



Central Florida Paralegal Association, Inc.

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CFPA Empowers Paralegals to Grow
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Development, and Community Service.



CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. Monthly E-Newsletter

CARPE DIEM - January 2024

WELCOME
NEW MEMBERS

For Membership Information



Happy 2024 CFPA Friends!

As we flip the page and head into 2024, I would like to take a minute to reflect on 2023 and all of the incredible ways CFPA was able to impact the lives of paralegals. Each month, informative CLEs were attended, membership/networking drives were held, buildings were lit in CFPA blue in honor of our 40th Anniversary, socials were held in person and Zoom Bingo and an incredible holiday party was held with thanks to our wonderful sponsors. Whew! Most importantly, I feel, that connections were made and friendships were strengthened.

I love the start of a new year. I love the fresh new outlook at exciting times ahead. Thanks to my love of trivia, I have been looking into traditions of ringing in the new year from other countries. For example, in South Africa, people throw old furniture out the window to symbolize letting go of the past and welcoming new blessings. In Greece, pomegranates are very important as the fruit represents abundance and life. Greeks will crush pomegranates against their doors and the number of seeds that fall to the ground symbolizes how much good luck you can expect in the near year. My family usually rings in the new year with friends at the beach with a bonfire. How do you ring in the near year? I would love to hear about your traditions.

The Board is working to schedule so much more for the coming year, including our first volunteer opportunity in February, our Annual Membership meeting and social in March, and of course, our monthly CLE's as well as an in-person half-day CLE seminar. Be on the lookout for more information.

We are always looking for more ways to serve you, our fellow paralegals. Please don't hesitate to reach out to any board member with your ideas and interests. We are here for you!

Just a reminder our charities for this year are Britt's Bunch and One Kid Orlando. More information and links to their websites can be found at CFPAInc.org.

In closing, I ask you, what new adventures, career or personal, are you looking forward to in 2024? I would love to hear about them and if CFPA can assist, please let us know!

Until next month

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

1/17/24 CFPA CLE

1/31/24 Deadline to Renew

2/21/24 Second Harvest

BOARD OF DIRECTORS



President:

Denise L. Marsters, FRP

CFPAPresident@cfpainc.org

Until next month,

Sincerely,

Denise L. Marsters, FRP
CFPA President 2024

ATTENTION CFPA MEMBERS!!

CFPA is providing an extension of time to get your membership renewal dues paid through the end of January. *Late fees will not apply until February 1, 2024.* Thank you.

CFPA RENEWAL ANNOUNCEMENT!!!

**It's that time of year ...
Membership Renewal Dues for 2024**

CFPA is providing an extension of time to renewal through January 31st with NO late fees!



Active \$75.00

Associate \$50.00

Student \$30.00

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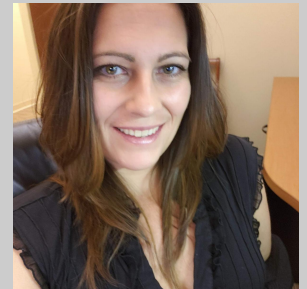
Email any questions to: Membership@cfpainc.org



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Treasurer@cfpainc.org





About That Performance Review You Just Received: 11 Proven Steps To Flip The Script And Shine Again!”

By: Chere Estrin

Well, well, well, they said what about your performance? Surprise, surprise, it’s performance review time! You strut in there like you own the place, expecting a standing ovation, a raise that could buy a small country,

and maybe even a golden trophy labeled “Employee of the Millennium.”

But hold the confetti! Instead of the anticipated praise, you get hit with a review suggesting your performance is in need of CPR. You might even be slapped with a performance improvement plan, and that raise? Yeah, about that...

Now, before you unleash a waterfall of tears or a volcano of anger, take a chill pill. Resist the urge to go all Hulk on your boss. Instead, let’s tackle this with the finesse of a ninja on a mission.

Stay Calm, Don’t Panic:

Take a deep breath. No, seriously, take a few. Panicking won’t fix anything. Neither will anger, depression, anxiety, revenge, walking off the job, or leaving thumb tacks on your bosses’ chair. You might want to call mom, however.

Ask for Specifics – Like, Give Me the Deets:

Politely inquire, “Could you show me an example of where my writing was ‘subpar’? Was it that memo about office snacks?” You need specifics to know what needs fixing. Just being told, “your writing needs improvement”, is not enough. What about my writing needs fixing? Grammar, spelling, content, accuracy? A particular brief, pleading, business correspondence?

Show You’re Willing to Fix Your Oops Moments:

Express your eagerness to address the concerns. Say, “I’m like a fixer-upper house, ready for renovations!” OK, don’t say that exactly. Just let them know you are open to improve. Resistance to change is a negative and you will lose 10 points in your personnel file, not gain 10 points.

Consult the Oracle (Google) for Training Opportunities:

Seek out courses, webinars, or anything that can zap you with knowledge. Check out attorney CLE courses, paralegal webinars, articles, conferences. Even if it means sacrificing your daily Starbucks Frappuccino – education is key!

Expand Your Skill Set Like a Superhero:

Look at job descriptions and think, “What more can I bring to the table?” It’s

NALA Liaison:

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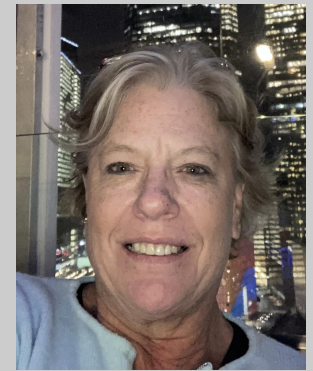


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not just about fixing problems; it's about becoming the most knowledgeable person of your office. The go-to-person is the person the firm wants. What would stop you from becoming that person?

Craft a Personal Improvement Plan – With a Dash of Pizzazz:

Don't just say, "I'll be better." Lay out a plan like a strategic genius. "Step 1: Conquer bad writing; Step 2: World domination." All right, maybe not the last part. However, you might strategize with a concrete plan: 1st quarter: take business writing course; 2nd quarter: take a Relativity course 3rd quarter: Ask for more difficult assignments 4th quarter: Write a motion for summary judgment.

Ask for Milestones – Because GPS Isn't Just for Road Trips:

Pin them down on specifics. "What milestones should I hit? Are we talking Everest or a stroll in the park?" What do the milestones look like? Within what time frame are you looking for me to improve? (Very important because you may be on a short leash and not know it.)

Get a Mentor – They're Like Yoda, but for Your Career:

Don't be shy. Someone in the office is probably dying to strut their stuff and show you how it's done. Mentors are like cheat codes for real life. If they don't have the answer, they know how to get it. In fact, don't just get a mentor. Get a Board of Directors: someone you can go to for writing; a second person you can go to for improving technology; another person who can teach you social media. The more teachers you have, the better you can become.

Schedule a Follow-Up – Not as a Stalker, but as a Proactive Go-Getter:

Don't let it go cold. Request a meeting sooner rather than later. You want them to see you're not just a flash in the pan; you're the whole fireworks show. Meet within at least a month. Be prepared. Bring past and present work. Demonstrate the improvement. Let the uppers know what courses you have taken; what the plan is and where you are going from here.

Regular Check-Ins – Like a Progress Report, but Cooler:

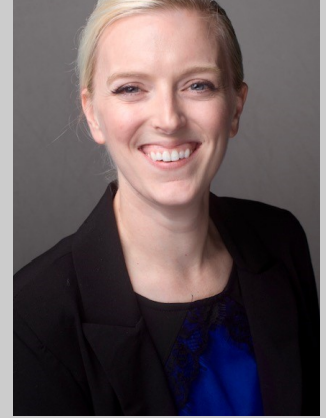
Keep your boss in the loop. Regular updates show you're serious about change. Plus, who doesn't love progress reports? (Hint: Your boss does.)

Check the Job Market – Because Options Are a Good Thing:

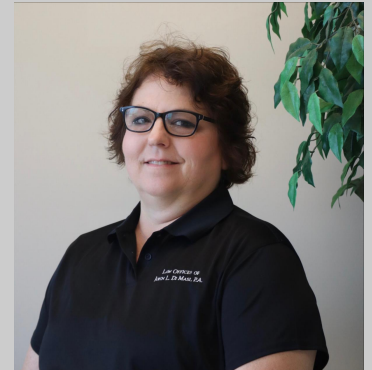
It's a vast job jungle out there. Explore. See what other opportunities are swinging from the trees. Maybe you're not a misfit; you just need a different circus.

Remember, a job is not a marriage. At some point, you move on. If it's not working out, don't be afraid to seek a new adventure. It may be the best move you ever made.

Reprinted from KNOW, the Magazine for Paralegals - www.estrinreport.com



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VOLUNTEER



SECOND HARVEST VOLUNTEER OPPORTUNITY

Wednesday, February 21, 2024 from 6-8 PM

Donation Sorting

411 Mercy Drive, Orlando, FL 32805

Volunteers – Please sign-up using the link below. The link will show the shifts your group is currently signed up for making it a quick and easy sign-up process. Once the volunteers create accounts, they will need to click the sign-up button next to the shift they are looking to attend.

<http://cflparalegalas.shfbcf.volunteerhub.com/>

Requirements:

- *Ages: 10+
- *Close-toed and closed-heel shoes: Required for everyone
- *Physical Requirements: Standing for long periods of time and lifting boxes/items
- *Chaperones: **We require a ratio of 1 chaperone per every 5 volunteers under the age of 16.**

Helpful Info:

- *Temperature: The warehouse temp is typically similar to the temperature outside due to the deliveries and pick-ups that occur. Ex. if it's cooler outside, layers are recommended, warmer outside, shorts are acceptable.
- *Bottled Water: Provided in the break room for all volunteers
- *Onsite Eating Space: **Onsite Eating Space:** We do not have space onsite for groups to each lunch before, after, or in-between shifts due to space limitations unless utilizing our Plate Above catering services. **Please Contact Lanette Jarvis for details - LJarvis@feedhopenow.org**

If you have any suggestions for volunteer opportunities feel free to contact our Community Service Chair, Aimee Chentnik:

CommunityService@cfpainc.org



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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.

Submit your questions for the next issue of the Carpe Diem by 12/27/23.

WHAT DOES AI MEAN FOR THE PARALEGAL COMMUNITY?

Aug 17, 2023

By Jim Ash Senior Editor

Chat GPT-4 and generative AI won't make paralegals obsolete, simply better at their jobs, experts say.

"The headline is, don't worry, it's not going to put you out of business, but you do need to learn it," said Toni Marsh, director of Paralegal Studies at George Washington University.

Lawyers have been wondering if the innovative technology can replace paralegals — and paralegals have been jittery — since Chat GPT-4 was introduced in March, Marsh said.

"I think that's on everybody's mind right now, can we replace our paralegals and legal assistants with this new technology?" she said. "And the paralegals are concerned with, am I going to get replaced with this new technology?"

A recent report by Goldman Sachs didn't help. It predicted widespread disruption that threatened 300 million jobs worldwide.

"White-collar workers are some of the most likely to be affected by new AI tools," reported Business Insider. "The Goldman report highlighted US legal

Newsletter Recognition:



CFPA's 2023 Charities



www.brittsbunch.org

Britt's Bunch is an organization founded by a young woman with Down syndrome dedicated to serving children and families living below the federal poverty threshold. With the support of community superstars, Britt's Bunch established a 501(C)(3), a strong board of directors, and a team of volunteers. What sets us apart is that no one is paid, ensuring that every dollar raised goes directly to those we serve.

The mission of Britt's Bunch

is to help wherever there is a need by providing activities

workers and administrative staff as particularly at risk from the new tech.”

But the report also noted that “most jobs and industries are only partially exposed to automation and are thus more likely to be complemented rather than substituted.”

Marsh stressed the latter when she presented the CLE, “Attorneys, Paralegals, and AI,” at The Florida Bar Annual Convention in June.

Marsh points to a recent comment by Erik Brynjolfsson, director of Stanford University’s Digital Economy Lab: “I don’t think generative AI is going to replace workers, but workers who work with generative AI will replace those who don’t.”

Lawyers who don’t know how to use a paralegal correctly might be tempted to replace them with AI, Marsh said.

“Now if you’re using your paralegal to type stuff, then, yeah, your paralegal might be replaced,” she said. “But you shouldn’t be using your paralegal like that. A big premise is you should be using your paralegal wisely.”

If used properly, AI can carry the load of repetitive, low-level tasks that neither lawyers nor paralegals need to do, Marsh said.

For example, AI can help paralegals more efficiently retrieve information, draft, and analyze legal documents, and collect, compile, and utilize technical information, Marsh said.

That will leave them more time to plan cases, manage litigation and office operations, research, interview clients, gather facts, and recommend actions to their attorneys, she said.

Florida Registered Paralegal Luigi Caldeira, a senior paralegal at Greenberg Traurig in South Florida, isn’t concerned.

“A couple of years ago, e-discovery was this new thing, and everybody was scared,” he said. “There’s always a threat when new things come out.”

In addition to serving on the Florida Registered Paralegal Enrichment Committee, Caldeira was named Florida Registered Paralegal of the Year in 2022, the first recipient.

Some law firms are prohibiting their attorneys from using AI, but Caldeira is under no such restriction.

“I use Chat GPT to assist me with creating charts, organizing certain ideas,” he said. “If you are a good paralegal, you will understand how to leverage the technology. That’s the nature of being a paralegal, it’s all about efficiency.”

Some older or less “tech-savvy” paralegals are worried, Caldeira acknowledges.

“It’s a generational thing,” he said.

and resources for Florida children and families who face economic and health challenges.

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Caldeira also serves as social media liaison for the Hispanic National Bar Association's Special Committee of Legal Professionals. The AI challenge is just another reason paralegals should consider joining the Florida Registered Paralegal Program, he said.

“Just like attorneys, paralegals are required to keep up with the latest developments,” he said. “That’s one of the biggest advantages of being a Florida Registered Paralegal.”

Paralegals and legal assistants should master AI, but they should also know the risks, Marsh warns.

Most of the legal profession knows about the attorney who used Chat GPT to prepare a 10-page brief for a client who was suing Avianca Airlines in a New York federal court.

According to the New York Times, the filing cited more than half a dozen relevant court decisions, including *Martinez v. Delta Airlines*, *Zicherman v. Korean Air Lines*, and *Varghese v. China Southern Airlines*. Unfortunately, the cases were fictional, something the AI created out of thin air.

Marsh calls the platform’s penchant for making things up “hallucinations.”

“So, a lot of law firms are waiting to see how this whole thing plays out, before they allow their people to use it, or to use it in an unlimited way,” she said. “They’re being cautious, and they’re right to do that, because the information they have is so crucial.”

Data security is another concern, Marsh said.

“If I put a client’s information into Chat GPT, I’m kind of putting it out in the ether.”

Reprinted from The Florida Bar News

www.floridabar.org/the-florida-bar-news/what-does-ai-mean-for-the-paralegal-community/

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Any questions please email: cle@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.

Time for a Brain Break ...

People, Places, and Things

1. In what state was the first female lawyer, Arabella Mansfield, admitted to the Bar? A) Iowa B) Michigan C) New York D) Ohio
2. In 1789, who was appointed the first Attorney General of the United States? A) Edmund Jennings Randolph B) Oliver Ellsworth C) William Bradford D) William Jennings Bryan
3. The youngest person to attain a JD from a U.S. law school was Stephen A. Baccus at 16 when he graduated in 1986 from which of following law schools: A) University of Florida B) Florida State University C) University of Miami D) Harvard University
4. Who was a law school graduate who found fame in another field? A) Vince Lombardi B) Mahatma Gandhi C) Jerry Springer D) All of the above
5. Who said "Injustice anywhere is a threat to justice everywhere."? A) Clarence Darrow B) Martin Luther King, Jr. C) William Blackstone D) Thomas Jefferson
6. The largest single courthouse in the U.S. is Thomas F. Eagleton U.S. Courthouse for the Middle District of Missouri. A) True B) False
7. Which courthouse in Florida is the oldest that remains in use for judicial purposes? A) Historic Charlotte County Courthouse; B) Osceola County Historical Courthouse; C) Old Baker County Courthouse; D) Old Lake County Courthouse
8. What is the address of the U.S. Supreme Court in Washington D.C.? A) 600 New Hampshire Ave., NW B) 1600 Pennsylvania Avenue C) 1 First Street NE D) 101 Independence Ave., SE
9. Where was the Scopes Monkey Trial held? A) St. Louis, Missouri B) Dayton, Tennessee C) Paducah, Kentucky D) Springfield, Illinois
10. Almost always, the defense sits at the table farthest from the jury box and the witness seat is closest to the jury. A) True B) False
11. In the very earliest jury trials, jurors were more like witnesses and selected because of their knowledge of the facts at issue. A) True B) False
12. The oldest known set of laws is: A) Magna Carta B) Bill of Rights C) Code of Hammurabi D) Hippocratic Oath
13. Double jeopardy applies to criminal cases only, not civil or administrative. A) True B) False
14. Solicitors are often hired by a barrister to represent a case in court in the United Kingdom. A) True B) False
15. It translates to "to speak the truth": A) voir dire B) amicus curiae C) habeas corpus D) nolo contendere

Lady Justice is based on the Greek goddess Themis and the Roman goddess Justitia



Just for Fun!

Answers: 1.A) 2.A) 3.C) 4.D) 5.B) 6.A) 7.B) 8.C) 9.B) 10.A) 11.A) 12.C) 13.A) 14.B) 15.A)

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.

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with Debbie Dollar, Membership Chair



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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!

CFPA is 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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BOOK CLUB

Do you have any suggestions for the next DEI Book Club book? Feel free to email us by clicking below.

[Click to Email the DEI Committee](#)



Hello Friends –

Thank you for your support and faith in me as I begin my second term as NALA's Liaison for 2024. I look forward to another great year sharing resources, ideas, tips and ways to grow as paralegal professionals.

Updated CP Review Guide:

NALA's Certified Paralegal Exam Fundamentals - Second Edition will be

getting a makeover, with a new name, cover, and chapter. The book will now be called *The Paralegal's Companion: Fundamentals for legal practitioners and those preparing for the CP[®] Exam*. It will include a new chapter on bankruptcy to help you prepare for the Debtor/Creditor and Bankruptcy section that will be added to the CP[®] Knowledge Exam in January 2024. The updated book will be a resource for all legal professionals, not just those studying for the CP exam. Keep an eye on NALA's social media for updates on *The Paralegal's Companion*.

Declare your Board Candidacy – Be a part of NALA's Future:

The Talent Acquisition Committee, on behalf of the Board of Directors, invites eligible members to actively contribute to your exceptional association. Serving on the Board offers a fulfilling, satisfying, and enjoyable opportunity to contribute to the development of your association.

Please submit your candidacy declaration by **March 15, 2024**. Click [here](#) to learn more and declare your candidacy.

NALA wants to recognize Exceptional Members and Affiliates. If you know a paralegal that would fit one of the below award categories – NALA wants to hear from you! **Nomination deadline is February 1, 2024.**

- **Rising Star Award:** Recognizes exemplary service to the paralegal profession by a person who has been a paralegal for less than five years. Click [here](#) to submit your nomination for the Rising Star Award today!
- **Volunteer of the Year Award :** Recognizes exemplary service to the paralegal profession and its members by a person who has been a paralegal for at least five years. Click [here](#) to submit your nomination for the Volunteer of the Year Award today!

Save the Date!

The 2024 NALA Conference & Expo is on July 11-13 in Louisville, Kentucky, at the Louisville Marriott Downtown. Registration is coming soon, and it is never too early to start planning and saving.

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](#)

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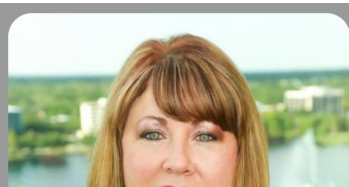
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From the Editor ...

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.





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newsletter for 2023!!***

Thank you,
Cassie Snyder, ACP, FRP
Editor

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