



KALA Reports

Volume MMXXV * Issue 3

October 2024

Upcoming Events:

❖ **Community Service Event**
October 26, 2024
Location: Exploration Place

❖ **November 5, 2024**
Monthly Meeting

Location: Security 1st Title
Speaker: Jason P. Roach, Esq.
DeVaughn James Injury
Lawyers

❖ **December 3, 2024**
Monthly meeting

Location: Epic Center, 3rd Floor
Conference Room
Speaker: Jay Sizemore, Esq.
Patterson Legal Group, LC

MEMBERSHIP REPORT

- ❖ **91 active members**
 - ❖ **7 Affiliate**
 - ❖ **1 student**
 - ❖ **76 voting**
- ❖ **2 voting-emeritus**

PRESIDENT'S REPORT

Fall is here and that means football. This is one of my favorite times of the year. I have football on my TV every weekend, college and professional.

KALA's goal is to help our members feel like they belong and that each of you receives a value with your membership. If you ever have any suggestions on how to improve our organization, please reach out to me or any of the KALA Board of Directors. We are always looking for ways to make KALA better.

The KALA Board of Directors has several projects that we are working on, which will benefit KALA and its members greatly. Please let me know if you have an idea or project you would like to see KALA take on. Here are a few of our upcoming projects and if you would like to volunteer to speak or assist, please let me know.

- Speaking to the students at the law and public service program at Wichita Northeast Magnet High School.
- Speaking to the Wichita Area Legal Administrators to explain the benefits of KALA
- Speaking to the Hutchinson Community College students to explain the benefits of KALA
- KALA Awards – Paralegal of the year (have nominations & present at the seminar)
- Community service projects throughout the year.

I encourage everyone to find time in your busy schedules to get involved in KALA. We have several great committees to choose from. In Hawaiian, "A'ohe hana nui ke alu 'ia", which means "No task is too big when done together by all," is a great way to think. If we have several people volunteering, then the work is spread out across many instead of just a few, and less time is involved. You get to meet other KALA members and experience what each individual member has to offer. It also allows you to continually network with other paralegals to expand your legal knowledge and expertise and, not to mention, make some lifelong friends in the process.

I want to thank all our members who have continually brought guests to our monthly meetings. Please continue to bring guests to our meetings in 2024/2025. I look forward to seeing you at our monthly meetings, community service project events, and the annual meeting and seminar in June.

My email and phone is always open if anyone ever wants to talk.

Annette, your KALA President



2024-2025

Board of Directors

President:	Annette Meece, CP 316-290-4685 – work ameece@klendalaw.com
1st Vice President:	Tara Aguilar 316-469-5732 - work tara@graybillhazlewood.com
2nd Vice President:	Courtney Webb, ACP 316-268-7989 - work courtney.webb@stinson.com
Secretary:	Susan Baughn, ACP - 316-267-7361 – work sbaughn@fleeson.com
Treasurer:	Cherisa, Towey, CP 316-290-4699 - work ctowey@klendalaw.com
NALA Liaison:	Nicole Tanner, ACP - 316-265-9311 – work nstanner@martinpringle.com
Director: (1 year)	Pam Hernandez 316-267-0331 – work phernandez@klendalaw.com
Director: (3 year)	Angela Oberle, ACP 620-792-8231 – work aoberle@wcrf.com
Director: (2 year)	Mary Calisti, ACP - 785-823-6325 mary@cml-law.com joyfully.blessed4ever@gmail.com

KALA Sponsors

We are grateful for our sponsors. We continue to look for companies willing to sponsor KALA. Note that our sponsorships are not limited to legal entities. If you know of a small business or any legal vendors that would love some advertisement, please have them contact Annette Meece at ameece@klendalaw.com.

Platinum



Silver



KONICA MINOLTA

Friend



Security 1st Title

KALA Annual Sponsorship Opportunities

Bronze Sponsorship - \$60.00 per year (July 1 – June 30)

- Sustaining membership to KALA
- Company logo and website link listed on KALA's website
- Business card size ad regarding your company in our quarterly newsletter, KALA Reports
- Exhibit table at the KALA Annual Meeting and Seminar
- Recognition at KALA's Annual Meeting and Seminar on signage

Silver Sponsorship - \$150.00 per year (July 1 – June 30)

- Sustaining membership to KALA
- Company logo and website link listed on KALA's website
- ¼ page ad regarding your company in our quarterly newsletter, KALA Reports
- Sponsorship of the Social Networking Hour after the KALA Annual Meeting and Seminar
- Exhibit table at the KALA Annual Meeting and Seminar
- Recognition at KALA's Annual Meeting and Seminar on signage

Gold Sponsorship - \$350.00 – per year (July 1 – June 30)

- Sustaining membership to KALA
- Company logo and website link listed on website.
- Exhibit table at the KALA Annual Meeting and Seminar
- Sponsorship of one monthly KALA CLE luncheon meeting (September – May) with a one-time five (5) minute presentation to promote your company

Emerald Sponsorship - \$500.00 – per year (July 1 – June 30)

- Sustaining membership to KALA
- Company logo and website link listed on website.
- One free luncheon at one KALA monthly CLE meetings (September – May) with a one-time five (5) minute presentation to promote your company
- Sponsorship of the KALA Annual Meeting Seminar afternoon break
- Exhibit table at the KALA Annual Meeting and Seminar
- ½ page ad regarding your company in our quarterly newsletter, KALA Reports
- Recognition at KALA's Annual Meeting and Seminar on signage and seminar materials

Diamond Sponsorship - \$750.00 (July 1 – June 30)

- Sustaining membership to KALA
- Company logo and website link listed on website
- Company logo and website link listed in the quarterly newsletter, KALA Reports
- One free luncheon at the KALA monthly CLE meetings (September – May) with a one-time five (5) minute presentation to promote your company
- ¾ page ad regarding your company in our quarterly newsletter, KALA Reports
- Sponsorship of the KALA Annual Meeting and Seminar breakfast
- Recognition at all KALA events, including the seminar and monthly luncheons
- Exhibit table at the KALA's Annual Meeting and Seminar

Platinum Sponsorship - \$1,000.00 (July 1 – June 30)

- Sustaining membership to KALA
- One free luncheon at the KALA monthly CLE meetings (September – May) with a one-time five (5) minute presentation to promote your company
- Company logo and website link listed on website and all social media
- Sponsorship of the KALA Annual Meeting Seminar luncheon
- Full page ad regarding your company in our quarterly newsletter, KALA Reports
- Recognition at all KALA events, including the annual seminar and monthly luncheons
- Exhibit table at the KALA's Annual Meeting and Seminar
- Five (5) minute presentation to promote your company at the KALA's Annual Meeting and Seminar during the luncheon

KALA Annual Meeting and Seminar specific donations

Seminar “Swag Donations” - We are also accepting donations of “swag” for the seminar tote bags. If you have any samples, promo items with your logo, pens of paper, postcard flyers with company information and discounts, business cards, etc.

Seminar Item Donation – Items donated are given away as door prizes to attendees.

- Company name included on the seminar signage and seminar materials
- Verbal recognition during prize winner announcement
- Seminar donation acknowledgement in the KALA Reports

Check out our updated
FaceBook page. Anna Ayin
has been hard at work.
Thank you Anna!!!



Need to get word out about a legal position that is open at your firm?
Let KALA help you!

The Kansas Association of Legal Assistants*Paralegals (“KALA”) offers a free job registry. Employers can simply e-mail us the job posting with how the applicant can apply and KALA will send out the information via e-mail to our membership within 24 hours of receipt. *THERE IS NO COST* to anyone!!

KALA would like to notify its members of any legal position staff opening – from office runner to paralegal. We have over 100 active members with varying levels of experience and education levels so all positions, including entry level jobs or part-time positions, are welcome.

If you have any questions, or would like to e-mail your job posting for distribution, please contact the chair of the job registry committee, Pam Hernandez, at p Hernandez@klendalaw.com. She would be happy to assist you.



KALA needs your help. We are looking for volunteers to help in several different areas:

1. The 2025 Annual Meeting and Seminar.
2. Help organize community service opportunities and possibly supporting a local charity for 2024 and 2025.
3. Arrange and organize regular social mixers for our members.

Volunteering is a great way to be involved with KALA and help us grow as an organization. Thank you for your continued support.

If you are interested in volunteering, please call me at 316-214-7295 or email me at ameece@klendalaw.com so we can discuss in further detail what is needed.





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WELCOME TO OUR NEW MEMBERS!

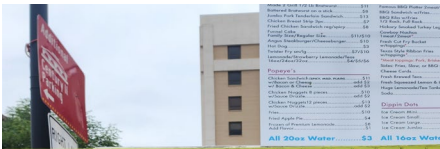
- Ellynora Beery from Triplett Woolf & Garretson, LLC
- Stacy Larson from Triplett Woolf & Garretson, LLC
- Delynn Nelson from Slape & Howard
- Kandice Jamis from Bombardier Inc.
- Amailia Madrid from Penner Lowe Law Group, LLC
- Lillian Weakland from Hinkle Law Firm
- Kristie Dunlap from Stinson Lasswell & Wilson LC
- Michelle Claudio Rosa from Lautz Mueller & Osburn, LLC
- Laura Benson from Penner Lowe Law Group, LLC
- Brooklyn Riggle from Penner Lowe Law Group, LLC
- Michelle Flores from Penner Lowe Law Group, LLC

Benefits of a KALA membership include, but are not limited to:

1. **CLEs**.... Expand your knowledge on various legal topics by attending monthly meetings;
2. **Connection**.... Extend your network with the legal field for professional growth opportunities;
3. **Community**.... Unite with peers in law firms or corporations for a sense of inclusion that offers collaboration and support;
4. **Camaraderie**.... Experience and attend events with members to form lasting relationships!

KALA Volunteering Fun

RiverFest 2024



thank you

Dear Annette,
 Thank you to you and your group for supporting Riverfest this year and for so many years. We love working with KALA and appreciate them more than you know. Thank you for coordinating the effort each year. I look forward to next year!
 Sincerely,
 Lisa Hansen

Trick or Treat and Volunteer



Exploration Place is looking for volunteers to assist with the 2024 Boo Fest on Saturday, October 26, 2024, from 5:00 p.m. to 9:45 p.m. Volunteers must be at least 14 years of age and any under 16 must volunteer with an adult. There will be trick-or-treat stations set up in the exhibits with candy and toys as well as games and kid karaoke. As volunteers, we will help with set up, run stations, and tear down. You will receive a volunteer t-shirt (different from the one we received with the drone show) and you can accessorize with fun Halloween accessories. Please contact Tara Aguilar at tara@graybillhazlewood.com if you want to volunteer.



Exploration Place 2024 Drone Show

Top 9 Ways to Wrangle Electronic Exhibits

Written by Michael T. Murray



Electronic exhibits have been a part of the legal process for a long time – probably longer than many of us realize. The PDF file format became an open standard all the way back in 1993, and the Electronic Court Filing technical specifications were agreed upon more than 20 years ago.

Despite this long history, the adoption of electronic exhibits from depositions to trials has increased exponentially in the past few years. Today, according to a survey by Veritext, 89% of attorneys expect “one party to be remote occasionally or more often” going forward, requiring the use of electronic exhibits.

From deciding when to use PDFs to properly introducing native files, here are nine tips for getting a handle on your electronic exhibits.

1. SECURELY SENDING DIGITAL EXHIBITS

The first challenge with electronic exhibits is simply getting them from one place to another in a secure manner. With hacking, phishing, and social engineering attacks on the rise, ensuring your confidential data remains confidential is more critical than ever.

It might surprise you that email is not, and never was, sufficient for sending digital documents – an email is more like a postcard than a sealed envelope. It is far more effective to use a secure cloud storage application, like ShareFile (www.sharefile.com), which sends a secure link to download the file rather than the file itself. You can email the link, and the recipient can open it securely in a browser, preventing any unauthorized access in transmission.

2. SECURELY RECEIVING DIGITAL EXHIBITS

The flip side of this issue is receiving files – your client or expert may not have the tools to send secure links. However, the same tool you use to send the digital files can be employed to request digital files. Most cloud storage applications, like ShareFile, can create a link that can be sent to users to prompt them to upload any documents they would like to send via a secure connection.

As a bonus, unlike email, there are no size limitations when you use the cloud. These services also allow you to create shared folders, enabling your clients and experts to routinely exchange files with you. Setting up a means for sending and receiving digital exhibits at the start of your case will ensure you are in compliance with ABA Confidentiality Standards.

3. DOES IT NEED TO BE NATIVE?

When determining which documents to use for an upcoming proceeding, another factor to consider is whether they will be

presented as PDFs or in their native format. For example, an Excel file can be converted to PDF or introduced as the native Excel file itself, which enables users to open it and view it in its original form. With many native files – for example, CAD, MRI, or video – information is lost when it is converted to a PDF, if conversion is even possible. This may help your strategy by removing extraneous metadata, or it may impede it by hiding formulas and other data that witnesses may need to see. No matter the tool you use to introduce electronic exhibits, the ability to share any type of native file is important.

4. CONVERTING NATIVE TO PDF

If, in fact, PDF is the format you would like to use, there are several tools that can convert native files. Many of them work like virtual printers, meaning anything you can print can be turned into a PDF. When you install the application – for instance, CutePDF (www.cutepdf.com), a free PDF maker – it will create a virtual printer. To generate a PDF, simply hit print and pick that printer. Instead of getting a paper document, you will be prompted to save a PDF. This is the simplest, highest-fidelity way to convert a file to a PDF, and it makes the document fully text searchable. If you only have a paper version and not the original file, you will have to scan the document, and you may need to OCR it separately if your scanner does not produce searchable PDFs.

5. WORKING WITH VIDEO/AUDIO FILES

Video files are increasingly common in legal proceedings with the rise in smartphone videos, security footage, Ring doorbell footage, and more. You will need software to view video files, such as VLC (videolan.org/vlc), a free, open-source application that can play any video. This is a great way to review the footage before bringing it to the proceeding.

At the proceeding, the attorney will need to use electronic exhibit software to distribute the video. If that software facilitates any file type, the video file can be loaded in as an exhibit and each participant will get their own copy to be played back at their own pace. This circumvents the problem of having to exchange large video files. By utilizing the cloud, users can preview the video instantaneously without downloading it. Audio files can also be treated the same way.

6. DO YOU HAVE THE SOFTWARE TO VIEW THE FILE?

The list of applications that can be used for viewing various types of electronic exhibits is nearly endless, and your choice will depend on the types of files your case needs. You may receive files such as CAD, MRI, 3D models, or websites. Before proceeding, it is



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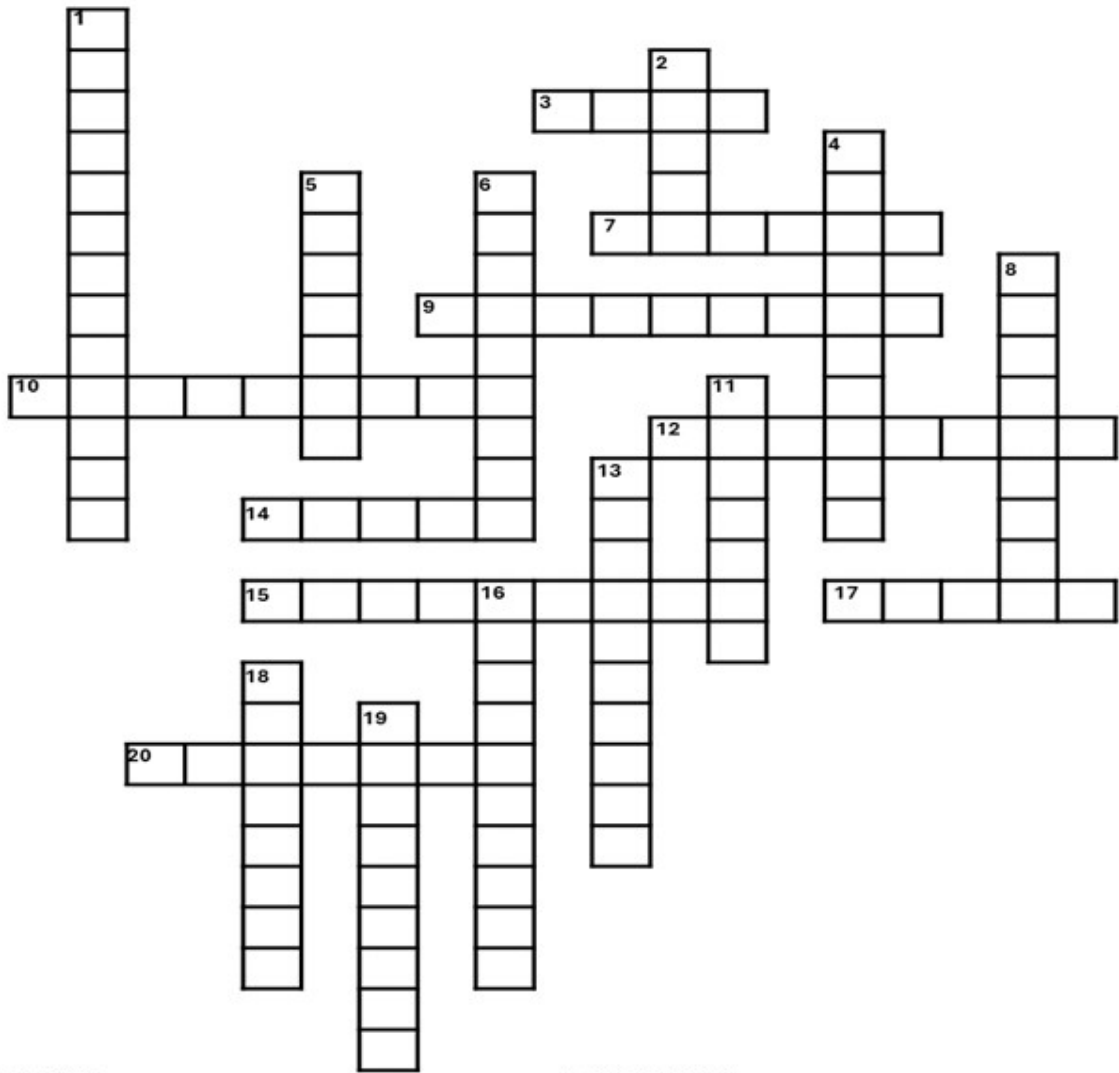
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Crossword Puzzle



DOWN

- 1 A court that hears cases related to family law matters
- 2 A person who represents themselves
- 4 What you file to deal with debt problems
- 5 Evidence presented by a witness that generally is not admissible as evidence at a hearing
- 6 The person who initiates a court proceeding
- 8 Removing sensitive/private information from a document
- 11 Latin, meaning "in fact" or "actually"
- 13 A judgment of guilt against a criminal defendant
- 16 A witness's sworn out-of-court testimony
- 18 Another name for lawyer
- 19 A dispute resolution process that involves a third party

ACROSS

- 3 A group of people who listen to evidence and testimony in a trial
- 7 Any offense punishable by death or more than one year imprisonment
- 9 Interrogatories, request for production, request for admissions to name a few
- 10 A written statement that begins a civil lawsuit
- 12 The punishment for a convicted person
- 14 A written statement submitted in a trial or appellate proceeding that explains one side's legal and factual arguments
- 15 A written or printed statement made under oath
- 17 Judicial Officer
- 20 A person who gives testimony in a trial

2024 Annual Meeting and Seminar





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KALA Committees

Annual Seminar - Contact law firms, vendors, restaurants, and pampering/spas to request donations to support our seminar. Help with set up and tear down the day of the seminar.

KALA Reports – Assist the KALA Reports editor in preparing the KALA Reports

Community Service/Volunteering & Hospitality Committee –

- Responsible for the research and presentation to the association of various opportunities of volunteering in the community. If you have suggestions of other possible community service/volunteering opportunities, let this committee know or someone on the KALA Board.
- Responsible to send out cards and small gifts to members for accomplishments, significant life events, health issues, family passing, which we hear about from other KALA members. If you know of a member going through any of these events, please pass the information on to the committee.

Career Development -

- Academic Outreach - Career Fairs through the Wichita Bar Association. Partner with Hutchinson Community College.
- Scholarships - Committee is always actively accepting applications from college students. The KALA Board has approved to update our scholarship application to include members of KALA to take the CP Exam. The committee will work on revising and preparing the applications for college students and KALA members. Once applications are received, then the committee shall decide on the recipients and make a report to the KALA Board.
- Job Registry – all job postings shall go through Pam Hernandez to be sent out to the membership.

Marketing Committee

- Social Media – Responsible for keeping our Facebook, Instagram, and LinkedIn pages up to date and responding to inquiries that are posted. This is an opportunity to promote KALA to better showcase our organization to our members and the public.
- Website - Assist in maintaining and updating our KALA website listing with our monthly meetings notices, annual seminar notice, our social media links, volunteering opportunities, etc.

Fall 2024 KALA School Supply Drive



KALA members united this Fall 2024 to gather school supplies for a local title I school within the USD 259 school district. Adams Elementary is located near 13th and Oliver. When you hear the location, images or stories of the neighborhood may flood your mind. These stories are full of gang shootings, domestic violence, drug abuse and child neglect. Many of these kids suffer from exposure to their environment and poverty.

Title I schools in these high poverty locations receive additional federal funds to ensure all the children have a fair, equal and significant opportunity to obtain a higher education. Even with the additional funds, students are still showing up to school in dirty clothes, insufficient supplies, and a lack of confidence. The school has a washer and dryer on site to help the kids who may need more basic support such as clean clothes.

This year we gathered more school supplies than in Fall 2023. Our contact, Ashley Zorn, the Social Worker over at Adams Elementary sends out a huge shout out from their staff. They appreciate the support to ensure their students are receiving the basic necessities like clean underwear, clean socks, a pencil to write with and/or paper to take home to practice. Every little donation helps. Thank you, KALA members, for your help with this. If you would like to donate more, please keep a look out for discounted items and we can get them to Adams Elementary.

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NALA LIAISON'S REPORT

BY NICOLE TANNER, ACP

Mark your calendar for the 2025 NALA Conference & Expo to be held July 10 -12, 2025 in Atlantic City, New Jersey.

NALA will be celebrating 50 years of supporting and advancing the paralegal profession so this conference will be extra special. If you intend to take the Certified Paralegal Exam, the CP Review sessions offered at conference are a wonderful resource. If in-person attendance is not an option for you, virtual attendance will be available.

KALA has purchased a copy of NALA's *The Paralegal's Companion: Fundamentals for Legal Practitioners and Those Preparing for the CP® Exam* for KALA members to borrow. If interested, please contact me at nstanner@martinpringle.com.

As a reminder, KALA members receive a 25% discount on their NALA memberships. Your NALA membership includes an \$80 voucher that may be used for NALA courses and webinars or applied to your conference registration fee. Additional NALA membership benefits include Facts & Findings magazine, complimentary member-only education, NALA Career Center, discounted rates, access to the utilization and compensation survey report, SimpleLaw® Platform access, affinity discounts, 24/7 access to CLE courses, and certification program application discount.

NALA has launched a new Advanced Certified Paralegal course for personal injury. The ACP courses for Business Organizations – Incorporated Entities and Discovery have been newly updated. Maybe now is the time to get that ACP designation you have been considering!

Bankruptcy

CP® REVIEW QUESTION

Under Title 11 of the US Code, how many types of bankruptcy are there?

- A. 3
- B. 4
- C. 5
- D. 6

ANALYSIS AND CONCLUSION:

ANALYSIS:

The above practice question falls into the newly-added Debtor/Creditor and Bankruptcy section of the Knowledge Exam for 2024. This section accounts for 6 percent of your final score. This article will give a general, yet very specific, overview of the different chapters of bankruptcy and to whom each applies. At the time of writing this article, no practice exam questions are available, so the above question is not indicative of the types of bankruptcy-related questions on the Knowledge Exam.

Chapter 7 bankruptcy is commonly called liquidation bankruptcy because filers sell their assets to pay their creditors. Filers are allowed to protect many of their assets due to exemptions, and not all creditors are allowed payment. This allows filers to be free of those debts they were not originally able to pay off, except for certain debts that are now forgiven through bankruptcy. All other chapters use the debt-reorganization process, which allows filers to make a budget and monthly plan to repay their debts.

Chapter 9 bankruptcy is only for municipalities. Unless a filer under this chapter consents or the applicable plan provides for it, the court may not tamper with any political or governmental powers of the filer, any property or revenue of the filer, or any use or enjoyment of any income-producing property of the filer.

Chapter 11 bankruptcy is for railroads, most filers that may file under Chapter 7, and uninsured state member banks. Railroad filers under this chapter may abandon some or all of their railroad lines if it is consistent with public interest and either in the best interest of the filer's estate or necessary to form the filer's plan.

Chapter 12 bankruptcy is only for family farmers or family fishermen with regular annual income. This chapter is similar to a Chapter 11 bankruptcy, but it provides for farming and fishing specific provisions.

Chapter 13 bankruptcy is only for individuals with regular income, or individuals with regular income and the individual's spouse, who owe noncontingent, liquidated debts of less than \$2,750,000. Individuals who are self-employed may file under this chapter.

Chapter 15 bankruptcy is for filers who have assets or liabilities in the US but are filing for bankruptcy under another country's laws. This chapter allows foreign creditors access to the US bankruptcy courts, and a proceeding under this chapter is usually ancillary to the primary proceeding in the other country. However, if this chapter conflicts with any obligation of the US under any treaty or other agreement with another country, the treaty or agreement prevails.

CONCLUSION:

The correct answer to the question above is D. There are 6 types of bankruptcy under Title 11 of the US Code.



Brian Snow, ACP, completed the Paralegal Certification course at Sanford University in 2017 and has been a paralegal in the Corporate Real Estate and Corporate Lending Departments at Dentons Sirote PC since then. He received the NALA CIP designation in 2021 and has received the ACP designation in three areas: Real Estate Principles, Land Use, and Business Organizations/Incorporated Entities. He served for two years on the Board of Directors of the Alabama Association of Paralegals, Inc. as Treasurer and is currently serving as a Region Director.



The gift of giving

- ***What:** donation of items for Kansans serving overseas for a care package to be shipped
- ***Where/When:** Please bring any donations to our November meeting
- ***Volunteer opportunity:** assist with putting together care packages on Saturday, November 15, 2024, from 10:00-2:00pm at the Farm Credit Bank Building- 245 N.. Waco, Wichita, KS



Help us support our military troops during Christmas!
Here is a list of items they LOVE to receive:

CARDS & LETTERS The troops love to hear from all of us, and mail brightens their day!

CHRISTMAS DECORATIONS

- Garland
- Plastic ornaments
- 1ft tall or smaller artificial trees
- Wrapping paper in squares
- Strands of lights
- Christmas hats
- Santa stockings

ENTERTAINMENT

- Blank note cards with envelopes (to send mail back home – NO postage required)
- Gamebooks like crossword puzzles, etc.
- Toys:
 - Nerf footballs
 - Playing cards
 - Frisbees
 - Hacky sacks

SNACKS/FOOD They appreciate items new to market.

- Beef jerky/Slim Jims
- Granola bars & protein bars
- Herbal teas
- Pringles
- Trail mix
- Dried fruit
- Microwave popcorn
- Hostess cake products
- Instant oatmeal
- Nuts & seeds
- Dry soup and ramen noodles
- Boxed chips & crackers
- Pop-Tarts
- Ground coffee - all flavors
- Tuna & chicken in pouches or ready-to-eat kits
- Powdered drink mixes & protein powders
- Gum & hard candies (NOTHING that will melt)
- Boxed cookies (Boxed are best and NOTHING that will melt)

TOILETRIES NO AEROSOLS CAN BE MAILED and NO MEDS!

- Baby wipes
- Body wash
- Sunblock (SPF 45 or higher)
- Socks (Black & white cotton)
- Lip balm

**** ALL items must fit into a 12 x 12 x 5 box to be shipped overseas. ****

PROHIBITED/RESTRICTED items that CANNOT be shipped:

- Chocolate
- Hand sanitizer
- Fragile (glass)
- Batteries





Crossword Answers

**PARALEGALS
WERE CREATED
— BECAUSE —
LAWYERS
CALLED FOR HELP**

