EDITOR’S MESSAGE
By Conni J. Hebert, ACP®

I hear this often… “So, what’s in it for me? Why should I join a paralegal association?” These are the same questions I hear over and over again. I’ve been a paralegal for a long, long time and throughout my career I have always participated in the professional association in each community in which I’ve lived and worked. The benefits of doing so have been clear and obvious to me from early on, and I am continually stunned when I come across other paralegals, many of whom I consider to be otherwise professional in most regards, who intentionally elect not to join their organizations and actively participate. Of course, back when my career began, we needed to band together to stand up for ourselves. We wanted to differentiate ourselves from legal secretaries by task, accomplishment and skill, thus gaining recognition and respect for the distinct level of our contribution to the legal field.

Membership in a paralegal association shows commitment to excellence, quality and professionalism. Many attorneys are now encouraging their paralegals to attain and maintain membership in a paralegal organization as a mark of their professionalism. Most large law firms and many small law firms will pay your organizational membership dues; you just need to ask.

For paralegals going through the process of certification, a benefit of joining a paralegal association is the chance to enroll in a review course or study group that will help you pass the certification exam. These review courses are usually given in partnership with an educational institution where the review will be held.

Another benefit of membership is that it provides paralegals with subscriptions to newsletters and other publications that feature upcoming events such as conferences, seminars, meetings and even career opportunities. These resources also provide helpful information about paralegals, the paralegal industry and the workplace. Associations offer a wealth of contact information. When paralegals cannot find an expert, or need a form or a sample pleading, they can reach out to members of their local paralegal association and find that many stand ready to provide a shortcut to research and contacts, often saving hours of frustration and searching.

(Cont’d on page 2)
The paralegal associations keep members informed of changes in local rules, law, courthouse updates and what’s going on in the community. Paralegal associations can be a great one stop resource. Their newsletters offer interesting articles on topics that matter to paralegals. Membership also gives paralegals a social connection to people who think like they do.

However, it is important to note that membership in an organization alone will not be enough. Paralegals can only benefit from membership if they actually participate in the programs that the paralegal association has planned for its members. Volunteering, and even leading activities, is also one way for paralegals to get to know the industry more intimately. It offers an opportunity to network with lawyers, other paralegals and other legal professionals all over the country who could help advance their careers down the road.

There are professional organizations in every field. But are the yearly dues worth it to join? While each and every organization is different, the short answer is most often “yes,” — especially if you are young and just starting out in your career. Many professional organizations offer scholarships for college members and mentors for those in internships or entry-level positions. They can also offer insight into how the industry works and how to navigate it, as well as offering professional development courses. Additionally, the membership dues are often lowered substantially for students.

Here is a summary of the benefits to joining a professional organization:

**JOBS**
Many professional organizations help their members find jobs, or, at the very least, offer up job listings that other members may be offering. As we all know, most job opportunities are not advertised in the newspaper. The legal community is close knit, and I have found that attorneys refer not only clients to one another on a regular basis but staff as well. Often, people within legal associations know about job openings before they are made public.

**MENTORING**
Mentoring is the cornerstone of many professional organizations when it comes to working with younger members. You may never get in the room with someone at the top of your field for a very long time, but professional organizations have the ability to pair you with someone much more experienced.

**PROFESSIONAL DEVELOPMENT**
Many organizations offer professional development via courses, workshops, publications, and information on their website shared only with members. They also keep members up to date on industry trends and how to deal with them. Some organizations offer news and print coverage of their seminars and annual conferences, and they encourage student involvement, which is an excellent opportunity to gain experience.

**NETWORKING**
Most organizations have an annual conference. This is an opportunity for you to meet and socialize with others in your field in both professional and casual settings. There is also often a job fair where you can make contact and stay up to date with the very people who hire — even if they’re not hiring right now. Social events such as “mix and mingles” held by professional organizations are an excellent opportunity to meet others in your field and learn from them.

**Pro Bono / Community Involvement**
Pro bono volunteering is an opportunity to gain experience and do something good for your community. Volunteering provides an excellent opportunity to network with other paralegals, lawyers and professionals. Many paralegal associations allow for ample opportunities to participate in pro bono activities and volunteer in the community.

Paralegal professionals have worked hard to gain our status, and we need to stand together to continuously assert ownership of it. We ARE different from other law firm staff members. I encourage each and every paralegal to join their local paralegal association, their state bar’s paralegal division, and a national paralegal association, and then actually participate in some way. It is so very important to be connected and to stay involved. You will reap the benefits if you put in some effort. Only those who feed their passion see growth and their full potential realized. Reach for the paralegal stars... join an association today and get involved!

Conni is the Chair of the State Bar of Nevada – Paralegal Division, the NALA Liaison for Las Vegas Valley Paralegal Association, and a litigation paralegal at Brownstein Hyatt Farber Schreck, LLP. Conni can be reached via email: chebert@bhfs.com and on LinkedIn: www.linkedin.com/in/connihebert.
Upcoming Events

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

- **LVVPA Annual CLE Seminar**
  **WHEN:** April 14, 2018  
  **WHERE:** Northwest Career College - Las Vegas, NV

- **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

- **Reno “Mix & Mingle”** - April 27, 2018  
  *Sierra Gold, 5 to 7 p.m.*
## CLE CENTER

### ADR IN A NUTSHELL & CHANGES TO THE ADR PROGRAM
*Sponsored by the Clark County Bar Association*

**When:** Thursday, April 12, 2018, 12:00 p.m. to 1:00 p.m.

**Where:** Depo International, 703 S 8th St, Las Vegas, NV

**Speaker:** 8th Judicial District ADR Commissioner Erin Lee Truman

**Cost:** $30/$15 for CCBA members / $45/$25 for nonmembers

**Register:** CCBA at [www.clarkcountybar.org](http://www.clarkcountybar.org)

### UNAUTHORIZED PRACTICE OF LAW
*Sponsored by NALA — The Paralegal Association*

**When:** Friday, April 13, 2018, 10:00 a.m.

**Where:** Webinar at [www.nala.org](http://www.nala.org)

**Speaker:** Kristin Tormey

**Cost:** $39 for NALA members / $59 for nonmembers

**Register:** NALA at [www.nala.org](http://www.nala.org)

### COPYRIGHT LAW IN A DIGITAL WORLD: A BASIC GUIDE FOR PARALEGALS
*Sponsored by NALA — The Paralegal Association*

**When:** Monday, April 16, 2018, 11:00 a.m.

**Where:** Webinar at [www.nala.org](http://www.nala.org)

**Speaker:** Regina Thomas, Esq.

**Cost:** $39 for NALA members / $59 for nonmembers

**Register:** NALA at [www.nala.org](http://www.nala.org)

### ADDRESSING BULLYING IN THE LEGAL WORKPLACE
*Sponsored by NALA — The Paralegal Association*

**When:** Friday, April 27, 2018, 8:00 a.m.

**Where:** Webinar at [www.nala.org](http://www.nala.org)

**Speaker:** Camay McClure

**Cost:** $39 for NALA members / $59 for nonmembers

**Register:** NALA at [www.nala.org](http://www.nala.org)

### JUDICIARY & NATIONAL SECURITY—WAR, TERRORISM, AND DAILY LIFE
*Sponsored by NALA — The Paralegal Association*

**When:** Wednesday, May 9, 2018, 9:00 a.m.

**Where:** Webinar at [www.nala.org](http://www.nala.org)

**Speaker:** Wayne McCormack, Esq.

**Cost:** $39 for NALA members / $59 for nonmembers

**Register:** NALA at [www.nala.org](http://www.nala.org)

### HEARSAY AND CONFRONTATION CLAUSE: FEDERAL RULES OF EVIDENCE
*Sponsored by NALA — The Paralegal Association*

**When:** Friday, May 18, 2018, 10:00 a.m.

**Where:** Webinar at [www.nala.org](http://www.nala.org)

**Speaker:** Louisa Heiny

**Cost:** $39 for NALA members / $59 for nonmembers

**Register:** NALA at [www.nala.org](http://www.nala.org)

### PERSONAL INJURY DAMAGES
*Sponsored by NALA — The Paralegal Association*

**When:** Thursday, May 31, 2018, 8:00 a.m.

**Where:** Webinar at [www.nala.org](http://www.nala.org)

**Speaker:** Thomas Sinas, Esq.

**Cost:** $39 for NALA members / $59 for nonmembers

**Register:** NALA at [www.nala.org](http://www.nala.org)
Let’s address computation of time under NRCP 6(a), in conjunction with NRCP 6(e). Specifically, when computing time for a deadline where the prescribed period is less than 11 days (e.g., ten days to file an opposition to a motion), you exclude Saturdays, Sundays and non-judicial days. Under NRCP 6(e), three days are added to the time prescribed when service of the document was made by mail or by electronic means.

The confusion here, at least when service was by mail or electronic means, is that do you add three days to the prescribed period or do you compute your time prescribed under NRCP 6(a) and then add the three days allowed under NRCP 6(e)? You may have decided to cautiously calendar an early deadline just to be safe and make sure a filing was timely. While calendaring under this “safe” computation method may seem sound, doing so only serves to create arbitrary deadlines and cause unnecessary early filings. Attorneys, paralegals and other legal support staff are forced to meet stressful, tight deadlines that, going with the “safe” computation method, further constrain an already crowded litigation calendar. Furthermore, you may think, based off of your “safe” computation method, that opposing counsel missed a major opposition deadline, but don’t be quick to file that Notice of Non-Opposition quite yet. Let’s settle this debate once and for all so as to alleviate any miscomputations of deadlines.

In the Nevada Supreme Court decision of Winston Products Company, Inc. v. Deboer, 122 Nev. 517, 134 P.3d 726 (2006), the Court gave the following opinion on computing time under NRCP 6: “[w]e conclude that the ‘period of time prescribed’ in NRCP 6(a) does not include the 3-days allowance for service by mail under NRCP 6(e). Therefore, the filing period for a tolling motion is computed first under NRCP 6(a), and then three additional days are added under NRCP 6(e) when service was made by mail or electronic means.” Id. For example, if a motion was served by mail on Monday, February 12, 2018, the deadline to file an opposition would be March 2, 2018 (EDCR 2.20 (e) provides a deadline of ten days from service of the motion). See NRCP 6(a) and NRCP 6(e). We arrive at this deadline by first computing the ten-day deadline as prescribed by NRCP 6(a) — excluding the date of service, weekends and President’s Day (a non-judicial day). The tenth day falls on February 27, 2018, which would be the opposition deadline if the motion was served by hand delivery. Thereafter, we would add the additional three days for service by mail as prescribed by NRCP 6(e), and we arrive at March 2, 2018 as our deadline.

The next time you perform a computation of time, consider and follow the Winston decision and you will have no doubt that your computed deadline is accurate.

Daniel Maul is a Board Member of the State Bar of Nevada – Paralegal Division and a commercial litigation paralegal at Fennemore Craig, P.C. Daniel can be reached via email: dmaul@fclaw.com.
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A PARALEGAL’S ROLE IN PREPARING WITNESSES FOR DEPOSITION

A paralegal’s role in preparing witnesses for deposition can make all the difference in its outcome. Whether your firm represents the witness or not, sound advice about how to answer questions and informing the witness about procedures can make them more comfortable the day of their deposition.

Deposition Procedures

Most witnesses have never testified in a deposition before, and even expert witnesses may take their “expert” role a little too far, assuming they know full well how to navigate deposition procedures. A paralegal’s role is to accurately and transparently explain how the deposition procedure works so that the witness isn’t overly anxious or excited in the deposition. Some of the things you may instruct them might be:

- What a deposition is, why you aren’t in court, what a court reporter is, and where their testimony might end up.

- How to respond to objections and when to let the attorneys sort things out.

- Why they have been called as a witness.

- The consequences of breaking rules of the deposition. It may be best to make a checklist or one-pager to help them understand how they fit into the litigation puzzle.

Dealing with Attorneys, Court Reporters, and Anxiety

Attorneys often refer to the witness as the person in the “hot seat,” but it doesn’t have to be that way. One of the greatest fears of people is public speaking, and there’s little more intimidating than the fear of making a mistake in a room full of lawyers. No matter the circumstances surrounding the testimony, here are a few pieces of advice on dealing with attorneys, court reporters, and anxiety in depositions:

- **Pay Attention**  – Depositions can often go on for hours or even days at a time, and most of the “juicy” material typically comes at the end of the day when everyone is ready to go home (if they weren’t ready to go when they got there). Staying focused and reminding yourself where you are in the process is a good way to keep your composure.

- **Stay on Topic** – It’s easy to become conversational in a deposition, but it’s not always appropriate. Remind your witness that every utterance is caught by the court reporter and even something as innocent as witty banter, hyperbole, or sarcasm might be misconstrued when read on a black-and-white transcript.

- **Understand before Answering** – No one enjoys seeming like the inexperienced one in the room, but that’s often the case in a deposition setting. Rather than ask questions, some witnesses may try to answer a question they don’t fully understand. Instructing a witness to clarify when they don’t understand is one of the golden rules of depositions.

- **When Guessing is Okay** – Guessing is for experts in most states, yet many non-expert witnesses will try to surmise something they don’t have full knowledge of. In this scenario, guessing is inappropriate and the witness should be instructed to only answer what they know with full confidence.

(Cont’d on next page)
A PARALEGAL’S ROLE IN PREPARING WITNESSES FOR DEPOSITION, cont.

- **Staying Calm** – Sometimes attorneys get frustrated during a deposition. Maybe it’s because of other attorneys, their own case, or maybe they aren’t getting the answers they expected. Staying calm and not letting others make you uncomfortable is always a good piece of advice.

- **Testifying is not Conversation** – Often attorneys may try to become too conversational with a witness, which makes the court reporter’s job (and the transcript) a nightmare. Leaving time for attorneys to argue during objections, and not speaking over one another, is imperative to a good record. Speaking at a reasonable pace and at a volume that can be heard by the entire room will also ensure that everything that is said is properly recorded by the reporter.

80 percent of Communication is Nonverbal

A transcript is black and white, but body language can tell experienced attorneys a great deal more than the words that are coming out of the witness. Things like fidgeting, sweaty palms, or quick glances over to the attorney are all clues that a witness is nervous or untruthful.

- Good posture isn’t just important for the back, it also conveys a sense of confidence and truthfulness, especially when the deposition is being video-recorded.

- Emotions in all forms can give attorneys clues into what the witness is thinking, so avoiding behaviors that exhibit anger or frustration is specifically important.

- A certain level of eye contact or lack thereof can leave an impression of dishonesty.

Mock Depositions

Holding mock depositions are great ways to give your witness a taste of what it will be like in a real deposition without exposing them to opposing counsel. Mock depositions give a paralegal or their attorney the opportunity to play devil’s advocate with an inexperienced witness. Asking the tough questions in the context of a mock deposition scenario allows the witness to experience the pressure of having to think on their feet when they come across questions they didn’t expect.

For any questions relating to witness preparation, scheduling depositions, or any deposition-related questions, call Depo International at (702) 386-9322 or visit [www.DepoInternational.com](http://www.DepoInternational.com).
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Pro Bono Corner

Thanks to Volunteer Paralegals, from the Nevada Supreme Court

The Nevada Supreme Court Access to Justice Commission would like to thank and recognize paralegals for volunteering to help survey and input data for the 2017-18 Statewide Study of Legal Needs and Economic Impacts. This study is critical since it’s been a decade since the last survey. Volunteers helped save significant dollars, we surpassed our goal of 1,000 surveys collected, and we have valid and reliable data we can count on because of you! You have helped to improve access to justice for Nevadans in need. THANK YOU!

Brad Lewis
Director
Access to Justice

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 paralegals are needed to witness and notarize legal documents... CALL (775) 684-1100 TODAY to sign up for a wills workshop near you!

FREE LEGAL ADVICE FOR VETERANS AT OMLA WILLS WORKSHOPS:

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<tr>
<th>Las Vegas VA Med Center</th>
<th>Reno VA Med Center</th>
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<tr>
<td>6900 N. Pecos Rd., North Las Vegas, NV</td>
<td>975 Kirman Ave., Reno, NV</td>
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<td>Auditorium 10:00-2:00 CHECK IN BY NOON</td>
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<td>February 23-24, 2018</td>
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<td>May 11-12, 2018</td>
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For more information, please call 775.684.1100 or visit us at www.nvagomla.nv.gov
2018 NATIONAL HIGH SCHOOL MOCK TRIAL COMPETITION

GET ACTIVE! WE NEED YOU!

Have you ever been involved with a high school mock trial competition? Now is the time! We need volunteers to ensure the success of the biggest law-related education event in Nevada's history.

The Date: May 10 – 12, 2018
Location: All Courthouses – Reno, Nevada

Teams from across the United States (and several foreign countries) will descend upon Northern Nevada to compete for the national title. Participants, coaches and parents numbering in excess of 1,500 will be on hand for the competition. It is guaranteed that you will be amazed and impressed with the dedication of these young men and women.

The Nevada Bar Foundation and the State Bar of Nevada are the joint sponsors of the 2018 NHSMT Championship. It is first time the State of Nevada has hosted this prestigious event, and we need YOU to volunteer to help.

The theme for the Nevada competition is “BELIEVE.” The theme was inspired by the sculpture prominently displayed in the City Plaza in downtown Reno. The sculpture maintains the fitting quote: “Imagine with all your Mind. Believe with all your Heart. Achieve with all your Might.”

Not only is the “believe” theme appropriate for the championship, but it also applies to the members, colleagues and friends of the Nevada bar. We believe our membership will step up and volunteer to make the competition outstandingly successful. It is the goal of the Nevada legal community to make the 35th National Championship competition something truly special. The championship was started in 1984 with the first competition held in Des Moines, Iowa. Nevada is proud to have been selected to host this year’s event.

These competitive mock trial events assist our youth in gaining a true understanding of the legal profession. Members of our legal community, such as long-time coaches Don Christensen and Bob Eisenberg, have devoted years to high school mock trial competitions. They were asked to contact former members of their high school mock trial teams to describe how participating in mock trials affected them as they moved forward in life and in their careers. Here are a couple of the responses:

Raga Siddarharthan wrote, “Mock trial was a great experience for me.... I was very shy and reserved in high school.... The skills I learned in mock trial have allowed me to excel and become a surgeon.”

Stephanie Baez wrote, “First, mock trial is the reason I went to law school. The program provided a glimpse into what it’s really like to be a lawyer, to strategize about a case and to prepare for court. The program was a great way to test-drive a career before making the big decision about whether to go to law
school. Plus, the practical pointers I learned in mock trial are tips that I still remember and use as a practicing lawyer today.”

There are many more stories about how high school mock trial competitions have positive and life-changing effects on students. The stated goal of the championship program is to promote an understanding and appreciation of the American judicial system through academic competitions. The effective goal is to help our youth reach their full potential and be assets to our community.

We need at least 300 attorneys to serve as presiding judges, scoring judges and general volunteers for the competition. While sign-up and support from our legal community has been brisk, there is still a ways to go! We need all the members of the Nevada legal community to step up and assist. We want to demonstrate to students, coaches and their families that Nevada’s legal community can put on the most successful national championship competition to date.

AGAIN – WE NEED YOU!

Please volunteer to help this most important project. We need attorneys, paralegals, legal staff, and community members to volunteer to assist with the competition. Volunteers will be assigned important tasks such as courtroom liaisons, registration helpers and “human arrows” to help direct students to competition and event venues. Take a minute and sign up to volunteer!! Once YOU have signed up, please recruit others in your office, home and community to help the national championship competition be a success. Sign-ups take less than three minutes!! Just visit our webpage: www.nvmocktrial.com. The website provides all the information about the event, so please register online by clicking on the “Volunteer” link at the bottom of the page. Your commitment will change the lives of these young and talented students! (cont. next page)
MOCK TRIAL COMPETITION, Cont’d

VOLUNTEERING IS EASY!!

Many of you have been involved with mock trial here in Nevada or at other regional or state competitions. If you have been involved before or want to see what this is all about prior to the national competition, please sign up as a scoring judge or a volunteer at any of the three upcoming Nevada events: Southern Nevada Regional Competition in Las Vegas (Saturday, February 10); the Northern Nevada Regional Competition in Reno (February 16), or the Nevada State Competition (March 2 and 3 in Las Vegas).

Volunteer shifts take about four hours per round, which includes a brief orientation before the round begins. You still have time to jump in and become a judge or scoring judge at the state competitions, which will prepare you to judge at the national championship. If you cannot volunteer for the state competitions, do not worry, we still need your help at the 2018 National High School Mock Trial Championship. To volunteer to assist at the Nevada state regional and state competitions visit: www.nvmocktrial.com and select “Volunteer” and have some fun!!

This competition is the biggest event the State Bar of Nevada has hosted in its long history. We want every attorney to step up and assist us to make it successful. We want to demonstrate to students, coaches and their families that Nevada’s legal community can put on the most successful championship to date.

Thank you for going the extra mile by registering to be a volunteer.

There is no better feeling than giving back, so make your day by registering right now as a judge or volunteer for the 2018 National High School Mock Trial Championship on May 10-12, 2018.

WE REALLY NEED YOU. WE DO!

Paul A. Matteoni is a partner at Lewis Roca Rothgerber Christie in the Litigation Practice Group. Paul can be reached via email at: pmatteoni@lrrc.com.

“Volunteers are not paid not because they are worthless, but because they are priceless.”

-Author Unknown
To Do Lists? Get Real!

Would You Like to Be Organized? Of course you would! Unfortunately there is no magic pill, no easy way to accomplish that. Instead, getting organized requires a plan with work that never ends. The basic plan is your To Do list. These tips will help you get your To Do list under control and working for you.

Where Do You Start? Clear Your Head!

- Take a few minutes to write down everything you have to do.
- Delete anything that does not fit into your life or is unnecessary.
- Divide the list into things you “have to do” and “want to do.”
- From your “have to do” list, make a priority list of just three-seven things.
- Tackle your priority list each day.
- At the end of the day, cross off the things you completed.
- Start all over again the next day with three-seven priority tasks.
- Review your To Do list regularly — ideally at the beginning, middle and end of your day, but at a minimum review it once a day.

Taking Action

- Be realistic; do not try to do everything at once.
- If you are tackling a task and do not know where to begin ask yourself:
  - What comes to mind when I think of this task?
  - What would I tell someone else to do first?
- Set a time to actually do the task. Remember, while deadlines are great motivators, you should be taking steps all along to reach the deadline.
- If you cannot seem to get the things on your list done, you may have planned tasks that are too large. Ask yourself:
  - Do I need to re-define the project?
  - What is one thing I could do to move the project forward?

Timing

- When you choose your high-priority tasks for the day, consider how long each will take and plan for that.
- Do not plan so many tasks for a day that you cannot complete everything.
- Give yourself more time to perform a task than you expect it to take.
- Be flexible: life happens, and despite your best planning things do not always work out the way you want them to.
- Create To Do lists with beginning and end times; refer to your lists and stick with the time.

Planning

- Write down what you plan to do. Post your plan where you will see it and use it.
- Plan your errands around a location. (Example: plan to do everything you need to do downtown at one time.)
- Schedule time with yourself to actually do the projects on your list; do not just write down due dates.
- All projects include tasks other than the project. Plan for time to do the separate pieces: gather information, do research, etc.

Be Prepared

- Always carry something to do while you are waiting so you use your down time productively. (Suggestions: a book, needlework, note cards.)
- Always keep a notepad nearby. When you think of something not associated with the task you are doing, write it down so that you do not forget it. Do NOT stop what you are doing to take care of it!
- Always keep your calendar and your To Do list with you.

Your “Want To Do” List

- If you spend all your time doing only the things you “have to do,” you will never have time to relax and do the things you “want to do.”
- Plan some time every day to work on things YOU want to do. This may mean saving something from your “have to do” list for another day.
- Remember: the world will not stop if you take time for yourself. The tasks you “have to do” will still be waiting for you.

Stop

- Schedule a wrap-up time. Do not work on your list until it is done.
- If you have trouble stopping, set an alarm or have someone call you five or ten minutes BEFORE you need to stop working.
- Always ask: "Am I doing the right things on my ‘have to do’ list?" You are IF what you are doing is moving you closer to your goals.

Following these steps should help you plan your To Do lists, complete tasks on your lists, and reach the goals you set for yourself. The result? Success!

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Vicki Voisin, “The Paralegal Mentor,” delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She is the co-author of The Professional Paralegal: A Guide to Finding a Job and Career Success. Vicki publishes Paralegal Strategies, a weekly e-newsletter for paralegals, and co-hosts The Paralegal Voice, a monthly podcast produced by Legal Talk Network. More information is available at www.paralegalmentor.com where subscribers receive Vicki’s 151 Tips for Your Career Success.
A “document preparation service” is an individual who, for compensation and under the direction of a client, provides assistance in certain legal matters; or any proceeding, filing or action otherwise affecting the legal rights, duties, obligations or liabilities of a person and is required to be registered with the Nevada Secretary of State. (NRS 240A.030)

Definition includes, without limitation:
- Preparing or completing any pleading, application or other document for the client;
- Translating an answer to a question posed in such a document;
- Securing any supporting document, such as a birth certificate, required in connection with the legal matter;
- Submitting a completed document on behalf of the client to a court or administrative agency; or
- Preparing or assisting in the preparation of all or substantially all of a federal or state tax return or claim for a tax refund;
- A paralegal who performs one or more of the actions described unless the paralegal works under the direction and supervision of an attorney authorized to practice law in this State;
- A bankruptcy petition preparer as defined by section 110 of the United States Bankruptcy Code, 11 U.S.C. § 110; or
- Holds himself or herself out as a person who provides such services.

QUALIFICATIONS:

An individual wishing to register as a document preparation service must meet the following requirements:
- Be a citizen or legal resident of the United States or hold a valid current Employment Authorization Document;
- Be at least 18 years of age;
- Not be currently suspended or been disbarred from the practice of law in any jurisdiction;
- Not have had document preparation registration previously revoked by the Secretary of State;
- Not have been previously convicted of or entered a plea of guilty, guilty by mentally ill or nolo contendere to, a gross misdemeanor pursuant to NRS 240A.290;
- In the 10 years immediately preceding the date of application:
  - Not been convicted of, or entered a plea of guilty, guilty but mentally ill or nolo contendere to, a crime involving theft, fraud or dishonesty;
  - Not been convicted of, or entered a plea of guilty, guilty but mentally ill or nolo contendere to, the unauthorized practice of law in any jurisdiction;
  - Not been adjudged by a court to have committed an act involving theft, fraud or dishonesty.
Assembly Bill 324  
(Effective July 1, 2017)

AB 324 creates new registration requirements for Document Preparation Services and requires an application fee of $50 at initial registration application and a $25 fee for annual renewal application thereafter.

The law adds and clarifies individuals who must register as a Document Preparation Service:

- A person who prepares or assists in the preparation of all or substantially all of a federal or state tax return or claim for a tax refund,

The law addresses “paralegal” and “legal assistant:”

- Paralegal is clarified as one who works under the direction and supervision of an attorney authorized to practice law in this state;
- Use of the terms “paralegal” and “legal assistant” may not be used by a Document Preparation Service registrant in any advertisement or written description of the registrant or services provided by the registrant.

Document Preparation Services must take action to amend business entity filings or DBA’s to correctly reflect the business performed so that any advertisement or written description of the registrant or the services provided by the registrant, does not use the terms “paralegal” or “legal assistant.”

***A DOCUMENT PREPARATION SERVICE IS NOT AN ATTORNEY AND CANNOT PROVIDE LEGAL ADVICE***

Assembly Bill 148  
(Effective October 1, 2017)

AB 148 increases the civil penalty to a Category D felony for a person who willfully violates a provision of Chapter 240A if the offense results in irreparable harm to the client, in addition to imprisonment and/or a fine of not more than $10,000.

What If I am Not Registered?

The law provides the Secretary of State’s office, along with the Attorney General’s office, with statutory authority for enforcement. (NRS 240A.100) If a violation is found, the Secretary of State’s office can deny, revoke or suspend an individual’s registration, and/or impose civil and/or criminal penalties. (NRS 240A.270).
Making an Impact

Brownstein Hyatt Farber Schreck proudly supports the State Bar of Nevada – Paralegal Division and is dedicated to the continued education and development of its paralegals and professional staff.

Interested in Learning More About the Paralegal Division?

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