

# Ab Initio

a publication of

**LEGAL ASSISTANTS/PARALEGAL**s OF **SOUTHERN WEST VIRGINIA**

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

Volume I, No. 1

January 2005

## Welcome to LAPSWV!

LAPSWV was born out of a desire to maintain the highest possible standards for an elite, paraprofessional group of working men and women; a need for better communications among local paralegals; and an interest in promoting the legal assistant's role in a more positive and effect manner.

At an organizational meeting held on June 19, 2004, at the Hampton Inn in Teays Valley, LAPSWV adopted its Bylaws and elected the following officers to serve for one year:

<b>President</b>	<b>Jill I. Francisco</b>
<b>First Vice President</b>	<b>Nancy Knurek, CLA</b>
<b>Second Vice President</b>	<b>Rhonda Swartz, CLA</b>
<b>Secretary</b>	<b>Johnna Asbury</b>
<b>Treasurer</b>	<b>Pat Schoolcraft, CLA</b>
<b>NALA Liaison</b>	<b>V. Jane Lambert, CLA</b>
<b>Historian &amp; State Bar Liaison</b>	<b>Joyce Wilson, CLA</b>

LAPSWV membership runs from July 1 to June 30, and applications are renewable on an annual basis. If you haven't joined already, join today!

**LAPSWV IS YOUR ORGANIZATION!**

## Ab Initio

*Latin for "from the beginning."*

This newsletter is a work in progress; consider it a "CONSTRUCTION ZONE," of sorts. Even the title was arbitrarily chosen, as we are currently seeking volunteers for the LAPSWV Newsletter Committee.

The LAPSWV newsletter will be published on a quarterly basis; but, as with "all things LAPSWV," we are open to suggestions. LAPSWV members' comments and opinions are always welcome.

Interested in contributing to the newsletter? Contact Nancy Knurek at 556-8248 or [knurekn@steptoe-johnson.com](mailto:knurekn@steptoe-johnson.com).

---

### LAPSWV

Charleston "LUNCH & LEARN"

Thursday, January 20, 2005

Noon - 1:00 p.m.

2<sup>nd</sup> Floor Robert C. Byrd U. S. Courthouse

Featured Speaker: Jerry Cole

Topic: "Identity Fraud"

Bring your lunch!

**"Have you seen  
www.lapswv.org?"**

Thanks very much to the following LAPSWV members who volunteered and launched the first-ever Legal Assistant/Paralegals of Southern West Virginia website on December 11, 2004: Lorena Shingleton, Chairman; Susan Mullins, Paula Pauley, Linda Quillen, Pat Schoolcraft, Tonya Skeens, and Joyce Wilson.

Jeff Bowen is our Web Master. Articles/items of interest may be forwarded to [lshingleton@steptoe-johnson.com](mailto:lshingleton@steptoe-johnson.com) at any time.

---

### **Please Note**

LAPSWV membership applications

may be downloaded from the

[LAPSWV official website.](http://www.lapswv.org)

---

Contact [knurekn@steptoe-johnson.com](mailto:knurekn@steptoe-johnson.com) for more information concerning anything in this edition of *Ab Initio*.

**Articles to be included in the next edition  
should be submitted by  
APRIL 1, 2005.**

### **CLA Review Course at Marshall University**

Marshall University professors, Donna Donathan and Tim Meisel, are working with members of the LAPSWV Executive Committee to launch a comprehensive review of the CLA/CLAS examinations at Marshall University.

An overview of NALA's certification course content, including the benefits of certification, a list of materials to be studied during the review course, and an outline of the subjects to be presented, has been scheduled.

An informational session will be held on **Saturday, February 19, 2005**, beginning at **10:00 a.m.** in the John Spotts Room, Second Floor of the Student Center at Marshall University, Huntington, West Virginia.

---

### **NALA Certification 2005 Examination Schedule**

Test date: **March 18 & 19**  
Deadline for Application: January 15  
Late Application Deadline\*: January 31

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

The fee for the CLA examination is \$225 for NALA members and \$250 for non-members of NALA.

\* - With \$25.00 Late Filing Fee

## "What's Going On?"

08/19/04 - Charleston "Lunch & Learn"  
w/Elizabeth Harter, Esquire @ Steptoe &  
Johnson - "FLSA - Recent Revisions Regarding  
Overtime Pay"

08/31/04 - Huntington "Lunch & Learn"  
w/Ashley Lockwood, Esquire, Cabell County  
Public Defender @ Huddleston Bolen - "The  
Criminal Justice System and the Paralegal's  
Role"

09/09/04 - LAPSWV Dinner Meeting w/United  
States Attorney Kasey Warner, Esquire @ Scarlet  
Oaks Country Club - "The Patriot Act"

10/10/04 - "Walk for Women...Take a Step  
Against Breast Cancer" @ Huntington's Ritter  
Park - LAPSWV donated \$100.00

10/21/04 - Charleston "Lunch & Learn"  
w/Joanna I. Tabit, Esquire @ Steptoe & Johnson  
- "30 Days Before Trial-What's a Paralegal to  
Do?"

10/28/04 - Huntington "Lunch & Learn"  
w/Pamela Adkins, M.S., CC-A, from Tri-State  
Otolaryngology @ Huddleston Bolen - "Issues  
Relating to Hearing Loss"

11/30/04 - Huntington "Lunch & Learn"  
w/David Bolen, Esquire @ Huddleston Bolen -  
"HIPAA Regulations"

12/14/04 - LAPSWV Christmas Social @  
Pizzeria UNO's, Teays Valley

01/20/05 - Charleston "Lunch & Learn" w/Jerry  
Cole of the United States Attorney's office @  
USDC/SDWV (Charleston) Courthouse -  
"Identity Fraud"

02/19/05 - Marshall University and LAPSWV  
CLA/CLAS Review Course Informational  
Session @ 10:00 a.m. John Spotts Room,  
Second Floor of the Student Center, Marshall

\* \* \* \* \*

## Hey! Check Out These Other NALA Affiliates:

<http://www.slala.org/SLALANov-Dec2004Newsletter.PDF>  
(St. Louis, Missouri)

<http://www.fresnoparalegal.org/newsletter/>  
(Fresno, New Mexico)

<http://www.charlotteareaparalegals.com/paraview.html>  
(Charlotte, North Carolina)

---

## LAPSWV 1<sup>st</sup> ANNUAL SEMINAR

coming

May 2005

Marshall University

Huntington West Virginia

Make Plans to Attend

(Continuing Education Credit available)

---

*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)