



**Newsletter**  
**August 2016**

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## **LEGAL: NEW TRENDS AROUND THE STATE**

Crime is getting more expensive for certain defendants in the State of Wyoming. The State Legislature passed a bill that adds a fine to anyone convicted of crimes under Wyoming Statutes 31-5-233 or 35-7-1001 through 35-7-1057, which, for the most part, pertain to driving under the influence of alcohol or controlled substances, or possessing or consuming illegal substances. This new law, Wyoming Statute 7-13-1616, adds a surcharge to anyone who is convicted of or pleads guilty or nolo contendere (no contest) to these crimes. Beginning in July 1, 2016, this surcharge can be imposed by the court or at the suggestion of prosecution. It is referred to as the CST charge or the court supervised treatment charge, which will help offset the costs of court supervised treatment programs, often referred to as “drug courts.” The fine cannot exceed \$50.00 per case and can be assessed in addition to regular criminal fines, court costs, and fines to the Wyoming Victims Compensation Fund. With all these fees and fines, it goes to show that crime doesn’t pay.

In May 2016, the Wyoming Supreme Court was awarded a \$50,000.00 grant for technical assistant by the State Justice Institute. This is the second grant from the Institute; the first grant helped secure professional consultation from the National Center for State Courts in addressing and surveying court security issues in various counties through Wyoming, which later aided the dispersion of additional funds from the State Legislature to these counties for security improvements. A modern assessment of court security allows for increased safety of judges, prosecutors, and related staff. Such insight plays a vital role in the improvement of older facilities and new ones, including the new Sweetwater County Justice Center, which is scheduled for opening in 2018. This 55,000-square foot, \$20 million complex will house both the Rock Springs and Green River Circuit Courts, the Sweetwater County Attorney’s Office, the Public Defender’s Office, and the Sweetwater County Sheriff’s Office.

A federal judge recently dismissed a lawsuit concerning trespassing on private lands. The lawsuit was filed against the State of Wyoming by several groups, including the National Press Photographers Association, the Natural Resources Defense Council, and the Western Watersheds Project. The latter claimed that certain Wyoming laws forbidding trespassing on private lands to collect data were unconstitutional. The prohibiting of crossing into private terrain for data collection would prevent the gathering and dissemination of valuable information related to environmental pollution or the illegal treatment of wildlife and animals. United State District Judge Scott Skavdahl dismissed the lawsuit in July 2016.

### Sources:

Wyoming Judicial Branch. [www.curts.state.wy.us](http://www.curts.state.wy.us)

Neary, Ben. “Federal judge dismisses challenge to Wyoming trespassing law.” The Washington Times. July 7, 2016.

## Spring Seminar and Annual Meeting 2016

Our spring seminar and annual meeting were held in Rock Springs, WY on April 29 & 30<sup>th</sup>. I would like to thank Virg for all her help on finding speakers and helping with anything I asked!! Thank you!! Virg wasn't able to attend the seminar, but she was awarded the "Making a Difference" award. This is a new award LAW will be giving out each year to a member.

During the seminar a new board was elected.

President: Amanda Nelson, ACP

President Elect: Mark Robbins

First Vice President: Barbara Heisner

Second Vice President: Ashley Barkley

Secretary: Kristie Whittle

Treasurer: Rhonda Hoadley, ACP

NALA Liaison: Shannon Rezanina, ACP

Our fall seminar will be held in Jackson Wyoming on October 7-8!!!

By: Shannon Rezanina, ACP

Filing ...

"Ain't nobody got  
time for that!"

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Go ahead. Call me your secretary,  
ONE MORE TIME.

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## **NALA Conference July 2016, Las Vegas, NV**

I am very honored to serve as your NALA liaison for the 2016-2017 term. In being elected NALA liaison, I attended the NALA conference which was held in Las Vegas, NV this year.

The convention was different this year than in the previous years I have attended. In previous years, you picked one session you wanted to earn CLE, and you did this class for the full three days. This year you were able pick between 32 different class options! This was great because if you didn't like the one you were in, when it was over, you could go to a totally different one!!

Also, all the affiliate's meeting and board meetings were on Wednesday all day and not spread out throughout the rest of the week, like in the past.

The conference this year had a lot of great educational information, as well as some great information and tools for us to use to help make our seminars and affiliate great!

The 2017 NALA Conference will be held in Orlando FL July 19-21, 2017!!! I know I will be there! I hope to see you as well!

**By: Shannon Rezanina, ACP**

**NALA Liaison**

### **Message from Heather McAfee**

Director of Region Four

To Region Four Members: You are all invited to a brown-bag lunch at the Courthouse Atrium on **the second Wednesday of each month** at noon, beginning September 14, 2016. We will discuss the upcoming fall seminar, thoughts on a bigger regional event, and any other fun topics that may come up! Please feel free to invite your paralegal friends.

Hope to see you there!



# MEET OUR BOARD MEMBERS

## Amanda Nelson, ACP President



I am currently self-employed as a Contract Paralegal. I mostly work in the areas of family law and estate planning, although I am venturing into more and more personal injury. I am also the academic paralegal for Mary Kubichek and the Casper College Paralegal Program. I earned my AA in Paralegal Studies at Casper College in 2006, my CLA in 2007 and my ACP in Discovery in 2011. I am a current student at Oregon State University where I am

completing my BA in History. I am happily married with four amazing children, who fill up any spare minute that I may have. I am Committee Chair of Cub Scout Pack 167 and am very involved in their 4h club. I am more blessed than I deserve, and proud to represent LAW as President for another term. I have served on the board of Legal Assistants of Wyoming as President, President-Elect, 1st Vice President, 2nd Vice President, NALA Liaison and Secretary. I love this organization and the members that make it possible!

## Mark Robbins, CP President Elect



I am a 1994 Graduate of the University of Wyoming, with a BA in Elementary Ed., and a 2012 Graduate of the Casper College Paralegal Program. I earned my CP in March of 2015. I have worked for Williams, Porter, Day and Neville, the Law Offices of R. Michael Shickich (Injury Law Firm), and for Casper Law Office. I came to work full time for Casper Law Office in February of 2012, and remained here part time during the periods that I worked for the other two firms. I have now been back here full time since November, 2015.  
(cont.)

I have served on the Legal assistants of Wyoming board for the 2012-2013 year, the 2014-2015 year, and the 2015-2016 year in the position of Treasurer. Currently, I serve in the position of President Elect.

I am also the Vice President on the board for Legal Aid of Wyoming.

**Barbara Heisner, CP**  
**First Vice President**



After graduating with distinction from Casper College with my Associate of Arts in Paralegal Studies in May, 2015, I became a Certified Paralegal in March, 2016.

Currently, I work as a legal secretary for Kyle Ridgeway and Craig Silva at Williams, Porter, Day & Neville, P.C. in Casper, Wyoming. My previous work experience includes working as a legal assistant at Rochelle Law Offices, P.C. in Casper.

While attending Casper College, I participated in the Casper College Legal Services program, assisting in pro bono work. I was also a member of Phi Theta Kappa. In 2016, I

became a member of the first Casper College chapter of Lambda Epsilon Chi, the National Honor Society in Paralegal/Legal Assistant Studies.

I was born in Casper, Wyoming and have lived in Wyoming my whole life. I am passionate about the fine and performing arts, an active member in the Casper College Concert Band and the Casper Municipal Band. I love traveling, the beach, spending time with my friends, music/theater, anything to do with dance, and dogs. I am an avid, die-hard St. Louis Cardinals fan.

I am happy to continue serving on the Board of LAW and look forward to fun times with other fellow Wyoming paralegals!

## **FUNNY WYOMING LAW**

### **Wyoming Statue 6-9-202: Neglect to close fences**

A person is guilty of a misdemeanor punishable by a fine of not more than seven hundred fifty dollars (\$750.00) if he opens and neglects to close a gate or replace bars in a fence which crosses a private road or a river, stream or ditch.

**Ashley Barkley, CP**  
**Second Vice President**



I am a Wyoming Native currently employed as a paralegal with Chapman, Valdez & Lansing in Casper. My family and I moved back to Wyoming from Colorado about a year and a half ago. In the time that I have been back I have had the privilege of working in a variety of roles at my current firm including receptionist, legal secretary and now paralegal. Interestingly enough, before I finished college I started as a runner at the firm so it feels like home.

I earned my Associates Degree in Paralegal Studies in 2010, and went on to complete my Bachelors Degree in Criminal Justice in 2012. Just after graduation I moved to Colorado to be closer to family and consider the possibility of law school. After much thought it was my conclusion that focusing on my family and using the degrees I already possess was the best option for me.

My family includes my amazing husband Josh, our sons Ivan (9), Roan (2.5), and baby boy #3 (coming January 2017). We love traveling to visit family and attending music events and festivals.

I am excited to be part of the LAW board this year. I am hoping to expand on my professional network and really get to know some of the amazing paralegals in this state.

**Rhonda Hoadley, ACP**  
**Treasurer**



I am originally from a small town in Ohio and have spent the last 11 years in Wyoming. As I was drafting my original version of this bio for this newsletter, I realized that I have been in the legal field in some capacity for almost 25 years, and that I would be boring you with the details of

my legal journey. In a nutshell, sixteen of those years have been as a paralegal, and that seems to be where I found myself. I remember being a painfully shy and quiet person, the first time I went to a LAW Seminar. Now, if you speak to my friends, they would tell you that they have never known me to be shy or quiet. I credit LAW and NALA for my transformation, and confidence. The members of our organization welcomed me from the first day and I consider many of our members great friends. I just got back from the NALA Convention in Las Vegas. I have loved NALA Convention since I went to my first one in Omaha in 2012. It is difficult to be shy at NALA, even if you try really hard. I earned my CP Designation in November 2015, and got my first ACP in Criminal Litigation in June 2016. I have worked in various areas of law including credit and collections, family law, criminal defense, and personal injury. I currently work for the Laramie County District Attorney's Office. I love my job and the opportunities this career field offers. When I am not working, I enjoy spending time with my family.

**Kristie Whittle**  
**Secretary**



I graduated from Casper College in 2007 with an Associates Degree in Paralegal Studies. After graduation, I worked as a paralegal for two solo practitioners that primarily focused their practices on family and criminal law. I currently work at Williams, Porter, Day & Neville as a legal secretary for Stephenson D. Emery and Jason A. Neville who primarily practice Insurance Defense. I enjoy learning all areas of the law. I am currently studying for the CP Exam in September 2016.

My husband and I have three amazing children, Xavier (4), Brooklyn and MacKenzie (2.5), who are identical twin girls. Needless to say they keep me extremely busy and there is never a dull moment in our house; but we love every minute of it. I enjoy spending time with my family, traveling, and scrapbooking these wonderful memories.

This is my first year serving on the LAW board and I look forward to meeting new paralegals throughout the state.

**Shannon Rezanina, ACP**  
**NALA Liaison**



I graduated from the paralegal program at Casper College in 2005, earned my CLA in 2006 and have earned ACP's in Discovery, Trial Practice, Automobile Accidents and Individual Medical Liability in the last 4 years. I currently work for Williams, Porter, Day & Neville, PC. In August I will be celebrating my 10 year anniversary at WPDN.

I am married and have three grown children. My son Branden is 21 and I have twin daughters McKenna and Hunter who are 18. All of them will be heading off to college this fall, so I will be adjusting to an empty nest.

I have served on the Legal Assistants of Wyoming Board in several positions throughout the past 11 years. I have served as President, President Elect, First Vice President, Second Vice President, Treasurer and NALA Liaison. I am super proud and

excited to be serving as your NALA Liaison this year. I love being a member of LAW as well as NALA. I am considering running for a position on the NALA board in the future.

**Rachel Krueger**  
**Region 3 Director**



I currently work at Hendrickson Law Office as a paralegal, and lives with my partner, Nathan Logan, and children, Emma (age 11), Noah (age 3) and stepson Jaxon (age 9), as well as my 3-year-old beagle, Norman. When not working as a paralegal, I enjoy fishing (but I'm not very good at it), and skeet-shooting with Nate and my two older kiddos. Most of my time is spent raising my family, spending time with her family and friends, and working in a profession that I enjoy waking up to every morning.

I am a Casper, Wyoming native who graduated from Kelly Walsh High School in 2002. I graduated from Casper College with an Associate of Science degree in Business Administration in 2009, and then went back and earned my Associate of Arts in Paralegal Studies, graduating in 2015.

If I were not a paralegal, I would work as an attorney. “After working various sales and management positions, owning and managing a small business, and experiencing several legal issues in between, I adopted a genuine interest in law. However, because my family is very stable and happy in Casper, law school will have to wait for now.” My favorite part of the job? Having the knowledge and ability to assist my attorney in helping to make a difference in people’s lives. It is a great feeling to support a legal voice for those seeking help.

My advice to future paralegals is that “Being a paralegal requires the same level of organizational ability and work efficiency as being an attorney does. A good lawyer requires an efficient paralegal.”

**Heather McAfee**  
**Region 4 Director**



I have served as a legal assistant and office manager at Steiner Law, LLC (a practice focusing on primarily family law) in Cheyenne for over four years. Before that, I was a receptionist/assistant at Buchhammer & Kehl, P.C. for about two years. I am a member of the National Association of Legal Assistants. While I do not have any fancy academic letters after my name just yet, I am all registered to take the certified paralegal exam mid-September and then I plan on taking the advanced certified exam

The Annual Law Luncheon at Casper College will be held September 14, 2016 at 12:00 p.m. Please mark your calendars and plan on attending. You can RSVP to Amanda at [amandanelsonacp@gmail.com](mailto:amandanelsonacp@gmail.com).

# ONLINE INTERVIEWS-THE FUTURE OF PROFESSIONAL INTERVIEWING

By: Amanda C. Nelson, ACP

I recently was required to complete an academic project for a communication class involving job interviewing. Immediately, I had no doubt that it would be an easy project. After all, I conduct mock interviews every year for the paralegal students and give advice, tips and tools on how to sell your skills. Although this assignment was slightly different and would be an interview conducted online, I assumed I still had it in the bag. It appears that the world of communication and connectivity has forced another major change; most corporations and companies now conduct their interviews in an online format. Although the basic rules for interviewing apply, there are additional components and concerns that need to be considered.

I can share from my recent experience that online interviewing was very different. Although the content and examples I would have provided were the same as those I would have provided face-to-face, the energy was much less personal. I am not generally an individual who loves talking into cameras, FaceTiming or Skyping. I guess you can say I missed the “selfie-taking gene” that seems to come naturally to so many these days. I was challenged to talk about myself, to myself essentially, as I was being recorded. Any mistake I made was now saved for any other partners, bosses, human resources employees, etc. to view at a later date. The responses I gave were now memorialized and no longer subject to the recollection of the interviewer. There are definite benefits to this, as well as the drawbacks. However, it was a tremendous learning experience and I gathered several tips from outside resources in order to be successful. The following list is a list acquired from CBS News.

1. **Look into the Camera.** *“During Skype interviews, some people fixate on themselves on the computer screen. This gives the impression that the candidate is not making eye contact with the interviewer on the other end. When an interview starts, take a moment to make sure you look fine on the screen, then focus on looking into the camera.”* – Davin Malasarn, Science Writer for the California NanoSystems Institute at the University of California, Los Angeles, CA.

**2. Get Rid of Distractions.** *“Make sure that [you’re] the only living object in view. Maybe you’re 27 and living with your parents, but the person interviewing you doesn’t need to know that. Let the people in your life know what is happening, and insist they stay at the opposite side of the house/apartment. If you have kids, it would be helpful to have a babysitter come to make sure there is no crying during the Skype session. And pets should also be out of view.”* – Rich DeMatteo, Co-Founder of Bad Rhino, a social media marketing firm, and Founder of Corn on the Job, a job search blog, Philadelphia, PA.

**3. Put Your Hands Where They Can See Them.** *“Make sure that the camera on your computer gives a good shot of your head and shoulders, as well as of your hands. Remember that a good portion of understanding comes from body language and other non-verbal cues, so you want to make sure that the upper half of your body is showing.”* – John Heckers, MA, CPC, BCPC, “Heckers Development Group, LTD, Cherry Creek, CO.

**4. Plug in Securely.** *“Plug your computer into an Ethernet port, and plug your headphones into the computer’s jack. You want direct Ethernet access because it’s far more stable than wireless, and you want to have headphones to avoid playback from the speakers.”* – Fan Bi, Founder + Chief Shirt, Blank Label, Boston, MA.

**5. Light Yourself Kindly.** *“Lighting [is crucial]. Set up to task lights on either side of the computer/webcam. Test the light so that it is evenly lit and flattering.”* - Sarah Cornwell, appbackr, Palo Alto, CA.

**6. Dress for Success.** *“It may seem like a good idea to wear a dressy top, and shorts below where you think the camera might not see it. But you might be surprised how wardrobe malfunctions can happen. Dress the part 100 percent...just like you are going into a real interview, which this is!”* – Dawn Rasmussen, CMP, president of Pathfinder Writing and Career Services, Portland, OR

**7. Avoid Technical Difficulties.** *“It is of utmost importance to ensure that your internet connection works properly during a Skype interview. It is difficult to have a discussion if the interviewer is unable to hear you due to technical difficulties and interruptions. The impression will be that you are unreliable.”* – Lynda Zugec, Managing Direction, The Workforce Consultants, New York, NY.

8. **Sound Strong.** *“Clarity is very important. For heaven’s sakes, buy a USB [-connected] headset because the microphone jack usually provides a suboptimal experience.”* – Todd Rosenfeld, Principal at TeamLauncher.com, Miami/Ft. Lauderdale, FL.

9. **Slow It Down.** *“It can be easier to talk over people on a Skype call so wait for the interviewer to stop speaking before you answer. This also gives you a few seconds to think about what you want to say before you speak.”* – Jessica Silverstein, Esq., Principal, Attorneys Counsel, New York, New York.

10. **Know Proper Web Cam Etiquette.** *“Do not sit too close to the camera. Sit up straight-posture goes a long way. Look at the camera. When you look directly at the camera, it appears to the interviewer that you are looking directly at them/making eye contact.”* – Kendall Payne Slagle, Public Relations Manager for Offers.com, Austin, TX.

11. **Lean In.** *“Sitting forward and leaning toward the camera so you become a talking head, just like on TV. This is the best way for employers to read your facial expression, which can add a great deal of meaning to your words.”* – Ruth Sherman, found of Ruth Sherman Associates, LLC Greenwich.

12. **Be Enthusiastic.** *“Skype interviews tend to dampen one’s personality so make an effort to smile and act like your pleasant self as much as possible.”* – Christy Grimste, Director, Educators Overseas, Tampa, FL.

13. **Dress Dark With a Touch of Color.** *“As in any on-camera scenarios, don’t wear stripes or tight woven patterns such as hounds tooth because they’ll come across like strobe lights to your interviewer. It’s best to wear a darker color with accents of jewel tones in a tie, or for ladies as shirt under a suit jacket, to bring a little color to the image.”* – Jennifer Johnson, Founder, J. Johnson Executive Search, Inc., New York, NY.

14. **Get a Handle On It.** *“Whether it’s Skype, an instant-messaging client, or another videoconferencing app, you likely have a user name or “handle” that you sign in with. Make sure it’s not something like beerlover2011 or casanova4u. As with your email account, choose something professional – if you can’t use just your name because it’s already taken, try your name combined with your industry (jsmith\_writer, for instance).”* – Charles Purdy, senior editor and career expert, Monster.com, San Francisco, CA.

As with most trends, it may take some time for Online Interviewing to become the norm in Wyoming; however, it may not take as long as some would like. If you find yourself in a position where you may be interviewing for a job soon, especially if any relocation is involved, I would give more thought to the additional concerns involved with online interviewing and practice if possible. Check out the sources below for more information!

*Sources:*

Levin-Epstein, Amy. *Ace Your Skype Job Interview: 14 Smart Tips*, CBS News. 2011, September 13. WEB. Accessed 2016, May 10.

Levin-Epstein, Amy. *8 Mistakes to Avoid in An Online Job Interview*. CBS News. 2012, March 23. WEB. Accessed 2016, May 10.

Montini, Laura. *The Secret to Better Face-to-Face Job Interviews Online (Infographic)*. Inc.com. 2014, May 30. WEB. Accessed 2016, May 9.

Blue, Gabrielle M. *4 Tips for Conducting a Job Interview Using Skype*. Inc.com. 2011, March 31. WEB. Accessed 2016, May 9.

## **NEW MEMBERS—WELCOME!!!**

Julie Jacquez—Cheyenne

Wendy Haverlock—Casper

Brenda Kovachevich—Rawlins

## **ADVANCED CERTIFICATIONS—CONGRATS!**

Dena Alexander—Family Law

Rhonda Hoadley—Criminal Litigation

**THE NEXT DEADLINE TO TAKE THE CERTIFIED  
EXAM WITH NALA IS DECEMBER 1ST.**



## **Thank you to our sponsors!**

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# Save the Dates!

## Newsletter Staff

Heather McAfee  
Region 4 Director

2016 Annual LAW Fall Seminar and Board Meeting

## October 7 and 8, 2016 JACKSON, WYOMING

The Legal Assistants of Wyoming 2016 Fall Seminar will be held **October 7-8, 2016** in Jackson Hole, WY at the Snake River Lodge & Spa. Some people may want to make a long weekend out of it. We have rooms reserved for the night of the 6th as well, and Monday, October 10 is Columbus Day. **The lodge will honor the group rates October 3-12.**

**Rooms need to be reserved by August 22, 2016.** To make a reservation, call the lodge at 855-342-4712. Make sure you notify whomever you book the reservation with that you are with the Legal Assistants of Wyoming. Room rates are as follows: deluxe queen 159.00/night, deluxe king/w balcony 179.00/night, and premium king w/fireplace, 179.00/night (king rooms are limited, so get them while you can!)

Let me know if you have any questions. More information about the seminar will be sent out at a later date. I hope to see as many people there as possible. It will be a great time!

By: Barbara Heisner, First Vice President



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