

# PACE NEWS

## Setting the PACE of the future

**“I am pleased to be a part of an organization that places so much value on our work!”** That is a direct quote I received this past week in an e-mail from a potential candidate who is interested in learning more about sitting for PACE. What a wonderful statement to make about IPA and it is so true! We are truly blessed in Indiana to have such pioneers and visionaries who are willing to do the work necessary to help change history in Indiana, to further the paralegal profession in our great state and to indeed recognize the value of our work. As PACE Ambassador, I sincerely applaud IPA President, Cathy Canny, NFPA Primary Representative, Edna Wallace, RP, IPA Regulation Chair, Janet Logan, CP, and all of the others who have worked long and hard on Proposed Rule 2.2 which, if approved, will provide paralegals with the opportunity to register with the Indiana Supreme Court and utilize the designation of “Indiana Registered Paralegal” (“IRP”). The designation will be reserved for those who qualify through work experience, education and training, or those with PACE or CLA/CP Certification. This voluntary registration will have a direct impact on the PACE Registered Paralegals of Indiana. If the Indiana Supreme Court adopts Proposed Rule 2.2, one of the ways to become registered is to have successfully passed PACE. Clearly, the value of taking PACE could not be more timely.

If you have not checked out the updated PACE section on the IPA website, I invite you to do so. It sets out an overview of the qualifications to take PACE as well as a brief description of what the examination covers. The checklist below will assist you in reviewing your application materials. An incomplete Application or Affidavit of Work Experience and/or missing documentation will delay application processing.

## PACE Candidate Checklist

- 1. Provided all information requested on both the Application and Affidavit of Work Experience?
- 2. Completed and signed both the Application and Affidavit of Work Experience? (The Affidavit must be notarized.)
- 3. Provided a letter verifying your work experience, including specific dates of employment, signed by your employer (and/or previous employers, if necessary)? The employer must verify your work experience as a paralegal (as defined in the Handbook) and dates during which the work was performed. **This letter must be on the employer’s letterhead and submitted with your application. It cannot be submitted under separate cover.** If the author chooses he/she may state within the letter that it is being provided in a sealed envelope. Then the sealed envelope can be submitted with your application.

- 4. Provided a letter of reference from a member of the legal community, defined by the PACE Standards Committee as a lawyer, judge, or Registered Paralegal? The letter must be on the individual's stationery verifying his/her knowledge of your paralegal work, including a detailed description of the substantive legal nature of the work, and must be submitted with your application. The letter must state the number of years the individual has been familiar with your paralegal work and detail the type of work you have performed. **This letter cannot be submitted under separate cover.** If the author chooses, he/she may state within the letter that it is being provided in a sealed envelope. Then the sealed envelope can be submitted with your application
- 5. Provided a copy of your college diploma? If the diploma was received in another country, provide an evaluation of equivalency to United States degrees.
- 6. Provided a copy of your paralegal certificate or transcript, if not included as part of your college diploma?
- 7. Enclosed the Application fee of \$25 for NFPA members or \$75 for non-NFPA members.

***IPA salutes its 43 Registered Paralegals whose names are listed online.*** We would love to add your name to this list!! Let's get that number climbing...come join the race for PACE.

Next month, we will talk about study materials available to assist you in passing PACE and what PACE at IPA is doing to help assist you in achieving this goal.

*By Debi Neale, R.P.  
IPA PACE Ambassador  
The second in a series of  
PACE Ambassador Reports*

**2007 PACE ONLINE REVIEW**  
**COURSE DATES:**

January 22, 2007

March 5, 2007

April 16, 2007

June 11, 2007

July 23, 2007

September 10, 2007

October 22, 2007

The cost of the course is \$395. The student must purchase the PACE Study Manual before the 7 week class starts. Contact Debi Neale, R.P. at [debi@tabberthahn.com](mailto:debi@tabberthahn.com) or [www.paralegals.org](http://www.paralegals.org) for more information.