



# The REAP Record

The Official Publication of  
[Redwood Empire Association of Paralegals](#)  
Summer 2007 Newsletter

## In This Issue

1. [President's Message](#)
1. [Paralegal Spotlight](#)
2. [Criminal Law Corner](#)
3. [The Seasoned Paralegal](#)
4. [My Area of Law](#)
5. [Web Gems](#)
6. [SSU Fall Classes](#)
7. [Event Calendar](#)
10. [REAP Application](#)
11. [MCLE Log](#)

## President's Message

By [Grace De La Torre](#)

I hope everyone is enjoying his or her summer! We have many exciting new articles in this newsletter from a group of very talented reporters and, of course, our very own Jeff DiCello. Thank you.

Please attend the Probate and Trust Accounting seminar on July 31, 2007. A flyer is enclosed for your reference. Twink Smith is very knowledgeable on the subject and I promise you will not be disappointed. Also, I wanted to announce that after ten years I am stepping down as Chair of the Educational Committee. Monica Lehre has graciously offered to take over this committee. Thank you, Monica. If you have any topics for seminars that you would like to see from the Educational Committee, please e-mail them to Monica at [monica\\_lehre@yahoo.com](mailto:monica_lehre@yahoo.com) or myself. Monica will officially take over the Chair position in 2008.

→ [President's Message Page 5](#)



## Paralegal Student Spotlight: Elaine Davis

By [Kim Nadeau](#)

*Editor's Note: This is Kim Nadeau's last Student Spotlight article. Kim has done a great job over the past several issues in writing this feature. Please join me in thanking Kim for all her hard work. Beginning with the October issue, Monica Lehre will take over the Paralegal Student Spotlight duties.*

For our newsletter this quarter, the spotlight focuses on Elaine Davis. By the time you read this, Elaine will have received her Paralegal Certificate from Sonoma State University, having attended her graduation ceremony on May 24<sup>th</sup>.

Before enrolling in the SSU program, Elaine attended Empire Law School. She was in her second year there when she opted out of that program, having taken Contracts, Criminology and Torts. Working as a teaching assistant and attending law school, did not leave much time for her family. After taking a nine-month break, and not wanting to leave the legal profession behind, she decided the Paralegal Program would be a perfect fit. She found Legal Writing at SSU to be her

→ [Paralegal Student Spotlight Page 6](#)

## ATTEND A REAP BOARD MEETING

The REAP board encourages member participation and invites you to attend its board meetings.

Meetings are held the first Wednesday of every month at 5:30 p.m.

The board meets at the law firm of O'Brien Watters & Davis, located at 3510 Unocal Pl. Ste. 200 Santa Rosa, CA

## REAP Mentors

**Probate:** Janet Anderson  
545-4910

**Family Law:** Renee Ramsey  
546-4677

**Plaintiff's Litigation, &  
Discovery:** Rhetta Hinton,  
544-5858

**Transactional Law &  
Securities:** Gayle Detillion  
524-4234

**Computer-Assisted Legal  
Research:** Joni Boucher  
664-2394

**Workers' Compensation:**  
Darlene Mola, 545-4762

**CLA Exam:** Grace De La  
Torre, 433-8138

**Criminal Law:** Jeff DiCello  
537-0475



## 2007 Board Members

Grace De La Torre, President  
H: 433-8183/W: 522-8251  
[gdelatorre@sbcglobal.net](mailto:gdelatorre@sbcglobal.net)

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Trudy McQuiddy, Secretary  
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Ginger Orosco, Treasurer  
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Kathy Juarez- CAPA Primary  
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## Criminal Law Corner

By [Jeff DiCello](#)

In this edition of Criminal Law Corner I am disposing of various bits of criminal law news that have been cluttering my desk.

### Supreme Court Resolves Conflict in DUI Law

The California Supreme Court has resolved a conflict among the courts in California that has existed for years: whether an arrest for DUI requires police to see a person actually driving a vehicle. The case arose from an appeal filed by Terry Troppman, a San Mateo County woman whom police had found slumped in the driver's seat of a vehicle in 2003. Troppman, who failed field sobriety tests and refused to take a breath or urine test, told police she had been drinking wine, claimed she did not start driving until *after* she had gotten in the parked car. This latest ruling resolved the conflict by stating that the law "does not require evidence that actual driving occurred immediately prior to the arrest." An officer's reasonable belief that the person had been driving while intoxicated is sufficient. The case is *Troppman v. Valverde*, S132496.

### Shoplifters Beware: Booster Bag Law Pondered

A bill currently under consideration in the state senate would make it a crime to manufacture, sell, offer for sale, or distribute "booster bags," laminated or coated bags or devices intended to shield merchandise from detection by an electronic or magnetic theft alarm sensor. First time violators of the law would face misdemeanor charges carrying penalties of up to six months in jail. Subsequent violations could be a felony punishable for 16 mos. to three years in state prison. Some doubt the law will do much to curb theft as most retail thefts do not involve booster bags. The proposed law (SB712), which is bottled up in a senate committee, would add section 490.8 to the Penal Code.

### Mandatory Sex Crime Reporting for Computer Techs

A proposed amendment to the Child Abuse and Neglect Reporting Act would add "commercial computer technician" to the list of mandatory child abuse or neglect reporters. Existing law requires commercial film and photographic print processors who have knowledge of any film, photograph, videotape, negative, or slide depicting a child under 16 years of age engaging in an act of sexual conduct to report the instance of suspected child abuse to a law enforcement agency. This bill would expand these provisions to include commercial computer technicians (think Office Depot, CompUSA, Best Buy) and computer files and recordings.

### Bill Would Expand Definition of Child Abuse

AB 755, would expand the definition of child abuse, to possibly include spanking. The bill, sponsored by Assemblyperson Sally Lieber, would make spanking, hitting and slapping a child younger than 4 years old a misdemeanor. Adults could face up to a year in jail and a \$1,000 fine. Aides to Lieber are still working on a definition for spanking. The bill, which would amend Penal Code § 273a, is currently in committee and is set for a second hearing.

→ [Criminal Law Corner Page 5](#)

## My Area of Law: Legal Fee Auditing & Insurance Bad Faith

Editor's Note: *In this issue we introduce "My Area of Law," an occasional feature in which members write about what they do in their particular area of law. In this edition, Teresa Lyons, a paralegal student at Sonoma State University who is employed in the Law Offices of Jim Schratz and Associates in Sonoma, writes about legal fee auditing and insurance bad faith.*

By [Teresa Lyons](#)

I have worked for our small firm, the Law Offices of Jim Schratz and Associates, for six years, wearing multiple hats as office manager, bookkeeper, legal secretarial support, proofreader, travel agent, marketing director, and almost any other role that has come up. Our firm is unique in that each of us, the owner/president, several associates, a "virtual assistant," and me, is an independent contractor – we all work in our own satellite office, have flexible hours, sometimes working under pressure of short deadlines, and are paid on an hourly basis, providing our own benefits.

The two areas of law Jim Schratz practices are as an expert witness in the areas of legal fee auditing and insurance bad faith – both of which developed from his many years working for Fireman's Fund Insurance Company in the General Counsel's Office and as Vice President – Major Litigation.

Jim provides expert witness opinions as a legal fee expert in the form of reports, declarations, depositions and court testimony, in cases involving fee-shifting that arises out of employment law, civil rights, and other matters that award fees by statute. The requests for fees have in the past involved many millions of dollars. This area of the practice involves several facets: the on-site portion of the audit, which includes Jim traveling to wherever the case is venued and reviewing all documents (pleadings, correspondence, depositions, transcripts, etc.); evaluation of billing invoices, computer input and coding to break down the invoices into categories; analysis of all of this material; and preparation of a declaration or report provided to the attorneys for the client (who is either requesting or

→ [My Area of Law Page 10](#)

## The Seasoned Paralegal: Masie McCarty

Editor's Note: *In this issue we introduce "The Seasoned Paralegal," a profile of an experienced paralegal. This feature will be written by REAP member Matt Hyashi. Matt has been a paralegal for five years and currently works at Oculus Innovative Sciences, Inc. in Petaluma as a corporate paralegal.*

By [Matt Hyashi](#)

Masie McCarty has been a paralegal for almost 25 years, and she has seen the profession change. She believes paralegals have attained more respect today than they had 20 years ago. "More attorneys have seen the value of having paralegals," says McCarty. However, she also feels that tenured paralegals are underpaid and McCarty would like to see a pay increase, but she bears in mind that overhead costs for attorneys can be very expensive. McCarty also believes that paralegals and legal secretaries should work as a team.

As a paralegal McCarty has managed to stay afloat and not let her busy life bring her down. In essence, she is probably one of the most positive persons I've ever talked with in the legal community. She concedes that "not all attorneys are bad." While many like to disagree, McCarty says it with such great conviction that even the most doubtful file clerk would probably reconsider his or her position on the matter. But it took time for McCarty to get use to the high demands of a paralegal.

"It was a brand new profession," McCarty said. "I did not want to go to law school so paralegal school was the best alternative." She was one of the first to attend Sonoma State's Paralegal Certificate program in the early 80's. Subsequent to receiving her certificate, McCarty did what any other aspiring graduate would do: play tennis. While playing against attorney George Luke, she mentioned she was looking for some experience and Luke immediately asked her to come to his office the following Monday. Vividly, she recalls her first day as a paralegal. "I had no training; I sat down, saw a pile of papers; both attorneys were at trial," laughs McCarty. And that's where it started.

→ [Seasoned Paralegal Page 8](#)

REAP  
P.O. Box 143  
Santa Rosa, CA  
95402-0143

### **REAP Membership Info**

REAP's membership consists mainly of legal assistants & paralegals working in law firms, corporations, & public agencies. Membership is available to students, paralegal educators, attorneys, & other persons interested in the development of our profession.

Click below to

[Join REAP](#)

**Production of the  
REAP RECORD  
is  
edited/coordinated  
by newsletter chair  
Jeff DiCello**



**Criminal Law Corner** continued from Page 2

### **Bill Banning Life Sentences for Juvenile Murderers is Killed**

A bill that would have prohibited persons under age 16 who were convicted of first degree murder with special circumstances from being sentenced to life in prison without possibility of parole, has been placed on inactive status by its author, state Sen. Leland Yee. The bill would have amended Penal Code § 190.5 and would have capped the sentence for a juvenile first degree murderer with special circumstances at 25 years to life. (In cases involving adults, a special circumstance in a murder case makes the defendant eligible for the death penalty, however, the U.S. Supreme Court has held that the death penalty for juveniles is unconstitutional (*Roper v. Simmons* (2005) 543 U.S. 551.))

### **New Retardation Standard Re: Death Penalty**

In 2002, the U.S. Supreme Court held that the Eighth Amendment to the United States Constitution, prohibiting cruel and unusual punishment, bars the execution of mentally retarded persons (*Atkins v. Virginia* (2002) 536 U.S. 304, 321.)

In response to the Atkins decision, many states, including California, passed laws defining mental retardation. Some states defined retardation by an IQ score. California elected not to specify an IQ cutoff score to define retardation, and instead defined retardation as "the condition of significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested before the age of 18" (Pen. Code § 1376(a).)

In April, the California Supreme Court ruled that current death row inmates who claimed they were retarded are entitled to a hearing, in the trial court where they were originally convicted, to determine if they are retarded under California law (*People v. Superior Court (Vidal)* (2007) 40 Cal.4<sup>th</sup> 999), and thus ineligible for the death penalty.

In Sonoma County, one such case is already back in the local courts. Calvin Coleman, convicted of rape and murder in Sonoma County in 1980, is back in Sonoma County Superior Court for hearings to determine whether he is mentally retarded. According to the Press Democrat, "IQ tests from 1978 showed Coleman to have slightly below-normal intelligence and a second-grade reading level. An earlier IQ test administered by the Youth Authority said he was a borderline mental defective."

### **Warrant Not Needed to Monitor E-mail Addresses, Web Pages Visited**

Federal agents do not need a search warrant to monitor a criminal suspect's computer use and to ascertain the e-mail addresses and Web pages the suspect has visited, according to a ruling by the Ninth U.S. Circuit Court of Appeals. The court said such monitoring is no different than the use of pen registers by police, which are devices used to log the telephone numbers of calls placed or received, and do not require a search warrant.

The court said, although the government learns what computer sites someone visited, "it does not find out the contents of the messages or the particular pages on the Web sites the person viewed." The case is *U.S. v. Forrester*, No. 05-50410.

## President's Message continued from Page 1

I have some very exciting news to report. In October 2007, the California Supreme Court will be hearing oral arguments in Sonoma County. There will be a reception on October 1, 2007, followed by two all-day sessions of oral arguments on October 2, 2007 and October 3, 2007. High school junior and seniors from all over Sonoma County will have the opportunity to attend the sessions. Certain sessions will be open, which gives legal professionals an opportunity to attend.

REAP is involved in this event. As president of REAP, I am chairing the Facilitator's Committee. This committee is comprised of paralegals, legal secretaries and willing responsible individuals to assist with check-in and other duties. There will be a total of four shifts, two per day, for which we need facilitators. The first shift is 7:30 a.m. to 12:00 p.m. and the second is 12:00 p.m. to 5:00 p.m. or you can assist a full day. We need the full strength of the REAP membership to help make this event successful. Please e-mail me at [gdelatorre@sbcglobal.net](mailto:gdelatorre@sbcglobal.net) if you would be able to assist and indicate what day and time you are available. Also, if you could please provide an address and daytime contact number, that would be great. As the event comes closer, we will hold a Facilitator's meeting with more information on the duties. Thank you for your support. This is an honor and a wonderful opportunity for our legal community.

Last month one of our founding members, Janet Anderson's son, Chris Anderson was involved in a serious car accident. He is recovering at Kaiser ICU in Santa Rosa, California. A website with updates of his progress has been set up and is available at <http://www.caringbridge.org/visit/chrisanderson>.

Chris has a baby daughter, Lexi Anderson, on the way, and he will be facing months of rehabilitation. A fund for Baby Lexi has been set up and checks can be sent payable to: Jan Perry (Chris' aunt), 3594 Banyan St. Santa Rosa, California 95403 for donations to the Baby Lexi fund. Please keep Janet and her family in your thoughts and prayers and, of course, we all wish Chris a speedy recovery.

## Advanced Notary Course at JC

Santa Rosa Junior College will be offering an advanced notary course on August 1, 2007 from 6 to 10 p.m. for those persons who already have their notary license. The course fee is \$72.00 and includes course materials.

For more information, please call SRJC's Community Education Dept. at (707) 527-4372 or visit the [course link](#).

## WEB Gems:

### Internet-Based Tools to Make Your Job as a Paralegal Easier

By [Jeff DiCello](#)

This month's web gem is the website of [Kinsey Law](#), the Seal Beach law office of attorney Gene Kinsey. Mr. Kinsey practices business, real estate, family, personal injury and misdemeanor criminal law. Kinsey's website states that he believes the law office of the future will rely increasingly on the Internet, and he is willing to share his resources over the Web with others.

Kinsey's website conations a plethora of free templates for complaints for a wide variety of common causes of action, as well as answer templates, law and motion templates, discovery documents, etc. To view the free templates, [click here](#).

Kinsey also maintains a virtual law library, which contains his own summaries of selected areas of law, such as torts, contracts, criminal law, etc., along with links to web resources on the same topics. To go to the electronic view law library, [click here](#).

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## Free Kids & the Law Guide

"Kids and the Law: An A-Z Guide for Parents," is the first in the State Bar's consumer education series that also includes "When You Become 18: A Survival Guide for Teenagers," and "Seniors & the Law: A Guide for Maturing Californians."

"Kids and the Law" addresses a number of issues important to parents of minor children including curfews, emancipation, drugs and alcohol, dress codes, children's privacy, truancy, juvenile court, crime (graffiti, weapons, fighting, etc.) and driving.

The publications are available for downloading in English and Spanish (.pdf format) from the Bar's website at the following links.

[Kids and the Law](#)  
[Seniors and the Law](#)

## Paralegal Student Spotlight:

*Elaine Davis* From Page 1

most challenging and personally fulfilling class, allowing her the most growth.

While enrolled in the Paralegal program, Elaine was hired for six months by Santa Rosa attorney and SSU faculty member Eric Young. This provided an opportunity to gain experience in civil law and personal injury cases.

She completed her internship in family law at the office of Zilda McCausland, working closely with paralegal, Lori Paul. While there, two contentious cases came to trial giving Elaine the challenge of creating two trial binders. It was a proud moment when, in one case, her trial binder was the only exhibit filed with the court. And, the client had a favorable outcome.

Elaine now works for Brayton, Purcell in Novato, where she works primarily on asbestos-related personal injury cases preparing Doe amendments, offers to compromise, and reconciling work histories. While she enjoys the work, she misses the client contact she experienced in family law.

Elaine's family has strongly supported her educational endeavors and encouraged her in the pursuit of a legal career. Her daughter, Samantha, is 16 years old and is an avid horsewoman. They own two horses and Samantha competes in dressage. Her son, Paul, is 21 and is an event coordinator at Saturn of Santa Rosa. Her husband is a general contractor and was a big help around the house while Elaine has been working and going to school.

Although she has her certificate in hand now, Elaine has really enjoyed her legal classes and will continue as a life long learner (above and beyond the continuing education requirements). Congratulations Elaine on your accomplishments!

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## REAP Adds New Members

REAP wishes to welcome the following new and returning members:

**New Member:**  
Douglas Kruschen

**Returning Members:**  
Kim Nadeau and Deborah Fields

## SSU Fall Paralegal Program Courses

Sonoma State's Paralegal Program is offering the following courses this fall. Most classes begin the week of August 21, 2007. Click on the links below for more information.

[POL340 Career Planning](#)

[POL332 Civil Procedure: Discovery](#)

[POL338 Construction Law Overview\\*](#)

[POL338 Document Management & E-Discovery\\*](#)

[POL338 Family Law \\*](#)

[POL339 Internship: Work Experience](#)

[POL338 Interviewing & Investigation \\*](#)

[POL300 Introduction to Law](#)

[POL310 Legal Ethics](#)

[ENGL300 Legal Research](#)

[AMCS Legal Terminology](#)

[ENGLNC Legal Terminology](#)

[ENGL303 Legal Writing](#)

[POL338 Workers Compensation](#)

\* This class may be taken for CEU or MCLE credit.

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## My Area of Law Articles Needed

The REAP Record is seeking members to submit articles for our "My Area of Law" feature, which debuted in this issue.

Articles should describe in general terms the field of law the member paralegal works in, with specific attention paid to discussing the type of tasks a paralegal in that field would be expected to engage in. We are also interested in hearing about new developments in your area of law. For guidance on style, Teresa Lyons' "My Area of Law" article in this issue is an excellent resource.

If you would like to submit an article, please send it to REAP Record editor Jeff DiCello at [jeffdicello@comcast.net](mailto:jeffdicello@comcast.net).

## Paralegal Networking Lunches



Each month, paralegals working in the downtown Santa Rosa area and in Healdsburg meet informally for a networking lunch at a restaurant in their respective cities. These lunches are a great way to meet other members who work near you. Specific information concerning the date, time and location of each lunch is e-mailed to members a few days before the event.

## REAP/Legal Community Event Calendar

Below is a list of upcoming events in the local legal community. Not all events are sponsored by REAP.



Event	Date/Time	Location
<a href="#">Top 10 Filing Errors in Sonoma Co. Superior Court</a> <i>1.5 hrs MCLE/Cost: \$50.00</i>	7-26-07; Noon to 1:30 p.m. (Registration begins @ 11:45 a.m.)	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa
Trust and Estate Accounting Seminar w/Karen “Twink” Smith <a href="#">See flyer on page 11</a>	7-31-07; 5:30 p.m. to 8:00 p.m.	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa
<a href="#">Expert Witnesses</a> <i>1.0 hr. MCLE/Cost: \$50.00</i>	8-17-07; Noon to 1:15 p.m. (Registration begins @ 11:45 a.m.)	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa
<a href="#">Intellectual Property Theft &amp; Non-Compliance Violations</a> <i>1.0 hr. MCLE/Cost: \$50.00</i>	8-23-07; Noon to 1:30 p.m. (Registration begins @ 11:45 a.m.)	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa
REAP General Meeting and Elections	9-19-07; 5:30 p.m. to 8:00 p.m.	Sonoma County Bar Association
<a href="#">Do’s and Don’ts of Trial Motion Practice</a> (Luncheon)	10-15-07; 11:30 a.m. to 1:15 p.m.	Vineyard Creek Hotel, Resort & Spa 170 Railroad Street Santa Rosa
<a href="#">Hearsay: Who Said What to Whom and, Is It Admissible?</a> <i>1.0 hr. MCLE/Cost: \$50.00</i>	10-11-07; 11:30a.m. to 1:15 p.m.	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa
<a href="#">Opening Statements &amp; Closing Arguments</a> <i>1.0 hr. MCLE/Cost: \$50.00</i>	11-1-07; 11:30 a.m. to 1:15 p.m.	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa
CAPA Leadership Conference	Nov. 2-3, 2007	San Francisco
Ethics Seminar w/Kay Kasic	11-14-07; 5:30 p.m. to 8:00 .m.	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa
ADR: What You Need to Know, Local Rule of Court 16.1 <i>1.0 hr. MCLE/Cost: \$50.00</i>	12-6-07; 11:30 a.m. to 1:15 p.m.	Sonoma County Bar Association 37 Old Courthouse Sq., Suite 100, Santa Rosa

Use our new [MCLE Education Log](#) on page 10 to keep track of your MCLE attendance

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## Job Announcement

The Sonoma County Bar Association, located on Courthouse Square in downtown Santa Rosa, invites applications for the position of **Legal Administrative Assistant**. The position reports to the Executive Director and the Legal Programs Manager

**Qualifications:** Professional demeanor willing to deal patiently and compassionately with individuals in an agitated or crisis state, primarily by telephone. Good communication and organizational skills are essential. Office skills should include Microsoft Word and Excel, and general office equipment. Prefer an individual with familiarity with the legal profession, either through education and training, or professional experience.

**Position Description:** Provide support for the Bar's Lawyer Referral Service and all Bar Activities. Interview clients by telephone, specify legal needs, classify legal issues, and refer callers with legal problems to appropriate panel attorneys. Screen clients to determine eligibility for either low-fee or *pro bono* assistance. Schedule appointments with attorneys. Process office forms. Make referrals to social service or governmental agencies. Provide support for MCLE events, special Bar events and meetings, and other Bar programs.

**Contact:** Peter J. Steiner, Executive Director, 542-1190 x11. Or fax a resume to 542-1195.

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## The Seasoned Paralegal From Page 3

However, McCarty had many other careers before being a paralegal. The U.C. Berkeley graduate owned a restaurant in Santa Rosa called Sourdough Rebo's. Prior to that, she was in the restaurant business in Texas, and taught school for six years. In the early 1980's she worked for attorneys Michael D. Senneff and Pat Emery. Today she works for attorney Philip H. Kelly at Kelly, Jackson and Christianson LLP. McCarty is also a tenured volunteer and soon-to-be board member at Tomorrow's Leaders Today ([www.tomorrowleaderstoday.org](http://www.tomorrowleaderstoday.org)), a not-for-profit organization whose mission is "developing and encouraging youth to be community leaders."

Today, because the flow of documents has been at its heaviest and probably won't let up any time soon, McCarty feels litigation attorneys need to utilize paralegals more than ever. It's one of the many reasons why she feels paralegals have gained more acknowledgement and attention. In addition, she feels that attorneys appreciate paralegals who work hard. Fundamentally, the bond between the attorney and paralegal becomes stronger thus continuing a better relationship. And that makes McCarty feel great.

## My Area of Law From Page 3

opposing an award of fees) based on Jim's experience, case law, and what is learned in the extensive review.

Insurance bad faith cases involve comprehensive review of all documents (insurance claims files, correspondence, medical records, pleadings, etc.) in cases where either the plaintiff is asserting a claim for bad faith or the insurance company is defending such a claim. Review of the documents provides Jim with a neutral picture of the matter, from which he can determine if he believes the party who contacted him can benefit from his expertise.

While I am not a certificated paralegal yet, I do perform some functions that, after certification, could be billed as paralegal services. I have catalogued documents, prepared preliminary evaluations of invoices to highlight areas to further review, examined billing reports to extract supporting documentation for areas of questionable billing, conducted research on Lexis, and prepared spreadsheets detailing billing patterns. I finalize all of the reports and declarations after Jim and the associate carefully scrutinize, revise and edit multiple drafts. I am responsible for verifying the calculations that ultimately will be reviewed by the court in determining fee awards, and my work reflects on the firm and my employer's credibility.

Much of the work I perform is clerical in nature, and even when I acquire my certificate, my time for those tasks would not properly be billed to a client as paralegal time (clerical work is considered "overhead" from a legal billing standpoint). However, one of the advantages of working in this small office environment is that I have the opportunity to work in every area of the practice, learning this office's demands in minute detail. I work closely with every member, from the owner and associates, down to the vendors from whom we purchase supplies and services. I often work directly with the attorneys for the client, to whom the declarations and reports are provided, in order to coordinate the sometimes extensive exhibits and to meet court filing requirements and deadlines. I maintain all of our files, thereby learning the ins and outs of each case. The attorneys in our office are extremely knowledgeable, and each of them is willing to discuss the work we do so that not only do I turn out a product, but my understanding of the law expands daily. I have worked in several different types of practices over the years (personal injury – both plaintiff and defense, general practices that dealt in family law, workers' compensation, criminal (mostly DUI), maritime/admiralty, wills/probate, bankruptcy, and torts). There are so many different types of practices, and each firm has its own unique qualities. My current position affords a great deal of flexibility, while opening my eyes to an area of law that I was previously unaware existed. *If you would like to write a "My Area of Law" article, please e-mail REAP Record editor [Jeff DiCello](mailto:JeffDiCello).*

**REDWOOD EMPIRE ASSOCIATION OF PARALEGALS (REAP)**

Make checks payable to reap & mail check & completed application form to:

**REAP MEMBERSHIP**

**P. O. Box 143, Santa Rosa, CA 95402**

**Applicant Information**

Date of Application: \_\_\_\_\_ Are you a new member?  Yes  No

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_@\_\_\_\_\_

Name of Employer: \_\_\_\_\_ Years Employed as a Paralegal: \_\_\_\_\_

Would you like to receive the REAP quarterly newsletter and other information via e-mail?  Yes  No

May we list your home telephone number in the REAP directory?  Yes  No

I am qualified as a paralegal by:

Education (Bus. & Prof. Code §6450 et seq.)

If so, please state where and year your education was completed: \_\_\_\_\_

Valid Declaration

Other (Explain): \_\_\_\_\_

**Membership Categories & Dues**

*The REAP membership period is from January 1 to December 31 of each year. The full amount of dues must be paid when joining REAP, regardless of date of application.*

1.  **Voting Member** (Must be a paralegal; Dues: \$40.00 per year)

Area(s) of law in which you work or specialize (working paralegals only; check all that apply)

Civil Litigation

Freelance

Landlord/Tenant

Family

Personal Injury

Elder

Probate/Estate Planning

Corporate

Labor

Real Property

Criminal

Other \_\_\_\_\_

2.  **Associate/Non-Voting Member** (See sub-categories below; Dues: \$20.00 per year)

Member of the Sonoma County Bar Association who endorses and promotes the paralegal concept

Member of an educational field who endorses or is involved in the promotion of the paralegal profession

Please state the educational field of which you are a member: \_\_\_\_\_

3.  **Student Member** (Currently a paralegal student; Dues: \$20.00 per year)

**Committees**

I am interested in further supporting REAP by volunteering my time on the committee(s) listed below (check all that apply):

Education

Public Relations

Membership

Newsletter

Student Mentoring

Staging for Events

No. of hours per week you would be available: \_\_\_\_\_

Paralegal MCLE Log

Paralegal Name: \_\_\_\_\_

LEGAL ETHICS

Compliance Period: \_\_\_\_\_ to \_\_\_\_\_ (4 hrs. required every 2 yrs. Per Bus. Prof. Code §6450(d))

Date of Activity/Course	Title of Course	Activity/Course Provider	Subject Matter	Hours Earned
TOTAL				

I hereby certify to \_\_\_\_\_, my supervising attorney, that I have completed the MCLE requirements in ethics as mandated by Bus. & Prof. Code § 6450 et seq. for the period specified above.

Dated: \_\_\_\_\_ Signature of Paralegal: \_\_\_\_\_

GENERAL LAW/SPECIALIZED LAW

Compliance Period: \_\_\_\_\_ to \_\_\_\_\_ (4 hrs. required every 2 yrs. Per Bus. Prof. Code §6450(d))

Date of Activity/Course	Title of Course	Activity/Course Provider	Subject Matter	Hours Earned
TOTAL				

I hereby certify to \_\_\_\_\_, my supervising attorney, that I have completed the MCLE requirements in general law/specialized law as mandated by Bus. & Prof. Code § 6450 et seq. for the period specified above.

Dated: \_\_\_\_\_ Signature of Paralegal: \_\_\_\_\_

# REDWOOD EMPIRE ASSOCIATION OF PARALEGALS (REAP)

Presents an Education Seminar on

*Probate and Trust Accountings*

Featured Speaker: Twink Smith of *All County Probate*

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LOCATION: Sonoma County Bar Association

37 Old Courthouse Square, Ste. 100, Santa Rosa

DATE: Tuesday, July 31, 2007

TIME: 5:30 P.M. (Networking, check-in and refreshments)  
6:00 P.M.- 8:00 P.M. (Presentation)

COST: \$30.00 REAP and SCBA Members (Includes materials, MCLE credit)  
\$35.00 Non-member rate (Includes materials, MCLE credit)  
\$20.00 Student rate (Includes materials)

MCLE: 2.0 Unit General Law

-----Please  
Send your registration forms to: REAP, P.O. Box 143, Santa Rosa, CA 95402  
or email RSVP to Elaine Davis at [ToTOOTIREDMOM@aol.com](mailto:ToTOOTIREDMOM@aol.com) by Friday, July 27, 2007.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Firm: \_\_\_\_\_ Amount: \_\_\_\_\_

*Refunds are not provided once a person has sent an R.S.V.P for an event.*

This activity has been approved for Minimum Continuing Legal Education credit by the State Bar of California in the amount of 2 units General Law. The Sonoma County Bar Association certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations for the State Bar of California governing minimum continuing legal education.