

SNAP SHOT



Presidential Ramblings

Many of us have found or are seeking mentors to help increase our knowledge and assist us in taking our careers to the next level, whether that person is a co-worker, boss, or fellow paralegal. Vicki Voisin, ACP, is one of my mentors. Vicki is a past president of NALA and was a speaker at the recent NALA convention. She is the founder of the Paralegal Mentor, and her website can be found at www.paralegalmentor.com. Vicki's website contains articles such as *Top 5 Ways to Minimize Interruptions*; *Certification: Is it the Path for You?*; and *Looking for a Job (or Not) - It's Time to Update Your Resume*, among others. Her articles are informative and thought provoking. I encourage each of you to check out her website. The following is one of her articles.

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GENERAL MEETING

SNAP Calendar 2012

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

ZoZo's Restaurant @ 3446 Lakeside Drive

September 18, 2012:

Speaker: Susan Brackney, CPA.

Topic: How to read a tax return

Officers and Chairpersons

President: Susan Sunday, ACP

1st VP/Education: Amy Hodgson, ACP

2nd Vice President/Membership/Job Bank:
Kate Cline, ACP

Treasurer: Erin Tieslau, CP

Parliamentarian: Susan Davis, CLA, PLS

Secretary: Crystal Huss

NALA Liaison: Anna Buchner

Activities/Social Chair: Christine Lamia

Newsletter & Web Site Editor: Lynda Traves

[http://www.facebook.com/groups/
154903284632632/](http://www.facebook.com/groups/154903284632632/)

Is Your Career Stuck in the 'Someday' Trap?

By Vicki Voisin, ACP

**When opportunities come your way, do you usually say,
"I'll do that when I have time!"?**

When you consider your career goals, do you usually think, "I'll get around to that in the future!"?

When the sticky notes and piles of papers and files accumulate in your office, do you usually think, "I can't be bothered with that so I'll ignore the clutter for now!"?

You may be stuck in the 'someday' trap!

The 'someday' trap brings your goals to a standstill. It plays havoc with your future. It kills productivity. It causes procrastination. If you allow yourself to let 'someday' be a part of your thinking you're going to find it very difficult to move your career forward and reach your life goals.

Consider:

- Someday you'll sit for a certification exam.
- Someday you'll move to that area of the law that really interests you.
- Someday you'll join your local association, join a committee and run for office.
- Someday you'll attend a national convention.
- Someday you'll take a few continuing education courses.
- Someday you'll *present* a CLE course.

Yummy of the Month

Black Bean and Corn Salsa

Submitted by Susan Sunday

Ingredients:

1 (15 ounce) can yellow corn, drained
1 (15 ounce) can black beans, drained and rinsed
3-4 diced Roma tomatoes
¼ to ½ diced red onion
1 large or 2 small diced avocados
¼ cup oil
¼ cup red wine vinegar
½ tsp. salt

3-4 shakes, or more, of hot sauce

Stir the corn, black beans, Roma tomatoes, and onion. Add the remaining ingredients and mix gently.

Legal Hot Tips of the Month

We are starting a new column this month in the SNAPSHOT called “Hot Tips.” This will be a column in which paralegals submit practical advice and suggestions to other paralegals. We encourage each of you to submit your “hot tips” on a regular or irregular basis. Many of us have acquired skills over the years that have made our jobs easier, and we encourage you to share that knowledge with your fellow paralegals. You are welcome to include your name or not.

Susan Sunday's Hot Tip

One of the things I learned in my first year of being a paralegal is not to reinvent the wheel.

If I create a letter or pleading that I know I will use again, after I am all done, I turn that document into a form.

If it is a letter, I remove the date and addressee and save it in my form letters directory. I save it with a descriptive name, i.e., “CMC letter client.”

If it is a pleading, I do something similar. I remove the caption and save it in my form pleading directory.

Our office has our pleading forms broken down by category, i.e., Notices, Complaints, Answers, etc. I then save the form in the appropriate category and name it, i.e., “Complaint no kids.”

This practice saves me time and allows me to get more work accomplished. Otherwise I would be wracking my brain trying to remember in what case I may have done something similar so that I can copy or follow that document. (Not that it doesn't still happen!)

The more organized I can be, the more efficient I am.



By Lynda Traves, Editor

I was born in Alberta and immigrated to Minnesota in 1989 with our first born son. My first husband and I lived in MN for 3 years. Our daughter was born there. We moved to CA in 1992 where our youngest son was born.

I started in the legal field in 1999 and commenced the paralegal certificate at Skyline College in 2002 after completing my HR certificate. What was fun about taking all the legal classes was that my "current husband", Mark Cappel, was in law school and we actually were reviewing some of the same court cases. We moved to Reno in 2010 and love it here.

Mark and I began going to Burning Man in 2006 and started volunteering with the organization in 2007. We fell in love with the Black Rock Desert and purchased a jeep to trek that area.

I think pictures speak loads.



This is HPY ZED (my playa name)



Lynda & Mark at Fly Geyser



Bryan, Thomas, Lynda, Sarah



Mark, bus driver, at the temple



Temple burnt Sunday



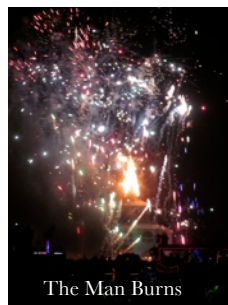
Lynda & Mark have a Class B so we drove this bus.



The Man (burnt Saturday) and Reno Core Project (burnt Thursday) with Burn Walls Street (burnt Friday) in the background. I was Project Lead for the RCP.



Our theme camp



The Man Burns



The Pier

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/>

Speaker Biography

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Education/Certifications:

B.A. University of Nevada, Reno 1979

C.P.A., February 1982

M.S. Taxation, Golden Gate University, 1988

A.B.V. (AICPA's Accreditation in Business Valuation), 2000

C.F.F. (AICPA's Certification in Financial Forensics), 2010

Relevant

Employment:

Principal, Susan Bergstrom Brackney, CPA/ABV, MST (APC)
2001-president

Adjunct accounting professor, University of Nevada, Reno
Fall semester, 2002 (Taxation of Estates and Trusts)
Fall semester, 2004 (Taxation of Estates and Gifts)

Principal, Proctor & Gaub, CPAs, 1992 - 2001

Staff, Kafoury, Armstrong and Company, CPAs, 1980 -1992

Professional

Associations:

American Institute of Certified Public Accountants

FVS and Tax Sections

Nevada Society of Certified Public Accountants

Board Member, 1993 -1994; 1997 -1999, 2002 - 2007

Reno Chapter President 1993 -1994

Litigation Consulting Services Committee, 1993 - 2007, 2011-present (1995 -1996 and 2000 -2001 Chair)

Taxation Committee, 1984 -1990; 1992 -1993

Business and Economic Development Committee, 1992 -1993 (Chair)

Small Business Committee, 1990 -1991 (Chair)

State Bar of Nevada:

Washoe County Bar Association

Volunteer Lawyers of Washoe County, Treasurer 1996 - 2000

Northern Nevada Disciplinary Panel, 1997 - present

Northern Nevada Fee Dispute Panel, 1999 - present

Association of Certified Fraud Examiners, Reno Chapter,
Treasurer 2012

Specialized

Experience:

Court appointed Receiver, Mediator and Arbitrator by the Second
Judicial District Court of Nevada

Court appointed Examiner by Federal Bankruptcy Court

Court appointed neutral financial expert by the Second and Ninth
Judicial District Courts of Nevada

Qualified as an expert witness in the First, Second, Forth,
Fifth, Eighth, and Ninth Judicial District Courts of Nevada

Financial Mediator

SNAP General Meeting Luncheon Tuesday, September 18 at Noon

SPEAKER: Susan Brackney, CPA

TOPIC: How to Read a Tax Return

PLACE: ZoZo's
3446 Lakeside Drive
Reno NV

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

Name: _____

Office: _____

Phone/Email: _____

Member

Student

Guest

Menu - Italian Family Style

**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, September 14, 2012**

**RSVP via
Email to Christine Lamia christinelamia@kernltd.com
Or Evite**