

*The Official Publication of the Montgomery County Paralegal Association*

November 2011

[www.montcoparalegals.org](http://www.montcoparalegals.org)

Editor: Heidi Reiss-Tait

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## **A Message From the President: MCPA History Lesson**

### MCPA Past Presidents

- Sharon Jones, Esquire 1999-2000
- Charlene Healey, RP 2001
- Dawn Cignalia, RP 2002
- Joyce O'Brien 2003-2005
- Beth Breckenridge, Pa.C.P. 2006-2008
- Deborah A. Long, Pa.C.P. 2009-2010
- Annette M. Long, CRP 2011 -

The MCPA was founded in October of 1999 by Sharon Jones and Charlene Healey with just nine members. One month after the association was formed, the MCPA was accepted for membership as a voting association to the National Federation of Paralegal Associations (NFPA). Co-founder Sharon Jones became the first President, while Charlene Healey was elected as the second president. Sharon and Charlene traded the roles of President and NFPA Primary Delegates during those first years. Just one year after being started, MCPA boasted a roll of eighty-six members.

The third MCPA President was Dawn Cignalia. Dawn is credited with being the first to create the "Board Books" which are passed onto newly elected Board Members. Board Books contain information on MCPA's Articles of Incorporation, Bylaws and Amendments, minutes from past Board Meetings, committee reports and information on general meetings, NFPA and Keystone Alliance reports. It was under Dawn's presidency that the MCPA acquired a permanent address through our PO Box in Blue Bell, Pa.

Joyce O'Brien was elected President in 2002, and served through 2005. Under her administration, the Community Outreach Program advanced with participation in the MS Walk at the Elmwood Park Zoo, the Light the Night Walk supporting the Leukemia & Lymphoma Society, Special Olympics and a clean-up project for the Wissahickon Valley Watershed. The "Hat and Mitten" drive started under Joyce's administration continues to be combined with our Holiday Social every year.

In 2006, Beth Breckenridge was elected. Beth's administration concentrated on students and increased visibility for MCPA. Beth created a mentoring committee to appoint student liaisons who would serve alongside the Board of Directors. Joyce's administration is also attributed to our presence on the internet, creating our first website.

In 2009, Deb Long became MCPA's President. Under Deb, we saw the realization of Beth Breckenridge's inspired Student Liaison program as well as the awarding of the first Student Scholarship. Deb also reviewed the marketing strategies and came up with new ideas, developed a written Business Plan, established a reserve fund and held the first Board Retreat, discussion of Policies and Procedures Manual, the revamping and consolidation of Committees, detailed Duties of Officers and Board Members and the establishment of a reimbursement policy. Under Deb, the membership grew to over 100 and continues to grow today.

**MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION**

In 2011, yours truly was elected as President. I have concentrated on the establishment of a better relationship with the Bar Association as well as overall public relations. We are participating in the Delaware Valley Legal Expo and have obtained approval of the MBA for paralegals taking CLE's through the Bar Association. The start of a Pro Bono Program is progressing with members participating in various Wills for Heroes events and Citizenship Day. We held our first successful Yankee Candle Fundraiser and hope to initiate another fundraiser in 2012. Membership is currently at 159 plans are underway for a membership drive targeting law firms in Montgomery County.

All of the accomplishments of the MCPA have required many volunteers throughout the years, for that I "Thank You ALL!" Please join me in welcoming the new Board Members of 2012. We look forward to a great new year!

**Annette M. Long - President, MCPA**

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**Board of Directors-2011**

*Officers:*

**Annette M. Long, CRP**  
President

**Deborah Arbuckle, Pa. C.P.**  
1<sup>st</sup> Vice President

**Harry Reichner, M.A.**  
2<sup>nd</sup> Vice President

**Ro Fedorka, Pa. C.P.**  
Treasurer

**TBD**  
Secretary

*Board Members:*

**Terri Hall ~ Noreen Messmer, Pa. C.P.**  
**Heidi Reiss-Tait, Pa. C.P ~ Sheila Kees-Hayden**

**2011 Student Liaisons**

**Lansdale School of Business: Dena Fernandez-Mitchell**

**Peirce College: Lindsay Tait**

**Bucks County Community College: Frank Rinaldo**

**Manor College: Richard McNabb**

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION



**THE MONTGOMERY COUNTY PARALEGAL ASSOCIATION  
MEMBERSHIP/ELECTION MEETING**

<b>When:</b>	<b>November 15, 2011</b> 6:00 p.m.
<b>Where:</b>	<b>Phil's Tavern</b> 931 Butler Pike BlueBell, PA 19422 215-643-5664
<b>Key Note Speaker:</b>	The Honorable Kelly C. Wall and <b>Election of 2012-2013 Board of Directors</b>
<b>Cost:</b>	\$15 for members      \$30 for non-members <b><i>Must be paid in Advance</i></b> <b><i>Make checks payable to "MCPA"</i></b> <b><i>P.O. Box 1765</i></b> <b><i>Blue Bell, PA 19422</i></b>
<b>Menu:</b>	Orders to be taken from dinner menu to be provided at event (includes several beef, chicken and fish options). All dinners served with soup or salad, baked potato, vegetable, and chocolate pudding. All beverages (including soft drinks) available at cash bar.
<b>Special Collection:</b>	<b>Gifts/Gift Cards for Baptist Children's Services (see next page)</b> Baptist Children's Services is a non-profit, non-sectarian Residential Child Care Institution licensed by the Commonwealth of Pennsylvania and regulated by the Department of Public Welfare. Baptist Children's Services provides residential care and services to dependent/neglected youth ages 13 to 18 years old.
<b>RSVP:</b>	Tracey Barnes, RP, Pa. C.P. ( <a href="mailto:tbarnes@dischellbartle.com">tbarnes@dischellbartle.com</a> ) <b>Payment and RSVP due by November 11, 2011</b>

***Drawing for free 2012 MCPA Memberships!***  
***(Must be present to win)***

***Event Sponsor:***



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## 2011 Holiday Wish List Baptist Children's Services



Please help make happy holiday memories for 75 boys and girls  
ages 13-18 residing in our group homes and shelters!

**Item most requested: Gift Cards!!! Always the right size, style and color!**

In denominations of \$10, \$20, \$25, \$50 to the following stores: Abercrombie & Fitch, American Eagle, B.J.'s Costco, Footlocker, Forman Mills, FYE, Game Stop, Gap, H&M, Hollister, Marshall's, Modell's, Old Navy, Target, TJ Maxx, Walmart

OR-If you prefer to purchase a gift-please select from the following most requested gift items.  
(Our residents are 13-18 years old. All gift-in kind donations must be new and unused)

**Clothing:** MENS: Favorite Brands: Adidas, Aeropostle, American Eagle, GAP, Nike, Old Navy, Polo,  
Gifts: White T-shirts, sweatshirts, sweat pants, jeans, sports jerseys, Polo shirts, pajama bottoms,  
slippers, robes, Nike or Adidas sneakers. Assorted men's Sizes

**WOMENS:** Favorite Brands: Adidas, American Eagle, Aeropostle, GAP, Nike, Old Navy  
Gifts: Pajamas, robes, slippers, tops, purses. Assorted teen Sizes

**Personal:** Watches, Cologne, Bath/ Body sets, Make up sets, Art and sketch sets, duffle bags

**Electronics:** Ipod Shuffle, MP3 players, Portable DVD players, DVD movies, radios, alarm clocks,  
hand held games, Xbox 360 games, digital cameras

**Stocking stuffers:** Regal/AMC/United Artist Movie tickets, socks, toothbrushes, journals, playing  
cards, winter gloves, Gift cards to Wawa, McDonalds, Wendy's, Burger King, KFC/Taco Bell.

Gifts must be received by December 6<sup>th</sup> to allow ample time to sort and distribute.

Happy Holidays! Nancy Guthridge Coordinator of Program Resources [nguthridge@baptistchild.org](mailto:nguthridge@baptistchild.org)  
610-879-1440 ext. 617

## COMMITTEE NEWS

### **MCPA – Community Outreach Committee – December Opportunities**

This is your Community. Wonder what's going on and how you can help? As the holiday season quickly approaches, many people feel especially charitable and want to get involved in supporting a good cause. Whether it's volunteering your precious time or digging into your pockets and giving financially, you'll see we've got something for everyone.

At the November 15th Election Meeting, we will once again be collecting gifts for Baptist Children's Services ("BCS"). BCS currently has 75 boys and girls ages 13-18 residing in their group homes and shelters. If you'd like to help make the holidays a little brighter for these young people, please see their Holiday Wish List on page 4 and bring your unwrapped gift to the meeting. We collected so many wonderful gifts last year and I am hopeful we will again this year. No gift is too large or too small and all contributions are truly appreciated. If you'd like to get involved by volunteering your time, there will be wrapping sessions at the group home in Royersford between December 12th & 16th. We also had a great group of people volunteer to wrap last year, and it was so much more than wrapping. It was amazing to see the holiday gift operation, sorting out gifts with special care taken to try to fulfill as many of the wishes as possible for each child. It was a heartwarming fun evening. It was very gratifying to see the magnitude of the generosity of people in the community. With the holiday spirit of giving, please contribute a gift or your time & wrapping talents to this worthy cause. By the end of the evening, you'll actually feel more like you've received something than having given something. If you are interested in participating, please contact me at [rfedorka@obrlaw.com](mailto:rfedorka@obrlaw.com).

Speaking of the upcoming holidays, we have our Holiday Social coming up on December 8<sup>th</sup> at Chap's. It's a great time to come out and socialize with the Association, and enjoy some great food and beverages. Be sure to bring your holiday shopping list as you won't want to miss out on the special products we have to offer this year. Along with a limited quantity of items from Bead for Life, there will be another type of jewelry featuring beads and seeds (also made by women in Third World countries). For those people on your list with a hunger for something new, how about some dip mixes, bean soups and chili packaged by the Women's Bean Project. (Visit [www.womensbeanproject.com](http://www.womensbeanproject.com) for more information). There will be a variety of other small items including wire baskets and small fabric bags. All proceeds go directly to the organization and/or Dining for Women.

Happy Holidays to all!

**Get Involved**  
**Participate. Be Heard. Make a Difference.**  
**Join a Committee Today**

## **COMMITTEE NEWS (continued)**

### **Community Outreach Committee Report:**

#### **2011 PENNSYLVANIA SPECIAL OLYMPICS, VILLANOVA UNIVERSITY**

By Richard MacNabb, Erin Murphy-Anastasi and Barbara Cohen

The scribe handed the parchment of the battle to his King; it read as follows:

They stood in their finest colorful battle dress with honor, courage, and commitment on the courts of battle, realm against realm in the Field of Honor. They came from near and far to defend the Lord of their realm; the Knights of the Aqua Waters, Knights of the Golden Sun, Knights of the Black Forest, Knights of the Ever Green, Knights of the Blue and White Sky's and Knights of the Red Rock Canyon.

In the first battle, she stood firm along the firing line, her face the Rock of Stonehenge in determination. Five other knights defended her position, while six knights stood ready to repel the onslaught on the other side of the engagement line. More knights waited on the side ready to replace a wounded warrior. The Feudal Lords of their realms paced along the sides of the battlefield shouting wisdom and encouragement to his warriors. A huge brilliance illuminated the field from on high; the air was warm and comfortable. This was her moment in history. She was not going to be denied. A thump was heard from the firing line. The object rose high into the air, passing over the barrier and into the realm of the awaiting opponents. Thwack!! The object gracefully slipped between two opponents and hit the hard ground. The mass of vassals from all the realms shouted and clapped their approval and awe. The challenge continued, back and forth, back and forth, until a final winner in the battle emerged.

The King, in his final summation wrote; they are all truly winners...True Warriors and Champions of the Realms.

And so it went on this sunny, cool, rustling leaves in the wind Saturday, November 5, 2011, during the 23rd Pennsylvania Special Olympics Volleyball Competition in the Pavilion Field House on the luxuriant campus of Villanova University. The Special Olympians exuded pride and passion as they paraded their radiant team colors, emerald green, aqua, black, blue and white, red and yellow, before the mass of spectators, including family, friends, volunteers, and officials. Their Courage, Tenacity, and Daring transcended their innocent intellectual and developmental challenges. They addressed each volley with the expertise of a professional; their faces ablaze with joy and happiness in their accomplishments. The spectators were awed by their remarkable resourcefulness and ingenuity. They were truly in their element. MCPA volunteers Ro Fedorka and husband Larry, Debbie Arbuckle, Erin Murphy-Anastasi, Barbara Cohen, and Richard MacNabb were on hand to experience the impressive and heartfelt atmosphere of the Games. Erin and Richard also had the honor of being asked to serve as line judges.

The largest student run event in the world started at 1:30 pm, Friday, November 4, 2011, with the traditional 13 mile non competitive Torch Run by local police officers and dignitaries from the Philadelphia Art Museum and ending at 3:30pm at the Villanova University Pavilion. There the traditional Torch of Hope was lighted at the Opening Ceremonies, thus commencing the 2011



## COMMITTEE NEWS (continued)

### COC: Special Olympics (continued)

Games of the Pennsylvania Special Olympics. The games consisted of 22 Olympic type events and hundreds of regional children and adult Olympians. After two days of this remarkable show of talent, the Closing Ceremonies were held on Sunday, November 6, 2011 at 1pm where they were presented with honors of their victory, but looking forward to the 24th Games.

Traveling to the event: gas, tolls and time

Volunteers T-Shirts: half of your day off

The joy of their actions: PRICELESS



## COMMITTEE NEWS (continued)

### **THE STUDENT AFFAIRS AND MENTORING COMMITTEE IS HERE TO SERVE YOU**

If you are a student and enrolled in a paralegal program, you are eligible to be mentored by one of the members of our committee. If you are interested in being mentored, need advice, want to talk about the paralegal profession, etc., please contact Lisa LaPenna at [llapenna@kaplaw.com](mailto:llapenna@kaplaw.com) or (610) 941-2523.



### **NEWSLETTER COMMITTEE**

#### **30 Paralegals Pick 30 Books Every Paralegal Should Read**

An interesting concept! The *ABA Journal* recently published an article entitled, 30 Lawyers Pick 30 Books Every Lawyer Should Read.



The Editor of the *MCPA TODAY* is intrigued by the idea and challenges our members to create a book list that would be enlightening, inspiring, or just plain helpful to paralegals. Email your suggestions to [hreisstait@belleskatz.com](mailto:hreisstait@belleskatz.com). Include the name of the book, the author, and a few sentences describing the book and why it is recommended reading for paralegals. Use the format provided below. Fiction and non-fiction books are welcome.

Here's the first suggestion to get us started:

Title:	<b>Chambermaid</b>
Author:	<b>Saira Rao</b>
Fiction/Nonfiction:	<b>Fiction</b>
Summary:	The novel gives paralegals a peek at a law school graduate's year-long clerkship for a U.S. Circuit Court of Appeals judge.
Reasons to Recommend:	Most paralegals know the factual side of the American judicial system. This book gives the reader a humorous, behind-the-scenes glimpse of a judge's staff: the human side. The characters will probably remind paralegals of people in their own offices. A fun read!
Submitted by:	Heidi Reiss-Tait

Let's keep the list going...take a few minutes and email your suggestion today!



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## **Special Offer to MCPA Members**

As an introduction and as one of the newest **MCPA Sponsors**, **Strehlow & Associates** is offering all MCPA members a **\*\$100 gift card to The Capital Grille** when scheduling your first deposition. Please be sure to mention this offer to ensure receipt of your gift card.

\* Does not apply to hearings or cancellations \*Gift card issued upon receipt of payment

## SAVE THE DATE...

**December 8<sup>th</sup> Holiday Social**

Location: Chap's in Jeffersonville

**January 17<sup>th</sup> Kick off Meeting**

**Speaker: Judge Carolyn Tornetta Carluccio**

Location: Chadwicks in Audubon, PA

**Mark these dates on your calendar now.**

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## WELCOME NEW MEMBERS!

**Caroline Beetz   ♦♦♦   Rachel Fineberg**



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***Support those who support us!***

All of the sponsors appearing in the *MCPA Today*  
provide financial support to keep  
MCPA programs affordable to its members.  
Remember our sponsors the next time you need a service.

Check the MCPA website ([www.montoparalegals.org](http://www.montoparalegals.org)) for links to sponsors' websites.

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## PERSONALS...

**Congratulations to Allison Tighe of Elliott Greenleaf & Siedzikowski, PC on the birth of her son on October 11, 2011.**

## NOVEMBER'S CORNUCOPIA:

CLE's, PCC, NFPA & EXPO!



### September's CLE: Ethics In A Tech Savvy World

By Sheila Kees-Hayden



The Montgomery County Paralegal Association met at the Hatfield Township Building on September 21, 2011 to hear Carol J. Sherman, J.D. enlighten us on the relationship between our legal ethics and the uncharted world of technology. Strehlow and Associates sponsored the evening by providing energizing and delicious snacks.

Ms. Sherman is a Professor of Legal Studies at Peirce College in Philadelphia. Peirce is extremely lucky to retain her...She has the ability to relay information while sprinkling it with her brand of humor that makes the time fly by. Her presentation was extremely informative and practical. For example, Professor Sherman asked us to think about the possible fallout of sending a personal e-mail to someone from our work e-mail or logging on to our personal e-mail through work.

Professor Sherman invited us to discuss the implications of social media, including the use of iPads, iPods, Facebook, Twitter and blogging. As technology moves at lightning speed, the legal profession and court system are challenged to keep up with the ever changing way of this world. For instance, many people still do not realize that if they post something on Facebook, it can come back to haunt and hurt them in the most serious of ways. Just because something is deleted does not mean it is truly gone for good. We need to educate our clients: they need to be responsible for what they post for all to see; they should set their pages to private; and they should make sure they know who it is that they "friend." When involved in litigation, clients should imagine that anything posted will be seen by all within the case. Several interesting points were brought to our attention:

- 66% of Attorneys are using Facebook to find out information about the opposition in litigation;
- Cloud Computing is information that hangs out there in internet space that is easily accessible to many people;
- Meta data is data about the data in your computer. It is like the layer of an onion that can be peeled back to reveal all changes and notes that pertain to a document within that document;
- Even if the Courts have not caught up to the complexity of the Internet, we have a duty to ourselves and others within our profession to report information when we receive it unintentionally and to make sure we use the resources the internet provides legally and ethically.



After Professor Sherman's presentation, the floor was handed over to Sherry Barag, CRP to speak on the merits of the Paralegal CORE Competency Exam. Sherry, along with three other

## NOVEMBER'S CORNUCOPIA:

**CLE's, PCC, NFPA & EXPO!**



### September's CLE (continued)

MCPA members went to New York on a HOT June day to be among the first paralegals to take this exam. They were given 2 ½ hours to complete the test in rooms with no air-conditioning using pencils put to forms. Sherry spoke with passion about her experience and the relief of passing this exam. Her hopes are to have two people from MCPA earn their certification by the next test session. She would like to take this to a new level by volunteering to host a study group of interested candidates for an upcoming test session. Sherry invited anyone who has legal textbooks they are not using to donate them to the MCPA to start a library for future candidates.

President Annette M. Long concluded the meeting with talk of upcoming MCPA meetings and the November outing to help the Special Olympics.



### **October's CLE: Social Media and the Law Firm**

By Tracey L. Barnes, RP, Pa. C.P.

On October 19, 2011, MCPA members met at the law firm of Kaplin, Stewart, Meloff, Reiter & Stein, PC, to be enlightened by Ellen Freedman, CLLM regarding social media and clients.

Ellen introduced herself and began with an overview of the different types of media that are available, such as blogs, websites, instant messaging, YouTube and the like. She then discussed how different many media tools are available are used to obtain different results. Some are used strictly for sharing (such as photos on Flickr), others for publishing, and others for networking (such as Facebook and LinkedIn).

Ellen continued with a discussion of how to use social media effectively. Content is KING Ellen stated. You must keep your content "real" and it must engage the readers. Your content must also be updated regularly to keep people coming back for more. Most importantly, keep all social media professional. Today's marketing is all about driving traffic (people) to the firm's website.

For those of us who are still a little "social media" inept, Ellen referred some reference books to check out, such as I'm on LinkedIn, Now What by Jason Alba.

Ellen then went into the Ethical Risks of Social Media and quoted some Rules to live by. An important one was Rule 5.5 regarding the Unauthorized Practice of Law. Law firms must be careful when posting information or responding to a posting through emails, blogs, etc. One should never give legal advice in answer to a general posting as you never know where the person is emailing/posting from (i.e., another state the attorney is not licensed to practice). Ellen also encouraged that disclosure language be posted on all communication and websites.

## NOVEMBER'S CORNUCOPIA:

**CLE's, PCC, NFPA & EXPO!**



### October's CLE (continued)

Another danger with blogs, etc., is the possibility of forming an unplanned or unintentional attorney-client relationship. Someone replying to a blog posted by an attorney or paralegal requesting advice may be sufficient to form a client-lawyer relationship or, in the case of a paralegal, unauthorized practice of law.

Ellen finished by highlighting the importance of law firms to properly train staff in regard to risk management communication. This means attorneys, paralegals, secretaries, legal assistants, clerks, etc. Everything should be archived according to the retention rules for advertising in your jurisdiction (including changes made to a website). Remember that everything posted by social media is a direct reflection on the firm/company.

President, Annette M. Long, concluded the evening with announcements regarding upcoming events with the MCPA and the surrounding area.

The MCPA is appreciative of Ellen for taking time to present this program to our members. A large thank you is also extended to Harris Investigations for sponsoring the event and providing dinner, and the law firm of Kaplin, Stewart, Meloff, Reiter & Stein, PC for hosting.

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**NOVEMBER'S CORNUCOPIA:**  
**CLE's, PCC, NFPA & EXPO!**



October's CLE – Photo Gallery:





## **NOVEMBER'S CORNUCOPIA:**

### **CLE's, PCC, NFPA & EXPO!**

## **EXAM STUDY GROUP FORMATION**

by Sherry Barag, CRP, Pa.C.P.

I am pleased to announce the formation of a Paralegal CORE Competency exam study group which will be held on Monday evenings beginning November 7 at 5:30 p.m. at the offices of the Elliott Greenleaf law firm, 925 Harvest Drive, Blue Bell, PA.

As you may know, the PCC exam will be available starting November 1. The study guide is not yet available, although it should be shortly. The exam handbook is available on the NFPA website. For your convenience, here is a link to the handbook:

[http://paralegals.org/associations/2270/files/2011content/PCC\\_Handbook.pdf](http://paralegals.org/associations/2270/files/2011content/PCC_Handbook.pdf)

If you are interested in attending, please contact Sherry Barag at [sbarag@foxrothschild.com](mailto:sbarag@foxrothschild.com). All are welcome, including those interested in taking the PACE exam.

Let's all learn together as we move forward to self-regulation.



## **NFPA ANNOUNCEMENT I: PCC Exam Application**

It's here! The application for the PCC Exam went live on the NFPA website at 9 a.m. EST Monday, October 31st. Be sure to review carefully review the updated Candidate Handbook before applying. (See link above.)

The PCC Exam will be available at Prometric Testing Centers starting Monday, November 14th. Approved candidates may schedule an exam date and time best for their schedule for any time after November 14th that the center has an available seat. The exam must be taken within 90 days of the date of the Approval to Test email.

## **NFPA ANNOUNCEMENT II: CLE Opportunity - Package Deals!**

NFPA's education partner, IPE, has created 6 and 12-hour seminar packages at a reduced rate. For example, the 12 hour package, which can be used over the course of two years, is \$799 - about \$66.50 per CLE credit hour. The six hour package is \$499 and must be used within one year.

You get to 'mix and match' live seminars, Telewebinars and on-demand seminars - from one hour to six hours of credit on subjects of interest to you. Receive CLE at your convenience, on

## NOVEMBER'S CORNUCOPIA:

**CLE's, PCC, NFPA & EXPO!**



### **NFPA ANNOUNCEMENT II** (continued)

your schedule, even weekends if you take the on-demand route! Your choices are endless and all are NFPA approved CLE events.

See the flyer from IPE in this newsletter with more details. View the seminar selections on line at <http://www.nbi-sems.com/instituteforparalegaleducation.aspx> then call 866-242-0793 to register. When you register for this unique program you will be assigned an IPE representative to help you through the process and, if needed, give you more information on individual courses.

Use the code **NFPA** when calling 866-242-0783. Your use of the NFPA code allows IPE to track usage of this program designed for NFPA members and supporters.



### **NFPA ANNOUNCEMENT III: Free Webinar for NFPA Members**

**Fios, Inc., an NFPA Corporate Partner, is hosting a FREE webinar on December 8, 2011 that has qualified for 1 hour of CLE.**

**Topic:** **5th Annual State e-Discovery Update** This informative session covers the following topics:

- The impact of the 2006 amendments on state e-discovery rule-making
- Key e-discovery issues with special relevance for states
- The status of preservation and spoliation rule-making efforts

**Speaker:** **Thomas Y. Allman, Esq., Attorney and Consultant, Cincinnati, OH**

Tom served as senior vice president, general counsel and chief compliance officer of a major corporation from 1993 to 2004, after a distinguished career as a litigator in private practice in Cincinnati, Ohio. He is Chair emeritus of the Steering Committee of The Sedona Conference® Working Group on Electronic Document Retention and Production (WG1) and an active speaker and consultant and resides in Cincinnati and New York City.

**When:** **December 8 - Thursday at 1 PM ET / 10 AM PT**

**Register now** to attend and learn about particularly crucial state case developments, including an increasing number of examples that diverge from federal precedent.

Thanks to FIOS for their continued support of NFPA.

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION



**NOVEMBER'S CORNUCOPIA:**

**CLE's, PCC, NFPA & EXPO!**

***MCPA will be an exhibitor at the Delaware Valley Legal Expo 2011!***  
Have YOU registered to attend? (Pre-registration requested.)

**Wednesday, November 16, 2011 - 3:00 pm to 7:00 pm**  
**Presidential Caterers, 2910 DeKalb Pike, East Norriton, PA 19401**

Registration for the Legal Expo is available online at the Montgomery Bar Association website:  
<http://www.montgomerybar.org/events/event.php?eventID=3615&tab=calOther>

The Delaware Valley Legal Expo is a joint production of the Montgomery Bar Association and the Association of Legal Administrators, Independence Chapter. Now in its sixteenth year, this landmark event promises to be the largest most interactive Expo to date -- providing a rare opportunity to network with others and witness the latest and greatest products and services available to the legal community today. This perennial favorite has been referred to as the one yearly event where the entire legal community can congregate, share ideas and gain knowledge and information necessary for running a large firm or a small/solo practice efficiently and effectively. Be sure to register early and bring your co-workers, friends and colleagues. All attorneys, administrators and staff are encouraged to attend.

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## 6 Simple Ways to Stay at the Top of Your Game

By: Vicki Voisin, ACP

**Has this happened to you?** You wake up one day and realize you're no longer the youngest kid on the block.

- You've worked as a paralegal for a decade or more.
  - You're feeling a bit stale.
  - You wonder if you've made the right career choice.
  - You consider your options and see only limitations.
  - You don't feel quite at the top of your game.
  - **It's time to change your mindset!** Staying on top of your game requires some work...and I don't mean the kind of work that keeps you behind your desk from 9:00 to 5:00 (or later) every day. I'm talking about the work you must do to keep you and your mind fresh and energized.
  - **Here are some simple steps you can take to do just that:**
1. **Make yourself available to those who may be newer to the career field.** If you've been in the profession for a while, you should welcome, encourage, mentor and praise those who are coming after you. They will look to you for advice and direction. Be there for them. They are the future but guidance from those with history is crucial.
  2. **Never say, 'I can't.'** There's absolutely nothing you can't do once you put your mind to it. When you're offered a challenge at work, tackle it with gusto. Ask for help and guidance if you need to. Learn everything that will help you in meeting the challenge. Dig in and work hard. Repeat the mantra of The Little Engine That Could: "I think I can, I think I can, I think I can." Then change that to "I KNOW I can!" You WILL reach the top of the mountain...success is waiting on the other side.
  3. **Never stop learning.** Always embrace change and stay in the know! People who are always learning something new are not only more interesting, but also happier in general. There's always something fresh and exciting going on: new rules, case law, and procedures, as well as new books, courses, technology, and vocabulary. Make a deal with yourself to learn something new every day to keep your motivation in high gear.
  4. **Credentials do matter.** Credentials say a lot about you: your depth of knowledge, credibility, determination, diligence, and more. Don't kid yourself...if you're in competition for a job with a person who has the same amount of education and work experience, your credentials will give you the leg up you'll need. Be sure to pursue all of the credentialing you can...then be sure to toot your horn. Let people know you have those credentials and how hard you worked for them. Also, put the designation on your business cards and firm letterhead. If you're curious about the authority to do that, see Peel v Attorney Registration and Disciplinary Committee of Illinois, 110 S.Ct. 2281 (1990).
  5. **Join an association...local, state and/or national.** My mother always said, "Birds of a feather flock together." This is certainly the case with professional associations. An association will provide you with continuing education opportunities, as well as



## **6 Simple Ways (continued)**

connections that will enhance your career. You will make lifelong friends that you can count on for assistance when you need contacts or information from their neck of the woods. This will happen more often than you might think.

6. **If joining is good, being a contributing, hard-working member is even better.** Just carrying your membership card isn't enough. You'll reap the benefits of belonging to an association when you jump in with both feet, get really involved, and take on responsibilities: write articles, speak at seminars, plan a retreat....be generous with your time, your ideas and your enthusiasm. When you do this, you'll find your voice, you'll make a difference in the profession, and you'll be more 'professional.'

**Your challenge:** Think about the steps you can take to stay on top of your game. Go new places, nurture your friendships, accept challenges, embrace goals. Never stop until you're at the top of the mountain...I know you'll like what you find on the other side.

Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a *Paralegal Strategies*, a weekly enewsletter for paralegals and co-hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network.



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## Paralegal Associations Website Resources

The **MCPA** (<http://www.montcoparalegals.org/>) is a member of state and national associations:

- the **Keystone Alliance of Paralegal Associations** (<http://www.keystoneparalegals.org/>) and
- the **National Federation of Paralegal Associations** (<http://www.paralegals.org/>)

Access these websites for a wealth of information and helpful resources.



The **Montgomery County Paralegal Association (MCPA)**  
now has a

**Facebook**

page!

Join our group for updates on membership meetings, CLE events, socials, job postings, news at the local, state and national levels and connect with other Paralegals in Montgomery County.

*SEARCH: Montgomery County Paralegal Association (MCPA)*

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(407) 447-1277

## VOLUNTEERING OPPORTUNITIES IN THE MCPA

Below are the names and contact information for the Chairpersons of the various MCPA committees. If you have an idea or would like to volunteer, please contact a Chairperson! The Fundraising and Public Relations Committees are newly formed and are actively seeking new committee members.

### **Membership**

Coordinate membership drives and membership matters

-

Tracey L. Barnes, RP, Pa. C.P.  
[Tbarnes@dbyd.com](mailto:Tbarnes@dbyd.com)

### **Newsletter**

Solicit and write articles; layout and editing for the bi-monthly newsletter, MCPA Today

-

Heidi Reiss-Tait, Editor  
[hreisstait@belleskatz.com](mailto:hreisstait@belleskatz.com)

### **Job Bank**

Solicit, accumulate, and distribute current job postings to the general membership

-

Stephanie Dise, Pa. C.P.  
[sad@elliottgreenleaf.com](mailto:sad@elliottgreenleaf.com)

### **Marketing**

Solicit sponsors and advertisers for MCPA

-

Deborah A. Long, Pa., C.P.  
[dlong@dbyd.com](mailto:dlong@dbyd.com)  
Deborah A. Arbuckle,  
[darbuckle@kaplaw.com](mailto:darbuckle@kaplaw.com)

### **Public Relations**

Promote the MCPA in the legal and general Community

-

Annette Long  
[along@kanepugh.com](mailto:along@kanepugh.com)

### **Planning**

Plan and schedule upcoming MCPA presentations, meetings and social events

-

Kathy Zamorski  
[kmz@elliottgreenleaf.com](mailto:kmz@elliottgreenleaf.com)

### **Community Outreach**

Plan and schedule MCPA charitable and community events

-

Roberta Fedorka  
[rfedorka@obrlaw.com](mailto:rfedorka@obrlaw.com)

### **Fundraising**

Organize and hold fundraisers for the Association and/or charitable organizations

-

J. Maxwell Conaboy  
[mconaboy@obrlaw.com](mailto:mconaboy@obrlaw.com)

### **Mentoring**

Provide a range of services and support to students interested in a paralegal career

-

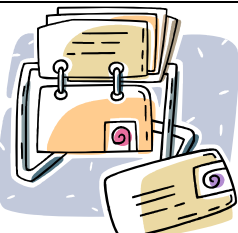
Lisa LaPenna, Pa. C.P.  
[llapenna@kaplaw.com](mailto:llapenna@kaplaw.com)

Do what you can, with what you have, where you are.

*Theodore Roosevelt*

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION

## How to Contact Us-2011

Officers	Board Members
Annette M. Long, CRP, <b>President</b> <a href="mailto:along@kanepugh.com">along@kanepugh.com</a> 610-275-2000	Noreen Messmer, Pa. C.P. <a href="mailto:nmessmer@fordbuckman.com">nmessmer@fordbuckman.com</a> 215-628-9000
Deborah Arbuckle, Pa. C.P., <b>1<sup>st</sup> Vice President</b> <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a> 610-941-2523	Terri Hall <a href="mailto:thall@streamlight.com">thall@streamlight.com</a> 610-631-0600
Harry A. Reichner, <b>2<sup>nd</sup> Vice President</b> <a href="mailto:hreichner@groundworklaw.com">hreichner@groundworklaw.com</a> 610-205-1560	Sheila Kees-Hayden <a href="mailto:srkshamrock9@yahoo.com">srkshamrock9@yahoo.com</a> 215-643-0941
Ro Fedorka, Pa.C.P., <b>Treasurer</b> <a href="mailto:rfedorka@obrlaw.com">rfedorka@obrlaw.com</a> 610-834-8800	Heidi Reiss-Tait, Pa. C.P. <a href="mailto:hreisstait@belleskatz.com">hreisstait@belleskatz.com</a> 215-658-1890
Sherry Barag, CRP, Pa. C.P., <b>Secretary</b> <a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a> 610-397-4431	<b>Website:</b> <a href="http://www.montcoparalegals.org">www.montcoparalegals.org</a>
	<b>Student Liasons</b> Dena Fernandez-Mitchell <a href="mailto:dmitch63@aol.com">dmitch63@aol.com</a> Lindsay Tait <a href="mailto:lindsay.tait@gmail.com">lindsay.tait@gmail.com</a> Frank Rinaldo <a href="mailto:frankrinaldo@myway.com">frankrinaldo@myway.com</a> Richard McNabb <a href="mailto:rmnpac@aol.com">rmnpac@aol.com</a> Andrew Geliebter <a href="mailto:ageliebter@manor.edu">ageliebter@manor.edu</a>
2011 Committee Chairs	2011 Representatives and Coordinators
<b>Planning:</b> Kathy Zamorski <a href="mailto:kmz@elliottgreenleaf.com">kmz@elliottgreenleaf.com</a>	<b>NFPA Primary Delegate:</b> Debbie Arbuckle, Pa. C.P. <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a>
<b>Marketing:</b> Debbie Long, Pa. C.P. <a href="mailto:dlong@dbyd.com">dlong@dbyd.com</a> Debbie Arbuckle, Pa. C.P. <a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a>	<b>NFPA Secondary Delegate:</b> Sherry Barag, CRP, Pa. C.P. <a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a>
<b>Membership:</b> Tracey Barnes, RP, Pa. C.P. <a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>	<b>Keystone Alliance Primary Delegate:</b> Harry Reichner <a href="mailto:Hreichner@groundworklaw.com">Hreichner@groundworklaw.com</a>
<b>Community Outreach:</b> Ro Fedorka <a href="mailto:rfedorka@obrlaw.com">rfedorka@obrlaw.com</a>	<b>Keystone Alliance Secondary Delegate:</b> Tracey Barnes <a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>
<b>Newsletter Editor :</b> Heidi Reiss-Tait <a href="mailto:hreisstait@belleskatz.com">hreisstait@belleskatz.com</a>	<b>Certification Ambassador (PACE &amp; PCC):</b> Sherry Barag, CRP, Pa.C.P. <a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a>
<b>Mentoring:</b> Lisa LaPenna, Pa. C.P. <a href="mailto:llapenna@kaplaw.com">llapenna@kaplaw.com</a>	<b>Bar Liaison:</b> Lisa LaPenna, Pa. C.P. <a href="mailto:llapenna@kaplaw.com">llapenna@kaplaw.com</a>
<b>Fundraising:</b> J. Maxwell Conaboy <a href="mailto:mconaboy@obrlaw.com">mconaboy@obrlaw.com</a>	<b>CLE Coordinator:</b> Tracey Barnes, RP, Pa. C.P. <a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>
<b>Publicity:</b> Annette Long <a href="mailto:along@kanepugh.com">along@kanepugh.com</a>	<b>Job Bank Coordinator:</b> Stephanie Dise, Pa. C.P. <a href="mailto:sad@elliottgreenleaf.com">sad@elliottgreenleaf.com</a>
<b>Scholarship:</b> Kathy Zamorski <a href="mailto:kmz@elliottgreenleaf.com">kmz@elliottgreenleaf.com</a>	<b>Webmaster:</b> Harry A. Reichner <a href="mailto:Hreichner@groundworklaw.com">Hreichner@groundworklaw.com</a>
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