

Central Florida Paralegal Association, Inc.

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Contact Us











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

CARPE DIEM - August 2023

Hello CFPA Members!!

August generally marks back to school for many as they begin their college careers and for those of us who are guiding our children through their own beginnings of new school years. One of CFPA's goals has always been to serve the local population of paralegals, current and future, through legal education. We look forward to working closely with local colleges and their legal program to further the profession through its students. Keep an eye out for future volunteer opportunities and student-related events.



Active Members

Traci Green Perla Roiz **Chyanne Anderson** CFPA has paired with OCBA Paralegals' Section and president, Jennifer Finch to hold a back-to-school drive benefiting PACE Center for Girls. There are three drop-off locations available to those wishing to donate school supplies.

Be on the lookout for all of the upcoming events in August – we love seeing all your faces!

In September will be hosting a "Members Only" event to show our appreciation for our members. Stay tuned for more information in next month's newsletter.

"Education is the key to unlocking the world, a passport to freedom." — Oprah Winfrey

Sincerely, Jennifer Diminich, ACP, FRP CFPA President 2023

CFPA and OCBA Paralegal Section's Joint School Supply Drive for PACE Center for Girls

Thank you to all that were able to donate to the CFPA and OCPA Paralegal Section's School Supply Drive for the PACE Center for Girls. We had three trunks full of donations that were delivered to PACE this evening. Thank you to Jennifer Finch, ACP, FRP, OCBA Paralegal Section President, and Jennifer Diminich, ACP, FRP for teaming up and giving our membership this opportunity to give back to the community.



Community Service Corner

Associate Catherine Sanders

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



8/12/23 Volunteer GKTW 8/23/23 Virtual Lunch CLE 8/24/23 Membership Mixer 8/24/23 Light Up CFPA Blue 9/12/23 Virtual Lunch CLE 9/13/23 DE&I Book Club 9/16/23 Members Only Top Golf

BOARD OF DIRECTORS



President:

Innifor Diminish ACD EDD



CFPA AUGUST VOLUNTEER OPPORTUNITY



Give Kids the World Village

210 South Bass Road Kissimmee, FL 34746

Breakfast Service

Saturday, August 12

7:30 -10:30 AM

Since 1986, Give Kids The World Village has welcomed more than 187,000 families from all 50 states and 76 countries. The Village is made possible by the support of generous donors and community partners, as well as thousands of passionate volunteers – who donate their time and talent making wishes come true. Volunteers are the heart and soul of the Village. Our passionate volunteers contribute their time and talent helping to create priceless memories for critically ill children and their families during magical weeklong wish vacations in our whimsical, storybook Village.

Members interesting in volunteering should email communityservice@cfpainc.org
no later than **Friday**, **July 14**. Each volunteer will need to fill out an application and watch a short on-demand orientation presentation.



Click Here to RSVP to Volunteer

CFPAPresident@cfpainc.org



Vice President/President Elect:
Denise Marsters, FRP
<u>VicePresident@cfpainc.org</u>



Secretary:
Martha Giller
Secretary@cfpainc.org



Treasurer:
Iris F. Walker, FRP
Treasurer@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 looking for some free resources regarding legal professionalism in Florida. Do you have any suggestions for me?

Sincerely, A paralegal looking for free

Dear Paralegal Looking for Free,

The Florida Bar's Center for Professionalism and the Young Lawyers Division have recently started a website called decorum.law. Decorum.law has free resources intended to maintain the highest ideals of professional legal practice. The site is geared towards attorneys, law students, and law professors but there is good information available for paralegals as well. The website was started after a grant by the U.S. District Court for the Middle District of Florida. The grant was a result of the *Engle* tobacco litigation (regarding frivolous lawsuits that were filed) and is intended to increase professionalism programming. There are courses covering a variety of topics like Candor Towards the Tribunal, Professionalism and Civility in Practice, Professionalism in a Deposition, and Practical Tips for Practicing Law. Of course, paralegals cannot practice law. However, these resources still can help paralegals maintain and improve their legal professionalism. And best of all, it is free.

Sincerely, Lady Justice





NALA Liaison: Caroline Wilkerson, ACP Nalaliaison@cfpainc.org



Parliamentarian:
Yolanda Fuhrmann, CP
Parliamentarian@cfpainc.org

DIRECTORS



Michelle Coleman, FRP Director2@cfpainc.org



40th Anniversary Membership Mixer

We would love to see you all at the 40th Anniversary Membership Mixer on August 24, 2023, at Solita Tacos & Margaritas starting at 5:30 p.m. until 8:00 p.m.

This event is being held in conjunction with Light Up CFPA Blue! On August 24th the SunTrust Building will be lighting up blue for CFPA!!

Thank you to our awesome Patron Members and event sponsors, NorthStar Legal and S.K.I. Investigations.

40th Anniversary Membership Mixer



Downtown Orlando 222 S Orange Ave., Orlando, FL (Corner of Orange Ave and Church Street)

An Event Bright will be sent to all Members Thank you to our event Sponsors!

The Premier Investigative Company

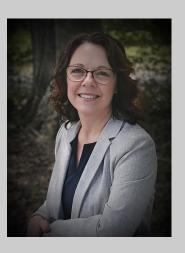




Director1@cfpainc.org



Deborah Kallas, ACP, FRP <u>Director3@cfpainc.org</u>



Jodi Peterman, FRP Director4@cfpainc.org



CFPA Committees:

CLE Chair:
Nancy Jordahl, ACP, FCP, FRP
CLEChair@cfpainc.org

Membership Chair:
Debbie Dollar, ACP, FRP
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.

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Yolanda Fuhrmann, CP Publicrelations@cfpainc.org

Community Service Chair:

Aimee Chentnik

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Student Relations Chair:

Sara Ferguson, CP, FRP Students@cfpainc.org

Social Media Chair:

Jennifer Diminich, CP, FRP Socialmedia@cfpainc.org

Scholarship Chair: **TBD**

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

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Caroline Wilkerson, CP Nalaliaison@cfpainc.org

Job Bank Chair:

Dana Rudolf, FRP Jobs@cfpainc.org

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TBD

ReviewCourse@cfpainc.org

DE&I Chair:

Peonca Grier, CP, FRP, MSM-HR, SHRM-CP peoncag@gmail.com DEICommittee@cfpainc.org

NEWSLETTER **SPONSORS**





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

Time for a Brain Break ...



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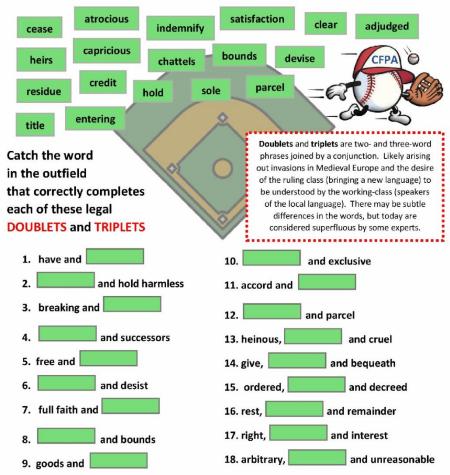
Office: 877-754-7545 RMurphy@skiinv.com



Newsletter Recognition:

"MVP" = Most Valuable Paralegal Which of each of the two events came FIRST:

- The founding of the American Bar Association or Florida's Statehood?
- The Florida State Bar Association becomes "The Florida Bar"
 <u>or Princess Elizabeth becomes Queen Elizabath II?</u>
- The establishment of the Central Florida Paralegal Association or Sandra Day O'Connor is sworn in as the first woman U.S. Supreme Court Justice?



Answers: Florida's statehood, The Florida Bar, Sandra Day O'Connor 1.hold 2.indemnify 3.entering 4.heirs 5.clear 6.cease 7.credit 8.metes 9.chattels 10.sole 11.satisfaction 12.part 13.atrocious 14.devise 15.adjudged 16.residue 17.title 18.capricious

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



A Guide to Legal Symbol Keyboard Shortcuts

By: Kamron Sanders Tuesday, July 25, 2023

Legal technology like legal practice management software can be a huge advantage for your law firm, especially when it comes to customizing your legal document management to

better serve your needs. But you can use your existing tools to enhance your practice as well.



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.

To make a monetary donation: https://russellhome.org/giving

To make a donation from their Wish List:

https://russellhome.org/needs

AND

Drafting documents takes time, but simple measures like learning keyboard shortcuts for legal symbols can dramatically cut back on your time.

List of Legal Symbol Shortcuts

Symbol Use For Windows For Mac

> § Section Alt + 0167 Option+6

¶ Paragraph Alt + 0182 Option+7

© Copyright Alt + 0169 Option+g

TM Trademark
Alt + 0153
Option+2

® Registered Trademark Alt + 0174 Option+r

What Are Keyboard Shortcuts?

Keyboard shortcuts are a combination of keys that insert a special character or trigger a special action in a computer program. Inserting special symbols without keyboard shortcuts is incredibly time-consuming, as you need to go to the characters list and find them individually.

Both Mac and Windows operating systems have keyboard shortcuts built in, which makes this process much faster and easier, but you have to know the tricks for each one.

For example, in Windows, you have to press and hold the Alt key and type the numerical sequence to trigger a special character like a registered trademark (®). Mac also has symbol shortcuts that are simpler.

While there's a vast section of special characters and symbols on both Mac and Windows, you only have to worry about a handful that comes up in legal documents on a regular basis.

Benefits of Legal Symbol Keyboard Shortcuts

Why should you learn legal symbol keyboard shortcuts? Here are some benefits:



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 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 others to raise awareness for those who are also diagnosed with Epilepsy and Veterans Epilepsy. with Their awareness efforts include a blog, the use of social media, sponsors, fundraising, projects, such Ryan's Journey of 1000 Miles in October of 2022.

To make a monetary donation: www.rocstopseizures.com

Time-Saving and Increased Productivity

Using keyboard shortcuts for legal symbols can speed up drafting documents and improve your productivity. Searching for and inserting symbols individually not only takes time but it disrupts your writing flow. You have to stop, insert the symbol, then take a second to find your thought again. Keyboard shortcuts streamline this process to make it much more efficient.

Consistency and Accuracy in Legal Documents

When you're working with a lot of words in small fonts, it's much easier to make a mistake with similar symbols. For example, if you're relying on copy and paste for your legal symbols, you could end up putting the wrong symbol in and not notice. This also creates formatting issues that can be disruptive to fix without altering the font, style, and size of the whole paragraph. Keyboard shortcuts ensure you get the right symbol on the first try and can insert it seamlessly to keep your flow going.

Ease of Use and Convenience for Legal Professionals

Virtually all lawyers and legal professionals need to use special characters sometimes, but they're more prominent in certain practice areas. For example, intellectual property law involves a lot of copyright, trademark, and registered trademark symbols, which could mean a lot of time spent searching for and adding characters over the course of writing legal documents. Learning these symbol shortcuts makes them like another character on the keyboard that you can type as you go.

Customizing Your Legal Symbol Shortcuts

If you use a lot of symbols outside of the main list, there are ways you can customize your own keyboard shortcuts for more efficiency.

In Microsoft Word:

There are no systemwide options to create text replacement shortcuts in Windows, but you can create them in Word.

- 1. Open a document.
- 2. Click the Insert tab on the Ribbon at the top of the document.
- 3. Click on Symbol > More Symbols to open the symbols dialogue box.
- 4. Find and select the character you want to create a shortcut for, then click the Shortcut Key at the bottom of the dialogue box.
- 5. When the dialogue box opens, move the cursor to the Press new shortcut key box and type in the key combination you want to use to trigger a shortcut.
- 6. Make sure your keyboard shortcut key combination is not one that's used for important Word functions like saving (Ctrl + S).
- 7. Press the Assign button to save your shortcut.

In Mac:

Using a Mac allows you to set up text replacement shortcuts that work like autocorrect on your phone.

- 1. Open System Preferences from the Apple Menu.
- 2. Click Keyboard > Text.
- 3. Click the + button to add your text replacement.
- 4. Type the trigger word in the Replace column.
- 5. Hit the Tab key, then type or paste the symbol or phrase you want to insert into the With column.
- 6. Click anywhere to set the text replacement shortcut.

If you prefer, there are a few ways you can customize your legal symbol shortcuts:

Buying Keyboard Shortcut Packages

If you don't want to program your keyboard shortcuts, you can purchase addons to set up legal keyboard shortcuts for Microsoft Word or other word processors. These programs usually have a low monthly fee.

Auto Text

Auto Text is helpful for more than just legal symbols. You can program phrases, sentences, or entire sections to autofill with the AutoText feature in Microsoft Word. For example, header and signature blocks in court submissions can be created and saved as an Auto Text entry for future documents.

- 1. Create a new Auto Text entry by highlighting the text in a Word document you want to automate.
- 2. Under the Insert menu, choose Auto Text and New.
- 3. Name the text block and it's ready to use.

Keyboards for Legal Professionals

If you prefer to have the keyboard symbols in front of you instead of programming and memorizing shortcuts, there are purpose-built keyboards that include commonly used lawyer symbols. As a bonus, these keyboards often have common legal words like "defendant," "respondent," and "plaintiff" to insert with just one press of the key.

How to Use Mobile Legal Symbol Shortcuts

The iPhone has the § symbol as a shortcut on the phone keyboard. All you have to do is press and hold the ampersand (&) symbol to get an option to

include the § symbol. It's easy to add a keyboard shortcut using the iPhone's text replacement feature, however.

- 1. Find the symbol you want to build a shortcut for, then copy it into the clipboard.
- 2. Go to the text replacement setting under the Keyboards section, then paste the symbol you want next to the Phrase prompt.
- 3. Press save and the keyboard shortcut is ready for use.

On Android phones, you can use Gboard, the Google Keyboard, to create shortcuts:

- 1. Go to Settings > System > Language & Input > Virtual Keyboard.
- 2. Select Gboard as your default keyboard (if it's not already).
- 3. Select Dictionary > Personal Dictionary > Language.
- 4. Type or paste the symbol or phrase you want to set as your replacement text, then type your shortcut phrase.
- 5. When you type in the shortcut, your phone should autocorrect it to the symbol or phrase you added.

Automating Legal Keyboard Shortcuts

With more and more working hours devoted to written communication — especially in the legal field — word processors like Microsoft Word and Google Docs make typing smarter with keyboard shortcuts to maximize efficiency. You not only have shortcuts built right in, but there are numerous ways to customize your shortcuts for your preferences with add-ons, custom shortcuts, legal keyboards, and keyboard shortcut packages.

Streamline Your Document Management Process

Keyboard shortcuts help you leverage the tools you already use to make documentation faster and less error-prone. If you take the time to learn keyboard shortcuts for the symbols you use — or create your own — you can maintain your writing flow without sacrificing proper formatting.

About the Author:

Kamron Sanders is the Marketing Specialist at PracticePanther, an all-in-one legal practice management software. She is responsible for creating engaging content across multiple channels including social media, articles, videos, and more. Kamron views marketing through a customer-focused lens and equips legal professionals with the information and tools to automate their practice.

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CP Review Course

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

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- Civil Litigation
- Contracts
- Corporate & Commercial Law
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CFPA Downtown Networking Luncheon

There will be no luncheon for August I am still trying to find a new and convenient location for us to hold our lunches in the downtown area. If you have any suggestions, please feel free to reach out to me.

vou are interested in sponsoring please email

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.

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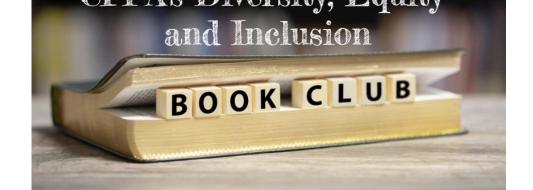






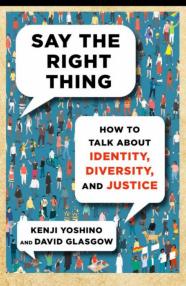


Contact Membership Chair



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!

DE&I Book Club Meeting September 13, 2023 6:00 p.m. Place: TBD

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



Click to Email the DEI Committee



Hello Friends -

NALA Conference & Expo in Boston from July 12 - 14, 2023 was a huge success! CFPA represented in force with 8 of us attending in person. The Affiliates Showcase on Wednesday evening was a lot of fun with several paralegal associations across the country participating. CFPA passed out pens, multi-bendi magnets, Koozies, and peppermint patties with our logo. The swag was a big hit.

Congratulations to Peonca Grier who will serve a second term as Secretary of NALA. Congratulations also to Deborah A. Kallas who received CFPA's Affiliate Member of the Year award at the annual Affiliates Association Meeting on July 13, 2023. We are so proud of both of them!

NALA's members elected Sharon Jones as the new Affiliates Association Director and Richard Hahn as Affiliates Secretary. I look forward to working with them in the coming months.

NALA's Proposed Revisions/Amendments to some of its Bylaws have passed. The key changes are as follows:

Qualifications of Directors of NALA – a director no longer has to be actively employed as a legal assistant/paralegal. He or she must only be an active member, have successfully completed the CP exam and have maintained current CP status. Additionally, the prerequisite to be actively employed as a legal assistant/paralegal to serve as a Director is no longer required.

The Diversity, Equity, and Inclusion Committee Chairperson is now included in the number of Directors on the Board and will be a voting member.

Vote Required to Adopt and Pass an Amendment to the Bylaws – An Affirmative vote no longer requires two-thirds (2/3) of the members but rather two-thirds of the directors present at any meeting.

SAVE THE DATE: NALA's 2024 Conference and Expo in Louisville, Kentucky at Louisville Marriott Downtown. July 11 – 13, 2024 (Thursday – Saturday)

Please do not hesitate to contact me with any questions or concerns about NALA. <u>carolinecwilkerson@gmail.com</u> or <u>nalaliaison@cfpainc.org</u>.

Click Here to Register for NALA Seminars

NALA Conference 2023 in Boston, MA

We had such a great time at NALA Conference in Boston, MA. I was so proud that we had such a great CFPA presence there. If you have never been to NALA Conference you should consider going. There are always great speakers and topics, awesome networking opportunities, and an amazing opportunity to connect with other paralegals from all over the United States.

Congratulations to the incoming NALA Officers and Board of Directors, including our very own Peonca Grier (NALA Secretary).

Congratulations to Deborah Kallas, ACP who was nominated by CFPA for NALA's 2023 Affiliated Associations Award.



CFPA Newsletter Sponsor

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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 expand the company while maintaining standards and allow for growth from within
- · To build a company based on hard work with family in mind - the current tenure of our staff is 14 years

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



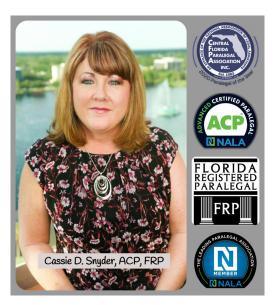








From the Editor ...



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 *S.K.I.* Serve and Investigations for sponsoring the

Thank you, Cassie Snyder, ACP, FRP

newsletter for 2023!!

Editor

Carpe Diem Archived Issues







