



The Official Publication of the Montgomery County Paralegal Association

July 2011

www.montcoparalegals.org

Editor: Heidi Reiss-Tait

A Message From the President:

Whether history, tradition or Hallmark® initiated them, we have days celebrating Mothers, Fathers, Grandparents, bosses, and secretaries... or should I say...Administrative Professionals. There are days that we celebrate and remember veterans. Days dedicated to the American Flag, the planting of trees, taking your children to work and presidential birthdays. All of these holidays have one thing in common – they call special attention to people who we may take for granted.

Tirelessly working behind the scenes as an integral part of the legal field, Paralegals across the country deserve to be recognized. This year, Pennsylvania Governor Tom Corbett has designated July 25th – July 29th as Paralegal Week.

Michigan Governor Jennifer M. Granholm stated on her website: “the Bench and Bar have been able to respond to the dramatic increase in court caseload in recent years as a result of the evolution of the paralegal profession” and “the citizens of Michigan are better able to afford quality legal services because of the evolution of the legal profession.”

A statement on the Utah Bar Association's website said. “Attorneys who use paralegals have achieved unparalleled success in providing clients with high-quality service. Utilizing qualified paralegals helps attorneys deliver better service and more value, while increasing law firm profits. As a result, paralegals have gained widespread acceptance and have become essential contributors in the delivery of legal services.”

This year, the Montgomery Bar Association has graciously sponsored our 1st Annual Paralegal Week Celebration. Join us at the Whitpain Tavern on Friday, July 29, 2011 from 5pm-7pm to celebrate and toast to our growing profession.....

**MAY YOUR GLASS BE EVER FULL,
MAY THE ROOF OVER YOUR HEAD BE ALWAYS STRONG,
AND MAY YOU BE IN HEAVEN
HALF AN HOUR BEFORE THE DEVIL KNOWS YOU'RE DEAD!**

Annette Long, President

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SAVE THE DATE!!

- *July 29, 2011 - Paralegal Week Celebration
Happy Hour at the Whitpain Tavern*
- *September 10, 2011 - Annual Board Retreat*
- *September 21, 2011 - Professor Carol J.
Sherman, JD, (CLE Ethics Seminar)*

WELCOME NEW MEMBERS!

Lesley Aronson	Jennifer Kight
Kate Capanear	Ellyn Klein
Beth Ellen Cohen	Hope K. Muller
Erin Murphy	



MONTGOMERY COUNTY
PARALEGAL ASSOCIATION

It's official...



Let's celebrate!

See page 11 for your invitation...

Increase Your Billable Hours with Low Hanging Fruit

By Vicki Voisin, ACP

You can thank Mother Nature for the expression "low hanging fruit."

A fruit-bearing tree usually has some branches that are low enough for animals and people to reach without much effort. While the fruit on the lowest branches may not be as ripe or pretty as the fruit on the higher limbs, it's easier to harvest.

Thus the popular expression 'low hanging fruit' generally means selecting the easiest target with the least amount of effort.

The term is often used in business to refer to the sale of consumer products or services. Salespersons may be encouraged to seek out the easiest customers first. These might not be the highest commission sales but they may be easier to close AND there may be more of them.

Here's another example: Imagine for a moment that you're taking a trip to Italy but you don't know how to speak a single word of Italian. It's obvious that you should start with the easiest words and phrases first such as wine...coffee...please...good-bye...thank-you...taxi...etc. instead of beginning by conjugating verbs.

By choosing to learn the simplest words and phrases first, you are picking the low hanging fruit. In this case, you are not necessarily choosing the less important but, instead, the easiest way to reach your goal.

You can apply this example to almost anything you are working on, but in this instance let's apply it to increasing your billable hours. How do you increase your billable hours with low hanging fruit? By choosing to do the work that will yield the most billable hours.

Instead of focusing on minor projects that having you starting and stopping and entering .2 entries all day, focus on the larger projects on which you can spend a considerable block of time and for which you can bill all, or at least most, of that time.

In a law firm, this is not necessarily the easiest work. Instead, it is work that will yield the maximum billable hour results...or picking the low hanging fruit.

What do you have to do today that will yield the most billable hours? The deposition summary? The medical records review? The answers to interrogatories? The estate plan? What pleadings need to be drafted? Each of these may take several hours.

Increase Your Billable Hours with Low Hanging Fruit continued

Begin your day with those larger projects when your energy levels are at their highest. Close your door, do not take phone calls, and do not check your email. This should be absolutely uninterrupted time.

Once you have spent your block of time on the low hanging fruit projects, tackle the smaller projects such as email, phone calls and correspondence all at once. This is all billable time but if you draft a letter, then work on the deposition summary for a while, then return some email, then return some phone calls, you will have turned your day into a mishmash of work. In fact, you may begin a whole bunch of projects and finish none. Jumping from one task to another reduces your focus and your productivity. The result is fewer billable hours.

Of course, you can pick all the low hanging fruit you want, but you have to turn it into profit before it does you any good. Be sure to enter the time for your longer project as soon as it's finished so that you don't lose any billable hours. The same goes for those shorter tasks. *You will have the greatest number of billable hours if you input your time as your day goes along and be sure it's all entered before you leave the office in the evening.*

Your challenge: Always plan your day around the low hanging fruit. Before you leave the office in the evening, consider what must be done the next day. Once you have that list choose the project that will take you the greatest amount of time and schedule a block of time for that first. Then bundle the smaller tasks and plan to do them all at once. If time permits, spend another chunk of time on more 'low hanging fruit' later in the day.

Focus on the low hanging fruit and you are practically guaranteed you will reach your billable hour goals by the end of the year.

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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 newsletter for paralegals and co-hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network. More information is available at www.paralegalmentor.com where subscribers receive Vicki's *151 Tips for Your Career Success*.

It's a Great Time to Be a Paralegal

by Harry A. Reichner, M.A., Vice President

You, fellow paralegal, enjoy a career that has endless advancement opportunities - a career that is visible enough so that your contributions don't get overlooked, yet just enough out of the fast pace that you can actually concentrate on many tasks at once. Paralegals enjoy these environments every day, and the best part is, they're often afforded many career avenues. Not only law firms, but city, county and state municipalities, major corporations and other agencies always notice a paralegal's contributions. After all, in many ways, a paralegal is the project manager of any matter he or she may be working on.

The very qualities that make a good paralegal are just what's needed to ensure our gainful employment well into the future. As an adjunct lecturer of Economics at Delaware Valley College, I often research statistics released by Federal government agencies, such as the Bureau of Labor Statistics of the U.S. Department of Labor (the "BLS"). The BLS is the principal Federal agency responsible for measuring labor market activity, working conditions, and price changes in the economy.

On the BLS web site, I found that by 2018, the number of paralegals employed will rise by 74.1 thousand, or 28.1%. That's almost by a third. Below, I have included additional BLS web site data that supports my premise that today is truly a great time to be a paralegal.

The following data is available at [http://www.bls.gov/oes/current/oes232011.htm#\(9\)](http://www.bls.gov/oes/current/oes232011.htm#(9)):

1. National Employment estimate and mean wage estimate for Paralegals and Legal Assistants:

Employment	Employment RSE [2]	Mean hourly wage	Mean annual wage [1]	Wage RSE [2]
247,940	1.3 %	\$23.87	\$49,640	0.5 %

[1] Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly mean wage published, the annual wage has been directly calculated from the reported survey data.

[2] The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.

2. Percentile Wage Estimates for Paralegals and Legal Assistants:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$14.16	\$17.42	\$22.44	\$28.80	\$36.00
Annual Wage [1]	\$29,460	\$36,230	\$46,680	\$59,910	\$74,870

In short, most paralegals earn a median salary between \$46,680 and \$49,640.

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3. Industries with the highest published employment and wages for Paralegals and Legal Assistants:

Industry	Employment [3]	Percent of industry employment	Hourly mean wage	Annual mean wage [2]
Legal Services	179,850	16.09	\$22.93	\$47,690
Federal Executive Branch	14,450	0.71	\$30.87	\$64,210
Local Government	13,300	0.24	\$24.34	\$50,630
State Government	10,230	0.45	\$21.14	\$43,970
Management of Companies and Enterprises	5,960	0.31	\$28.10	\$58,440

[3] Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

4. Top paying industries for Paralegals and Legal Assistants:

Industry	Employment [3]	Percent of industry employment	Hourly mean wage	Annual mean wage [2]
Petroleum and Coal Products Manufacturing	40	0.03	\$37.91	\$78,840
Software Publishers	370	0.15	\$36.04	\$74,960
Oil and Gas Extraction	110	0.07	\$33.59	\$69,870
Computer and Peripheral Equipment Manufacturing	70	0.04	\$33.03	\$68,700
Educational Support Services	40	0.03	\$31.70	\$65,930

5. States with the highest employment level for Paralegals and Legal Assistants:

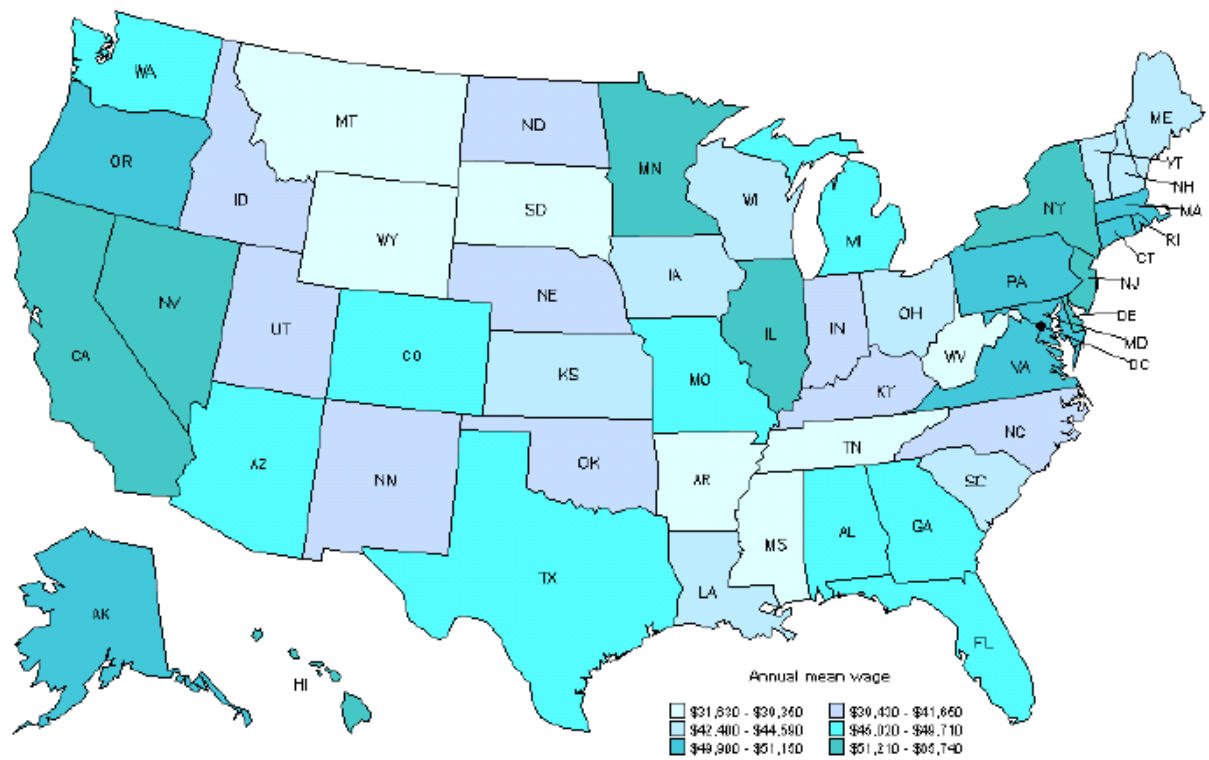
State	Employment [3]	Employment per thousand jobs	Location quotient [4]	Hourly mean wage	Annual mean wage [1]
California	27,260	1.95	1.00	\$28.74	\$59,790
New York	23,350	2.80	1.43	\$27.36	\$56,920

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Florida	19,690	2.77	1.42	\$22.20	\$46,180
Texas	17,610	1.75	0.90	\$23.07	\$47,980
North Carolina	9,280	2.46	1.26	\$20.03	\$41,650

[4] The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

6. Wages by state:



Blank areas indicate data not available.

7. Future outlook:

Industry	2008		Projected 2018		Change, 2008-2018	
	Employment (in thousands)	Percent of Occupation	Employment (in thousands)	Percent of Occupation	Number (in thousands)	Percent
Total employment, all workers	263.8	100.00	337.9	100.00	74.1	28.1
Legal services	186.2	70.57	245.2	72.57	59.0	31.7

By 2018, the number of paralegals will rise by 74.1 thousand, or 28.1%!

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WANTED: PACE/PCCE STUDY GROUP PAR

Is anyone interested in joining a PACE/PCCE study group? Even if you are not ready to take PACE now, you are welcome. And if you are thinking about taking the new PCC exam beginning in November, this may be a great place to start.

At this point, we're planning on meeting one night a week (either Mondays or Thursdays) at approximately 5:30 p.m. (bring your dinner and we'll eat and study together) in the Blue Bell or Ft. Washington area starting around August 1.

Also, we would like to start a MCPA study library, so if you have any PACE study materials, paralegal text books or legal research materials you would like to donate or lend, they would be very much appreciated.

Please contact Sherry Barag at sbarag@foxrothschild.com if you are interested.



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Invitation

You are cordially invited to attend
Montgomery County Paralegal Association's

1st ANNUAL
PARALEGAL WEEK CELEBRATION

on
Friday, July 29, 2011
5:00 p.m. to 7:00 p.m.
Whitpain Tavern, 1529 DeKalb Pike, Blue Bell, PA

Finger foods will be provided courtesy of the
Montgomery Bar Association

One free beverage per Paralegal
(pre-registration required for FREE drink)

Door Prizes

*Come enjoy an evening with friends to celebrate the
Paralegal Profession!*

RSVP by Monday, July 25, 2011 to Tracey Barnes at tbarnes@dbyd.com

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MCPA Members Gather at the 2011 MCPA Summer Social and Basket Auction

by Siobhan Pocius

On Thursday, June 23, 2011, MCPA members gathered for the annual Summer Social and Basket Auction at Justin's Carriage House in Skippack. President, Annette Long, kicked off the event with several announcements and association updates. Annette briefly reviewed topics of interest such as the upcoming Paralegal Week Celebration Happy Hour, which is scheduled to be held on July 29, 2011 at The Whitpain Tavern. We are happy to announce that this event will be sponsored by the Montgomery Bar Association.



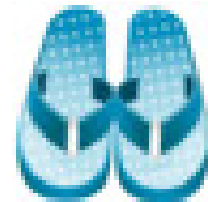
Annette made several recognitions of association members, including Heidi Reiss-Tait, being recognized for her newly appointed position of MCPA newsletter editor. The student scholarship award was also announced.

Having dispensed with the announcements, Annette then turned the spotlight over to Dale J. Rubinkam, a representative of AFLAC. Dale and her associates briefly discussed the benefits of supplemental insurance coverage with MCPA members.

We were appreciative to welcome our event sponsor, MCS Records and Reporting. Katie Bean-Tallon, Senior Account Executive, provided an informative display of the many services available by MCS to the legal and corporate community. The services of MCS Records and Reporting include but are not limited to court reporting, video reporting, production facilities, and scheduling options. A special thanks to Katie and MCS for their support and sponsorship of this event.

Upon arrival, MCPA members were able to participate in the Summer Social Auction. Tickets were sold to provide members with chances to win many wonderful prizes. The auction items included a Chaps gift basket, Avon products, gift cards, and even a Philadelphia Eagles football jersey. We would like to offer many thanks to all who so generously donated the auction items. All proceeds were in benefit of the Montgomery County Paralegal Association General Fund.

The MCPA is grateful to MCS Records and Reporting as well as AFLAC for their sponsorship and informative presentations at our 2011 Summer Social Event. Thanks are also extended to Justin's Carriage House in Skippack for accommodating our group on their beautiful outdoor patio. It is the support of our sponsors and the support of our community that help us to maintain our commitment of professional growth and development to our members and to the paralegal profession. ♦



Basket Auction Winners at MCPA Summer Social:

Coffee Maker Basket	Alison Worley
Paralegal Plaque	Heidi Reiss-Tait
Eagles Jersey	Amy Williams
VISA Gift Card	Shelly Geib
Chaps Basket	Heidi Reiss-Tait
Candle Basket	Christine Gordon
Salon Basket	Noreen Messmer
Avon Basket	Natalie Choy
Wallet	Michelle Frey
Main Street Pizza Basket	Harry Reichner
"Crazy to Work Here" Plaque	Shelly Geib
Fun in the Sun Avon Basket	Siobhan Pocius
Party Lite Candles	Pat Marburger



MCPA Spring Scholarship Winner!!

By: Kathleen M. Zamorski

Congratulations to Pat Marburger! At MCPA's June Social, which was held on June 23, 2011 at Justin's in Skippack, it was announced that Pat was our most recent recipient of a \$250.00 scholarship to be used toward tuition, books, etc. Would you like to be the next recipient of a \$250.00 scholarship? Then be on the look out for the same offer this Fall. All requirements and forms will be available on our website in late September. If you are unable to attend our upcoming seminar, please check our website often for updates and announcements. You can also touch base with your school liaison and the Office of Financial Aid for these forms. Have a safe rest of the summer!



Student Affairs/Mentoring Committee

Lisa LaPenna, Pa. C.P., Mentoring Committee Chairperson

If your company or law firm is willing to provide an externship or internship to our student members, please contact me. Our student members are always willing to gain more "hands on" experience.

If you would like to mentor a student or be mentored, please contact me at (610) 941-2523 or llapenna@kaplaw.com.



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WHAT CAN AN INVESTIGATOR DO FOR AN ATTORNEY?

BY HARRIS INVESTIGATIONS, LLC

I. HIRING AN INVESTIGATOR

- Request yearly copies of Private Detective License, Bond and Liability Insurance
- Verify insurance with their insurance company or request your company be added to their policy
- County requirement for Detective License: minimal bond (usually \$10,000) - does not cover you should the investigation go wrong or the investigator's information be incorrect

II. TRIAL PREPARATION

Why should an attorney use an investigator?

Private Investigator	vs.	Attorney
<ul style="list-style-type: none">• <i>More cost effective (charge less)</i>• <i>Better results</i>• <i>Do not divulge what side they are working for</i>		<ul style="list-style-type: none">• <i>Trained to find existing laws as opposed to people and facts</i>• <i>Limited time to execute full investigations</i>• <i>Must divulge which side they are working for</i>

- Prepare trial exhibits including maps, enlarged photos, diagrams, overlays, jury instructions, etc.
- Prepare case chronology
- Prepare reports and personal testimony as requested
- Prepare alphabetical witness summary with name, address, telephone numbers, and short statement of relationship to the case
- Assist with large case management
- Pick up and review records pursuant to subpoena duces tecum, court order or signed release
- Some P.I. firms have Certified Paralegals on staff

III. WITNESSES

- Locate, interview and evaluate credibility
- Research background of victims, witnesses and experts
- Locate and interview case specific experts
- Canvass crime, arrest and/or accident scene for additional witnesses
- Serve Subpoenas and prepare witnesses for trial
- Transport witnesses to and from court
- Take written, tape recorded or video statements
- Prepare declarations for witness signature and notarize
- Act as a liaison between attorney and family members

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IV. EVIDENCE

- Measure, photograph, diagram and evaluate crime, arrest, vehicles and/or accident scene
- Collect evidence
- Transport evidence to court
- Review evidence with experts
- Witness physical line-up, statement or deposition
- Review physical evidence at police department or DA's office
- Pick up Discovery

V. RECORDS

- Research public and court records including but not limited to: civil and criminal filings, real property, fictitious business statements, unsecured tax rolls, corporations, public filings, and other computer-related databases
- Research case-specific topics
- Subpoena and pick up records pursuant to subpoena duces tecum, court order or signed release.
- Review records and organize for use by attorney including but not limited to: medical, employment, school, probation, military, prison, etc.

VI. SURVEILLANCE / VIDEO / PHOTOGRAPHY

- Workers Compensation
- Auto Accident Victims
- Slip and Fall Victims
- Accident locations for timing and light sequence

VII. POST TRIAL

- Interview jurors
- Investigate jury misconduct
- Conduct pre-sentence or penalty phase interview of witnesses, family and friends for mitigating or aggravating circumstances
- Conduct post-trial investigations based on new evidence, ineffective assistance of counsel, factual new evidence, etc.



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HOW DO YOU BECOME A LEADER?

By Cindy Welch, RP - Director, NFPA Region II

When I first joined the Dallas Area Paralegal Association a little over 15 years ago, I have to admit that I didn't think too much about who was running the organization. I only knew that when I came to the monthly meeting, everything went smoothly; there were hosts, a speaker, and friendly faces. I went to meetings as my job would allow and sort of kept my head down.

About a year later, one of the annual meetings was in Ohio, my home state, so I decided that I could attend the CLE in Columbus and visit family at the same time. I met more DAPA and NFPA folks at this conference. While I had a good time and learned a lot, I came back to Texas and didn't get involved until someone (not sure who) introduced herself to me at one of the monthly meetings and asked me if I would like to *really* join DAPA, and not just on paper. Oh...sure, I said. Maybe one of these days when I had a little more experience under my belt since I was also a fairly new paralegal.

I figured that the "someone" must have been a member of the current board of DAPA because soon after, I got a call from Cynthia Minchillo, RP, Primary for that year. She explained that the Secondary was unable to attend Convention and would I like to go to Scottsdale to help represent DAPA. Who could turn that down? The Convention felt overwhelming – sooo many people, lots of agenda topics, and just a very busy several days in general. Again I went home and thought I would stay under the radar until a few months later when the incoming President for DAPA called and asked me to be Parliamentarian. I was thrilled with the invitation and confident that I could handle the responsibilities.

When the next incoming President (Krisine Farmer, RP) was forming her board, I was again invited to join but in a position with more responsibility. That was in 2000 and I have to say that I've been involved with DAPA or NFPA every year since then. I've held many positions on the DAPA board, including President, Secretary, and Primary, I've also been the Vendor Advisor, Secondary and PACE Ambassador. I've been an Assistant Coordinator and Co-Coordinator for NFPA and now currently serve as Director for Region II. I've enjoyed my volunteer time with both associations and feel that it has helped me grow both personally and professionally and doors have opened to me because of this.

So, how does my story translate to you? YOU have to be proactive on behalf of yourself AND your local association. While I don't consider myself to be shy, I didn't get too involved for while because I was new to the profession and the organization. It didn't occur to me at the time that being more active in DAPA and NFPA would help educate me quicker about the legal industry, so I needed to be invited to participate – over and over and over again. Had someone not taken that first step and inquired about my involvement, I might have sat on the sidelines for many more years. Because I didn't turn down many invitations, the DAPA folks (and eventually the NFPA folks) continued to ask me to participate. I am very appreciative to Cynthia, Wendi, Susan and Kristine for continuing to invite me to participate in both DAPA and NFPA.

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HOW DO YOU BECOME A LEADER? continued

If you want to get more involved, think about attending a local or national meeting that you wouldn't normally attend. Sign up for one of the many listserves that NFPA offers. Get a mentor – they aren't just for new paralegals – and learn all you can. Introduce yourself to someone you admire or someone who has written an article you enjoyed. With all the technology offered to us, you don't have to be in the same room with someone to benefit from their direction or guidance.

I believe that you will fully enjoy your time either as a leader, or leader-in-training. Remember that the statements “I can” and I can’t” are both true – it depends on you.

www.paralegals.org

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## *MCPA APPAREL, MUGS and TOTES*

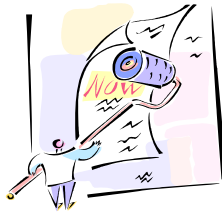
**MCPA long-sleeved t-shirts and short-sleeved polo shirts** are still available. The long-sleeve shirts are \$10 and the short-sleeve shirts are \$20 Show your MCPA spirit by purchasing a shirt (or two).



**MCPA coffee (or tea, or hot chocolate) mugs and re-usable MCPA Totes** are also still available! Each at a low cost of \$5. Show off your MCPA spirit in the office with a new mug and in the community with a tote bag or two.

**All MCPA spirit items will be available at the general membership meetings or you may contact J. Maxwell Conaboy, Paralegal, O'Brien & Ryan, LLP, [mconaboy@obrlaw.com](mailto:mconaboy@obrlaw.com).**

## MONTGOMERY COUNTY PARALEGAL ASSOCIATION



### *And now a word from our sponsors...*

Actually, a word *about* our sponsors. The relationship between the MCPA and its sponsors offers mutual benefits.

#### **Benefits to the MCPA**

The support we receive from our sponsors allows us to carry out Association functions, offer free CLE's, and participate in the development of the paralegal profession not only locally, but also at the statewide and national levels. Additionally, we have a pool of expert resources readily available if, for instance, we need to obtain a Certificate of Merit, develop a Life Care Plan, schedule a deposition, or suggest a resource for assistance with legal staffing.

#### **Benefits to Our Sponsors**

Sponsors of the MCPA have a direct link to the legal community. Information distributed at our general membership meetings can be shared with attorneys, office managers, and coworkers who may have a need for the specific services offered. Direct advertising is available through *MCPA Today*, and sponsor and vendor links are readily accessible through our website.

#### **What Can You Do?**

Check the MCPA website on a regular basis so that you know who our sponsors are. Then, share this information – as well as information you receive at our general membership meetings – with those in your office who have a need for these services. Be sure to have them mention the MCPA when they call so that the provider knows the work came through us and will be likely to renew their sponsorship next year.

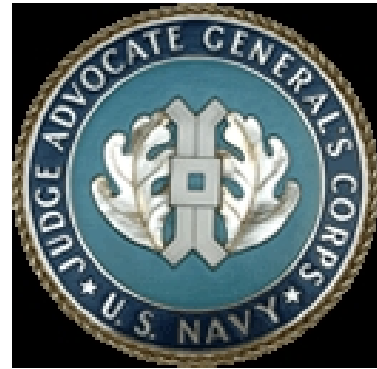
Don't see one of your office's service providers on our website? Could this service provider benefit from a relationship with the MCPA? Let us know! Send an e-mail to Debbie Long at [dlong@dbyd.com](mailto:dlong@dbyd.com) or Debbie Arbuckle at [darbuckle@kaplaw.com](mailto:darbuckle@kaplaw.com). If the service provider becomes a sponsor of the MCPA, you will receive a \$25 debit card!

*"This is your organization. The more involved you are, the more you will benefit from your membership."* Sharon Jones, founding President of MCPA, 1999

**MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION**



**MCPA AND THE  
MILITARY  
OUTREACH PROGRAM**



Dear Colleagues,

For the past several years, the Montgomery County Paralegal Association has joined the NFPA in supporting our colleagues that are serving our country in combat zones around the world. Many of these paralegals are reservists that have left their safe and secure homes and families to defend our way of life. These military paralegals are from each and every branch of the military. In an effort to show our appreciation and support, MCPA has been sending care packages on your behalf to Iraq and some to Afghanistan. Recently, the program has been revised in an effort to support more of our colleagues. Instead of being assigned an individual to send the packages to, we are now supporting a JAG (Judge Advocate General) office of paralegals so that no one in that office is left out.

I have been given the honor of continuing to coordinate those packages for our troops. Please visit the MCPA website ([www.montcoparalegals.org](http://www.montcoparalegals.org)) for suggested donations for the package. It is my hope that we will get enough donations to be able to send an extra package now and then to help lift the moral of our troops. As a veteran, I cannot tell you how much mail and packages mean to those away from home. Please DO NOT send any items that can be considered obscene or even questionable in any way and DO NOT send anything that contains pork or a pork byproduct. The troops must respect the customs of the country where they are stationed.

I have placed my contact information below so that anyone wishing to donate will be able to reach me. Feel free to contact me at any time. Items may also be given to Board members. Thank you so much for your support of MCPA and the Military Outreach Program.

Charlene M. Healy, RP  
[chealy@sattinronca.com](mailto:chealy@sattinronca.com)  
610-278-2630

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION

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)*



**ADVERTISING OPPORTUNITY AVAILABLE TO MCPA MEMBERS**

Do you own your own business? Consider advertising in the *MCPA Today*.

Advertising rates offered to MCPA members are as follows:

¼ page ..... \$15 per issue

Business Card ..... \$8 per issue

**Commit to a full year and receive one ad for free!**

Complete the information below and submit along with your advertisement to Heidi Reiss-Tait, [hreisstait@belleskatz.com](mailto:hreisstait@belleskatz.com) (Word or JPEG format preferred, PDF format accepted). Payments should be mailed to MCPA, PO Box 1765, Blue Bell, Pennsylvania 19422.

-----  
Member Name \_\_\_\_\_  
Member E-Mail \_\_\_\_\_  
Member Phone \_\_\_\_\_  
Business Name \_\_\_\_\_  
Number of Issues \_\_\_\_\_

\*All submissions are subject to Board review and approval.



## MONTGOMERY COUNTY PARALEGAL ASSOCIATION



### NFPA MEMBER BENEFITS

Submitted by Sherry Barag, Pa. C.P.

Just in case you were not aware, membership in MCPA also includes membership in the National Federation of Paralegal Associations (NFPA). There are many advantages to membership in NFPA, which include special discounts and benefits specifically obtained by NFPA for us.

To check these out yourself, go to the NFPA website ([www.paralegals.org](http://www.paralegals.org)), click on the Members Only area (password: regulation) and then to the Member Benefits section. These special discounts and benefits include:

- Discounts on Walt Disney World Resort Vacation: As an NFPA member you can log on to the following website to plan a Florida trip to any of the 16 Theme Parks in the Orlando area. The website is **<http://www.orlandovacation.com/discounts/login.php>**. Our username is "**NFPA**". From there you can view the National Member Discount Program and all the discounts and special offers in Orlando. Some of the packages include cruises and resorts, National Car Rentals and other discounts.
- Dell - Take off an additional 7% on top of generally advertised Dell Products! Go to [www.dell.com/paralegals](http://www.dell.com/paralegals). Our member ID is CS105317223 or call 1-800-695-8133.
- Car Rentals - Special rental rates on cars and vans are offered to members. Call Hertz at telephone (800) 654-3131 and provide NFPA's discount identification CDP# 336599. At least 24 hours advanced notice is required to receive this discount.
- 1-800 FLOWERS - Members can receive a 10% discount off an array of gift products including gourmet gift baskets, novelties, and flowers. 1-800 Flowers is offering this special benefit through its secure web site <http://www.1800flowers.com/>. Enter code "NFPA" under special offers during checkout or telephone 1-800-356-9377 and mention the promotion code "NFPA."
- Hotel Reservations - Members can receive up to 65% off regular hotel rates in certain cities. Take advantage of this benefit to save money for yourself and your employers. Telephone (800) 964-6835. Or visit [www.hoteldiscount.com](http://www.hoteldiscount.com) and identify yourself as an NFPA member to receive the discount.

Be sure to check out the complete listing of all of the special benefits and discounts available to us in the Members Only section of the NFPA website.



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## Why Take PACE®?

### **Paralegals receive two major benefits by taking PACE**

*([www.paralegals.org](http://www.paralegals.org) -- NFPA's Official Website)*

## The Exam

- provides a fair evaluation of the competencies of paralegals across practice areas; and
- creates a professional level of expertise by which all paralegals can be evaluated.

PACE presents a bold opportunity to all paralegals to advance the profession. This exam provides hard facts about the competency of experienced paralegals. While PACE does not address all the issues of regulation, including certification and licensing, it does provide the legal service industry with an option to evaluate the competency level of experienced paralegals.

As members of a self-directed profession, all paralegals should consider the vital role the profession performs within the legal service industry. PACE is independently monitored and well-structured. PACE provides test results across practice areas and, possibly, state-specific laws. While the test is offered on a voluntary basis, all experienced paralegals are encouraged to sit for the exam.

NFPA® is committed to ensuring the paralegal profession responds to the changing needs of the public and legal service industry. In voting to develop PACE, NFPA's membership took a bold step toward addressing the future issues facing the profession.

Lexis-Nexis has sponsored a twenty minute presentation on paralegals which highlights PACE and can be ordered from the [PACE Merchandise](#) page. For more information on Lexis-Nexis newsletter [click here](#).



# MONTGOMERY COUNTY PARALEGAL ASSOCIATION

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## COMMUNITY OUTREACH

Ro Fedorka, Chairperson

Our July Community Outreach opportunity, MCAP's *Run for the Hill of It*, is a 5 mile run ~ 1 mile fun walk at Fairmount Park on Saturday, July 30<sup>th</sup>. To participate in the walk or run, register online at [www.lin-mark.com](http://www.lin-mark.com). To volunteer on Race Day, contact MCAP at 610.279.1219. It's a lot of fun, a lot of great people, and it's for a very worthy cause! MCAP provides free legal representation and social services to children of Montgomery County who are victims of abuse and neglect. **Please help make a difference.**

For the Fall we will have another Military Outreach collection, possibly a volunteer day with BCS and we try to get a nice group together for Special Olympics. In the winter we will do a collection and wrapping event for BCS and Bead for Life. If you are interested in or have a community project / cause in mind that we may be able to partner with, please contact a COC member.

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION

## 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

- Terri Hall  
[thall@streamlight.com](mailto:thall@streamlight.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

- Christine Horace  
[chorace@good-lawyer.com](mailto:chorace@good-lawyer.com)

### **Mentoring**

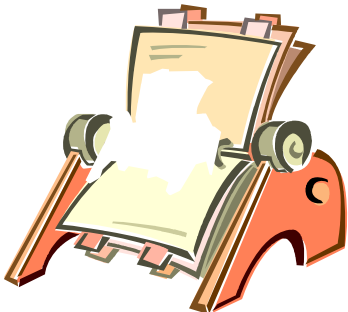
Provide a range of services and support to students interested in a paralegal career

- Lisa LaPenna, Pa. C.P.  
[llpenna@kaplaw.com](mailto:llpenna@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 Long, <b>President</b><br><a href="mailto:along@kanepugh.com">along@kanepugh.com</a><br>610-275-2000                                                                                 | Noreen Messmer<br><a href="mailto:nmessmer@fordbuckman.com">nmessmer@fordbuckman.com</a><br>215-628-9000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Deborah Arbuckle, Pa. C.P., <b>1<sup>st</sup> Vice President</b><br><a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a><br>610-941-2523                                           | Terri Hall<br><a href="mailto:thall@streamlight.com">thall@streamlight.com</a><br>610-631-0600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Harry A. Reichner, <b>2<sup>nd</sup> Vice President</b><br><a href="mailto:hreichner@groundworklaw.com">hreichner@groundworklaw.com</a><br>610-205-1560                                      | Sheila Kees-Hayden<br><a href="mailto:srkshamrock9@yahoo.com">srkshamrock9@yahoo.com</a><br>215-643-0941                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Ro Fedorka, <b>Treasurer</b><br><a href="mailto:rfedorka@obrlaw.com">rfedorka@obrlaw.com</a><br>610-834-8800                                                                                 | Heidi Reiss-Tait<br><a href="mailto:hreisstait@belleskatz.com">hreisstait@belleskatz.com</a><br>215-658-1890                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Sherry Barag, Pa. C.P., <b>Secretary</b><br><a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a><br>610-397-4431                                                           | <b>Website:</b><br><br><a href="http://www.montcoparalegals.org">www.montcoparalegals.org</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                            | <b>Student Liasons</b><br>Dena Fernandez-Mitchell <a href="mailto:dmitch63@aol.com">dmitch63@aol.com</a><br>Lindsay Tait <a href="mailto:lindsay.tait@gmail.com">lindsay.tait@gmail.com</a><br>Frank Rinaldo <a href="mailto:frankrinaldo@myway.com">frankrinaldo@myway.com</a><br>Barbara Cohen <a href="mailto:barbi8888@yahoo.com">barbi8888@yahoo.com</a><br>Nina Roller <a href="mailto:babydollneen422@aol.com">babydollneen422@aol.com</a><br>Richard McNabb <a href="mailto:rmnpac@aol.com">rmnpac@aol.com</a><br>Andrew Geliebter <a href="mailto:ageliebter@manor.edu">ageliebter@manor.edu</a><br>June Peggs <a href="mailto:jmpeeggs@aol.com">jmpeeggs@aol.com</a> |
| 2011 Committee Chairs                                                                                                                                                                        | 2011 Representatives and Coordinators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Planning:</b> Terri Hall<br><a href="mailto:thall@streamlight.com">thall@streamlight.com</a>                                                                                              | <b>NFPA Primary Delegate:</b> Debbie Arbuckle, Pa. C.P.<br><a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Marketing:</b> Debbie Long, Pa. C.P.<br><a href="mailto:dlong@dbyd.com">dlong@dbyd.com</a><br>Debbie Arbuckle, Pa. C.P.<br><a href="mailto:darbuckle@kaplaw.com">darbuckle@kaplaw.com</a> | <b>NFPA Secondary Delegate:</b> Sherry Barag, Pa. C.P.<br><a href="mailto:sbarag@foxrothschild.com">sbarag@foxrothschild.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Membership:</b> Tracey Barnes, RP, Pa. C.P.<br><a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>                                                                                     | <b>Keystone Alliance Primary Delegate:</b> Harry Reichner<br><a href="mailto:Hreichner@groundworklaw.com">Hreichner@groundworklaw.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Community Outreach:</b> Ro Fedorka<br><a href="mailto:rfedorka@obrlaw.com">rfedorka@obrlaw.com</a>                                                                                        | <b>Keystone Alliance Secondary Delegate:</b> Tracey Barnes<br><a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Newsletter Editor :</b> Heidi Reiss-Tait<br><a href="mailto:hreisstait@belleskatz.com">hreisstait@belleskatz.com</a>                                                                      | <b>PACE Coordinator:</b> Dawn Cinaglia, RP<br><a href="mailto:dcinaglia@nldhlaw.com">dcinaglia@nldhlaw.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Mentoring:</b> Lisa LaPenna, Pa. C.P.<br><a href="mailto:llapenna@kaplaw.com">llapenna@kaplaw.com</a>                                                                                     | <b>Bar Liaison:</b> Lisa LaPenna, Pa. C.P.<br><a href="mailto:llapenna@kaplaw.com">llapenna@kaplaw.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Fundraising:</b> J. Maxwell Conaboy<br><a href="mailto:mconaboy@obrlaw.com">mconaboy@obrlaw.com</a>                                                                                       | <b>CLE Coordinator:</b> Tracey Barnes, RP, Pa. C.P.<br><a href="mailto:tbarnes@dbyd.com">tbarnes@dbyd.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Publicity:</b> Annette Long<br><a href="mailto:along@kanepugh.com">along@kanepugh.com</a>                                                                                                 | <b>Job Bank Coordinator:</b> Stephanie Dise, Pa. C.P.<br><a href="mailto:sad@elliottgreenleaf.com">sad@elliottgreenleaf.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Scholarship:</b> Kathy Zamorski<br><a href="mailto:kmz@elliottgreenleaf.com">kmz@elliottgreenleaf.com</a>                                                                                 | <b>Webmaster:</b> Harry A. Reichner<br><a href="mailto:Hreichner@groundworklaw.com">Hreichner@groundworklaw.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |