

1. [Heather Johnson Finch Memorial Scholarship Fund](#)

2. [Member Spotlight](#)

3. [Exciting CLE Opportunities](#)

4. [Community Service Opportunities](#)

Winter 2023-2024 Paralegal Division of the Utah State Bar

Newsletter



WELCOME:

We are excited to present the 2023-2024 Winter Quarter Newsletter. Welcome to all our new members just joining the Paralegal Division of the Utah State Bar. We genuinely appreciate your support and are excited for the new year. If you have any questions, concerns, suggestions, or feedback, we invite members to reach out to any Board member individually or send an email to the Paralegal Division at utahparalegaldivision@gmail.com.

A myriad of opportunities awaits you as a member of the Paralegal Division. If you are interested in participating on a committee or perhaps assisting on a specific project, please contact a member of the Board of Directors. We welcome and encourage your participation.

Heather Johnson Finch Memorial Scholarship Fund



Heather Johnson Finch was the consummate professional and model of what every paralegal should strive to be. She devoted more than 20 years to the paralegal profession. Her life was given to hard work and service to the legal community through countless hours of volunteering, and in 2009 she received the Distinguished Paralegal of the Year Award, Utah's highest award for paralegals. She was serving as the chair of the Paralegal Division of the Utah State Bar at the time of her death. An avid hiker who aimed to summit the highest peak in every state, Heather died in an airplane accident in Nepal on August 24, 2010, on her way to the base of Mount Everest.

To honor Heather's life and accomplishments, the Paralegal Division of the Utah State Bar created the Heather Johnson Finch Memorial Endowed Scholarship in 2010—the first ever endowed scholarship for students pursuing undergraduate degrees in paralegal studies at Utah Valley University. At present, UVU is no longer offering the Paralegal Studies program. Therefore, in July 2020, plans were finalized to transfer the Heather Johnson Finch Memorial Endowed Scholarship to Salt Lake Community College. The program at SLCC is the only paralegal education program in Utah that has been approved by the American Bar Association.

Heather's legacy and dedication to the paralegal profession will live on through this scholarship opportunity. Dedicated, aspiring, service-oriented students majoring in paralegal studies at SLCC will be able to benefit from pursuing the best paralegal education available, and the legal community will benefit when these students graduate and enter the workforce. Please join the Paralegal Division of the Utah State Bar in honoring the life of one of the finest paralegals in Utah by generously donating to this scholarship.

The Paralegal Division of the Utah State Bar historically contributes \$1,500.00 per year to this foundation, which is used to help a student of the SLCC paralegal program. The amount donated each year is assessed by the sitting board and contributed loyally on behalf of the entire division.

If you would like to support the Heather Finch Memorial Endowed Scholarship, a website has been created to accept those donations, and can be found at [Donate to the Heather Johnson Finch Memorial Scholarship](#), or by clicking this [link](#).

Please contact Salt Lake Community College if you or someone you know would like to apply to their paralegal program. To qualify for this scholarship, students must be a declared Paralegal Studies major, maintain a 3.0+ GPA and demonstrate a commitment to serving our community through volunteer service.

Member Spotlight

The purpose of this quarterly newsletter spotlight is to honor a Utah paralegal who, over a long and distinguished career, through their ethical and personal conduct, enthusiasm, and fortitude, rendered extraordinary contributions and service to the paralegal profession.

The Paralegal Division is pleased to announce that the Member Spotlight for this Quarter is:

Holly Webb



Holly Webb graduated from Southwest Adult High School in St George, Utah. Shortly after graduating, she married and started a family. She and her husband of 40+ years have four children and 6 grandchildren. Holly has lived in various places throughout the United States. She was born in Arizona and has also lived in Texas, Minnesota, Alaska and of course, Utah. She has served on boards for her children's PTA and youth sports leagues over the years.

Holly took an intensive paralegal training course taught by attorney Heath Snow at Utah Tech University (then Dixie State) in 2004 and began her paralegal career shortly after completing the course with a small firm in St George. Holly worked for another small firm and for a sole practitioner before joining Utah Legal Services in 2014. Holly has assisted in various areas of the law including bankruptcy for creditor interests, business formations and litigation, debt collections, landlord evictions, foreclosures, general civil litigation and judgments, mechanics liens, estate planning, personal injury, and domestic/family law. Holly's focus with Utah Legal Services is on the domestic taskforce where she has helped numerous victims of domestic violence with protective orders, stalking injunctions, custody cases, and divorce cases. Holly also assists with the Pro Bono program, attempting to place eligible members of the public with pro bono attorney volunteers. Additionally, Holly serves as the Southern Utah Bar Association's (SUBA) Secretary. In this capacity, Holly tracks the board business with agendas and minutes for monthly meetings, facilitates their bi-monthly Talk to a Lawyer legal clinic, assists with continued learning education (CLE) events sponsored by SUBA, and in any other related tasks. Holly enjoys helping and supporting others in various capacities and often thought throughout her career that if she could be paid for her volunteer work, that would be her dream job - Holly feels that she has now found that with Utah Legal Services.

In her spare time, Holly enjoys spending time with family and friends, reading, the great outdoors, camping, hiking, taking drives in her side-by-side, and going to concerts and rodeos. Holly is also active in her local ward of the Church of Jesus Christ of Latter-day Saints and

volunteers countless hours of service. Holly believes that everyone from all diverse walks of life deserve equal justice under the law, as well as unconditional love and respect.

When asked about Holly's work, Maureen Minson Esq. of Bangerter Frazier Group said, "In law school I heard that paralegals are the ones who do the real work, while the attorneys go to court. This is absolutely true of Holly. I've learned outside of law school that a good paralegal is extremely difficult to find, an excellent one even more so. While I worked with her and watched her doing her job, I knew that I was beyond lucky to work with Holly."

Shawn E. McGinnis, Esq., of Utah Legal Services, added, "Holly is a rare treasure and a credit to paralegals everywhere. Holly has always gone above and beyond what is expected of her, whether it is keeping track of calendared court dates, putting in late nights to make sure documents are properly filed with the court, dealing with challenging pro se opponents, or handling one of a hundred tasks she has to perform. Holly has always demonstrated poise, kindness, and professionalism.

Holly has a positive work attitude; she is empathetic to our client's needs and is dedicated to helping others. I have been copied on countless emails from our clients expressing gratitude for the work Holly has done. She not only helps clients but others within our legal field. When I first started working for Utah Legal Services, I had never done family law and was embarrassed that as an attorney, I had to rely on her knowledge and experience, even apologizing that I had to ask her so many questions. Holly laughed, and joking said, 'Don't worry I've trained a lot of attorneys.'

I found out that was true, but it wasn't just attorneys, it was many paralegals as well. Holly is an indispensable asset to ULS, SUBA, CCRT, and the other organizations she assists with. She is the type of paralegal that comes along once in a lifetime. Holly is smart, experienced, and could work wherever she wanted to, but she chooses to defend and protect the most vulnerable in our community: the women and children who have been subjected to domestic violence and don't have many options for help. Holly is truly our hero!"

If you know of anyone that you would like to elect to be in the Member Spotlight section of this newsletter, please send us an email at: utahparalegaldivision@gmail.com

Exciting CLE Opportunities:

Virtual Brown Bag Lunch CLE

Date: January 26, 2024

Time: 12:00 pm to 1:00 p.m.

Speaker: Martha Knudson, J.D., MAPP

Topic: ""Mastering Mind and Energy Management: Stress Reduction Strategies for Paralegals"

Session Description: In the fast-paced world of legal practice, paralegals often find themselves juggling multiple tasks, meeting tight deadlines, and navigating the demands of clients and attorneys. Stress management is not just a luxury but a necessity for staying sharp and effectively meeting the needs of clients and lawyers.

Join us for this Continuing Legal Education (CLE) session where we will delve into the essential strategies for mind and energy management tailored specifically for paralegals. We will guide you through practical techniques to reduce stress, increase productivity, and enhance your overall well-being in the legal profession.

Annual Paralegal Luncheon CLE

Date: May 16, 2024

Time: 12:00 pm to 1:00 p.m.

Speaker: Maribeth LeHoux

Topic: Unauthorized Practice of Law

Location: Orangerie Room at Red Butte Gardens.

Please keep an eye out for more information on our Annual Paralegal Meeting at the Utah Law and Justice Center on June 14, 2024

The Paralegal Division's Education Committee is in the process of planning additional CLE events for the coming year. In addition to the CLE put on by the Paralegal Division you can also sign up for a CLE opportunity offered through the Utah State Bar website: [Utah State Bar Member Practice Portal > Events \(utahbar.org\)](https://utahbar.org/Member-Practice-Portal/Events) **Please watch our social media for more CLE opportunities.**

The next CLE reporting period will be July 1, 2023 – June 30, 2024. The CLE requirement for ongoing members of the Paralegal Division is 10 hours of accredited CLE, to include 1 hour of legal ethics. All CLE opportunities sponsored by the Paralegal Division are offered as hybrid attendance and can be attended either in-person or virtually, except for the Brown Bag Lunch CLE's, which are only offered virtually.

Community Service Opportunities



The Paralegal Division Board Members, friends and families gathered to show support and thanks by placing wreaths on the headstones of American heroes as part of National Wreaths Across America Day on December 16, 2023. Thank you for your support in our mission to honor American heroes at the Utah State Veterans Memorial Cemetery; it was wonderful seeing all who showed up and participated in this event.

Please watch our social media for more announcements to come regarding additional community service opportunities sponsored by

the Paralegal Division – we have great things coming your way!

Legal Aid Society of Salt Lake is looking for paralegal volunteers:

The Legal Aid Society of Salt Lake is always looking for paralegals to volunteer to help in their events to give patrons information about the legal process and help access court forms on the court's website. This is a great opportunity for paralegals to hone their skills, or develop new skills, in family law. [Paralegals can volunteer at Legal Aid Society of Salt Lake Family Law Clinics at the Matheson and West Jordan courthouses.](#) At these clinics, paralegals do NOT provide legal advice, but can provide information about the legal process, access to legal forms (on the court website and hard copies) and assist in scheduling hearings with the court clerk.

Paralegals can also volunteer at the Third District Court's "Document Preparation Day", which occurs on the 4th Tuesday of every month at 9:00 a.m. with Commissioner Sagers at the Matheson Courthouse. This event is for individuals whose cases are agreed upon, but who need assistance in drafting Findings of Facts and Conclusions of Law and final Orders or Decrees.

Utah Legal Services is looking for paralegal volunteers:

[Utah Legal Services is always looking for paralegals to volunteer to help in their events during the evenings and on the weekends.](#) Utah Legal Services needs paralegal help with client paperwork, gathering medical records and other documentation, and expungement clinic this year. **We will be adding additional information regarding dates and contact information for participation on our social media.**