



Law in Motion

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Message from the President... By Debbie Reber

Once again, it is time for nominations of your SBPA Board Members for the coming year, 2009, in addition to your membership renewal. It just seems like yesterday that I was approached as a possible nominee for President. That possibility turned into a probability and here I am representing the Santa Barbara Paralegal Association. I must say that I am very proud and humbled to think that this organization would consider a “transplant” from Missouri only after having lived in California for a year prior to being approached. I’ve learned a lot from this experience — and it has been a wonderful experience — mainly in getting to know your Board members better, the SBPA individual members, having had the opportunity to be introduced to the inner-workings of CAPA and having been able to work with other organizations, businesses and associations in the Santa Barbara and surrounding areas – mainly, by virtue of this position. I know that the other Board Members can also say that they’ve gained quite an education and much experience from being on this Board. It’s not without hard work and perseverance — but the outcomes of our labor have been worth it.

Being considered and/or nominated for a position may appear to many as a hindrance or something that you’d just not rather do because of time constraints or the perception of “just one more thing on my plate for me to do”. Thinking along that line and not being a particularly “political” type of person, I was encouraged to watch the Democratic Convention this year. At first, I thought someone would have to drag me kicking and screaming to do this, but actually, having watched the better part of the entire convention, I came away with a renewed interest in just what makes the United States the unique country that it is. It’s people with diverse interests, thoughts, ideas and

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NALA ANNUAL REPORT



just returned from the National Association of Legal Assistant's Annual Convention in Oklahoma City. It was, as usual, a wonderful educational and social event. The convention takes place over five days, consisting of educational sessions in the morning, and business meetings in the afternoons. And every year conference culminates with an entertaining Ethics program on Saturday morning.

This year's convention had nearly 300 attendees. The morning educational meetings consisted of a corporate law track, a criminal law track, a mediation institute, a healthcare track, a litigation track, a technology track and an "a la carte" track. I attended the corporate law track, but I heard from other attendees that all of the educational programs, the mediation track in particular, were interesting and very educational.

The Wednesday afternoon session consisted of the Affiliated Associations Annual Meeting where I was able to represent Santa Barbara Paralegal Association as an Affiliated Association. The elections for Regional Directors were held and again our Regional Director (Region 9) is Carolyn Yellis from Anaheim, California. Jill I. Francisco, ACP, was elected as the NALA Affiliated Associations Director.

Thursday's afternoon meeting was a membership forum and volunteer fair. NALA Members and various affiliated associations presented informational programs regarding technology and website management, 11th Hour Case Management Survival and Effective Tools for Better Communication.

Friday held the 33rd Annual Meeting and election of officers for NALA. Tita Brewster, ACP, stepped down from her position as President and passed the presidential baton to Linda J. Wolf, ACP, from Dallas, Texas. Linda gave a very inspiration acceptance speech and I am sure will prove to be an excellent leader for NALA.

On Saturday morning, Vicki Voisen, ACP, presented a hilarious program in the form of a "murder mystery" examining the various ways today's electronics pose ethical dilemmas. Ethics relating to cell phones, blackberries, laptop computers and the like were discussed. It was a very interesting spin on the subject.

NALA's 34th Annual Convention is scheduled to take place next year July 8-11, 2009, in beautiful San Diego, California at the Westin Gaslamp Quarter Hotel. Please be sure to check NALA's website at www.nala.org in March of next year for all the convention details. I hope you are all able to attend.

Cyndi Hitsman, ACP
NALA Liaison

Turbocharge Your Google Searches

By Tom McNichol

On

every lawyer's desk sits a finely tuned, high-performance research tool ready for action: a computer running Google. But many folks fail to get the most out of the world's most popular and powerful search engine—they drive the Lamborghini on the desktop like a Ford Escort with bad tires. Google has a toolbox full of little-known advanced search features, which you can easily access by typing a few additional characters or symbols. These power commands will turn your PC into a lean, mean search machine.

SEARCH FOR AN EXACT TERM

Most Googlers already know this trick: Put quotation marks around a phrase to search for that exact word string. But many folks forget to use quotation marks when they're most useful, such as when you're tracking down a particular person online. Searching for "Thomas Francis McNichol" with quote marks is much more likely to lead you to the scoundrel you're looking for than searching for the same names without the quotes. And legal terms are often best searched with quotation marks. A search for "separate but equal" with quote marks returns pages that mention the legal concept rather than sites that merely contain all three words somewhere on a page.

LET GOOGLE FILL IN THE BLANKS

Google's so-called wildcard feature can be a real sanity saver, for those times when you remember an incomplete portion of a phrase, ruling, book title, song, or whatever. You can compensate for your failing memory by adding an asterisk (*) at that part of the phrase or sentence you want searched. For example, a search for I can't define * but I know it when I see it returns the famous Potter Stewart quote about pornography. And this being the Internet, you're only a few clicks away from a site that even Potter Stewart would consider pornographic.

SEARCH WITHOUT A SEARCH BOX

A surprising number of law-related Internet sites—those run by unambitious law schools and even less ambitious bar associations—have inadequate or nonexistent search capabilities. Good luck finding anything. Google's "search by domain" feature solves

the problem by essentially creating a search engine for any particular site you designate. You can access this feature from Google's Advanced Search page (www.google.com/advanced_search). Google's advanced search also lets you search by language (more than 40 in all, including traditional Chinese) and by country. You can combine the searches so, for example, you can search results written in traditional Chinese that originated in China).

SEARCH GOVERNMENT SITES

Searching for online information from the government can be an exercise in futility. Federal, state, and local government websites are scattered across the Internet, and you often have to pore over a large number of sites until you find what you want—if you find what you want. A good way to separate the wheat from the chaff (or, this being the government, the chaff from the somewhat less chaffy) is to go to Google U.S. Government Search (www.google.com/ig/usgov). This page is a dedicated Web crawler that searches only federal, state, and local governmental websites, including those with domains such as .gov or .mil, as well as select government sites with .com, .us, and .edu domains.

RESEARCH A PATENT

Practically every patent lawyer in the country already knows about this one, but it's worth mentioning—Google has an outstanding patent search engine. Google Patent Search (www.google.com/ptshp) includes a massive collection of patents made available by the United States Patent and Trademark Office—about 7 million in all—stretching from the 1790s through mid-2006. Google provides the entire image database of the original patents, so you can also view drawings. Patents can be searched by patent number, inventor, name of assignee, and dates of filing or issue.

SEARCH WITHIN A NUMBER RANGE

A little-known Google feature lets you retrieve search results containing numbers within a given range. In your browser's search box, type your search term, followed by the two numbers defining your desired number range and separated by two periods (no spaces). For example, the search malpractice settlements 2006..2008 returns a list of only the most recent action in this fast-moving arena, not the boring stuff from ten years ago. And yes, you can search

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Turbocharge Your Google Searches

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settlements by dollar range, thanks for asking.

GET AN INSTANT DEFINITION

When you want a quick definition of a word, the standard Google search is often the wrong tool for the job; the answer is usually buried somewhere deep in the results. To get an instant definition of a word or technical term, type `define:` followed immediately by the word(s) you want defined (with no space after the colon). For example, `define:convenient` will have Google return several thumbnail definitions of the term gathered from various online sources, with links to additional information.

SEARCH BY FILE FORMAT

Sometimes, searching by file format will get you the answer you're looking for faster. Say you want to print out a copy of the IRS's Form 1040. If you do a standard Google search for 1040 tax form, you'll get back a lot of mentions (and rants) about the 1040 form, rather than the thing itself. The answer is to search by file type—in this case, `.pdf`. A search for `form 1040 filetype:pdf` instantly returns the printable version of the tax form. After printing it out, you may find yourself returning to those rants about taxation. The `filetype:` command can also be used to search only for Word documents or Excel spreadsheets.

GET ON THE HORN

Google is a U.S. phone book in disguise—you can look up street addresses and phone numbers directly through the search box. Type in an address or phone number and you'll see the corresponding publicly listed phone numbers and addresses at the top of the results page. You can search by name and address, or by phone number.

SEARCH WITHIN A SPECIALIZED FIELD

Rather than searching across every page on the Web, sometimes it's more efficient to do a vertical search, drilling down within a specialized field or source. Google lets you perform a number of specific searches within blogs, news, books, catalogs, or scholarly works to find what you're looking for. The Google Scholar search engine (<http://scholar.google.com>) is particularly useful for lawyers—with it you can search peer-reviewed papers, theses, books, abstracts, and articles from academic

publishers, professional societies, universities, and other scholarly organizations. It's a great place for reliable peer-reviewed information, as opposed to the rest of the Web, which, needless to say, is neither reliable nor peer reviewed.

INSTANTLY CALCULATE BILLABLE HOURS

Google's online calculator can get you an answer faster than any pocket calculator you can pull out of your desk drawer. The Google search box acts as a calculator-type in a number followed by the add (+), subtract (-), multiply (*), or divide (/) symbol, then type the second number and hit Enter; Google comes back with the answer. The calculator can also handle more complicated math—percentages and raising to a power—and it converts units of measure and currency as well. Get used to the calculator feature and you'll find yourself saying, "Hang on, let me Google the numbers and get back to you."

UH-OH BETTER CHECK THE STOCKS

Just in case your billable hours aren't adding up to much, there's a Google shortcut to check on how your investments are doing. Type `stocks:` followed by a space and the ticker symbol, and you'll get an instant real-time quote plus links to additional financial info. For example, type in `stocks: goog` and you'll be reminded once again, thanks very much, that you should have bought Google stock years ago when it was cheap.

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There's No Place Like Home

Helpful tools for research U.S. companies.

By Mark A. Gediman

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As I sit at my desk trying to decide whether to tackle a stack of administrative reports, the phone rings. On the other line is an attorney who wants to find out the name and principals of a U.S. company that is behind a rash of illegal advertisements negatively affecting our client's business. I look wistfully back to my pile of reports. Where to begin? Before we get started, let's take a look at the resources we can use to research U.S. companies.

Publicly Traded Companies

An excellent source is Yahoo Finance, <http://finance.yahoo.com>, which provides great capsule reports on publicly traded companies, as well as snapshots of their current state. Included are current news items, Security and Exchange Commission filings (including the annual Form 10-K), analyst reports and current and historical stock quotes, as well as a wealth of other information. To access this information, type the company name into the "Get Quotes" text box at the top of the home page. As you type the first couple of letters, a drop-down list will appear with the company names (and their stock symbols) that match what you are typing. Just highlight the correct one and click on it. Your company report will then appear.

Another source is Google. Why Google? We use it to search practically everything else, why not companies? Typing a company name will return several useful hits, including a company's Web site, if it has one. However, before we discuss the value of the company

Web site, let's talk about a link I noticed in my search result: Google Finance. Now, as I had never seen this Web site before, I was a little curious so I checked it out at <http://finance.google.com>. It currently is in "Beta" mode, meaning it's so new that it's still undergoing testing. It appears to be very similar to Yahoo Finance, even including the drop-down, "auto-fill" feature of possible company matches. However, I did notice two areas that were different: It incorporates a company-specific discussion group for anyone interested in a particular company, and it includes Google's powerful news service. The inclusion of this service gives this product a definite advantage.

Back to our discussion of a company's Web site: This is one of the best free sources on the Internet for information about a company. Publicly held companies usually have a shareholder relations area of their Web site that will have financial information, annual reports and press releases, as well as a phone number you can call with questions. I can't overstate what a great resource the people in the investor relations department are to the intrepid information gatherer.

Information on Private Companies

Now, the Web sites previously listed all have one thing in common — they are excellent resources when you are looking for information on publicly traded companies (companies who have stock traded on an exchange, such as the New York Stock Exchange or NASDAQ). But where should you go for information on private companies? Let's take a look.

Both *Inc.* and *Forbes* magazines have annual issues devoted to the ranking of the "top" or "largest" private companies in the United States. These issues will give you a

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Helpful tools for research U.S. companies.

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thumbnail sketch of these companies with sales or revenues, as well as the name of the top executive.

Unfortunately, the best resource for private company information is the Dun & Bradstreet Market Identifiers database available from LexisNexis. Unfortunate because there is a fee to search this database, although not for its content. The database may also be available through other online research services. (Check with your provider for details.) The Market Identifiers database has a retail cost of \$64 per search, but that is for as many reports as you wish to view with that search. These records include:

- the DUNS Number (useful if you want to run a full Dun & Bradstreet Business Information Report at a later date);
 - company address;
 - SIC Code(s) (used to describe the company's line of business);
 - annual sales figures;
 - links to parent companies and headquarters (where applicable);
 - names and titles of executives;
 - state and date of incorporation (gives you a source to check for Good Standing and agent for Service of Process information); and
- number of employees.

This probably is the most comprehensive information you will find for the price for the vast majority of privately held companies. Company information also can be accessed directly from the Dun & Bradstreet Web site, www.dnb.com/us. Though the reports provide similar company information, the Market Identifier product is not readily available from the company's Web site,

and there are billing and cost differences.

Another important fact to keep in mind is that a small number of privately held companies are regulated by government agencies. Some examples of these companies include water and electric utilities, as well as telecommunications companies. These agencies, both at the state and federal levels, typically require all companies they regulate to file detailed annual reports that become public record. I once was conducting research on water utilities in California and was unable to find any information on a small, privately owned water utility. I called and asked very politely for a copy of its most recent annual report. The individual I spoke with not-so-politely told me to go roll my hoop (not his exact words, but I edited this for the delicate sensibilities of my readers). I thanked him for his time and then tried to think of a better way to get at this information. It then occurred to me that all water utilities in the state of California are regulated by the state Public Utilities Commission. I gave the PUC a call and requested a copy of this company's latest annual report. I received it by overnight delivery the next day.

Subscription Resources

We have looked at some inexpensive resources. Now, let's take a quick look at some of the subscription resources for both public and private companies.

Both LexisNexis and Westlaw have company information, with the edge going to Lexis in breadth and scope of information offered. LexisNexis' Smartlinx product is a bit pricey, coming in at about \$99 per search, but you get a lot of information for the money. In addition to the information listed in the previous section for the Market Identifiers, the reports will contain liens (including UCC liens), judgment and bankruptcy information that can be difficult

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to get elsewhere.

Other resources, such as Factiva from Dow Jones, Dossier from LexisNexis and Business Finder from Westlaw, incorporate the same basic information found on Yahoo Finance for both private and public companies, but for a price. These services add value by pulling together the information found in their many databases (SEC filings, news, judgments) into a single product. Factiva from Dow Jones aggregates more than 10,000 sources, including the Wall Street Journal and Barrons. LexisNexis' Company Dossier pulls together SEC material, applicable news resources and intellectual property (patents, trademarks and copyrights) owned by the company into a single report. Westlaw's Business Finder incorporates public record and docket information along with SEC filings and news sources.

Problem Solved

Now back to our original problem.

First, we need to figure out what we already know:

Do we know the name of the business we are researching? If yes, do we know whether the company is public or private? Most of the time the person giving you the assignment will not know the answer to this question, but it doesn't hurt to ask when you receive the request. If you know the name of the company, then begin by running searches on Google Finance and Yahoo Finance. If it's a public company, you most likely will find it in your search results. If it's a private company and they have a Web site, you probably will find it in your Google

results. If you don't get any results in either place, consider running a Dun & Bradstreet Market Identifiers report. The \$64 you spend might be preferable to spending a large quantity of your billable time on this project, time that probably would get written off anyway.

If we don't know the name of the business, then hopefully we know the name of one of the principals. With a name, you can run a search in Google. Hopefully, you will have a unique name and be able to target your results. However, if it's a name like "John Smith," forget it. You will have too many hits in your search to be of any use. If this doesn't point you to the company, run a search on LexisNexis or one of the similar services. Again, the time you save should justify the expense.

Use the Right Tools

Between free resources and subscription services, searching for information on U.S. public or private companies isn't as daunting as it might appear. For basic information, it's best to turn to the free resources. But, when you need to step up your game and answer questions from your attorney quickly and efficiently, it might be worth the investment to pay a fee and save time. Armed with patience and some valuable resources, you will be able to find the information your attorney needs, and, in my case, get back to that stack of administrative reports in no time.

Thoughts On Legal Video

During a Civil Procedure class in Paralegal Studies at UCSB, a student asked the instructor if anyone with a video camera could record the deposition of a witness in a lawsuit. The instructor replied that the videographer had to be properly trained in order to record deposition proceedings. However, the student believed that just about anyone with a video camera and experience shooting family parties could fulfill the role of legal videographer.

This is a common response today in a population that has always lived with video and television technology. The ubiquitous nature of video has created an army of "experts." And, certainly there are many more well informed and experienced individuals today than in 1974, the year I first ventured into legal videography. In the mid 1970's, consumer/industrial video was mostly recorded in black and white and had only recently become portable (i.e., battery operated). At that time, video editing was crude or non-existent unless you possessed a significant budget in relation to today's standards.

The belief that video technology is "a snap" is not limited to the general population, but also exists in the broadcast television industry, in the very people who use video and audio mediums to create entertainment and transmit information. As a production and post production operator, I met producers and others who knew that the video program they had dreamed up in their minds could be created easily by pushing a button. Of course, the details were left up to the technicians who knew a different reality. Eventually, the producer got the story told, but only after much effort and many hours of work by experienced individuals.

The California legislature has recognized the need for trained or *experienced* legal videographers, and sets forth in the California Code of Civil Procedure, Section 2025, that the video or audio recordist at a deposition "shall be competent to set up, operate, and monitor the equipment in the manner prescribed in this section." Certainly, many amateurs are experienced video taping family gatherings, but are they "competent" to record a deposition? Along with this question of operator competency, is the question of what video equipment should a professional use during legal depositions. Amateurs may produce good family video recordings with a \$200 or \$500 camera, but experienced, competent legal videographers often bring to a deposition \$10,000 worth of video equipment. This includes back up gear (just in case a piece of primary gear malfunctions). Rental of that same equipment for the day (if that were possible), would cost approximately \$700 - \$800 (just for the equipment). Why "back-up" equipment? Diligent legal videographers feel a back-up is necessary since there is rarely a "second take" during deposition recordings. The excuse, "Sorry counsel, no depo today, my camera is broken," is not acceptable.

Another question: why use video at a deposition? An attorney client of mine has argued that the use of a videographer, along with a court reporter, may result in a more truthful deposition. And, there are other reasons for the use of video, including the value of recording a deponent's demeanor during examination, and the authority of the video record when used to impeach a witness. A deposition witness may not be available for court, but the video recording will be, and the ability to playback the record to refute

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Thoughts On Legal Video

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testimony in court is powerful and compelling.

Today, courts are moving further in their acceptance of professional videographers during depositions. According to the National Court Reporters Association, the State of Louisiana's Fourth Circuit Court of Appeals reversed a ruling by a District Court judge and required a professional videographer be present at the videotaping of a deposition. One party in the case wanted to use a non-pro videographer, but the court ruled: "It would be inconsistent to provide a certified professional (court) reporter to be used when transcribing and not to require that a professional videographer be used in a videotaped deposition."

20 years ago the National Court Reporters Association standardize the field of legal videography, and created the designation of Certified Legal Video Specialist (CLVS) under the NCRA auspices. Today there are CLVS

members around the country and internationally who have passed a training program and who adhere to more than 70 NCRA standards. These standards are meant to help the videographer produce a faithful and correct recording of the proceedings. In addition, CLVS members must adhere to a Code of Professional Ethics established by the NCRA. In part, the Code requires that the videographer be a neutral observer in the deposition, and not attempt to portray the witness in a negative or positive manner.

A generation of legal videographers and several generations of video technology have led to the present, and the quality of equipment today along with the CLVS designation makes it possible for law firms to feel assured that the video production they require from a legal videographer meets the standards of today's courts.

Wayne Marien, CLVS



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Wayne Marien,

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Workshare Professional 5

By Kim Plonsky

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Every

so often, a new software application

comes along when you least expect it, but precisely when you need it. When this occurs concurrently with the realization that the problem you need to resolve has reached critical mass, the end result can be a beautiful thing. Such is the case with Workshare Professional 5, which is needed for no one, perhaps, more than the legal professional.

As we all are assuredly aware of by now, documents in digital format that are shared electronically contain hidden data or metadata, such as track changes, creation and revision dates, comments, footnotes, authors' names, and server names. Indeed, many of us (hopefully) already have implemented at least some measures, tedious and randomly executed though they might be, to combat unintended disclosure or malicious appropriation of sensitive information hidden in the background of most electronic documents.

Workshare Professional 5 offers a full suite of protections, extending and refining the capabilities offered by Microsoft Office, particularly Office 2007 for which it was specifically designed, although it does support Office XP and 2003. On the surface, the program is clutter free and easy to maneuver, requiring minimal use of help sources. Behind the scenes, Workshare is intricately customizable for those with the energy or inclination to do so, which can be critical to the success of any company-wide policy, which by nature are prone to exceptions. Workshare is grouped into three modules: "Review and Audit," "Compare" and "Secure."

Review and Audit. As one who routinely collaborates with others in drafting legal documents and correspondence, I know firsthand that the exchange of revisions is confusing and error prone. With "Workshare Review," entirely from within Word, documents are e-mailed for review with options to attach additional documents, or compare a document and send all versions at once — the original, the revisions and the comparison. Since any returned revisions to the document automatically are synchronized with the original, documents that you author stay in your control, and it's not even necessary for reviewers to have the software. This process dovetails with the "Audit" feature, which tracks in detail the entire history of a document's review cycle, including to whom each document was sent and by whom it was edited or revised, and it easily can be generated and printed as a report.

Compare. A key component of "Compare" is its ability to compare up to five revisions of a single Word document or PDF, incorporating the changes into the original document automatically and leaving an audit trail that easily can be tracked by running the Report Wizard and generating an Audit Report. By using the "Manage Changes" feature, reviewers' edits can be viewed and accepted, rejected or flagged for later follow-up. While most components of Workshare Professional work behind the scenes, Compare has its own interface, separate but fully integrated with Office. Otherwise, features of Workshare Professional conveniently are automatic or accessible via the Office 2007 ribbon or the toolbar in earlier versions of Workshare.

Secure. One of my favorite features of Workshare Professional 5 is "Workshare Protect," a feature found in the "Secure" module. This feature filters e-mail and document content, and a whole lot more, based on policies that can be

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Workshare Professional 5

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configured according to a user's personal preferences. Administrators can use the included "Workshare Policy Designer" for enforcing company policies upon all users. Any time an attempt is made to send e-mail or confidential or restricted files or information, the user is alerted and given the option to remove the information or ignore the warning and proceed — that is, unless the policy has been set by the administrator to be transparent and definitive.

With Workshare Protect enabled, Microsoft Office files can be attached to e-mail in their native formats, since they are first automatically converted to PDF after being scanned and analyzed for risky content based on security policies in effect. In some instances, users are alerted to a potential security policy breach and given the opportunity to fix it; in others, the security policy might block the outgoing e-mail altogether. Security policies can be configured, either administratively or by individual user, to restrict content based on different criteria, such as preventing any outgoing e-mail attachments that include hidden data or sensitive financial information.

What is more, Workshare Protect offers real-time alerts that pop up any time a user is working on a file that contains confidential, privileged or restricted matter, based on prevailing policies. This is very helpful for litigation paralegals who must be cautious not to disclose personal information in pleadings and documents filed with the courts. The reports generated by Workshare are detailed and professional looking. Audit (information about a document's review cycle), History (detailed document history) and Risk Reports (information about potential risky content) are produced in seconds with only a single mouse click. If my company used this software, I would make it a policy to place a Risk Report on top of every pleading as a final step before sending, especially with discovery responses. The reviewing attorney then would be alerted to information that might need to be

redacted so that inadvertent disclosures could be avoided.

Document classification is another great feature that can be implemented to further restrict and control dissemination of documents, and offers the option of password protection. The classifications include For Internal Use/External Restriction (document is restricted and can only be distributed internally within your company), Confidential (document contains information of a confidential or privileged nature), and Highly Confidential/Full Restriction (document is restricted and can't be distributed via e-mail). This kind of protection makes me just want to stop everything and classify all of my documents as a failsafe.

In my view, Workshare Professional 5 is a much-needed tool and an essential device for paralegals and other legal professionals to secure, protect and restrict e-mail, document content and dissemination, and you might be hardpressed to justify not adding it to your software repertoire, especially since it's priced easily within reach of small firms and sole proprietorships.

Workshare Professional 5

Workshare, Inc.

www.workshare.com

\$175 for one-year license; \$332.50 for two-year license; \$472.50 for three-year license; \$419 for lifetime license; full working 14-day trial also is available free at its Web site.

Windows XP/Vista

Pros: Workshare Professional 5 offers many tools for streamlining, simplifying and controlling the process of collaborative document drafting. The real-time alerts option, while working in documents, keeps security and confidentiality issues at the forefront.

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Workshare Professional 5

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Cons: Some of the dialog box options are displayed in an unconventional fashion for most Microsoft Windows programs. I did experience some technical issues that prevented me from running the add-in program policy designer, and the technical support department is investigating a resolution of the issue.

Verdict: This software represents the continuing evolution of state-of-the-art document and data security best practices.

Kim Plonsky is a freelance paralegal in Lafayette, La., with more than 30 years of experience. Presently, she is working as a corporate paralegal for Rainforest Nutritionals, Inc., of Raleigh, N.C. She also is on assignments for civil law trial attorneys in Lafayette, La.

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a willingness to pursue what interests them most in order to have a “say” in what happens to them and their families — to make this a better place to live and work. Change is not easy nor wanted in most cases, but change for the better is definitely *not* a bad thing. As I watched all these delegates who attended, it occurred to me just how much time and effort went into this production. These people are truly committed to their cause. I am certain, that the Republican camp will have an abundance of truly committed delegates as well. Commitment. That’s what it takes.

One could make the argument that the SBPA, and all other paralegal associations across the country, are microcosm of the United States’ ideals.

The SBPA is only as strong as its members.

The SBPA is only as vital as its members.

The SBPA is only as important as its members’ interest in it.

The SBPA can only exist if the members are committed to keeping it alive.

The SBPA must change and evolve into a stronger organization to stay vital — and that requires the involvement of each member and their willingness to help make it so.

The SBPA is here for you. It represents that profession to which we all belong and provides us with a common bond. It is we who make (or break) this organization, and in order to keep this organization thriving and alive, each of us owe it to the SBPA, and ourselves, to give of ourselves — our thoughts, our ideas, our suggestions, our knowledge and expertise to our fellow members and most of all — our time.

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Message from the President...
By Debbie Reber

The SBPA cannot survive without its members. Many of you have not had the opportunity to serve on the Board. I encourage you to volunteer for the Board, or if unable to fully commit to such a position, to become more involved with the organization by providing suggestions to improve the quality of the SBPA **and be willing to assist in that process.**

The members with whom I serve on the SBPA Board give 110% to provide you the most current information regarding such things as:

- the laws affecting the paralegal profession;
- quality MCLE programs to further educate and better your own position and knowledge as a paralegal;
- our newsletter, *Law in Motion*, which provides ---
 - articles and other information of value to you as a paralegal;
 - Items of interest concerning CAPA, NALA, and other affiliated organizations;
 - internet “links” (via the website) to government and other associated websites;
 - information on individuals and companies in the legal arena providing needed and useful services; and
 - job postings of interest to you or to someone that you might know.

Speaking of the web site, I am very proud of our “new look” and that’s due to the hard work and effort of our own Sandra Biesinger, our newsletter editor, who works closely with our website manager, Matt Theule, to make the SBPA website one of the best sites on the world-wide web. They have done a wonderful job in re-vamping the site. If you haven’t checked it out in the past week or so, please do so at: <http://www.sbparalegals.org/index.shtml>.

I have sent out via email a Nomination Form for the 2008-2009 year for Board Positions. I would like for each of you to seriously think about these positions and if you know someone who you believe would enhance our organization -- or, even better..... YOU volunteer for a position --- please complete it and send it back at your earliest convenience.

Please join us at our final meetings of this year on September 9th and November 11th to take advantage of the camaraderie and educational offerings that each meeting will provide. Remember – the SBPA is here and willing to help you. Are YOU willing to help the SBPA? I look forward to each of you renewing your membership and with the expectation that we will gain many more new members this year.

If you have any questions or comments – please feel free to contact me at: dr@ppplaw.com



DUE
NOVEMBER 1, 2008!

Santa Barbara Paralegal Association
Post Office Box 2695
Santa Barbara, California 93102-2695

2009 SBPA BOARD OF DIRECTOR NOMINATIONS

Officer Nominations	
President:	
Vice-President (Membership):	
Vice President (Programs):	
Secretary:	
Treasurer:	
CAPA Primary Representative:	
NALA Liaison:	
Appointed Officers/ Committee Chairs	
CAPA Secondary Representative:	
Parliamentarian:	
Website Manager:	
Job Bank:	
Newsletter Editor and Advertising:	

2008 CALENDAR

CALENDAR

October 13, 2008 – Columbus Day
(court closed)

October 16, 2008– National Boss Day

November 1, 2008 – Deadline for Board Nominations

November 1, 2008 – Deadline for Membership Renewal Form before fee increase

November 11, 2008– Veteran’s Day
(court closed)

November 27, 2008 – Thanksgiving Day
(court closed)

November 28, 2008 – Day after Thanksgiving
(court closed)

December 25, 2008– Christmas Day
(court closed)

SBPA LUNCHEONS

This year’s general membership meetings will be held on the following dates and are open to you and your guests:

September 9, 2008 - 12:00 pm. - 1:30 p.m.

November 11, 2008 - 12:00 pm. - 1:30 p.m.

All luncheon membership meetings are held at Santa Barbara Bank & Trust, located at 1021 Anacapa Street, Santa Barbara. If you have questions regarding the program please contact Jill Sadler at jill@jackmansadler.com.

Catered Buffet Luncheon - \$18 members, \$20 non-members

RSVP to Jill Jackman Sadler at jill@jackmansadler.com

Please remember that food orders for the meetings are based on the RSVPs. Please cancel your RSVP before the food is ordered if you are unable to attend the meeting after all, otherwise the association will have to pay for the meal and too much food is left over. On the flipside, please RSVP for meeting before the food is ordered (especially if you are part of a bigger group) to ensure that there is enough food for everyone. Thank you!



2008 OFFICERS

and Committee Chairs

OFFICERS

President	Deborah Reber (dr@ppplaw.com)
First Vice President of Membership	Elizabeth Madrigal (emadrigal@mullenlaw.com)
Second Vice President of Programs	Jill Jackman Sadler (jill@jackmansadler.com)
Treasurer	Rebecca Riggs (rar@ppplaw.com)
Secretary	Cyndi Hitsman (cwilhits@yahoo.com)
Parliamentarian	Jean Linn (aljebay@cox.net)
CAPA Primary Representative	Josefina Martinez (jmartinez@sbcourts.org)
CAPA Secondary Representative	Debra Wheels (dwheels_paralegal@yahoo.com)
NALA Liaison	Cyndi Hitsman (cwilhits@yahoo.com)

COMMITTEE CHAIRS

Annual MCLE Conference	Josefina Martinez
Newsletter Editor	Sandra Biesinger (sb@ppplaw.com)
Employment and Job Bank	Jill Jackman Sadler

If you are interested in serving on the board, please contact Deborah Reber. If you have comments, questions, or articles to submit for the newsletter, please email them to Sandra Biesinger. Thank you.



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