



**WESTERN  
ASSOCIATION OF  
LEGAL  
ASSISTANTS**

# *L.A. Times*

FALL 1994 Edition

Editor: Pattee Clark

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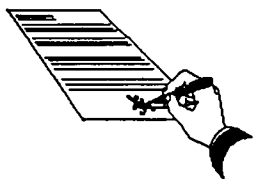
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## ***PRESIDENT'S CORNER***

As is the usual course, the winding down of summer and summer vacations marks the end of another year of the Western

Association of Legal Assistants (the "Association"). While I feel the year has just begun, September 29th is just days away and marks the date of our 1994 Annual General Meeting.



As many of you know, during the course of this past year I left the security of a full time job and became a self-employed freelance legal assistant. I expected a long dry spell of little or no work while I built up my business. However, that has not been the case at all. I am both pleased and pleasantly surprised at how quickly my small business has taken off. Every day has been a positive and successful experience for me.

In addition to setting up my own business, I have enrolled in conflict resolution courses and investigation, and I have continued to work with the Board of Directors and other volunteers of the Association. In all, the past twelve months have been very enlightening and productive for me.

As a Director and President of the Association, I have watched and worked with a dedicated team of volunteers endeavouring, among other things, to upgrade and/or update the standards of our Association; raise proceeds for our Capilano College Scholarship Fund; present enlightening lectures; and monitor the progress of a Committee for the Certification of Legal

Assistants. But for the Certification Committee, all of these efforts have been productive and successful as well.

On September 29th, I and several other of the directors will not be standing for re-election. Several of us have held positions on the Board for three or more years and we feel that it is time to allow others an opportunity to become involved. On behalf of the Directors, I would like to thank you for the opportunity to represent you. For me, particularly, the experience has been enriching to say the least. As always, I encourage any and all of you to become involved with the management of your Association. It can be an exciting and rewarding experience.

See you at the 1994 AGM!

Jerena Laursen

## ***ANNUAL GENERAL MEETING REMINDER.***

**MARK YOUR CALENDARS - (Remember, in order to vote your dues must be paid to date.)**

By now you will have received your notice of the annual general meeting - please make plans to attend - we need your support, particulars are as follows:

**DATE:** Thursday September 29/94  
**TIME:** 5:15 p.m.  
**PLACE:** Offices of  
Richards Buell Sutton  
300 - 1111 Melville Street  
Vancouver, B.C.

As always we are looking for volunteers to sit on the Board of Directors. Feel free to contact any one of the directors listed on the last page of this newsletter to discuss your interests in our Association. Your interest and assistance is always very much appreciated.

Pattee Clark

sized downtown firms, and require legal assistants experienced in that specialty areas.

For more information on these positions or to register with us, please contact me or my partner, Mary McGillis.

Arlene Pelrine

## **NETWORK NEWS**

**Arlyn Personnel  
Agencies Ltd.  
1160 - 625 Howe Street  
Vancouver, B.C.  
V6C 2T6**

**Phone: (604) 681-4432**

As we all know, September, and not January, signifies the start of the "new year" in law firms; summer vacations are fading memories, the Courts reopen and staffing considerations are once again a focus.

While we are at present recruiting for only three legal assistant positions, we anticipate a busy fall. We are recruiting for:

I.C.B.C.: mid-sized downtown firm requires a legal assistant with 1 - 3 years experience in I.C.B.C. defence work; applicants MUST qualify for a billing number (one year post-practicum in I.C.B.C. defence or related plaintiff work).

Corporate Securities: mid-sized downtown firm requires an experienced (minimum 3 years) legal assistant familiar with VSE/TSE regulatory filings.

Corporate Records: Senior, supervisory position, requiring previous supervisory experience and knowledge of complex corporate work; mid-sized downtown firm.

In addition, we have two contract legal assistant positions, both maternity leave replacements, each starting early in 1995. One is in the area of collections (clients), the other, corporate securities. Again, both positions are in mid-

## **SEMINARS/LECTURES**

Don't forget about the First Annual B.C. Legal Support Staff Conference and Expo. This will be a forum for professional development for legal support staff and an opportunity to meet the vendors of the products and services you use. Several concurrent workshops are being planned in areas such as "Total Quality in the Law Firm", "Legislative Updates in the Major Fields of Law" and "Computer Trends for the Future".

Please contact Janet Dean at (604) 682-7526 or by fax at (604) 682-5793 if you have any suggestions for workshops and speakers, or if you have a program you wish to present.

Keep your eyes posted for a notice on an upcoming Seminar to be sponsored by Alouette on the LTO and Court - WHAT HAPPENS TO YOU DOCUMENTS WHEN THEY LEAVE YOUR HANDS AND ENTER THE REGISTRY.

See also attached to this newsletter a notice on Model Mugging.

**Be sure to check the Calendar at the end of the Newsletter for further upcoming events.**

Patricia Hunt

## **CERTIFICATION UPDATE**

Regrettably, the work of the Certification Committee was suspended early this year by the Benchers of The Law Society of British Columbia. As at the date of this newsletter, nothing more has been done by the Law Society

about the Certification of Legal Assistants and we, as legal assistants, should be concerned and frustrated. In order to encourage the Law Society to re-instate the Certification Committee I would like to propose that we:

- a. write a letter to the Law Society on behalf of the Association, expressing our concern about and frustration with the delay, and encourage the Law Society to authorize the continuation of the Certification Committee;
- b. each individually write to the Law Society with the same concern and encouragement;
- c. strike a joint strategy committee with the Canadian Association of Legal Assistants to determine other methods of encouragement.

By now you will have received the notice advising you that the Directors have planned a general joint strategy meeting, particulars of which are again as follows:

**DATE:** Monday, September 19/94  
**TIME:** 5:30 p.m.  
**PLACE:** Offices of  
Lang Michener  
2500 - 595 Burrard Street  
Vancouver, B.C.

Please mark your calendar and attend. In order to provide the Law Society with a clear voice of the Association, we must know your thoughts. In the event interest and attendance at the Annual General Meeting dictate a need to discuss the certification issue, sufficient time will allotted.

Jerena Laursen

### ***WELCOME NEW MEMBERS!***

Welcome to Kate Gross & Priscilla Cicek.

Membership renewal forms have gone out. Please return them as soon as possible.

Sarah Hanna

### ***REGISTRY UPDATE***

#### **Legal Support Staff Symposium and Expo**

Continuing Legal Education and West Coast Title Search Ltd. are joining forces to hold a Legal Support Staff Symposium and Expo on October 20th, 1994. The full day program includes concurrent sessions on everything from conveyancing to accounting and plain language to research. There will be a lunch time round table discussion and a one hour forum on computerization and registries.

In addition to these exciting courses, there will be an exhibit hall with products and services of particular interest to legal support staff. Your course fee includes lunch, refreshments and an opportunity to win door prizes.

Mark October 20th on your calendars! For more information or to insure you receive a copy of the conference brochure in September, contact Janet Dean of West Coast Seminars at 682-7526 or Jessica Levental of CLE at 669-3544.

#### **B.C. Online Errors Continue**

The B.C. Online program was written assuming users would use a dot matrix printer. From the beginning there have been errors in line feed command to laser printers. What this means is if you are using a laser printer to print your B.C. Online searches, the last character on the right-hand side of the page is often dropped off. With most land searches the information does not extend this far.

One source who spoke to B.C. Systems about the problem was advised that BCSC has known about this problem from the beginning. BCSC is "working on it". They don't know how long it will take to fix the problem.

#### **Altos 2 Update**

The Director of Land Titles provided an update on delays and changes to the Altos 2 project.

## *The L.A. Times page 4*

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Beginning in the fall of 1994 B.C. Online users will use new screens and function keys for land searches. Each LTO staff member will receive six days training, resulting in up to 25% of LTO staff away at any given time in September.

Imaging will not proceed until at least the fall of 1995. Only documents filed in 1990 or later will be imaged. All other documents will continue to be available on microfilm.

The final phase of the project has been curtailed. There are no plans to proceed with pre-submission of documents or satellite LTOs.

The Altos 2 project will eventually see the computerization of the common property index and bylaw sheets for strata plans. The common property index as we know it will be replaced by a second page of the indefeasible title. This additional page will be the same for every strata lot in the plan. The search requester will decide whether or not to print the common property page. There is no additional charge. The LTO will create a general computer file where registered orders and changes to bylaws will be listed by document number. This will replace the current bylaw sheet. Both of these changes will require amendments to the regulations.

Leona Pinsky, In-House Counsel,  
West Coast Title Search Ltd.

### **FOOD FOR THOUGHT**

"OTTAWA (CP) - If you ever wonder why you seem to be left with all the work and little help, the Cosching Association of Canada offers this explanation by Dr. John Meagher of the University of New Brunswick:

"The population of Canada is 22 million but there are seven million over 65 years of age leaving 15 million to do the work."

"People under 21 total 10 million, leaving five million to do the work. Two million government employees leaves three million to do the work. Five hundred thousand in the armed forces leaves 2.5 million workers."

"Deduct 1.25 million provincial, municipal and city employees, which leaves 1.25 million to do the work."

"There are 250,000 people in hospitals and asylums leaving one million to do the work. But 700,000 of these are unemployed and 200,000 are on welfare won't work, so that leaves 100,000 to do the work."

"Now it may interest you to know that there are 80,000 people out of the country at any one time. And 19,998 people are in jail.

"So that leaves just two people to do all the work. And that is you and me, brother - and I'm getting tired of doing everything myself."

Author unknown

### **LEGAL ASSISTANT TODAY Magazine - Discount Subscription**

An article appeared in the January/February 1994 edition of Legal Assistant today which one of our members requested I reprint in this newsletter. I wrote James Publishing seeking their permission to reprint the article. They not only gave me permission but also offered subscription discounts to our members.

For more information either:

1. Contact Alesia Howard, Circulation Manager (714) 755-5459 or
2. Write to James Publishing, P.O. Box 25202, Santa Ana, California 92799.

Pattee Clark

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## HOW TO GET OUT OF HTE TIEPING

"R-E-P-S-E-C-T. Tell you what it means to me." — Arthura Franklin

Repsect!!!

Yes, repsect. The word, or a variation thereof, is the key to gaining respect and self-respect (or self-repsect) for paralegals who are not properly appreciated.

We know there are hardly any paralegals who aren't held in the highest esteem by their employers, but there are a few of you out there with insensitive bosses.

Really. It's true.

You might not even realize you're being undervalued. If you're not sure, try answering the following questions:

1. Do you know which lawyers in your firm take cream, sugar, or both?
2. Are there partners in your firm who mistakenly believe your name is "Hey, you?"
3. After you find the precedent that wins a big case, does your attorney happily pocket the bonus from the client?
4. Did you lose your desk when the firm hired an associate who hadn't quite finished law school but looks great in a suit?
5. Does your boss ask you to type the brief you just researched because the secretary is busy making dinner arrangements?

If you answered yes to all of the above, contact a Suicide Prevention hot line in your area immediately. LEGAL ASSISTANT TODAY is not responsible for any mayhem that may occur.

If you answered yes to any of the above, we have a few practical tips that can help you get out of the jobs — like typing — for which you're a trifle overqualified.

■ *Repsect.* Yes, like we said, repsect. If the boss wants typing, give him/her typing.

Bad typing.

A few complaints for intentional trots, label and slender, and breech of covenant of good fun and free

wheeling ought to do the trick. If you're on the defense side, try a Statue of Frogs argument. The Amphibian Defense never fails.

You'll find your typing assignments dry up quickly.

■ *Threaten to Go to Law School.* Employers hate employees who seem to know as much or more than they do. Most of you probably already know more than your employers, but they don't realize it and generally it's best not to let them know.

The threat of seeming to become more knowledgeable, however, is a potent one.

Say the boss asks you to rush out and buy a last-minute birthday present for the spouse. Your reply should be a heart-rending sigh and a statement — in a stage whisper as if to yourself — such as: "I really do need more of a challenge. At least this will give me a chance to get the law school application in the mail. ..."

The boss will quickly figure out who the secretary is.

■ *Do the Work Happily and Cheerfully.* Nothing makes a lousy employer more suspicious, not to mention disgruntled, than a happy employee.

All you have to do when presented with a 30-page complaint to type and edit is pump a fist into the air, shout "Yes!" and prance joyfully back to your desk. Sing or hum while you're typing and be sure to smile when the boss comes by to see what you're doing.

Pretty soon, the employer will conclude that you're getting away with something and find some real work for you.

Then be sure to look glum.

■ *Escape Through the Carpal Tunnel.* Appear in your boss's door with a pained expression and a limp wrist and casually ask whether the workers comp payments have been made.

A little subtlety can work wonders.

— Milt Policzer

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**LEGAL ASSISTANTS  
IN THE WORK FORCE**



(Rita Scott)

Association member Rita Scott has joined Alouette Search Services Ltd. as Vancouver office manager and client representative. Rita's legal career began in 1975 in Prince George where she spent four years working in conveyancing. From Prince George, Rita moved to a small law firm on the Sunshine Coast where she had the opportunity to broaden her range of legal experience by working in general practice. From the Sunshine Coast to downtown Vancouver was Rita's next move where she advanced to a legal assistant's position in foreclosure and realizations.

The entrepreneurial spirit kicked in and for the next few years Rita ran her own legal freelance business, working for several large and medium sized downtown law firms. Not content to rest on her laurels,

Rita tried her hand at real estate sales. She soon came to her senses and returned to the legal field in a medium sized firm's collections and construction litigation department. As if this wasn't enough law, Rita continued her course of studies for legal assistant certification in the evenings at Capilano College. She resumes classes in September.

Rita looks forward to working and meeting with her fellow Association members. She can be reached at Alouette's Vancouver office at 685-0199.

Hildi Stewart, Alouette

## LEGAL TALES

Well it doesn't look as if we have anything



new this newsletter. We are still waiting to hear from you avid readers concerning any good books you have read like the "Client", the "Firm" and all those other exciting legal tales. Drop us a line - give us the scoop.

Pattee Clark



*The Power of Teamwork...*

...and the better the team, the stronger the power!

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# Model Mugging of B.C.

Full-Force Self-Defense and Empowerment for Women



## Model Mugging MiniCourse

Model Mugging is a self-defense course that allows women to go full-force against a padded mock assailant in simulated attack scenarios. Model Mugging has been featured on Oprah, Designing Women, and Roseanne. It has also been recommended in books such as *When Food is Love* and *Courage to Heal*.

The regular Model Mugging course is an intensive 25-hour course preparing women for a knock-out defense against a single un-armed assailant. The course is known as the In-Depth BASICS. In recognition of the fact that some women may not feel ready to take this course, Model Mugging is offering a "MiniCourse" to introduce women to the padded mock assailant concept.

Our MiniCourse provides the foundation for physical, verbal and awareness skills women need to defend themselves, and the opportunity to practice these against a padded mock assailant. Women learn how to set strong verbal boundaries, how to face a potentially dangerous situation, and how to deliver several disabling blows. You will discover what it feels like to hit someone in self defense by practicing these on a fully-padded mock assailant. You will also have the opportunity to ask us how to fight back in a hypothetical scenario, and see an full-force demonstration.

### Here's what some women have said about the Model Mugging MiniCourse:

"Great to actually physically hit the Model Mugger."

"I was quite scared in coming to the course, but found it to be very supportive. I was also surprised to find that I could use my voice and feel good about it."

"I learned much more than I thought I would. Great value for my money."

"What you are doing is wonderful. Helping many. I really got into it and enjoyed myself."

"I learned that I can do it: wobbly knees and all."

**WHERE:**

**WHEN:**

**HOW MUCH:**

**HOW TO SIGN-UP:**



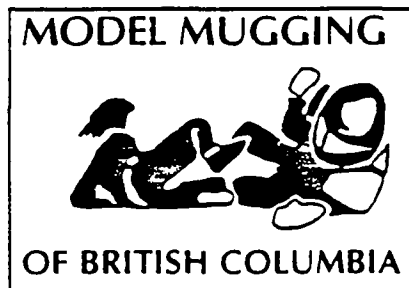
# MODEL MUGGING

Full-Force Self-Defense and Empowerment for Women.

## Presents a 3-hour Workshop

*If You Would Like to:*

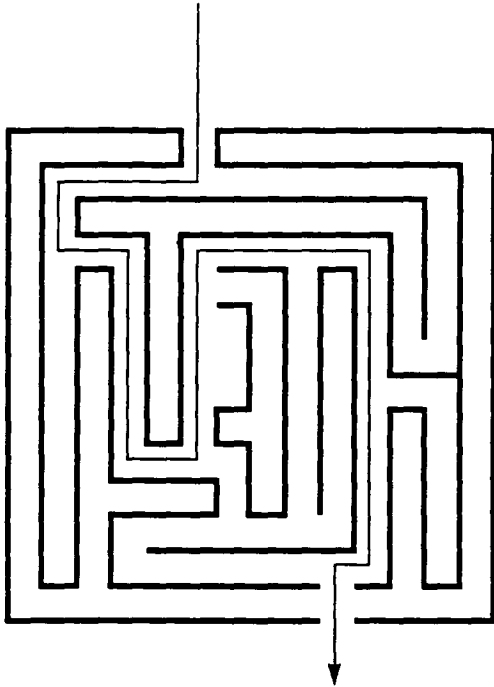
- Learn to be more assertive when you are confronted
- Learn effective techniques to disable an attacker
- Practice these on a fully-padded mock assailant
- Be fully-supported by female staff
- Feel safer and more confident



Model Mugging is a unique self-defense program using a padded mock assailant. With the support of this sponsor, we are able to offer you this introductory 3-hour MiniCourse.

<b>COURSE SPONSOR:</b>	Bentall Center Athletic Club
<b>WHERE:</b>	Bentall Center Athletic Club
<b>WHEN:</b>	Friday, September 23, 1994
<b>PRICE:</b>	\$55.00
<b>HOW TO SIGN UP:</b>	Contact the front desk for more info. 689 4424

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**669-6367** ←

**CALENDAR OF EVENTS**

DATE	EVENT	LOCATION
September 19/94	<b>JOINT STRATEGY MEETING - DISCUSSION RE: CERTIFICATION</b>	Time: 5:30pm Place: Lang Michener 2500 -595 Burrard St Vancouver, B.C.
September 23/94	<b>MODEL MUGGING - Full force Self-Defence and Empowerment for Women (see advertisement Pages 8 &amp; 9.</b>	Bentall Centre Athletic Club
September 29/93	<b>ANNUAL GENERAL MEETING</b> of Western Association of Legal Assistants.	Time: 5:15pm Place: Richards Buell Sutton 300 - 1111 Melville St. Vancouver, B.C
TBA	<b>SEMINAR - What happens to your documents after they leave your office and enter the Court or LTO Registry - presented by Alouette Search Services Ltd.</b>	TBA
October 20/94	<b>First Annual B.C. Legal Support Staff Conference and Expo</b> presented by Continuing Legal Education Society of B.C. and West Coast Title Search Ltd.  (For specific program details, please fax your name and address to (604) 682-5793 - Attention: Janet Dean)	Robson Square Conference Centre, Vancouver, B.C.

**NOTE:** We have included times and dates of Directors' meetings (where available) for your reference. The Directors and committees (Education, Membership, Programming, Public Relations, Newsletter) welcome your input and comments. Should you wish to raise a matter with the Directors at a Board meeting, please contact Jerena Laursen at 240-0333 wish to volunteer for any of the committees, contact the committee chairmen: Programs - Patricia Hunt @ 661-9291; Education: Gemma McDonald @ 689-7971; Membership - Sarah Hanna @ 682-3664 Public Relations - Jashir Bains @ 684-9151; Newsletter - Pattee Clark @ 631-4750.

**WESTERN ASSOCIATION OF LEGAL ASSISTANTS  
BOARD OF DIRECTORS 1993/94**

**OFFICERS:**

President	Jerena Laurson	Bus:	240-0333
Vice-President	Sarah Hanna	Bus:	682-3664
Secretary	Debbie Jamison	Bus:	662-5448
Treasurer	Jill Matthews	Bus:	631-4894

**COMMITTEE CHAIRS:**

Membership	Sarah Hanna	Bus:	682-3664
Program	Patricia Hunt	Bus:	661-9291
Education	Gemma Hale	Bus:	682-0541
Public Relations	Jasbir Bains	Bus:	684-9151
Newsletter	Pattee Clark	Bus:	631-4750

**STUDENT REPRESENTATIVES:**

Capilano College (1st year)	Lynda Harrison	Res:	983-8014
	Elizabeth Neufeld	Res:	623-0312(pager)
Capilano College (2nd year)	Lisa Armstrong	Res:	439-2029
Capilano College (evening)	No Rep		
Douglas Campus (evening)	Donna Shingera		
	Swedahl McPherson	Res:	589-5170

**NOTICE** - Opinions expressed in L.A. Times are those of the writers and not necessarily those of the Association. The Association cannot assume liability for errors or omissions. Please feel free to reprint any of the articles in this newsletter so long as you give credit where credit is due.

**EDITORIAL TEAM:** Jerena Laurson, Sarah Hanna, Jill Matthews, Patricia Hunt,  
and Pattee Clark

**ADVERTISING:**

If you are interested in advertising in our Newsletter please contact Pattee Clark @ 631-4750.

<b>Our Rates are:</b>	<b>Full Page</b> . . . . .	<b>\$80.00</b>
	<b>Half Page</b> . . . . .	<b>\$45.00</b>
	<b>Quarter Page or less</b> . . . . .	<b>\$25.00</b>