

The New York City Paralegal Times

Volume 3, November 2008

Target Your Next



The New York City Paralegal Times

THE OFFICIAL NEWSLETTER OF THE NEW YORK CITY PARALEGAL ASSOCIATION

PRESIDENT'S MESSAGE



Lots of exciting things have happened this year for the New York City Paralegal Association. So far this year we have hosted volunteer Divorce and Immigration clinics. We've had job interview preps & Live Note training sessions presented by **Esquire Solutions** and a UCC Filing presentation given by National **Corporate Research (NCR)**. We also recently hosted the Job Search Bootcamp through the **Peterson Group**. The NYCPA has

hosted a number of fun, social gatherings at prime New York hotspots such as Latitude and Fashion Forty, and we will be hosting one more social for the year – November 18 and will have many more during the upcoming year. We also had a huge gala for our 1st year celebration at the Friars Club hosted by **Paradocs**, an industry leader in paralegal education and training.

The NYCPA has partnered with **Paradocs** to offer our members informative CLE classes available at a 10% discount. Please visit our website and follow the link on the front page to register for classes and take advantage of this discount. We have a listing of seminars for the remainder of the year in this edition. Sign up for the classes through our website to receive your member discount.

Finding that perfect job is something that we know that our members place a great deal of importance. To that end the NYCPA has launched our own job board through our partner **JobTarget.com**. Our website provides the perfect gateway to assist our members to find exciting and well paying job opportunities. You will be able to upload your resume and use a number of tools to manage your job application process.

The NYCPA is also pleased to announce that the July 20 has been declared officially as **New York State Paralegal Day**, and we will be hosting a grand event next July 20, 2009 to celebrate our specially designated day.

We have a great new Board of Directors, many of whom have undertaken a number of exciting initiatives to benefit our members this year. We look forward to getting your input as well to help us structure this Association to serve your needs better. Drop a line to any member of the Board with suggestions for improvement as well as with proposed programs and initiatives that you believe will contribute to your professional advancement and progress.

Please meet our new team, listed on the following page!



FOR RECENT JOB POSTINGS, PLEASE LOG IN TO THE MEMBERS-ONLY AREA OF OUR WEBSITE AND TAKE A TOUR OF OUR CAREER CENTER HOSTED BY JOB TARGET. FOR UP TO DATE NEWS AND ANNOUNCEMENTS CHECK OUT OUR "NEWS & EVENTS" LINK ON OUR WEBSITE AT WWW.NYC-PA.ORG.

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PARALEGAL INTERNSHIP OPPORTUNITIES:

There are a number of internship opportunities that are currently available to members of the New York City Paralegal Association. They are unpaid, but can serve as an ideal medium for students to get "real world" experience in a law firm environment.

Firms that are interested in providing paid or unpaid internship opportunities to our members, and any student who is interested in an internship opportunity, please contact Crystal Franklin at paraschools@nyc-pa.org



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Don't forget to join our yahoo group board and sign up with constant contact on our website at www.nyc-pa.org so that you can receive the latest info on events and seminars hosted by the NYCPA.

Members enjoy our events and most of our seminars FREE OF CHARGE, non-members are required to pay a nominal fee. Please take advantage of your membership and attend events!!



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June 5th, 2008





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CITE CHECKING

\$195

Cite checking is a one day intensive course analyzing the intricacies of citation form, content and history. This course reviews the fundamental aspects of cite checking and shepardizing briefs. We will be covering topics such as court structure and hierarchy, basic case citation form, case law publications, commercial electronic databases, the Bluebook, quotations, the importance of subsequent case history, statutes, rules and other authorities.

SCHEDULE:	Saturday	November 8, 2008	10:00 a.m. - 7:00 p.m.
	Saturday	November 15, 2008	10:00 a.m. - 7:00 p.m.
	Saturday	December 6, 2008	10:00 a.m. - 7:00 p.m.
	Saturday	December 13, 2008	10:00 a.m. - 7:00 p.m.

LITIGATION SUPPORT

\$390

Litigation Support is a two day practical overview of the litigation support field. Topics that we will cover include the best practices in data collection, litigation support review, hosting tools, and deliverables. We will also discuss and learn about the varying trial technologies, case room set-ups, vendor management and controlling the costs of trial set-ups.

SCHEDULE:	Wednesday & Saturday	November 19, 2008 November 22, 2008	6:00 p.m. - 10:00 p.m. 1:00 p.m. - 5:00 p.m.
	Wednesday & Saturday	December 17, 2008 December 20, 2008	6:00 p.m. - 10:00 p.m. 1:00 p.m. - 5:00 p.m.

TRADEMARKS

\$195

What is a trademark? TM/_®

This one day class will be a basic introduction to trademarks in which we will review the differences between a trademark and a service mark. We will discuss the trademark clearance process as well as the process necessary to apply for, register and maintain a trademark in the U.S. and internationally. We will also discuss trademark ownership rights, infringements and how they differ from a counterfeit. We will also look at the remedies a trademark owner has under law

SCHEDULE:	Sunday	November 9, 2008	12:00 p.m. - 5:00 p.m.
	Sunday	November 16, 2008	12:00 p.m. - 5:00 p.m.
	Sunday	December 7, 2008	12:00 p.m. - 5:00 p.m.
	Sunday	December 14, 2008	12:00 p.m. - 5:00 p.m.

MANAGING CLERK PROCEDURES

\$195

This course covers the functions of the Managing Clerk's Office. It will provide an orientation to commencing actions in state and federal court. It will focus on the mechanics of preparing papers for filing and navigation through the court system. It will include a tour of the courts, to see how things work. Specific attention will be paid to the procedural aspects of: Service of papers, Responding to a Summons and Complaint, Motion Practice, Related Motion Practice, Orders to Show Cause, Other procedural matters in state and federal court, Discovery in state and federal court, Trial Judgment and/or Verdict Appeal.

SCHEDULE:		TBD	TBD
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- Ad placement in the official newsletter – The NYC Paralegal Times
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- Placement in directories for legal support services found on the NYCPA website
- Discounts on Job Postings on official job bank through Job Target
- Ability to make postings to entire membership via NYCPA Member ListServ (subject to approval by the NYCPA Board of Directors)
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- Recognition given at all NYCPA major events

For further information, please contact Events/Sponsorship Chair at events@nyc-pa.org and or our Public Relations Chair at publicrelations@nyc-pa.org or check out our sponsorship page on our website at www.nyc-pa.org



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New York City Paralegal Association, Inc.

"Dedicated to the Progress and Professional Advancement for all Paralegals"

FOR IMMEDIATE RELEASE

NYCPA Contact: Lorna M. Williams
(212) 858 1756
jobbank@nyc-pa.org

JobTarget Contact: Debbie Barden
860-440-0635 ext. 335
d.barden@jobtarget.com

New York, NY – June 16, 2008 – New York City Paralegal Association, Inc. (NYCPA), the only recognized professional paralegal association serving the metropolitan New York area, announces its newest offering to its members—a Web-based career center that connects job seekers with prospective employers in the paralegal field. The new job board, powered by career services leader JobTarget, can be found at www.jobs.NYC-PA.org.

The paralegal field is thriving. According to the US Department of Labor, employment in this industry is projected to grow much faster than average. As competition for jobs continues, experienced, formally trained paralegals will have the best success securing employment opportunities. This occupation attracts many applicants, reinforcing the need to use niche recruitment sites that target the paralegal field when searching for qualified candidates.

"Our associations' primary objectives are to provide our members with networking opportunities, valuable career information, and tools to facilitate their professional advancement," says Letitia Smith, NYCPA Immediate Past President. "Launching an online job bank for paralegal professionals—in the Metropolitan New York marketplace—is a natural extension of that mission."

NYCPA's Job Bank distinguishes itself from generalist job boards in a number of ways. It's highly targeted with a focus on employment opportunities for paralegal professionals in the metropolitan New York area. This makes the difficult task of finding highly skilled, experienced legal candidates easier. Recruiters can focus their recruitment advertisement and target their exact paralegal audience – thus improving their recruiting ROI. The Job Bank also has an *anonymous* resume system that enables job candidates to stay connected to the paralegal marketplace while maintaining full control over their confidential information.

"Niche job boards, like the one we've designed for NYCPA, are an ideal way to recruit top paralegal candidates," says JobTarget CEO Andrew Banever. "Our customized career centers also attract new members—both individuals and businesses—to associations such as NYCPA. It helps drive participation in conferences, seminars, and other exclusive benefits promoting professional growth and advancement."

About NYCPA

Our vision is to develop a strong professional association that encourages meaningful interaction amongst entry level and experienced paralegals, as well as paralegal students that will facilitate the exchange of insightful information and advice to help guide and build successful careers. We are dedicated to promoting the interests of our members through educating the public of the importance of the paralegal profession and by providing the necessary tools and support to facilitate their professional advancement. For more information, visit www.nyc-pa.org.

About JobTarget

JobTarget is an industry leader in job board development, integration, and management. Founded in 2001, the company is the nation's largest provider of third-party career services software for professional associations, powering over 1,000 custom-designed and private-label job boards. To learn more about JobTarget's innovative technology, visit www.jobtarget.com.



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- ✚ National Job Boards. These are the Monster.com, the HotJobs.com, the CareerBuilder.com, etc. These sites have a massive number of job listings and resume postings. See our [top 10 job boards](#)
- ✚ Industry- or Profession-Specific Job Boards. These so-called niche sites have been growing in popularity, at least among career experts. Recruiters claim they get better results going to a marketing job site than when posting the same job on a general job board. Just about every industry and profession, from white to blue collar, has at least one job board. Check out these [industry-specific job boards](#).

Posting Your Resume on Job Boards: The FAQs

by Katharine Hansen, Ph.D., and Randall S. Hansen, Ph.D.

Posting resumes to job boards is one of the major activities that job-seekers pursue on the current job-search scene, and questions persist about how to post most effectively, how to get results, and how to avoid some of the pitfalls of posting. Here are the answers to the major questions:

Q. How can I determine the best places to post my resume?

A. There are literally thousands of Websites -- often referred to as job boards -- where job-seekers can post one or more versions of their resumes.

But before you jump onto your computer, develop a strategy for deciding which job boards will be best for your job search.

There are basically four types of job boards/job sites:

- ✚ Regional, Geographic-Specific Job Boards. Just about every region, every state, and every major metropolitan area has one or more "local" job boards. If you are looking for a job in a specific location, then using one or more of these job boards makes sense. Navigate your way through [geographic-specific job boards](#).
- ✚ Company Career Centers. More and more employers are expanding their corporate Web sites to include job listings and the capability to accept resumes from job-seekers. These sites often have other great information about the employer, such as articles on its corporate culture, benefits, career tracks, and more. So, if you have a short list of employers (for example, from Fortune's Best Companies to Work For).



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There's usually a spot on the job board's intake form for additional information. One thing you can include in that field is the URL for your resume on your own Web page.

Q: How can I ensure that my resume convinces employers that I'm exactly what they're looking for and gets attention?

A: Keywords, keywords, keywords.

Be sure your resume includes copious industry-specific keywords, and when responding to job postings, pack your resume with actual verbiage from the postings. Front-load your resume with keywords and your top skills and repeat them often so they'll be sure to be picked up by the employer's keyword-searchable software.

Another way to get attention is to send your resume (with a cover letter) by postal mail to the employer simultaneously with your job-board submission. You'll grab attention because it's becoming less and less common to send resumes through snailmail.

Q: How often should update my resume submissions to the boards?

A: The way the system works dictates frequent updates.

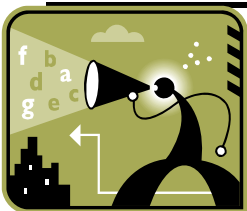
Kemp, who suggests weekly updates, writes, "I was trained to search only for candidates who had posted in the past 24 hours first (and I always found several) then work my way back to a week." Some experts suggest as often as daily. But a big caveat here is to be cautious about how much time you're spending updating and re-submitting your resume to the job boards. Given that using the job boards is not necessarily the most effective way to find a job to begin with, make sure you don't let these resume-updating activities swallow up all your precious job-hunting time. Mix up your job-search techniques in proportion to the effectiveness of the various methods -- including networking, which is generally recognized as the best method.

It's also a good idea to check the policies of the boards you're posting to regarding how long they keep your resume active. Even if you don't update your resume submission frequently, you'll want to make sure it's still active on the boards.

Q: I don't want my current employer to see that my resume has been submitted to a job board, nor do I want any employers to contact my current employer. What can I do?

A: The most reputable job boards offer "confidential" settings.

Select the identity-revealing information that you want blocked out. Some boards enable you to set up an e-mail account with them so you don't have to reveal your real e-mail address. And to keep employers from contacting your current employer, substitute "confidential" or "current employer" for the name of your employer on your resume or resume-submission form.



The NYCPA has a new and revised Sponsorship Packages for interested parties – please contact Events/Sponsorship Chair at events@nyc-pa.org and or our Public Relations Chair at publicrelations@nyc-pa.org or check out our sponsorship page on our website at www.nyc-pa.org



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APPLICATION TO RECEIVE A MENTOR

IF YOU WOULD LIKE A MENTOR, PLEASE COMPLETE THE FOLLOWING APPLICATION:

_____ I am a new or current **STUDENT NYCPA** member and would like a mentor.

_____ I am a new **ACTIVE NYCPA** member and would like a mentor.
(*Joined within the past six months*)

Name:

Employer/School:

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**We will try to pair individuals who practice in the same area of law.
What is your practice area/interest?**

E-mail YOUR COMPLETED FORM to MARIANA FRADMAN @ mentor@nyc-pa.org
OR MAIL TO NYCPA AT P.O.Box 4484 Grand Central Station, New York, New York
10163-4484



APPLICATION TO BECOME A MENTOR

Dear Member! Here's your chance to make a difference in another paralegal's life! The NYCPA Mentoring Program is dedicated in matching students in paralegal studies, paralegals changing practice areas or paralegals who are new to the community with an experienced practicing NYCPA member who is willing to be a resource and make an affirmative effort to get the newcomer oriented to the legal environment.

Being a member of NYCPA community is exciting, but new members often get lost in the shuffle or become intimidated by all the unfamiliar faces. We want to welcome ALL new members and encourage them to become active in NYCPA! Mentoring another paralegal, whether new to the field, new to town, or just new to NYCPA, is a great way for NYCPA to grow as an association and YOU to grow as a paralegal!

Please complete this application and return it to Attn: Mariana Fradman, Mentor Program Coordinator, at your earliest possible convenience via e-mail to mentor@nycpa.org

_____ **YES**, I am interested in being a paralegal mentor. I have been a NYCPA member for at least six (6) months and been a practicing paralegal for at least one (1) year.

My area(s) of expertise are:

- litigation family/matrimonial real estate criminal
 corporate bankruptcy trust/estates administrative
 benefits employment financial services insurance
 tax intellectual property banking environmental
 immigration labor other _____

My office located in:

- Downtown Manhattan Midtown Manhattan Uptown Manhattan
 Brooklyn Queens The Bronx
 Staten Island Westchester Rockland County

How do you prefer to be contacted by Mentee?

- One on one meetings Team/Group contacts
 E-mail communications only All of the above Other _____



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State of New York Executive Chamber

Proclamation

Whereas, the Empire State recognizes members of the legal community who share a common professional affiliation and high degree of dedication to their work through which they contribute to the integrity of our judicial system, and we join to acknowledge the significant role that paralegals, also called legal assistants, serve within this state; and

Whereas, of vital importance to the attorneys they assist and under whose supervision they work, paralegals are generally responsible for researching, analyzing, and managing the daily tasks for legal cases; and

Whereas, paralegals perform nearly all the functions of lawyers, except for those strictly constituting the practice of law, and they assist lawyers with virtually all aspects of legal work – including specialized areas of law, such as family law, corporate law, real estate, government, estate planning, litigation and criminal trials; and

Whereas, the duties of paralegals primarily involve researching and writing reports about pertinent sections of statutes or cases to help lawyers prepare for legal proceedings, as well as drafting documents for litigation; and

Whereas, paralegals also help lawyers speak with clients to uncover all the facts of a case by obtaining affidavits and assisting with depositions and other materials relevant to cases; and

Whereas, many paralegals work in government maintaining reference files, analyzing material for internal use and preparing informational guides on the law, and other paralegals work in community legal services helping disadvantaged people obtain legal advice and aid, while yet others work for corporations where they help draw up employee benefit plans, shareholder agreements and stock options; and

Whereas, in whatever capacity they work, paralegals are an important component of any legal team, and, not only is their work invaluable to lawyers, but also to the public which benefits from their efforts that promote the efficiency and effectiveness of the judicial process, and it is fitting that New Yorkers join to recognize this hardworking and dedicated community of professionals;

Now, Therefore, I, David A. Paterson, Governor of the State of New York, do hereby proclaim July 20, 2008 as


PARALEGAL DAY

in the Empire State.




Secretary to the Governor

Given under my hand and the Privy Seal of the State
at the Capitol in the City of Albany this twenty-sixth
day of June in the year two thousand eight.


Governor



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CALENDAR OF UPCOMING EVENTS

November 18	NYCPA Social at Mercury Bar. NY, 7pm – 9pm
November 21	Document Management in the Trenches: How Paralegals Can Get (And Stay) Organized; Pasadena, CA
December 9	CUNY Free Webinar: Understanding I-9's and E-Verify, 1:30pm – 3:30pm
January 2009	Empire State Alliance PA Meeting, Blank and Rome, NY - Time TBD

The NYC Paralegal Times

Please submit articles and announcements to Janelle Aaron at newsletter@nyc-pa.org.

Submissions may be edited for clarity and/or length or held for publication in a future issue. Articles express the author's views and are not necessarily those of the association.

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THANK YOU TO OUR ADVERTISERS!

The NYCPA wishes to thank the following companies for advertising in this edition of the NYC Paralegal Times.

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Paradocs	9
Long Island University School of Continuing Studies.....	10
Quality Imaging	12

Are you an employer seeking to hire a paralegal? The NYCPA welcomes job notices for paralegal positions with area employers.

The NYCPA offers a web-based career center that connects job seekers with prospective employers in the paralegal field. The new job board, powered by career services leader JobTarget, can be found at www.jobs.NYC-PA.org

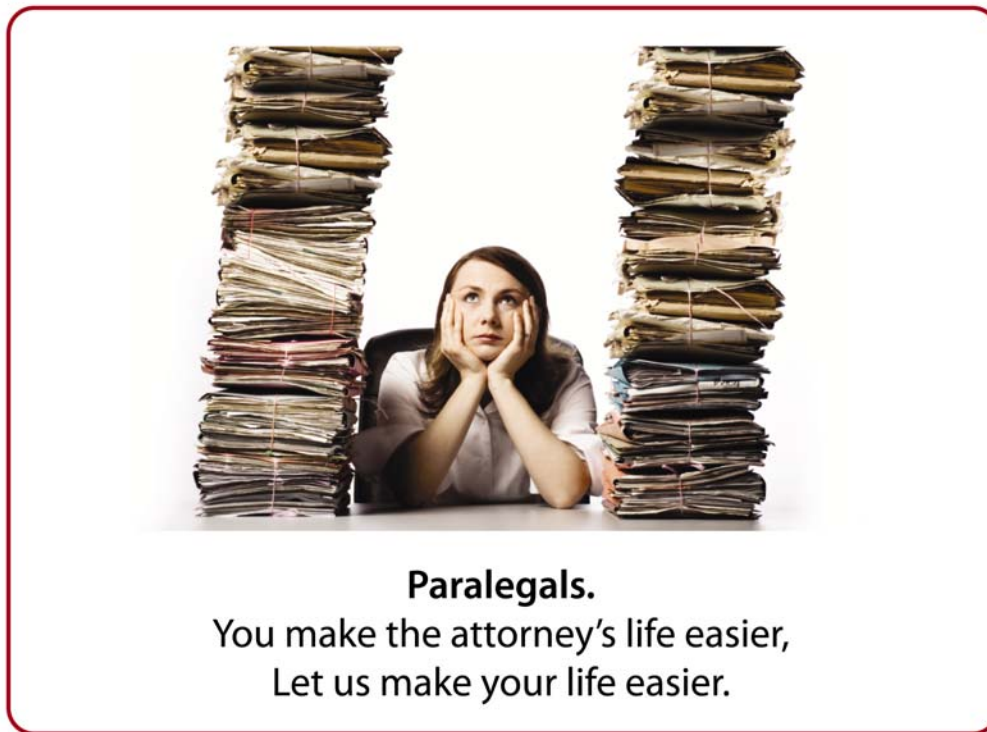
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