

Vicki Voisin, ACP

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PROFESSIONAL PROFILE:

Vicki Voisin is a nationally recognized author and speaker on issues related to ethics and time organization for paralegals and other professionals. She is the creator and presenter of *EthicsBasics*, a unique program dedicated to raising awareness of ethical concerns by legal professionals and corporate employees. She also publishes a bi-weekly ezine titled '*Strategies for Paralegals Seeking Excellence*.' Vicki is a certified paralegal with more than twenty years of experience in the career field. She currently works in the Charlevoix, Michigan, offices of Running, Wise & Ford, P.L.C. She holds a B.S. Degree from Central Michigan University and has earned her Certified Legal Assistant (CLA) and Advanced Paralegal Specialist/Real Estate (ACP) designations from the National Association of Legal Assistants (NALA).

EDUCATION:

B.S., Central Michigan University, 1985
Major: Business Management

HIGHLIGHTS OF WORK EXPERIENCE:

Creator of *EthicsBasics*

A unique program dedicated to raising awareness of ethical concerns, resulting in an increased understanding of ethics issues encountered in the work place and the improvement of the ability to handle those issues.

Paralegal, 1978-Present

Legal Secretary, 1964-1974

Currently employed in the Charlevoix, Michigan offices of Running Wise & Ford, P.L.C., a mid-size law firm headquartered in Traverse City, Michigan, where she is responsible for assisting the firm's attorneys with a large number of cases that encompass a wide range of areas of the law.

PROFESSIONAL INVOLVEMENT:

State Bar of Michigan, Legal Assistants Section

The Legal Assistants Section of the State Bar of Michigan currently serves more than 500 Michigan paralegals and legal assistants. Ms. Voisin has been a member since the Section was established in 1990 and has served the Section in the following capacities:

Chair Ex-Officio 2006-07

Chair 2005-06

Chair Elect 2004-05

Contributor to The Michigan Legal Assistant (now The Michigan Paralegal)

National Association of Legal Assistants, Inc. (NALA)

NALA, a leading professional association for paralegals and legal assistants headquartered in Tulsa, Oklahoma, was established in 1975 and serves more than 18,000 legal assistants through individual memberships and affiliated associations. Ms. Voisin has been a member of NALA since 1984 and has served the association in the following capacities:

President 1998-2000

First Vice President

Second Vice President

Treasurer

Specialty Task Force

Advanced Specialty Committee

Advanced Paralegal Certification Board (Chair 2006-2008)

Professional Development Committee (Chair)

Education Development Committee (Chair)

Ethics (Chair)

Budget Committee (Chair)

Committee to revise the NALA Manual for Legal Assistants 1997, 2004

Founder's Award Committee

President's Award Committee

HONORS:

Recipient, *President's Award*, National Association of Legal Assistants, 2004

Recipient, *Mentor's Award*, State Bar of Michigan Legal Assistants Section, 2000

Recipient, *Legal Assistant of the Year*, Legal Assistants Association of Michigan, 2000

This award was established in 2000 and, in honor of Ms. Voisin's dedication to the Advancement of the legal assistant/paralegal profession, was named *The Vicki Voisin Legal Assistant of the Year Award*. This designation continues to be awarded annually.

Recipient, *Affiliates Award*, Legal Assistants Association of Michigan, 1997

PUBLICATIONS:

Practice Tips: Your Career: Stir & Bake – Or Extra Frosting?, Facts & Findings, National Association of Legal Assistants, May 2009

Ethics Tips: Handling Client Funds, Facts & Findings, National Association of Legal Assistants, February 2009

I ‘Had’ to Do It: Supreme Court Experience, Facts & Findings, National Association of Legal Assistants, August 2008

Productive E-mail Strategies, Facts & Findings, National Association of Legal Assistants, May 2008

Work Smarter: Increase Your Billable Hours, Facts & Findings, National Association of Legal Assistants, February 2008

A Professional Detour: From Paralegal to Expert Witness, Career Chronicle, National Association of Legal Assistants, January 2008

Free Clutter v Clutter Free, Facts & Findings, National Association of Legal Assistants, November 2007

Does Your Daily Planner Need an Intervention?, Facts & Findings, National Association of Legal Assistants, May, 2007; Reprinted: *IAP Network*, Idaho Association of Paralegals, Inc., June, 2007; *CFPA Focus*, Central Florida Paralegal Association, Inc., Volume 24, Issue 3, July August September, 2007; *Michigan Paralegal*, Legal Assistants Section of the State Bar of Michigan, Volume II, 2007

A Sobering Survey – Ethical Obligations of Legal Support Staff Dealing with Employer Substance Abuse Issues, Facts & Findings, National Association of Legal Assistants, February 2007

Get on Your Way!, Facts & Findings, National Association of Legal Assistants, May 2006

What’s in a Title?, Michigan Paralegal, February 2006

Winning the Career Game, Michigan Paralegal, February 2006

Signing Your Name (or Someone Else’s) on the Dotted Line, Michigan Paralegal, April 2005

NALA Manual for Legal Assistants, National Association of Legal Assistants, 2004
(Contributing Author)

Signing Your Name (or Someone Else’s) on the Dotted Line, NewsBrief, Legal Assistants Association of Michigan, Summer 2003

Build Your Career Like a Pyramid, Facts & Findings, National Association of Legal Assistants, August 2000

Response to the New Jersey Supreme Court Committee on Paralegal Education and Regulation, January 4, 1999

My Opinion: Licensure Should Not Be an Issue, Legal Assistant Today, July/August 2000

Red Alert! Stop! Study the Issues! Licensure and Certification – What are They? The Michigan Legal Assistant, January 1998

Issues Related to Licensure and Governmental Regulation of Paralegals, National Association of Legal Assistants, December 14, 1998

NALA Manual for Legal Assistants, National Association of Legal Assistants, 1997 (Contributing Author)

Ethically Speaking... What is UPL?, The Michigan Legal Assistant, March 1996

Ethically Speaking... Important Ethical Issues in the Law Firm, The Michigan Legal Assistant, December, 1995

Ethical Standards for Legal Assistants, Michigan Bar Journal, November 1991

Changing Jobs: Ethical Considerations for Legal Assistants, Facts & Findings, National Association of Legal Assistants, March 1989

PRESENTATIONS:

Let's Get Ethical...Let's Get Technical: Ethics Lessons for Attorneys, Paralegals and Other Legal Professionals Dealing with Technology, Vicki Voisin, Inc., May 14, 2009

Ethics Tips: Planning For And Meeting Crucial Deadlines, Central Illinois Paralegal Association, April 14, 2009

Seven Secrets That Will Increase Your Billable Hours, Vicki Voisin, Inc., December 11, 2008 (presented also on January 29, 2009 and March 11, 2009)

Six Degrees of Law Firm Ethics: Ethics Review Course for Paralegals, Snell & Wilmer PLC, 2008-2009 (ongoing ethics review course for Snell & Wilmer paralegals)

Kick Start Strategies for Organizing Your Workspace, Vicki Voisin, Inc., October 14, 2009

Ethics for Legal Assistants/Paralegals: What NOT to Do, State Bar of Michigan Solo & Small Firm Institute, Dearborn, Michigan, September 18, 2008

Solving the Mystery of Ethics and Technology, National Association of Legal Assistants, Oklahoma City, OK, August 3, 2008

Keys to Eliminating Procrastination and Perfectionism, Houston Paralegal Association, June 12, 2008

Advanced Ethics for Legal Assistants/Paralegals, Foster Swift Collins & Smith, PC, Lansing, Michigan May 15, 2008

Is Your Computer Talking Behind Your Back?, NALS of Northern Michigan, Petoskey, Michigan, March 11, 2008

Critical Ethics Issues Paralegals and Legal Assistants Face: A Case Study Approach, State Bar of Michigan ICLE Solo and Small Practitioners Institute, Grand Rapids, Michigan, September 27, 2007

Advanced Ethics for Legal Assistants and Paralegals, Thompson Coburn, LLP, St. Louis, Missouri, September 25, 2007

Ethics Issues for Legal Support Staff, Thompson Coburn, LLP, St. Louis, Missouri, September 24, 2007

You Might Be a Leader If..., Legal Assistants Section, State Bar of Michigan, Frankenmuth, Michigan, May 4, 2007

Organization Nation, Appearance on Radio Sandy Springs, Atlanta, Georgia with HGTV organization expert, Monica Ricci, February, 2007

Murder at Morris & Fulbright, National Association of Legal Assistants, Tulsa, Oklahoma, October, 2006

Past Presidents Spell "Ethics," National Association of Legal Assistants, Tampa, Florida, July 29, 2006

The Accidental Tourist: My Career Path, National Association of Legal Assistants, Tampa, Florida, July 28, 2006

Advanced Paralegal Certification, National Association of Legal Assistants, Tampa, Florida, July 27, 2006

Ethics Issues for Legal Professionals, Grand Traverse Area Legal Professionals, Traverse City, Michigan, March 25, 2006

Can You Hear Me Now? Legal Professionals Balance Ethics and Technology, Western Dakota Association of Legal Assistants, Bismarck, North Dakota, October 7, 2005 (approved by the State Bar of North Dakota for Attorney CLE)

Ethics for Corporate Legal Professionals, The Allergan Corporation, Irvine, California, October 3, 2005 (Approved by the State Bar of California for Attorney MCLE)

Ethics: Beyond the Basics, Snell & Wilmer, LLC, Costa Mesa, California, October 3, 2005 (Approved by the State Bar of California for Attorney MCLE)

Can You Hear Me Now? Legal Professionals Balance Ethics and Technology, National Association of Legal Assistants, Kansas City, Missouri, July 16, 2005

Ethics: Essential Skills for Legal Assistants/Paralegals, National Association of Legal Assistants, Kansas City, Missouri, July 15, 2005

Ethics: Beyond the Basics, Snell & Wilmer, PLC, Phoenix, Arizona, March 2005

Ethics for Corporate Legal Professionals, State Farm Insurance Company, Bloomington, Illinois, March 2005

Ethics: Beyond the Basics, Central Illinois Paralegal Association, Bloomington, Illinois, March 2005

Ethics and Technology, Legal Assistants Association of Michigan, Ypsilanti, Michigan, April 14, 2004

Can You Hear Me Now? Attorneys and Legal Assistants Balance Ethics and Professionalism with Technology, Toledo Association of Legal Assistants, Toledo, Ohio, November 21, 2003 (approved by the State Bar of Ohio for Attorney CLE)

Ethics: Beyond the Basics, National Association of Legal Assistants, San Antonio, Texas, July 2003

Ethics: Essential Skills for Legal Assistants/Paralegals, National Association of Legal Assistants, San Antonio, Texas, July, 2003

Ethics: Beyond the Basics, Legal Assistants Association of Michigan, Ypsilanti, Michigan, April 5, 2003

Ethics: A Primer, Legal Assistants Association of Michigan, Dundee Michigan, October 19, 2001.

The Regulation of the Legal Assistant Profession, St. Louis Association of Legal Assistants, February 26, 2000

Issues Facing the Legal Assistant Profession, Honolulu, Hawaii, May 5, 2000 (Panel Discussion)

Leaders of the Legal Assistant/Paralegal Profession: Stand Up! Be Counted! Make a Difference!, The National Association of Legal Assistants, St. Louis, Missouri, July, 2000

Goals for the Legal Assistant Profession, Legal Assistants Association of Michigan, Lansing, Michigan, September 2000

In the News Special Report: Paralegals Deliver Assistance, CNBC Healthy Solutions with Mariette Hartley, aired September 22, 2000

Is Certification in Your Future? Legal Assistants Association of Michigan, Lansing, Michigan, 2000

The State of the Paralegal Profession, Dade Association of Legal Assistants, Miami, Florida, March, 1999

Issues Facing the Legal Assistant Profession, North Carolina Paralegal Association, Charlotte, North Carolina, March, 1999

Trends in the Legal Assistant Profession, Davenport College, Grand Rapids, Michigan, May 5, 1999

The Structure of the Certified Legal Assistant Exam, Kentucky Paralegal Association, Louisville, Kentucky, May 1999

The Legal Assistant Profession – Where Has It Been and Where Is It Going?, Legal Assistants Section, State Bar of Michigan, Grand Rapids, Michigan, September, 1999

Building Your Career Pyramid, National Association of Legal Assistants, Reno, Nevada, October, 1999

Licensure v Certification: Issues for Consideration, American Association for Paralegal Education, Boston, Massachusetts, November 1999 (panel discussion)

Ethics for Legal Assistants, State Bar of Michigan Legal Assistants Section, Lewiston, Michigan, May 16, 1998

Effective Communication Skills, National Association of Legal Assistants, Tulsa, Oklahoma, October 4, 1996

The Benefits of Professional Association Membership, Dow Chemical Corporation, Midland, Michigan, September 1989

TEACHING EXPERIENCE:

NALA Campus *LIVE!*

National Association of Legal Assistants, Webcast Faculty, 2004-Present

Primary teaching areas: Basic Ethics; Advanced Ethics; Time Management Strategies and Techniques; Ethics and Technology

Lake Superior State University
Legal Studies Program,
Advisory Board Member 1989-Present

North Central Michigan College, Petoskey, Michigan,
Adjunct Professor 1989-1990
Primary teaching area: Legal Office Procedures

EXPERT OPINION:

Breeding et al v Rapasky et al, Wayne County, Michigan Circuit Court File No. 05-500 692-NM;
Expert Opinion Offered 2006