

Western
Association of
Legal
Assistants

The L.A. Times

WINTER 1994 EDITION

Editor: Dianne Bond

P.O. BOX 4127, MAIN POST OFFICE, VANCOUVER, BC V6B 3Z6

1994 AGM

Attendance Up

Our Annual General Meeting was held on September 30, 1994 at the offices of Richards Beull Sutton in Vancouver. This firm has been very gracious in extending its hospitality to us in recent times, and we say thank you once again.

It was amazing to see the membership's attendance take an enormous jump over last year, bringing it up to the highest level in years. The crowd took advantage of the chance to visit, made new connections and renewed many old ones.

The report of the directors was accepted, the financial statements were approved and nominations for new directors were presented to the members. By the end of the meeting we were pleased to start the new year with a full compliment of nine directors. Five returning directors were joined by four new candidates, forming a dynamic combination of fresh energy and strong experience. (Meet the new board on page 4)

A big bouquet of thanks goes to the outgoing board for all their contributions during the past year. The various programs and fund raising events were very interesting and especially beneficial.

Please see AGM - Page 6

PRESIDENT'S CORNER

MEETING WITH

John Kelly

HELD ON OCTOBER 11, 1994

John Kelly is currently a law professor in the School of Legal and Public Administration at Seneca College in Toronto. He is on sabbatical for one year travelling throughout North America building a network of lawyers and legal administrators interested in developing quality management programs. He intends to publish a monthly Caseflow Management Report newsletter that will serve as a source of information on quality management developments in the legal field.

The purpose of the meeting with our Association was to gather information and insight on Legal Assistants in British Columbia. The following members of the Association were present: Jerena



Patricia Hunt, President

Patricia graduated from the evening option program at Capilano College in 1989. She has chaired the Membership, Education and Programs committees for the last three years. Her ambitions in respect of the Association are certification, increased profile, and an increase in membership.

Inside This Issue

• Who's Who	Page 4
• Health and Safety	Page 8
• Membership Report	Page 9
• Resource Library	Page 12
• Calendar of Events	Page 14

Laursen, Jasbir Bains, Glenis Bryson, Donna Ferguson and Patricia Hunt.

The practice of law is changing. A part of this change is due to the emergence of para-professionalism and the increase use of consultants. The monopoly by lawyers over legal services is being challenged by independent paralegals in Ontario who claim that they can offer the public high-quality service at a lower price. Some lawyers do not realize that their best ally is a Legal Assistant as opposed to a junior associate.

In 1990, Ron Ianni, president of the University of Windsor, reported to the Ontario government on independent paralegal activity in that province. His report (the "Ianni Report") made 30 recommendations, including expanding the paralegal's operating jurisdiction, a compensation fund and education standards. The Ianni Report says it's time lawyers gave up some of their solicitor work. They are hanging on to practice areas that are no longer economically viable because of changes in technology.

The independent paralegals received authority from the Ontario Appeal Court to appear in traffic court matters. The Law Society of Upper Canada has said it would not prosecute anyone for representing a client in a summary conviction matter under the Criminal Code.

John Kelly asked us whether we thought the lawyers were aware of the loss of revenue by not employing Legal Assistants. The independent Legal Assistants in Ontario are putting sole practitioners out of business. Some firms recognize the billing-out value of Legal Assistants.

However, other firms still feel that Legal Assistants are costing the firm.

Jerena Laursen presented good examples of how lawyers resist the use of Legal Assistants. A brief history of the Association was also presented. Our Association feels that certification is good because it will give Legal Assistants a standard of work and will protect the public.

In John Kelly's opinion, his interviews reveal that there is apparently a certain amount of tension between law office managers and Legal Assistants. Often administrative staff has little or no knowledge of the Legal Assistant profession. Law firm partners administer and govern themselves. The Legal Assistants works with those same lawyers often falling under the management of the office manager and becoming caught in the middle of the administrative authority of the partners and office manager.

Some state bars in the USA have pushed for "a part of the team concept." The paralegal is introduced to the clients as part of the routine conduct of the file. There is a clear working relationship established.

As governments increasingly look for ways to provide lower cost legal services to the public that elects them, the Legal Assistants should be poised to meet the challenge.

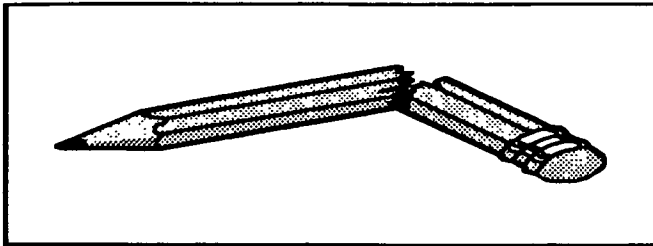
With proper training and regulation, Legal Assistants could provide a valuable service for low cost, routine matters, thus freeing up lawyers to concentrate on more complex, lucrative or new areas of practice.

John Kelly asked us "How do we feel that we can change what is happening with certification" Jerena Laursen responded with a discussion of our June, 1994 panel discussion on certification and a discussion of the necessity of some criteria for Legal Assistants to be established.

The message to Legal Assistants is to find some way to sell themselves. Legal Assistants should take a leading role in self and professional promotion, increasing public awareness and opening lines of communication between Legal Assistants and the public.

We are grateful to John Kelly for arranging this timely meeting, for sharing his findings with us, and for offering his support and encouragement to our profession.

In keeping with the tone of information exchanged during the meeting with John Kelly, Jerena Laursen has struck a task force to assertively address major issues concerning the promotion of the Legal Assistant profession, including certification. The first meeting will be held within the next two weeks. If you have the time to devote to this task force, or for more information about the task force, please call Jerena Laursen at 240-0333.



ATTENTION NEWSHOUNDS!

by Linda Donaldson

The newsletter is the main source of information to keep the members in touch with the Association, and for many of us, the legal assistant community. We would like to incorporate some new columns into the newsletter, and for this, we need your help.

If you are involved with an organization for which you are doing some volunteer legal work, we would like to hear from you. This would entail anything from community services to environmental groups, to plain language groups. The focus of this column would be on the organization, not the individual.

We would also like to elicit articles written by you in your area of expertise. If you have a particular interest or skill in certain area, why not share it with others!

If you wish to remain "anonymous" or aren't inclined to write something yourself, we would be happy to write the article if you provide us with some information or name of a contact person. On that note, we would like to hear from anyone who has any ideas for articles or columns they would like to see in the newsletter.

We will try to provide the members with informative and enriching articles, however, we can only do so with your help.

Please contact Dianne Bond at 464-9642 or Linda Donaldson at 687-0411. **WE NEED TO HEAR FROM YOU!**

Getting Involved With Your Association Can Have Major Rewards!

By getting involved with the Association, you can:

- keep up to date with the most current issues facing legal assistants, and help shape the outcome
- network with legal assistants and others in the legal community
- advance your career potential

These days with so many qualified and competent legal assistants in the job market, many employers will be looking for that "extra something" you have to offer. By joining one or more of the committees, you will show others that you believe in your career and are willing to work to make it what you want. The directors and committee chairs welcome any input from the members. Please contact any of the directors if you are interested in shaping your career.

Have You or Someone You Know Been Missing Some of the Mailings From the Association?

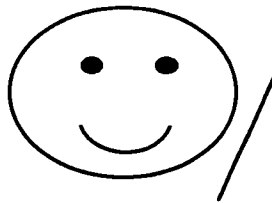
It is possible that we do not have your current address. Please pass this message along to someone who you know of that has been complaining of not getting newsletters, notices, etc.

Who's Who



Patricia Hunt
PRESIDENT

Sorry no photo



Jabir Bains
VICE-PRESIDENT



Jerena Laursen
PAST PRESIDENT



Glenis Bryson
SECRETARY

Sorry no photo



Gemma Hale
TREASURER



Jeanne Kennon
MEMBERSHIP



Karen Chang
PROGRAMS



Linda Donaldson
EDUCATION



Dianne Bond
NEWSLETTER

Who's Who

**Patricia Hunt
President**

Patricia has been a member of the Association since 1990. She has worked in real property for over fifteen years, the last twelve at Richards Buell Sutton. Patricia graduated from the evening option program at Capilano College in 1989. She has chaired the Membership, Education and Programs committees for the last three years. Her ambitions in respect of the Association are certification, increased profile, and an increase in membership.

**Jasbir Bains
Vice-President**

Jasbir has been a member for four years and a director for two years. He works in litigation and is in charge of drafting a proposed update to our by-laws.

**Jerena Laursen
Past President**

This is my fourth year as a director of the Association. I have been practicing as a Legal Assistant for five years, freelancing since December 1993. My area of practice is corporate, commercial, contract law and I thoroughly enjoy what I do.

**Glenis Bryson
Secretary**

I have been working in law for 30 years. In 1983 I completed the Capilano evening program. Since January 1992 I have been self-employed in corporate law. I have two steady contracts and enjoy the freedom of this style of work. My family is grown and in addition to my work, I enjoy swimming, walking, reading and travel.

**Gemma Hale
Treasurer**

Since graduating from Capilano College in 1988 I have been working in a variety of law firms. I am presently with a sole practitioner working mostly with wills and real estate. I am recently married and enjoy travel and reading, along with other personal interests.

**Jeanne Kennon
Membership**

On November 21, 1994 I will be moving from Boughton Peterson Yang to Owen Bird, in Corporate Records both times. Previously I was at Russell & DuMoulin for about 8 years; 6 years in Corporate Services and 2 years in the Intellectual Property Department. I have been married for 6 years with no children and live in Burnaby near Metrotown. My husband and I are keen travelers. This year we went to New York, Baltimore, Philadelphia and Washington.

**Karen Chang
Programs**

I am a new director of the Association. I completed the Legal Assistant program at Capilano College in 1993, and am currently working at the law firm of Price Shimizu, specializing in personal injury. I joined the Association to make a difference and hope that my year as a first time director will be challenging and rewarding. I welcome suggestions from all the members with respect to putting on seminars.

**Linda Donaldson
Education**

I completed the full-time Capilano College Program in April of 1992. For the past two years I have been working as a legal assistant at Harper Grey Easton, where I did my practicum. I work in civil litigation, mainly in the area of professional negligence, and also in large file management. I am currently living in South Surrey with my husband and my "kid" syberian husky. I enjoy computers, reading, hiking and backpacking, and other activities to keep me in the "great outdoors".

**Dianne Bond
Newsletter**

I became interested in law through various dealings with societies and administrative bodies. That led me to interest and aptitude testing and a mid-life career move to where I am today. In 1993 I got my diploma and I am currently working in corporate records. My interests include career development, computers, social issues, riding and sailing, not to mention my husband and home.

Continued from Page 1

The new board really appreciates the increased interest shown by the membership at the AGM and will work to maintain it in the new year and in the years to come.

Directors' Report

Last year's directors' report to the membership was a very good overview of the year. While copies were distributed to those in attendance, it was unfortunately not read to the meeting. If you missed it a copy is enclosed with this newsletter.

Important Letters

At its November board meeting the Association drafted and approved the sending of two special letters. One letter went to Ms. Marion Cragg, Coordinator of the Legal Assistant Programs at Capilano College in support of a Legal Assistant Degree. The other letter went to Mr. Donald Silversides of the Law Society asking the society to implement the certification of legal assistants in an expeditious manner. We will report on any replies.

Certification

Once again, we, the directors, ask you, the members, to write a personal letter to The Law Society

(845 Cambie St, Vancouver, BC V6B 4Z9 Attention: Don Silversides) in support of the certification of legal assistants.

If you send us a copy of your letter, as well as keep us posted on any response, that would be even better!

Also with regard to certification, volunteers are needed for a joint committee with the Canadian Association of Legal Assistants. Please call Patricia Hunt or Jerena Laursen if interested.

"I Am A RABID TYPIST"

And other Resume Blunders

The following was a much appreciated contribution on disk:

Legal administrators and law office personnel managers witness it every day. It's a verbal virus that's apparently been around as long as people have looked for jobs. It affects rookies and veterans alike, and resists the efforts of proofreaders and spell checkers to eradicate it.

It's "resumania," a term coined by personnel expert Robert Half, founder of Accountemps, to describe the sometimes hilarious, often perplexing and frequently bizarre bloopers that make their way onto some job candidates' resumes. Half's list of blunders has

grown during his 40 years in the industry. Here are some examples. Can you top them?

"Education: College, August 1880 - May 1984."
(Must have been a tough curriculum.)

"Cover Letter: Thank you for your consideration. Hope to hear from you shortly!"
(Hey let's not get personal.)

"Work experience: Dealing with customers' conflicts that arouse."
(Doesn't sound like the kind of experience most employers are looking for?)

It appears that many candidates fail to follow the first rule in a successful job search: Watch out for fractured grammar, typos, misused words and misspellings when preparing a resume. Irrelevant personal information, attempts at humour, and confusing statements with double meanings also can kill otherwise good resumes.

"Strengths: Ability to meet deadlines while maintaining composer."
(Would that be Mozart or Beethoven?)

"I am a quick learner, dependable and motivated."
(But how fast is she on her own feet?)

"Education: B.A. in Loberal Arts."
(Did she minor in ear piercing?)

"Please disregard the attached resume - it is terribly out of date."
(Okay! Next.)

If you were a missing heir, would you want to give a search firm up to 50% of your inheritance?

....*Just for finding you?*

PROBABLY NOT. If you did sign a contract with a search firm, possibly giving away *tens of thousands of dollars* or more, you might be justifiably upset if you later discovered that it didn't have to be that way.

When you have a fiduciary responsibility to locate missing heirs, you should be aware that by involving a percentage based search firm you are putting missing heirs in a position where they may be asked to sign a contract that *you* may not want to sign.

The possibility should also be considered that the heirs, once located, may hold you accountable if they feel that you hired a search firm whose fees were excessive. Remember, it's their money you're spending!

THERE IS A BETTER WAY. Since 1967, thousands of attorneys and trust officers have trusted IGS, Inc. to locate heirs and beneficiaries for reasonable fees that are non-percentage based. Our fees are reasonable and based upon data available...not the size of the estate.

You can trust IGS, Inc. When you call for a no obligation fee quotation, we will not start a search without your express written approval.

Before you place a notice for unknown heirs in a newspaper and in particular, before talking to anybody about starting a search, remember that at International Genealogical Search, Inc., *We Find Missing Heirs... A Better Way!*

FOR MORE INFORMATION, PLEASE CALL:

SUZANNE B. RODENBUSH
 (604) 294-1811
 TOLL-FREE: 1-800-663-2255

INTERNATIONAL GENEALOGICAL SEARCH, INC.

CANADA
 102-4190 Loughheed Hwy.
 Burnaby, B.C. V5C 6A8

UNITED STATES
 P.O. Box 34000
 Seattle, WA 98124-1000

GENERAL ASSIGNMENT

IN CONSIDERATION of your having brought to my attention certain assets to which I may have an interest, the nature of which is to be disclosed to me by (Percentage Based Search Firm's Name);

AND IN CONSIDERATION of the work to date and of your further investigations to gather all available genealogical information regarding my said claim;

I DO HEREBY ASSIGN to (Percentage Based Search Firm's Name) an amount equal to fifty percent (50%) of whatever proceeds you bring to my attention.

You are further authorized to act as my agent and to process and collect any funds due me regarding this matter.

Dated this _____ day of _____, 19__

 (Missing Heir's Signature)

(AN EXAMPLE of the kind of agreement missing heirs may be asked to sign...before being told the amount they are giving up!)

**We Find Missing Heirs
 A Better Way!**

- Reasonable fees...
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- Results Guaranteed...
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Legal Support Staff Symposium and Expo

This all day event was presented jointly by CLE and West Coast Seminars at Robson Square Media Centre on October 20, 1994. I (Dianne) went as the Association's delegate to report on the Certification Update that was scheduled to take place.

Unfortunately, the Law Society speaker did not attend and the update was canceled. As the scheduled update was our primary reason for sponsoring a delegate in lieu of renting a display table at the Expo, we were quite disappointed.

Such being the case, CLE graciously refunded our fee without question, and for that we are grateful. In appreciation, we are offering both CLE and West Coast Seminars free advertising space in our next newsletter.

The Symposium was otherwise well presented and well attended. So much so that it may well become an annual event.

The Expo was also of considerable interest and value. The overall theme was called, "Preparing for the 21st Century".

Here is a brief report on the events I attended:

The Changing Role of Legal Support Staff was the first forum of the day. Here the emphasis was on the growing focus on client budgets, technology, marketing, and life long learning, as well as interpersonal and administrative skills. Trends toward working at home via modem, networking, contracting out, and packaged law offices were all discussed.

There was a short video on an imaginary law office of the future. This portrayed global distribution of work through electronic transfers as well as somewhat less likely foreign language translations at the touch of a button.

How to Improve Client Relations with Plain Language was a seminar showing how clear communication can increase profits, potentially improving efficiency by 30% and client relations by 90%. Law firm brochures advertising plain language policies are coming out as fairly successful marketing tools. Also noted was the increasing danger of contracts being voided as a result of wording too difficult to show a "meeting of the minds" of the individuals who signed those contracts. Damages for negligence when any ambiguity is held against the drafting party is also a growing concern.

How to Communicate Effectively with Lawyers addressed how often the burden of communication settles more on staff than lawyers. One recommendation was to identify different communication styles and during conflicts adopt the same style that the lawyer uses.

Watch for contradictions between words and non-verbal clues. Use timing carefully, stick to the topic and avoid redundancy. The biggest problem occurs where there is a lack of respect for the staff, their work, and the time needed for a job. It is then especially important to clarify and confirm expectations.

Organizational Skills for Legal Support Staff was a lunch time lecture focusing on tuning into the natural rhythms of mind and body. The benefits of breathing deeply, drinking water and exercising mind and body regularly were all

discussed along with managing your time and watching your attitude in order to change bad habits, reduce stress and improve efficiency.

Career Management for Legal Support Staff was the last seminar of the day. It focused on how technology is making it possible for legal secretaries to perform deposition summaries, trial preparation, time-lines and other activities that are usually done by legal assistants. The need for proficiency in a variety of software such as on-line research, databases and networks was stressed. Knowledge of word processing is not nearly enough.

All in all the day was busy and informative. I would have liked to spend more time at the Expo but found it hard to properly cover both events at once.

Career Opportunity

The BC Trade Development Corp is looking for a Corporate Legal Assistant. Main areas of responsibility include legal and administration policy issues, Board of Directors support, Freedom of Information and Division administration.

If interested please call Val Taylor at BC Trade, 844-8112; or Arlyn Personnel, 681-4432. A four page position summary is available on request.

Occupational Health

Effective January 1, 1994 an amendment to the Workers' Compensation Act (Bill 63) extended coverage to industries not previ-

ously subject to the Workers' Compensation Act. This amendment brought law firms within the scope of the Act, making exemptions and exclusion rare.

Even before Bill 63, WCB records show about \$400 million paid out in compensation for about 100,000 ergonomically related claims between 1989 and 1992. As a result, public hearings are now underway to set ergonomic regulations designed to avoid injury and reduce claims from repetitive stress injuries (RSI).

After an American paralegal filed a personal injury suit for damages, the computer industry has also recognized the problem. According to the October 1994 edition of *The Computer Paper* both Microsoft and Compaq are now putting warning labels on new keyboards. Microsoft's includes the following, "WARNING: Continuous use of a keyboard may cause Repetitive Stress Injuries...If you feel any aching, numbing or tingling in your arms, wrists or hands, consult a qualified health professional."

"Compaq's notice starts off by saying, "WARNING: There may be risk of serious injuries from working at your computer work station."

One result may be that standard keyboard of the future could even be V-shaped instead of straight.

Common symptoms of RSI may include tingling, burning, numbness, dry shiny palm and pain in the area affected. Symptoms may range from delayed and subtle to sudden and crippling, often worsening at night.

If you think you have RSI it is important to maintain a diary to help your doctor support you dur-

ing recovery. Take particular care at both work and home to avoid needless pressure of any kind, especially of a prolonged nature.

While very few of us can claim control over the design of computer equipment, work stations, rest periods and work loads, we can still retain control of ourselves.

The following excerpts from the April 5, 1994 *Edmonton Journal* may help us to recognize and guard against potentially harmful habits.

Dangerous postures and techniques include:

Resters - Resting the hand on the edge of the desk or wrist pad is nearly universal among computer users. This causes dorisflexion, a major cause of injuries.

Clackers - These are people who hit the keys far harder than necessary. With continuous use over a ton of pressure can go through your fingers in a day.

Grippers - Using a mouse instead of a keyboard can be dangerous, because rather than all the fingers sharing the work load, the entire burden falls on a single digit of one hand. If the reach to the mouse is too long the muscles in the shoulder and neck are needlessly tensed. When you click the mouse do not raise your finger higher than necessary.

More information is available from *Women and Work Research and Education Society* 4340 Carson Street, Burnaby, BC V5J 2X9 430-0458. This society has published a free booklet, *Repetitive Strain Injuries in the Workplace*, produced with funding from The Law Foundation and Health and Welfare Canada.

Safety Tip

If you use your car for business purposes under your ordinary "to and from work" insurance, take care not to exceed the six days in a calendar month allowed by ICBC. It is alarming how often intelligent people regularly assume banking, interviewing and research duties, with little or no regard to the risk of finding themselves uninsured in the event of an accident.

Membership Chairman's Report

Hi! My name is Jeanne Kennon and I was recently elected to the Board of Directors of the Association to serve as Membership Chairman for our 1994 - 1995 year.

As Membership Chairman, it is my goal to ensure that each member (who has paid current membership fee) receives all of the Association newsletters and notices regarding events. I, also with the help of other members, hope to contact each and every one of you by phone and/or mail to ensure that membership information is accurate and current. **IF YOU HAVE NOT BEEN RECEIVING THE ASSOCIATION MAIL ON A TIMELY BASIS BECAUSE YOUR WORK/HOME ADDRESS HAS CHANGED PLEASE CALL ME** at 434-2476 (in the evening).

Updating the Membership List is not a small task, and so if you would be willing to offer some time to phone members please let me know. I would be very appreciative of any volunteers.

For those of you who have not renewed, please forward your

renewal forms and membership fees as soon as possible. Membership Cards for those who have renewed will be sent out by the end of the year.

Looking forward to getting to know you.

More On Membership

Welcome to our newest members:

- Priscilla Cicek
- Kate Gross
- Lorne Gibney

WELCOME

The Association's registered and records office is at Richards Buell Sutton's office. Copies of the current by-laws of the Association are available on request.

The distribution of our membership list in order to assist members pursuing networking opportunities is under discussion. Anyone who objects to having their personal data published in a membership directory is asked to contact our membership chair, Jeanne Kennon.

A card program has also been suggested. This would involve members supplying business cards for distribution through mail outs and meetings. Please let Jeanne know if you are interested.

The individuals taking advantage of the Association to support career development add greatly to the value of membership. Social events, mentoring programs and practice groups, are all proposals hinged on cooperative member involvement far more than fees.

For everyone's mutual benefit please check the calendar of events at the end of this newsletter and try to participate in your own way as much as possible this year.

Another issue to consider is that membership dues have not been raised since 1990. How to adjust them in the most viable way is of some importance to all of us.

Last year's financial statements show expenses exceeded income - and expenses were modest. Since our dues have remained the same for quite some time, while inflation has not, we may want to consider the pros and cons of an increase for next June.

Dues Comparison

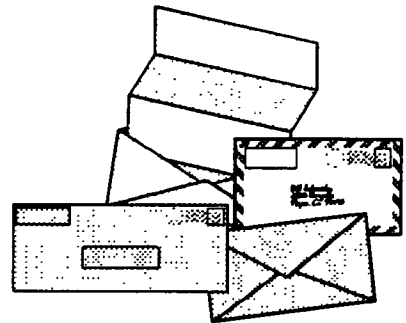
What is an occupational association worth? Well, it might surprise you what people will pay!

Here is a rough comparison of annual dues for associations in various fields:

CEO	4,000
Tile Setter	1,274
Lithographer	910
Nurse	654
Postal Worker	638
Accountant	640-846
Bus Driver	572
Ferry Worker	554
Legal Assistant	50-70

From the fields represented by unions, the dues average between 1-2% of wages, going as high as 4%. But then again, unions usually have meetings of the members monthly, rather than annually.

Professional dues, on the other hand, which are often employer paid, average about .5 to .75% of salary. That amount is still several times more in comparison to what we pay. If we need to pay more - how much would you say it should be?



Membership Mail

Here is a September 1994 letter a member in Kelowna wrote to us addressed to the attention of Sarah Hanna. We found to be very interesting and thought you might as well:

Please find enclosed my \$50 cheque representing my outstanding fees due for the 1993/94 year. I will forward another \$50 at the end of the month to pay for my 1994/95 dues. I apologize for not keeping these dues up to date.

I do enjoy receiving the Association newsletters and information in the mail. I find it frustrating I cannot attend these meetings.

They look interesting and I miss getting together with other legal assistants to discuss different working environments, etc.

I am working part-time in a small law firm in Kelowna. I work 12 hours a week, usually three times a week at 4 hours at a time. My boss is very flexible and doesn't really care when I work just as long as I work 12 hours a week. This works out beautifully for me as I have two little ones at home, Nicholas - 2 1/2 and Lauren - 8 months old. I am hired by Mr. Joe Gordon on a contract basis. I handle his personal injury files and draft correspondence and documents and do legal research. It is an interesting arrangement as he pays me an hourly wage and then when a file is settled, I am "topped up". I keep track of my hours on the file and then we just figure it out once the file settles. It is in my future plans to set up an office at home and then send out my resume to other law firms and see if I can contract myself out in the same way as I do with Joe Gordon.

As far as I am aware, there are only 3 legal assistants with their certificates in Kelowna. At the office I am working at, there are two legal secretaries who call themselves legal assistants and even have business cards with that title. My mom is a legal secretary at one of the biggest law firms in town - Pushor Mitchell. All the legal secretaries have business cards with "legal assistant" printed on them. Personally, it would be my suggestion (if I had a chance to voice my opinion) that when we are certified on day, our title be changed to "paralegal" as the title is used for our position in the United States. Perhaps then, some of the confusion would be sorted

out. I think the public generally assumes there isn't much difference between a legal secretary and a legal assistant.

Hope I haven't bored you with all this information. Please pass a hello on for me to Jerena Laursen and Nancy Vianello. If you have an opportunity, perhaps you could let them read my letter. Thanks Sarah.

Yours truly,

Bonny Rose-Lalach

Notice

Next year's membership fees will be due in June. It is now November, and several people on the mailing list have still not paid their dues for *this* year.

If you *have* paid but have *not* received a current card, please contact Jeanne Kennon immediately. A number of members have reported that they have not been receiving regular newsletters and notices, which is a very serious concern.

Please let us know who you are - so we can apologize, make corrections, and attempt to make amends.

In fact, if a current membership card is not attached to this newsletter, or is not in your possession by year end, your current membership is not in good standing. If there has been a mistake it is important to let us know right away.

Next year no free newsletters will be sent to anyone who has failed to renew.

Story from Law Law Land

Once upon a time, a lawyer recorded what happened at a meeting. He wrote, "Upon motion duly made and seconded, it was resolved...." His sentence then ran on for over 150 words. After that the meeting terminated. Everyone was tired and went home to bed.

But all was not well. Trouble was brewing in law law land. As the years passed, the client became increasingly annoyed plowing through all that the lawyer wrote.

The client finally said, "I am too busy to waste time. Do you know of the KISS principle?" (Keep It Simple). The lawyer finally said, "yes" and from then on just wrote, "Moved and carried." And they all lived happily ever after. The End.

Moral: One of you readers must surely be able to tell us a better story than your editor just did!

Pop Quiz

Just for fun, test what you remember from your study of law. (Cheat sheet answers are on Page 13.)

1. INSURANCE - Set out the test for determining if a plaintiff has an insurable interest in the property damaged.
2. LITIGATION - List four grounds upon which a person could refuse to answer interrogatories.
3. EVIDENCE - What factors must the judge weigh when an issue about a witness's competency to testify is raised?

Next issue we hope to feature Corporate, Contracts, and Company Law. Or whatever quiz our Student Reps and members submit to the newsletter.



Resource Library

The following publications may be of interest to you. If you read any of them, or know of others, please send the newsletter a little book review with your opinions.

Legal Assistant Today \$49.98/yr U.S. 3520 Cadillac Avenue, Suite E, Costa Mesa, CA 92626. This magazine not only has articles worth reprinting and a ton of resources, but it offers subscription discounts to our members as well. Contact Alesia Howard (714) 755-5459.

How to Land Your First Paralegal Job by Andrea Wagner \$24.95 from Estrin Publishing 2811 Wilshire Blvd, Suite 707, Santa Monica, CA 90403 (310) 315-0480. This book is called, "An insider's guide to the fastest growing profession in the nineties."

Where Do I Go From Here? - Career Choices For The Experienced Legal Assistant. \$34.95 U.S. from Estrin Publishing, 2811 Wilshire Blvd., Suite 707, Santa Monica, CA 9403. This is a job search publication for those thinking about switching specialties, going into management, or making a lateral move. It includes a resume and letter writing primer on disk.

The Register is the newsletter of West Coast Title Search Ltd., which is available free of charge. It is full of useful information designed to help you with your

work. Call 682-7526 or 1-800-667-7767 to be added to their mailing list.

The Computer Paper calls itself Canada's computer information source. The BC Lower Mainland edition is available monthly for free all over town, phone 733-5596 for information. The paper contains news, reviews, features and lots of ads for anyone shopping around for the latest and greatest in technology.

The Independent Paralegal's Handbook by Ralph Warner \$24.95 U.S. plus shipping; from Nolo Press, 950 Parker St, Berkeley, CA 1-800-992-6656; major credit cards accepted. This book is rated as excellent by *Legal Assistant Today*' book review system.

National Association for Legal Training & Testing 17337 Ventura Blvd. Ste. 208, Encino, CA 91316. Certification Study Kits include outline, glossary, cassette tape and simulated test in your selected specialty.

The National Federation of Paralegal Associations (NFPA) PO Box 33108, Kansas City, MO 64114-0108 (816) 941-4000. You may want to request a copy of the highly rated Model Code of Professional Responsibility that they have adopted.

Canadian Association of Legal Assistants, recently made a motion to form a joint committee with our Association members to work towards encouraging the Law Society to proceed with the certification process. Interested volunteers are asked to contact Patricia Hunt. In BC our CALA contact is Valerie Fuller, Laxton & Company, 1285 W Pender St, Vancouver, BC V6E 4B1 682-3871.

Help Wanted

Opportunity for exchange of information, experience and opinion offered by well respected professional association. Unlimited potential for advancement and growth. Be first to volunteer, help wanted in all areas - PLEASE heed our call!

Unfortunately, in years past many members filled out forms to volunteer, or just offered to help, and were never contacted. If you tell us now *who you are* and how you can contribute we will see that no offer is wasted.

If you can help *in any way* please call Patricia, Dianne, or the committee chair, *the sooner the better*:

PROGRAMS - (speakers, special events, etc.) call Karen Chang.

MEMBERSHIP - (skills directory, phoning committee, etc.) call Jeanne Kennon.

EDUCATION - (mentoring, practicums, lobbying, etc.) call Linda Donaldson.

NEWSLETTER - (articles, advertisements, etc.) call Dianne Bond.

PUBLIC RELATIONS - (by-laws, promotions, etc.) call Jasbir Bains.

CERTIFICATION TASK FORCE - call Jerena Laursen.

The board also welcomes your input and comments. Should you wish to raise a matter with the directors at a board meeting, please contact our new secretary, Glenis Bryson.

Did You Hear?

The November 11 - 25, 1994 issue of *Vancouver's Condo Guide* has

condo's at 711 East 6th Avenue advertised as "starting from just \$64,900 - For as little as \$435 a month and with just 5% down." Sounded pretty interesting to me. What do you think?

Practicum Wanted

We have a member who is looking for a practicum placement in order to complete the work portion that is required for his graduation.

This is a gentlemen with past experience in detailed instructing, accounting, sales, and large litigation file document coding.

If you think your firm could use a student with the ability to work independently and follow instructions exactly please call Lorne Gibney 253-3211.

Newsletter Committee

In this issue anything not otherwise identified was written by the editor, Dianne Bond. Linda and I would like the next issue to have more of your contributions in it. Without your help it becomes not only a big job, but a less interesting newsletter.

Career cartoons, jokes, book and movie reviews, social events, news stories, contest ideas, advertisements, and what-have-you are all welcome. I would be especially interested in hearing more from the student members as well as the membership at large. The newsletter is published four times a year. The deadline for the next issue is the end of February.

I will do my best to get each issue in the mail well ahead of scheduled events, however, delays may occur, that are beyond my control. For this reason, please do not let deadlines inhibit your contributions. If something misses one issue it will go in the next issue whenever possible. If you ever feel we are falling behind a bit, it is probably a sign that we could use some extra volunteers.

Salary Survey

While the number of members responding was disappointingly few, here are the results from the ten we got.

For legal assistants with less than two years experience salaries ranged between \$2785 with three weeks holidays to \$3100 with a full benefit package.

The following all include benefits ranging from sharing a secretary, four weeks' holiday, double time on Sunday, and pension, as well as medical and dental.

With between two and five years experience salaries ranged between \$3200 and \$3500.

With between five and ten years experience salaries ranged from just under \$3,000 to \$4,300.

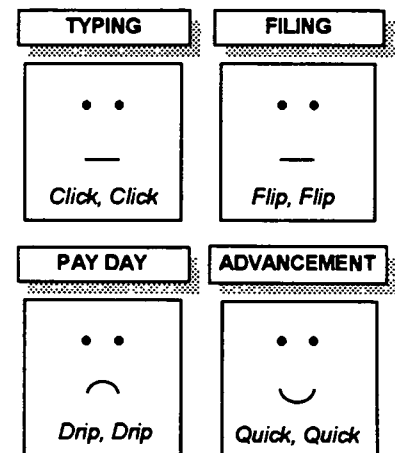
With between ten and fifteen years experience our one response earned \$3550 doing litigation in a large firm.

I am embarrassed to say that with less than a year's experience I make \$2400. But I have my own

office, excellent benefits, broad ranging learning opportunities and most precious of all, complete autonomy. So I guess I would call my job a good one.

The more pressing dilemma is that the opportunity to exercise my natural aptitudes, or to practice the skills that I spent two years in school training for is gravely restricted. And that I profoundly regret, far more than my comparative earnings.

Practicum Cartoon



ANSWERS TO PAGE 11 QUIZ:

1. Where the insured is so circumstanced in relation to the property insured that they have a reasonable expectancy of benefit from its existence and detriment from its loss.
2. Privileged, irrelevant, unnecessary, costly.
3. Ability to observe, recall and recount truthfully.

CALENDAR OF EVENTS

DATE and TIME			EVENT	LOCATION
PHONE	TBA	PHONE	*** Ongoing Certification Task Force Meetings ***	Phone Jerena 944-9275 or 240-0333 (cellular)
Sat.	Nov. 19, 94	9:30-5 pm	Kaplan Education Centre's seminar on law school admissions test, articling, the bar exam, US law schools, job opportunities and a simulated law class	UBC Students Union Bldg \$7 at the door
Thurs.	Nov. 24, 94	9 - 4:30	Interviewing Techniques for Legal Assistants	2nd Flr - 845 Cambie St, Van. CLE \$315.65, \$160 for student
Mon.	Nov. 28	PHONE	Education and Program VOLUNTEER meeting	Phone Linda 687-0411 or Karen 685-6426
Wed.	Nov. 30, 94	PLEASE!	Membership and Newsletter VOLUNTEER meeting	Phone Dianne 464-9642 (eves) or Jeanne 687-6789 (days)
Fri.	Dec. 2, 94	9 - noon	Using Databases in your Law Practice	UBC - David Lam Centre CLE \$208.65, \$107 for student
Thurs.	Dec. 8, 94	9 - 4:30	In Brief - Views from the Bench on the Proper Preparation of Chambers and Trial Briefs	Pan Pacific Hotel, Vancouver CLE, 669-3544, \$295
Wed.	Dec. 14, 94	5:15 Please Phone!	Directors' Meeting - Join us for some Xmas cheer!	Richards Buell Sutton 300-1111 Melville St, Van.
Thurs.	Dec. 22, 94	4:30 pm start	"World's Largest Office Christmas Party!"	Hyatt Regency Tickets from the hotel - \$15
Mon.	Jan. 9, 94	5:30 pm	Mentoring Partnerships - Tentative Meeting	Phone Dianne 464-9642 (eves)
TBA	Please Phone	TBA	By-Laws Review Committee	CALL JASBIR FOR INFO
T-Th.	Jan. 17-19, 95	11 - 5:30	COMDEX/PacRim '95 Information Technology Programs and Exhibits	Van. Trade & Convention Ctr. Full \$195, 1 day \$95, exh. \$25

November						
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27	28	29	30			
1994						

December						
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1994						

January						
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22	23	24	25	26	27	28
29	30	31				
1995						

*** Please RSVP BY PHONE TO ATTEND W.A.L.A. Events ***

BOARD OF DIRECTORS 1994 - 1995

OFFICERS	NAME	HOME	OFFICE	FAX	MAILING ADDRESS
President	Patricia Hunt	732-3231	661-9291	688-3830	c/o Richards Buell Sutton 300-1111 Melville, Van V6E 4H7
Vice-President	Jasbir Bains	321-1564	661-1701	661-9349	c/o Farris Vaughan Wills & Murphy 700 W Georgia St, Van, V7Y 1B3
Secretary	Glenis Bryson	433-8224	687-0555	689-1248	c/o Norton Stewart 1200-1055 W Georgia, Van V6E 3P3
Treasurer	Gemma Hale	689-7971	N/A	N/A	302-1838 Nelson, Vancouver, BC V6G 1Y3
Past President	Jerena Laursen	944-9275	240-0333	945-4766	Legal Assistant Services 44-2719 St Michael St, Pt Coq V3B 5R4
COMMITTEE CHAIRS					
Membership	Jeanne Kennon	434-2476	688-0401		c/o Owen Bird 2900-595 Burrard St, Van V7X 1J5
Programs	Karen Chang	980-5807	685-6426	685-6412	c/o Price Shimizu 718-808 Nelson, Van V6Z 2H2
Education	Linda Donaldson	535-7800	687-0411	669-9385	c/o Harper Grey Easton 3100-650 W Georgia, Van V6B 4P7
Newsletter	Dianne Bond	464-9642	874-5533	874-4567	c/o Shato Holdings Ltd. 300-4088 Cambie St, Van V5Z 2X8
Public Relations	Jasbir Bains	321-1564	661-1701	661-9349	c/o Farris Vaughan Wills & Murphy (address as above)
STUDENT REPS					
Cap. 1st yr.		Do we have a VOLUNTEER?		Please be FIRST to call Patricia!	
Cap. 2nd yr.	Carolyn Christiansen	739-3330	N/A	N/A	104-3520 W Broadway, Van V6R 2B5
Cap. - Evenings		Do we have a VOLUNTEER?		Please be FIRST to call Patricia!	
Douglas - Eves.	Clarice Walaska	525-0364	438-2302	438-0737	c/o Box 1139, Suite 108 - 4800 Kingsway, Bby. V5H 2C0

MEMBERSHIP APPLICATIONS - CONTACT JEANNE KENNON

Voting \$50 Student \$15 For year ending June 1995

NEWSLETTER ADVERTISEMENTS - CONTACT DIANNE BOND

Full Page \$80 Half Page \$60 Quarter Page or less \$35

NOTICE

Opinions expressed in the L.A. Times are those of the writers and not necessarily those of the Association. The Association cannot assume liability for errors or omissions. Articles in this newsletter may be reprinted so long as you give credit where credit is due.