EDITOR’S MESSAGE

By: Conni J. Hebert, ACP®

Pro bono work for me is personal. I think that every individual has something in their personal life that ignites a passion in them. That passion may be helping children in the foster system, volunteering at the soup kitchen, or feeding the homeless. For me, my passion is helping military veterans. Of course, being a military veteran myself, I understand the difficulties that veterans face. I believe that paralegals are in a unique position. Since we are not the attorney, we cannot actually provide the legal assistance to someone less fortunate; however, we are able to assist the pro bono attorney and that assistance can mean everything to someone less fortunate. Paralegals should be valued and appreciated for enabling more legal services to be provided to those in need. Paralegals can help build and expand pro bono programs, recruit volunteers, keep attorneys active in their pro bono assignments, and document pro bono activities.

According to the American Bar Association, involving paralegals in pro bono work can enhance the services a pro bono program provides for both clients and attorney volunteers by contributing supportive services to both. With attorney supervision, paralegals can perform a wide variety of activities within a pro bono program. The ABA Standing Committee on Paralegals has long promoted paralegal participation in pro bono work through its Model Guidelines for the Utilization of Paralegal Services which states that lawyers should facilitate legal assistant participation in pro bono activities. The ABA Center for Pro Bono’s Clearinghouse library contains additional materials concerning ways to facilitate pro bono participation by paralegals, including brochures and articles. For more information, please contact the ABA Center for Pro Bono, via email at abaprobono@americanbar.org or by telephone at (312) 988-5766.

The State Bar of Nevada supports the promotion of access to justice in Nevada. The Nevada Supreme Court Access to Justice Commission and the State Bar of Nevada strongly advocate that all attorneys utilize their legal skills and resources to participate in pro bono service; as a paralegal, you can enhance and assist in an attorney’s volunteer efforts. There are many Nevadans facing tremendous legal challenges.

Please visit www.onepromisenevada.org for more information about how the State Bar of Nevada is helping. The State Bar of Nevada – Paralegal Division is committed to encouraging participation in pro bono service. I encourage each of our members to give back to someone less fortunate, in some way, in any way.

SAVE THE DATE!

“Mix & Mingle”
Thursday, Oct. 26
5 p.m. to 7:30 p.m.
Join us for an evening of fun, food, drinks, and networking...and to Celebrate Pro Bono! Giveaways!
Conni Hebert, ACP, is a litigation paralegal at the law firm of Brownstein Hyatt Farber Schreck, LLP in Las Vegas. She has 25+ years of experience in the legal field. Before her legal career, Conni served active duty in the U.S. Air Force; she is a Desert Shield and Desert Storm veteran having received the National Defense Service Medal and the U.S. Air Force Achievement Medal for her contributions to the Gulf War mission. Conni is an expert marksman. While serving in the military, she earned her Associates Degree in Paralegal Studies, an ABA-approved program, from the American Institute in Phoenix, Arizona in 1993, graduating with cum laude honors. She is Westlaw Certified, Westlaw Next Certified, and has earned the LexisNexis Paralegal Certificate of Mastery. Conni is originally from Texas and has worked as a paralegal in Texas, Arizona, California, and Nevada. She is an Advanced Certified Paralegal (ACP) having earned the credential, with a specialization in Discovery, from the National Association of Legal Assistants-Paralegals (NALA) in 2012.

Conni serves on local college Paralegal Advisory Boards, providing input on the colleges’ paralegal programs. She is a frequent speaker at local colleges and in the legal community, addressing paralegal students about their future legal careers. Conni is a mentor to paralegals seeking to advance their careers. She also volunteers her time to pro bono service, regularly providing free notary services to veterans in need.

In her spare time, Conni enjoys Jeep off-roading, spending time on the beach with her pug, Dougie, and visiting her family, especially her grandsons, in Texas. She has a love for fashion and enjoys shopping at trendy boutiques. Conni is a member of Las Vegas CERT (Community Emergency Response Team) where she is trained in disaster preparedness and search and rescue. CERT is affiliated with the Department of Homeland Security and FEMA.

Conni Hebert, ACP received the 2016 NALA Affiliates Award at the 2016 NALA Conference & Expo in Tulsa, Oklahoma. His award is for outstanding contribution and dedication to the advancement of the paralegal profession through volunteer service to NALA-affiliated association.

Conni Hebert, ACP with Bryan Scott, State Bar Immediate Past President. Bryan previously served the Paralegal Division as its Board of Governors Liaison.

Conni Hebert ACP volunteered her notary services with Attorney General Adam Laxalt at the OMLA (Office of Military Legal Assistance) veteran’s clinic held at the VA Medical Center on January 27, 2017.
UPCOMING EVENTS

CONVENTIONS / SEMINARS:

- **AAFPE Annual Conference**
  WHEN: Oct. 18–21, 2017
  WHERE: Albuquerque, NM

- **State Bar Family Law Section “Family Law Conference”**
  WHEN: March 1-2, 2018
  WHERE: Bishop, CA

- **SNAP Annual CLE Seminar**
  WHEN: April 27, 2018
  WHERE: State Bar office - Reno, NV

- **High School Mock Trial Championships**
  WHEN: May 10-12, 2018
  WHERE: Reno, NV

- **NALA Annual Conference & Expo**
  WHEN: July 11–13, 2018
  WHERE: St. Louis, MO

- **State Bar of Nevada Annual Meeting**
  WHEN: July 12-14, 2018
  WHERE: Chicago, IL

- **NALS 67th Annual Education & Networking Conference**
  WHEN: Sept. 20-22, 2018
  WHERE: Phoenix, AZ

SOCIAL EVENTS:

- **Las Vegas “Mix & Mingle”** - October 26, 2017
  *SAVE THE DATE*

- **Reno “Mix & Mingle”** - May 2018
  *details coming soon*
PROBATE LAW UPDATES
Sponsored by the Las Vegas Valley Paralegal Association
WHEN: Tuesday, October 17, 2017, 6:00 p.m. to 7:00 p.m.
WHERE: Depo International, 703 S 8th St, Las Vegas, NV
SPEAKER: Jay Larsen, Esq., Gerrard Cox & Larsen
COST: $0 for LVVPA members / $10 for nonmembers
REGISTER: LVVPA at admin@lvvpa.org

LITIGATION FOR TRUSTS & ESTATES
Sponsored by NALA — The Paralegal Association
WHEN: Tuesday, October 24, 2017, 11:00 a.m. (CST)
WHERE: Webinar at www.nala.org
SPEAKER: Kara Greuel
COST: $39 for NALA members / $59 for nonmembers
REGISTER: NALA at www.nala.org

PARALEGAL PRACTICE TIPS FOR COMMERCIAL REAL ESTATE TRANSACTIONS
Sponsored by NALA — The Paralegal Association
WHEN: Thursday, October 26, 2017, 12:00 p.m. (CST)
WHERE: Webinar at www.nala.org
SPEAKER: Jennifer Devine, ACP
COST: $39 for NALA members / $59 for nonmembers
REGISTER: NALA at www.nala.org

JURY NULLIFICATION
Sponsored by NALA — The Paralegal Association
WHEN: Friday, November 3, 2017, 12:00 p.m. (CST)
WHERE: Webinar at www.nala.org
SPEAKER: Todd C. Richardson, J.D.
COST: $39 for NALA members / $59 for nonmembers
REGISTER: NALA at www.nala.org

DRAM SHOP CASE/LIQUOR LIABILITY LITIGATION
Sponsored by NALA — The Paralegal Association
WHEN: Friday, November 17, 2017, 10:00 a.m. (CST)
WHERE: Webinar at www.nala.org
SPEAKER: David B. Lail, Esq.
COST: $39 for NALA members / $59 for nonmembers
REGISTER: NALA at www.nala.org

INTERVIEWING REMINDERS & TIPS IN THE DIGITAL WORLD
Sponsored by NALA — The Paralegal Association
WHEN: Monday, December 4, 2017, 1:00 p.m. (CST)
WHERE: Webinar at www.nala.org
SPEAKER: Melissa Dawn Frick, ACP
COST: $39 for NALA members / $59 for nonmembers
REGISTER: NALA at www.nala.org

CONSUMER LAW: FRCP 26(a)(1) INITIAL DISCLOSURES
Sponsored by NALA — The Paralegal Association
WHEN: Thursday, December 7, 2017, 10:00 a.m. (CST)
WHERE: Webinar at www.nala.org
SPEAKER: Priya Bali, Esq., Sylvia Bolos, Esq., Laura Castello Branco, Paralegal
COST: $39 for NALA members / $59 for nonmembers
REGISTER: NALA at www.nala.org
2018
CONFERENCE
& EXPO

St. Louis, MO
July 11 - 13

Join paralegals from across the nation and attend the largest paralegal conference in the country.
The first years of a lawyer’s practice are a critical time in the development of professional habits, practices and character. To foster this transition, newly admitted attorneys with less than five years’ experience participate in the State Bar of Nevada’s Transitioning into Practice (TIP): A Mentor Program for Nevada Attorneys.

TIP is designed to provide transitional support to newly admitted attorneys as they enter practice. The program is not intended to provide substantive advice or training in the practice of law. Rather, the goals are to:

- Assist new lawyers in acquiring the practical skills and judgment necessary to practice in a highly competent manner;
- Train new lawyers on Nevada-specific rules and procedures not specifically taught in traditional learning environments;
- Sharpen and enhance the practical skills necessary to compete in today’s legal environment;
- Match new lawyers with more experienced lawyers for training in professionalism, ethics and civility;
- Provide support, foster relationships and create networking opportunities for newly admitted attorneys; and
- Provide a means for all Nevada attorneys to learn the importance of organizational mentoring, including the building of developmental networks and long-term mentoring relationships.

The Paralegal Division supports the TIP program and offers insights to new attorneys on how paralegals can benefit their practice. Specifically, the Paralegal Division can help new attorneys learn how to delegate billable work to paralegals, while freeing the attorney’s time for more substantive, higher-level tasks. By delegating an assignment to a paralegal, a law firm and its attorneys may provide their client with a cost savings as well. Delegation of billable work to experienced paralegals is something that law firms and their attorneys should seriously consider. Providing opportunities for paralegals to perform meaningful legal work may enhance the professional working relationship between the attorney and the paralegal. There are, of course, limits to what a paralegal can and can’t do. Depending on the area of practice, utilization of paralegals can vary from firm to firm.

Lynda Traves, CP and Anna Buchner, CP, Northern District Board Members of the Paralegal Division, at the State Bar of Nevada’s TIP Mixer in Reno on September 14, 2017.
The ABA Model Guidelines for the Utilization of Paralegal Services is a significant resource on the utilization of paralegals. A paralegal can improve their law firm’s practice. As a result, the attorney’s costs would be reduced, the attorneys would be able to lower their legal fees, and the clients would appreciate increased contact through the paralegal.

Specifically, paralegal time can be billed out separately to the client and at a lower rate; paralegals can be paid less than an attorney, yet handle many tasks (under an attorney’s supervision) that would otherwise be performed by an attorney, and the paralegal staff can be a profit center for a law firm’s practice.

Our new attorneys should also learn what a paralegal’s ethical responsibilities are, how to inform a client about a paralegal’s role, how to screen a paralegal to avoid conflicts, and what fees to charge for a paralegal’s work. Many new attorneys would also benefit from learning how to compensate a paralegal, how to recruit and hire a well-qualified paralegal, what qualities to look for when hiring a paralegal, what sort of educational programs a paralegal should have completed, and all about paralegal certifications.

All of this information is available at:

http://www.americanbar.org/groups/paralegals/resources/information_for_lawyers_how_paralegals_can_improve_your_practice.html.

Conni Hebert ACP, Chair of the Paralegal Division, at the State Bar of Nevada’s TIP Kick-Off event in Las Vegas on March 20, 2017.

Gene Leverty, President of the State Bar of Nevada, with Lynda Traves, CP and Anna Buchner, CP, Northern District Board Members of the Paralegal Division, at the State Bar of Nevada’s TIP Mixer in Reno on September 14, 2017.
American Bar Association’s Policy Encouraging Paralegal Pro Bono Service

The ABA Standing Committee on Paralegals has long promoted paralegal participation in pro bono work through its Model Guidelines for the Utilization of Paralegal Services which states that lawyers should facilitate legal assistant participation in pro bono activities.
VOLUNTEER OPPORTUNITIES
FOR NON-LAWYERS

Volunteer for our annual
FREE WILLS CARNIVAL
For Seniors, Veterans and Low-Income Nevadans
Thursday, October 26th 10:00 a.m. - 2:00 p.m.
at VegasPBS
5050 East Flamingo Road
Las Vegas NV 89121
In recognition of the American Bar Association’s
National Celebrate Pro Bono Week, volunteer
attorneys will provide FREE legal consultations
for small estate planning*, including on-site
preparation of wills and advance care directives.
Contact Yrene Chavez at 702-386-0404x145 or
ychavez@nlslaw.net to
sign up to volunteer! Shifts are available.

PARALEGALS: Your notary services are needed! Sign up to volunteer today!
State Bar of Nevada - Paralegal Division invites you to a

mix and mingle

Save the Date

OCTOBER 26, 2017
5:00 - 7:30 pm

RSVP to Conni Hebert, ACP:
chebert@bhfs.com

hosted by: Litigation Services
Nevada:
This bill increases the penalty from a fine up to $2,000 to a category D felony when notaries public and document preparation services are found guilty in a criminal prosecution matter for providing fraudulently legal services and failure to comply with the restrictions imposed by law.

Summary:
Assembly Bill 148 increases penalties for certain offenses by Notaries and document preparation services.

Signed: June 01, 2017
Effective: October 01, 2017
Analysis:
Assembly Bill 148 toughens several penalties in the statutes governing Notaries and document preparation services. The tougher penalties for Notaries and employers of Notaries are in those sections of the law dealing with advertising Notary services in a foreign language and use of prohibited terms such as "notario." Additionally, the greater category D felony applies to a Notary who willfully notarizes the signature of any person who is not in the presence of the Notary and is not properly identified by the Notary. The category D penalty for document preparation services, which are essentially individuals or businesses that provide non-legal services to the public, covers any violation in Chapter 240A.

Nevada:
This bill relates to document preparation services; revising the definition of a "document preparation service"; prohibiting a person providing a document preparation service from advertising or representing himself or herself as a paralegal or legal assistant; requiring certain fees to register or renew registration as a document preparation services; and providing other matters properly relating thereto.

Summary:
Nevada Assembly Bill 324's definition of a "Document Preparation Service" includes "paralegals not working under the direct supervision of a licensed attorney." In other words, homebased or "freelance" paralegals NOT under the direct supervision of an attorney must be registered, bonded, and licensed with the State of Nevada as a Document Preparation Service.

Signed: May 29, 2017
Approved by the Governor: May 19, 2017
Analysis:
Existing law establishes requirements for the registration and practice of a person who provides a document preparation service, which includes: (1) defining a document preparation service; (2) requiring persons who provide a document preparation service to register with the Secretary of State; (3) exempting certain persons from registering as a document preparation service; and (4) prohibiting a person who provides a document preparation service from committing certain acts. (Chapter 240A of NRS) Section 1 of this bill expands the definition of document preparation service to include a person who, for compensation, assists a client in preparing all or substantially all of a federal or state tax return or a claim for a tax refund, excluding a certified public accountant who is licensed in this State or a financial planner who is subject to certain state requirements. Section 1 further provides that paralegals are included, under certain circumstances, in the definition of document preparation service. Section 1 also removes the exemption from the registration requirements for an enrolled agent who is authorized to practice before the Internal Revenue Service. Section 2 of this bill requires a person who registers as a document preparation service to pay an application fee of $50. Section 3 of this bill requires a person who wishes to renew his or her registration as a document preparation service to pay a renewal fee of $25 every year upon the expiration of the registration. Section 4 of this bill prohibits a person who provides document preparation services from advertising or representing himself or herself as a paralegal or legal assistant, which implies that the person is operating under the direction and supervision of an attorney.

For information regarding Document Preparation Services in Nevada, visit the Nevada Secretary of State webpage: http://nvsos.gov/sos/licensing/document-preparation-services

Or contact the Document Preparation Services office via phone or email:
Email: docprep@sos.nv.gov    Phone: Direct (702) 486-2614    Toll free 1-800-450-8594 option 6
ABOUT THE CLARK COUNTY BAR ASSOCIATION

The Clark County Bar Association (CCBA) is a 501(c)(6), non-profit, voluntary member organization with annual membership opportunities for attorneys, judges, legal assistants, legal secretaries, law students, and merchants. While membership is concentrated in southern Nevada, CCBA also has members scattered throughout the state and nation.

The Purpose of the Clark County Bar Association is to:

- Provide Meaningful Services to Members
- Provide Opportunities for Collegiality and Social Interaction
- Perform Outreach Services to the Community at Large
- Promote Professionalism

MEMBERSHIP BENEFITS:
Advertising discounts, Areas of Practice listings, Las Vegas 51s Baseball tickets, CLE seminar discounts, Communique subscription, Clark County Bar News, event & networking opportunities, rental car discounts, and much more!

SPECIAL OFFER FOR PARALEGALS!

Special Offers for members of the Las Vegas Valley Paralegal Association

CCBA/LVVPA Dual Membership – Are you a current member of the Las Vegas Valley Paralegal Association (LVVPA)? If so, you can join CCBA for only $25! If you aren’t currently an LVVPA member, did you know that legal assistants can join the Clark County Bar Association and then benefit from dual membership with the Las Vegas Valley Paralegal Association? Download the CCBA/LVVPA Dual Membership Application (PDF): CCBA-LVVPA-Dual-Membership-Offer

NOTE: Membership to the Clark County Bar Association (CCBA) is offered to individual people on an annual basis (January 1 through December 31). Memberships will expire on December 31 of the membership.
CLARK COUNTY BAR LUNCHEON
Update Q & A with State Bar Counsel Stan Huntenton

Date: Thursday, October 26, 2017 • Noon to 1:30 p.m.

Location:
Morton's The Steakhouse
400 E Flamingo Rd, Las Vegas, NV

RSVP with payment and entrée choice to Clark County Bar Association by October 20, 2017 to attend this event.

Get registration forms at https://www.clarkcountybar.org/ccba-events/ethics-cle-luncheon/ or call CCBA at (702) 387-6011 (8 a.m.-4 p.m., Mon. - Fri., excluding major holidays).

COMMUNITY SERVICE ACTIVITY
Light the Night Walk

Date: Saturday, November 4, 2017 • 4 p.m. to 8 p.m.

Location:
UNLV Thomas & Mack Center
4505 S. Maryland Pkwy., Las Vegas, NV

What: Light The Night Walk – An opportunity for CCBA members to participate in the non-competitive walk presented by the Southern Nevada Chapter of The Leukemia & Lymphoma Society (LLS) and to benefit the LLS.

Walk with CCBA:
Sign up online via our team page at http://pages.lightthenight.org/snv/LasVegas17/clarkcountybarassociation.

Contact: Steph Abbott at (702) 387-6011, stephabbott@clarkcountybar.org
INTERESTED IN LEARNING MORE ABOUT THE PARALEGAL DIVISION?

Contact CHAIR: CONNI HEBERT, ACP® at CHEBERT@BHFS.COM

Paralegal Division Members:

Keep your contact information updated to continue to receive complimentary issues of The Paralegal Journal

Subscribe to our monthly Paralegal Bulletin. Email chebert@bhfs.com with your info.

Disclaimer: The content in this newsletter is not intended to be legal advice. In some instances, the opinions expressed in certain materials contained in this newsletter are the opinions of the individual author and may not reflect the opinions of The State Bar of Nevada. The State Bar of Nevada — Paralegal Division does not endorse, and is not responsible for, any third-party content that may be accessed via this newsletter. The hypertext links herein are provided for your convenience only and The State Bar of Nevada — Paralegal Division disclaims any and all liability or responsibility for them, including any content or services provided to you by such web sites. The State Bar of Nevada — Paralegal Division does not warrant that this newsletter or any third party site, or any of its functions, will be error free, or that any connections may not be interrupted. The State Bar of Nevada — Paralegal Division is not a law firm and cannot give legal advice. If you have a legal issue, you should immediately seek the advice of a licensed attorney. This newsletter contains information about the State Bar of Nevada — Paralegal Division organization and the paralegal profession. The information is not legal advice and should not be treated as such.