



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 - April 2023

Hello CFPA Members!!

Our annual Membership Mixer was held on March 24 at the World of Beer and we had an amazing turnout! Raffle prizes were won and good food/drinks/fun was had by all in attendance. We raised \$492.00 for The Russel Home for Atypical Children. Keep an out for our next event and a chance to raise money for ROC Stop Seizures.

CFPA has formed a team again for the Simply IOA Corporate 5K – make sure you register to walk with us. We won awards last year and are looking to win again!! We hope to see you all there.

Register here for Team CFPA - IOA Corporate 5K: <https://haku.ly/35cececd13>

Be here now, be like the sun. You need no permission to exist, to rise, to shine.
– *Unknown*

Sincerely,

Jennifer Diminich, ACP, FRP
CFPA President 2023

WELCOME
NEW MEMBERS

Associate Member:
Natalie Rimmer

Patron Member:
Array

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

- 4/6/23 Virtual CLE
- 4/11/23 Walk Lake Eola
- 4/24/23 In Person Bingo
- 4/27/23 Downtown Lunch
- 5/4/23 IOA Corporate 5K
- 5/5/23 Virtual CLE
- 7/12-14/23 NALA Conference

BOARD OF DIRECTORS



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CFPAPresident@cfpainc.org



Vice President/President Elect:

Denise Marsters, FRP

VicePresident@cfpainc.org



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Martha Giller

Secretary@cfpainc.org

Take a Walk with CFPA

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



April 11, 2023 - Walk Around Lake Eola meet near the Walt Disney Amphitheater at 12:15 p.m. - RSVP to NJordahl@wwhgd.com

May 4, 2023 - Simply IOA Corporate 5K

If you have any questions contact our CFPA Team Leader:
Denise Marsters - d1m@eifg-law.com



www.cfpainc.org



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? All submissions will be kept anonymous. Email Editor@cfpainc.org.

Dear Lady Justice:

I am a paralegal and I want to know where can I go to get ethical guidance (besides you of course)?

(besides you of course).

Dear Paralegal:

Here are some sources available to paralegals for ethical guidance: Paralegal Schools, On the Job (your attorney, other attorneys, other paralegals that you admire, human resources), Paralegal Associations (national like NALA and local like CFPA), Bar Associations and affiliates like Florida Registered Paralegals or here in Orange County we have a Paralegal Section of the OCBA, Internet (but be careful), Local Court Rules, CLE/webinars, Magazines (Facts & Findings, The Briefs), Newsletters (Carpe Diem).

Any other places that you can think of? Let Lady Justice know.

Submit your questions for the next issue of the Carpe Diem by 4/27/23.



Treasurer:
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Treasurer@cfpainc.org



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Parliamentarian:
Yolanda Fuhrmann, CP
Parliamentarian@cfpainc.org

DIRECTORS



Michelle Coleman, FRP
Director2@cfpainc.org

MILESTONE REPORTING
YOUR PATH THROUGH LITIGATION

BINGO
April 24, 2023
6:00 P.M.

Landmark Center I
315 E. Robinson St., Suite 510
Orlando, FL 32801

4 Rounds of Bingo with PRIZES!!

This event is **FREE** to CFPA Members and \$5.00 for Non-Members!

COME JOIN THE FUN!!!
RSVP by 4/21/2023

RSVP:
Membership@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:



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Membership Chair:
Debbie Dollar, ACP, FRP
Membership@cfpainc.org

Public Relations Chair:
Yolanda Fuhrmann, CP
Publicrelations@cfpainc.org

U.S. Legal System Trivia



Speaker:

Cheryl Nodarse, ACP

April 6, 2023
12:00 - 1:00 PM - Via Zoom

CFPA Members: FREE
Non-Members: \$20.00
Registration Closes at 1:00 p.m. on 4/5/2023

Please RSVP and
make Non-Member payments online:

www.cfpainc.org/cle

NALA Approved for 1.0 Hour of CLE

Any questions please email: cle@cfpainc.org



Community Service Chair:
Aimee Chentnik
CommunityService@cfpainc.org

Student Relations Chair:
Sara Ferguson, CP, FRP
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Social Media Chair:
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Newsletter - Carpe Diem
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Leslie Norton, ACP, FRP
Jobs@cfpainc.org

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DE&I Chair:
TBD
DEICommittee@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.

If you have any questions, feel free to email the CLE Committee at CLE@cfpainc.org.

NEWSLETTER SPONSORS



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Jennifer Morrow
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jmorrow@proofserve.com



FIRST AMENDMENT



Speaker:

John Bermingham, Esq.

May 5, 2023
12:00 - 1:00 PM - Via Zoom

CFPA Members: FREE
Non-Members: \$20.00
Registration Closes at 1:00 p.m. on 5/4/2023

Please RSVP and
make Non-Member payments online:

www.cfpa-inc.org/cle

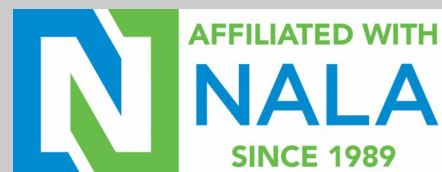
NALA Approved for 1.0 Hour of CLE

Any questions please email: cle@cfpa-inc.org



Rob Murphy

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Development/SIU Manager
Mobile: 407-404-9981
Office: 877-754-7545
RMurphy@skiinv.com



Newsletter Recognition:



Time for a Brain Break ...

CFPA's 2023 Charities



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.

live long and prosper

Think you're too old to try something new?
Consider these inspirational examples of famous elder-over-achievers:

- Actor George Burns won his first Oscar at age 80.
- Golda Meir was 71 when she became prime minister of Israel.
- Physician and humanitarian Albert Schweitzer was still performing operations in his African hospital at 89.
- Michelangelo was 71 when he painted the Sistine Chapel.
- S.I. Hayakawa retired as president of San Francisco State University at 70, then was elected to the U.S. Senate.
- At age 96, playwright, George Bernard Shaw broke his leg when he fell out of a tree he was trimming in his backyard.
- Painter Grandma Moses didn't start painting until she was 80 years old. She completed more than 1,500 paintings after that and 25 percent of those were produced when she was past 100.



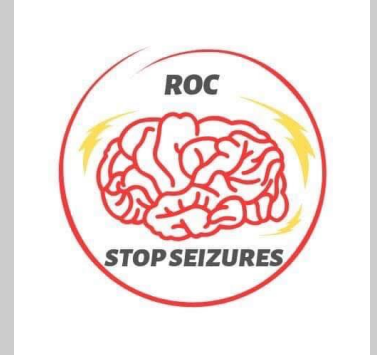
To make a monetary donation:

<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 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

state

Florida may have the reputation as a big draw for retirees, but it's another state on the Eastern Seaboard with the highest median age in America: Maine. According to the 2020 Census report, Maine's median age (the age at which half the residents are younger and half older) was 45. Florida does have the highest percentage of senior citizens (residents aged 65 or older) though at 21%.

Did you know there's another word for:

- Age 25 to 40 = young adulthood
- Age 40 to 60 = midsentence
- Age 60 to 80 = late adulthood
- Age 80 to 100 = old age

As we celebrate CFPA turning "The Big 4-0", test your knowledge of Elder Law. We have removed every other letter from these common terms used in an Elder Law practice.

Fill in the missing letters.

1. O _ D _ R A _ E _ I _ A _ S A _ T
2. S _ C _ A _ S _ C _ R _ T _
3. A _ V _ N _ E D _ R _ C _ I _ E
4. M _ D _ C _ I _ P _ A _ N _ N _
5. L _ N _ - T _ R _ C _ R _ I _ S _ R _ N _ E
6. M _ D _ C _ R _ B _ N _ F _ T _
7. L _ V _ N _ W _ L _
8. N _ R _ I _ G H _ M _ R _ G _ T _
9. A _ M _ N _ S _ R _ T _ O _ O _ A _ I _ G
10. R _ V _ C _ B _ E L _ V _ N _ T _ U _ T



Your age

In 1900, the average life expectancy in this country was 47 years. Today it is 79 and climbing. There are now more than 97,000 U.S. centenarians—people age 100 or over—and they are the fastest growing segment of our population.

Answers: 1. OLDER AMERICANS ACT 2. SOCIAL SECURITY 3. ADVANCE DIRECTIVE 4. MEDICAID PLANNING 5. LONG TERM CARE INSURANCE 6. MEDICARE BENEFITS 7. LIVING WILL 8. NURSING HOME RIGHTS 9. ADMINISTRATION ON AGING 10. REVOCABLE LIVING TRUST

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

CFPA recorded its first all virtual CP Review Course which took place in August 2022!



We are now offering the entire recorded course for purchase for \$100.00.

Questions? or Interested in purchasing?

Email: ReviewCourse@cfpainc.org

Payments can be made on the CFPA website:
www.cfpainc.org/cp-review-course

- U.S. Legal System
- Civil Litigation
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- Criminal Law & Procedure
- Estate Planning & Probate
- Real Estate & Property
- Torts
- Professional & Ethical Liability



3 Tips for Controlling Incoming Documents in a Paperless Law Firm

By: My Paralegal Place Blog

The so-called paperless law firm has been the talk of the legal field for several years now. In theory, this concept results in a fully digitized office that reduces waste, cuts down on needed office space, and provides for streamlined document retrieval.

However, a poorly designed paperless law firm protocol will only result in more printing. The following tips can help paperless law firms control their incoming documents and avoid waste, errors, and malpractice claims.

1. Protect Your Inbox

With paperless law firms, the inbox is where every document enters the firm. Firms that fail to ensure every document is secured digitally before it leaves the inbox are bound to suffer the consequences in the future. Lost correspondence can result in missed court deadlines or important inquiries from a client. No attorney wants to explain to their client that a document scanning error resulted in their failure to respond to a motion to summary judgment.

Immediately scanning every document when it reaches the inbox before any other steps are taken is a firm's best bet for protecting its files. Outside of a few original documents that must be kept, this inbox policy ensures an accurate file and a successful transition to the paperless office.

2. Select an Organization Strategy, and Stick With It

Immediately scanning every document is a vital step in a paperless law firm, but the value of these digitized records is lost if they are impossible to retrieve. That makes it vital to not only develop a system for organizing these files but

That makes it vital to not only develop a system for organizing these files but also to ensure staff members follow the system to the letter.

The most important aspect of organization is arguably the file naming structure. Every firm approaches this differently – some firms sort their files by unique file numbers, while others go by their client names. Regardless of the specific system, what is important is that every firm selects a naming convention and uses it uniformly. Paralegals often can play a role in organizing an implementing the naming conventions.

For many firms, proper file naming is enough to ensure the safe storage use of scanned documents. However, it is also helpful to adopt and maintain a careful system for storing these documents. Instead of dumping every digital document into a single folder, it can be easier for attorneys to find what they need by organizing documents in digital folders by type or by client.

Software Solution

Finally, the software law firms rely on will also play an important role in the process. One especially useful feature is the ability to index and search documents after scanning. Some solutions allow attorneys to search keywords against thousands of pages in a matter of seconds. Firms that prefer a streamlined approach could opt for software that does little more than quickly scan every piece of incoming mail.

Other systems have far more options, including the ability to convert correspondence into readable text and allow for more advanced keyword searching techniques. Some of these systems make sharing documents to authorized users via fax or email simple. This feature can drastically reduce preparation time for conference calls or depositions.

3. Take Care of the Originals

Information security is vital to every law firm. Attorneys not only handle the specifics of sensitive litigation and/or business transactions, but they also maintain clients' personal information. As attorney Kristina T. Larry of Sassy Litigations, LLC explains in the NBI course *The Paperless Office: Dealing with Incoming Documents*, the job of maintaining a paperless law firm does not end with the scanning of every document.

Every firm should not only have a written process for document intake, but they should also have a system for destroying originals after scanning is complete to make a paperless law firm work. The goal of this system is to avoid paper copies from getting lost in the shuffle. By ensuring every document is immediately scanned, the process of destroying them once they have been digitized is simplified.

There are undoubtedly exceptions to these broad policies. Some original documents must be kept in physical form, while others will need to be mailed to the client for execution. A law firm's paperless workflow should also provide for a system of tracking these documents.

Controlling incoming documents is only one part of maintaining a paperless law firm. The NBI Course Catalog has a variety of other helpful courses that can help attorneys get the most out of their paperless practice.

Article Reprinted from:
[My Paralegal Place Blog](#)

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

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CFPA Downtown Networking Luncheon

We have some amazing Patron Members who will be sponsoring the luncheons over the next few months. CFPA thanks you for your continued support of our Association.

We are still seeking sponsors for the months of August, October, and December. If you are interested in sponsoring, please email snydercassied@gmail.com.

YOU LIKE FOOD.

WE LIKE FOOD.

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

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

April 27, 2023

Lunch Sponsor:



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

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



(Corner of Garland and Livingston)



**Please RSVP by 4/26/23 to:
snydercassied@gmail.com**

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!

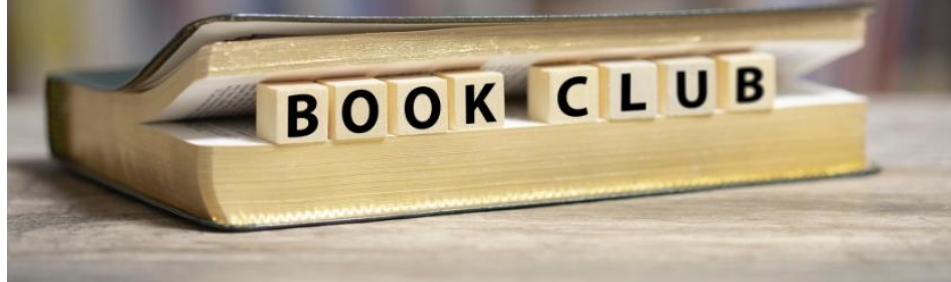
PR Committee and DEI Committee are looking for members who have time to join and help us grow and excel CFPA! Please contact membership at: membership@cfpainc.org.

MEMBERSHIP MENTORS: Katheline Stryker, Caroline Wilkerson and Jennifer Diminich.

FOLLOW US AT:



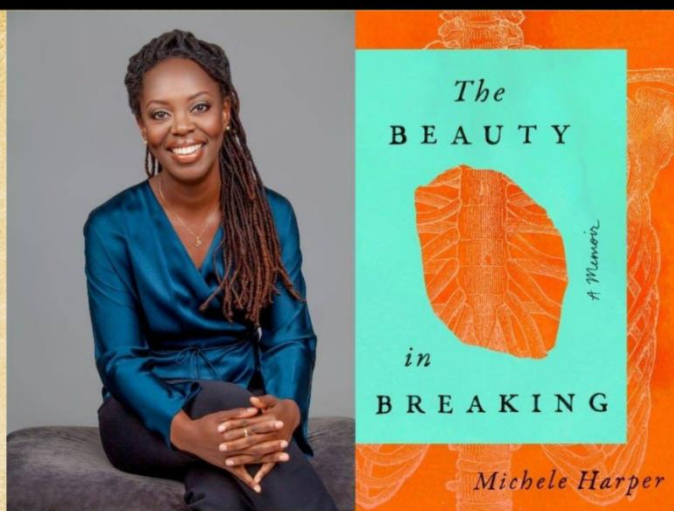
CFPA's Diversity, Equity and Inclusion



The DEI Committee announces its first book for 2023:

The Beauty in Breaking
By: Michele Harper

CFPA's Diversity, Equity & Inclusion Virtual Book Club



Join CFPA's DE&I Book Club, grab your copy of the book, and start reading ... we look forward to discussing this with you!

**OPEN TO MEMBERS AND
NON MEMBERS!!**

**DE&I Book Club Meeting
June 2023
Virtual/In-Person TBD
5:30 to 7:00 p.m.**

**Please RSVP to:
DEICommittee@cfpainc.org**

www.cfpainc.org



[Click to Email the DEI Committee](#)



Join your favorite CFPA friends in one of our 5k adventures! These run/walk races are a great chance to meet new friends and make connections within the CFPA community. Feel free to sign up with any friends and family or invite other paralegals to join in on the fun!

Join our team at the **SimplyIOA Corporate 5k** hosted in Downtown Orlando! Proceeds from the event will go to the Track Shack Youth Foundation and Second Harvest Food Bank of Central Florida. This race is on **May 4, 2023**, and race activities begin at 4:00 p.m., with the race starting at 6:00 p.m. The registration fee through April 21st is \$30, April 22nd-26th is \$35, and April 27th-May 3rd is \$40. Our team name is **Central Florida Paralegal Association**.

SimplyIOA Corporate 5k:

Where: Lake Eola, Orlando, FL 32801

When: May 4, 2023, race starts at 6:00 p.m.

Register: [Join Our Central Florida Paralegal Association Team!](#) (follow the link - click register online, then Join a Team)

Not a runner? That's great! We would love to have people of any athletic ability join our team. In the past years, we have had runners, walkers, and even finish-line cheerleaders! Don't let the word "race" scare you! Our goal is to get out into the community and have fun as a team!

These are only the first two races of the year so, be on the lookout for more charitable race adventures to come! If you have any suggestions of your favorite local run/walk events, please let us know as we are always looking for more ways to serve our community.

Please reach out to our Vice President, Denise Marsters (vicepresident@cfpainc.org), with any questions or concerns!

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





Hello CFPA Friends –

NALA is seeking nominations for their Affiliated Association Award. The purpose of the award is to recognize a member of CFPA for their contribution to the goals and programs of our association. Any CFPA member in good standing is eligible to be nominated. Do you know a member that has gone above and beyond for CFPA, volunteered, participated, and supported our events and programs, stepped up to the plate when needed or just been an all-around cheerleader and promoter for CFPA?! We want to hear from you! **Nominations are due May 1st, 2023.** The person selected will be recognized at the Affiliated Association Annual Meeting at NALA's Conference this summer in Boston. If you know someone deserving of this award, please contact me or any of our board members with your submission for consideration.

Speaking of Conference, we are about three months away from NALA's premier annual conference! The theme is **Be in the Now, Be in the Know. Be NALA** - 2023 NALA Conference & Expo, July 12th-14th at the Westin Copley Place in Boston, MA. There are three attendance options: live in-person, virtual attendance, or single-day passes. Registration is now open and early bird rates are available until May 12, 2023. Attendees can earn up to 13 CLE credits. For more information and the Conference brochure: [2023 NALA Conference & Expo Brochure V.2](#) *Hope to see you there!*

NALA's Upcoming Live Webinars:

April 5, 2023, at 12 pm, CST/1:00 pm EST W2301 – Ethics and Professionalism for Paralegals. Learn about NALA's Code of Ethics and how to work ethically in the areas of unauthorized practice of law, client confidentiality, attorney-client privilege, and responsible social media usage.

April 6, 2023, at 12 pm CST/1:00 pm EST – W2306 – Your Personal Brand. This course will walk you through what personal branding is, why it's important, and how you can grow it.

April 12, 2023, at 11 am CST/12:00 pm EST – W2313 Real Estate Law Series Part 3 – Liens, Leases, and Easements, "Others' Rights". You will review the types of interests that others might have in your property and the problems that can arise when those interests are not clearly described. We discuss problems with releases, satisfactions, and other ways to terminate.

For more information and to register, visit NALA's website [Http://portal.nalamember.com/live-webinars](http://portal.nalamember.com/live-webinars).

Please do not hesitate to contact me with any questions or concerns about NALA. carolinecwilkerson@gmail.com or nalaliation@cfpainc.org

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

CONFERENCE & EXPO

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THE WESTIN COPLEY PLACE

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of Paralegals
and Paralegal Professionals*

 **NALA** | THE PARALEGAL
ASSOCIATION

[Register for NALA Convention](#)

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- To build a company based on hard work with family in mind - the current tenure of our staff is 14 years

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From the Editor ...



Cassie D. Snyder, ACP, FRP

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

Carpe Diem Archived Issues

