



# reporter

SEPTEMBER | OCTOBER 2023

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## SAVE THE DATE

**Reach for the Stars**

LAPA OCTOBER CONFERENCE  
 OCTOBER 14, 2023

## PRESIDENT'S MESSAGE



# LAPA October Conference 2023

by Francisco D. Gutierrez – LAPA President

October has arrived! Welcome to the season of pumpkin spice everything and sweater weather!

LAPA is looking forward to welcoming our members, legal communities, and industry leaders at our 47th Annual October Conference on 10/14/23 from 8:30am to 3:30pm at the Hilton Glendale Los Angeles! We are happy to be providing attendees with two hours of ethics CLE credit and the opportunity to earn up to 4 hours of CLE credit! If you have not registered yet, you are in luck! The Fall Flash Sale for the October Conference registration will be from 10/5 - 10/7 only! Check your emails for the code to receive 15% off your registration! Don't miss out on this last opportunity to save on the biggest conference of the year!

*continued on page 2*

As LAPA works on the finishing touches for the upcoming conference, we hope to see you all there. It is the perfect opportunity to network, expand your legal skills, and have a great time with fellow legal professionals. We are looking forward to hosting you soon!

*Francisco D. Gutierrez works as a Probate Paralegal for RMO LLP. He is the Founder & CEO of FDG Mobile Notary & Translation Services. He serves as President for the Los Angeles Paralegal Association (LAPA), a member of the National Association of Legal Assistant (NALA) and member of the National Notary Association (NNA). He also serves as an Advisory Member of Fullerton College Paralegal Program Advisory Committee. Francisco is certified from the National Society of Legal Technology (NSLT), certified in Domestic Violence Awareness and Support, and a commissioned California Notary Public. He strives on continuing his education in sociology and law. 📖*



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LAPA REPORTER

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Articles and news items should be directed to LAPA at [editor@lapa.org](mailto:editor@lapa.org). Inquiries about making a submission should be directed to LAPA at [info@lapa.org](mailto:info@lapa.org).

Inquiries about advertising placement, applications, membership materials and address changes should be directed to LAPA at [admin@lapa.org](mailto:admin@lapa.org).

Articles will be published as space permits. The Newsletter Committee reserves approval and edit rights on any article submitted.

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NALA THE PARALEGAL ASSOCIATION  
 CERTIFICATION CORNER

ENROLL NOW - ONLINE CP®  
 KNOWLEDGE EXAM PREP COURSE

This fall, College of the Canyons is offering two sessions of a live online Certified Paralegal (CP®) Exam preparation course for the Knowledge Exam. One class will be taught by Terry Wright, ACP, on Mondays from 6-8 p.m. PT from September 11-November 13. If



Monday evenings do not work, there is another session being taught by Christine Oshian, JD, on Wednesdays from 6-8 p.m. PT from September 13-November 15. This is a valuable resource for aspiring CPs®. It gets better! The course is FREE to California residents. Even if you don't live in California, you'll only pay \$75. Either way, it's a great deal. To learn more and register, click [here](#).

If you have any questions, feel free to contact Lori Young, MPS, at College of the Canyons at [lori.young@canyons.edu](mailto:lori.young@canyons.edu).

**DISCLAIMER: The NALA CP Exam creators do not develop or deliver any CP Exam study materials. Producers of study materials do not have access to actual CP Exam content. Use of any suggested study materials does not guarantee success on the CP Exam.**

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Since applying for the Certified Paralegal Exam is a commitment, please take some time to review the Certification Process to determine if the NALA CP® credential fits your career goals. Check your eligibility [here](#). Click on the image below for a closer look.



[www.nala.org](http://www.nala.org)

For more information contact:

Michelle Tabb, ACP,

Terry Wright, ACP, LAPA Board Director

Doug Kuhn, CP

LAPA Paralegal Certification Committee Members

## CALENDAR OF EVENTS

### SEPTEMBER

- 6- **LAPA Executive Board Meeting** – Conf. Call; Contact Francisco Gutierrez at [president@lapa.org](mailto:president@lapa.org).
- 7- **LACBA Labor & Employment Law Section** – Online via Zoom; 8:00 - 9:30 AM; Topic - Artificial Intelligence in the Workplace: What L&E Lawyers & Neutrals Need to Know; *Featuring: Keith Sonderling, Esra Hudson, Lindsey Wagner & Elaine Reardon, Ph.D.*; Go to <https://www.lapa.org/event-5377900> for more information & to register.
- 13 - **LAPA Board Meeting** – Contact Francisco Gutierrez at [president@lapa.org](mailto:president@lapa.org)
- 20- **Women in eDiscovery LA & LAPA: Legal Powers Unite Happy Hour** – Strada Eateria & Bar, DTLA; 5:00 PM; *Sponsored by: Hire Counsel*; Go to <https://www.lapa.org/event-5410265> for more information & to register.

### OCTOBER

- 4- **LAPA Executive Board Meeting** – Conf. Call; Contact Francisco Gutierrez at [president@lapa.org](mailto:president@lapa.org).
- 11 - **LAPA Board Meeting** – Contact Francisco Gutierrez at [president@lapa.org](mailto:president@lapa.org)
- 14- **LAPA October Conference** – Hilton Los Angeles, 100 W. Glenoaks Blvd., Glendale, CA 91202; 8:30 AM - 3:30 PM; Go to <https://www.lapa.org/event-5275860> for more information & to register.
- 26- **SDCBA & SDPA CLE Education Program** – Online via Zoom; 12:00PM - 1:00 AM; Topic - Nuts & Bolts of Appellate Practice and Procedure; *Featuring: Denise Blassak, Rachel Garrard, Esq. & moderated by John T. Sylvester, Esq.*; Go to <https://www.sdcba.org/?pg=events&evAction=showDetail&id=272758> for more information & to register.

## REAL ESTATE NEWS



### Real Property Scams on the Rise: Recognizing Red Flags and Preventing Fraud

by Travis Chow – LAPA Executive Vice President

The abundance of freely accessible information online has paved the way for increasingly sophisticated scams. An age-old con is resurfacing with alarming frequency nationwide. The Department of Real Estate released a bulletin warning the general public that scammers are masquerading as legitimate property owners, targeting vacant lands or properties whose owners reside out of state. Their tactic involves selling properties without the true owner's knowledge. As a result, preventing such scams has become a daunting challenge for Realtors.

#### THE FRAUD

The scammer employs public record searches to pinpoint properties lacking a deed of trust (mortgage), liens, or any other encumbrances. Frequently, these criminals focus on vacant land, or properties owned by foreigners. Armed with this information, the scammer proceeds to contact a real estate agent, instructing them to list the property for sale.

The scammer adopts several tactics, including listing the property significantly below market value to generate interest, exclusively targets cash buyers, avoids in-person meetings with the real estate agent, insists on using their own notary public, provides an address different from the owner's listed address, and pushes for a swift closing process. While these actions individually might not raise immediate concerns, when combined, they should trigger a loud alarm in a real estate agent's mind.

#### PREVENTION

Prior to listing the home for sale, Realtors must insist on an in-person meeting with the prospective client and require proper identification. Following this, the Realtor should send a copy of the listing agreement to the owner's registered address. This step serves as an alert to the genuine owner about potential fraud. Additionally, Realtors can utilize their access to previously recorded documents to compare the client's signature with the authentic homeowner's signature, ensuring further verification and security.

Moreover, Realtors should invest time in conducting thorough due diligence by independently investigating the property. They can pose questions about the property that are not publicly available and assess whether the supposed owner can provide accurate answers. Additionally, Realtors can utilize identity verification services to confirm the true identity of their clients, adding an extra layer of security and authenticity to the transaction.

*continued on page 4*



*A monthly column where sponsors and/or vendors share helpful hints*

## Mastering Your Performance Review: *Strategies*

### *for Success*

*by Chere B. Estrin*

Let's get some definition here. What is a performance review?

"A performance review is a two-way, individualized conversation between a manager and an employee about performance impact, development, and growth. It is a critical component of an organization's overall performance management strategy."

*Reality check: Rarely, does the "two-way conversation" happen.*

If the mention of "performance review" makes your heart race and you start sweating in places

you didn't know could sweat, you're not alone. Many people get unnecessarily anxious when it comes time for the common annual evaluation. I am pretty sure this is what happens with most everyone: You start thinking of those times you were just a "little late". Then there's the time you couldn't understand what the assignment was and had to not only ask once but, well, several times and still didn't get it right.

Of course, we are not going to go back to when you were carrying a huge box of exhibits to the courtroom, (who does paper anymore, anyway?), tripped over the curb and all those ancient documents landed in the wet gutter because after 6 months of no rain – it rained. Yep, all that stuff starts to come back to you.

Personally, I'm not a huge proponent of the performance review as I believe feedback should be ongoing, but I understand why firms rely on them and how they're used to help employees grow within their role and practice specialty. But rather than approaching this with an overblown sense of dread, let's view this as an opportunity. Along with receiving feedback on your past year's

*continued on page 5*


## REAL ESTATE NEWS - cont. from page 3

As an owner, The Los Angeles County Assessor now allows property owners to receive email notification when any foreclosure, transfer of title, or mortgage is recorded on the property. Before the notice would go out by mail after 30 days of such activity. Also, owners should check on their properties on a regular basis and keep in touch with neighbors or relatives who live near the property.

### REPORTING

If a Realtor suspects that the listing of real property is fraudulent, they should promptly inform their Broker and complete the Cancellation of Listing form. Depending on the Broker's written policy and advice from legal counsel, the Realtor can also contact their local MLS provider, title company, fraud division of the police department, Secretary of State for notary violations, or the Internet Crime Complaint Center of the Federal Bureau of Investigation (FBI).

Unfortunately, this type of fraud disproportionately preys on vulnerable individuals, particularly the elderly and unsuspecting families. When the fraud is eventually discovered, it is usually too late. The scammer has disappeared with the funds, leaving the buyer in possession of a fraudulent deed, and the legitimate owner saddled with a cloud on their title.

*Travis Chow is currently the Paralegal Coordinator at Collins + Collins LLP. Before that, he freelanced at several private practice firms in Southern California. He has been a Paralegal for over fourteen years. He is a Certified Social Media Intelligence Expert and Certified Cyber Intelligence Professional. He is also a California Licensed Realtor and Notary Public. With the help of Walter T. Shatford and San Gabriel Valley Bar Association Legal Scholarship, he earned his Paralegal Certificate from Pasadena City College along with an associate degree in Social Behavioral Science, Humanities and Paralegal Studies. He then earned his Paralegal Certificate and bachelor's degree from the University of La Verne in Legal Studies. *

performance, you'll also have a chance to confirm your accomplishments, address shortcomings, ask questions, reveal your goals and get direction for the upcoming year.

If you are prepared to make the most of this sit-down, it'll be a relatively painless process. In fact, it might even be eye-opening and super insightful. Think of how you can self-promote and be prepared to respond to your boss' feedback.

### **Don't walk in naked.**

Throughout the year, keep track of your assignments. The truth is, no one can remember what you did more than 3 months ago. They just can't. So that "hot doc and smoking gun" you found that saved the mega case may be long forgotten. By keeping track of all your assignments, you can a) demonstrate what you have accomplished and b) show a progressive move upwards in terms of level of assignment.

Look for accomplishments that are both measurable and unmeasurable to back up your claims.

Put together a review package and include:

- Quantitative metrics that measure your performance.
- Qualitative data that build an engaging story.
- Your goals for the coming year.

Meeting or exceeding quantitative targets presents an important picture of your performance and capabilities. For a revenue generator in a law firm, quantitative metrics would include billable hours, minimum write-offs, and profitability. For a manager, quantitative targets include retention rates, department profit, and increased utilization of paraprofessionals.

Qualitative metrics also bring immense value to the organization. They can help you build an engaging story that fosters empathy between you and your supervisor. For a paralegal, that might include how you built affinity for a software platform previously bought by the firm but underutilized. A manager might bring up their ongoing mentorship of their staff.

The following phrases can apply to numerous situations and will help you turn that dreaded meeting into a pleasant conversation while at the same time, giving you more confidence.

### **1. Can You Tell Me More About That?**

Maybe your boss throws a surprise your way during the evaluation, or perhaps she vaguely comments on upcoming expectations. Let's say she says, "I'd like to see you write better." There is zero context or further explanation, but as this is your evaluation, you have every right to ask for clarification.

You might say, "I'm a little surprised to hear that. As you've seen from the accomplishments I shared with you, I had a productive year. Can you tell me more about what you mean and specifically what I have written that was not acceptable?" Ask follow-up questions. Understanding your supervisor's feedback and acting accordingly may help you be even more successful in the year ahead.

### **2. Let Me Be Sure I Understand**

Maybe your boss tells you she wants you to take the lead on some database project this year (good news!), but by the time you are wrapping up, she still hasn't volunteered any specifics. This is your chance to have her elaborate.

Say to her, "I want to be sure I understand your expectation with the Donald Duck project. I'm really pleased to have the opportunity to start taking the lead on some of this. We have a meeting with the vendor later this week, and I think this would be the perfect opportunity for me to step into a lead role. Does this align with your expectations, or did you have something else in mind?"

### **3. Let Me Provide a Little More Context**

You know what you do every day, but your boss can't possibly know everything you do because she's not with you every second and is busy leading her department. So, if your supervisor brings up a situation that doesn't exactly show you in a good light, you should feel at liberty to speak up. I'm not advocating that you make excuses or avoid ownership but find out exactly what the issues are.

*continued on page 6*

But, if there are some missing pieces in the history of events that your boss is recounting, then it is your right to enlighten her as professionally as you can.

If, for example, you deftly handled a messy document production, but your boss is under the impression that you screwed up because it wasn't done in six hours as planned, setting the record straight helps her understand what really happened. It may positively influence her opinion of you and your abilities, and that's something you obviously want to go forward.

#### 4. What Would it Take to Get a Better Evaluation?

First, keep in mind that some firms won't allow supervisors to give perfect scores. So, if you get a couple of "4s" instead of a top ranking of "5" on every section of your evaluation, it may have more to do with firm restrictions than your performance. Nonetheless, you are certainly within your right to ask how you can improve, or what it would look like if you performed at a top level.

Additionally, if you truly believe you deserve a higher score, asking your supervisor what it would take to reach that score makes him think his way through his expectations. If your performance closely aligns with his answer, you just might earn an upgrade.

#### 5. I Would Like to Discuss My Goals for the Upcoming Year.

Always wrap up an evaluation by ensuring that you know what your supervisor is looking for over the next year. If your review includes reasonable goals for the upcoming year, be sure you have a clear grasp of what they entail. The last thing you want is miscommunication on what your supervisor is expecting and what you think he is asking of you.

And if your evaluation doesn't include goal setting, you'll want to be sure to address agreed-upon priorities and a vision for future years so you have something to point to in next year's review.


#### 6. How Will I Know If I Am Hitting the Mark?

Hopefully, you have a supervisor who communicates with you more than once a year (and if not, you may want to think hard about your future with your firm). However, if you feel there is room for improvement in your communication with each other, don't be afraid to ask a question like, "how am I doing?"

As with anything else, your word choice is key. Even a slightly more pointed, "It would really help me to have some specific and more frequent feedback about my performance between evaluations. What would be a good way to make that happen?" invites conversation about your needs and the way feedback is communicated.

The performance review is a benchmark and should not cause so much anxiety. Come into it with ways you can learn from the conversation, and don't forget that for many managers, the yearly evaluation is a chance for them to dish out the praise and thank you for your hard work.

When firms finally learn that the yearly performance review is out-of-date and no longer effective in today's modern workplace, it is entirely likely that your performance will soar. However, until that time, it's best we know how to play the game and come out the winner that you are.

*Chere Estrin is the CEO of Estrin Legal Staffing, a top nationwide staffing organization with a five-star Google Business Review rating. She has been a well-known name in the field for over 20 years. Chere was named "One of the Top 50 Women Leaders in Los Angeles." She has written 10 books on legal careers, hundreds of articles and has been written up in publications such as the Wall Street Journal, Fortune magazine, ALM, Los Angeles Times, Chicago Trib, Newsweek, Entrepreneur, CBS News, Law360 and others. She received the prestigious Los Angeles/Century City Women of Achievement Award and was a finalist for the Inc. Magazine Entrepreneur of the Year award. Chere is a co-founding member of IPMA (International Practice Management Association). She gives numerous webinars including those for Lawline and LawPractice. She is a former administrator at an AmLaw 100 firm and Sr. Vice President in a \$5 billion company. Reach out at: [chere@estrinlegalstaffing.com](mailto:chere@estrinlegalstaffing.com). *



## Looking Forward Despite COVID-19

by Deena Bowman

Living with the COVID-19 virus has changed our means of enjoying recreational and cultural pursuits.

However, good times can still be experienced –albeit in different ways. Autumn is coming and Hispanic Heritage month celebrations and a Corgi festival at the beach.



### ENJOY HISPANIC HERITAGE MONTH CONCERTS

Celebrate Hispanic Heritage month at Ovation Hollywood with live music in their center courtyard. The free and family friendly concerts featuring musicians such as Mari Nobre playing their unique

Latin sound, are every Friday ending October 6 and 13 from 4 pm to 7 pm.

For more information, directions, and a calendar, go to <https://www.eventbrite.com/cc/hispanic-heritage-free-concerts-ovation-hollywood-2220039>.



### JOIN A CORGI PAWTY AT HUNTINGTON BEACH

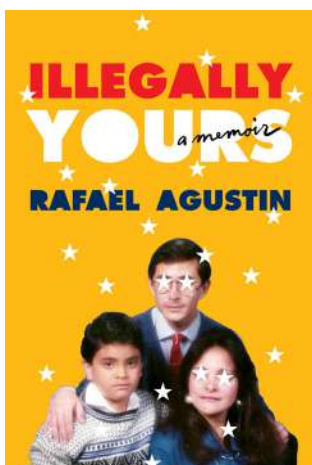
Attend the “Biggest Corgi Party on the planet” on Saturday, October 28th from 10 am to 3 pm at Huntington Dog Beach. The free event welcomes all dogs and their humans for a day of Corgi-centric contests, activities, vendors, and food trucks. For more information, see <https://socalcorgibeachday.com/about>.

*Deena Bowman is a Senior Legal Analyst at the State Compensation Insurance Fund in Glendale, California. Deena earned her paralegal certificate from the University of West Los Angeles, and she was a former Director at Large with LAPA.* [LILA](#)

## LAPA READING CORNER

*A recurring column that reviews books focusing on voices and subjects that reflect the diversity of the human experience*

by Deena Bowman



## Illegally Yours: A Memoir

by Rafael Agustin

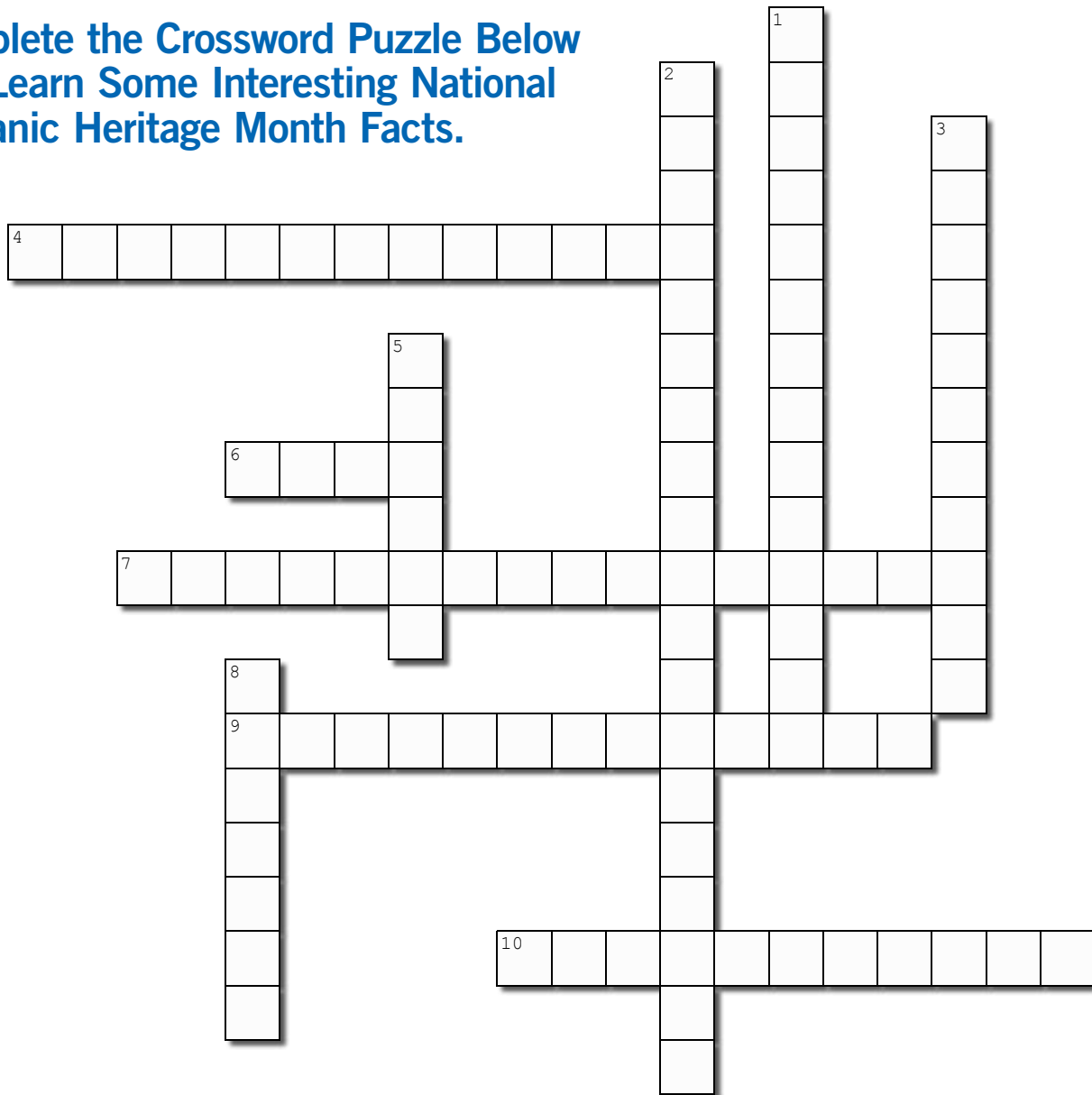
Rafael Agustin’s comical yet poignant memoir details how he accidentally discovered his undocumented status when he tried to get his driver’s license during his junior

year of high school. That’s when his parents told him he was undocumented. Suddenly, the Ecuadorian immigrant kid who watched American TV shows and modeled his life after them found himself in a situation not covered by an episode of *Saved by the Bell*. *Illegally Yours* is an exploration of belonging and cultural identity intertwined with the question of what does it mean to be American?

*2022, 289 Pages, New York: Grand Central Publishing, \$29.00 hardcover. Also available for checkout from the Los Angeles Public Library in book, ebook and e-audiobook form.*

# September | October Crossword Puzzle

Complete the Crossword Puzzle Below and Learn Some Interesting National Hispanic Heritage Month Facts.



## ACROSS:

4. In 1946, she attended an "all-White" school seven years before Brown vs. Board of Education.
6. Hispanic Heritage Month starts on \_\_\_\_\_ countries' Independence Day.
7. First Hispanic American baseball player to win a World Series and the first Latino in the Baseball Hall of Fame.
9. First Hispanic American to receive a Medal of Honor for bravery.
10. Name of one Hispanic territory.

## DOWN:

1. She coined the phrase "Si se puede" which was used in Barack Obama's 2008 presidential campaign as "Yes we can."
2. He was the first Hispanic American to win the Nobel Prize in physics in 1968.
3. First Hispanic American to be a PEGOT winner, besides winning an Academy Award.
5. There are \_\_\_\_\_ Hispanic countries.
8. After English, \_\_\_\_\_ is the most-spoken language in the United States.

ANSWER KEY FOUND ON PAGE 11



*Interested in a career as a*

# PARALEGAL

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PLEG 101 F - Introduction to Paralegal Studies

Questions? Contact:  
Michael Moore  
mmoore1@fullcoll.edu

Please note: The Fullerton College ABA-Approved Paralegal Studies Program does not prepare students for law school or the practice of law. Under California's Business and Professions Code, sections 6450 et seq., a paralegal may not market his or her services to the public, but must work under the direct supervision of an attorney licensed to practice law.

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2/2022



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Visit LAPA's Benefits section and see the wide array of quality insurance providers now available to you through this exclusive arrangement with UIP and start saving today.

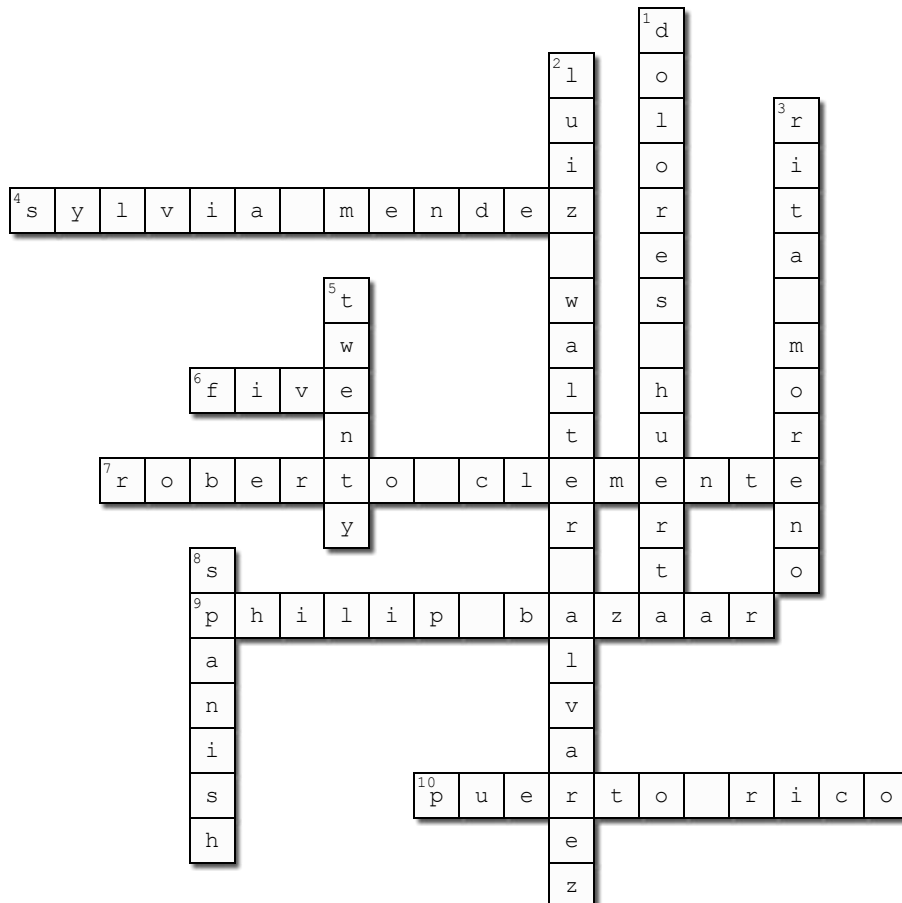


<http://lapa.healthinsurance.com/hi/>  
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LAPA'S CROSSWORD PUZZLE - cont. from page 8



**ANSWER  
KEY**

**ACROSS**

- 4. Sylvia Mendez
- 6. Five
- 7. Roberto Clemente
- 9. Philip Bazaar
- 10. Puerto Rico

**DOWN**

- 1. Dolores Huerta
- 2. Luiz Walter Alvarez
- 3. Rita Moreno
- 5. Twenty
- 8. Spanish



# ONE STOP SHOP

for  
*Document Retrieval*

Document  
Retrieval

*Out-of-State*  
Subpoenas

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Training

**FTP File Transfer**

*Medical  
Summaries*

by

**macro-pro**

Onsite Nurses

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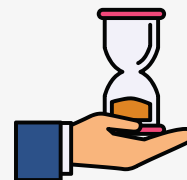
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macropro.com

Graciella Ojeda  
Graciella@macropro.com  
562.639.4657

## Child Welfare in Los Angeles County



As of January 2021, there are 38,243 children/youth in the Los Angeles Child Welfare System.



Most children are in the child welfare system for about 2+ years.

**Black & Hispanic children encompass**



**of children/youth in care.**

High turnover rates in child welfare professions create gaps in knowledge and care, and limit youths' access to consistent and appropriate supports.



In an overwhelmed system, L.A. County professionals face the daunting task of making complex, life-changing decisions about a child/youth's overall well-being.

## The Solution? The Essential History Program!

The Essential History Program aims to help social workers, attorneys and judges make trauma-informed decisions about the young people they serve. Through this program, a CASA volunteer reviews the entirety of a child/youth's case file and produces an objective and comprehensive report that highlights key historical events for the young person while in the system.



### Program Goals

- Reduce time youth is in the child welfare system
- Improve outcomes for youth in the areas such as: permanency, mental health, education and social supports
- Ease changes/transitions for service providers
- Reduce burnout and compassion fatigue for child welfare professionals
- Consolidate information to observe data trends in the child welfare system
- Create systematic change towards healthier and equitable systems

*continued on next page*

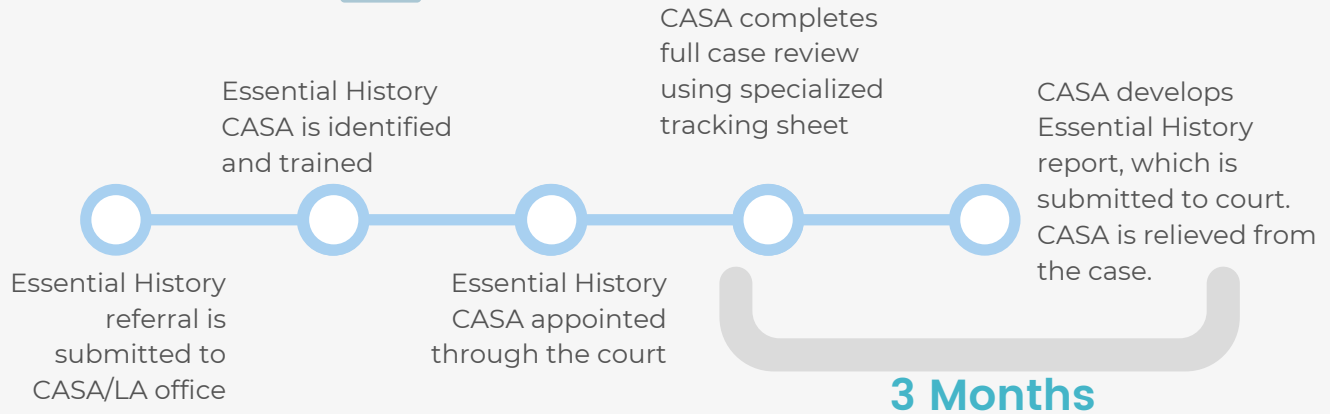
# Essential History Program



continued from previous page



## Process & Timeline



## The Report

### Objective & Neutral Language

Information is retrieved from case documents with no additional bias/interpretation.

### Strengths-Based

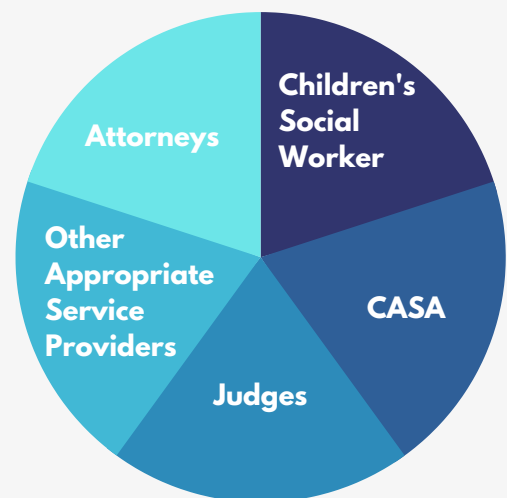
Focus is kept on not creating a negative perception of the youth

### Report Content

Report Covers Risk & Protective Factors in the areas of:

- Permanency
- Physical Health
- Mental Health
- Education
- Family & Social Supports

### Who Can Access the Report?



### Questions?

[essentialhistory@casala.org](mailto:essentialhistory@casala.org)  
Visit Us! [www.casala.org](http://www.casala.org)



The Los Angeles Paralegal Association (LAPA) reflects the diverse nature of Southern California, and we strive to be as inclusive as possible. As an organization of legal professionals, we hold the ideals of equality and justice in the highest regard. The injustices experienced by the communities of Black, Indigenous, and People of Color are a stark reminder that equality and justice are ideas that have yet to reach fruition in this country. We, as a nation, must do better. LAPA stands in solidarity with the families and friends of George Floyd, Breonna Taylor, and Ahmaud Arbery. It is our sincerest desire to see justice is done as the law requires for their tragic deaths.

Diversity and inclusion are LAPA's initiative for 2022. We hold firm in striving to be more inclusive and diverse to reflect the community that we serve and represent. Moreover, LAPA will continue to steadfastly advocate and create initiatives to prepare and support our paralegals.



Housing + Community Investment Department

## Attention: City of L.A. Tenants & Landlords

Coronavirus: What You Need to Know  
about L.A.'s *Eviction Protections*  
visit: [hcidla.lacity.org](https://hcidla.lacity.org)



# **FREE COVID-19 TESTING**

Now available to all Los Angeles residents.  
Get more information and sign up:  
**[Coronavirus.LACity.org/Testing](https://Coronavirus.LACity.org/Testing)**

## **L.A. CARES Corps**

Connecting L.A. Businesses to Federal SBA Loans during COVID-19

Attention  
LAPA Voting Members

## **FREELANCE PARALEGAL LISTING**

Available Online Now  
for Voting Members Only  
\$60.00 for Six Months





## Unlock Your Potential: Become a Certified Paralegal

College of the Canyons is offering study courses for the NALA CP Exam.

The courses are noncredit and **FREE** to California residents.

Course: Paralegal Test Prep: **Knowledge**, NC.PLGL-001  
Dates: September 11 – November 13, 2023, Mondays, 6 – 8 pm (Pacific Time), 10 weeks (noncredit)

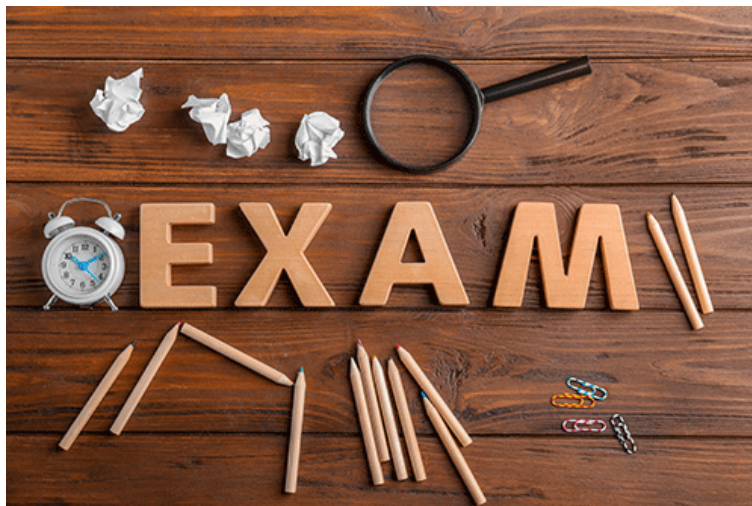
Course: Paralegal Test Prep: **Knowledge**, NC.PLGL-001  
Dates: September 13 – November 15, 2023, Wednesdays, 6 – 8 pm (Pacific Time), 10 weeks (noncredit)

Location: Virtual via Zoom

Registration: Free to California residents

To Register: [www.canyons.edu/freeclasses](http://www.canyons.edu/freeclasses)

Assistance with registration:  
Call (661) 362-3304 or email [freeclasses@canyons.edu](mailto:freeclasses@canyons.edu)



This study course is noncredit, and it is not affiliated with the ABA-approved Paralegal Studies program. The ABA stresses that paralegals may not provide legal services directly to the public except as permitted by law.!

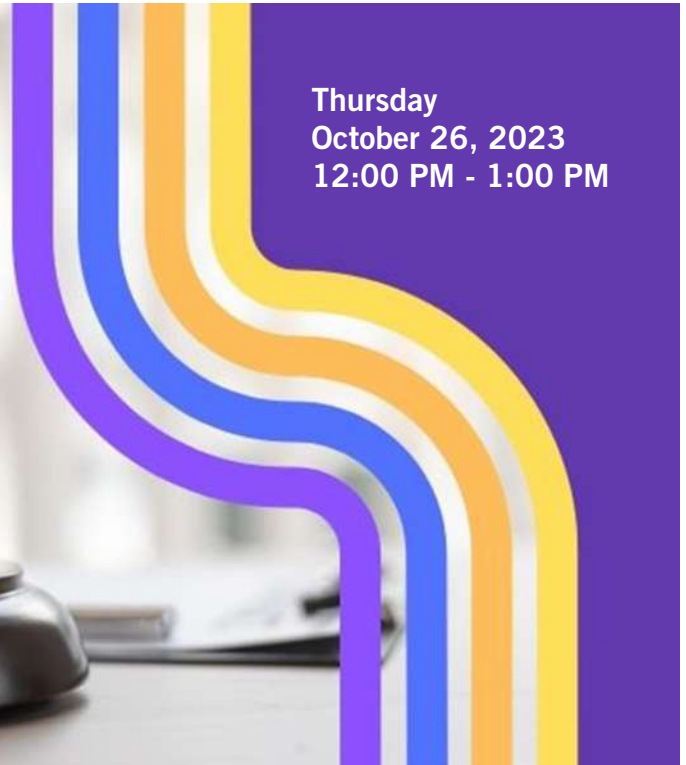
*LAPA'S 47th Annual October Conference*  
*October 14th, 2023 8:30am-3:30pm*

# REACH FOR THE STARS

CLICK HERE TO REGISTER!  
LOCATION: HILTON GLENDALE LOS ANGELES  
100 W. GLENOAKS BLVD.  
GLENDALE, CA 91202

# Nuts & Bolts of Appellate Practice and Procedures

Thursday  
October 26, 2023  
12:00 PM - 1:00 PM



## Employers, Find Quality Talent **TODAY!**



The Los Angeles Paralegal Association's Career Center is the leading source for attracting top talent

- > POST JOBS
- > RECEIVE RESUMES VIA EMAIL
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- > HIRE QUALIFIED TALENT



[www.lapa.org](http://www.lapa.org)



ASSOCIATION  
CAREER NETWORK

# Members Only Benefits

## Regional and Networking Sections

LAPA has many opportunities for meeting and connecting with your paralegal colleagues and other legal industry professionals. Such opportunities include seminar and networking events based on geographical locations such as Downtown (Los Angeles), South Bay, West L.A., the San Fernando Valley, Santa Clarita, and more. LAPA also provides educational seminars in various legal specialties, including, but not limited to, Litigation, Probate Law, Intellectual Property Law, Corporate Law, Immigration Law, and Ethics. Additionally, with the support of our legal industry partners, LAPA also hosts other networking and charitable events and mixers. Your participation in LAPA is encouraged, so be sure to reach out to a LAPA Section or Committee Chair, develop your leadership and networking skills, and make LAPA an even better association.

## Vital Savings

This benefit provides LAPA members a discount program for dental and vision services, long term care, as well as many pharmaceuticals. LAPA has been able to obtain special pricing of Vital Savings discount cards through Aetna. By using the discount cards and Aetna approved providers, LAPA members can save dramatically on the services provided by these professionals. For more information, please visit LAPA's website, [www.lapa.org](http://www.lapa.org).

## Working Advantage

LAPA members may join a program that offers discounts up to 60% on tickets, travel, shopping, and more. LAPA helps you save money on items from clothing to theater tickets to flowers. This benefit is available by logging onto the LAPA website "Members Only" section.

## United Insurance Partners

LAPA has teamed with UIP - United Insurance Partners - to bring LAPA members the opportunity to purchase health, dental, and/or vision insurance. When you access UIP through the link provided on the Benefits webpage, you will find an array of insurance products available for you to purchase with companies such as Blue Cross, Aetna, and many other top insurance companies. Please visit LAPA's website, [www.lapa.org](http://www.lapa.org), for more information.

## NALA Affiliation

LAPA is an affiliated member of the National Association of Legal Assistants. NALA is the nation's leading professional association for paralegals. As a member of an affiliated association, the initiation fee for individual membership in NALA is waived for LAPA members. NALA boasts some of its own benefits. Access its NALA Campus Live for online continuing legal education, self-study courses, and preparation for the CLA/CP Exam. Its annual educational convention in July allows you to expand your network beyond your state's borders as you network with other paralegals from around the country, attend educational institutes and member related activities.

## Freelance/Contract Paralegal Listing

LAPA provides a "Freelance Paralegals" section on its website to assist LAPA members who are freelance, contract, or independent paralegals, as defined by California Business and Professions Code Section 6450. For a nominal fee of \$60, you can post your contact information on LAPA's website for six months. You can sign up online through the Members Only section of the website.

## Membership Database

Available only to LAPA members, the Membership Database is a valuable tool in locating other paralegals or legal professionals with whom you have worked or networked. The Membership Database also provides up-to-date contact information as well as members' legal specialties and geographical areas.

## Credit Union

LAPA members are eligible to join Southland Credit Union. Southland Credit Union, with over \$435 million in assets, offers an online presence, a new full-service branch in downtown Los Angeles, an upgraded ATM network and five new proprietary ATMs. Southland Credit Union has expanded its product line by introducing a new high-yielding certificate of deposit, a Rewards Plus program and a market-leading high interest yielding checking account. Southland Credit Union prides itself on outstanding service to its members and has recently earned a 95 percent Member Service satisfaction rating.

## Lorman Education

LAPA is dedicated to providing efficient and readily-available continuing education opportunities that meet the needs of our members and enhance their skills, knowledge, and competencies. LAPA has partnered with Lorman Education to provide continuing education in a variety of topic areas. LAPA members receive a 20% discount on all orders.





# Bet Tzedek Needs YOUR Help!

## *Intake Services Volunteers Sought*

Bet Tzedek's Intake Services volunteers conduct pre-screening assessments in order to determine the appropriate course of action for individuals who call seeking legal assistance. Our volunteers are often the first contact our community has with our organization, and we rely on our volunteers to handle a high volume of calls from a diverse population of individuals with a broad range of needs.

### **Gain Issue Spotting and Client Interview Experience**

Under attorney supervision, volunteers develop foundational legal skills, including learning to spot legal issues; to conduct telephone interviews with potential clients dealing with challenging, stressful situations; determining what information provided by the caller is relevant; and to begin to develop judgment of potential cases in a wide array of legal areas. Volunteering with Intake Services also provides first-hand knowledge of the landscape of legal services available in Los Angeles County and exposure to and understanding of the issues faced by the communities we serve.

**Commitment:** 40+ hours. During the school year, we ask that volunteers commit to working in the Intake Center for 8-10 hours/week for 8-10 weeks. During certain periods, such as winter break, we may be able to accommodate schedules that include a higher number of hours per week for fewer weeks. Work must be completed during normal business hours (M-F, 9am-5pm).

**To Apply:** Email [volunteer@bettzedek.org](mailto:volunteer@bettzedek.org) or call (323) 549-5839 with any questions. Spanish language skills are highly preferred, but not required.

## WELCOME NEW & RENEWING LAPA MEMBERS

The following is a listing of legal professionals and paralegal students who joined or renewed their membership in Los Angeles Paralegal Association within the last 30 days. The employer and work telephone number also are included when available. If any information is incorrect, please fax corrections to 866-460-0506, call LAPA at 866-626-LAPA or e-mail updates to [info@lapa.org](mailto:info@lapa.org).

### VOTING

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Dea Collins		deacb@yahoo.com
Jessica Cortez	Arias Sanguinetti Wang & Torrijos LLP	jessica@aswtlawyers.com
Amy Cranage	Harbor Freight Tools	acranage@yahoo.com
Stephanie Foley	Prindle Goetz Barnes & Reinholtz	sfoley1226@verizon.net
Toni Gesin	TMG Legal Assisting Services	tmgesin@tmg-legalassist.com
Natalie Ghahreman	DLK Law Corp	nataliegpro@gmail.com
Vanessa Gonzalez	Ruttenberg Cutler Broomer, LLP	va.gonzalez101@gmail.com
Mary Harenburg	Law Offices of Jacob Emrani	mjharenburg@gmail.com
Anthony Iannini	Davis Wright Tremaine	anthonyiannini@dwt.com
Laura M Klein	Alperstein Simon Farkas Gillin & Scott	lmk@asfgslaw.com
Heather Marulli	AIDS Healthcare Foundation	heather.marulli@ahf.org
Solange Matheus	Law Office of Kevin Levine	sol_math@yahoo.com
Sarena Mobley	Paralegal Training Program	sarena1@msn.com
Heather Neidenbach	Harbor Freight Tools USA, Inc.	hsn3057@yahoo.com
Melissa Popham	City of Thousand Oaks	mpopham@toaks.org
Gail Hamanaka Reinig	Duane Morris LLP	ghreinig@yahoo.com
Kelly Rice	DaCorsi Placencio, PC	kellyrice2019@gmail.com
Nathielle Rodrigues Da Rosa	Santos Lloyd Law Firm, PC	nathieillerrosa@gmail.com
Julie Wennstrom	Guzman Law Group	julie.wennstrom@gmail.com
Matthew Yamamoto	RMO LLP	mtyamamoto@gmail.com

### ASSOCIATE

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### STUDENT

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Madelynne Mosley	LAUSD	madmosley@gmail.com
Alissa Slater		acslater_paralegal@icloud.com
Arika Yanaka	UCLA Paralegal Certificate Program	arikayanaka@gmail.com

### BENEFACTOR

Graciella Ojeda	macro-pro	graciella@macropro.com
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# Be a Part of the LAPA Newsletter

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New Legal World Trends  
Tell Us About Recent Events  
and More!

Visit: <https://www.lapa.org/news>  
to see previous publications

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Francisco Gutierrez at [fgutierrez0731@gmail.com](mailto:fgutierrez0731@gmail.com) or  
Aldo Guzman at [aldoguzman21@outlook.com](mailto:aldoguzman21@outlook.com)

The deadline to submit articles or ads is  
the second day of the month by 9 pm



## Reach for the Stars

### 2023 OCTOBER CONFERENCE



*We look forward  
to seeing you again  
in person*

Saturday - October 14, 2023  
8:30am - 3:30pm

Hilton Los Angeles  
North / Glendale  
100 W. Glenoaks Blvd.  
Glendale, CA 91212

# LOS ANGELES PARALEGAL ASSOCIATION - 2023 BOARD OF DIRECTORS

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Susan Kastner	Haight, Brown & Bonesteel, LLP	909.781.7536	susanckastner@gmail.com
Jeffery Stewart	TittmannWeix LLP	213.550.5226	jeffrey.m.stewart@att.net

## SECTIONS, COMMITTEES & OTHER LAPA INFORMATION

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	Terry Wright, ACP	terry.wright@dignityhealth.org			
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	Terry Wright, ACP	terry.wright@dignityhealth.org			

## Save on dental care, and more

The Vital Savings by Aetna® dental discount program gives you a way to get the dental care you need *without* insurance.

Save 15 – 50 percent\* on many dental services — from cleanings to root canals, crowns and braces.

- Also get discounts on:
- LASIK surgery and chiropractic care
  - Contact lenses, gym memberships, over-the-counter vitamins and more

Find out more.

Visit [www.lapa.org](http://www.lapa.org) and go to the Member Benefits page.

\*Actual costs and savings may vary by provider and geographic location.

The Vital Savings by Aetna® program (the “Program”) is not insurance. The Program provides members with access to discounted fees pursuant to schedules negotiated by Aetna Life Insurance Company for the Vital Savings by Aetna discount program. The Program does not make payments directly to the providers participating in the Program. Each member is obligated to pay for all services or products but will receive a discount from the providers who have contracted with the Discount Medical Plan Organization to participate in the Program. Aetna Life Insurance Company, 151 Farmington Avenue, Hartford, CT 06156, is the Discount Medical Plan Organization.

Discount program information is subject to change.



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