

Alabama Association of Paralegals, Inc.



CP Knowledge & Skills Review

January 29 – February 28, 2023

N AFFILIATED
ASSOCIATION



AAPi 2023 CP Knowledge Review Workshop Schedule

*Sessions will be pre-recorded and available for attendees to watch at their leisure during the designated times. There will then be a Q&A session with the lecturers to offer the attendees an opportunity to ask follow-up questions and/or expand on topics.

Knowledge Review January 29, 2023 – February 28, 2023:

- Welcome remarks, closing remarks, what to expect while testing – Laura Reaves, ACP
- US Legal System (1-hr.) – Cheryl Nodarse, ACP
- Criminal (30 min.) – Debby Sawyer, ACP
- Torts (30 min.) – Angela Henderson, CP
- Civil Litigation (1-hr.) – Nita Serrano, ACP, RP, FRP, AACP
- Estate Planning/Probate (30 min.) – Kim Tillman, CP
- Ethics (1-hr.) – Jane McKinnon, ACP
- Contracts (1-hr.) – Jeanie Johnson, ACP
- Corporate Law (45 min.) – Jeanie Johnson, ACP
- Real Estate/Property (45 min.) – Eva Merrell, ACP
- Q&A Session – February 23, 2023 @ 7:00 p.m. CST

****This event meets the requirements of the NALA Certifying Board for CLE credit required to maintain the CP credential. It has been approved for 8.25 substantive CLE hours, 1.00 legal ethics CLE hour, and 1.5 non-substantive CLE hours.****



AAPI 2023 CP Skills Review Workshop Schedule

*This session will be virtual and in-person at:

**Faulkner University- Greer Hall, Room 307
5345 Atlanta Hwy.
Montgomery, AL 36109**

Saturday, February 18, 2023:

8:30 a.m. – 8:45 a.m.: Welcome and Opening Remarks – Laura Reaves, ACP

8:45 a.m. – 10:15 a.m.: Communication Writing – Lauren James

- a. Grammar
- b. Spelling and Punctuation
- c. Clarity of Expression

10:15 a.m. – 10:30 a.m.: Break

10:30 a.m. – 12:45 p.m.: Judgment & Analytical Ability – Lauren James

- a. Critical Thinking
- b. Reading Comprehension
- c. Analysis of Information
- d. Decision Making

12:45 p.m. – 1:00 p.m.: Closing Remarks –
Laura Reaves, ACP and Adrienne Berry, ACP

***Light refreshments will be provided.**

About our Speakers:

Nita Serrano, ACP, RP®, FRP, AACP is a Litigation Paralegal in Tampa, Florida working in the area General Casualty. Nita specializes in the areas of civil litigation, insurance defense, medical malpractice, personal injury, nursing home, general negligence, criminal and family law. Nita is also a Florida Notary Public and Florida Remote Online Notary Public. Nita earned her Associate's Degree in Paralegal Studies from Florida Metropolitan University in 2000, her designation as a PACE Registered Paralegal (RP®) from the National Federation of Paralegal Associations in March, 2007; her designation as an American Alliance Certified Paralegal (AACP) from the American Alliance of Paralegals, Inc. in September, 2019, Florida Registered Paralegal in May, 2020, National Association of Legal Assistants (NALA) Certified Paralegal (CP) in October, 2020 and NALA Advanced Certified Paralegal (ACP) in Trial Practice in October, 2020. Nita has been a member of the National Federation of Paralegal Associations, Inc. (NFPA) since 2005. She is currently serving as Board Advisor for the NFPA Board of Directors. She served as NFPA President from 2018-2020; as well as two terms as the Vice President & Director of Paralegal Certification 2014-2018. Nita has been a member of the Tampa Bay Paralegal Association, Inc. (TBPA) since 2006, and has served various leadership roles including, Director, Second Vice President, President Elect, President and Board Advisor. She was TBPA's first Paralegal Certification Ambassador. Nita has been a member of the Florida Alliance of Paralegal Associations, Inc. ("FAPA") since 2013, and served as President in 2014. Nita has been a member of National Association of Legal Assistants ("NALA") since 2020. Nita has also served on the Hillsborough Community College, Paralegal Advisory Board since 2010 and served on Keiser University's Paralegal Advisory Board from 2011-2020. Nita has been a volunteer with Wills for Heroes, Dress for Success, and the American Foundation for Suicide Prevention, for several years. She is also Master Guardian ad Litem for the Thirteenth Judicial Circuit in Florida representing the best interests of children in dependency and foster care and mentoring new Guardians ad Litem.

Angela Henderson, CP has been a paralegal for over 25 years and has worked primarily in civil litigation as a defense paralegal. She received her bachelor's degree in Paralegal Studies from the University of Southern Mississippi in Hattiesburg, Mississippi in 1994 and became a certified paralegal in 2005. Angela has worked in both Mississippi and Alabama. Presently, she is a corporate paralegal for a bank where she works in the employment law and immigration area. Angela has been a member of AAPI since 2005 and served on the Board of Directors for 11 years in a variety of positions, including two terms as President.

Jane McKinnon, ACP is the current Communications Chair of AAPI. She holds a bachelor's degree in Paralegal Studies from Samford University in Birmingham, AL. She also holds a master's degree in Health Law & Policy from Cumberland School of Law in Birmingham, AL. She has been a litigation paralegal for over 25 years and has primarily worked in insurance defense litigation as well as plaintiff's civil litigation. Jane has served in numerous capacities in various paralegal organizations, including NALA and AAPI. Jane is also a member of the Samford University Paralegal Studies Advisory Board and has been a guest speaker for paralegal classes at Samford as well. Jane is the recipient of the 2021 NALA President's Award.

Kim Tillman, CP has been a paralegal since 1986 and currently is employed by the Mobile County License Commission in Mobile, Alabama. She works in the Business License/Sales Tax Division. She specializes in the areas of Probate Law and Civil Litigation. She has a Certificate of Paralegal Studies from the University of South Alabama. After graduation, she was a frequent guest speaker in the University's paralegal program on the topics of discovery and investigation. She obtained her CP designation in 2008. Most recently, she worked as the Elections Coordinator for Mobile County, Alabama from 2013 through 2020. She has served as the AAPI Region 3 Director from 2020 to the present time.

Eva Merrell, MBA, ACP has been a real estate and finance paralegal for over 20 years. She works remotely for Applegate & Thorne-Thomsen, P.C., where she concentrates in affordable housing and community development. Eva serves on the Continuing Education Council for the National Association of Legal Assistants (NALA) and has presented seminars and webinars for NALA, the San Francisco Paralegal Association, and other professional associations. Eva is the author of the Real Estate chapter in NALA's *Certified Paralegal Exam Fundamentals* and numerous articles for various legal publications. Eva received her MBA from Western Governors University, her BS in Public Administration from the University of Missouri-St. Louis, and her Paralegal Certificate from The American Institute for Paralegal Studies. Eva has been a NALA Certified Paralegal since 1996 and has obtained the NALA Real Estate, Contracts Administration/Contracts Management, and Land Use specialty certifications.

Jeanie Johnson, ACP has been a paralegal since 1986 and currently is employed by Capstone Development Partners, LLC, in Birmingham, Alabama. She specializes in the areas of Corporate, Real Estate, and Mergers and Acquisitions. She has an AS in Paralegal Studies from Samford University, a BS in Business Management from Huntingdon College, and a Masters in Justice Administration from Faulkner University. She holds two ACP credentials in Contract Management/Administration and Business Organizations Incorporated Entities. She is a frequent speaker to paralegal groups across the state of Alabama and she has also spoken at NALA. She has spoken on such topics as business organizations, contracts, and how to minimize a company's risk when reviewing contracts. Most recently, she taught a Business Organizations and Contracts class at Faulkner University. She served AAPI in many capacities including President and currently is serving as AAPI's 2nd Vice President - Seminars. Finally, Jeanie served NALA as its Continuing Education Council Chair for three years and also as a member of the Professional Development Committee.

Debby Sawyer, ACP, Treasurer of NALA, is employed as a Judicial Assistant for United States District Judge Aleta A. Trauger in the US District Court for the Middle District of Tennessee in Nashville. Prior to this assignment, she was a Civil Case Manager/Courtroom Deputy to Chief Judge James C. Dever III in the US District Court for the Eastern District of North Carolina in Raleigh. Before transitioning to the federal court system in 2010, Debby had over 20 years' experience as a litigation paralegal, working primarily in the field of insurance defense/medical malpractice. She is very active in local and national paralegal associations. She has served in various positions on NALA's Board of Directors, is currently the President of the Tennessee Paralegal Association (TPA) and serves as Secretary on the Board of the Federal Association of Judicial Assistants (FJAA).

Cheryl J. Nodarse, ACP, Vice-President of NALA, is employed as a paralegal with Vlahakis Cole Law Firm in East Lansing, Michigan, a firm specializing in municipal and real estate law. She graduated with a Bachelor of Science in Sociology from Central Michigan University. Ms. Nodarse was President and a founding member of Great Lakes Paralegal Association and served two terms as Chair of the State Bar of Michigan Paralegal/Legal Assistant Section. She is also a licensed realtor with Vlahakis Homes in Okemos, Michigan. Cheryl's service to NALA has spanned many years and several positions, including as a contributing author to its publication, *Facts & Findings*, and as Treasurer, Region 5 Board of Director, and Continuing Education Council Member.

Lauren James is an Assistant Professor at Faulkner University in the Criminal Justice and Legal Studies Department. Previously, she worked as an attorney at Beasley Allen in the Mass Torts section on the talcum powder litigation. A Mobile, Alabama, native, Lauren now resides in Montgomery, Alabama, where she enjoys feeding the birds at the Wynton M. Blount Cultural Park. The service-oriented attorney is driven by a passion for helping others. Lauren's dedication to pro bono work has earned her several awards including the Montgomery Volunteer Lawyer of the Year and Medal of Samaritan awards. During law school, Lauren volunteered with the Montgomery Zoo and the Montgomery Area Council on Aging. Currently, she volunteers at the tri-annual family weekend camps hosted by the Full Life Ahead Foundation. She is also a member of Landmark Church in Montgomery. Lauren is a member of the Alabama State Bar and the organization's Young Lawyers and Women's Sections. She is also a member of the American Association for Justice, American Bar Association, Hugh Maddox Inn of Court, and the Montgomery Volunteer Lawyers Program. Lauren earned her Bachelor of Science in Legal Studies from Faulkner University, where she was inducted into Alpha Chi (national collegiate honor society) and Sigma Tau Delta (international English honor society). She received her Juris Doctor from Faulkner University Thomas Goode Jones School of Law, graduating *magna cum laude* and receiving four Best Paper awards. During law school, Lauren won the Best Brief award in Faulkner Law's 1L Moot Court Competition and was a Finalist in the school's Greg Allen Mock Trial Competition. She was inducted into the Jones Public Interest Society, which recognizes law students for community, public, and pro bono service, and she received the Alabama State Bar's Pro Bono Law Student Award. Additionally, Lauren was Vice President for the school's Women's Legal Society, Articles Editor for the Faulkner Law Review, a Dean's Fellow, and a member of the Board of Advocates.

REGISTRATION FORM

NAME: _____

TELEPHONE NO. _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

FIRM: _____

PLEASE CIRCLE ONE: ACTIVE ASSOCIATE STUDENT PATRON DISTINGUISHED
NON-MEMBER

COST:

Membership Type	Knowledge Virtual	Skills In-person/Virtual	Both Portions
Active	\$50.00	\$50.00	\$80.00
Associate Member	\$50.00	\$50.00	\$80.00
Student Member	\$25.00	\$25.00	\$40.00
Student/Non-Member	\$50.00	\$50.00	\$80.00
Other Non-Member	\$50.00	\$50.00	\$80.00
Patron	\$50.00	\$50.00	\$80.00
Distinguished	\$50.00	\$50.00	\$80.00

Sessions Attending (PLEASE CHECK): Knowledge Only _____ Skills Only _____ Both _____

Mail Registration and Checks (payable to "AAPi") to: AAPi

Attn: 2023 CP Review

PO Box 1834

Birmingham, AL 35201

Pay Online: www.alabamaparalegals.net **there will be a service fee included if paying online.

*If registering online, please mail a copy of your registration form or email it to laura.reaves@beasleyallen.com.

*****DEADLINE TO REGISTER IS JANUARY 27, 2023*****