



BOARD MEETING
AT THE STATE BAR OF NEW MEXICO
SATURDAY, JANUARY 5, 2019

AGENDA

Meeting called to order at: _____

I. Officer Reports

Chair	Lynette Rocheleau	No Report
Chair-Elect	Yolanda Hernandez	No Report
Immediate Past Chair	Christina Babcock	No Report
Secretary		No Report
Treasurer	Angela Minefee	No Report

II. Standing Committee Reports

Budget & Finance	Angela Minefee	No Report
Bylaws	Kay Homan	No Report
ENews/Web Page	Debbie Tope & Amy Meilander	No Report
CLE-Coordination	Yolanda Hernandez & Linda Sanders	No Report
CLE-Provider Approvals	Angela Minefee	No Report
CLE-Tracking	Kay Homan	No Report
Nominating & Elections	Ruby Silva	No Report
Events	Barbara Lucero	No Report
Membership	Kathy Campbell & Yolanda Hernandez	Report Attached
Pro Bono/Community Service	Amy Melander & Linda Sanders	No Report
Professional Development	Emmalee Attencio & Ruby Silva	No Report
Scholarship	Nettie Condit	No Report
LLLT Working Group	Emmalee Attencio	No Report

III. State Bar Committee Reports

Access to Justice Rules: Technology	Amy Meilander	No Report
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IV. Old Business

V. New Business

- A. Secretary and New Board Member(s)
- B. Application for Membership
- C. CLE Webcast

Attached

VI. Adjournment at _____

PARALEGAL DIVISION
ANNUAL COMMITTEE REPORT

COMMITTEE TITLE: **Membership**

COMMITTEE: **Lynette Rocheleau and Kathy Campbell (Co-Chairs); Kay Homan**

DATE OF REPORT: **January 5, 2019**

2018 Membership Activity:

- We started the year with 129 active members and 16 inactives. We lost 15 actives to nonrenewal (13) and inactive status (2) leaving 114 active members after the 2018 renewal cycle. One active member and one inactive are now deceased. See **In Memoriam** below.
- Four of 16 inactives did not renew.
- We approved 31 new members during the year (14 of these were approved in July alone due to the new requirement of the Risk Management Division of the State of New Mexico that requires paralegals providing services to attorneys contracting with the RMD to be members of the Division).
- We ended the year with 144 active members and 11 inactives.

IN MEMORIAM

Carol S. Wood, a charter member of the Division, passed away on August 3, 2018, after a two and a half-year battle with pancreatic cancer. Carol was a resident of Albuquerque and most recently was employed as a paralegal for the firm of German • Burnette & Associates LLC. Carol was part of a group of several working paralegals who came together in 1989 with the goal of raising standards for the profession in New Mexico by creating a State Bar of New Mexico Legal Assistants Division (later re-named Paralegal Division). Carol will be remembered for her soft-spoken manner, warm smile, and devotion to her family and friends. The Division is grateful for her contribution to and support of both the paralegal profession and the Division.

Linda C. Stocky, a long-time member of the Division, former Division Chair and Certified Paralegal, passed away on September 27, 2018, after a short battle with cancer. Linda worked as a paralegal in Santa Fe for many years before returning to her home state of Tennessee. She retired after several years of working as a paralegal in Tullahoma; and she and her husband George became active members of the community, joining an RV group that traveled together making many fond memories. During her tenure as Chair of the Division in 2003, Linda spear-headed the Name Change Committee which was successful in renaming the Division from Legal Assistants Division to Paralegal Division in recognition of the professional distinction between the terms "legal assistant" and "paralegal." She also served on numerous committees while both an active and inactive member of the Division. Linda was an astute business woman, excellent paralegal, ardent supporter of the profession, and a cherished friend who will be greatly missed by her close Division colleagues and friends.



Paralegal Division Committees and Chairs

Please address communications to a specific Committee Chair via e-mail at pd@nmbar.org.

The Division Standing Rules provide for Standing Committees which are permanent, and for Special Committees which are established by the Board of Directors from time to time as the need arises.

Budget and Finance

This committee is chaired by the Treasurer and is responsible for providing analysis of financial information for the Division, making recommendations for funding projects and assisting in preparation of the annual budget.

Chair: Tina L. Kelbe, CP

Bylaws and Rules

This committee receives, studies and initiates suggested amendments to the Bylaws and Standing Rules and works with standing and special committees to develop and/or change Division policies and procedures as necessary.

Chair: Kay Homan, CP

Continuing Legal Education

This committee is in charge of processing member CLE credits and the coordination of CLE programs.

CLE Coordination Subcommittee: Develops and presents programs, seminars and materials relating to continuing legal education for the legal profession.

Co-Chairs: Lynette Rocheleau and Yolanda Hernandez

CLE Provider(s) Approvals Subcommittee: Reviews CLE provider submissions for approval by Division.

Chair: Tina L. Kelbe, CP

CLE Tracking Subcommittee: Monitors members' adherence to the minimum CLE requirements and reports CLE credits to the Membership Committee.

Chair: Kay Homan, CP

Events Coordination

This committee works with the CLE Coordination Subcommittee, as necessary, and shall be the liaison with the State Bar for the planning of events including, but not limited to, the Division Annual Meeting, State Bar Annual Meeting, CLE and/or other events in conjunction with the State Bar and the Division's December holiday dinner.

Chair: Barbara Lucero, CP

Awards Subcommittee

This committee is responsible for making the Certificates of Appreciation and getting the award plaques made for the Division's Annual Meeting.

Chair: Ruby Silva

Membership

This committee promotes membership and growth within the Division, reviews and approves membership applications, reaches out to potential members, answering questions and providing information regarding the Division and the paralegal profession.

Co-Chairs: Lynette Rocheleau and Kathleen F. Campbell, ACP

Mentoring Program: Reaches out to new members to provide a mentor to answer questions about the Division and participation in.

Chair: Barbara Lucero, CP

Nominations and Elections

This committee is responsible for all duties in connection with: (1) the nomination and annual election of officers and directors; and (2) the preparation and submission of ballots to membership for approval of bylaws amendments.

Chair: Ruby Silva

Pro Bono/Community Service

This committee works with the State Bar of New Mexico to offer opportunities through which Division members may volunteer their time to assist with established programs to provide paralegal services to the community and the disadvantaged in New Mexico.

Chair: Amy Meilander

Professional Development

This committee studies, develops and implements various means to better inform and educate the legal community and general public about the use of paralegals in the legal profession. This committee also collects and studies information regarding the education standards of paralegal education and training programs with regard to the certification or licensing of paralegals and works with local and national paralegal associations throughout the country.

Co-Chairs: Emmalee Atencio, ACP, and Ruby Silva

Scholarship

The Scholarship Committee supervises the award of scholarships to paralegal studies students at junior colleges, community colleges or universities in New Mexico based on the budgetary allocation by the Board of Directors of the Paralegal Division.

Chair: Nettie L. Condit

Web Page & ENews

The web page committee designs and maintains the Division's website at <http://www.nmbar.org>.

The ENews committee creates and provides relevant articles and information regarding paralegals and the Division for publication in the State Bar ENews.

Chair: Deborah R. Tope, CP, RP

[Link to Committee Signup Form]

FOR USE BY MEMBERSHIP COMMITTEE:

Date Received: _____

Date Approved: _____

Date Membership Package Mailed: _____

Return to: State Bar of New Mexico
Paralegal Division
Membership Committee
P. O. Box 92860
Albuquerque, NM 87199-2860

**APPLICATION FOR MEMBERSHIP
STATE BAR OF NEW MEXICO PARALEGAL DIVISION**

INSTRUCTIONS TO ALL APPLICANTS:

- (1) Complete, IN FULL, all pages of this application. Only properly completed applications with the required documents attached will be processed.
- (2) Check only ONE category of prerequisite under which you qualify, even if you qualify under more than one.
- (3) Attach copy of degree, certificate awarded by national or state certifying entity, or other evidence of educational experience for category under which you are applying.
- (4) If applying under Category 2, insure that your program meets the guidelines set out below.
- (5) ~~Attach an attorney affidavit(s) which verify verifying that you are currently employed as a paralegal under the supervision of an attorney. More than one affidavit may be required work experience for to meet the minimum experience requirement of 6Categories 3 and 5 under which you are applying.~~
- (6) Attach check in the amount of \$75.00 for dues and mail to address shown in box at top of page.
- (7) KEEP A COPY OF YOUR APPLICATION!

TO BE COMPLETED BY ALL APPLICANTS:

Name: _____

Firm Name: _____

Business Address: _____

E-Mail Address: Business: _____ Personal: _____

Business Telephone: _____ Business Fax: _____

Home Address: _____

Home Telephone: _____

Practice Area(s): _____ Firm Size: _____ (# of attorneys)

I, _____, hereby apply for membership in the Paralegal Division of the New Mexico State Bar. I certify that I qualify for membership pursuant to Rule 24-101A NMRA 2004 of the Rules Governing the New Mexico Bar, under the category checked below (CHECK ONLY ONE CATEGORY OF PREREQUISITE UNDER WHICH YOU QUALIFY):

- (1) ☐ Graduation from a paralegal program that is either:
 - ☐ (a) approved by the American Bar Association;
 - ☐ (b) an associate degree program;
 - ☐ (c) a post-baccalaureate certificate program in paralegal studies; or
 - ☐ (d) a bachelor's degree program.
- (2) ☐ Graduation from a post-secondary legal assistant program which consists of a minimum of sixty (60) semester hours or equivalent, as defined by the American Bar Association *Guidelines for the Approval of Paralegal Education Programs*, of which at least eighteen (18) semester hours or equivalent are general education courses and eighteen (18) semester hours or equivalent are legal specialty courses;
- (3) ☐ A bachelor's degree in any field plus two (2) years of substantive law-related experience under the supervision of a licensed attorney. Successful completion of at least fifteen (15) semester hours of substantive paralegal courses may be substituted for one year of law-related experience;
- (4) ☐ Graduation from an accredited law school and not disbarred or suspended from the practice of law by the State of New Mexico or any other jurisdiction; or
- (5) ☐ Certification by the National Association of Legal Assistants, Incorporated, the National Federation of Paralegal Associations, Incorporated or other equivalent national or state competency examination plus at least one (1) year of substantive law-related experience under the supervision of a licensed attorney.

I further certify that I:

- (1) am not a convicted felon;
- (2) have not been convicted in any state or federal court of any crime involving or related to a charge of moral turpitude;
- (3) have not been the subject of and reprimanded or otherwise censured in any disciplinary or other similar proceeding involving my business affairs or other conduct involving the public;
- (4) have not had a professional business license granted to me by the State of New Mexico, any other state, the federal government, or an agency of any of the foregoing revoked or suspended for breach of ethics or a charge relating to my character or personal fitness; and
- (5) am otherwise mentally and morally fit to participate in the State Bar of New Mexico.

I have read the definition of a "Paralegal" as stated in Rule 20-102 NMRA 1981, as amended through 2004, and I hereby attest that I meet that definition. I agree to be bound by the Code of Ethics and Professional Responsibility and the disciplinary procedures established by the Paralegal Division. I further attest that I meet the following employment qualifications found at Rule 24-101A NMRA 2004:

- (1) contracts with or is employed by an attorney, law firm, corporation, governmental agency or other entity;
- (2) performs substantive legal work as defined in Rule 20-102 NMRA; and
- (3) meets one or more of the educational and experience qualifications set forth above.

I understand that acceptance for membership in the Paralegal Division of the New Mexico State Bar will not grant to me and is not equivalent to Certified Legal Assistant (CLA), Certified Paralegal (CP) or Registered Paralegal (RP) status. Use of the "CLA" or "CP" designation is prohibited except by proper certification from the National Association of Paralegals, Inc. ("NALA") and the "RP" designation is prohibited except by proper certification from the National Federation of Paralegals.

All applicants meeting the qualification of subparagraph "5" above must submit proof of certification issued by the certifying entity. All applicants meeting the qualifications of subparagraphs "1", "2", "3", or "4" above must submit either a copy of the school's transcript showing grades for all courses covered or a copy of the school's diploma or degree awarded to applicant. ~~No home study video or correspondence courses will be accepted.~~

All applicants must submit an attorney affidavit in the approved form (attached hereto) which verifies that the applicant is currently working as a paralegal under the direct supervision of a licensed attorney and additional affidavits, if necessary, to verify the required full amount of work experience as a paralegal working under the direct supervision of a duly licensed attorney as required by the category under which the paralegal applicant is applying for membership (categories 3 and 5). ~~Applicant must currently work under the direct supervision of a licensed attorney.~~

I understand that continued membership in the Paralegal Division of the New Mexico State Bar requires the following:

1. Payment of annual dues of \$75.00; and
2. Continuing legal education of twelve (12) hours per year, including one (1) hour of ethics-related education, by accredited MCLE providers approved by the New Mexico State Bar, pursuant to Rule 18-201 NMRA 1987, et seq., as amended through 2006.

I HEREBY GIVE CONSENT to the Paralegal Division of the New Mexico State Bar to contact my present and/or former supervising attorney(s) and/or employer(s) for verification or clarification of my qualifications for membership, and I understand that if any information submitted in this application is false, it may be grounds for denial of my membership.

DATED this ____ day of _____, 20__.

APPLICANT'S SIGNATURE

ATTORNEY AFFIDAVIT

STATE OF NEW MEXICO)
) ss.:
COUNTY OF _____)

_____ being duly sworn upon his/her oath, deposes and states:

1. I am a licensed attorney in good standing in the State of _____.
2. _____ (hereinafter "Applicant") is a paralegal who works [or has worked] under my direct supervision [and/or the direct supervision of other attorneys who are members of this firm] and who meets the following employment qualifications pursuant to Rule 24-101A NMRA 2004:
 - a) contracts with or is employed by an attorney, law firm, corporation, governmental agency or other entity;
 - b) performs substantive legal work as defined in Rule 20-102 NMRA 1981, as amended through 2004; and
 - c) meets one or more of the qualifications set forth above.
3. Applicant's work has been [was] under my direct supervision [or the direct supervision of attorneys who are members of this firm] for _____ years and _____ months.

Attorney signature

Attorney printed name

Attorney address

Attorney telephone number

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____.

Notary Public

My Commission expires: _____

NOTE: COMPLETE MORE THAN ONE AFFIDAVIT IF NECESSARY TO MEET EXPERIENCE REQUIREMENTS.