

SNAP SHOT



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GENERAL MEETING

SNAP Calendar 2012

SNAP General Meetings Every Third Tuesday at Noon (see flyer)

Silver Peak @ 135 N. Sierra Street

March 20, 2012:

Speaker: Bill Fowler, Executive Director CASA
Topic: Overview of CASA

April 17, 2012:

Speaker: David Sarnowski, NCJD
Topic: Judicial Misconduct.

May 18, 2012:

SNAP & LAD's Annual Seminar

June 19, 2012:

Elections
Speaker: Thoran Towler, Labor Commissioner

Officers and Chairpersons

President: Susan Sunday, ACP

1st VP/Education: Melissa Paschal, CP

2nd Vice President/Membership/Job Bank:
Amy Hodgson, ACP

Treasurer: Erin Tieslau, CP

Parliamentarian: Susan Davis, CLA, PLS

Secretary: Linda Palmer

NALA Liaison: Anna Buchner

Student Liaison: Bobbie Munoz

Activities/Social Chair: Jessica Bradshaw

Newsletter & Web Site Editor: Lynda Traves

<http://www.facebook.com/pages/Sierra-Nevada-Association-of-Paralegals/270576446293745?sk=wall>

Presidential Ramblings

Last week I attended the State Bar of Nevada's annual Family Law Conference held in Ely, Nevada. There was a separate paralegal track, and it was one of the best conferences I have ever attended. In addition to learning new things about technology, evidence, and "spy stuff" - just to name a few - the conference gave me the opportunity to network and meet paralegals from around the state, including paralegals from Reno, Fernley, and Las Vegas. There are several benefits to networking which include:

Gaining knowledge from others

During the conference we exchanged ideas, shared "hot tips" and ways to make ourselves more valuable to our employers. I met paralegals for the first time, and we exchanged business cards. I told several paralegals to contact me if they ever needed assistance, and I know others are available to me if I should need to tap their knowledge.

Seeing old friends and acquaintances and making new friends and acquaintances

Over the years my circle of friends and business acquaintances has grown. There were paralegals at the conference who are members of SNAP, as well as others I have gotten to know while working on the opposite side of a case. I enjoyed seeing them outside of litigation and catching up with them. I take pleasure in knowing that when we return to the conference next year, we can reconnect, and I will feel comfortable seeing familiar faces.

On May 18, 2012, the Sierra Nevada Association of Paralegals and the Legal Assistants Division of the Nevada State Bar will hold their annual seminar. A flyer for the seminar is included in this newsletter. I encourage each of you to attend the seminar. Not only is it a fantastic learning

Giggle of the Month

No English dictionary has been able to explain the difference between the two words COMPLETE and FINISHED, in a way that's easy to understand.

Some people say there is no difference between COMPLETE & FINISHED.

I beg to differ because there is.

When you marry the right person, you are "COMPLETE".

And when you marry the wrong one, you are "FINISHED"!

And when the right one catches you with the wrong one, you are...

"COMPLETELY FINISHED" !!

I hope this explains it simply and to the point.

Legal Tibits of the Month

E-filing tip:

Have you ever been frustrated trying to retrieve a document through the Notifications tab in Second Judicial court's e-filing system and all you get is a blank white page and then it just stalls? There is a better way to access documents on their system. Perhaps this information is now being offered in training (it wasn't when I was trained on e-filing), or you have learned it on your own, but I was surprised how many paralegals I've spoken with that didn't know about this other, better option, so I thought I would submit this for the newsletter.

Accessing e-filed documents through the Notifications tab often proves to be frustrating as sometimes it will not retrieve the document. Also, when you go that route, the exhibits are all jumbled, not in any kind of order and not named. This makes it time-consuming when retrieving multiple "Continuation" pages that are not sequentially listed.

Next time you receive an email notification that a document has been e-filed, log in to the e-flex system, but instead of clicking on Notifications, click on My Cases. When that window opens, find your case and click on the case number itself in blue text in the Case Number column. This opens up the Case Summary where you can scroll down until you see the document you want to retrieve. In this section, the Exhibits are all in order and numbered. And, as if that wasn't sweet enough, once you have clicked on an exhibit and opened it or saved it to your system, the text color on the screen changes from blue to magenta, so if you get momentarily distracted by an email, or phone call, you will quickly and easily know which exhibits you have already retrieved. I have found this to be a big time-saver and I hope this information helps even just one person.

Submitted by Melissa Paschal, CP

Gap Insurance

What is it and do I need it?

I am the First Vice President of SNAP and a member, and I work in the personal injury field. I am submitting this article again for the SNAP newsletter to share some important information with my fellow members. This article was submitted to SNAP Shot years ago, but I still think it's important, and we have thankfully gained many new members since then, so thought it would be helpful to put it out there again.

I'm sure that many of you already know about gap insurance but some may not. I cannot tell you how many of our clients are not aware of this important protection option and they end up upside down on their vehicle loan or lease.

If you or any of your clients are financing or leasing a vehicle, you/they may want to seriously consider purchasing gap insurance. If a loss occurs, gap insurance will pay the difference between the actual cash value of the vehicle and the current outstanding balance on the loan or lease. Gap insurance protects your vehicle lease or loan and, sometimes, it will also pay your regular insurance deductible.

If your vehicle is totaled by accident, theft, fire, flood, tornado, vandalism or hurricane, insurance companies typically pay only the actual cash value. That amount is usually less than its actual retail value. It is often considerably less than the actual amount you still owe on your loan or the amount due for a lease payoff. The amount between your insurance deductible and the loss

from this financial shortfall is the "gap" you can be left owing.

Typically, a new car is worth approximately 30% less in three months than the day it was purchased. If you owned the car for only three days, had physical damage coverage and the car was totaled, you could still owe 20% to 30% of the loan out of your pocket, even though you purchased "full coverage." And, you would have to pay off your loan in full, even though you no longer own the car!

You can purchase gap insurance through an automobile dealership or through most automobile insurance carriers. It is sometimes labeled Loan/Lease Gap coverage and the premiums are small considering the protection offered.

So, I just thought I'd pass this along, as I cannot tell you how upsetting it is for clients to learn that: (i) their perfectly fine-running car is now totaled; (ii) they may end up paying off a loan or lease for a car they can no longer use; and (iii) they are left without a vehicle and no money to buy a replacement. All of this happens, even when the accident was not their fault, not to mention the injuries sustained in the accident itself.

May I also suggest that you each review your own auto insurance policies to ensure you have adequate coverage, including medical payments coverage (especially if you do not have health insurance) and uninsured motorist coverage. There are lots of uninsured drivers out there on the road these days due to the economy. If you don't have uninsured motorist coverage, your vehicle will not be repaired and you will receive no compensation if you are hit by an uninsured driver.

Submitted by Melissa Paschal, CP



Hello SNAP Members!

I am the Chairman of the Nominations and Elections Committee for SNAP's 2012-2013 elections.

As you know, SNAP elections are held every year in June. I know it's a little early, but I would like everyone to start thinking about holding a SNAP Executive Committee position. Volunteering, especially for a non-profit organization, is extremely rewarding.

As SNAP has given so much to its members over the years, wouldn't it be nice to give something back? As you know, SNAP has provided quality, educational speakers each month at its general meetings, as well as the Annual Seminar. As you also know, SNAP provides its members with hours and hours of CLE at a very lost cost. Ask not what your SNAP organization can do for you; ask what you can do for SNAP!

Article 9 of our bylaws state that, "The President shall appoint a Nominations and Elections Committee chairperson at least sixty (60) days prior to the annual meeting of the Association to present a slate of officers to the membership at least thirty (30) days prior to election." In order to hold a position on the SNAP board, you must have certain qualifications. If you would like to review those qualifications, please review the bylaws located at www.snapreno.com. If you would like more information regarding the Executive Committee positions, they are also attached herewith as well.

Become a valuable team player and learn some great leadership skills!

If you're still not sure if holding an executive committee position is right for you, feel free to contact any one of our current board members. Their contact information is also listed on SNAP's website at www.snapreno.com.

Amy Hodgson (Second Vice President), Bobbie Munoz (Student Liaison), and I will be contacting you in the near future to inquire about your interest in holding an executive committee. So you can look forward to hearing from us personally!

Susan Davis, CLA, PLS
(775) 786-6868

Washoe County Law Library

75 Court Street, Room 101, Reno,
NV

(775) 328-3250

<http://www.co.washoe.nv.us/lawlib/hoursloc.htm>

Nevada Legal Resources

Class at Washoe County Law Library

http://www.co.washoe.nv.us/index/display_outreach.html~details=8895

Washoe Legal Services

299 South Arlington Avenue
Reno, NV 89501

Telephone: (775) 329-2727

Fax: (775) 324-5509

Free legal services in Washoe County,
Nevada

<http://washoelegalservices.com/>

State of Nevada Bar

<http://www.nvbar.org/>

SNAP BOARD POSITION DESCRIPTIONS

President

The President is responsible for SNAP. The president puts in on average about six to eight hours a month. The president sets up the agendas for the monthly executive committee meetings and the general membership meetings. The president oversees all committee work but is a nonvoting member of the committees.

First Vice President

The By-Laws State:

Article 10.1.A EDUCATIONAL PROGRAMS COMMITTEE (First Vice President is chairperson): This committee shall coordinate and organize educational events for the benefit of the membership, such as CLA preparatory courses for SNAP, panel discussions, legal education seminars, and any other educational-related activities. The chairperson shall appoint the members of this standing committee.

This position requires attendance at two monthly meetings, the Executive Committee Meeting and the SNAP Luncheon. Arranging for monthly speakers at the luncheons requires calling and e-mailing people of interest, coordinating their availability with the monthly luncheons, and obtaining their personal information and background for the newsletter. The months where there are no luncheon meetings, there are other activities, such as the annual seminar, elections, and the Christmas party.

This position is also responsible for arranging the SNAP Annual Seminar. This involves working with the President to secure a location for the seminar, arranging for qualified speakers, submitting the paperwork to obtain the CLE credits, and catering.

The amount of time spent each month can vary from 3-6 hours.

Second Vice President

The position in a nutshell: MEMBERSHIP. The second vice president has created a spreadsheet which has all of our current membership information, including if the member wishes to be in our job bank. As applications come in, the second vice president reviews them to see if they meet the qualifications as specified in our bylaws. If they qualify for membership, the second vice president prepares and mails their membership card with a letter welcoming them to SNAP. The second vice president then adds their information to our member database, and e-mail the updated database to our newsletter editor and website manager, so they receive all notifications of upcoming meetings and events.

Additionally, the second vice president is in charge of the job bank. As the second vice president is notified of positions available, the second vice president, in turn, notifies the members who are in the job bank. The second vice president also e-mails our newsletter editor with the opening, so it can be added to our newsletter.

The average time spent doing the duties for the Second Vice President position is approximately 2 hours per month, except at the beginning of the fiscal year, when the second vice president creates the member database, and is responsible for creating and mailing the new membership cards to our renewing members.*

Treasurer

The treasurer's duties entail the following:

1. Attend the general meeting and pay the restaurant bill
2. Attend the executive committee meeting
3. Pay bills and mail payments (usually average one or less per month)

4. Balance the checkbooks (general account and scholarship account)
5. Prepare the monthly treasurer's report and e-mail to newsletter editor
6. Make deposits at the bank (once to twice a month)
7. Review and respond to e-mails from board members

Not including attending meetings and going to the bank, on the average, the treasurer spends about 1 hour to 1.5 hours doing the treasurer's duties.

Recording Secretary

The recording secretary is responsible for attending the monthly Executive Committee meeting and the monthly General Membership meeting. Both meetings generally last about an hour and the secretary is responsible for recording what is discussed at the meetings. Any motions that are made will be recorded, as well as the vote on the motion. The minutes will be typed and presented to the Executive Committee members for approval and recommended corrections will be made. The Executive Committee will approve the minutes from the Executive Committee meetings. Minutes from the General Membership meetings are presented to the General Membership at the monthly meeting for approval. (It takes about 45-60 minutes altogether for each set of meeting minutes to be prepared, emails to be sent to Executive Committee members, corrections to be made, and the final set of minutes to be prepared for approval.)

The recording secretary is also responsible for responding to e-mail confirmations for the General Membership meeting and preparing a sign-in sheet for the General Membership meeting from either these confirmations or mail confirmations that have been received in the mail. The checks and/or money that have been received as payment need to be copied with each payment annotated with whom the payment is for. Checks, cash, and a copy of the sign-in sheet will be given to the Treasurer. The sign-in sheet is given to the NALA Liaison. (This takes about 45 minutes all together.)

NALS Liaison

In conjunction with the duties outlined in the Bylaws, estimated time spent each month on those duties is as follows:

- Reporting on a quarterly basis SNAP's activities – This entails attending Executive Committee and General Meetings so the liaison is familiar with what our Association is doing. Time spent at meetings and preparing the report equals about 2.5 hours monthly.
- Represent SNAP at the NALA Annual Convention – This is a once a year event and typically entails five days (including travel but not including networking and socializing).
- The NALA liaison is the recipient of NALA news for SNAP, and that information is typically assembled in the liaison's report for the *SNAPShot*. The time for preparing a monthly report is typically less than 30 minutes.
- The duties as listed in the Bylaws are a fair description of the requirements of the position. One can devote more or less time to the position as desired.

Overall, the time devoted to the position is approximately three hours per month, including responding to emails and messages.

Parliamentarian (Appointed by President)

Advise the president and board of parliamentary procedures. The parliamentarian does not vote. Spends about two hours a month.

Annual Seminar

Friday, May 18, 2012

Sierra Nevada Association of Paralegals
and the Legal Assistants Division
of the Nevada State Bar

Explore the Nevada Supreme Court, Legislature, Senate, and Assembly

Listen to Nevada Supreme Court Oral Arguments of potentially precedent-setting cases.

Supreme Court Justice James Hardesty will discuss paralegal ethics and delicate issues surrounding the unauthorized practice of law.

During our tour of the Nevada Supreme Court Law Library, learn about legal research and standardized forms.

LCB Director, Lorne Malkiewich, will discuss politics and lead our tours of the Legislature, Senate and Assembly.

Schedule of Events

8:15 a.m.	Check in by the giant swing at GSR*
8:45 a.m. to 9:45 a.m.	Bus transportation to Carson City
10:00 a.m. to 12:00 p.m.	Supreme Court oral arguments
12:15 p.m. to 1:15 p.m.	Lunch at High Sierra Brewing (included)
1:30 p.m. to 2:30 p.m.	Ethics: Justice Hardesty presentation
2:45 p.m. to 3:30 p.m.	Supreme Court Law Library
3:45 p.m. to 4:45 p.m.	Legislature, Senate, and Assembly
5:00 p.m.	Transportation back to Reno (GSR*)

Registration (includes 5 CLE Credits and Lunch)

Name: _____

Cell Phone Number: _____

Firm Name: _____

Email: _____

Early Bird Registration: if paid by March 31, 2012

\$95 Members \$110 Non-members \$80 Students

Registrations must be received by April 27, 2012

\$110 Members \$125 Non-members \$95 Students

Email questions to Melissa Paschal: snapmelissa@att.net

**Please mail your check payable to SNAP with this completed registration form to:
SNAP, P.O. Box 2832, Reno, Nevada 89505-2832**

*Grand Sierra Resort (GSR), 2500 East 2nd Street, Reno.
Park by the giant swing to load on the comfortable coach bus.

Justice James W. Hardesty is a native Nevadan having been born and raised in Reno, Nevada. He has been married for 40 years to his wife, Sandy, who is a retired high school teacher. Together they have two children and five grandchildren.



Justice Hardesty attended the University of Nevada, Reno where he obtained a Bachelor of Science degree in accounting in May 1970. While attending the University of Nevada, Reno, he

was elected President of the Student Body and was named outstanding senior graduate. After graduating from the University of Nevada, Reno, Justice Hardesty enrolled in the University of Pacific McGeorge School of Law where he obtained his J.D. in May 1975.

Upon graduating from McGeorge School of Law, Justice Hardesty returned to the Reno/Sparks area and entered private practice as a sole practitioner. He remained in private practice from 1975 through 1998. He received the highest rating of AV by Martindale-Hubbell, a nationally recognized publication of lawyer ratings.

In November 1998, Justice Hardesty was elected District Court Judge for the Second Judicial District Court of Washoe County, Reno, Nevada. He took the bench in January 1999 where he served through December 2004. In November 2001, while serving as a District Court Judge, he was elected by his fellow judges to serve as Chief Judge of the Second Judicial District Court, a position to which he was reelected in November 2003. He received the highest ratings on judicial performance in the Second Judicial District Court by the Washoe County Bar Association. Justice Hardesty also served as President of the Nevada District Judges Association in 2003.

In November 2004, Justice Hardesty was elected a Supreme Court Justice for the Nevada Supreme Court. He was sworn in on January 3, 2005. Justice Hardesty served as Chief Justice of the Nevada Supreme Court in 2009. Justice Hardesty has been a guest lecturer on numerous legal topics, including, case management, settlement, evidence, trial and appellate practice, and water law, for the National Judicial College, State Bar of Nevada, Professional Education Systems, Inc., the Association of Defense Counsel and the Nevada Trial Lawyers Association. In addition, he guest lectures annually to the Media Law students at the Donald W. Reynolds School of Journalism, University of Nevada, Reno. He is the author of several articles on libel, privacy and government issues.

As a District Court Judge and as a Nevada Supreme Court Justice, he has served on various Supreme Court Commissions including: the Nevada Supreme Court Task Force to create a Business Court in Nevada, the Nevada Supreme Court Task Force studying the Multi-Jurisdictional Practice of Law, the Nevada Supreme Court Commission on Judicial Funding, and the Nevada Supreme Court Committee to Implement Recommendations of the Jury Improvement Commission. Justice Hardesty currently co-chairs the Nevada Supreme Court Bench-Bar Committee, the Nevada Supreme Court Access to Justice Commission, and the Commission on Statewide Juvenile Justice Reform, and is vice-chair of the Nevada Legislature's Advisory Commission on the Administration of Justice. He also chaired the Nevada State-Federal Judicial Council from 2009 thru May 2011.

Lorne J. Malkiewich received his B.A. from the University of Notre Dame and his J.D. from McGeorge School of Law. He also attended the Harvard Kennedy School of Government's Program for Senior Executives in State and Local Government. He has been a member of the State Bar of California since 1981 and the State Bar of Nevada since 1982. He has been employed by the Legislative Counsel Bureau since 1981, first as Deputy Legislative Counsel for the Legal Division, and he has been the Director of the LCB since 1994.



Christine Timko, Supreme Court Law Librarian, will lead our tour of the Nevada Supreme Court Law Library. Ms. Timko has a Master of Library and Information Science degree from Brigham Young University and a Bachelor of Fine Arts from the University of Nevada, Reno. She worked as a paralegal and funding specialist for attorneys who specialized in estate planning, before working for the Nevada



Supreme Court Library as the Assistant Law Librarian. One of her first projects working for the Nevada Supreme Court Library was making standardized divorce forms available on the Internet. She was promoted to Law Librarian in July of 2011.

Speaker Biography



Bill Fowler is a Veteran of the United States Army and served more than twenty-eight continuous months in the Far East during the early 1960s. His service to our country was one of the greatest experiences of his life. Although he did not realize it at the time, his military service led to his volunteering in community service after leaving the military. Over the years, he chaired a planning committee, was a Big Brother, answered the phone and worked as a trainer at a suicide and crises prevention center, and was a citizen fee arbitrator for the California Bar Association.

After his retirement in the mid-west as an executive in the railroad industry, he moved to Reno, Nevada with his wife and daughter. One day in 2001, he saw a newspaper ad requesting citizen volunteers to advocate for abused and neglected children in the Washoe County CASA Program. He applied and upon completion of training in April 2002, he became a volunteer for the Washoe County CASA program. Since then, he has advocated for abused and neglected children. During his tenure as a CASA volunteer (and subsequently state CASA program director), he attended more than 500 hours of training, covering various issues related to children including foster parenting and care, child welfare laws, child sexual abuse, fetal drug and alcohol exposure, domestic violence, inclusion and diversity, and ADD/ADHD.

He has undergraduate degrees in Afro-American Studies and Management from Sonoma State University and was awarded a Master's degree in Business Administration by Golden Gate University.

In January 2007, he was appointed as the Executive Director of the Nevada CASA Association. In this role, his primary responsibilities are working with judges and concerned citizens to develop and establish new local CASA programs in Nevada; assisting the staffs and boards of existing local CASA programs to develop strategies for the recruitment, training, and management of CASA volunteers serving abused and neglected children throughout the state; and promoting the CASA mission in Nevada.

SNAP General Meeting Luncheon Tuesday, March 20 at Noon

SPEAKER: Bill Fowler, Executive Director of the Nevada CASA Association

TOPIC: Overview of CASA

PLACE: Silver Peak
Downtown
135 N. Sierra Street

COST: \$18.00 – Members & Guests \$15.00 – Student Members

Name: _____

Office: _____

Phone/Email: _____

Member

Student

Guest

Please mail your reservation form and payment to:

SNAP, P.O. Box 2832, Reno, NV 89505-2832

**ALL RESERVATIONS WITH PAYMENT MUST BE RECEIVED
BY FRIDAY, March 16, 2012**

**RSVP via
Email to Jessica Bradshaw: jessica@kavlaw.com
Or Evite**