

Paralegal Focus

INSIDE

Member Spotlight 3-6

Community Giving 6

NFPA News 7

Did you Know 8

PLEASE SUPPORT OUR ADVERTISERS!

Paralegal Focus is the quarterly
newsletter of Vermont
Paralegal Organization, Inc.

Vermont Paralegal Organization, Inc.
is a Member of the National
Federation of Paralegal
Associations (NFPA).

Vermont Paralegal Organization, Inc.
P.O. Box 5755
Burlington, VT 05402-5755
vermont@paralegals.org
www.vtparalegal.org

Newsletter Design By
www.jtmoreau.com

President's Message

By Lucia White, CP®

Vermonters cherish summer. This I have learned in the six summers I've lived here. Even though I will forever be considered a "flatlander," I have come to figure out why. During my first two summers, I enjoyed the warming of the weather in spring, and the wonderment of whether this would be the last snow of the year. I felt anticipation for summer and thought about all the great outdoor things I wanted to do. But I put them off until later and before I knew it, it was too late.

We have hit that time of year again, when the days are getting visibly shorter. I have even already seen a leaf that has turned. (Too soon!) School has started and we are experiencing some cooler days. And we are about to face the glory of blazing colors that also fades all too quickly.

Fall in Vermont brings a sense of getting back to business, back to routines, but your Board has been busy this summer. We recently incorporated, so we are now Vermont Paralegal Organization, Inc. Along with this incorporation, we are updating our bylaws.

As mentioned in our last newsletter, we have several new or returning-after-a-break faces on the Board. Our newly-elected NFPA delegates are gearing up for the NFPA Annual Convention in Rochester in October. They have been actively involved in many hours of conference calls discussing issues affecting NFPA and they are doing a great job representing the interests of the VPO. I appreciate their dedication in this busier-than-normal time.

Since convention is a relatively drivable distance away, many members are planning to attend this year. It's not too late to sign up! Come join the fun! If you are looking for a ride or a roomie, feel free to use our member forum to connect with others who are going.

As fall settles in, the Board hopes to finalize the bylaws. We'll plan to represent you in Rochester on NFPA policy issues and we'll plan and approve our 2020 budget. We'll also have some strategic discussions about how to boost membership in the next couple of years. We hope to continue our efforts toward paralegal licensure in Vermont. And before you know it, I'll be back and writing about ski season!

Editor's Message

By Louise Reese

Where did the summer go, and why was it in such a hurry? The months since the annual meeting in May have passed by in a blur. The Board has continued to work hard on necessary changes and updates, and more is on the agenda for the coming months. Please welcome our newly-elected Membership Chair, Robyn Sweet, CRP, to the Board. She is our newest Member Spotlight, so please take a few minutes to get to know Robyn. She will also be in Rochester at the upcoming NFPA Convention.

Congratulations to my colleague and VPO member, Krista Grady, on becoming our newest Vermont RP®. Well done!

Tina Wiles, our newly-elected NFPA Primary, has provided us with a summary of NFPA News. You can expect to see more from Tina after she returns from convention in October.

There are several proposed rule amendments in the works. Please take a look at the proposals in this issue in case they apply to you.

See you next issue!

Vermont Registered Agent™

BY VERMONT REGISTERED AGENT LLC

Be a member. Not just a number



**CO-OPERATIVE
INSURANCE
COMPANIES**

292 Colonial Drive, Middlebury, VT 05753-5890

(800) 639-4017

www.co-opinsurance.com

Member owed. Member committed.

Membership News

As of August 30, 2019, we have 80 members: 62 voting; 16 associate; 1 sustaining corporate; and 1 sustaining individual.

Krista Grady, RP® – officially the newest Vermont RP®. Congratulations!

	<h1 style="text-align: center;">Q&A</h1> <p style="text-align: center;">Robyn A. Sweet, CRP Member Spotlight</p>
<p><i>How old are you?</i></p>	<p>39</p>
<p><i>Describe your family?</i></p>	<p>We are a blended family. There is myself, my husband, 5 kids, 2 dogs, 2 ferrets and 1 cat.</p>
<p><i>Town in which you live?</i></p>	<p>Rutland Town</p>
<p><i>What is your favorite food?</i></p>	<p>Anything I didn't have to cook.</p>
<p><i>Do have any pets? If so, what are they, and what are their names?</i></p>	<p>2 dogs: Odie and Cooper 2 ferrets: Bandit and Loki 1 cat: Princess</p>
<p><i>What kind of hobbies do you have?</i></p>	<p>I don't really have time for hobbies between work, school, fostering, non-profit work and the kids. When I find a moment, I enjoy reading and love judging cheer competitions.</p>
<p><i>How do you unwind at the end of a long work week?</i></p>	<p>Wine and Netflix</p>

<i>What is your educational background?</i>	<p>I graduated from West Rutland High School and I am currently finishing my associate degree in business with CCV. I anticipate being done with classes by December 2019.</p> <p>I have my CRP from NFPA and plan to sit for both the NFPA PACE and the NALA CP exams in 2020.</p>
<i>Where do you work?</i>	Cleary Shahi & Aicher, P.C. in Rutland
<i>When did you first become a paralegal?</i>	This is a bit of a challenging question. I “officially” became a paralegal when I started working for Cleary Shahi & Aicher in 2010 however I did perform paralegal tasks at a previous legal office.
<i>What area of law do you work in?</i>	Our firm specializes in litigation.
<i>What do you enjoy about working in that area of law?</i>	I love the chess game of litigation as well as the discovery and research involved in each case. No two cases are identical and I learn something new with each case.
<i>If you could work in any other area of law, what would it be?</i>	I would love to work more in family law.
<i>What is the one thing about being a paralegal you would change if you could?</i>	I cannot really think of anything I would change. I mean I would love to not do timesheets anymore, but they are a necessary evil.

<p><i>How or why did you first enter the paralegal field?</i></p>	<p>I knew in high school I wanted to work in the legal field. I wanted to be a family law attorney and change the way children's opinions are handled in the courtroom. I was sidetracked by building and growing my own family.</p> <p>Having taken the long path to the paralegal career, I realize that I ended up exactly where I need to be. I truly love the area of litigation and feel that while I would enjoy working family law, I would have burned out of it by now.</p>
<p><i>Did you hold other positions, or have a different career, prior to becoming a paralegal, and if so, what was it?</i></p>	<p>I have been a licensed Realtor, a licensed insurance agent, a personal assistant, a waitress, and medical secretary. I really did whatever was needed for my family at the time.</p>
<p><i>What do you love about the paralegal profession?</i></p>	<p>I love the research, the writing, and client interaction.</p>
<p><i>What things about the profession do you dislike?</i></p>	<p>I dislike the keeping of all of the time and the lengthiness of some of the matters.</p>
<p><i>How long have you been a member of the VPO?</i></p>	<p>Since 2012.</p>
<p><i>Tell me about the skills or traits you possess that you find most useful in your position?</i></p>	<p>Organization, communication skills (written and verbal), strong technology understanding, multi-tasking, and legal knowledge (law, terminology, regulations and court system).</p>

<p><i>What character oddities or personality traits do you find at odds with your career?</i></p>	<p>My “Jersey-ness” – I tend to be a very outspoken and blunt person. This means you really don’t have to wonder where I stand on something. However, this can make some litigation situations sticky as “holding the cards” close is sometimes necessary.</p>
<p><i>What brief advice or friendly tip would you offer to someone just entering the paralegal field?</i></p>	<p>Know your worth and have a thick skin for critiques. Attorneys can be challenging to work for and with, they tend to be a type A personality, and if you are easily discouraged or stressed, the legal field may be a bad fit.</p>

Community Giving

By Louise Reese

Corinne Deering, RP® contacted the VPO Board recently about an opportunity to collect and donate school supplies for children helped by Steps (Steps to End Domestic Violence). Due to the short turnaround, we were unable to open it up to all members, as we would have liked. However, that did not stop us from being able to deliver a donation of epic proportion. Many thanks to those at Dinse (Dana King and me), Jill Drinkwater, Carie Tarte, and several folks from Paul Frank + Collins: members Corinne Deering and Cathy Foutz, as well as Rebecca Guenther, Betsy Bourbeau, Susan Sperling, Mary Place, Kim Hayden, Esq., Olivia McCullum, and Julie Halliday. Thank you, ladies!



NFPA News

By Tina Wiles, NFPA Primary



NATIONAL
FEDERATION
of
PARALEGAL
ASSOCIATIONS Inc.
®

As summer comes to an end, convention preparation heats up. The NFPA Board and Delegates across the country are preparing for the convention scheduled for October 10-13, 2019 in Rochester, New York. All VPO members are invited as NFPA members to attend the convention CLE's, workshops, and Region V Meeting, and can also register to observe the policy meetings.

The NFPA Board received notice from the current management company, RGI, that they will discontinue management company operations effective December 31, 2019. In response, the NFPA Board explored options and has contracted the services of Bloch & Reed to assist with, among other tasks, locating a new management company. The Delegates heard and reviewed the Bloch & Reed proposal, and subsequently approved the non-budgeted expenditure for the services of Bloch & Reed by a vote in the affirmative on August 23, 2019.

Delegates have also been busy discussing and preparing Agenda Topics and Bylaw Amendments to be discussed at convention. Those Agenda Topics and Bylaw Amendments include, but are not necessarily limited, to the following:

1. NFPA Executive Session Meetings Minutes
2. Candidate Questionnaire for Use in NFPA Board of Directors Elections
3. NFPA Region Directors' Authority to Share Information
4. Requirements for Candidates to NFPA Board of Directors and Bylaw Resolution
5. Creation of an Awards Coordinator
6. Diversity, Inclusion and Equity as an Ethics CLE Option

The VPO Board will be discussing these Agenda Topics and Bylaw Amendments, as well as the Candidates for NFPA Board positions, at their regular Board Meeting on September 18, 2019. If you would like to participate in the discussions on how the VPO shall respond and vote on these matters, please join in on the Board meeting.

As the voice of the VPO, please let me or Lisa Pettrey-Gill know if you have any questions or concerns related to NFPA. We are happy to answer any questions, or find the answers to your questions.

Happy Fall!



Vermont Superior Court judges will rotate courts/counties in September. If you don't find the new assignments on the Vermont Judiciary website, you can find it on the VBA website.



(NOTE: THE FOLLOWING AMENDMENTS HAVE BEEN PROPOSED AND HAVE NOT BEEN APPROVED BY THE SUPREME COURT AS OF THE DATE OF THIS PUBLICATION.)

A. Proposed Order Promulgating the 2019 Vermont Rules for Electronic Filing

The proposed 2019 Vermont Rules for Electronic Filing are designed to conform to the upcoming new Judiciary case management system (CMS). The CMS will have electronic filing and electronic case files and be rolled out over time in the superior courts and the judicial bureau. Additions to these rules will be made when the new CMS is rolled out for the Supreme Court and other judiciary entities. The existing 2010 Vermont Rules for Electronic Filing, which were designed for eCabinet, will remain in effect and applicable to dockets where they are currently in use. Once the new CMS is rolled out in all the locations and dockets where eCabinet has been employed, the 2010 rules will be repealed.

Extensive instructions will supplement the proposed rules and will often appear on screens for electronic filing and the viewing of electronic case files. The user must follow these instructions for electronic filing, service after commencement, and viewing of files. In addition to the eFiling system, the public and parties will be able to view electronic case files, either by remote access or on terminals at court houses, through a public portal. To view nonpublic documents a separate registration for that portal and approval of elevated status will be required.

The adoption of these rules is coordinated with the adoption of extensive amendments to the Vermont Rules for Public Access to Court Records to enable, with necessary restrictions, the public and filers to view electronic case files when a filing is accepted. Those rules contain specific directions for filers to comply with requirements making certain records and information inaccessible to the public. Filers should consult the public access rules, as well as these rules, to be sure a filing complies.

B. Proposed Amendments to Rules 3, 5, 5.1, 6, 9, 10, 11, 12, 13, 28, 30 and 45.1 of the Vermont Rules of Appellate Procedure

The proposed amendments to the appellate rules update language in anticipation of the new case management system, which will be rolled out in phases throughout the state concurrent with electronic filing and electronic case files. The rollout will initially be in divisions of the superior court, and the Supreme Court will be at the end of the rollout period. The proposed amendments to the appellate rules are made to accommodate appeals from cases that were filed under the new case management system and have electronic case files. When the case management system is implemented in the Supreme Court, the appellate rules will be amended further. The proposal uses “transmit” instead of “mail” to allow electronic or other types of transmission of documents. The term “docket entries” is replaced with the more general term “record of actions.” The proposal amends various rules to clarify when references are to the 2010 Vermont Rules for Electronic Filing.

The proposal amends Rules 28 and 30 to specify how to refer to the record in cases filed under the 2019 Vermont Rules for Electronic Filing and to clarify that no printed case is required when there is an electronic case file under either the 2010 or 2019 Vermont Rules for Electronic Filing. In cases with no electronic case file, a printed case remains a requirement.

C. Proposed Amendments to Rules 5 and 79 of the Vermont Rules of Civil Procedure and Rules 5 and 79 of the Vermont Rules of Probate Procedure

The proposed amendments to V.R.C.P. 5 and V.R.P.P. 5 are made to conform the rules to the proposed 2019 Vermont Rules for Electronic Filing. The proposed amendments explain the certificate of service requirements when documents are filed under the new rules. The proposal clarifies when references are to the 2010 Vermont Rules of Electronic Filing. The proposal also cross references the Vermont Rules for Public Access to Court Records.

The proposal removes V.R.C.P. Rule 79(a)(1) and V.R.P.P. Rule 79(c) because the custodian of records is as specified in V.R.P.A.C.R. 3(c), effective July 1, 2019.

D. Proposed Amendments to Rules 3, 4, and 5 of the Vermont Rules for Environmental Court Proceedings, Rules 4, 10, 44.2, 45, 77, and 79.1 of the Vermont Rules of Civil Procedure, Rules 4 and 79.1 of the Vermont Rule of Probate Procedure, and Rule 15 of the Vermont Rules for Family Proceedings

The proposed amendments to various rules are designed to conform rules to the new case management system and concurrent 2019 Vermont Rules for Electronic Filing. The new case management will be rolled out across the state in phases. Until the new case management system and electronic filing are fully implemented, different divisions of the superior court will be operating under different electronic filing rules. The Environmental Division has electronic filing under the 2010 Vermont Rules for Electronic Filing and so references are amended to specify that those rules are applicable. After the Court Administrator directs that electronic filing under the 2019 Vermont Rules for Electronic Filing will begin in the Environmental Division, the 2010 Vermont Rules for Electronic Filing will no longer apply, and the Rules for Environmental Court Proceedings will require revision. The proposed amendments clarify when cross references in the environmental, civil, probate, and family rules are to the 2010 Vermont Rules for Electronic Filing.



On July 1, 2019, Act 160 (2018), the Uniform Law on Notarial Acts (the Act), took effect. While the Vermont Office of Professional Regulation (OPR) began issuing notary public commissions in December, 2018, the other provisions of the Act, with a few exceptions*, did not take effect until July 1, 2019. The following provisions of the Act are now in effect and apply to notaries public in the State of Vermont:

- Requirements for performance of acknowledgements and verifications, attesting to signatures, and making or noting protests, set forth at 26 V.S.A. § 5363
- The definition of and requirements for personal appearances, set forth at 26 V.S.A. § 5364
- Required forms and processes for identification of individuals, set forth at 26 V.S.A. § 5365
- Process for performance of notarial acts when an individual is physically unable to sign a record, set forth at 26 V.S.A. § 5366
- Requirements for the certification of notarial acts, set forth at 26 V.S.A. §5367, and acceptable short forms of certificates, set forth at 26 V.S.A. § 5368
- Requirements for stamping devices, if used, set forth at 26 V.S.A. § 5370
- Conditions in which a notary public may refuse to perform a notarial act, set forth at 26 V.S.A. § 5372
- Conditions in which notarial acts will be valid despite errors, and methods for challenging or curing defects in notarial acts, set forth at 26 V.S.A. § 5373

Further, beginning on July 1, 2019, OPR may, with timely notice and an opportunity for hearing, deny, refuse to renew, suspend, or impose a condition on a notary public commission for any act or omission that demonstrates the individual lacks honesty, integrity, competence or reliability to act as a notary public, including the acts and omissions set forth in 26 V.S.A. § 5342 and at 3 V.S.A. § 129a.

** Continuing education for renewal of commissions and examination requirements of new notary public commission applicants, respectively, do not take effect until February 1, 2021. Additional information on continuing education requirements will be outlined in the administrative rule.*



Registration is now Open!

2019 NFPA Convention & Policy Meeting

Paralegal-focused professional development plus national and regional networking hosted in Rochester, New York!



Vermont Paralegal Organization partners exclusively with Liberty Mutual to help you save \$782 or more a year on auto and home insurance.¹

Enjoy the benefits of being part of a community.

You could **save up to \$782 a year**, and you'll have access to all the advantages of being a Liberty Mutual customer:



24-Hour Claims Assistance

Online or by phone



Accident Forgiveness²

No premium increase due to an initial accident



Better Car Replacement^{TM3}

If your car is totaled, we'll give you the money for a model that is one year newer.



24-Hour Roadside Assistance⁴

Real help when you need it



Contact me for a free quote.

Jennifer Goeke
170 South Main St Ste 102
Rutland, VT 05701
802--665-8045
Jennifer.Goeke@libertyMutual.com
Client # 114704

¹ Average combined annual savings based on countrywide survey of new customers from 1/1/15 to 1/29/16 who reported their prior insurers' premiums when they switched to Liberty Mutual. Savings comparison does not apply in MA. ² For qualifying customers only. Accident Forgiveness is subject to terms and conditions of Liberty Mutual's underwriting guidelines. Not available in CA and may vary by state. ³ Optional coverage in some states. Availability varies by state. Eligibility rules apply. ⁴ With the purchase of optional Towing & Labor coverage. Applies to mechanical breakdowns and disablements only. Towing related to accidents would be covered under your Collision or Other Than Collision coverage. Coverage provided and underwritten by Liberty Mutual Insurance and its affiliates, 175 Berkeley Street, Boston MA 02116. ©2017 Liberty Mutual Insurance. Valid through November 11, 2017.



ExhibitSticker.com

The solution to a sticky situation!

www.exhibitsticker.com

Special Discount for the Vermont Paralegal Organization members!



ExhibitSticker.com is working with the Vermont Paralegal Organization to bring you the E-Sticker at a discounted price.

Use this coupon code at check out:

VPO10

Enter the code VPO10 at checkout and you will receive 10% off your cart total. No minimum order required!

Visit www.exhibitsticker.com now to purchase your E-Sticker!

Happy Customers Say:

"This is so simple! You saved my weekend!!!"
- T. H. | San Jose, CA

"Works like a charm! Easy to install and use. It's perfect and it's going to save me a huge amount of time that I didn't have to begin with. It's ingenious and worth buying."
- Jill C. | Pensacola, FL

Finally...digital exhibit stickers are here!

Specifically created to work with Adobe Acrobat Standard or Pro (versions 9 or X), this simple plug-in tool lets you add exhibit stickers directly to your Adobe Acrobat PDF exhibits. No more hand stickering, hand writing or re-scanning your deposition or trial exhibits. These **digital E-Stickers** are fast, affordable and easy to use. The E-Sticker even **auto-numbers** and remembers the last number you used. Some of our clients are saving THOUSANDS of dollars per case in scanning and color printing charges, not to mention the most important thing...saving precious time.

All-In-One E-Sticker
(\$149.95)

Single E-Sticker
(\$49.95 each)



Vermont Paralegal Organization, Inc.

P.O Box 5755
Burlington, VT 05402-5755

info@vtparalegal.org
www.vtparalegal.org

Board of Directors 2019-2021

		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>
President:	Lucia White, CP®	495-5426	860-1208	lwhite@dunkielsaunders.com
Vice President:	Louise Reese	859-7063	859-8763	lreese@dinse.com
Secretary:	Jill Drinkwater, CRP	864-4555	864-4659	jdrinkwater@healaw.com
Treasurer:	Sara Boyden, RP	859-7062	859-8762	sboyden@dinse.com
NFPA Primary:	Tina Wiles	388-7933	388-9200	vponfpa1@gmail.com
NFPA Secondary:	Lisa Pettrey-Gill, RP®	828-1105		vponfpa2@gmail.com
Past President:	Kristin Provost, RP®	540-7920	658-1643	kprovost@veic.org

Standing Committee Chairpersons

Membership:	Robyn Sweet, CRP	775-8800	775-8809	ran@clearyshahi.com
Finance:	Diane Drake	864-0880		ddrake@primmer.com
Professional Liaison:	Carie Tarte, RP®	489-5258	489-5386	carie@maleyandmaley.com
Paralegal Certification Ambassador	VACANT			

Special Committee Chairpersons

Advertising:	Carie Tarte, RP®	489-5258	489-5386	carie@maleyandmaley.com
Bylaws:	Melinda Siel	495-5260	860-1208	msiel@dunkielsaunders.com
Continuing Legal:	Carie Tarte, RP®	489-5258	489-5386	carie@maleyandmaley.com
Ethics:	Carie Tarte, RP®	489-5258	489-5386	carie@maleyandmaley.com
Employment Opportunities:	Heather Rylant	846-8355	862-7512	hrylant@drm.com
Legislative Paralegal Affairs:	VACANT			
Newsletter:	Louise Reese	859-7063	859-8763	lreese@dinse.com
Website:	Corinne Deering, RP®	658-2311	658-0042	cdeering@pfclaw.com
Pro Bono:	VACANT			
Sponsorship:	Carie Tarte, RP®	489-5258	489-5386	carie@maleyandmaley.com