

Legal Assistants of Wyoming

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Take a Breather! Sheridan Edition

By Annette Sause – 1st Vice President 2019-2020

As legal assistants, many of us have a strange affinity for scheduling ourselves to death. We put our heads down, multitask like no one's business, and push through. We have the ability to handle ten things at once, and our standards are somewhere up in space. Some say this attitude is necessary to be dynamic and productive at work. Maybe it is, but what about the rest of our lives?

When it's time to relax, when we have actual and undisputable permission to step away from it all, it IS OK to bring our shoulders down from beside our ears (where it seems they've been for our whole lives and possibly since before birth) and take it easy. And while LAW's seminars may exist for education and networking, there's an often-ignored and underutilized benefit to these weekends – time away! Yes, these weekends are for brushing up on long-forgotten statutes and for hanging on every word of a speaker's scandalous ethics violations stories, but they're also a space in which to breathe and clear your mind of everything weighing it down back in the “real world” – without guilt. Foreign concept, right? Well, I'm here to give you permission. It's not selfish or irresponsible to “take a breather” – it's necessary and downright responsible. Everyone from your family to your co-workers (and maybe even the lady you pass on the stairs every day after work who probably thinks you have something against her because you're never smiling and always distracted) will thank you. If you feel I'm speaking right to you, I am.

With LAW's Spring Seminar on April 17th and 18th just a couple of months out, it's time to start planning your weekend away. For its size, Sheridan has so much to offer, and it may just be worth your while to add a day or two on to your itinerary. Even if you can't justify another day, you can (and should!) squeeze an hour or two in to do something for yourself. Below, I've listed a few suggestions on how to spend your well-earned downtime.

Escapade Escape Room – Escape reality while you track down a diamond thief or undo an errant spell. To progress, you and up to 6 friends will search for hidden clues and work together to overcome a variety of riddles and challenges within the 60-minute time limit. Entry is \$16 per person. All bookings are private parties, for 3-5 or 3-7 players, depending on the game you wish to play. Visit escapadewyo.com for more information and to book a time slot.

The Blacktooth Brewing Company – If you're looking for a laid-back good time, grab a pint and relax with a unique, handcrafted beer in this award-winning brewery's taproom. Play a game of cornhole while you snack on complimentary popcorn and pretzels, or check out the offerings of the food trucks who often set up shop outside. When you've had your fill, have a take-home growler filled with your favorite brew. Visit blacktoothbrewingcompany.com for more. (Please drink responsibly and have a designated driver!)

Trail End State Historic Site/Kendrick Mansion – Fancy a trip back in time? This fully furnished, 13,748 square foot historic mansion/museum showcases what Wyoming life was like for the upper crust during the 1913-1933 time period. Immerse yourself into the aristocratic life of John B. Kendrick, a rancher politician, and his family. For the Wyoming resident price of \$2.00, spend as much or as little time as you'd like on the self-guided tour, and (weather permitting) don't skip exploring the mansion's beautifully-manicured grounds. Go to trailend.org for hours and information.

Christine's Therapeutic Day Spa – Conveniently located inside the Sheridan Holiday Inn, this spa offers a laundry list of services. In addition to the standards such as massage and waxing, Christine's boasts varying facials, raindrop therapy, cupping, ultrasonic therapies, reflexology and ear candling. Ignore the outside world and book an hour (or more!) of relaxation in this highly-rated day spa. Visit christinedayspa.com for a full pricing list and booking information.

King's Saddlery & the Don King Museum – Every leather-scented step through this legendary Western tack store, rope shop, and saddlery is a feast for the eyes. In addition to an impressive array of horseman's staples, they offer a superb selection of Western gifts and jewelry. The museum lays claim to an extraordinary collection of saddles, belonging to famous cowpokes of the past, along with perfectly preserved wagons, coaches, Native American artifacts, guns, and original artwork. Visit kingssaddlery.com for more.

Kendrick Park – If your idea of "me time" involves some time spent in the fresh air, Kendrick Park may be just what you need. This centrally-located park has loads of walking/biking trails, and plenty of play areas for the kiddos. Pack a picnic and enjoy watching the park's buffalo and elk. Goose Creek runs right through, and if you'd like to drop a line you're more than welcome. In the spring and summer months, take a dip in the pool, throw a few horseshoes, visit the ice cream stand for a treat, and then settle in for a concert al fresco in the park's bandshell. Learn more: sheridanwyoming.com/outdoor/parks/kendrick-park

Frackelton's – Hungry for some fine dining without pretention? Head to Frackelton's, where you can indulge in top quality steak, fowl, and seafood in a comfortable atmosphere. From starters to dessert, this Main Street eatery earns high marks from online reviewers and locals alike. Start with the Crispy Brussel Sprouts or the Ahi Poke' Bowl. Both the Orange-Maple Lacquered Pan-Seared Duck and Frackelton's Fettuccine Bolognese come highly recommended. Don't leave without trying the Smoked Chocolate Ganache S'Mores Lava cake. Check out the full menu and make a reservation at frackeltons.com.

The Mint Bar – Last but certainly not least on our list is perhaps Sheridan's most iconic establishment: The Mint Bar. Opening its doors in 1907, this quintessentially Wyoming watering hole is still going strong, serving up stiff drinks and good times. As the sign on the gnarled oak bar assures, hangovers are both installed and serviced. Grab yourself a "Ditch" (High Plains speak for whiskey and water), throw some money in the jukebox, check out the Wyoming wildlife that adorns the walls, and take a breather. Meet you at The Mint! mintbarwyo.com. (Please drink responsibly and have a designated driver!)

Call for Nominations Due Saturday, February 29, 2020

Nominations for Board of Directors:

Nomination for President-Elect: _____

Nomination for First Vice-President: _____

Nomination for Second Vice-President: _____

Nomination for Secretary: _____

Nomination for Treasurer: _____

Nomination for NALA Liaison: _____

Nominations for Regional Director:

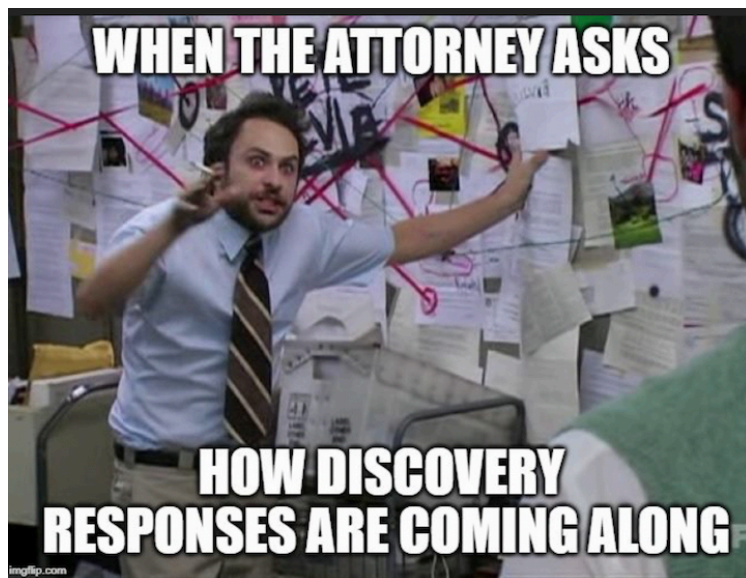
NOTE: Nominations for Regional Directors must be made only for the region in which you reside, and you may not nominate nor vote for Regional Directors in other regions. Please mark the appropriate region and make your nomination.

_____ Region 1 _____ Region 2 _____ Region 3 _____ Region 4 _____ Region 5

Nomination: _____

Return all nominations to: Barbara Heisner, CP, Legal Assistants of Wyoming, P.O. Box 155, Casper, Wyoming 82602 or via Email: BarbaraAnne008@gmail.com Forms must be received or postmarked by 2/29/20 to be considered.

For information on board positions, including descriptions of duties, length of terms or other relevant information, please visit www.lawyo.com!



A Message from Mary Kubichek....

As many of you know, I retired from my position at Casper College in May 2019. I have been a member of LAW since its inception, and many of my very dear friends are members of LAW or were previous members of LAW. "Thank You" to everyone who has been a part of my life and my lottery job. Specifically, I would like to thank my family, David, Katie and Bob. I am thankful for the education I received and the supportive extended family I have been given. Thank you to all my people (you know who you are!), my book club, and certain animals who've been with me along the way.

Schwartz, Bon, Walker & Studer
LLC

141 S. Center Street, Suite 500
Casper, WY 82601
(307) 235-6681

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One of the very first questions that I was asked when I announced my retirement August 27, 2019, 30 years to the day that I signed my first contract, was "What will you do now?" My reply was to continue to volunteer teaching, taking continuing education courses, and enjoying lots of long lunches and adventures.

While I am doing all of these, my pace has been altered. In the fall of 2019, I began to have trouble walking, I was exhausted, I was in significant pain from preexisting back issues, my handwriting became totally illegible and I could not compose a list! While I was at the University of Utah Hospital to get a plan for my long-term issues with scoliosis, I blacked out in the doctor's office and was in a coma for 5 days. I spent the next two months in four different medical facilities. I have hepatic encephalopathy. It is a decline in brain function that occurs because the liver cannot remove toxins. Also, the hepatic encephalopathy medicine is counteractive to my significant gout problems.

While I am now recovering, I am on three diets that are very restrictive, tepid and dreary. One is the FODMAP diet, which excludes wheat, most dairy, sugar, salt, onions, garlic and malts! I completed out-patient physical therapy. I am still taking cognitive therapy so that my neurons will sparkle. My primary care doctor has not released me to drive yet, which makes my family and friends very happy.

David was recently diagnosed with jaw cancer. We will be at the Huntsman for at least the last two weeks of February. Bob and other friends will also help out. Of course, David is still working.

If you are wondering if you can help in any way, the answer is yes. I need rides to therapy, the grocery store, etc. Also, if you know a student or someone who is flexible, we would like to hire them to drive, dog, and house sit, etc. They can stay at our house, drive my car, and get paid for their time and expenses.

I want to leave you all with what I have learned during my 32 years in Casper:

- If you share your garage code, people will show up at your kitchen table and organize your pantry.
- If you teach manners, students will not spit on their clients.
- If you teach ethics, students will not sleep with their clients.
- If you laugh, people will make you laugh even more.
- If you host an event, the people, children and pets will come.
- If you provide a comfortable environment, people will learn, make friends and be kind.
- If you have speakers, field trips, and a regional professional presence, students will get jobs.

- If you require field trips, you must provide GPS devices.
- If you feed your potential successor during her training, she will get the job and metamorphose the program to the next level.
- If you encourage questions and discussion, remember there is no such thing as “one quick question.”
- If you encourage students and others to engage in community service, you and your program will be recognized for your contributions in literature, on boards and teaching.
- If you break the Lady of Justice statute, you must confess. You have no constitutional rights.
- If you inspire your students, they will think outside the box or at least learn that there is a box.

Thank you all for providing me the time of my life. I could not end this without my mantras:
“Don’t be Stupid.”
“You’ll be Fine.”

With Love,
Mary.

P.S. If you are a graduate and are interested in helping as a juror, the Saint Anthony’s Mock Trial is May 8, 2020 from 8am – 4pm.

If you would like to be a coach we are meeting with the kids Fridays, March 20, March 27, April 17, April 24, April 30 and May 6, from 1-2pm. Call me for details 307-577-0720.

We have a great topic and enthusiastic kids.

If 2019 has taught us anything, it's that things don't always turn out the way we planned, or the way we think they should. I've learned that there are things that go wrong that don't always get fixed or get put back together the way they were before. I've learned that some broken things stay broken, and I've learned that you can get through bad times and keep looking for better ones, so long as you surround yourself with positivity and people who love you.

For the members who lost a loved one, for those who experienced hardship and troubling times, and for those who have felt pain, we send our deepest condolences. We hope that through your hard times, you know our thoughts and prayers are with you and your family.

May this year, and the next few months of your life be a period of magnificent transformations, new beginnings and blank pages for you to write a new story.

Best regards,

Taylor Roybal
Region IV Director

Williams, Porter, Day & Neville
159 N. Wolcott, Suite 400
Casper, WY 82601
(307) 265-0700



"For a divorce case, that went smoothly."

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The Benefits of LAW Membership

By: Wendy Trembath, CP – NALA Liaison 2019-20

Membership in LAW is \$65 for active members (working paralegals/professionals), \$50 for associate members (attorneys/teachers), and \$25 for student members (currently enrolled in a paralegal program). These fees are imminently reasonable, but it's still more money than some are willing to pay because they don't understand the outstanding benefits of becoming a LAW member. Personally, I have benefitted in three distinct areas from my membership in LAW: career advancement, financial savings/earnings, and improved skills, knowledge, and leadership.

Career Advancement

I became a student member of LAW a few years prior to graduating from the Casper College Paralegal Program. Over the next seven years, I earned my NALA CP credential and attended most of LAW's bi-annual seminars, Continuing Legal Education (CLE), and social events. I served on various committees, and I chaired several committees. Eventually, I was elected to be on LAW's Board of Directors as the Secretary. I got to know the President that year through our work together on the Board. The President had worked for a large, well-respected Casper law firm for many years. A couple years after my term on the Board, she heard that I was interested in working for a larger firm. When her firm had an opening for a paralegal, she recommended me *before the position was ever advertised*, and I got the job.

Now, I want you to know that this person and I had not been classmates, we were not lifelong friends, and we had never even worked with (or opposite) each other on a case. She and I knew each other *only through our mutual participation in LAW*. This is the essence of networking, people! You become a member, you attend events, you volunteer, you get to know people, they get to know you, and voila! – you get a great reference for a job when you didn't even ask for one.

By the way, LAW also posts job announcements on its website in the *Members Only* section and emails them out to current members only. If you are not a LAW member, you don't get the email alerts or the details about Wyoming firms looking for paralegals. Frequently, firms and attorneys will post with LAW *before* they advertise their job opening anywhere else – partly because job postings on the LAW website are free to attorneys/firms, and partly because they know they have an audience of qualified applicants!

Financial Savings/Earnings

Did I mention that my new position at the larger firm had better bonus opportunities and better benefits? I would say that I earned about \$3,000 more in my first year than I had *ever* before – in any job. That \$3,000 increase continues year after year, and if I decide to move to a new job, that will be my new *baseline* for wages. If you have the right skills and they think you will be a good fit, most employers will offer you slightly more money (or the opportunity to earn more money in short order) when you change jobs.

Being a member of LAW has also *saved* me money over the years. I was a student member for two years, which got me discounted prices on dues and seminars. Over two years, the student member rate saved me about \$80 on dues, and getting the member rate for seminars saved me about \$120 – that's \$200 total saved. Now, I still spent about \$170 on membership dues and seminars that perhaps I didn't *have* to spend, but it got me started in a great organization meeting fellow paralegals, and I still saved about \$30 overall.

Woodhouse Roden & Nethercott
1912 Capitol Avenue, Suite 500
Cheyenne, WY 82001
(307) 432-9399
wrnlawfirm.com

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Did you know that non-members pay \$100 to attend each of LAW's bi-annual seminars? That's \$200 each year, but LAW active members pay \$65 (membership) + \$60 per seminar. That totals only \$185. That's a savings of \$15 – enough to buy yourself a nice lunch, or put it in your vacation or retirement fund! Also, LAW members have traditionally only paid \$10 per 1-hour CLE, but non-members have paid \$15 (or more). By the way, my savings actually has been a lot more because *my employer has paid* my membership dues and seminar fees. (Want *your* employer to pay your dues and seminar fees? See the next section on Improved Skills/Knowledge.)

I also saved money by receiving two scholarship awards from LAW. The Outstanding Student Award paid for my CP study guide (\$110), student membership in LAW for 1 year (\$25), and student member registration at the Spring Seminar (\$30). The Future CP Attainment Award paid my CP exam fees (\$275). That's about \$440 I didn't have to spend. That's a great value for spending a few hours writing and submitting applications! (By the way, *LAW scholarship applications are due by March 1st*! See the article in this newsletter).

Improved Skills/Knowledge/Leadership

Some non-member paralegals may tell you that it's not really worthwhile to be a member of LAW if you are not certified and don't have to maintain CLE credits. That is *so* untrue. (See Section 1!). All kinds of information is available through LAW to improve your paralegal skills and knowledge to help you with your everyday work.

First, there is the "formal" education benefit through LAW's twice-a-year seminars and frequent CLEs. The First Vice President and Regional Directors work each term to find presenters on topics that are relevant and interesting. We have a generous and collegial Bar in Wyoming, and attorneys who present at seminars or CLEs will often provide forms, checklists, research and outlines to those who attend. True, you do not have to be a member of LAW to attend a seminar or CLE, but remember – you save money if you are a member.

Then, there is the "informal" education benefit of knowing and being able to contact experienced paralegals. I often contact a fellow LAW member to ask if they have a specific form, or know the procedure for a certain task. And, only LAW *members* have access to the membership roster on the website. I have never been given the cold shoulder or been brushed off – my fellow LAW members have always been willing to help me when they can. Imagine what added value you could bring to your employer if you had useful materials and other resourceful, experienced paralegals behind you! And, did I mention that volunteering looks really good on your resume when you are seeking a new position?

If you are interested in developing your leadership abilities, serving on the LAW Board or on a committee is a great training ground. I served on and chaired committees for LAW for many years before I ever ran for a Board position. It allowed me to help the organization with *limited responsibility*. As I became familiar with the policies and procedures of LAW, a position on the Board looked less intimidating. By 2017, I had developed the confidence to accept the Treasurer position – a two year position with *lots* of responsibility. Even if you are naturally gifted at it, it takes *practice* to develop good leadership skills. I can't imagine a more helpful, forgiving or friendly environment in which to learn.

Conclusion

These are only *some* of the benefits of becoming a LAW member. Take a minute and see if you think of a few more...and then go online at www.lawyo.com to sign up! Please feel free to email me or the Second Vice President, Kathy Lackey (in charge of membership), or any of the Board members if you have questions. Just send an email to legalassistantsofwyoming@gmail.com and someone will get back in touch with you soon. Can't wait to see your application to join!

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 Gillette, WY 82716
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Do you want to attend the NALA Conference & Expo (the answer is yes!!) but you are having trouble convincing your employer that it's a great opportunity that would benefit you AND your firm??? Try using the following template to request funds to attend! You won't regret being part of this amazing educational opportunity that is PACKED full of valuable information, lifelong friendships and loads of fun!

Dear *Employer Name* ,

I'd like to request your approval to attend the **2020 NALA Conference & Expo** this July 9th–11th in Atlantic City, NJ.

The legal field is constantly changing with new laws and procedures, and as a paralegal, my job is to stay up to date on this information. Education, networking, and professional development are top priorities at this event. This paralegal-focused conference is packed with more than 30 education sessions, all led by speakers who are experts in their field. Topics at this event include: Hot Issues in Employment Law, Multidistrict Litigation, Cannabis Law, Legal Security, Plea Bargains, and many more.

I will be amongst hundreds of attendees who are knowledgeable and passionate about the paralegal profession. I will learn new information and skills and improve upon existing skills to further advance my paralegal expertise. This event will give me the opportunity for hands-on learning and dialogue with leading experts. In addition, the Expo Hall features various businesses and organizations that I can engage with that could have a positive impact on our organization. You can learn more about the 2020 NALA Conference & Expo on their website.

Here's an approximate breakdown of conference costs:

Registration Rate: \$

Hotel: \$

Airfare: \$

Transportation & Parking: \$

Meals: \$

TOTAL: \$

For us to get the best return on investment from this conference, please keep in mind that the earlier I can register, the less expensive it will be.

This investment will pay off in more efficient practices, new insights, and ideas. I am confident that this investment will be beneficial not only to myself, but also to the overall value of our company.

There is also free Wi-Fi available during the conference, so I will still be checking e-mails and will be available as needed.

Thank you for your consideration, and I will work to ensure we get the full value of this event.

Sincerely,

Thank you to all sponsors of
LAW! For a complete listing,
visit www.lawyo.com



Outstanding Student Award Application Due March 1st

QUALIFICATION REQUIREMENTS

1. Applicants are limited to those students actively engaged in obtaining a Legal Assistant degree, in the state of Wyoming, and who have completed at least 12 credit hours of legal education courses toward that degree.
2. Applicants must have a grade point average of at least 3.0 *over the last 3 semesters*.
3. No qualified person shall be excluded from consideration on account of that person's race, gender, religion, or national origin.
4. The applicant need not be a full-time student, as long as they meet the standard set forth in #1.
5. All applications must be received by 5:00 p.m. on March 1st each year.
6. The Awards Committee will make its final decision by April 1st.
7. The student selected will be awarded free membership to LAW for one year, will be LAW's guest at the Spring annual meeting with seminar registration fee paid by LAW, and at that time will be presented with a plaque and a CLA/CP Review Manual.
8. **All applicants must attach a copy of their transcript showing legal courses taken and current GPA.**

Please type or print the following information:

NAME: _____
Last First Middle

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (_____) _____

Are you planning to attend the
LAW Spring Seminar this year? ☐ YES ☐ NO

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Outstanding Student Award Application Page 2

High School(s) attended: _____

College(s) attended and major: _____

Please list your extracurricular activities and interests: _____

Please answer three (3) of the following short answer questions in three to five sentences. Where necessary, answer the questions on a separate piece of paper and attach to your application.

- 1) What kind of work would you like to be doing 5-10 years from now? Why?
- 2) What kind of work/vocational goals have you set for yourself? Why?
- 3) Describe your “ideal job” including the type of work and the factors which make it “ideal” for you?
- 4) What do you consider important for getting a group of people to work well together? Why?
- 5) Tell about a time when you took it upon yourself to learn a new task to better yourself.

Please return completed applications to:

LAW Awards Committee Chair
P.O. Box 155
Casper, WY 82602-0155

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Future CLA/CP Attainment Award Application Due March 1st

QUALIFICATION REQUIREMENTS

1. Applicants are limited to those individuals who are currently active or student members of Legal Assistants of Wyoming. Any member of LAW who has not taken the CLA/CP exam is eligible to apply for this award.
2. This award is limited to members who meet the NALA requirements to sit for the CLA/CP exam. (See the attached requirements).
3. Applications must be received by the committee chair by 5:00 p.m. on March 1st of each year.
4. The Awards Committee will make its decision by April 1st of each year.
5. The recipient will be awarded a certificate and will be required to submit his/her application for the CLA/CP exam to LAW's President. LAW will submit payment to NALA for the exam fee. The recipient will have one year from the date of the award to apply for the exam. (Note – the application should be submitted to LAW at least two weeks prior to NALA's deadline for applications.)
6. No qualified person shall be excluded from consideration on account of age, race, sex, religion, or national origin.

NOTICE

The Future CLA/CP Attainment Award Application is hereby notified that in the event s/he is selected as the recipient of this award, it is the recipient's responsibility, in case of an emergency or other happenstance that prohibits him/her from sitting for the scheduled exam, to notify NALA so as not to forfeit the payment of exam fees. LAW is not responsible for and will not submit a second payment if fees are forfeited due to the negligence of the award recipient. Further, the recipient is expected to submit his/her application for the CLA/CP exam to NALA within one year of receipt of this award or LAW's payment of the fee is forfeited.

Note that this application will be evaluated in the following categories:

Essay Responses
Scholastic or Occupational Achievement
Extracurricular/Community Service Activities
Presentation of Application
LAW Participation

Please type or print the following information:

Name: _____ Work Address: _____

City: _____ Zip: _____ Work Phone: _____

Home Address: _____

City: _____ Zip: _____ Home Phone: _____

Are you planning to attend the LAW Spring Seminar this year? ☐ YES ☐ NO

Please state the NALA requirement under which you are eligible to sit for the CLA/CP exam. (See attached requirements): _____

Where necessary, answer the questions on a separate piece of paper and attach to your application.

1. If you are attending or have completed an educational program for legal assistants please attach a copy of your transcript.
2. If you have received in house training please provide a written history of your training.
3. If you have attended or completed any other course of study at any institution of higher learning please attach a copy of your transcript.
4. Please attach certificates of attendance for any continuing education programs you have attended in the last two years.
5. Please list any additional educational courses you have participated in.
6. Where available, please provide your GPA: _____
7. Please provide a brief summary of your occupational background.
8. Please provide a brief summary of your participation in Legal Assistants of Wyoming, listing any committee memberships, offices held, and seminar attendance.

9. Are you currently employed? Full or Part time? In the legal profession?
10. Does your current employer assist in payment of the CLA/CP examination for employees? Please indicate the percentage of CLA/CP examination fees your employer pays.
11. Please provide a summary of any extra-curricular activities, or community service organizations you are involved with.
12. Please explain what kind of career/vocational goals you have set for yourself.
13. Please explain what kind of work you would like to be doing 5-10 years from now.
14. What does the CLA/CP designation mean to you as a professional?
15. Explain how you believe the CLA/CP designation impacts the Legal Assistant profession as a whole.
16. In essay form, please tell the selection committee why you think you deserve this award, or anything else that you believe would be helpful to the committee in making its decision.

I hereby certify that the information given on this application is complete and accurate to the best of my knowledge. I understand that this information is to be used by the Future CLA/CP Attainment Award Committee in its screening and award process and will remain confidential.

Signature: _____ Date: _____

Please return completed applications to:

LAW Awards Committee Chair
P.O. Box 155
Casper, WY 82602-0155

The CLA/CP Examination - Eligibility Requirements

To be eligible for the Certified Paralegal examination, a paralegal must meet one of the following alternate requirements:

1. Graduation from a paralegal program that is:
 - (a) Approved by the American Bar Association; or
 - (b) An associate degree program; or
 - (c) A post-baccalaureate certificate program in paralegal studies; or
 - (d) A bachelor's degree program in paralegal studies; or
 - (e) A paralegal program which consists of a minimum of 60 semester hours (900 clock hours or 90 quarter hours) of which at least 15 semester hours (225 clock hours or 22.5 quarter hours) are substantive legal courses.

NOTE: Under Category 1(e), an applicant may combine college hours from more than one institution. The applicant must have graduated from a legal assistant/paralegal program consisting of a minimum of 15 semester hours (or 225 clock hours or 22½ quarter hours.) Evidence of the minimum hours required under Category 1(e) must be provided with the application form.

2. A bachelor's degree in any field plus one year's experience as a paralegal. Successful completion of at least 15 semester hours (or 22.5 quarter hours or 225 clock hours) of substantive paralegal courses will be considered equivalent to one year's experience as a paralegal.
3. A high school diploma or equivalent plus seven (7) years' experience as a paralegal under the supervision of a member of the Bar, plus evidence of a minimum of twenty (20) hours of continuing legal education credit to have been completed within a two (2) year period prior to the examination date.

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