

# Ab Initio

a publication of

**LEGAL ASSISTANTS/PARALEGALS OF SOUTHERN WEST VIRGINIA**

*an Affiliate of the National Association of Legal Assistants, Inc.*

Volume I, No. 2

April 2005

## **LAPSWV 1<sup>st</sup> ANNUAL SEMINAR and MEETING**

**May 13 and 14, 2005**

**“The Rules of Civil Procedure”**

Marshall University

Huntington West Virginia

Friday, May 13 - 7:00 p.m. - Welcoming  
Reception - Holiday Inn, 800 Third Avenue,  
Huntington

Saturday, May 14 - 8:00 a.m.-4:30 p.m.  
Annual Seminar and Meeting  
Marshall University Memorial Student  
Center - Shawkey Dining Room (2<sup>nd</sup> Floor)

See [www.lapswv.org](http://www.lapswv.org)  
for brochure and registration form.

Registration is due  
May 5, 2005  
to  
Pat Schoolcraft  
HC 36, Box 398  
Charleston, WV 25306.

PLEASE NOTE - The LAPSWV Annual Meeting will be held on May 14 from Noon-1:30 p.m. LAPSWV 2005-06 officers will be announced at that time.

LAPSWV  
Charleston “LUNCH & LEARN”  
Thursday, April 21, 2005  
Noon - 1:00 p.m.  
Steptoe & Johnson 8<sup>th</sup> Floor Bank One Ctr  
Featured Speaker: Ms. Breigh Marling  
Topic: LexisNexis for Paralegals  
LUNCH WILL BE PROVIDED

STATE OF WEST VIRGINIA  
LAW DAY  
May 2, 2005

Law Day is the annual legal information fair held every year at the State Capitol. Law Day celebrates the American legal system and provides members of the legal system a chance to educate the public about their rights and responsibilities under the law. LAPSWV will be participating in Law Day on May 2 from 10:00 a.m. - 2:00 p.m. with a table of information for Legal Assistants/Paralegals in and around the state. Please contact Lorena Shingleton at [shinglel@steptoe-johnson.com](mailto:shinglel@steptoe-johnson.com) for more details.

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**NALA Certification  
2005 Examination Schedule**

Test Date: **July 22 & 23**  
Deadline for Application: May 15  
Late Application Deadline: May 27

Test Date: **December 2 & 3**  
Deadline for Application: October 1  
Late Application Deadline: October 17

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**NALA News from  
Jane Lambert, CLA, NALA Liaison, LAPSWV**

Just in - NALA Campus LIVE! Winter Session will be winding down in April with five presentations offering CLE appealing to a variety of preferences. Two hot topics in April are:

April 20 - Noon-2:00 p.m. Central Time - EVICTIONS, presented by Glenn Leier, Esq., from Portland, Oregon. This session focuses on real estate, landlord-tenant matters, business, employment and management, and wills and probate.

April 22 - 1:00-2:30 p.m. Central Time - EMPLOYMENT DISCRIMINATION, presented by Cheryl Snider, CLAS, from Toledo, Ohio. This session covers a broad spectrum of employment discrimination issues. The administrative process, witness interviewing, conducting an investigation (including investigation techniques), and preparing the position statement are all topics that legal assistants in this area of speciality will find helpful.

Each hour of NALA Campus LIVE! instruction earns .1 CLE credit, and the maximum course length is two hours.

Visit the NALA web site for complete information on registration and instructions for participation.

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**"NALA 30-Three Decades Strong"**

**30th Annual  
Convention & Exhibition  
Hyatt Regency Crown Center  
Kansas City, Missouri  
July 13-16, 2005.  
<http://www.nala.org>**

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**Congratulations to the following  
New CLAs/CPs:**

Lisa A. Cole, CLA, Cross Lanes;  
Juli M. Crawford, CLA, Charleston;  
Nancy L. Jones, CLA, Lindside, WV;  
Teresa McNeely, CLA, So Charleston; and  
Kristen E. Priestley, CLA, Charleston.

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**It's A Boy!**

**Congratulations to Jill (LAPSWV  
President) & Shawn Francisco on the  
birth of their first child, John David  
Francisco, at 6:53 a.m. Saturday, March  
26. Baby John David weighed 6 lbs. 13 oz.  
and measured 20" long!**

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## **MEMBERSHIP**

The LAPSWV fiscal year is July 1 through June 30. New members' and current members' dues are due and renewable by July 1, 2005. LAPSWV membership is available in three categories: Active member, Student member, and Sustaining member. The annual dues for membership are \$30 for active members; \$20 for student members; and \$50 for sustaining members

All applicants for membership must agree to be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc. (NALA). The canons of ethics are part of the LAPSWV Membership Application.

News is frequently sent to all members via e-mail. Members are encouraged to provide the Executive Committee members with changes in their e-mail address by completing the Change of Address form. Both the membership application and change of address form are available in PDF format at [www.lapswv.org](http://www.lapswv.org)

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### **2004-05 LAPSWV OFFICERS**

Jill I. Francisco, CLA - President  
[jfrancisco@huddleston.com](mailto:jfrancisco@huddleston.com)  
Nancy Knurek, CLA - 1<sup>st</sup> Vice President  
[knurekn@steptoe-johnson.com](mailto:knurekn@steptoe-johnson.com)  
Rhonda Swartz, CLA - 2<sup>nd</sup> Vice President  
[Rhonda.Swartz@usdoj.gov](mailto:Rhonda.Swartz@usdoj.gov)  
Johnna Asbury - Secretary  
[jasbury@huddlestonbolen.com](mailto:jasbury@huddlestonbolen.com)  
Pat Schoolcraft, CLA - Treasurer  
[patricias@fsblaw.com](mailto:patricias@fsblaw.com)  
V Jane Lambert, CLA - NALA Liaison  
[vjlambert@charter.net](mailto:vjlambert@charter.net)  
Joyce Wilson, CLA - Historian  
[jwilson@spilmanlaw.com](mailto:jwilson@spilmanlaw.com)

## **LEGAL RESEARCH/ REFERENCE MATERIALS**

Code of Federal Regulations  
[www.access.gpo.gov/nara/cfr/cfr-table-search.html](http://www.access.gpo.gov/nara/cfr/cfr-table-search.html)

Federal Rules of Civil Procedure  
[www.law.cornell.edu/rules/frcp/overview.htm](http://www.law.cornell.edu/rules/frcp/overview.htm)

Federal Rules of Evidence  
[www.law.cornell.edu/rules/fre/overview.html](http://www.law.cornell.edu/rules/fre/overview.html)

U.S. Code  
[uscode.house.gov/](http://uscode.house.gov/)

WV Supreme Court of Appeals – Rules of Appellate Court  
[www.state.wv.us/wvsca/rules/appellate.htm](http://www.state.wv.us/wvsca/rules/appellate.htm)

WV Rules of Civil Procedure  
[www.state.wv.us/wvsca/rules/contents.htm](http://www.state.wv.us/wvsca/rules/contents.htm)

WV Rules of Criminal Procedure  
[www.state.wv.us/wvsca/rules/CriminalProc.htm](http://www.state.wv.us/wvsca/rules/CriminalProc.htm)

WV State Bar Rules of Professional Conduct  
[www.wvbar.org/BARINFO/rulesprofconduct/index.htm](http://www.wvbar.org/BARINFO/rulesprofconduct/index.htm)

WV Code of State Rules  
[www.wvsos.com/csr/](http://www.wvsos.com/csr/)

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## *Ab Initio*

Latin for "from the beginning."

*Ab Initio* is a quarterly publication of Legal Assistants/Paralegals of Southern West Virginia (LAPSWV). None of the information contained herein is intended nor should it be construed as legal advice.

**LAPSWV**  
**Post Office Box 0531**  
**Huntington WV 25710-0531**  
[www.lapswv.org](http://www.lapswv.org)