

# LOUISIANA NOTARY ASSOCIATION

*Light Up Your Notarial Skills*



2018  
Annual Meeting  
& Convention

October 26-28, 2018



**OCTOBER 26-28, 2018**

**NATCHITOCHES EVENTS CENTER**

**750 2ND STREET**

**NATCHITOCHES, LA 71457**



## Registration

Registration is required for admission. Complete the enclosed form and return it to LNA, 8550 United Plaza Blvd., Suite 1001, Baton Rouge, LA 70809 with your check, money order, or credit card information. MasterCard, Visa, Discover, and American Express are accepted. If paying with a credit card, registration forms can be faxed to (225) 408-4422 or completed online at [www.lna.org](http://www.lna.org). (Please do not email your credit card information.)

The registration form may be photocopied as needed.

### On- Site Registration and check-in will be held:

October 26 9:00 am—11:00 am\*

\*Pre-Convention Workshop registration only

October 26 5:00 pm—7:00 pm

October 27 8:00 am— 6:00 pm

October 28 8:00 am—10:00 am

### Pre-Convention Workshop Registration:

Members:

Early Bird.....\$175 After Sept. 25.....\$225

Non-Members:

Early Bird.....\$275 After Sept. 25.....\$325

### Pre—Convention Registration Fee Includes:

- ◆ All Day Professional Development Course
- ◆ Lunch

### Full Convention Registration:

Members:

Early Bird.....\$215 After Sept. 25.....\$265

Non-Members:

Early Bird.....\$315 After Sept. 25.....\$365

### Convention Registration Fee Includes:

- ◆ All Professional Development Courses for Saturday and Sunday
- ◆ Luncheon Saturday
- ◆ Saturday Night Cocktail Party

*One Day Registration and Guest Tickets Available - See registration form.*

## LNA Annual Meeting & Convention

Louisiana Notary Association invites you to participate in the 21st Annual Convention: **Light Up Your Notary Skills**, October 26-28, 2018 at the **Natchitoches Events Center**, 750 2nd Street, Natchitoches, LA 71457. For any questions, please contact the LNA office at 225-927-7001 or [office@lna.org](mailto:office@lna.org).

## Hotel Information



Hotel accommodations are available across from the Natchitoches Event Center at **Chateau Saint Denis Hotel**, 751 2nd St, Natchitoches, LA . The special group rate is \$159 for single or double occupancy (Kg or 2 Qn); \$169 for triple occupancy (2 Qn); \$179 for Quad occupancy (2 Qn); or \$179 for a suite (Kg w/pullout sofa). Make your hotel arrangements now by calling the Chateau Saint Denis at (318) 951-4105. To receive the discounted room rate be sure to give our group name "LNA" and make your reservations before September 10, 2018.

Additional accommodations are available at the **Comfort Suites**, 151 Preston Hayes Rd, Natchitoches, LA, approximately 15 minutes from the event center. The special group rates are \$115 (Kg) and \$120 (2Qn). Make your hotel arrangements now by calling the Comfort Suites at (318) 228-8816 . To receive the discounted room rate be sure to give our group name "Louisiana Notary" and make your reservations before September 10, 2018.

There are a number of wonderful bed and breakfast locations nearby as well.

## Annual Meeting, Awards & Special Guests

The annual meeting and presentation of the LNA annual awards will be held during the Saturday luncheon. Special guest speakers will include Cynthia Cotton, Administrator for Secretary of State's office, and candidates running for Secretary of State position in the November election.

## Costumes & Cocktails

Calling all witches, monsters, and ghosts. The LNA will be your host. Join us Saturday evening for tricks and treats with your fellow notaries as we gather for an evening of food, fun and networking! Gourmet catering by Maison Louisiane, DJ, photo booth, and costume contest. Soft drinks and water will be provided. Alcoholic drinks will be available by a cash bar.

## Educational Materials

Printed educational materials will be distributed during your selected courses, if offered by the presenter. All materials are copyrighted and are intended only for registrants of that particular course.

The Louisiana Notary Association is a 501(c)(3) Non-Profit Educational Corporation organized for the public benefit exclusively for educational opportunities regarding the public office of the commissioned Louisiana Civil Law Notary and the official duties of the office, and to preserve the traditions and cultural heritage afforded by the unique and superior principles of law as set forth in the Louisiana Civil Code.

# 2018 LNA Convention Course Descriptions

## Pre-Convention - Friday All Day Session

### Mandates - Who's Got The Power

Learn more about the types of mandates, how to prepare effective mandates, duties of the notary and the parties, and the law affecting mandates. There will be discussion of court cases involving mandates, best practices and you'll get sample language that you can use when preparing mandates.

### Mortgages

Mortgages affect titles, may require abstracting, and most certainly are governed in such a way that correct settlement statements are paramount. Not to mention the upholding of privacy and security laws, which must be strictly adhered to! Come learn the ins and outs of the mortgage process and review a mortgage document firsthand. Will cover Conventional, FHA, VA, Rural and Reverse mortgage closings

## Saturday Morning Session

### Intestate & Small Successions / Devolution

This course will discuss the order of intestate succession and provide a general overview of small successions. Attendees will obtain an in depth understanding of the flow of a deceased person's estate when the person does not leave a last will and testament. In addition, the small succession procedure, complete with sample forms, will be discussed.

### Mobile Notary Safety

This course will encompass safety and situational awareness when interacting with the public. It will specifically address mobile notary practitioners who may operate outside of the traditional office setting. Instruction will include actions to take prior, during and after public interactions with emphasis on self-defense and prevention actions to mitigate potential safety concerns.

### Conceptualizing the Power of the Authentic Act

We will address the theory of the authentic act. The nuts and bolts of it, its "ceremonial" nature, and the relevance of those considerations when preparing and attesting to juridical acts will be addressed. Finally, key "caveat notarius" items will be discussed. \*\*Mini Course 1.25hr\*\*

### Juridical Skeleton / Appearance Clauses

Not just another pretty face. Your client's identification is more important than any other piece of information in your document. Without proper representation, the intent of the parties would fail. Make sure you know the correct form, procedure, and application of the juridical requirements.

### UCC-9 Security Agreements / Financing Movables

This course is a presentation contrasting the debt instruments used in the purchase and encumbrance of immovables against debt instruments used similarly with movables.

### geauxBIZ

geauxBiz is the one-stop shop site for assisting potential clients in launching their new business entity. Join us for a tutorial style session with Secretary of State Administrators where you'll be given hands on instructions on navigating the site. It's a must do session if you're interested in becoming knowledgeable in establishing business entities. \*\*Mini Course 1.25hr\*\*

## Saturday Afternoon Session

### Civil Law & Procedure

In Louisiana's civil law system, notaries public have far reaching authority as contrasted to other states. This course will cover our civilian law practices including a review of the state judiciary as well how a lawsuit is started through the appellate process. The course is designed for every level of notary, from beginner to advanced, to supplement general notarial application and information.

### So you think you want to write a will?

How do you discover what your client really wants to put in their will? How do you assist them in understanding the law without providing legal advice? Our discussion will shed some light on the steps you can take to appropriately write a will to fit your client.

(continued)

# 2018 LNA Convention Course Descriptions

## Saturday Afternoon Session (continued)

### The Practical Side of Being a Notary

Gain insight into what it means to be a prudent, diligent notary. Learn more about the importance of notarial protocol, how it protects the public, and why you should establish a routine.

### Website / Online security

We will address "e" considerations for notaries. Website formats such as WordPress and Mobile formats will be addressed. Further, we will address recent "e-notary" legislation and key considerations for the future. Security considerations, backup strategies, and disaster recovery scenarios will be addressed. **\*\*Mini Course 1.25hr\*\***

### Trusts

Delving into the differences between the Inter Vivos Trust, the Testamentary Trust, and The Estate Planning Trust. Covering the basics of as well as the process for executing an Estate Planning Trust and the associated documentation.

### Civil Law vs Common Law Terms

Too often we confuse the terms required for Civil law documents with borrowed Common law terms. Come learn the differences, and in often cases, the repercussions of using the wrong wording. **\*\*Mini Course 1.25hr\*\***

## Sunday Morning Session

### Immovable Transfers

This course will cover the many different types of immovable property transfers, including sales, donations, dations, exchanges, and quitclaims. Students can expect to learn the requirements for drafting and passing these acts, as well as studying and analyzing example documents. This course will complement the Juridical Skeleton/Appearance Clauses course offered on Saturday.

### Headlights on SVT

A large segment of your notary public business may be Louisiana titled transactions. This mini course guides you through a few scenarios taken from the popular Successful Vehicle Transfer I (SVT I) course. It will be an introduction to basic OMV Policy & Procedures and shed some light on how to perfect motor vehicle titled transactions. Come and have some fun learning how to become an expert in this arena. Those taking this course will be entitled to a special rate for the full upcoming SVT I course that will be presented in early 2019.

### Paperless Notary Administration & Accounting

Notaries deal with enough paper when creating documents. Help save a tree by learning a few paperless ways to handle the administrative side of your notary business in the cloud, including a FREE accounting program and FREE document storage. **\*\*Mini Course 1.25hr\*\***

### Civil Code Research

Come learn the ins and outs of using the Civil Code. A task that is daunting to a lot of us can be made quite simple. Don't get caught with a document that is prepared based on a repealed law!!!

### Matricula Consular Identification

A consulates identification is not what it purports to be. Come learn about why you should NEVER accept one as an official i.d. source. You may be surprised, even shocked, at what you learn. **\*\*Mini Course 1.25hr\*\***

### Identification

Explore the process of properly identifying a person and of administering sworn statements and receiving oaths. Make sure you follow the steps to enable this legal process to be handled correctly. **\*\*Mini Course 1.25hr\*\***

### Notarial Ethics

The Louisiana Civil Law Notary Code of Ethics and Professionalism guides the Louisiana notary's decisions about complex situations encountered daily. It establishes the foundation for the notary's relationships with constituents, fellow notaries, and the office of notary public in Louisiana. The notary who has a working knowledge of the code's construct and content has the perspective necessary to build and maintain a reputation of high professional integrity essential to holding the public trust, benefitting not only the notary but also the community he or she serves. **\*\*Mini Course 1.25hr\*\***

# LNA 2018 Annual Meeting & Convention Registration

**Instructions:** Please type or print. Make checks payable to LNA and mail with registration form to: Louisiana Notary Association, 8550 United Plaza Blvd. Suite 1001, Baton Rouge, LA 70809. Credit card registrations may be faxed to (225) 408-4422 or completed online at [www.lna.org](http://www.lna.org). Please do not email credit card payments. **Deadline for Early Bird registration is September 25, 2018. Deadline for registration is October 17, 2018.**

Name \_\_\_\_\_ Nickname (for badge) \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Phone (h/c) \_\_\_\_\_ Email \_\_\_\_\_

## Select registration type, all courses, events you will be attending, and additional guest tickets, if necessary.

<b>PRE-CONVENTION WORKSHOP: Includes registration, course, and lunch on Friday</b>		<b>Pre-Convention - Friday All Day Session (10:00 am—5:00 pm)</b>	
<input type="checkbox"/> Member - Early Bird (by Sept. 25)	\$175.00	<input type="checkbox"/> Mandates - Who's Got The Power	Paula Vincent Johnson
<input type="checkbox"/> Member - Regular	\$225.00	<input type="checkbox"/> Mortgage Closings	Pamela Alonso
<input type="checkbox"/> Non-member - Early Bird (by Sept. 25)	\$275.00	Lunch included 1:00 pm—2:00 pm	
<input type="checkbox"/> Non-member - Regular	\$325.00		
<b>SAVE 25% - Attend the FULL CONVENTION: Includes Saturday courses, luncheon, and cocktail party, plus Sunday courses</b>		<b>Saturday Morning Full Session (10:00 am—1:00 pm)</b>	
<input type="checkbox"/> Member - Early Bird (by Sept. 25)	\$215.00	<input type="checkbox"/> Intestate & Small Successions / Devolution	Luke Morris
<input type="checkbox"/> Member - Regular	\$265.00	<input type="checkbox"/> Juridical Skeleton / Appearance Clauses	Sharon Toups
<input type="checkbox"/> Non-member - Early Bird (by Sept. 25)	\$315.00	<input type="checkbox"/> Mobile Notary Safety	Lt. Joe Way
<input type="checkbox"/> Non-member - Regular	\$365.00	<input type="checkbox"/> UCC-9 Security Agreements / Financing Movables	Winnie Guillory
<b>SATURDAY ONLY: Includes courses and luncheon</b>		<b>Saturday Morning Mini Session (10:00 am—11:15 am &amp; 11:30 am—12:45)</b>	
<input type="checkbox"/> Member - Early Bird (by Sept. 25)	\$175.00	<input type="checkbox"/> Conceptualizing the Power of the Authentic Act	Shane Milazzo
<input type="checkbox"/> Member - Regular	\$225.00	<input type="checkbox"/> geauxBIZ	Carla Bonaventure
<input type="checkbox"/> Non-member - Early Bird (by Sept. 25)	\$275.00		
<input type="checkbox"/> Non-member - Regular	\$325.00		
<b>SUNDAY ONLY: Includes courses</b>		<b>Saturday Luncheon, Annual Meeting, and Awards</b>	
<input type="checkbox"/> Member - Early Bird (by Sept. 25)	\$75.00	<input type="checkbox"/> 1:00 pm—3:00 pm	
<input type="checkbox"/> Member - Regular	\$125.00		
<input type="checkbox"/> Non-member - Early Bird (by Sept. 25)	\$175.00	<b>Saturday Afternoon Full Session (3:00 pm—6:00 pm)</b>	
<input type="checkbox"/> Non-member - Regular	\$225.00	<input type="checkbox"/> Civil Law & Procedure	Luke Morris
<b>ADDITIONAL TICKETS</b>		<input type="checkbox"/> The Practical Side of Being a Notary	Paula Vincent Johnson
<input type="checkbox"/> Guest Friday Lunch	\$35.00	<input type="checkbox"/> Trusts	Scott Wilfong
<input type="checkbox"/> Guest Saturday Lunch	\$35.00	<input type="checkbox"/> So You Think You Want to Write a Will	Brandi Miller
<input type="checkbox"/> Saturday Cocktail party	\$35.00		
Guest Name: _____	Total \$ _____	<b>Saturday Afternoon Mini Session (3:00 pm—4:15 pm)</b>	
		<input type="checkbox"/> Website / Online security	Shane Milazzo
		<b>Saturday Afternoon Mini Session (4:30 pm—5:45 pm)</b>	
		<input type="checkbox"/> Civil Law vs Common Law Terms	Nan Riffe
		<b>Saturday Evening Costumes &amp; Cocktails Social</b>	
		<input type="checkbox"/> 7:00 pm—11:00 pm	
		<b>Sunday Morning Full Session (9:00 am—12:00 pm)</b>	
		<input type="checkbox"/> Civil Code Research	Nan Riffe
		<input type="checkbox"/> Headlights on SVT	Sharon Toups
		<input type="checkbox"/> Immovable Transfers	Samantha Bloemer
		<b>Sunday Morning Mini Session (9:00 am—10:15 am)</b>	
		<input type="checkbox"/> Paperless Notary Administration & Accounting	Brandi Miller
		<input type="checkbox"/> Identification	Scott Wilfong
		<b>Sunday Morning Mini Session (10:30 am—11:45 am)</b>	
		<input type="checkbox"/> Matricula Consular	Ginger McDonald
		<input type="checkbox"/> Notarial Ethics	Alan Jennings

**CANCELLATION POLICY:** All cancellations must be in writing. Refunds of registration fees, less a \$50 processing fee, will be issued to registrants who cancel in writing by Wednesday, October 17, 2018. No refunds will be issued after Wednesday, October 17, 2018.

Don't miss out on the  
**2018 LNA CONVENTION!**

With 21 professional courses to choose from, there is something that can benefit you!

The Saturday night

**COSTUMES AND COCKTAILS**

party offers the perfect networking opportunity to meet other experienced notaries.

We hope to see you in  
Natchitoches on  
**OCTOBER 26-28, 2018!**



*The Premier Professional Organization of Louisiana Notaries Public*

8550 United Plaza Blvd.  
Suite 1001  
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225.408.4422 fax

[www.LNA.com](http://www.LNA.com).

**NOTARY SURVIVAL KIT:  
CONVENTION SPECIAL!**

If you are registered for Convention, you may purchase your **Notary Survival Kit** *on-site* for just **\$99!**

