

PARALEGAL PRESS

VOLUME 39 ISSUE 3

Winter 2008



TIME! Time is something we could all do more of. How do we manage - children, home, family, working full-time and even volunteer work? "With difficulty" and a lot of juggling is what most of us would answer. I think Paralegals are "masters" of juggling whether at work or personally. Your Board of Directors all "juggle" many hats and our work for BCPA consists of many, many hours of work - recently described by one Board Member as a "part-time" job. With that "juggling" has to come prioritizing and a recognition of what we can do - for your Board, we recently had to decide to not proceed with our Autumn Dinner. Events such our bi-annual dinners take a lot of time and effort to organize, and unfortunately, we couldn't continue to attempt to juggle that ball with all the other demands of our time. After John Kim announced that the Autumn Dinner would not be going ahead, we were pleased to see many, many offers of assistance for our Spring Dinner from Members - thank you to all who have responded. We will be gathering those names and contacting potential volunteers in the new year. If you wish to contribute some time to your Association - please consider it.

Director Samantha Kuypers has been working long and hard at the long overdue revision to our web site - what a job. With preliminary work coming to a completion, the Board will now work towards imputting the content of the site and stayed tuned for the "official" launch.

Contents
Board of Directors.....2
Featured Article.....3
Membership FAQs.....5
Club BCPA.....6
Lunch and Learn.....7
Did you know?.....8
Director's Bio.....9
Part-time Education....10
Update on BA.....10
Visit to Capilano.....11

As always, your Board welcomes your feedback, ideas, comments and submissions to the *Paralegal Press*. Please write me at crn_kovic@shaw.ca on any of those topics or if you wish to volunteer some time.

Finally, on behalf of the Board, I want to extend best wishes for the Holiday Season and a Happy New Year.

Janet Crnkovic
VP-Education

WELCOME

The BCPA would like to welcome all new members and our renewing members.
Your support is greatly appreciated.

BOARD OF DIRECTORS 2007/08

John Kim — President
Phone: 604.484.8210
email: jkim@silverstandard.com

Samantha Kuypers — Senior VP-Membership
On Maternity Leave
Phone: 604.781.1578
email: skuypers@shaw.ca

**Janet Crnkovic — VP-Education
Vancouver Island**
Phone: 1.250.729.3503
email: janet.crnkovic@icbc.com

Lana Manderscheid — VP Marketing
Phone: 604.642.5681
email: lmanderscheid@singleton.com

Lisa Evenson — Chief Financial Officer
Phone: 604.895.2866
email: levenson@harpergrey.com

Yves Moisan — Secretary
Phone: 604.696.3299
email: ymoisan@intrawest.com

Tanya Vasto — Director
Phone: 604.891.7247
email: tvasto@wt.ca

**Esther Moore — Director
Kelowna**
Phone: 1.250.762.4222
email: emoore@fhplawyers.com

**Meghan Simpson—Director
Northern BC**
On Maternity Leave
Phone: 1.250.564.5300
email: Meghan@pommer.ca

Editor
Allison Lee

Capilano College Student Representatives:
Diane Impey & Anna Wood — 2nd year
Steve Carr — 1st year

**Vancouver Community College
Student Representative:**
Vacant

NOTICE

The opinions expressed in the *Paralegal Press* are those of the writers and not necessarily those of the BC Paralegal Association (BCPA). BCPA cannot assume liability for errors or omissions.

If you are interested in re-printing any of the articles in this newsletter please contact Janet Crnkovic

Featured Article:

The Benefits of an Electronic Courtroom Ana Katalinic

During my time at the International Criminal Tribunal for the former Yugoslavia (ICTY), the use of “eCourt” has developed into a remarkable system. While users at the ICTY refer to the system as eCourt, the actual technology is known as “Ringtail Legal” - a secure web-based application that allows geographically dispersed users to manage vast quantities of data using a regular web browser instead of installed programs.

I have been fortunate to watch a progression from traditional paper-based court proceedings to those where vast amounts of evidence are organized in central repositories that are searchable, reliable, and accessible by all parties to a case. Imagine a litigation case or trial with everything web-based and accessible from anywhere you have internet access.

The ICTY, a body of the UN, is located in The Hague, The Netherlands, and was established in 1993 to prosecute persons responsible for serious violations of international humanitarian law committed on the territory of the former Yugoslavia since the early 1990s. War crimes and crimes against humanity, up to and including genocide, are arguably the most serious crime in the world that any individual can be accused of. The main organs of the ICTY

are Chambers, Registry and the Office of the Prosecutor. The Association of Defence Counsel (ADC), not an organ of the Tribunal itself, is an independent professional association which supports the function, efficiency and independence of Defence Counsel practising before the ICTY. The introduction of eCourt has dramatically streamlined the document flow between the parties during trial and has brought a significant savings of cost and time to all levels of user.

Throughout a trial, the amount of information exchanged and disclosed amongst the parties is extensive. Keeping track of these documents requires diligent organization, precision and continuity. ICTY trials, generally, have been document heavy. A Prosecution case can have, on average, around 4,000 documents that it intends to rely on at trial. Anytime a document is used in court, ten copies of it are normally distributed (judges, registrar, legal officers, witness, defence counsel, accused, etc). As such, an enormous amount of paper is consumed in this distribution process. So you have one huge set of documents that Prosecution plans to rely on at trial; Set A: one set of numbered documents. You have a set of documents that the Defence will rely on during trial; Set B: a second set of numbered documents. Finally, you have the master set of exhibits that are admitted during trial – a gradual combination of Sets A and B.

The reality is that we are talking about tens of thousands of pages. Paper consumption becomes even heavier when repeated use of certain documents occurs for subsequent witnesses throughout the course of trial. Document “1234” could be used in February, and then again in June with another witness, then perhaps again; that document would have to be fully prepared for court each time. Instant access to all exhibits, and their accompanying data, could not be guaranteed in the days before eCourt, and never have I seen the case where all parties would retain their hard copies of an exhibit to have it available for reference at a moment’s notice.

Enter Ringtail: a wonderful piece of legal software that has judges chambers, prosecutors, defenders, staff, and many, many thousands of acres of trees, applauding its advent. The web-based nature of eCourt allows anyone with internet access to handle large amounts of material easily and accurately.

The ICTY first used eCourt in early 2005. This pilot project, thankfully, had the endorsement and support of the Trial Chamber. I was part of the pilot project as the Prosecution’s case manager and, despite some initial hesitation from some quarters, and the fact that there was an immense learning curve in grasping this new technology, the benefits became obvious to every-

one within the first month. Nearly four years later, I am working on a Defence case and can see the benefits from the “other” side. Again cannot be thankful enough for the benefits that this technology offers.

Depending on which rules apply and how the discovery or disclosure of documents is carried out, there is one preliminary step required for eCourt: you have to get your material scanned and uploaded. Once you have imported and uploaded your documents into eCourt, you, the owner of your documents, decide when you want to “release” these documents and make them available to the parties. One of the great advantages of the central repository for documents is that all parties are guaranteed access to the same material, with little chance of error or mistakes in disclosure.

I mentioned earlier that the need often arises to show an exhibit that was used months earlier with a prior witness. In a traditional paper court, the registrar or court clerk will have a master copy, but the rest of the courtroom likely will not. With eCourt, that specific exhibit is available immediately. Whereas before, it would require a break in proceedings in order to copy and distribute further hard copies, eCourt has the exhibit available for viewing on your screen. The court officer controls what is being viewed by the parties in court, thus ensuring that everyone is looking at exactly the same page, at the same time. Another feature is that a witness

can use tools, known as the “smartboard”, which allows him or her to point, mark and annotate what is on the screen (often a map or photograph) with an electronic pen. Those marked documents can automatically become exhibits in their own right if required, and are stored in the system. There is no need for further scanning or copying of what the witness has produced in court.

Generating and producing reports provides, again, instant exhibit management, providing all pertinent details to a specific exhibit: Is it only marked for identification or admitted into evidence? When? By whom? Through which witness? Is it under seal? You may wish to see all the exhibits admitted through witness “M” from last week; easily done in just a moment, and reports are easily sorted and filtered. Again, the crucial point here is systematic preparation and proper upload of the material with the correct accompanying metadata. This guarantees a reliable record during and after trial.

Another valuable feature of eCourt is that it is compatible for use with CaseMap and LiveNote in that you can automatically export and hyperlink annotations, exhibits or transcripts between these applications. Having a proper setup at the onset of a case is a worthwhile investment that will ensure a case or trial is run smoothly and efficiently.

What does this mean for BC? The creation of *Court Services Online* is a commendable achievement and a step into the future. A court file which normally could only be accessed physically can now be accessed from anywhere in the Province, electronically. This is a tremendous step forward in terms of interaction with the court system, and enabling the user 24 hour access to material and documents.



A native of Prince George, Ana Katalinic graduated from UBC with a BA in International Relations, focusing on eastern Europe. Since 2001, Ana has been part of the international justice system at the UN War Crimes Tribunal in The Hague, Netherlands, five of those years as a case manager. In 2007, she graduated from Capilano College's Paralegal Program which she took on-line while living in The Hague. Of her work at the Tribunal "I am in awe that I can work in an environment where international justice is being implemented. This Tribunal has brought justice to thousands of victims by giving them a voice.



Membership Renewal FAQs

As the 2008 is rapidly coming to a close, membership renewal forms are in the mail and available for download from our website at www.bcpalegalassociation.com

Here are the answers to some of our frequently asked questions:

Q When do BCPA memberships expire?

A December 31st. BCPA memberships are effective for the calendar year, however the BCPA offers a grace period to January 31st for members waiting for cheques from their accounting departments and those trying to get caught up after a hectic holiday season. As at February 1st, lapsed members will lose their member privileges including inclusion in our mailing list and website access. New members who have joined in the fall will not receive a renewal notice as these memberships are effective for the next full membership year as a courtesy.

Q I am a student member who has graduated, how do I obtain voting status?

A When sending in your renewal form, kindly attach a copy of your certificate, diploma or transcript evidencing completion of your program and select the 'voting' category box.

Q What are Legal Directories?

A Once a year we provide a list of voting members who have opted-in to be published in the BC Branch of the Canadian Bar Association's Directory and Canada Law Book under the category 'paralegals'. If you are an associate or student member that may be eligible for voting status and would like to be included in these directories, please contact us for information on changing your status. Please note also that work information is mandatory as this is the contact information published. Kindly ensure that your info is up to date prior to July so that correct information is passed on.

Q Corporate Memberships

A For those renewing memberships on behalf of their firm as opposed to an individual membership for themselves. Accordingly, individual information (i.e. home contacts) and proof of studies / lawyer certification is not required. Please note that we only record one contact person per corporate membership.

Q New Members

A Please use the New Member application provided on the website or e-mail us at info@bcpalegalassociation.com The renewal form is not sufficient for obtaining membership.

Q I used to be a member and would like to rejoin the BCPA

A If your membership has lapsed one year, please provide us with a renewal form. If it's been over two years you may fill out a new form or contact us at info@bcpalegalassociation.com If we have a record of your membership on file you may be able to reactivate your membership with a renewal form.



Club BCPA



Brought to you by the BC Paralegal Association, Club BCPA gives you exclusive access to discounts on your favorite products and services. To sign-up and save, go to: bcpa.intrd.com

	20% OFF
 	15% OFF
	10% OFF

THE PERFECT GIFT FOR YOUR FAVORITE SNOW-LOVER



ORDER LIFT TICKETS FOR THE 2008/09 SEASON
 Nov-21 for an additional 5% off — Pre-season ordering *Expired*
 Nov 22 to Dec 15 — For delivery by Christmas
 Dec 16 to Jan 23 — For delivery by Feb 1
 Jan 24 to Mar 1 — For delivery by Spring Break

20% OFF



UP TO 70% OFF RETAIL



35 - 50% OFF



PARTICIPATING MERCHANTS:

Avis
 BC Lions
 Bell Mobility
 Big White Mountain Resorts
 Boss Tools
 Budget
 Carter Auto Group
 Clarion Hotels
 Clearly Contacts
 Coast Hotels & Resorts
 Comfort Inn & Suites
 Crossgrove & Company Insurance

Cruise Plus
 Delta Hotel & Suites
 Diamond.com
 Eagle Tours Golf & Snow Sports
 Econo Lodge Inn & Suites
 Ice Jewelry and Gifts
 ICN (International Club Network)
 National Car Rentals
 NEBS Printing
 Park n' Fly
 Playland
 PNE

Power Within Speaker Series
 Promo People
 Quality Inn
 Rodeway Inn & Suites
 Silver Star Mountain Resort
 Sleep Inn
 Sun Peaks Resort
 Vancouver Opera
 Vancouver Whitecaps
 Wa-2! Water
 Webnames.ca
 Whistler/Blackcomb

Also save on business services, travel and more!

Sign up today at bcpa.intrd.com



We're your
partner
in change

Sarah Anderson | sanderson@zsa.ca

zsa.ca



LUNCH & LEARN UPDATES

We have had an extremely successful **second** year of Lunch & Learns!



To kick off our **third** year of the Lunch & Learns series, **Richard Johnson**, Recruiter and founder of **R. JOHNSON Inc.**, will be presenting on the topic of **“The Paralegal Job Market, Salaries & Benefits for 2009”**:

January 28, 2009 - SAVE THE DATE

Just a reminder that our Lunch & Learns are being made available to all of our members around British Columbia via webinar through the facilities of Dye & Durham. You will now be able to view our Lunch & Learns in the convenience of your home, at your desk or in the office boardroom.

Thank you to all of our members for your interest and participation in the Lunch & Learn program. The Lunch & Learns are being offered as a benefit with your membership. Please feel free to forward topic requests to me directly at Imanderscheid@singleton.com I would love to hear from you!

I look forward to seeing you at our next Lunch & Learn event.

Lana Manderscheid
Director & Vice-President Marketing





Career in Law?

Capilano University's Paralegal Studies program has an established reputation based on 30 years of teaching excellence and success in placing graduates in law firms and legal careers. We currently have a 100% employment rate for our graduates and are unable to meet the demand for paralegal positions.

Apply today for September 2009

If you have two years post-secondary education or one year plus work experience, call **604.983.7594** for more information or an application package.

E-mail: paralegal@capilanou.ca
Web: www.capilanou.ca/programs/paralegal

Capilano University
 Paralegal Studies
 2055 Purcell Way, North Vancouver, BC
 GREAT TEACHING. GREAT PROGRAMS. GREAT FUTURE.

Did you Know?

Chapter 12 of the Law Society Professional conduct Handbook states:

Signing correspondence:

3. Letters on the letterhead of a law firm, when signed by a person other than a practising lawyer, must indicate the status or designation of the signing person for the information of the recipient.

Student Members:

Did you know that the BC Paralegal Association has established annual scholarships / bursaries to help support students in the following paralegal programs?

Capilano University:

The BC Paralegal Association has established an annual bursary to support and encourage students enrolled in the Paralegal/Legal Assistant part-time certificate program at Capilano University.

The BC Paralegal Association has established a permanent fund to provide awards to deserving students in the Paralegal/Legal Assistant diploma program at Capilano University.

Vancouver Community College:

Each March, the BC Paralegal's Association awards a Scholarship to a VCC Paralegal student in good standing who is also a BCPA member.

To find out more contact the financial aid and awards office at Capilano University or continuing studies or paralegal program department at Vancouver Community College.



BCPA Director Bio: Samantha Kuypers

I joined the BCPA as a student member in 1997 while enrolled in the Capilano College evening paralegal program. Soon after obtaining my certificate, I contacted the BC Paralegal Association (“BCPA”) with a question and ended up attending a board meeting. Before long I was ‘drafted’ as a director by a board keen for extra help. It has been an eye-opening experience and an education in itself.

My career in the legal field has been anything but typical. Upon graduating from UBC with a bachelor’s degree in English Literature, it was soon time to find a ‘real’ job. Like many paralegals I know, I was intrigued by a career in law but not yet sold on the commitment and cost of law school. I have worked as paralegal at a large brokerage firm working in corporate finance, for in-house counsel and corporate secretary; there I had the rare opportunity to work for a lawyer who was not only a chartered accountant but also a great mentor. Having had an amazing baby boy in June, I am on maternity leave from my current position as Compliance Specialist from Playground, a member of the Intrawest group specializing in Resort Sales and Marketing.

I am a firm believer in life-long learning. If there is a course or program I can take to help me learn about my job or improve my performance, I’m interested. In addition to the great program at Capilano, I have completed the Canadian Securities Course and Conduct and Practices Handbook exam provided by the Canadian Securities Institute

as well as a host of CLE courses and the Securities Course offered by Simon Fraser University. The recent option of e-learning has provided so many new learning opportunities to would-be students regardless of location. But to the relief of my husband, I’ll be putting future courses on hold until my son and daughter are both out of diapers!

Volunteering for the BCPA keeps me extremely busy between diaper changes. As membership director it is gratifying to watch our numbers grow. Processing applications, renewals and responding to the many questions that come up has given me a great sense of familiarity with the many paralegals out there, from downtown Vancouver to all over the province. I am also currently assisting Janet Crnkovic on the Certification Committee and am hard at work on our new website, a goal the BCPA has been trying to realize for some time. By re-launching our website, we hope to create a virtual gathering place where members can connect with one another and find much needed resources. A good website is also invaluable in educating the public

about the important role of paralegals in BC.

The BCPA is only as great as our membership and our efforts. To enjoy a rewarding career and to obtain recognition for paralegals in the industry, we have to roll up our sleeves and make it happen. If you have any questions or comments about your membership, getting involved or how to type while holding an infant, you can reach me at skuypers@shaw.ca



Part-Time Education and Real Life

At least once a week I get a call from a paralegal experiencing emergency family issues, a surprise medical situation, or unexpected childcare or professional demands that require a complete reschedule of classes. Invariably, they return, complete their courses with flying colours, and eventually earn a Certificate or even Diploma in Paralegal studies.

About as often, someone telephones to ask my advice about whether it's a good idea to pursue skills-upgrade courses, even for someone who's been away from the classroom for 5, 10, or 20 years. I am unceasingly amazed at the drive and sheer persistence of these hard-working professionals, managing a difficult and demanding career, running a household, providing elder care and/or child care, and still somehow making time to improve their skills and competencies with Paralegal upgrade courses.

After checking qualifications, I usually invite them to register just for a course or two, to see if it suits their needs and interests. Even with evening and online classes, it's a tall order to make it work. Still, most people submit a formal application after "testing the waters" with a course or two. At the very least, they gain an enhanced understanding and skills to help them on a daily basis in their career.

I really enjoy working with paralegals because whether it's boning up on contracts law, improving legal research competency, advancing their corporate or litigation skills, or investigating a new area of practice, paralegal professionals exhibit a strong desire to add value to their professional contribution by taking courses. It is frankly exciting to be a part of it. Contributing to the educational opportunities of a group I really enjoy working with is definitely one of my favourite job "perks."

Best wishes for the Holidays,

Christine Williams J.D.
Paralegal Certificate and Diploma Program
Vancouver Community College

Christine Williams can be reached at
CWilliams@vcc.ca.

Capilano University

Capilano University BA degree proposal

By: John Fairlie

On behalf of Capilano University and the Paralegal Studies department, I am pleased to announce an application has been completed for approval of a Bachelor of Legal Studies (Paralegal) at Capilano. This proposed degree is the result of many years of consideration and hard work at the departmental level, and now has to receive official consideration and approval. First, we anticipate completion of the final submission/approval process involving the Capilano University Senate in early December. Next, upon completion of that process, we will immediately send our application to the Ministry of Advanced Education in Victoria for the external degree quality assessment process (there is actually a board called the Degree Quality Assessment Board - DQAB, pronounced D Quob, for short). Our information is that new degrees going into the Ministry process now are looking at 2010 as the most likely commencement date.

Our Certificate and Diploma programs will continue and most importantly, there will be "grandparenting" opportunities for those who have already graduated with a Certificate or Diploma to complete the degree. However, we can not predict the final details concerning these opportunities until the MAE completes its review.

So -- stayed tuned to Paralegal Press as further information and news develops. We anticipate many questions but again, most of those questions will have to await the approval from MAE.



Visit to Capilano University

On Wednesday, September 3, 2008, I was invited to attend as a guest speaker for a student orientation to Capilano University's Institute of Paralegal Studies Diploma Program. Other guests invited to speak were fellow BCPA director Lana Manderscheid, former BCPA director Christine Hickey (nee Uhrmann) and two other working paralegals. The audience was comprised of first year and second year students together with some faculty members.

Each of the speakers spoke about their experiences while studying at Capilano University, their work experiences and their advice about the profession to those students. Each of the speakers was diverse in their background and their current specialties and their collective knowledge and advice was welcomed by the students and the faculty.

The orientation also provided a forum for introducing and discussing the BCPA with the student body. It was encouraging to see how many were already members and how many were interested in joining the BCPA. Over the years, our student membership has steadily grown and the percentage who renew as regular voting members at the end of their studies and the start of their paralegal career is probably a direct result of our participation at such student orientation events.

**John Kim,
BCPA President**

Keep an Eye out for the new BC
Paralegal Association website
launching soon!



www.bcparalegalassociation.com

**Are you a paralegal who secretly
wishes to be an Editor-in-Chief?**

Do you have desk top publishing experience? If so, the BCPA needs your assistance. We are currently looking for a person to assume the Editor-in-Chief duties for the *Paralegal Press*.

If interested, please contact Janet Crnković @ crn_kovic@shaw.ca.





**Proud
supporter
of the BCPA!**

arcprint

and imaging

LEGAL DOCUMENT SERVICES

Unpredictable workloads. Last-minute deadlines. Fluctuating staff levels.

arcprint and imaging is a leading provider of digital printing & scanning services. We have been located in Vancouver for over 30 years. Our purpose is to deliver quality services at competitive prices to ensure confidentiality, security and accuracy when dealing with your sensitive case materials.

LIST OF SERVICES

Colour Laser Prints:

Brochures, Pamphlets, Signage, Proposals, Overheads, PowerPoint Presentations, Charts & Graphs...

Large Format Colour:

Posters, Banners, Murals, Canvas Artwork, Trade Show Displays, Retail Displays, Transit Billboards, Backlit Displays...

Legal Document Services

arcprint's Legal Document Services caters to the needs of law firms and corporate legal departments helping them print and manage their documents for discoveries, trial, appeals, seminars and marketing materials. Arcprint ensures secure, confidential document reproduction.

Offset Printing:

Business Cards, Letterhead, Envelopes, Stickers, Trade Forms, Calendars, Presentation Folders...

Digital and Docutech Printing:

Software and Training Manuals, Booklets, Newsletters, Forms, Labels, Trade Show Materials, Textbooks, Annual Reports, Certificates, Promotional Note Pads, Menus...

Reprographics:

Large format Architectural and Engineering Drawings, Floor Plans, Maps, Drafts...

Scanning & Replication Services:

Scanning of hard copy documents for conversion to digital files, indexing digital files, replicating contents for CDRs and DVDs, digital closing books...

Finishing:

Binding (spiral, cerlox, tape, saddlestitch, staple, perfect bind, binders), Laminating, Drymounting, Framing ...

Delivery Services across Canada and the United States...

arcprint & imaging has the skills, capacity and experience to ensure your projects are completed accurately and on time. You can have absolute confidence in our ability to do the job right, allowing you to focus on building your core business.

Please feel free to call me anytime for a quotation. Thank-you.

Peter Coles
VP, Sales & Marketing
Direct: 604-608-6465
Email: pcoles@arcprint.com

200 -1112 West Pender St., Vancouver, BC V6E 2S1 • Mobile: 604 512 5520 • Fax 604 683 2539
4305 Dawson St., Burnaby, BC V5C 4B4 • Tel 604 293 0029 • Fax 604 293 1300

Vancouver • Burnaby • Victoria • Nanaimo • Calgary • + 300 locations worldwide • www.arcprint.com

