

SNAP SHOT



Presidential Ramblings

Upcoming Events

On Friday, May 10, 2013, SNAP will hold its annual seminar. It's not too late to sign up to learn about Technology, Evidence, Going Paperless, e-Discovery, and Ethics. The registration deadline is May 1, 2013. The speakers include Michael V. Kattelman, Esq., who will present software technologies used in the law office and using an iPad for trial; Shawn Meador, Esq., and/or John Keuscher, Esq., who will present different ways of obtaining admissible evidence; Mark Ivey, Esq., who will present sources of e-Discovery and preservation of e-Discovery; Caren Cafferata, Esq., who will present the ethics portion of our seminar and provide an overview of NRS 281A and sanctions to investigate and adjudicate public complaints filed; and our own SNAP Liaison, Anna Buchner, who will present the benefits and pitfalls of going paperless in the law office. The seminar has been approved for 6 CLE credits. Please see the registration form included with this newsletter to register for the seminar. I will be at the seminar, and I hope to see many of you there. Since lunch is included in the registration fee, we will have an opportunity to network and get to know one another.

Financial assistance is available through SNAP's scholarship program. In order to qualify, you must have been a SNAP member in good standing for at least six months. The application and full details of qualifications are available at www.snapreno.com. Simply click on the Education tab.

SNAP board elections will be held during the June 18, 2013, general meeting. If you are an active member, you are eligible to run for an officer position. SNAP's First Vice President, Amy Hodgson, ACP, and Parliamentarian, Susan Davis, CP, PLS, have been calling active members to encourage them to run for a position. Perhaps you originally replied no but have reconsidered. It is not too late to change your mind. Simply email either amy@silverman-decaria.com or susand@lge.net to let one of them know you are interested. Amy or Susan will then contact you to discuss the various officer positions with you.

A SNAP officer position is a rewarding experience. It allows you the opportunity to work with other talented board members to guide and improve our organization, to learn or improve leadership skills, and to add the designation to your resume. No previous

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GENERAL MEETING **SNAP Calendar 2013**

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

ZoZo's Restaurant @ 3446 Lakeside Drive

April 16, 2013:

Speaker: Gloria Petroni, Esq.

Topic: Bankruptcy

May 10, 2013:

Annual Seminar

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, CP, PLS

Secretary: Crystal Huss

NALA Liaison: Anna Buchner

Student Liaison: Rachael Chavez

Activities/Social Chair: Christine Lamia

Newsletter & Web Site Editor: Lynda Traves

<http://www.facebook.com/groups/154903284632632/>

Tidbits of the Month

Tips is 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.

Hot Story from Anna Buchner:

***People v. Bergerud*, 223 P.3d 686 (Colo. 2010)**

Although the defendant remains ever the master of his defense while the attorney's role is that of an assistant, the right to an attorney is not a right to a mouthpiece or marionette, but rather to competent counsel who will employ her own professional expertise in effectively representing her client's interests.

Hot Story from Kate Cline:

Interesting read...CA Bar is considering issuing a "limited practice license program" aimed primarily at law students who have not yet passed the bar. Thought you all would be interested considering the proposed bill in our legislature regulating paralegals.

http://www.calbarjournal.com/February2013/TopHeadlines/TH1.aspx?goback=%2Egde_51904_member_215564552

Election Survey Request by Amy Hodgson:

Annual Elections

Elections are quickly approaching. I am asking the general membership let me know their preference -- have a speaker in June after the elections, or have the elections and no speaker, giving you the opportunity to network and talk with your peers.

Please e-mail me and let me know what YOU want to do!
amy@silverman-decaria.com

Amy S. Hodgson
First Vice President

The educational sessions were announced by NALA. This is the link

<http://www.nala.org/2013-convedprograms.aspx>

Attached is an ad for NALA's Facts & Findings apps in the Google Play and Apple Store.

Through this app, members and subscribers use their NALA Net login (listed above) to receive each issue as it is published on their own tablets and mobile devices! Issues are download in pdf format so that you can read the magazine without an internet connection. The app also includes links to the NALA Facebook page, and to the CLE Look Up for members and Certified Paralegals to use to check their record of CLE credits. The app is available for iPads and iPhones through iTunes; and on Google Play for Android users. An app for the Windows 8 Microsoft Surface tablet will be coming soon! Tablet and phone versions are available. Guests are invited to review portions of the current issue, and former issues at no charge.

Also attached is the ad for the 2013 Annual Meeting in Portland – we hope to see many of you there!

These ads are being provided for your association's use in your association's newsletter or on your association's web site.

Please let us know if you have any questions!

Marie Greninger
Director, Administrative Services/Certification
National Association of Legal Assistants
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918-587-6828
918-582-6772 FAX
www.nala.org



Hello SNAP Members!

I am the Chairman of the Nominations and Elections Committee for SNAP's 2013-2014 elections.

As you know, SNAP elections are held every year in June. 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.

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 in the bylaws.

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 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/>

US Bankruptcy Court

http://www.nvb.uscourts.gov/downloads/bugle-newsletters/2013/2013_03.pdf

Announcing our Apple and Google Apps for *Facts & Findings*!

The apps place *F&F* at your fingertips to be read any time, any day on an Android tablet or the iPad. The app includes member password protected access to the current issue of *Facts & Findings*, and access to the last six issues, including the table of contents.

Issues may be downloaded as pdf files for access when the device is not online. The file may be saved in your documents folder on Android or in iBooks. This gives you access to the tools from Adobe, including highlighting and writing notes directly on the pages.



Available on the
App Store



ANDROID APP ON
Google play

For non-members, there is a guest preview for the latest issue and access to the last six issues as well. Bonus features for the app include a CLE look up for all Certified Paralegals (password protected); AND a link to NALA's Facebook page. This brings a whole new dimension to NALA and to *Facts & Findings* ... The Journal for all Paralegals!



THE ASSOCIATION OF LEGAL ASSISTANTS • PARALEGALS

1516 S. Boston Ave., Ste. 200 • Tulsa, OK 74119 • www.nala.org

PHONE



TABLET

PORTLAND

NALA IN THE GREAT NORTHWEST

JULY 2013



38th Annual Convention,
Institutes & Exhibition
July 10-12, 2013 • Portland, OR



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LEGAL ASSISTANTS • PARALEGALS

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Wolters Kluwer
Corporate Legal Services

CT Corporation

2013

Webinar Series

Complimentary

ETHICS IN EVOLVING COMPLIANCE REQUIREMENTS 2013 April 17, 2013 1-2 pm ET

According to this year's Association of Corporate Counsel survey of corporate legal officers, compliance and ethics issues are their number one concern.

If it's on their minds, shouldn't it be on yours?

87 percent of in-house counsel agree that intensifying regulations and enforcement have pushed compliance and ethics to the top of their list. This webinar looks at how laws aimed at curbing terrorism, money-laundering and abusive tax shelters can create ethical issues for attorneys acting as business formation agents.

Who should attend

- Attorneys and paralegals in law firms
- In-house counsel and paralegals

Attendees will learn

- An introduction to the "must-know" laws that impose penalties for conducting business with Office of Foreign Asset Control (OFAC), specifically-designated nationals (SDN), and persons from blocked nations.
- Updates on new and existing requirements for business entities and their attorneys acting as business formation agents.
- What the Financial Action Task Force (FATF) and ABA gatekeeper recommend for client due diligence and business formations.
- Key points in the ethics rules pertaining to these matters. How to avoid potential federal fines while meeting state bar ethics rules.

Meet the SNAP Board

Amy Hodgson, ACP
1st VP/Education



Erin Tieslau, CP
Treasurer



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



Anna Buchner
NALA Liaison



Susan Sunday, ACP
President



Crystal Huss
Secretary



Rachael Chavez
Student Liaison



Christine Lamia
Activities/Social
Chair



Susan Davis, CP, PLS
Parliamentarian



Lynda Traves
Newsletter &
Web Site Editor

Speaker Biography



Ms. Petroni grew up on a farm in Yerington, Nevada, the daughter of an Italian immigrant father who came to the U.S when he was sixteen and could not even order a meal at a diner because he knew no English. Ms. Petroni was the first lawyer in her family. Ms. Petroni practiced in California for about six months prior to practicing in Reno, Nevada in the area of family law, probate, estate planning and bankruptcy.

Ms. Petroni enjoys finding solutions for her clients by ascertaining their desires after giving them a legal framework for understanding their options. Ms. Petroni believes every client is entitled to dignity and support from their law firm, and to know that he or she is in a safe place where their confidential financial matters are protected in the highest manner.

Ms Petroni continues to handle, divorces, guardianships and probate matters. Ms. Petroni has practiced in the area of Divorce, Probate, Guardianships and Trust Administration for over 31 years. Because of her LLM in Taxation, she also has a solid foundation in business matters and has been practicing in the bankruptcy area since 2008.

SNAP General Meeting Luncheon Tuesday, April 16 at Noon

SPEAKER: Gloria Petroni, Esq.

TOPIC: Bankruptcy

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, April 12, 2013**

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

Sierra Nevada Association of Paralegals

TRANSLATION:

TECHNOLOGY, EVIDENCE, AND ETHICS

Annual Seminar

Friday, May 10, 2013

Northern Nevada Bar Center
9456 Double R Blvd. Suite B, Reno

Guest Speakers and Topics

Technology — Mike Kattelman
Software technologies used in the law
office and using an iPad for trial

Evidence —

Shawn Meador/John Keuscher

Different ways of obtaining admissible evidence

Going Paperless — Anna Buchner

e-Discovery — Mark Ivey

Ethics —

Caren Cafferata-Jenkins
Overview of NRS 281A,
and sanctions to
investigate and adjudicate
public complaints filed

Schedule of Events 9:00 am to 4:30 pm

8:30 a.m.	Registration
9:00 a.m.	Technology
10:15 a.m.	Evidence
11:30 a.m.	Paperless
12:30 p.m.	Lunch In-house (included)
1:30 p.m.	e-Discovery
3:00 p.m.	Ethics

Registration (6 CLE Credits, including 1.5 ethics and Lunch)

Name: _____

Telephone Number: _____

Firm Name: _____

Early Bird Registration: if paid by April 3, 2013

\$95.00 Members \$115.00 Non-members \$75.00 Students

Registrations must be received by May 1, 2013

\$105.00 Members \$125.00 Non-members \$85.00 Students

Registration is not complete until payment is received.

**Email Your Reservation to info@snapreno.com
by Wednesday, May 1, 2013**

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



Michael V. Kattelman graduated from the University of the Pacific, and attended law school at the University of California, Hastings College of the Law. He was law clerk to the Honorable Scott T. Jordan in 1997. Mr. Kattelman has practiced at Silverman, Decaria & Kattelman (originally Silverman and Decaria) since 2000. Mr. Kattelman is the



Vice-Chairman for the Executive Council of the State Bar of Nevada, Family Law Section; and is currently the President of the Washoe County Bar Association.



Shawn B. Meador graduated from Utah State University, and attended law school at the University of Utah. He has been practicing law since 1983, and has been a shareholder in the firm



Woodburn and Wedge since 1989. Mr. Meador was a member of the Executive Council of the Family Law Section of the State Bar of Nevada from 1997-1999.

He is a fellow of the American Academy of Matrimonial Lawyers (there are fewer than 15 members in the State of Nevada).



John Keuscher graduated from the University of Nevada, and attended law school at Willamette University College of Law. Mr. Keuscher has been practicing law since 2001, and in 2008 was named a shareholder at Woodburn and Wedge. In 2012, he



partnered with Jessica Anderson to form the law firm Anderson Keuscher.



Anna Buchner is a graduate of Truckee Meadows Community College and has two associate degrees: Business - Banking and Finance and Paralegal/Law. She has been a member of the Sierra Nevada Association of Paralegals (SNAP) since 1998 and a board member since 1999. She is a member of the National Association of Legal Assistants (NALA) and the



Washoe County Bar Association's Paralegal Division. She has worked in the legal field over eighteen years. Prior to joining NPRI Center for Justice and Constitutional Litigation, where she is employed as a Paralegal/Office Administrator, she worked primarily in insurance defense. Mrs. Buchner spent one year working in Social Security Disability where she helped individuals obtain their social security disability benefits.



Caren Cafferata-Jenkins graduated from Penn State University, and attended law school at Golden Gate University School of Law. She has been practicing law since 1997, and has been Executive Director for the Nevada Commission on Ethics since 2009. Before accepting the position for the Nevada Commission on Ethics, she was a shareholder and the founder of Jenkins Law Office. Ms. Cafferata-Jenkins practice included



dispute resolution and litigation in family law, estate planning, real estate and business cases. Ms. Cafferata-Jenkins was also an Adjunct Professor for Golden Gate University School of Law from 2002-2005, developing and teaching third year honors remedies workshops, and several sections of first year Legal Writing and Research classes.

