

# **Central Florida Paralegal Association,** Inc.

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Contact Us











CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. **Monthly E-Newsletter** 

**CARPE DIEM - April 2022** 



#### Happy Spring CFPA!

My President's message this month is a request for all of you to provide the Board with your feedback as CFPA members. I LOVE to hear from you with ideas that you have for all CFPA related things and would really, really love to hear more from you.

Earlier this year, I sent out a request for members to let me know if they are interested in joining a CFPA committee. Dana Rudolf and Daniel Poskevich responded to that request to advise that they are really interested in paralegal regulation and would like to expand the role of that CFPA committee. Dana and Daniel recently got together and brainstormed ideas with the committee Chairperson Deborah Kallas. So, be on the lookout for future articles related to the topic of paralegal regulation and other exciting paralegal regulation updates.

At our fabulous March mixer, I spoke to one of our amazing Patron members who mentioned that he would be interested in sponsoring an in-person BINGO following the success of our virtual BINGO sessions for the last couple of years. Thus – we have a new idea for an event this April for CFPA that is really going to be so much fun! I also spoke to another amazing Patron member who mentioned she would be interested in another dress-up-themed virtual BINGO. Keep your eyes peeled for the announcement for that "dress-up" event (think ugly Christmas sweater except with a summer theme).

What do you think about CFPA name tags? Several years ago, CFPA provided nice magnetic name tags for all CFPA members. I think it would be a good idea to provide name tags again with updated information for members that have joined since then or for members that have lost the old name tags. Is that something you would be interested in? PLEASE let me know.

Another new idea that we are working on is a book club with a Diversity, Equity, and Inclusion theme. The DEI committee is making a final decision on a book and the announcement will be coming out soon.

In closing, I challenge you to reach new heights in your personal and professional life. Let me know how CFPA can help you with that challenge. You can reach me at <a href="mailto:njordahl@hotmail.com">njordahl@hotmail.com</a> or 407-923-7738. Don't stop believing! Don't stop communicating your thoughts on how to improve CFPA!



#### Active:

Mercedez Azcanio
Natalie Chung-Cauldero
Yessenia Santiago
Stacia Valance

#### Patron:

Platinum Filings, LLC.

For Membership Information and Application CLICK HERE

#### **ALREADY A MEMBER??**

If you have recently changed jobs, moved or just have a new email address, PLEASE make sure that you update your membership records by notifying the Membership Committee so that you stay up-to-date with all events:

Email Us



4/7/22 Walk Lake Eola 4/13/22 Paralegal Roundtable 4/19/22 In Person/Zoom Bingo 4/20/22 Virtual CLE 4/21/22 SimplyIOA Corp. 5k 5/11/22 Downtown Luncheon 5/21/22 Great Strides 5k 7/14-16/22 NALA Conference 8/1/22 CP Review Course

**BOARD OF DIRECTORS** 

# Take a Walk with CFPA



We are getting together once a month to walk and network. Come join in the fun and camaraderie.

April 7, 2022 - 12:15 p.m.

Lake Eola

Meet at the Walt Disney Amphitheater

April 21, 2022 - SimplyIOA Corporate 5K (You will need to register on our CFPA Team)

> Please RSVP to CFPA President, Nancy Jordahl, ACP, FRP, FCP at CFPAPresident@cfpainc.org

> > www.cfpainc.org





President:
Nancy Jordahl, ACP, FRP, FCP
CFPAPresident@cfpainc.org

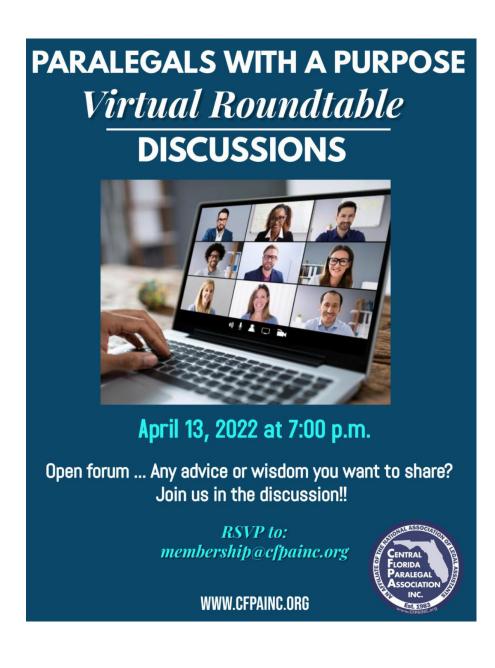


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# Paralegals: Is It Ethical to Get Information on Active Cases from Social Media?



We've all done it: used social media to find out what we can about someone for personal reasons. Yet, the paralegal profession is subject to certain ethical rules. Is it ethical for paralegals to use social media to get information on parties involved in an active case?

Ultimately, the ethical rules for lawyers in your jurisdiction and exactly what you're doing on social media will determine how you go about using social media as a means to get information. Below, you'll find some guiding principles to help you during your search.

#### First, Read the Rules in Your Jurisdiction

Although you're a paralegal and not a lawyer, one of the best things you can do is read the rules for lawyers in your jurisdiction. This will help you decide what you can and can't do. For example, the Association of the Bar of the City of New York Committee on Professional Ethics Formal Opinion 2010-002 forbids lawyers from using "trickery" to get information from a person's social media account. Trickery included creating a fake social media profile to get the person to add you. However, lawyers are allowed to send friend requests using their real name even if the party isn't represented by a lawyer. The Philadelphia Bar Association Professional Guidance Committee Opinion 2009-02 states lawyers can send a friend request, but they must tell the recipient why they are sending.

Not all jurisdictions are so lenient about trying to get an opposing party or witness to accept your friend request. So, it's important that you find, read, and get clarification on the rules in your area.

#### **Know What You're Looking For**

Sure, social media is free. However, you need to have an idea about what you're looking to find. Your time is valuable to the law office. If you're doing research at the request of the lawyer, that time may be billed to the client. Just like when you **perform legal research**, you want to make sure that you're efficient. It's easy to get sucked in when you're reading posts made on Facebook, Twitter, Tumblr, LinkedIn, Instagram, and other social media sites. Look for relevant material only.

#### **Develop a List of Possible Names**

Facebook has a rule against setting up an account with a fake name, but people still do it. Another common naming convention to get more online privacy is to use their last name as their first name and their first name as their last name. Other things to keep in mind:

- They may use a different last name. Look for maiden names and former names.
- They may use their middle name as their first name.
- They may use a nickname.

If you can't find them on social media and you have names of witnesses for the opposing party who you believe could be friends or family members, look those individuals up on social media. Then, look to see if their list of friends is set to public. If so, you may be able to find the opposing party in that manner.



Sara Ferguson, CP, FRP <a href="mailto:Director1@cfpainc.org">Director1@cfpainc.org</a>



Denise Marsters, FRP <u>Director3@cfpainc.org</u>



Caroline Wilkerson, ACP

Director4@cfpainc.org



**CFPA Committees:** 

Even if you live in a jurisdiction that allows you to send a friend request with or without a disclaimer, don't do it. Depending on the type of case you're involved in, you could put yourself and your family in danger by adding someone you don't know, particularly if the matter is contentious.

#### **Rely on Public Posts**

Go through public posts to look for the information you need. You may also be able to get information from the person's "About" section on Facebook, provided that they haven't made that information private.

#### **Document Via Screenshot**

If you find useful information or information that has the potential to be useful, create a Word document that you'll save under a name you'll recognize. Then, take screenshots of the information and place them into the document. If the date of the status update, tweet, image, or other information is hard to see, make sure that you place that information directly beneath the image.

#### When in Doubt, Get Guidance

Social media can be a useful tool for gleaning information, but it's important that you follow the rules in your jurisdiction and keep yourself safe! If you need guidance, contact the bar in your jurisdiction.

Reprinted from MyParalegalPlace.com: www.myparalegalplace.com/paralegal-ethics-social-media

Did you know these National Days in April?

#### **CLE Chair:**

Jennifer Finch, ACP, FRP <a href="mailto:cleck-nc-color: blue:cleck-nc-color: blue:cleck-nc-c

#### Membership Chair:

Jennifer Diminich, CP, FRP <a href="Membership@cfpainc.org">Membership@cfpainc.org</a>

#### **Public Relations Chair:**

Yolanda Fuhrmann, CP, FRP <a href="mailto:Publicrelations@cfpainc.org">Publicrelations@cfpainc.org</a>

#### **Community Service Chair:**

Peonca Grier, CP, FRP

<u>CommunityService@cfpainc.org</u> **Student Relations Chair:**Sara Ferguson, CP, FRP

<u>Students@cfpainc.org</u>

#### **Social Media Chair:**

Jennifer Diminich, CP, FRP Socialmedia@cfpainc.org

#### Scholarship Chair:

Julie McLean, CP, FRP

Newsletter - Carpe Diem Cassie Snyder, ACP, FRP Editor@cfpainc.org

# Paralegal Regulation & Ethics Chair:

Deborah Kallas, CP, FRP Nalaliaison@cfpainc.org

#### Job Bank Chair:

Leslie Norton, ACP, FRP Jobs@cfpainc.org

#### **CP Review Course Chair:**

Sara Ferguson, CP, FRP
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#### **DE&I Chair:**

Peonca Grier, CP, FRP peoncag@gmail.com

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CFPA's Charity for the First Half of the Year ...



We will be holding several events where we will be raising funds through raffle sales to donate to Fight CRC. As Nancy mentioned several of our past CFPA members have been affected by colon cancer, as well as a current member.

You can always make a monetary donation through the link below:

Click Here to Donate to Fight CRC



## **Newsletter Recognition:**



**CFPA's 2022 Charities** 



Join me in congratulating our fellow CFPA Members on their work anniversaries:

Carol Murray, FRP, 4 years with Lowndes

Have a work anniversary coming up? Email me at <a href="mailto:Editor@cfpainc.org">Editor@cfpainc.org</a> so we can recognize you and your years of service in this profession!

# **CFPA Newsletter Sponsor**



Find Huseby on social media at:









#### www.fightcolorectalcancer.org

#### Mission:

We FIGHT to cure colorectal cancer and serve as relentless champions of hope for all affected by this disease through informed patient support, impactful policy change, and breakthrough research endeavors.

It was 2005. Founder and Chairman of the Board Nancy Roach had already made huge progress for colon and rectal cancer patients. She was part of a group of survivors, caregivers and friends that formed the first colorectal cancer non-profit — Colon Cancer Alliance.

Nancy and a small group of committed individuals formed C3 – Colorectal Cancer Coalition (renamed Fight Colorectal Cancer in 2011). What can we say? The rest is history.

From day one the focus of Fight Colorectal Cancer has been to get the voices of advocates heard. It's our belief that when leaders see and hear those impacted by their decisions, change occurs. For over a decade we've watched this happen. There's nothing like a personal story to change minds.

Today, Fight Colorectal Cancer is the leading patient advocacy group in colorectal cancer. We're known for our extremely loud, involved (and sometimes even feisty) voices. We have no plans of slowing down or stopping until we reach our goal: a cure.

#### **Donate:**

www.fightcolorectalcancer.org/ donate Law firm diversity and inclusion were hot topics in the legal industry in 2021. Like other industries, the public had law firms under a microscope for their DEI practices.

As 2021 wraps up, law firms should consider what the industry learned throughout the year, how DEI can be improved in 2022, and the general outlook for DEI in the legal industry in the new year and beyond.

#### **DEI Framework**

Bloomberg Law debuted its **DEI Framework** last year, which has a list of law firms that meet or exceed the standards of diversity, equity, and inclusion.

This framework is divided into:

- Firm demographics
- · Recruitment and retention
- Leadership and talent
- Marketing
- · Business innovation
- · Diversity and inclusion

Each of these principles receives a score from 0 to 100. Points may be based on standards from the **American Bar Association** and other professional organizations or endorsing DEI practices.

The results were simply okay, leaving law firms with a lot of room for improvement. Generally, the law firms that submitted data performed well on the majority of the principles, including recruiting diverse lawyers, creating and implementing retention practices, marketing, including DEI in business strategy, and contributing to diversity in the community.

Leadership and talent scores are lower, however. Among managing partners and CEOs, nine out of 10 are white and 81 percent of the top leaders are male. Lawyers who are leaders of departments or large groups are mostly white men, though over a quarter are white women. The rest are minorities at single-digit percentages.

For lawyers, leadership takes years of experience and personal branding, so the lack of diversity in leadership positions is disconcerting. New minority recruits need coaching and guidance to prepare for leadership positions in the future.

#### Advancements in DEI

Despite some of these weaknesses, not all hope is lost. Beginning in 2008, Microsoft started the Law Firm Diversity Program to reward law firm partners who succeed in matters of diversity and inclusion.

For 2021, the results showed significant progress and accomplishments to create more inclusive and diverse



#### www.russellhome.org

The Russell Home for Atypical Children in Orlando has been in continuous operation for over 60 years without any government support. The Home is the only private, non-profit facility of its kind for severely disabled children in Central Florida.

The Russell Home provides around the clock specialized care, with love and a home-like atmosphere. The love that is in this home, expressed through the eyes, sounds, and smiles from the children will make you count your blessings for the simple things in life.

To make a monetary donation:

https://russellhome.org/giving

To make a donation from their Wish List:

https://russellhome.org/needs

environments. In the past year, the program identified growth in the following areas:

- Diversity in attorney hours spent on Microsoft grew from 60 percent to 63 percent.
- Diversity among executive committees grew from 43 percent to 47.4 percent.
- Diversity among partner ranking grew from 37.9 percent to 40.1 percent, which includes a 4 percent growth in partners who are women.

Historically, the Strategic Partner Program firms for Microsoft showed excellent progress for diversity in leadership, including:

- Diversity among management and executive leadership grew from 31.2 percent to 45.6 percent.
- Diversity among partners grew from 33.2 percent to 40.1 percent.
- Diversity in partner hours spent on Microsoft grew from 35.8 percent to 52.3 percent.
- Diversity among lawyers working at Microsoft grew from 50 percent to 64.2 percent.

#### Investment in the Future

Along with measurable change, the Law Firm Diversity Program considers the future of diversity and inclusion and recognizes the investments that law firms need to make in their infrastructure and culture. Continued investment in leadership, sponsorship and mentoring creates an environment with equal opportunity for success.

Among the firms surveyed:

- 93 percent of firms have a dedicated diversity and inclusion committee.
- 89 percent of firms have a strategic plan for recruiting, retaining, and promoting diverse individuals.
- 82 percent of firms provide diversity and inclusion training.
- 82 percent of firms participate in pipeline development for diversity and inclusion in younger demographics and high school or college students.

Though progress is trending upward, law firms need to set goals and look for opportunities to invest in diversity and inclusion at every level, especially the leadership and management aspects.

Women in leadership is trending, but the lack of diversity represents opportunities for black, Asian, Pacific Islander, Hispanic, Latinx, and LGBTQI+ lawyers to become a bigger part of the talent and leadership pipeline for law firms.

#### **Moving Toward Diversity and Inclusion**

Diversity and inclusion in the legal industry are falling behind other industries. Though discussed for years at many firms, a positive outlook relies on more than policies and programs. The legal industry is largely homogenous in both race and gender, and it hasn't changed much recently.

True diversity requires inclusion in terms of race and gender, but also sexual orientation or identity, ethnicity, age, and disabilities.

A law firm's branding has a lot of influence over change and growth, especially with diversity and inclusion. The brand is about more than a logo – law firms with inclusive brands have a company culture focused on increasing diversity, reducing bias, and increasing emotional intelligence for the betterment of the firm and the larger industry.

For example, if everyone at a firm looks the same in terms of race, age, gender, and sexual orientation, that doesn't reflect diversity. In addition, a firm misses out on valuable connections with clients and industry professionals and lacks creative problem solving and innovative thinking that comes from individuals in diverse backgrounds.

Like any other goals and objectives, law firms need to set specific, measurable diversity and inclusion goals and define metrics to determine progress and success. Firms saying "get more diverse" doesn't cut it.

Diversity and inclusion goals should be imperative to business operations and infused into the company culture. Some goals and metrics may include tracking the percentage of non-white employees and their roles and comparing year over year.

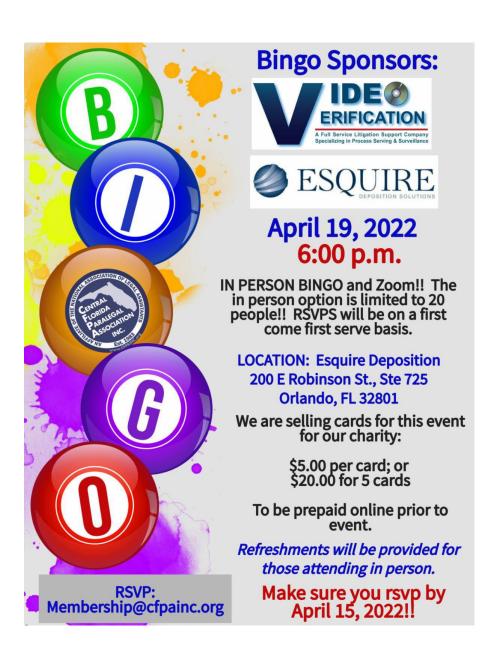
#### **Diversity Strategies**

Law firms must understand and educate the team on recognizing and overcoming bias. This can be done through lunch meetings or video conferencing once every few weeks with discussions on bias and learning open for discussion.

Diversity and inclusion begin on an organizational level. People from all demographics must be able to discuss issues and have unpleasant or awkward conversations. This requires a detailed plan for how to handle diversity issues and bias, especially if issues or opinions come up that conflict with firm ethics and values and can harm the brand.

If appropriate, law firms should create an international hiring plan that prioritizes diversity and reinforces the firm's vision and values.

Reprinted from www.natlawreview.com Article by: PracticePanther



Click Here to Register for Bingo

### **MEMBER MATTERS**

with Jennifer Diminich, Membership Chair



**IN THE KNOW**: Join CFPA on Facebook, Instagram, and Linkedin and stay up-to-date on all of our events!!

**RESPONSES NEEDED**: Are you receiving CFPA emails and announcements? If not, please contact <a href="mailto:membership@cfpainc.org">membership@cfpainc.org</a> to confirm your information - we don't want you to miss out!

**CFPA INVOLVEMENT**: CFPA is a top association because of our members and their involvement with events, committees, community outreach, and networking. If you are someone who excels in these areas please reach out and we would be happy to discuss getting you involved!

PR Committee and DEI Committee are looking for members who have time to join and help us grow and excel CFPA! Please contact membership at: <a href="mailto:membership@cfpainc.org">membership@cfpainc.org</a>.

**MEMBERSHIP MENTORS**: I am looking for any CFPA member that would be interested in becoming a Member Mentor, you would be a member of the Membership Committee and would be the initial contact for CFPA's new members. The goal is welcome in new members and encourage their attendance at CLEs, events, and other social activities. Please contact me if you are interested.









Contact Membership Chair

Looks like a great time was had by all who attended the Annual Meeting and Membership Mixer on March 4, 2022. Thanks again to our sponsors, Language PickUp and S.K.I. Investigations, Inc.



# Central Florida Paralegal Association



After 30 years Membership Dues are increasing effective 3/1/2022.

**New Members:** 

Active - \$75.00

Associate - \$50.00

Student - \$30.00

Patron - \$125.00

All New Members are subject to a one time \$10.00 Initiation Fee in addition to the above amount.

www.cfpainc.org

**CFPA Newsletter Sponsor** 





Founded in 2009, NorthStar Legal began with one simple mission: to find the perfect fit between client and candidate. It is our belief that with a little work and effort, clients and candidates can rest easy knowing that they have found exactly what they were looking for.

With nearly 20 years of experience in the legal placement arena, we are confident that no matter your needs we have your perfect placement! Let NorthStar Legal navigate your hiring needs.

#### Find NorthStar Legal on social media at:













If you wish to attend this CLE, please register online through the link below. If you are a non-member you will also find the link to pay below.

Click Here to Register for the CLE

If you have any questions, feel free to email the CLE Committee at <a href="CLE@cfpainc.org">CLE@cfpainc.org</a>.



#### Save the Date

NALA is celebrating its 47<sup>th</sup> Anniversary at the 2022 NALA Conference & Expo, July 14<sup>th</sup>-16<sup>th</sup> at the luxurious JW Marriott Desert Ridge Resort & Spa located in Phoenix, Arizona. *Hope to see you there!* 

Registration is now open to book the hotel room for discounted rates until June 14, 2022.

Registration for In-Person Attendee Option or Virtual Attendee Option is now open and the discounted rates are available until May 13, 2022.

For more information and to register, please visit the NALA.org website on the homepage under the Education tab.

#### **Upcoming Live Webinars**

April 6, 2022 at 12:00 p.m. CT/1:00 p.m. EST – W2214-Gender Power and Persuasion. To learn more about this webinar or to register, go to NALA's website at: http://portal.nalamember.com/live-webinars.

April 13, 2022 at 12:00 p.m. CT/1:00 p.m. EST –W2205-New Approach to Evaluating Law Firm Security. To learn more about this webinar or to register, go to NALA's website at: http://portal.nalamember.com/live-webinars.

April 20, 2022 at 12:00 p.m. CT/1:00 p.m. EST – W2213- Trust + Confidence = Success. To learn more about this webinar or to register, go to NALA's website at: http://portal.nalamember.com/livewebinars.

April 27, 2022 at 12:00 p.m. CT/1:00 p.m. EST – W2215-ALTA/NSPS Land Title Surveys – 2021 Standards. To learn more about this webinar or to register, go to NALA's website at: http://portal.nalamember.com/live-webinars.

If you have any questions you can contact our NALA Liaison at **NALALiaison@cfpainc.org**.



We had a great time at the March Downtown Luncheon at Ace Cafe. Thanks again to Patron Member, Milestone Reporting for picking up lunch for the attendees. Also great to see our other Patron Members, Esquire Deposition, Platinum Filings, LLC. and S.K.I. Investigations, Inc.





## From the Editor ...



I hope you have enjoyed this issue of the Carpe Diem. We would love to hear from you! Have you written an article that has been published that you would like to have placed in our newsletter? Does your attorney write articles that he or she would like to share with our group for publishing? If you are interested in writing an article for the newsletter let me know.

Big THANKS to NorthStar

Legal and Huseby for sponsoring the newsletter for 2022!!

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