

A vibrant summer beach scene. The sky is a clear, bright blue, filled with a large, glowing yellow sun in the top left corner and a flock of small black birds flying in the upper right. The ocean is a deep blue with white-capped waves breaking onto a sandy beach. In the foreground, two wooden lounge chairs with red and white striped fabric are positioned on the sand. A matching red and white striped beach umbrella stands behind them. The overall atmosphere is bright and cheerful.

WELCOME

JUNE
2021

AAPI OBJECTIVES AND GOALS

Establish good fellowship among Association members, NALA, and members of the legal community.

Encourage a high order of ethical and professional attainment.

Further education among members of the profession.

Cooperate with bar associations.

Support and carry out the programs, purposes, aims and goals of NALA.



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MESSAGE FROM THE PRESIDENT



AAPI Members,

I first and foremost hope you, your family and friends remain safe, while successfully navigating these trying times at both a personal and professional level. This past year of unprecedented challenges and sustained uncertainty have tested our grit, fed our resilience and made our accomplishments that much sweeter. This year gifted us with the ability to pivot quickly, adapt to challenges and find creative ways to persevere and succeed.

AAPI is just not a paralegal association but an extended community of like-minded friends that share ideas and keep connected through their experiences. The pandemic has made this challenging, but we are fortunate to live in a time that the technology is available that allows us to keep connected remotely. This year, we have also had some in-person events. I so enjoyed seeing some of you at our Winter Conference and at Paralegal Day. We will continue a monthly virtual CLE for June and July but hope that you plan on joining us at our in-person Summer Convention, August 5-8 in Orange Beach, Alabama.

The key to AAPI's continued success is its dedicated, hardworking Board of Directors. We are currently taking nominations of candidacy for Board positions. Please consider running for a board position. Please join us as we work together to educate and strengthen the paralegal profession.

Leadership is the ultimate test of vulnerability and perhaps one of the greatest gifts you can give to the people around you. When others are sitting back, resting on their laurels, when others are keeping their heads down and their mouths shut.... Be bold. Stand up, step up and lead.

Also, don't forget to nominate a member from your Region for Member of the Year.

Please let me know if you have any questions about any of the Board of Directors positions. I will be more than happy to explain the position and the commitment it requires.

Angela Henderson, CP

President



2020 ~~2020~~ 2021

AAPI BOARD OF DIRECTORS

President

Angela Henderson, CP
president@alabamaparalegals.net

First Vice President

Adrienne Berry, CP
vicepresident@alabamaparalegals.net

Second Vice President - Membership
OPEN

Second Vice President - Seminars

Jeanie C. Johnson, ACP
seminars@alabamaparalegals.net

Secretary

Samantha Booker, CP
secretary@alabamaparalegals.net

Parliamentarian

Deborah M. Paul, CP
parliamentarian@alabamaparalegals.net

Treasurer

Wanda Dimon, ACP
treasurer@alabamaparalegals.net

NALA Liaison

Laura Reaves, ACP
nalalialiaison@alabamaparalegals.net

Region I Director

Susan Conger
region1@alabamaparalegals.net

Region II Director

Doe Dorsey
region2@alabamaparalegals.net

Region III Director

Kim Tillman, CP
region3@alabamaparalegals.net

Region IV Director

OPEN



2020 ~~2020~~ 2021

AAPI COMMITTEE CHAIRS

Communications Chair

Danielle "Dani" Baker, CP
communications@alabamaparalegals.net

Past President's Chair

Sonya Graves, ACP
ppresident@alabamaparalegals.net

Professional Relations Chair

OPEN

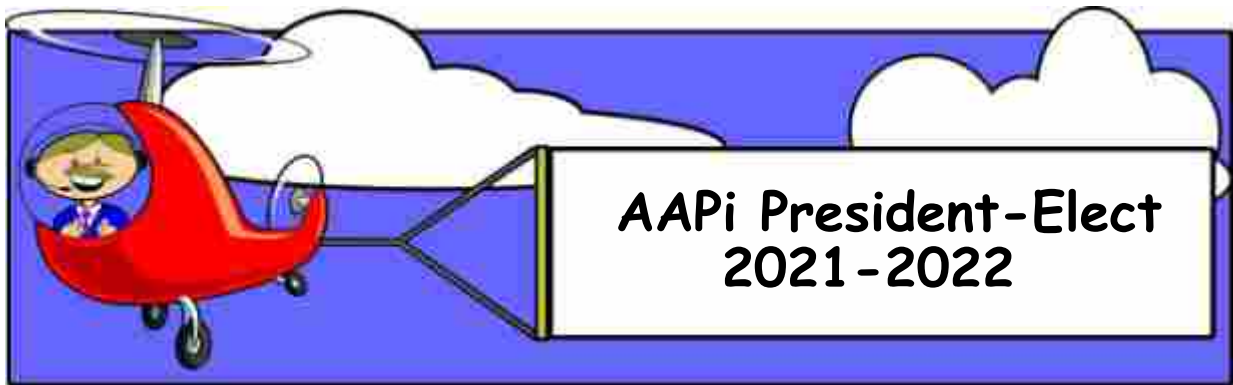
Ways & Means Chair

Kelly Crowe, ACP
ways@alabamaparalegals.net

VISIT OUR
WEBSITE!

alabamaparalegals.net





AAPi President-Elect 2021-22

Nominations for President opened on January 4th and closed on January 31st. The nominations were announced at the second board meeting held in March 2021. We are pleased to announce AAPi's upcoming President will be Adrienne Berry, CP. Adrienne has been a member of AAPi for 19 years and has served in numerous board and chair positions, including, Membership, NALA Liaison, Secretary, Seminars, and 1st VP. Adrienne works for the U.S. Attorney's Office in Birmingham, Alabama, as a Supervisory Paralegal in the Criminal Division, where she supervises nine paralegals. She has four daughters and enjoys "rope on the gate!"

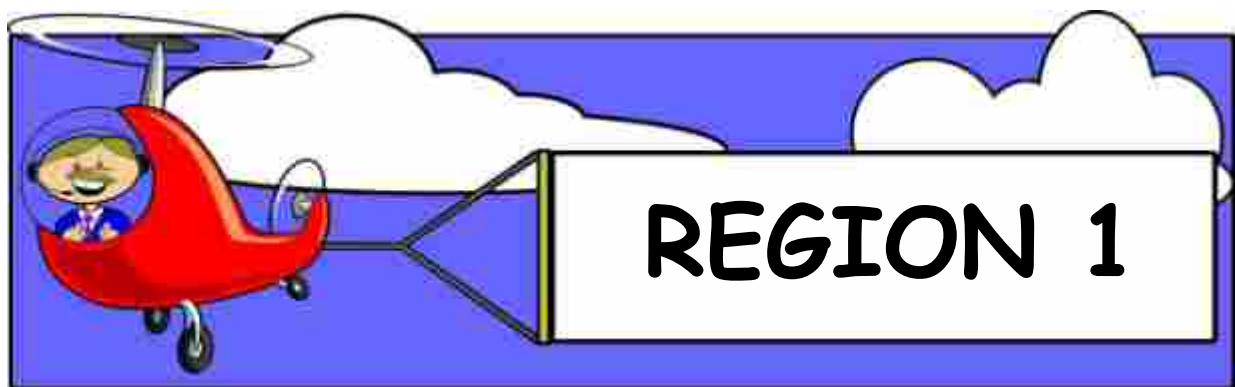
Adrienne will be installed at the 2021 Summer Convention and Annual Meeting on August 7, 2021, along with the newly elected Board of Directors.



BEACH

BEACH





Region 1 News

I am super excited to let our Region 1 members know that on Wednesday, April 14, 2021, I, along with Mr. Toney Pugh, the Executive Director for the Birmingham Athletic Partnership, presented a grand total of \$1,550.00 in football equipment to Woodlawn High School's football team. Mr. Pugh helps build school athletic programs and he has also been inducted into the Alabama High School Sports Hall of Fame. He's a rock star!

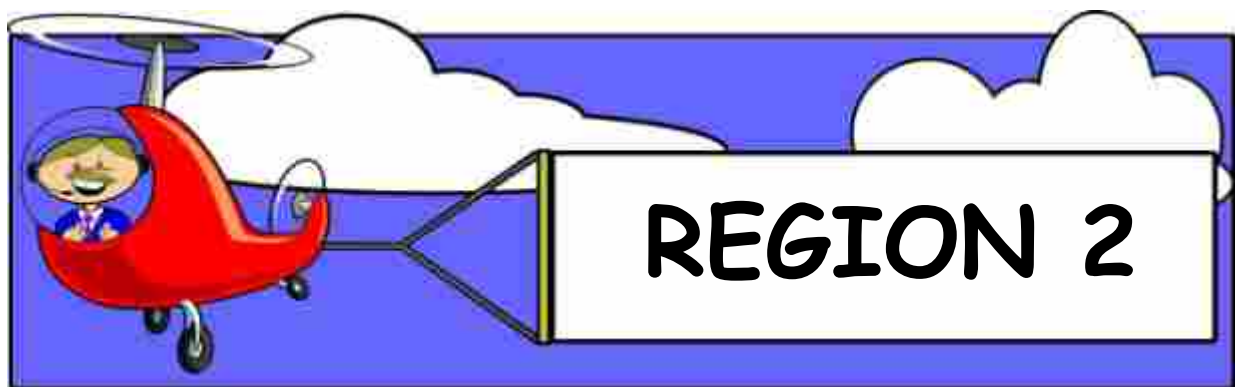
Region 1 raised a total of \$700 toward the football equipment and the Birmingham Athletic Partnership paid the \$850 balance on the equipment. Woodlawn's coaches and players were over the moon happy to receive the equipment that was ordered from each coach's wish list. The equipment has already been put to good use in their spring training. Please check out our pictures!

This amazing fundraiser is concluded and I appreciate everyone who supported it and donated to it.

On May 5, 2021, Region 1 celebrated Paralegal Day at Faulkner's Birmingham campus with many of its amazing members. It was also Cinco de Mayo, so we enjoyed some wonderful Taco Mama food. We played Paralegal Jeopardy (none of us profess to be Ken Jennings), but our members are super smart! Congratulations to our Paralegal Jeopardy winners and to Veritext for the winners' gifts.

Please let me know if you have any fundraising requests and/or ideas Region 1 can assist you with. I am in the process of planning an afterhours event in June so I hope everyone jumps on board with it and comes out to the ballpark.





AAPi Region II - Paralegal Day

On May 5, 2021, Region II held its Paralegal Day event at Faulkner University, courtesy of Cathy Davis.

The event was a great meet-and-greet followed by a luncheon that was catered by Eastbrook Café. Courtesy of Renee Jones at Veritex, we were able to provide 1st, 2nd, and 3rd place prizes for participating in Paralegal Jeopardy. AAPI also provided blankets to everyone that could attend.

Crystal Davis was our big winner for the attendance prize to the NALA at Home Conference! Even though there were not many that could be in attendance for Paralegal Day this year in Region II, it was a great appreciation day for the members that could attend. Below is a photograph of those in attendance at this year's Paralegal Day at Faulkner University.

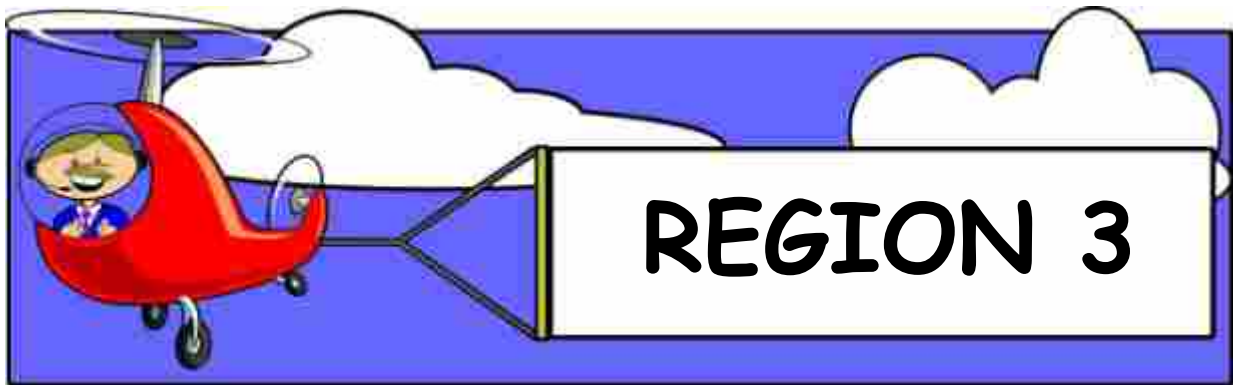


Thank you to everyone for participating in Paralegal Day. Giving your time really helped to make it a success.

Thank you AAPI for providing Region II attendees with the delicious food and great travel blankets!

Doe A. Dorsey
Director of Region II





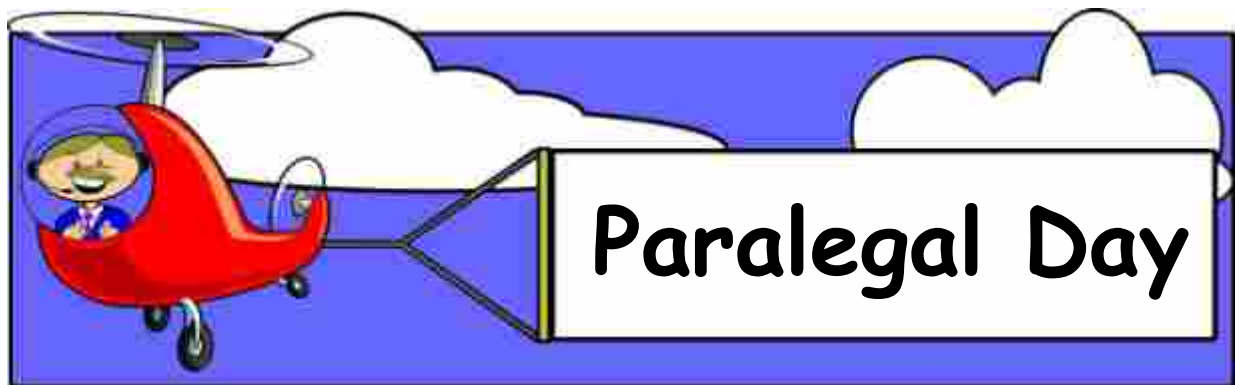
On May 5, 2021, Region III celebrated Paralegal Day at Faulkner College in Mobile, Alabama with several of it's region members in attendance. There was so much meeting, greeting, networking, celebrating, gifts and just plain old having fun.

We would like to thank Faulkner College, AAPi and all our sponsors for always being supportive of Region III. We would not be where we are without you.

Kim Tillman, CP

Region 3 Director





AAPi celebrates Paralegal Day!

by Adrienne Berry, CP First Vice President

On March 22, 1995, the Alabama Association of Legal Assistants, Inc., ("AALA") now known as the Alabama Association of Paralegals, Inc., ("AAPi") was there when the Proclamation was signed, designating the first Legal Assistant/Paralegal Day for May 3, 1995, in the state of Alabama. The Alabama Legislature passed the resolution shortly thereafter in April 1995. Thank you for the group who worked so tirelessly to achieve this recognition- we applaud your efforts and contributions for advancing our profession.

On Wednesday, May 5, 2021, members of AAPi celebrated at the first in-person event at Faulkner campuses in Birmingham, Montgomery and Mobile. Region 4 will celebrate at a later date. THANK YOU to you AAPi for providing blankets to each attendee and lunch was catered to all locations followed by three rounds of AAPi Paralegal Jeopardy. Members were quizzed on their knowledge of AAPi, from its incorporation date to the present day. A very big THANK YOU to Veritext, including Renee Jones, Debbie McCune, and Cam Cotney, for the great prizes given to the top winners in each region.

Region 1 winners included: Kendra Howard, Stephannie Froehlich and Melissa Moler.

Region 2 winners included: Crystal Davis, Cathy Davis, ACP, and Tonya White-Evans.

Region 3 winners included: Darlene Coward, Deb Paul, CP, and Patti Barchie, CP.

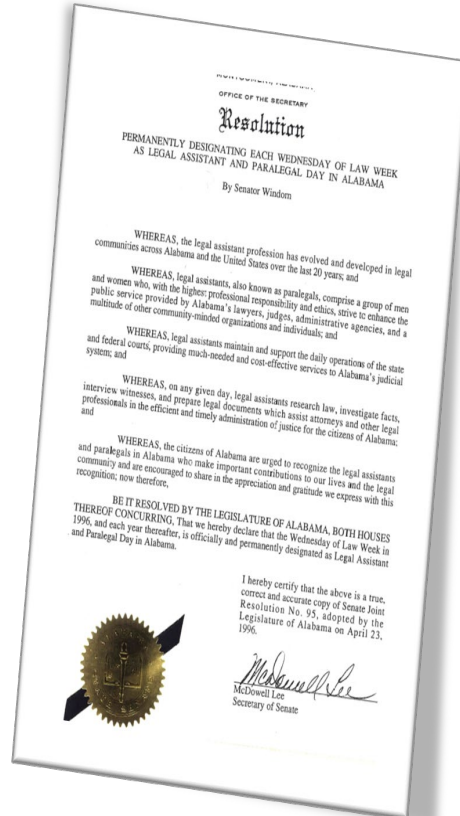
There was also a drawing in each region for a member to attend the 2021 NALA@Home virtual conference. Congratulations to Carin England, CP, Crystal Davis and Brenda Cochran, CP! We hope you enjoy the conference!

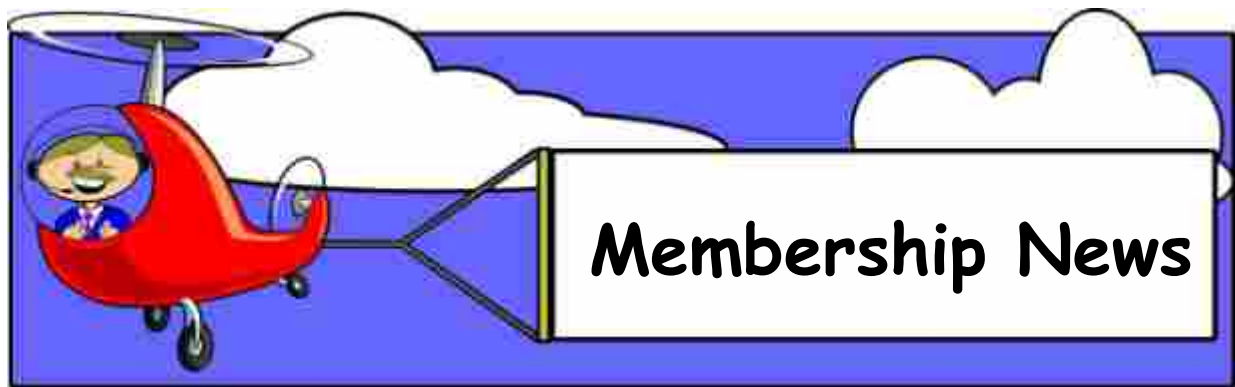
Attached is a picture of the AALA group who were instrumental in the recognition of Paralegal Day back in 1996. The Proclamation and Resolution are also attached. Check out some of the great pictures from the 2021 Paralegal Day events!



April 23, 1996

Proclamation and Resolution.





Membership Reminders:

Recently you should have received information for nominating someone from your Region for Member of the Year. Please let us know who in your Region stands out to you as an ambassador for AAPI. Nominations are due back by June 30th to Angela Henderson, CP.

Also, Paralegal of the Year nominations will be going out by May 30th to all active members' supervisors. The deadline for submissions is June 30th.

welcome

Welcome to our new members! And welcome back to some old/new members. The following joined/renewed AAPi since the last publication:

Region 1:

1. Julie Price
2. Wendy Pinner

Region 2:

1. Karen Guthrie, ACP
2. Teva Judkins
3. Clay Newsom

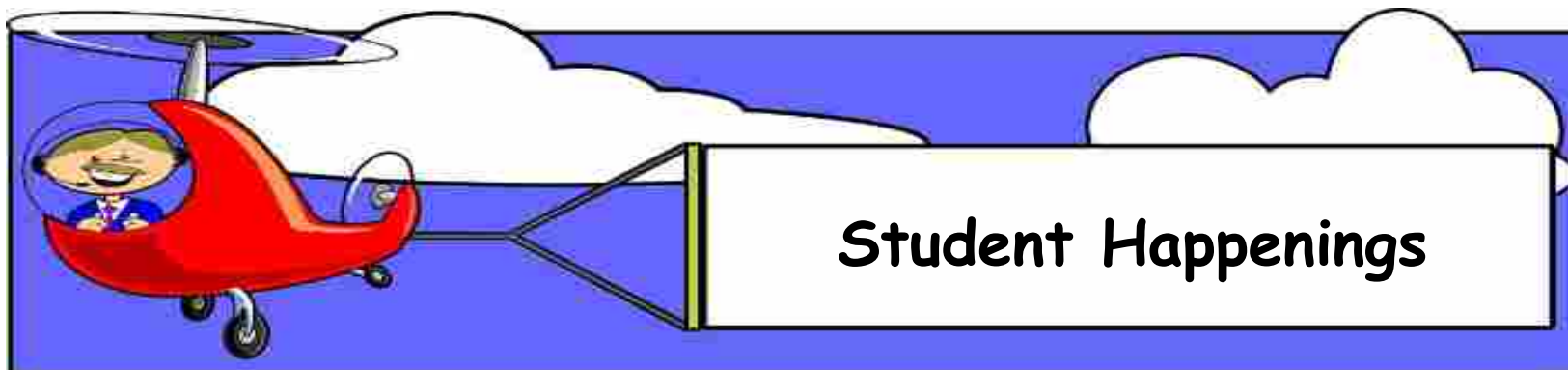
Region 3:

1. Mira Covington

Region 4:

1. Alexandra Pearce





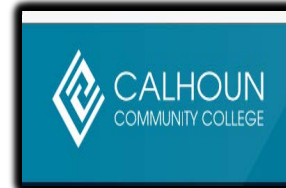
Director: Jennifer Nelson
We look forward to scheduling a visit soon on your campus.



Director: Elizabeth Howard
We look forward to scheduling a visit soon on your campus.



Director: Cathy Davis
We look forward to scheduling a visit soon on your campus.



Director: Brian Oakes
We look forward to scheduling a visit soon on your campus.



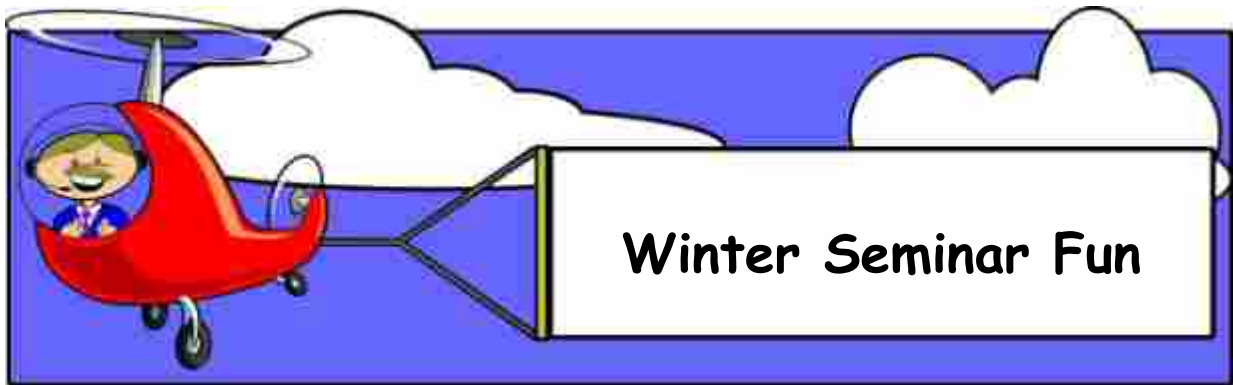
Director: Emily Johnston
We look forward to scheduling a visit soon on your campus.

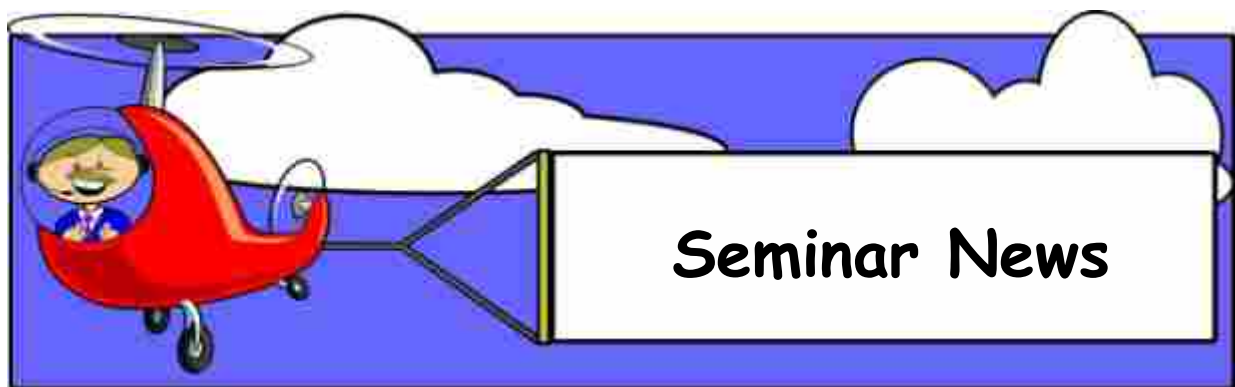


Director: Joy Aull
We look forward to scheduling a visit soon on your campus.



Director: Theresa Pelfrey
We look forward to scheduling a visit soon on your campus.





SEMINAR NEWS

*Jeanie C. Johnson, ACP
2nd Vice President - Seminars*

On March 5 – 6, 2021, AAPi held its Winter Seminar and CP Review Workshop – **A Tribute to AAPi's Heroes – Our Members!!!** The Seminar and CP Review Workshop took place at the Embassy Suites in Montgomery, Alabama. As 2020 brought its challenges to all of us, AAPi realized that it was not able to afford many benefits to our members during 2020 due to COVID. So, AAPi's Board of Directors wanted to celebrate our members by giving them this seminar and these CLEs free of charge. It was a great time had by all!

The Seminar and CP Review Workshop began at noon on Friday with some outstanding speakers. That evening, AAPi members and sponsors were treated to a banquet which included a fun costume contest, (see pictures) a lot of good music, and dancing. A special thank you to Joe Schell and Cite Depo for sponsoring the Friday night bar! Region 4 members took top honors in the Super Hero costume contest! **Storm Spencer**, aka Super Girl, won first place, and received a Target gift card; **Candice Morgan**, aka Ninja Turtle, won second place, and **Brenda Reeder**, aka Cat Woman, won third place! Congratulations to all who participated!!

As we change gears, now attention turns to the summer convention and annual meeting. AAPi's Summer Convention & Annual Meeting will be August 5 – 8, 2021, at the Hampton Inn & Suites in Orange Beach, Alabama. This year's theme is **Game Night with AAPi**. Not only will there be a variety of education topics, but this event will include many special events, such as Casino Night, College Game Day, many team games, a weekend long scavenger hunt, and AAPi Feud! This is guaranteed to be a fun time. Attendees can earn up to 7.5 CLE hours of CLE, including 2 hours of Ethics. There is a great line-up of speakers along with fun and entertainment, and beach time!

Be sure to check out all of the information in the brochure, which can be found on the website and in the email sent from StarChapter. Be sure to get registered by June 25, 2021. Mark your calendars now. Hope to see you at the Beach in August!



GAME DAY WITH AAPI

2021 CONVENTION & ANNUAL MEETING
AUGUST 5 ~8, 2021, ORANGE BEACH, ALABAMA

CONVENTION REGISTRATION

Registration includes:

- Admittance to all classes
- Handouts from all classes
- **Two tickets** to Thursday's Early Bird Reception
- **Two tickets** to Friday's Welcome Reception
- **One ticket** to Saturday's Annual Meeting & Luncheon (members only)
- **Two tickets** to Saturday's Installation Reception
- Access to the Sponsor/Exhibitor Hall
- Breakfast each morning (hotel guests only)
- Snacks
- Goody bag

THEMES



- This year's theme is **Game Day with AAPi!**
- Each day has a theme – feel free to dress up, show your team pride, and enjoy all the various games we have to offer at each of our events.
 - Thursday – Casino Night – Black Jack, Roulette, etc.
 - Friday – Game Show Night – AAPi Feud
 - Saturday – College Game Day – Wear Your Team Colors
 - Sunday – **Championship Day**
- The convention will also include a weekend-long team photo scavenger hunt with prizes for the winning team to be given out on Sunday after the last class session.

SPECIAL EVENTS

Thursday ~ Early Bird Reception

- Thursday, we'll be playing Human Bingo during the Early Bird Reception - get to know your fellow attendees! Also, we will have Casino games following the reception. **Bar sponsored by Process Delivery Service.**

Friday – Welcome Reception

- Teams will be formed to compete in Game Show night and the weekend long photo scavenger hunt. Members will also get to meet the candidates running for the 2021 ~ 2022 Board of Directors' positions. **Sponsored by Veritext.**

Saturday Morning

All are invited to breakfast with some of AAPi's Past-Presidents.

Saturday Afternoon ~ Annual Meeting & Luncheon

- AAPi's Annual Meeting and Luncheon is free to all AAPi members. The Annual meeting is a **CLOSED MEETING.**
- This is your opportunity to get involved by asking questions, voicing concerns and/or making suggestions, and voting for candidates who are running for board positions for the 2021 – 2022 year.
- If you would like to attend the annual meeting and luncheon, please fill out the RSVP form in this brochure and return it before July 9, 2021.

SPECIAL EVENTS

Saturday Evening – Installation Ceremony and Award

- Saturday evening, everyone is invited to attend the Installation and Awards Ceremony. Awards, such as Paralegal of the Year and Members of Year in each Region will be awarded, along with the President's award. AAPi's President-elect, Adrienne D. Berry, CP, will be installed as the 2021 – 2022 President, along with the newly elected Board of Directors.

Sunday Morning – Team Prizes and Grand Prize

- On Sunday, classes come to an end, but be sure to not miss out on the prizes for the teams & photo scavenger hunt! The Grand Prize will be awarded after the last class session.

HAMPTON INN & SUITES – ORANGE BEACH

- Rooms have been reserved at the Hampton Inn & Suites in Orange Beach, Alabama. Room rates start at **\$179.00** (Inland View) per night plus tax. This rate is good 3 days pre and post-convention.
- Upgrade your room to a Sideview for **\$189.00** per night plus tax; a Beachfront for **\$199.00** per night plus tax; or a Beachfront Studio for **\$219.00** per night plus tax.
- Hilton Honors members will earn points for your stay!
- Book by calling 1-800-HAMPTON and use group code ALP or by clicking
https://hamptoninn.hilton.com/en/hp/groups/personalized/M/M/OBOBHX-ALP-20210805/index.jhtml?WT.mc_id=POG

Hotel Amenities:

- Zero entry indoor/outdoor beachfront swimming pool
- Hot tub
- Free hot breakfast, wi-fi, and covered parking
- 24-hour business center and beach view fitness center

Catering:

- Receptions and luncheon catered by Alabama Coastal Catering



SCHEDULE

Thursday, August 5, 2021 – Casino Night – Black Jack, Roulette, etc.

6:30pm - 7:00pm	Early Registration
7:00pm – 8:00pm	Early Bird Reception
8:00pm- 10:00pm	Casino Games

**Remember, we'll be playing Human Bingo~ get to know your fellow AAPi members!



Friday, August 6, 2021 – Game Show Night (AAPi Feud)

11:00am - 12:00pm	Registration
12:00pm - 1:00pm	Cedric Jenkins - Military Paralegal v. Civilian Paralegal
1:00pm - 2:30pm	Mary Palmer - Boyington Oak: A Grave Injustice
2:30pm - 3:00pm	Vendor Break
2:30pm - 3:30pm	Christy Crowe, Esq. - Personal Injury
3:30pm - 4:30pm	Joe Schell/Roman Shaul, Esq. - Presenting Exhibits over Zoom/Ethics
6:30pm – 10:00pm	Welcome Reception; Meet the Candidates; Game Show Night



SCHEDULE

**Saturday, August 7, 2021 –
College Game Day – Wear Your Team Colors**

7:00am – 8:00am	CP and ACP Breakfast with AAPi Past Presidents
8:00am – 8:30am	Registration
8:30am – 9:30am	Melissa Hamilton, ACP – NALA President
9:30am – 10:30am	Rebecca Patty, Esq. – Deep Water Horizon
10:30am – 11:00am	Vendor Break
11:00am – 12:00pm	Rhonda Chambers, Esq. - Women in the Law and How it has Evolved
12:15 pm – 1:30 pm	Annual Meeting and Luncheon
1:30pm – 5:00pm	On Your Own/Scavenger Hunt/Beach time Beach Party – <u>Sponsored by Cite</u>
6:00pm – 7:30pm	Installation and Awards Reception
9:00pm – until	(Dinner on your own) Hospitality Suite (room 233) – <u>Sponsored by Cite</u>

**Sunday, August 8, 2021 –
Championship Day**

8:00am – 9:00am	Richard Mauk, Esq. - Bankruptcy Law
9:00am – 10:00am	Bobby Moore, Esq. - Social Media Pitfalls
10:00am – 10:30am	Vendor Break
10:30am – 11:30am	David Walston, Esq.- Ethics in the Workplace
11:30am – 12:00pm	Closing Remarks, Prizes for Teams and Scavenger Hunt, and the Grand Prize



2021 CONVENTION REGISTRATION FORM

(PAGE 1 ~ PLEASE COMPLETE BOTH PAGES)

Name	
	CP ACP (Please circle one)
Tele.	
Address	
Firm	
Email	

	Early Registration	After June 25, 2021
Active	\$200.00	\$210.00
Associate/Institutional	\$210.00	\$220.00
Student/Lifetime	\$120.00	\$135.00
Student Non-Member	\$130.00	\$145.00
Other Non-Member	\$205.00	\$220.00
Legal Professional	\$205.00	\$210.00
Retired Member	\$120.00	\$135.00

CONVENTION REGISTRATION FORM

(PAGE 2 - PLEASE COMPLETE BOTH PAGES) ADDITIONAL EVENTS

	Attending/No. of Guests	Amount Enclosed
Early Bird Reception August 5, 2021 Addt'l Adult: \$15 Child: \$10 Child 4 & Under: FREE	Attending: Yes or No # Addt'l Adults: _____ # Children: _____ # Children 4 & Under: _____	You Plus One: <u>Free</u> Addt'l Guests: \$ _____ If you plan to attend the reception, please provide one interesting fact about you: _____ _____ _____
Friday Welcome Reception August 6, 2021 Add'l Adult: \$20 Child: \$10 Child 4 & Under: FREE	Attending: Yes or No 1 Free Guest: Yes or No # Addt'l Adults: _____ # Children: _____ # Children 4 & Under: _____	You Plus One: <u>Free</u> Addt'l Guests: \$ _____
Saturday Lunch (Members Only) August 7, 2021	Attending: Yes or No	INCLUDED
Saturday Installation Reception August 7, 2021 Add'l Adult: \$15 Child: \$10 Child 4 & Under: FREE	Attending: Yes or No # Addt'l Adults: _____ # Children: _____ # Children 4 & Under: _____	You Plus One: <u>Free</u> Addt'l Guests: \$ _____
T-shirt: S M L XL 2XL 3XL (Please select one) S-XL - \$20 2XL - 3XL - \$25		\$
Total Enclosed:		\$

DEADLINES

- Early bird deadline to register is June 25, 2021
- Deadline to register is July 9, 2021
- NO REFUNDS AFTER July 1, 2021
- Two options for payment:
 - Mail your payment to AAPi, Attn: Jeanie C. Johnson, ACP, 2nd VP Seminars, 402 Office Park Drive, Suite 199, Mountain Brook, AL 35223.
 - Pay online at www.alabamaparalegals.net (Please note additional fee applies to credit card payments)
- Send registration form and payment receipt to jjohnson@capstonemail.com.

****NOTE:** Change requests after registration closes will be made on a case by case basis depending on number of attendees scheduled for the class

ANNUAL MEETING & LUNCHEON RSVP FORM

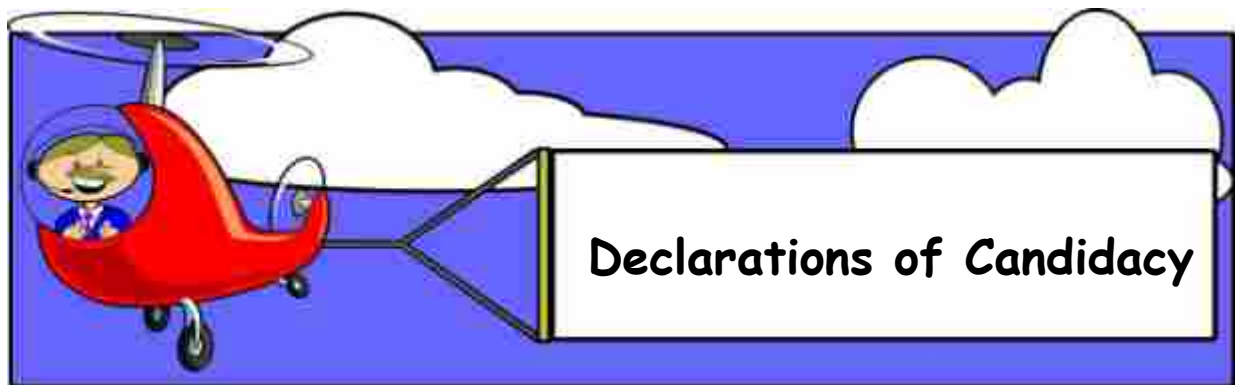
Name	
	CP ACP (Please circle one)
Tele.	
Address	
Firm	
Email	
Please circle one: Active Associate/Institutional Student/Lifetime/Retired	

- Please only complete and return this form if you plan to attend the Annual Meeting. If you will not be attending, no response is necessary.
- Deadline to RSVP is **July 9, 2021**

- Due to the necessity of providing catering numbers for our luncheon, those who show up without providing prior notice of the intent to attend, will be able to attend the Annual Meeting, but WILL NOT receive a lunch.
- If you would like to attend, please complete this form and return to:

AAPI
Attn: Jeanie C. Johnson, ACP
402 Office Park Drive, Suite 199
Mountain Brook, AL 35223

Or email to: jjohnson@capstonemail.com



**ALABAMA ASSOCIATION OF PARALEGALS, INC.
CALL FOR DECLARATIONS OF CANDIDACY**

**OFFICIAL NOTICE REGARDING
ACCEPTANCE OF DECLARATIONS OF CANDIDACY**

*AAPi's election of officers is held each year at its annual meeting in August. Along with this notice you will find the requisite form to declare candidacy for office. If you wish to be placed on the slate of candidates for office for the 2021-2022 fiscal year, please complete the form and submit it to Sonya Graves, ACP, Nominations and Elections Chairperson. Declarations of Candidacy must be received by the deadline of **June 8, 2021**, unless postmarked on the deadline.*

In fairness to all candidates, late declaration forms will **NOT** be accepted. **NO EXCEPTIONS.** The following standards of timeliness according to method of delivery will apply:

- ◇ **HAND DELIVERY:** Your form must be received by the Nominations & Elections Chairperson on or before **June 8, 2021**.
- ◇ **EMAIL:** A declaration form sent by email must be received on or before the close of regular business hours on **June 8, 2021**.
- ◇ **FACSIMILE:** A declaration form sent by facsimile must bear the receiving facsimile machine's time/date stamp showing that it was received on or before the close of regular business hours on **June 8, 2021**.
- ◇ **OVERNIGHT DELIVERY SERVICE (FEDEX, UPS, AIRBORNE, ETC.):** Declarations submitted by this form of delivery must be received by the Nominations and Elections Chairperson on or before **June 8, 2021**.
- ◇ **REGULAR U.S. MAIL:** Declarations sent by U.S. Mail must bear the U.S. Postal Service's postmark showing it was mailed on or before **June 8, 2021**. If you have your law firm's meter mail stamp on the envelope bearing the date **June 8, 2021**, but do not get it in the mail in time to get the Postal Service's **June 8, 2021**, postal stamp, your form cannot be accepted.

The Bylaws of the Alabama Association of Paralegals, Inc. outline the requirements and duties of each board office. For your convenience in considering a candidacy for a board position, we are presenting here the duties and requirements for each position.

FIRST VICE PRESIDENT: This officer assists the President in any manner necessary to accomplish the goals of the association. **Job Description:** Presides at meetings in absence of the President. Follows up with those that have been drafted or volunteered for various association activities or tasks to ensure their timely completion. Chairs the Education Committee.

SECOND VICE PRESIDENT-SEMINARS: This officer coordinates educational opportunities for the membership. **Job Description:** Makes all arrangements for educational seminars sponsored by the membership. Arranges for speakers and seminar locations.

SECOND VICE PRESIDENT-MEMBERSHIP: This officer distributes information about AAPi to prospective members and maintains official membership rolls for the Association. **Job Description:** Sends out dues notices, receives membership applications and prepares membership packets for new members. Maintains membership database.

SECRETARY: This officer is responsible for preparing accurate records of what occurs at all meetings and maintaining past records. **Job Description:** Must be a good listener and display ability to take accurate notes. Must be able to prepare accurate synopses of important information.

TREASURER: This officer is responsible for maintaining accurate financial records of the Association. **Job Description:** Works with accounting software to prepare accurate and timely financial reports. Works with President to develop and maintain annual budget. Pays all bills and handles all banking transactions for the Association. Works with First Vice President-Membership to remind members of dues and fees owed.

NALA LIAISON: This officer is responsible for maintaining contact and working closely with NALA as well as ensuring that AAPi complies with all requirements to maintain its status as a NALA Affiliate in Good Standing. **Job Description:** Must be a NALA member at the time of nomination. Prepares and submits quarterly and annual reports to NALA as required. Works with Treasurer to ensure that annual NALA dues are timely paid. Works with First Vice President to ensure that the Association meets NALA's educational requirements. Works with Parliamentarian to ensure that bylaw changes are submitted to NALA for approval. Works with President to ensure that our goals and projects are consistent with those of NALA. Keeps membership informed about news and programs. Keeps NALA informed about AAPi activities. Works with CLA Coordinator to obtain current information from NALA.

REGION DIRECTORS: These four officers oversee the activities for their assigned region of the State. **Job Description:** Plan and coordinate activities and meeting at the regional level for AAPi members in each of the four geographic regions.

The Declaration of Candidacy Form is attached.

Sonya Graves, ACP
Nominations & Elections Chairperson
CHRISTIAN & SMALL, LLP
505 20th Street North, Suite 1800
Birmingham, Alabama 35203
Telephone: (205) 250-6663
Facsimile: (205) 328-7234
Email: swgraves@csattorneys.com

Internal Use



DECLARATION OF CANDIDACY

ALABAMA ASSOCIATION OF PARALEGALS, INC. DECLARATION OF CANDIDACY 2021 - 2022 ELECTIONS

I, _____, employed as a paralegal with
_____, hereby declare myself a candidate for
[Firm or Company]
the office of: _____. I am currently an active member of AAPi
and have maintained active membership since _____.
My qualifications for this office are as follows:



RETURN THIS FORM TO THE NOMINATIONS & ELECTIONS CHAIRPERSON:

Sonya Graves, ACP

Nominations & Elections Chairperson

CHRISTIAN & SMALL, LLP

505 20th Street North, Suite 1800

Birmingham, Alabama 35203

Telephone: (205) 250-6663

Facsimile: (205) 328-7234

Email: swgraves@csattorneys.com

Campaign guidelines will be sent to each declared candidate.

I hereby certify that I am actively employed as a paralegal, that I am active member of the Alabama Association of Paralegals, Inc. and have maintained active membership for one or more full AAPi fiscal year(s).

Signature

Print/Type Name

Firm

Address

Work Telephone: _____

Cell Phone: _____

Email: _____

PLEASE PROVIDE A CURRENT HEAD SHOT PHOTO TO BE USED IN THE NOVUS.



ONLY ACTIVE MEMBERS OF AAPI WHO ARE IN GOOD STANDING ARE ELIGIBLE TO RUN FOR OFFICE. CAMPAIGN GUIDELINES WILL BE SENT TO EACH DECLARED CANDIDATE.

DECLARATIONS OF CANDIDACY MUST BE RECEIVED NO LATER THAN JUNE 8, 2021.
DECLARATIONS RECEIVED AFTER JUNE 8, 2021, WILL NOT BE ACCEPTED.





ETHICS CORNER

by Adrienne Berry, CP First Vice President

There has been a new focus on the concepts of Diversity, Equity and Inclusion (DEI) recently in the news, in the workplace and in society as a whole. Yet these are not new concepts. In fact, each has always been a factor in all settings, mostly overlooked, except for the occasional mention. Now these concepts have been brought back to the forefront and people are really taking notice and incorporating more emphasis within their firms, organizations and circles.

AAPi has always celebrated the diversity and uniqueness of its members within our association. AAPi recognizes the various perspectives, outlooks and contributions of the people who make up our membership and sponsors. I was selected to serve on NALA's Diversity, Equity and Inclusion Committee for the 2020-21 year as part of a working group to help further define the mission and purpose and focus on diversity within NALA's organization. It has been a great opportunity and helped me bring those same questions to our own Board of Directors.

How does AAPi make all members feel included?

Does AAPi celebrate the uniqueness and differences of the its members? How does AAPi use the concepts of diversity, equity and inclusion within its organization?

These are all questions that deserve answers as well as identification.

NALA has a clear statement regarding DEI on its website as follows:

DIVERSITY, EQUITY, AND INCLUSION

The National Association of Legal Assistants (NALA) advocates for and encourages diversity, equity, and inclusion within the paralegal profession. We recognize that, to continually be a "preeminent resource for individual and professional success," we must build on and derive strength from inclusion, equity, diversity, and those initiatives that promote it. NALA encourages and fosters a diverse, equitable, and inclusive environment within the association and its affiliated associations, as well as the law firms, corporations, legal service providers, and the paralegal community our members and peers support. NALA strives to partner with affiliated associations and other professional legal organizations to advance and promote diversity, equity, and inclusion. NALA welcomes members from all backgrounds and encourages connections within our diverse membership.

Strength through diversity includes all individuals regardless of race, color, ancestry, national origin, religion, sex, disability, age, marital status, sexual orientation, gender

identity and expression, medical condition, military or veteran status, and political affiliation.

www.nala.org/about-nala

As an association and affiliate of NALA, AAPi should likewise clearly define what Diversity, Equity and Inclusion means to AAPi and its members.

AAPi was incorporated as a paralegal association in July 1982 and is affiliated to NALA. Our mission was and still is to promote the paralegal profession through awareness and education. Our goals focus on education, ethics, cooperation, fellowship and support. Although diversity, equity and inclusion are covered within each of those goals; it should be added as a goal, also identified and standing on its own merits.

As such, AAPi plans to adopt and incorporate the definitions identified by NALA regarding diversity, equity and inclusion. The Board of Directors recognizes and supports that as an organization, AAPi succeeds in its mission by including all people, regardless of race, color, ancestry, national origin, religion, sex, disability, age, marital status, sexual orientation, gender identity and expression, medical condition, military or veteran status and political affiliation. It is our goal that all members will stand in support, incorporate and practice these concepts as part of their affiliation with AAPi.



“How you doing?!” – The value of an Intake Department

We have all become too familiar with asking people how they are doing while living in and through a Pandemic that has wreaked havoc in our lives as individuals and businesses. “How you doing” is a phrase that is important to think about when it comes to the image of your law firm and how it is perceived today. Do you have someone that is an Ambassador for your law firm? Do you have someone that cares for your potential clients? “How you doing?!” If your answer is no, then you need to understand the value of an Intake Department. Having a professional and caring team of individuals we refer to as Intake Specialists to screen your potential cases will help mitigate Attorneys and support staff from spending their valuable time reviewing a potential case. As we all know, “time is money”. Intake Specialists are put in place to be historians and capture the pertinent information for you to know if a potential case should be investigated further; or if it is not a case of merit to your law firm. They add value to your law firm or any area of practice. From criminal-related cases to Mass tort, an Intake Specialist can benefit you by summarizing the following information for you:

- (1) Who is the potential client seeking to file suit against? This is important to decipher if your law firm has a potential conflict with the potential defendant. It is also important to know the manufacturer in product liability-related cases.
- (2) What does the potential client believe happened? This is where the actual timeline of events is captured.
- (3) When did the incident occur? This is important for determining when the statute of limitations will expire or if it has already expired.
- (4) Where did the incident occur? This is important to know for representation and certain venues can be challenging to obtain a successful verdict in.
- (5) How was the potential client or victim injured and how are they doing currently? This is important to determine what the potential damages are concerning the injury to the potential client or victim.
- (6) Is the potential client currently represented concerning the incident? This is important for ethical reasons for the attorney to be informed of.
- (7) Has the potential client consulted with another law firm or attorney concerning the incident? If so, it's important to obtain that information to know if the case has been previously declined, and why.

So, I want to ask you again - “How you doing?!” Is your law firm providing a valuable customer service experience to your potential clients and mitigating the workload for your attorneys and support staff? Will they remember your law firm if they need representation in the future, even if you couldn't assist them with the particular matter they contacted your law firm about currently? If not, I would recommend an Intake Department to help your business not just survive but thrive.

Written by: Zondra Tate



Nala News

2021 CONFERENCE @ HOME: The 2021 NALA Conference & Expo will be held July 22-24, 2021 VIRTUALLY! If you have never attended the largest leading paralegal conference, now is the time, and you can attend at home, at the office, at the ballfield, or wherever you may be! The early-bird discounted rate ended on May 15th with over 1,000 registrants! It's not too late for you to register, however. The cost is \$199 for members, \$249 for non-members, and \$149 for student members. This will give you access to the virtual conference and the public meetings. You don't want to miss the exciting CLE opportunities that this conference has to offer. Visit www.nala.org for more information and to register.

NALA MILESTONE ANNIVERSARY MEMBERS: Are you celebrating a milestone anniversary with NALA? Each quarter, NALA honors and recognizes those individuals who have reached 5, 10, 15, 20, and 25-year anniversaries with them. If you have reached one of these milestones, you are eligible to receive one of NALA's complimentary anniversary pins. Claiming yours is easy, just visit www.nala.org/about-nala/milestone-members to start the process. Congratulations on this achievement!

NALA BOARD OF DIRECTORS: It is election season for NALA's Board of Directors. The open board positions include Vice President, Secretary, Treasurer, and two At Large Directors. You must be an Active type member in good standing with NALA to cast your vote. Voting will open on June 30th at 7:00 a.m. CT and will close on July 21 at 11:59 p.m. CT. Election results will be announced during the Annual Membership Meeting at Conference on July 22, 2021. Invitation emails for voting will be sent out on June 30th with a link to the ballot. To learn about the candidates and proposed bylaw changes, visit www.nala.org/about-nala/nala-board-directors/nala-election. Remember, YOUR vote counts! Don't miss out on this opportunity to express your voice.

CP/ACP Designation: Congratulations to these new NALA Certified Paralegals and Advanced Certified Paralegals who are also AAPi members:

Carin England, CP
Richard Knight, II, CP
Kelly M. Crowe, ACP – Trial Practice
Laura Reaves, ACP – E-Discovery

Testing for the CP exam is done in two parts: Knowledge and Skills. Examinees have to pass the Knowledge part of the exam before taking Skills exam. Contact NALA to register for the exam and you are on your way to become certified! The Knowledge exam is held monthly and the Skills exam is held quarterly in February, April, July, and October.



If you have any questions at all about taking the exam, please contact me at laura.reaves@beasleyallen.com. Let's get you certified!

NALA AWARDS: AAPi congratulates Kimberly G. Tillman, CP for being selected as the recipient of NALA's 2021 Volunteer of the Year Award. This award recognizes exemplary service to the paralegal profession and its members by a person who has been a paralegal for at least five years.

Kim has been employed with the Mobile County Probate Court since 2011. She started as a paralegal to Judge Don Davis and moved into the role of Elections Coordinator in 2013. She started her paralegal career in 1983 and has developed a passion for the field, having experience on the plaintiff's side as well as the defense side.

Kim completed the Legal Secretary Program at Coastal Training Institute in Mobile, Alabama in 1983, the Paralegal Certification Program at the University of South Alabama in Mobile in 2017, and the Certified Election Registration Administration Program at Auburn University in 2017. She gained her Certified Paralegal ® credential in 2008.

Kim has been a member of NALA since 2008 and a member of The Election Center since 2015. She is also a member of the Northwest Florida Paralegal Association. She currently serves on the Alabama Association of Paralegals, Inc.'s Board of Directors as Region III Director. In this role, Kim works to develop AAPi in her region by organizing region functions and activities such as community service work, and CLE opportunities.

Kim participated in and taught an election workshop for probate court chief clerks in conjunction with the Alabama Probate Judge's Association in 2015. She has participated in and taught workshops and seminars in investigative technique and advanced discovery for the Institute of Paralegal Education during the years of 1998 and 1999. Outside of the office, Kim volunteers as a substitute pianist for two churches in her community. She also volunteers with her granddaughter's school at various school activities. She has participated in a program reading and speaking to elementary students regarding the legislative branch of government and elections. In 2019-2020, Kim taught and demonstrated voting machine technology in the local community senior centers and libraries as Mobile County purchased new state of the art voting technology in 2019. She speaks at the Disabilities and Community Resource Fair in conjunction with the Mobile Advisory Commission for the Disabled regarding voting accessibility and the Americans with Disability Act accommodations.

In only a short time as AAPi's Region III Director, Kim facilitated charity work in which members of her region provided toys to local families in need through the WKRG Magical Christmas Toy Drive. Kim is also taught a class on Corporate and Commercial Law during AAPi's CP Workshop on March 6, 2021.

Congratulations, Kim!

NALA MEMBERSHIP: Did you know that as a member of a NALA affiliated association, AAPi members are eligible to receive a 25% discount on NALA membership? With the discount, AAPi



members can join NALA for \$115.50 as opposed to the regular price of \$154.00 per year. This is a great savings and gives you access to all of the member benefits, including an \$80.00 membership gift certificate!

NALA FACTS & FINDINGS AND WEBINARS: NALA is always looking for individuals to write articles for their quarterly publication, Facts & Findings, and presenters of webinars. If you have a gift of writing or speaking, or simply want to try your hand at it, contact me at laura.reaves@beasleyallen.com. This will afford you the opportunity to gain national exposure and teach to others at the same time. You do not have to be a member of NALA to do either of these.





Jane McKinnon, CP

Jane McKinnon, CP served as President of the Alabama Association of Paralegals, Inc. from 2002 to 2005. Jane has served on the AAPi Board for many years in many different positions and continues to be involved with AAPi.



After retiring from full time work in 2017, Jane moved to Fairhope, Alabama where she is enjoying the coastal life. Jane still works a few hours a week because: she said she "just could not leave it all behind." Jane says that AAPi has given her many opportunities to learn and advance her career. Jane says through AAPi she has made life-long friends that she calls her AAPi Family.

Jane's advice to those entering the paralegal field is NEVER STOP LEARNING, get your certification, get involved with AAPi and NALA. These things will help you to become an excellent paralegal.

Sonya Graves, ACP

Sonya Graves, ACP served as President of the Alabama Association of Paralegals, Inc. from 2016 to 2019. Sonya has also served in many other positions on the Board of Directors and continues to be involved with AAPi. At the present time, Sonya is serving as Past President's Chair for AAPi.



Sonya currently works for the law firm Christian & Small, LLP in their Birmingham office. Sonya is married to her best friend Grady, has five children (3 by birth and 2 by marriage – although she says they are not in-law – they are all her children), three grandbabies and two fur babies. Sonya and Grady plan to eventually retire to Smith Lake and live the lake life!

Sonya says she has learned so much from being a member of AAPi and serving on the Board of Directors. It provides great learning and networking opportunities. The opportunity to meet other paralegals from all over the state and nation is so rewarding. Sonya encourages each and every paralegal to attend the luncheons, seminars and NALA conventions as often as possible.

Sonya's advice to new paralegals: Being a paralegal is a career not a job – you will get out of it what you put into it. Never turn down an opportunity to learn something new; get involved with AAPi and NALA; get your certification and then don't stop there get your advanced certification. Always be a team player and do your best.



AAPi TidBits

Thanks to everyone who participated in the AAPI Easter Honey-Baked Ham fundraiser. This event was held to help raise funds for future AAPI educational seminars.

AAPi is still participating in the **RADA** cutlery fundraiser. Great items for purchase. This event will run until July 2021. We really count on your support to keep costs low to members for seminars and other organizational events. Not to mention, the items are really great- especially the knife sets and the foods.

∞

The Scholarship reading committee is looking forward to reading all of the student scholarship submissions! AAPI gives away 2 annual scholarships to student members! Look for the announcement at the 2021 AAPI Summer Convention and Annual Meeting!

∞

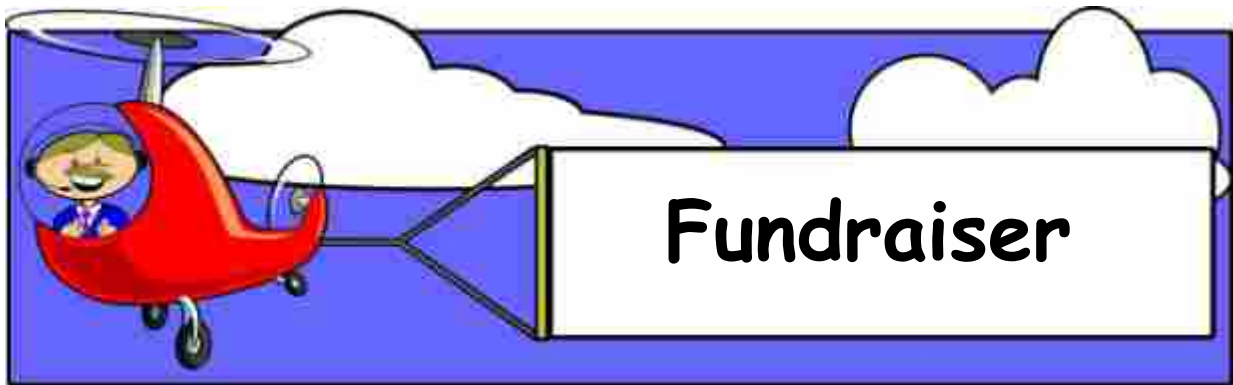
Know someone who is looking for a job? Direct them to the **AAPi classifieds**! This member-only benefit lists open positions in all regions. Each posting runs for 90 days. It has helped many members who were transitioning into new fields, graduating student members, or moving paralegals.

Be sure to stay tuned into all of AAPI digital media formats for information: the AAPI website, www.alabamaparalegals.net; the AAPI LinkedIn page, and the AAPI FaceBook page!

We **WANT TO HEAR FROM YOU!** Do you have an idea, suggestion, comment? Reach out to any board member, post it on the Facebook page, or send through StarChapter communications! **SPEAK UP- SPEAK OUT.** Help us to better serve our AAPI members!!!



What's new around the water cooler?



Cutting and Cooking up with AAPi

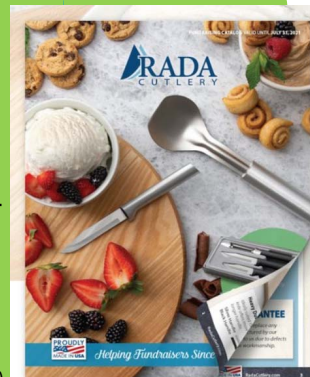
*Date: 1/11/2021
to 5/31/2021*

Let the good times continue! So many people were excited to order from the Rada Cutlery event, that AAPi is continuing the fundraiser until May 31, 2021! Not just knives, this fundraiser has great kitchen items, spices, soups and other food items are available for order. Ordering is easy— simply click (use CTRL + click on the link) below to shop the catalog and place your order. Cutoff date is **May 31, 2021.**

40% of all sales will be given to AAPi. Help us reach our goal. Funds will be utilized for the student scholarships. Thank you for your continued support of AAPi. Share this info with others!!!

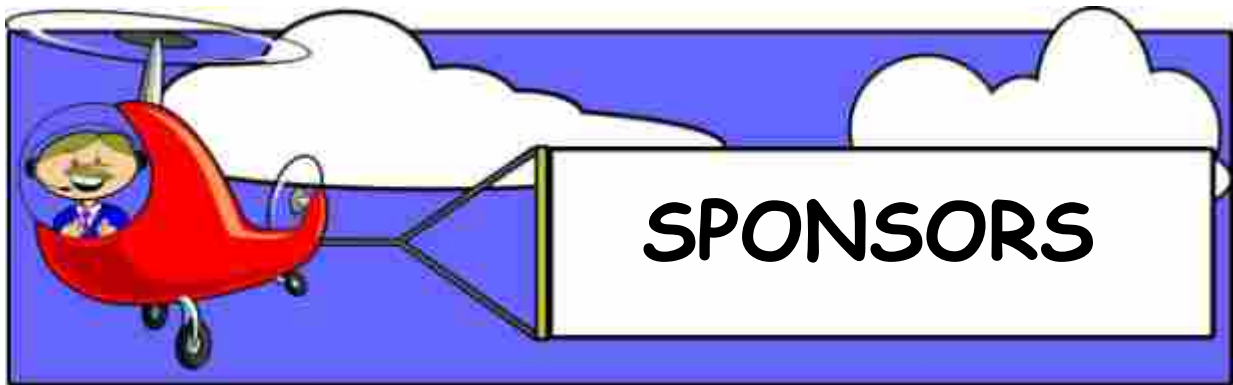
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Alabama Association of
Paralegals, Inc.
PO BOX 1834
Birmingham, AL 35201

Any questions regarding this
event, please contact:
Sonya Graves, ACP
Phone: 205-305-0812
swgraves@csattorneys.com



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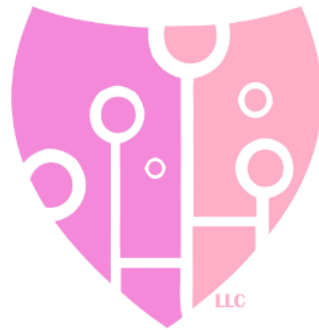
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Birmingham School of Law is proud to announce the Graduating Class of 2019-2020!

NOVUS is the official publication of the Alabama Association of Paralegals, Inc. This publication is published quarterly, and is a benefit of membership in AAPI. Subscriptions to NOVUS are included in annual membership fees.

To submit materials for publication in NOVUS, please contact AAPI Communications Chair, Danielle "Dani" Baker, CP, at communications@alabamaparalegals.net.

Opinions expressed in articles and features herein are those of the author(s), and do not necessarily reflect the views of AAPI. The Editor strongly encourages the submission of materials for publication; however, the Editor reserves the right to edit material and accept or reject materials submitted.

