



## Practice Areas

Litigation

## Education

Indiana University, B.A., Forensic Studies, 1978

## Nancy B. Heller

Paralegal | Columbus Office

**Columbus** 614.464.6469 | **Fax** 614.719.4758

**Email** nbheller@vorys.com

Ms. Heller is a litigation paralegal in the Vorys Columbus office. She works on a variety of complex and class action litigation matters including toxic tort, employment, products liability, and business and commercial cases.

Ms. Heller has spoken on numerous occasions on a variety of topics relating to the paralegal profession such as ethics, paralegal utilization, regulation, and paralegal education. She also participates in a number of in-house training programs for the firm's paralegals and associate attorneys.

Ms. Heller was an Adjunct Professor in the Capital University Law School Paralegal Program from 1999-2011 where she taught Ethics and Law Office Practice and Civil Litigation II: Trial Preparation and Practice.

Ms. Heller became a Registered Paralegal in 1999 after passing the Paralegal Advanced Competency Exam offered by the National Federation of Paralegal Associations.

### **SPECIAL SKILLS**

- Summation
- Access
- Accurint
- OPEN
- PACER
- E-discovery

### Publications

*LESSONS from the Top Paralegal Experts: The 15 Most Successful Paralegals in America and What You Can Learn From Them*, Carole Bruno, 2007 – dedicated chapter in book as one of the 15 paralegals

## Nancy B. Heller (Continued)

selected for inclusion

“Paralegal Practice In A Global Legal Market, “ *The Paralegal Educator*, Fall 2007

*Paralegal Today*, Ethics Column, Contributing Author, 2004-present

American Bar Association Approval Commission, Member, 1997-2003

”Distance Education: A Gateway to the Future of Paralegal Education – Concern or Challenge?” July 1999

Suzanne K. Richards and Nancy B. Heller, “The Ultimate Litigation Workshop: An Advanced Paralegal Seminar on Drafting Preliminary and Responsive Pleadings,” February 1998 (Professional Education Systems, Inc. publication)

Co-author, Ethics Section of *PACE Study Manual*, 1996-1999, (National Federation of Paralegal Associations publication)

“Ethical Quandaries,” *The Cimator*, Column Author, 1995-1996 (Paralegal Association of Central Ohio publication)

Suzanne K. Richards and Nancy B. Heller, "Ohio Discovery Skills for the Paralegal," August, 1993 (Professional Education Systems, Inc. publication)

"NFPA Creates A Vision for the Future," *The National Paralegal Reporter*, Summer 1993

"How to Implement a Professional Ethics and Standards Committee on the Local Association Level," *The National Paralegal Reporter*, Summer 1992

Co-Author, "Proposal for the Adoption of a Code of Ethics and Implementation of a Professional Ethics and Standards Committee," January 1992 (Professional Development Committee, Legal Assistants of Central Ohio)

Suzanne K. Richards and Nancy B. Heller "Ohio Discovery Skills for the Paralegal," January 1992 (*Professional Education Systems, Inc.* publication)

## Nancy B. Heller (Continued)

Co-Author, "Written Statement of the Legal Assistants of Central Ohio Before the Ohio Supreme Court Task Force on the Unauthorized Practice of Law," June 1991

"The Litigation Paralegal 's Role in the Jury Selection Process," *The National Paralegal Reporter*, Spring 1991

"Paralegals and the Utilization of Professional Jury Research Consultants," *The National Paralegal Reporter*, Winter 1990

"Non-Lawyer Practice and Limited Licensing," *The Cimator*, November 1989

Suzanne K. Richards and Nancy B. Heller, "Ohio Discovery, Pretrial and Trial Procedures," July 1989, (*Professional Education Systems, Inc.* publication)

"Legal Assistant Associates: Membership in the American Bar Association," *The Cimator*, November 1987

Suzanne K. Richards and Nancy B. Heller, "Ohio Civil Litigation Techniques: Active Roles for Legal Assistants," December 1987, (*Professional Education Systems, Inc.* publication)

Co-Author, "Associate Membership for Paralegals in Bar Associations," National Federation of Paralegal Associations, May 1986

"Recommendation for the Limited Licensing of Paralegals Creates the 'Page 52 Debate,' " *The Cimator*, 1985

### Professional and Community Activities

*Legal Assistant Today*, Editorial Advisory Panel, 1999-present

Zusman Community Hospice, Wexner Heritage Village, Respite caregiver, 2004-present

*Court-Appointed Special Advocates of Franklin County*, Court-Appointed Special Advocate/Guardian Ad Litem, 1994-present

Hospice of Columbus, Respite caregiver, 1994-2001

## Nancy B. Heller (Continued)

The Legal Aid Society of Columbus, Walk for Justice, 1993-1997

Jewish Community Blood Donor Council, Public Relations Chair,  
Community Blood Drives, 1993-1997

March of Dimes, WalkAmerica Coordinator and Participant, 1985 -1997

Greater Columbus Arts Council, Columbus Arts Festival volunteer, 1984-1997

B'nai B'rith Women of Columbus, Executive Board; Co-Founder, Young  
Professional Women, Avodah Chapter, 1980 -1990:

Alpha Epsilon Phi Foundation, Trustee, 1995-1997

### Honors and Awards

Named one of the leading paralegal experts in America in the book "Lessons From the Top Paralegal Experts: The 15 Most Successful Paralegals in America and What You Can Learn From Them," April, 2008

Jefferson Award, 2010

Junior League of Columbus Community Service Award, 2011