



## Central Florida Paralegal Association, Inc.

P.O. Box 1107  
Orlando, FL 32802  
(407) 672-6372

Contact Us



CFPA Empowers Paralegals to Grow  
Through Education, Professional  
Development, and Community Service.



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

**CARPE DIEM - February 2023**

**WELCOME**  
NEW MEMBERS

**Associate:**  
Gail Hendrickson  
Rebecca Ventura



Hello CFPA Members!!

February has arrived! It is just me or is January the LONGEST MONTH ever?

It's Valentine's month and we are feeling the love – for YOU! We love our members and everything you have done for our organization and our community. Spread CFPA love by referring new members to [membership@cfpainc.org](mailto:membership@cfpainc.org).

February's bingo will be in-person – we hope to see many of you there!

Sincerely,

Jennifer Diminich, ACP, FRP  
CFPA President 2023



This is a new section that we are bringing to the Newsletter in 2023! Kind of like "Dear Abby" for Paralegals. Do you have a scenario you would like to run by Dear Lady Justice? Below is an example. Email [Editor@cfpainc.org](mailto:Editor@cfpainc.org). All submissions will be kept anonymous.

Patron:

CS DISCO

Investigative Analysis, LLC

For Membership Information and Application [CLICK HERE](#)

**ALREADY A MEMBER??**

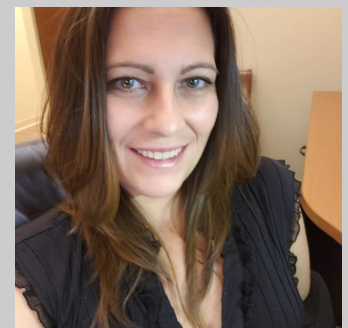
If you have recently changed jobs, moved or just have a new email address, PLEASE make sure that you update your membership records by notifying the Membership Committee so that you stay up-to-date with all events:

Email Us

## Upcoming EVENTS

2/15/23 Downtown Lunch  
2/16/23 Virtual CLE  
2/22/23 Board Meeting  
2/23/23 In-Person Bingo  
3/25/23 OCBA Law Day 5K

## BOARD OF DIRECTORS



President:

Jennifer Diminich, ACP, FRP  
[CFPAPresident@cfpainc.org](mailto:CFPAPresident@cfpainc.org)

Submit your questions for the next issue of the Carpe Diem by 2/27/23.

**YOU LIKE FOOD.  
WE LIKE FOOD.**

**NOW THAT'S A REASON TO GET  
TOGETHER FOR LUNCH!**

*You're invited to CFPA's  
Downtown Luncheon*

**February 15, 2023**

**Lunch Sponsor:**



**MILESTONE  
REPORTING**  
YOUR PATH THROUGH LITIGATION

**11:45AM  
TO  
1:00PM**



**ACE CAFE  
ORLANDO**

**Ace Cafe Orlando  
100 W. Livingston St.  
Orlando, FL 32801**



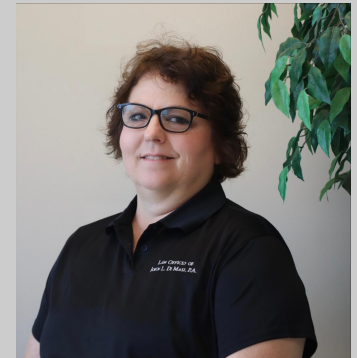
**CENTRAL  
FLORIDA  
PARALEGAL  
ASSOCIATION  
INC.**  
EST. 1983

**(Corner of Garland and Livingston)**

**Please RSVP by 2/14/23 to:  
snydercassied@gmail.com**



**Vice President/President Elect:**  
Denise Marsters, FRP  
[VicePresident@cfpainc.org](mailto:VicePresident@cfpainc.org)



**Secretary:**  
Martha Giller  
[Secretary@cfpainc.org](mailto:Secretary@cfpainc.org)



**Treasurer:**  
Iris F. Walker, FRP  
[Treasurer@cfpainc.org](mailto:Treasurer@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:**



**NALA Liaison:**

Caroline Wilkerson, ACP  
[Nalaliation@cfpainc.org](mailto:Nalaliation@cfpainc.org)



**Parliamentarian:**

Yolanda Fuhrmann, CP  
[Parliamentarian@cfpainc.org](mailto:Parliamentarian@cfpainc.org)

**DIRECTORS**



Michelle Coleman, FRP  
[Director2@cfpainc.org](mailto:Director2@cfpainc.org)



Do you have a seminar topic you would like to see? Are you interested in being a seminar speaker or know someone who might? If so, please reach out to our CLE Committee.

**Upcoming CLE:**

**March 16, 2023 from Noon-1:00 p.m.**

**Reviewing Damages: for Better or for Worse**

Amy H. Johnson, Owner/Founder, The Angle Solutions, LLC

A variety of factors influence trial strategy and settlement negotiations for counsel on both sides, including the calculation of losses. This session will

focus on these damages, how to document them, and how to document counter



arguments against them.

If you have any questions, feel free to email the CLE Committee at [CLE@cfpainc.org](mailto:CLE@cfpainc.org).

## VIRTUAL CLE LUNCH & LEARN SERIES

### Florida Replevin Law



Roy L. Weinfeld P.A.  
Attorneys at Law  
Creditors' Rights & Collections Law

**Speaker:**  
Roy L. Weinfeld, Esquire

**February 16, 2023**  
12:00 p.m. - Via Zoom

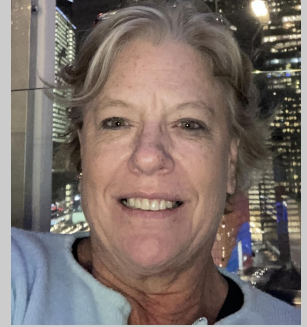
**CFPA Members: FREE**  
**Non-Members: \$20.00**  
Registration Closes at 1:00 p.m. on 2/15/2022

**Please RSVP and make Non-Member payments online:**

**[www.cfpainc.org/cle](http://www.cfpainc.org/cle)**

Any questions please email:  
[cle@cfpainc.org](mailto:cle@cfpainc.org)

NALA Approved for 1.0 Hour  
of CLE



Christy Gurley, FRP  
[Director1@cfpainc.org](mailto:Director1@cfpainc.org)



Deborah Kallas, ACP, FRP  
[Director3@cfpainc.org](mailto:Director3@cfpainc.org)



Jodi Peterman, FRP  
[Director4@cfpainc.org](mailto:Director4@cfpainc.org)

### Paralegal Billable Hours – The Important Numbers By: Ann Pearson

#### Numbers You Should Be Tracking

If you are a paralegal working in a law firm with an annual billable hour requirement, there are a few numbers that you should be tracking every month. They are the numbers that management tracks.



I know, it's stressful enough to meet those paralegal billable hour targets, PLUS meeting all of those work deadlines, NOW I'm asking you to add something else on top of your already-crammed day?

Yes. Because it's important to your paralegal career.

*It sure would have been nice if someone sat me down thirty years ago when I started my first paralegal job and said, "By the way, here's why it's important for you to meet that billable hour goal. And oh...here's how you can actually do that."*

ANN PEARSON

**The three key numbers you should track if you are a paralegal working in a law firm with a billable hour requirement are:**

- 1. Utilization**
- 2. Realization**
- 3. Productivity**

### **What is Utilization?**

Paralegal utilization is the percentage of your time that is entered into the timekeeping system as billable to a client file, compared to the amount of your time that the firm has budgeted for you to bill. In other words, how much of your work time is being spent on billable work. It looks like this:

1200 hours (actual hours billed) divided into 1,500 (budgeted) billable hours = 80% utilization.

Why is this number significant?

Imagine if a law firm budgets for 20 paralegals to bill 1,500 hours this year, and every one of them is at a 75% utilization rate.

If their utilization is 100%, it will look like this: 20 paralegals x 1500 hours = 30,000 hours

If their utilization is 75%, it will look like this: 20 paralegals x 1125 hours = 22,500 hours.

That's 7,500 hours less than the law firm budgeted for their paralegals. Assuming a 90% collection rate and an average hourly bill rate of \$150 per hour – that's a loss of \$1,125,000 compared to what they had budgeted.

75% doesn't sound like a bad number for a grade, but when you're looking at paralegal utilization, you want yours to be at 100% or more.

If 2 of those 20 paralegals were laid off, that would (conceivably) redistribute their work to the remaining 18 paralegals and thereby increase their paralegal billable hours and utilization numbers.

**How can you improve your utilization?**



## **CFPA Committees:**

### **CLE Chair:**

Nancy Jordahl, ACP, FCP, FRP

[CLEChair@cfpainc.org](mailto:CLEChair@cfpainc.org)

### **Membership Chair:**

Debbie Dollar, ACP, FRP

[Membership@cfpainc.org](mailto:Membership@cfpainc.org)

### **Public Relations Chair:**

Yolanda Fuhrmann, CP

[Publicrelations@cfpainc.org](mailto:Publicrelations@cfpainc.org)

### **Community Service Chair:**

Aimee Chentnik

[CommunityService@cfpainc.org](mailto:CommunityService@cfpainc.org)

### **Student Relations Chair:**

Sara Ferguson, CP, FRP

[Students@cfpainc.org](mailto:Students@cfpainc.org)

### **Social Media Chair:**

Jennifer Diminich, CP, FRP

[Socialmedia@cfpainc.org](mailto:Socialmedia@cfpainc.org)

### **Scholarship Chair:**

TBD

### **Newsletter - Carpe Diem**

Cassie Snyder, ACP, FRP

[Editor@cfpainc.org](mailto:Editor@cfpainc.org)

### **Paralegal Regulation &**

#### **Ethics Chair:**

Caroline Wilkerson, CP

[Nalaliation@cfpainc.org](mailto:Nalaliation@cfpainc.org)

### **Job Bank Chair:**

Leslie Norton, ACP, FRP

[Jobs@cfpainc.org](mailto:Jobs@cfpainc.org)

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

TBD

[ReviewCourse@cfpainc.org](mailto:ReviewCourse@cfpainc.org)

You have to increase your billable hours. Easier said than done, right?! Especially if you're still working from home. We recently put out a free 3-Part Video Series for **3 Key Strategies to Increase Your Billable Hours** that can get you started.

### What is Realization?

Paralegal realization is the percentage of recorded time that stays on the bill and is paid by the client versus the amount entered into the billing system. In other words, how much did the firm "realize" in collections compared to the value that was input into the system.

For example, if \$2,000 worth of your time is recorded into the billing system, but \$500 of that time is later written off by the billing partner. The client is billed (and pays) \$1,500.

The realization rate on that paralegal's time is 75%.

It is calculated like this: Amount Collected/Amount Entered into the system (at full rate).

$$\$1500/\$2000 = 75\%$$

A low realization number could also be the result of working on client files that have a reduced rate that is lower than your standard bill rate.

### How can you increase your realization numbers?

The best way to increase your realization is to reduce or eliminate write-offs and write-downs to your time. That can be a whole other article topic by itself! Here are a few tips we did on **drafting better time entries**.

### What is Productivity?

Your productivity number is the percentage of time spent on billable work compared to the total hours worked (not paid). You can measure this by dividing hours billed into hours worked (not paid hours, just worked hours).

In other words, if you leave a couple of hours early for a doctor's appointment and only work 6 hours, but use 2 hours, then your work hours are 6. If you billed 5 hours that day, the calculation would look like this:

5 divided into 6 = .83 or 83% of the time they worked that day was billed to a client file.

As a paralegal manager, I would look at productivity numbers if utilization was log or overtime was high, Here's why:

Paralegal A and Paralegal B both have a 1,500 billable-hour quota to meet.

Paralegal A, working at 90% productivity, will meet that 1,500 billable-hour quota in 1,665 work hours.

Paralegal B, working at 75% productivity, will meet that 1,500 billable-hour

#### DE&I Chair:

Peonca Grier, CP, FRP,  
MSM-HR, SHRM-CP  
[peoncag@gmail.com](mailto:peoncag@gmail.com)

## NEWSLETTER SPONSORS



#### Jennifer Magnusson

President, COO, SR

Office: 407-841-2045

Fax: 407-841-2046

[jennifer@northstar-legal.com](mailto:jennifer@northstar-legal.com)



#### Jennifer Morrow

Account Executive

Direct: 918-630-6771

[jmorrow@proofserve.com](mailto:jmorrow@proofserve.com)

The Premier Investigative Company



#### Rob Murphy

Director of Business  
Development/SIU Manager

Mobile: 407-404-9981

Office: 877-754-7545

[RMurphy@skiinv.com](mailto:RMurphy@skiinv.com)



quota in 2,000 work hours.

That means that Paralegal B is working 335 more hours per year to do the same amount of work as Paralegal A.

### How can I improve my productivity?

We discuss many methods for improving paralegal time management in our **Billable Hour Boot Camp**. One of those methods that will give you a boost in daily productivity is to start tracking your daily productivity number.

If you've ever been on a diet or just trying to eat a little healthier, you know this works. If you're tracking what you eat each day, you're less likely to have a donut and a milkshake for breakfast. You want to feel that reward of looking back at your daily food log and seeing the healthy choices you made.

That's also why the fitness tracker industry is a \$50 billion-dollar industry.

If you happen to be a paralegal mentor for a new hire, one of the best things you can do for their career is to frankly, boldly, and clearly explain to those new paralegals something no one else wants to say out loud: Pay attention to your numbers! They do matter!

*Article Reprinted from Paralegal Bootcamp. March 12, 2021*

[Paralegal Billable Hours - The Important Numbers - Other Numbers You Should Be Tracking \(paralegal-bootcamp.com\)](http://paralegal-bootcamp.com)

---

## Time for a Brain Break ...

---

### Newsletter Recognition:



---

### CFPA's 2023 Charities



[www.russellhome.org](http://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:**



# CALL TO...

Your Central Florida  
Paralegal Association  
**NEEDS YOU.**

Join a committee today.  
Volunteer, learn, and grow.

**ACT-** Match each Legislative Act on the left with the one word on the right that is the subject of the Act

- |                          |                 |
|--------------------------|-----------------|
| A. Hatch Act             | 1. Witness      |
| B. Mann Act              | 2. Alcohol      |
| C. Jencks Act            | 3. Firearm      |
| D. Volstead Act          | 4. Divestiture  |
| E. Brady Act             | 5. Exploitation |
| F. Sherman Antitrust Act | 6. Political    |
| G. Taft-Hartley Act      | 7. Labor        |

Match the type of law practice on the right with the "ion" word on the left where the word would most commonly be used

**-ION**

- |                    |                          |
|--------------------|--------------------------|
| 1. Allocution      | a. Contracts             |
| 2. Arbitration     | b. Tax                   |
| 3. Causation       | c. Immigration           |
| 4. Consideration   | d. Civil Rights          |
| 5. Corporation     | e. Real Estate           |
| 6. Deduction       | f. Criminal              |
| 7. Defamation      | g. Labor                 |
| 8. Deportation     | h. Probate               |
| 9. Desertion       | i. Maritime              |
| 10. Discrimination | j. Intellectual Property |
| 11. Eviction       | k. Landlord/Tenant       |
| 12. Invention      | l. Personal Injury       |
| 13. Liquidation    | m. Environmental         |
| 14. Mediation      | n. Bankruptcy            |
| 15. Navigation     | o. Civil                 |
| 16. Protection     | p. Business              |
| 17. Renunciation   | q. Family                |
| 18. Transaction    | r. Military              |

## LIGHTS, CAMERAS...

It was the extensive press coverage at the trial of Bruno Hauptmann in 1935 that brought the issue of cameras in the courtroom to a head. Hauptmann had been charged with the kidnapping and murder of aviator Charles Lindbergh's baby son and his trial was covered by hundreds of photographers. The New Jersey Court of Appeals rejected the defendant's allegation that this denied him a fair trial. In 1937 the ABA adopted Canon 35 condemning the presence of broadcasters, cameras, and photographers in the courtroom.

# ACTION!

Just for Fun!



Answers: A.6. B.5. C.1. D.2. E.3. F.4. G.7.

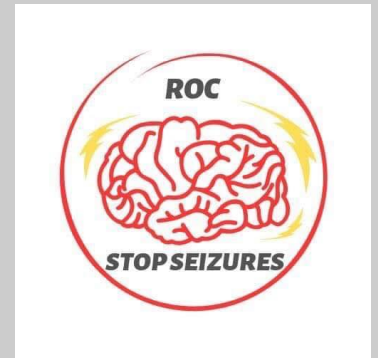
1.f. 2.g. 3.l. 4.a. 5.p. 6.b. 7.o. 8.c. 9.r. 10.d. 11.k. 12.j. 13.n. 14.q. 15.i. 16.m. 17.h. 18.e.

<https://russellhome.org/giving>

To make a donation from their Wish List:

<https://russellhome.org/needs>

AND



ROC Stop Seizures is a 501(c)(3) corporation with the mission to raise Epilepsy awareness through every day experiences.

Ryan O'Connor (a/k/a ROC) is an Army Veteran who was diagnosed with Epilepsy as an adult at 36 years old. Ryan and Marissa met before Ryan was diagnosed but dated and got married several years after his diagnosis. As a patient and a caregiver, Ryan and Marissa have lived through Ryan's many unsuccessful medication changes and adjustments, Ryan's different types of seizures with no explanation, and Ryan's hospitalizations and brain implant surgery.

Through ROC Stop Seizures, Ryan and Marissa bring their everyday experiences to others to raise awareness for those who are also diagnosed with Epilepsy and Veterans with Epilepsy. Their awareness efforts include a **blog**, the use of social

This puzzle is courtesy of CFPA Member, Janet Mahindroo, ACP, FCP

CFPA Newsletter Sponsor

**FASTER & MORE PROFITABLE PROCESS SERVING**

**Serve Documents Nationwide in as Fast as 24 Hours with Proof**



**Scan Me**



**Track progress in real-time**

Receive updates as activity happens and chat directly with your server in real-time within your Proof dashboard.

**Case management integrations**

Create jobs in bulk and integrate directly into your case management software for a seamless user experience.



**See how much Proof can help increase your profitability.**



**Scan The QR Code to Access The ROI Calculator!**

[www.ProofServe.com](http://www.ProofServe.com)

**\$405,000**

Annual reallocated billable revenue\*

\* Based on 150 serves/month, \$225 paralegal billable rate, 60 minutes time spent per serve

**Find Proof Serve on social media at:**



Come and join us for our In-Person Bingo night on 2/23/23. Members are FREE and Non-Members are \$5.00. All money raised will go to our charity. Pay button will be up on the website soon.

media, sponsors, fundraising, and projects, such as Ryan's Journey of 1000 Miles in October of 2022.

To make a monetary donation:

[www.rocstopseizures.com](http://www.rocstopseizures.com)

**SPONSOR:**



# DISCO

## In-Person Bingo

February 23, 2023  
6:00 p.m.

Brennan, Manna & Diamond, PL  
255 S. Orange Ave., Suite 700  
Orlando, FL 32801

**4 rounds of Bingo  
with PRIZES!!**

This event is **FREE** to CFPA  
Members and  
\$5.00 for Non-Members!  
Which will go to our charity.

**COME JOIN THE FUN!!!**

RSVP by 2/22/2023

RSVP:  
[Membership@cfpainc.org](mailto:Membership@cfpainc.org)

## MEMBER MATTERS

with Debbie Dollar, Membership Chair



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

**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: [membership@cfpainc.org](mailto:membership@cfpainc.org).

**MEMBERSHIP MENTORS**: Katherine Stryker, Caroline Wilkerson and Jennifer Diminich.



Contact Membership Chair

Presence of differences



**DIVERSITY**

Fair access, opportunity, and support



**EQUITY**

Genuine sense of belonging and value



**INCLUSION**

WordStream  
by LOCALiD

The DEI Committee will be announcing its first book for 2023 very soon, keep an eye out on the CFPA Group! If you have any book suggestions, please feel free to email the committee.

**First Book of 2023 - TBA**





# BLACK HISTORY MONTH



February is Black History Month. This month-long observance in the US is a chance to celebrate Black achievement and gives visibility to people and organizations creating change. Continuing to educate ourselves is not foreign to paralegals – let's lead the charge to do better!

Links to explore:

Black History: [www.history.com/topics/black-history](http://www.history.com/topics/black-history)

[Click to Email the DEI Committee](#)

---

**Take a Walk with CFPA**

## 9th Annual OCBA Law Day 5K

Saturday, March 25, 2023

7 a.m. to noon

Harbor Park at Lake Baldwin, Orlando

Proceeds benefit the Legal Aid Society of the OCBA and the OCBA Foundation



Learn more at [runsignup.com/ocbalawday5K](https://runsignup.com/ocbalawday5K)

**We are getting together to walk and network.  
Come join in the fun and camaraderie.**

**March 25, 2023 - OCBA Law Day 5K**

**If you have any questions contact our CFPA Team Leader :**



**Denise Marsters**  
[d1m@eifg-law.com](mailto:d1m@eifg-law.com)



[www.cfpa-inc.org](http://www.cfpa-inc.org)

[Click Here to Join CFPA's Team](#)

[Click Here for More Information on OCBA Law Day 5K](#)



We made it through January! Have you made any New Year Resolutions?

Perhaps one resolution or goal you have been thinking about is volunteering to share your special talents. How about taking another step in advancing your career? Have you ever thought about serving your fellow paralegals on the national level? Now is the time to think about taking that plunge and expanding your potential! NALA is now accepting candidates for its Board of Directors. **Deadline to apply is March 15, 2023.**

For more information on the open positions and to submit your Declaration of Candidacy form click the link below:

<https://Nala.org/about-nala/get-involved/>

NALA is always looking for volunteers to serve on its active committees as well. The Certifying Board, Ethics, Diversity, Equity & Inclusion (DEI), Continuing Education Council (CEC) and the Professional Development Committee (PDC) support NALA's mission of ensuring paralegals succeed in their career, provide education resources, networking and so much more. Click below for information about each committee and to submit your volunteer form:

**Volunteer Interest Form - NALA**

[www.nala.org/about-nala/get-involved/volunteer-interest-form](http://www.nala.org/about-nala/get-involved/volunteer-interest-form)

**NALA's Upcoming Live Webinars:**

February 8, 2023, at 12 pm, CST/1:00 pm EST **W2303 Various Corporate Structures and Items to Consider**

February 22, 2023, at 12 pm CST/1:00 pm EST – **W2301 - Ethics and Professionalism for Paralegals.**

For more information and to register, visit NALA's website

[Http://portal.nalamember.com/live-webinars.](http://portal.nalamember.com/live-webinars)

**REMINDER: Save the Date – July 12 – 14, 2023, in Boston, Massachusetts.** Don't miss NALA's Conference and Expo at The Westin Copley Place on the Bay in downtown Boston. More details to follow.

Please do not hesitate to contact me with any questions or concerns about NALA - [carolinecwilkerson@gmail.com](mailto:carolinecwilkerson@gmail.com) or [NALALiaison@cfpainc.org](mailto:NALALiaison@cfpainc.org).

[Click Here to Register for NALA Seminars](#)

# CFPA Newsletter Sponsor

The Premier Investigative Company



S.K.I. Investigations was founded in 2000 with the primary goal of providing a quality product and unparalleled customer service. Since that time, our customers have received exceptional results that have helped to redefine the industry standard for surveillance success, fraud detection, and client satisfaction.

## SERVICE | KNOWLEDGE | INTEGRITY

- To offer a boutique level of service with national coverage
- To exceed our clients expectations on service and product
- To provide our clients with more information than they provided to us
- To expand the company while maintaining standards and allow for growth from within
- To build a company based on hard work with family in mind – our current tenure of our staff is 11 years

Find S.K.I. Investigations, Inc. on social media at:

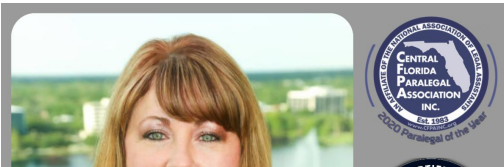


---

## 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,  
Proof Serve and S.K.I.***





*Investigations for sponsoring the newsletter for 2023!!*

Thank you,  
Cassie Snyder, ACP, FRP  
Editor



Cassie D. Snyder, ACP, FRP



Carpe Diem Archived Issues