



Central Florida Paralegal Association, Inc.

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



CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. Monthly E-Newsletter

CARPE DIEM - May 2024

WELCOME
NEW MEMBERS

Active Member
Vicki T. Skinner, FRP

Hope your month
is positively
a **May**zing



Hey CFPA Members!

It's gonna be, oops, it is May!

May is a month of new beginnings. Those May flowers that follow the April showers are beginning to bloom. Graduations provide the transition from student to work life. As we are almost at the halfway point to the year, I like to look at May as a time to do a quick evaluation of my goals to make sure I am on track. I look to make those changes to keep moving forward in my work life as well as in my personal life. It is a great time to check your work/life balance to ensure that you are moving forward in a healthy way. CFPA is here to help you with that balance by offering lunch hour and after-hours CLEs and socials to assist with networking, career advancement and making connections. I encourage you this month to seek out a new connection at one or more of our upcoming events.

CFPA would also like to congratulate our student members who are graduating this month and we look forward to assisting with your transition into our incredible field. If you are looking for a position, please check our Job Bank. Always remember our seasoned paralegals are here to assist and mentor in any way we can.

With the 2024 NALA Conference in Louisville fast approaching, the CFPA Board of Directors is pleased to nominate Caroline C. Wilkerson, ACP, FRP for the NALA Affiliate Award. Caroline has been a member of CFPA since 2008 and works tirelessly for our organization serving on the Board in numerous positions over the years and presently as our NALA Liaison.

Speaking of the NALA Conference, there is still time to register for in-person or virtual attendance. The conference is a great opportunity to learn, earn CLEs and network with other legal professionals from all over the country.

I would also like to encourage everyone to volunteer! CFPA is active in our community and loves to support our local organizations like Second Harvest Food Bank, Give Kids the World, as well as our highlighted organization,

Britt's Bunch. We are always looking for additional opportunities to serve our

Associate Member
Ruth Schumacher
Suzanne Jenkins

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

ALREADY A MEMBER??

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

Email Us

Upcoming EVENTS

5/9/24 IOA Corp 5K
6/11/24 CFPA CLE
6/19/24 DE&I Book Club
7/11/24 NALA Conference
7/25/24 Half Year Mixer

BOARD OF DIRECTORS



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CFPA.President@cfpa.org

Britt's Bunch. We are always looking for additional opportunities to serve our community. If you are aware of an organization that we could provide assistance, please get in touch with our Community Service Chair, Aimee Chentnik, CP at CommunityService@cfpainc.org. We look forward to seeing you at our next volunteer event.

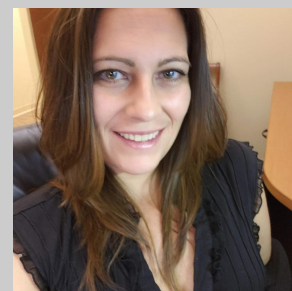
Please take a few minutes to read the articles in this newsletter, register for one of our upcoming events like Bingo or the Corporate 5K, or even just take a break and check in on an old friend. We look forward to seeing you at our next event!

Until next month,
Denise L. Marsters, FRP
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JOIN THE CFPA 5K TEAM!



Join us to walk or run together while networking!

Thursday, May 9th at Lake Eola Park

We will meet at the lake at 5pm. Runners line up at 5:45pm and Walkers line up at 6pm.

Registration: \$35 now until May 2nd, \$40 May 3rd-8th

Register with our team here: <https://teams.hakuapp.com/cfpa>

Contact Denise Marsters, Team Captain, for more information:
d1m@eifg-law.com



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FOUR AI-POWERED TOOLS FOR PARALEGALS TO LEARN NOW by Kelli Radnothy

In the ever-evolving landscape of the legal profession, paralegals play a crucial role in the delivery of legal services. As technology continues to shape the legal industry, it's essential for paralegals to stay ahead of the curve.

We must embrace AI-powered tools to help streamline work processes, enhance productivity, and deliver more accurate results. Here are four AI-powered tools that paralegals should learn now to stay competitive:

1. CHATGPT – EMPOWERING LEGAL RESEARCH AND DRAFTING

ChatGPT, powered by OpenAI's advanced language model, is a cutting-edge AI tool that offers tremendous value. This powerful language model can assist

in conducting in-depth legal research by quickly sifting through vast amounts of legal information and identifying relevant precedents, statutes, and case laws. Its natural language processing capabilities enable paralegals to extract key insights from complex legal texts very efficiently.

ChatGPT can also aid in drafting legal documents and contracts. By analyzing the context and intent provided by the paralegal, ChatGPT can generate well-structured and accurate provisions, saving valuable time and effort.

2. COCOUNSEL – SIMPLIFYING CASE MANAGEMENT

CoCounsel is an AI-driven case management platform designed to streamline various tasks in the legal setting. This tool can help paralegals organize case files, manage deadlines, track client communication, and automate routine administrative processes. By leveraging CoCounsel, paralegals can focus more on substantive work while leaving the repetitive tasks to AI.

3. LEXIS+ AI – ENHANCING LEGAL RESEARCH AND ANALYSIS

Lexis+ AI is an AI-driven research tool that complements traditional legal research platforms. It utilizes machine learning algorithms to offer personalized research insights tailored to the specific needs of the case. Lexis+ AI can highlight relevant information from vast legal databases, making it easier for paralegals to find essential case law, regulations, and legal commentary.

Lexis+ AI's analytical capabilities enable paralegals to predict case outcomes, assess the strength of legal arguments, and identify potential risks in a more data-driven manner. These tasks support the legal team in all they do, and having a paralegal undertake legal research and analysis allows the attorneys to focus on legal argument and position development.

4. GOOGLE BARD – SIMPLIFYING LEGAL DOCUMENT REVIEW

Google Bard is an AI-powered document review tool. It uses natural language processing and machine learning algorithms to efficiently review and analyze legal documents, contracts, and emails. Paralegals can use Google Bard to identify critical information, classify documents, and conduct e-discovery tasks more accurately and quickly.

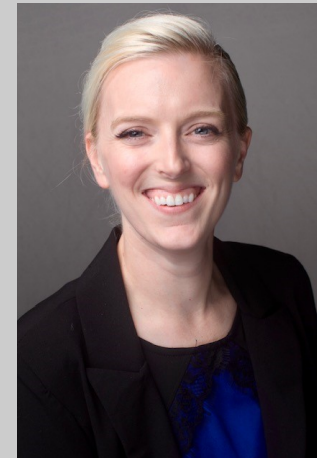
By integrating AI tools like Google Bard into the workflow, paralegals can significantly reduce the time spent on manual document review, enabling them to focus on tasks that require their specialized expertise.

AI-powered tools have the potential to revolutionize the legal industry, and paralegals can harness their capabilities to become more efficient and effective in their roles. By embracing these cutting-edge tools like ChatGPT, CoCounsel, Lexis+ AI, and Google Bard, paralegals can elevate their skills, stay up-to-date with technological advancements, and ultimately provide greater value to their legal teams and clients.

As an instructor for paralegal programs, I can't help but be excited about the learning opportunities ahead! Lifelong learners never stop learning and AI is here to stay. Embrace it and expand your capabilities!



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Martha Giller
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What AI tools have you been using?

I'd love to hear what you've tried and what features you find most useful. Please leave a comment on the **blog** or send me an email at kelli@klrparalegal.com.

Reposted from KLR Paralegal

Posted on **August 4, 2023**

<https://klrparalegal.com/ai-tools-for-paralegals/>

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

CommunityService@cfpainc.org

Volunteering in Orlando

If you have been looking for ways to give back to your community, volunteering can be a great way to get started. Volunteering is also a great way to meet new people, gives you a sense of purpose, can increase your social skills and self-esteem, and can help you gain professional experience.

The following is a list of great places to volunteer in Orlando. So next time you find yourself with a couple of extra hours in your day, find a cause that aligns with you and volunteer!

- Second Harvest Food Bank
- Pet Alliance of Greater Orlando
- Orange County Animal Services
- Give Kids the World
- Coalition for the Homeless
- Ronald McDonald House
- Harbor House of Central Florida
- Habitat for Humanity
- United Way of Central Florida
- The Warrior Foundation
- The Mustard Seed of Central Florida
- Boys and Girls Clubs of Central Florida
- Russell Home for Atypical Children

This is just a small list of the many opportunities available in Orlando. If you know of additional volunteer opportunities or would like to provide suggestions, please email communityservice@cfpainc.org.

WHAT DOES AI MEAN FOR THE PARALEGAL COMMUNITY?

By: Jim Ash, Senior Editor
Florida Bar News

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

The Premier Investigative Company



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www.brittsbunch.org

“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 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

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

To make a monetary donation:

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AND



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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.

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
Article Printed August 127, 2023

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

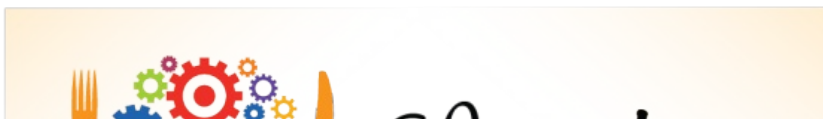
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Charlene Canada
June 11, 2024
12:00 p.m. Via Zoom

CFPA Members: FREE
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Registration Closes at 1:00 p.m. on 6/10/2024

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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 ...

We've Got Your

Using all the numbers 0 through 9...

And using each number only once...

Answer each question below with the correct number:

It's the smallest and the only even prime number. Also, the square root of it is Pythagoras constant. What number is it?

What number cannot be represented in Roman numerals?

How many justices are on the Florida Supreme Court?

This is the only number that has the same number of letters as itself. Also, in CFPA's Bylaws, it is the Article number pertaining to membership?

It's the smallest positive integer that is a perfect number?

If you wanted to know more about NALA's Canon regarding UPL, which Canon number should you read?

What's the only prime number that ends with this number?

Called a magic number because if you multiply any number by it and then add all the digits of the answer together, the sum will always add up to this original magic number. What's the number?

How many federal judicial districts are there in Florida?

It is the atomic number for oxygen on the periodic table and incidentally is regarded as a lucky number in China?

Strength in Numbers

8

Triskaidekaphobia is the fear of what number?

What is the Fibonacci sequence?

3

Googol is 1 followed by how many zeros?

If it's 40 degrees below zero Fahrenheit, what is the temperature in Celsius?

4

7

2

1

Prime Questions

There are a total of nine two-digit prime numbers, which after reversing the digits, remain prime. What are those numbers?

Ancillary Facts

The number pi is an irrational number because it cannot be written as a fraction. Also, pi when written as a decimal never repeats (there's no pattern) and it never ends.

Did you know that 111,111,111 multiplied by 111,111,111 equals 12,345,678,987,654,321. Good luck finding a calculator to check this.

We know it as a hashtag, a number sign, a pound sign, but did you know, it is also called an octothorpe.

Answers: Got: 2, 0, 7, 4, 6, 1, 5, 9, 3, 8 Prime: 11, 13, 17, 31, 37, 71, 73, 79 and 97

Strength: 13; In mathematics it is the sequence where each number is the sum of the two preceding numbers (0, 1, 1, 2, 3, 5, 8, 13 and so on); 100; the same, 40 degrees below zero (the only time both are the same)

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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CFPA Half Year Membership Mixer

July 25, 2024

Time and Location TBD

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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!

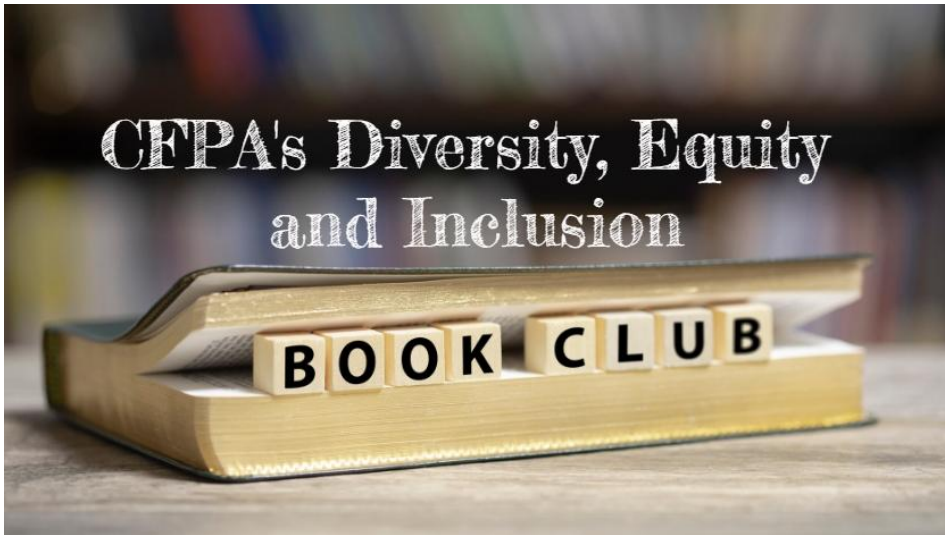
CFPA is looking for members who have time to join and help us grow and excel CFPA! Please contact membership at: membership@cfpainc.org.

MEMBERSHIP MENTORS: Katheline Stryker, Caroline Wilkerson, and

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Contact Membership Chair



The next DE&I Book is:

Between the World and Me
[Ta-Nehisi Coates](#)

This is available on Amazon, Audible, and Kindle.

<https://a.co/d/aDGaxOY>

Bookclub date will be June 19th, 2024 at 6:30p via Zoom.

Please RSVP via the link below.

Click to Email the DEI Committee

DIVERSITY, EQUITY AND INCLUSION

Peonca S. Grier, CP
NALA Secretary

In the month of May we celebrate many diverse accomplishments. Among those in May is Asian American Pacific Islander (AAPI) Heritage Month. This is a national observance which honors the diverse AAPI communities and their contributions to American life, culture, workforce, and communities. Take some time this month to support the AAPI communities and the members of your workforce who are a part of them. This is a great time to learn what key issues affect this community, how to respond, and why

learn what key issues affect this community, how to respond and why advocacy is crucial.

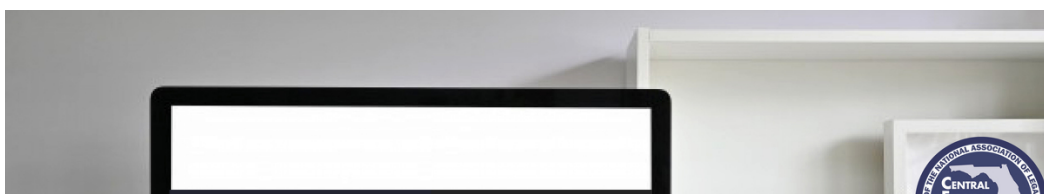
The AAPI community has been a cornerstone of American History since the early days from Chinese migrant workers building the transcontinental railroad. Today, the AAPI community is one of the largest and fastest growing populations in the US. Despite this, the AAPI community continues to face a lot of inequities and can often be overlooked in terms of representation.

Recognizing AAPI Heritage Month is just one way to be more inclusive of your AAPI friends, colleagues, and community members. You should educate yourself about the AAPI populations and issues year-round. By doing this you can identify areas of biased behavior and have more conversations that foster inclusivity.

In May we also celebrate Jewish-American Heritage Month. Jewish American Heritage Month (JAHM) is an annual recognition and celebration of American Jews' achievements and contributions to the United States culture, history, military, science, government, and more. The month of May was chosen due to the highly successful celebration of the 350th Anniversary of American Jewish History in May 2004, which was organized by the Commission for Commemorating 350 Years of American Jewish History.

You can celebrate Jewish American History Month by taking in a museum such as the William Breman Jewish Heritage Museum in Atlanta which explores remarkable stories of the Southern Jewish adventure. You can read a book such as “The Heaven & earth Grocery Store which explores the relationship between Jews and Blacks in the early twentieth century small town of Pennsylvania and listen to American Jewish voices through podcasts such as “Identity/Crisis” and “For Heaven’s Sake” which speaks on topics related to political and social trends in Israel, Israel-Diaspora relations and questions about Jewish identity today.

The month of May is packed full of culture with Haitian Heritage Month, Indian Heritage Month, Military Spouse Appreciation Day, World Day for Cultural Diversity and Memorial Day. Take some time to learn more about the sacrifices made by each and every person in the own diverse way which helps to make this country what is today. We are truly a rich nation full of people coming together for a common goal of making this country the greatest it can be.





Hello Friends –

NALA has a ton of great CLE's going on in March! If you are in need of some CLE hours this is a great resource:

LIVE WEBINARS:

May 9, 2024 - The Opportunities in Confrontation; 1.0 hr Non-Substantive

May 13, 2024 - Ethics and the Law; 1.0 hr Legal Ethics

May 21, 2024 - Legal Insights into Neonatal Intensive Care; 1.0 hr Substantive

<https://nala.org/education/>

Also, there is always plenty of CLEs to be earned at **NALA's Annual Conference!!**

Get excited! NALA's Annual Conference & Expo is on July 11-13 in Louisville, Kentucky, at the Louisville Marriott Downtown. Registration is now open! Go to [NALA Conference & Expo – NALA](#) to register and get all the details!

NALA is offering [in-person](#), [virtual](#), and [single-day pass](#) options with early bird pricing. With 33 educational sessions, outstanding speakers, and an Expo Hall, the conference caters to all professional experience levels and needs. Louisville's rich culture provides the perfect backdrop for exploration and relaxation. Not to mention the chance to check out the famous Bourbon Trail and the MLB Louisville Slugger Field – home of the minor league Louisville Bats.

Early bird registration ends May 10, 2024. This is an amazing opportunity to learn, network and build on your career.

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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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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Thank you,
Cassie Snyder, ACP, FRP
Editor

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