the allegation, the details may not be considered newsworthy by the media should the shoe be on the other foot. If the school board and its employees are vindicated through the helpful diligence of the paralegal, it does not need to make the news to be satisfying.

It was interesting to see a different perspective of defense outside of a typical criminal law office or state attorney role. Reading about how a paralegal is used for school boards just goes to show the myriad of opportunities for paralegals to be utilized outside of law firms. Take a look at all areas of business, non-profit, corporate, government, municipalities, and yes, even the school system to see if there is a way your skills can be used. See what other doors can be open to you as a paralegal. In other words, the sky is the limit.
Click on the course name for a course description, registration, and speaker bio information.

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<th>Day and Time</th>
<th>LIVE! Course</th>
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<td>Monday, August 18, 2014</td>
<td><strong>Legal Writing: You are only as good as your mistakes</strong></td>
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<td>Noon – 1:30 pm</td>
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<td>Tuesday, August 19, 2014</td>
<td><strong>Open your mouth and say 'lawsuit': An overview of dental malpractice</strong></td>
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<td><strong>Basic Business Organizations</strong></td>
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<td><strong>Criminal Law: What you say on Facebook may hurt you</strong></td>
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<td><strong>American Legal System: Part 1</strong></td>
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<td>Wednesday, August 27, 2014</td>
<td><strong>Superfund: Past, Present and is there a Future?</strong></td>
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<td>Thursday, August 28, 2014</td>
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<tr>
<td>Noon – 1:30 pm</td>
<td>Rebecca E. Patty, JD</td>
<td></td>
</tr>
<tr>
<td>Tuesday, September 9, 2014</td>
<td><strong>Deciphering the Medical Record - Basic</strong></td>
<td>General CLE</td>
</tr>
<tr>
<td>Noon – 1:30 pm</td>
<td>Amy H. Johnson</td>
<td></td>
</tr>
<tr>
<td>Wednesday, September 10, 2014</td>
<td><strong>Whose Cloud is it Anyway</strong></td>
<td>General CLE</td>
</tr>
<tr>
<td>Noon – 1:30 pm</td>
<td>Donna Chesteen, Esq.</td>
<td></td>
</tr>
<tr>
<td>Thursday, September 11, 2014</td>
<td><strong>To Our Advantage: H-1B Petition</strong></td>
<td>General CLE</td>
</tr>
<tr>
<td>Noon – 1:30 pm</td>
<td>Bobby T. Rimas</td>
<td></td>
</tr>
<tr>
<td>Friday, September 12, 2014</td>
<td><strong>Blue Book Review of Citing</strong></td>
<td>Certified Paralegal Exam Review</td>
</tr>
<tr>
<td>10 – 11:30 am</td>
<td>Mary Kubichek, JD</td>
<td>Advanced/General CLE</td>
</tr>
<tr>
<td>Day and Time Central Time</td>
<td>LIVE! Course</td>
<td>Category</td>
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<td>---------------------------</td>
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<tr>
<td>Friday, September 12, 2014 Noon – 1:30 pm</td>
<td>Bankruptcy Basics, Darleen T. Dozier, ACP</td>
<td>General CLE</td>
</tr>
<tr>
<td>Monday, September 15, 2014 Noon – 1:30 pm</td>
<td>USERRA Rights and Requirements, Donna C. Alderman, ACP</td>
<td>General CLE</td>
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<tr>
<td>Tuesday, September 16, 2014 Noon – 1:30 pm</td>
<td>Medical Malpractice, Mark Bain, Attorney</td>
<td>General CLE</td>
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<tr>
<td>Wednesday, September 17, 2014 Noon – 1:30 pm</td>
<td>Getting Dirty: Public Finance With a Real Estate Component, Eva M. Merrell, ACP</td>
<td>General CLE Intermediate</td>
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<tr>
<td>Thursday, September 18, 2014 Noon – 1:30 pm</td>
<td>Paralegal’s Role in e-Discovery, Dorothe J. McMahon, ACP</td>
<td>General CLE</td>
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<tr>
<td>Friday, September 19, 2014 Noon – 1:30 pm</td>
<td>Ultimate Trial Notebook, Christina L. Koch, ACP</td>
<td>General CLE</td>
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<tr>
<td>Monday, September 22, 2014 Noon – 1:30 pm</td>
<td>Environmental Law, Rebecca E. Patty, JD</td>
<td>General CLE</td>
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<tr>
<td>Tuesday, September 23, 2014 11 am – 12:30 pm</td>
<td>How to Legally Represent Claimants in Social Security Disability Appeals, Melvin E. Irvin, CP</td>
<td>General CLE</td>
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<tr>
<td>Tuesday, September 23, 2014 1 – 2:30 pm</td>
<td>ABCs of Family Law, Darleen T. Dozier, ACP</td>
<td>General CLE</td>
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<tr>
<td>Wednesday, September 24, 2014 Noon – 1:30 pm</td>
<td>Spanish Essentials for Paralegals: Client Interviews, Carla M. Valenzuela, CP</td>
<td>General CLE</td>
</tr>
<tr>
<td>Thursday, September 25, 2014 Noon – 1:30 pm</td>
<td>Technoethics: Ethical Challenges with New Technologies, Karin M. Scheehle, ACP</td>
<td>General CLE Ethics</td>
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<tr>
<td>Friday, September 26, 2014 11 am – 1 pm</td>
<td>Estates and Probate, Virginia Koerselman Newman, Attorney</td>
<td>General CLE</td>
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<tr>
<td>Monday, September 29, 2014 Noon – 2 pm</td>
<td>Deciphering the Medical Record - Intermediate, Amy H. Johnson</td>
<td>General CLE Intermediate</td>
</tr>
<tr>
<td>Tuesday, September 30, 2014 Noon – 1:30 pm</td>
<td>Who Wants to be Stress Free, Terry Halstead</td>
<td>General CLE Non-substantive</td>
</tr>
</tbody>
</table>
The Charity Team will be collecting school supply donations for the 2014 Cram the Van School Supply Drive at the membership meeting on July 22, 2014 or donations may delivered to Regina Vino on or before August 4, 2014.

Contact Regina at 444-0141 or regina@vlachosinjurylaw.com.

**NWFPA 2014 SEMINAR**

The Anatomy of Jury Selection, Deposition Taking, Settlements, and Medical Malpractice

DATE: SEPTEMBER 12, 2014
LOCATION: M.C. BLANCHARD, JURY ASSEMBLY ROOM

WHOLE DAY: $75.00 – ESRBA/NWFPA/PLSSA Members
$80.00 – Non-ESRBA, NWFPA or PLSSA Members
$30.00 – Students

HALF DAY: $50.00 – ESRBA/NWFPA/PLSSA Members
$55.00 – Non-ESRBA, NWFPA, or PLSSA Members
$25.00 – Students

Registration information coming soon
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   president@nwfpa.com

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   1stVP@nwfpa.com

2nd Vice-President: Jenice C. Jones, CP, FRP  
   2ndVP@nwfpa.com

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   treasurer@nwfpa.com

Parliamentarian: Sharon McCaul, CP  
   parliamentarian@nwfpa.com

NALA Liaison: Kristine M. Hill, ACP, FRP  
   NALA@nwfpa.com

NWFPA Mission Statement

The Northwest Florida Paralegal Association is dedicated to encouraging the ethical and professional growth of paralegals in the northwest Florida area by providing continuing education to members of the paralegal profession; by providing a venue for members to interact with other members of the legal community; and by supporting and carrying out the programs, purposes, aims and goals of the National Association of Legal Assistants, Inc.

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   jenice@coastalalg.com

   Elizabeth Crane
   Sylvia Jarrett
   Caroline Peterson
   Dana Martinez-Jones
   Taxie Lambert
   Tracey Parker
   Regina Vino, Proofreader
THANK YOU!

NWFPA SENDS A BIG THANK YOU TO THE LAW FIRM OF MOORE, HILL AND WESTMORELAND FOR SPONSORING COPIES OF THE NEWSLETTER FOR THE ASSOCIATION’S TABLE AT THE 2014 NALA CONVENTION!

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