



The Official Publication of the  
Montgomery County Paralegal Association

November 2016

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**PRESIDENT'S MESSAGE** by Roberta Fedorka, Pa.C.P.

There's something in the air. Cool crisp autumn air. Leaves in magnificent hues of red, orange and yellow. Anticipation of Thanksgiving and gathering with family and friends for the annual feast. It's invigorating to see your breath in the morning for the first time. Some people look forward to fall because it is time to break out their favorite sweaters and boots. Others are excited about football, hot cocoa, good comfort food and spirits. There are claims that people are generally happier in the fall, perhaps because we spend time with loved ones and are visibly reminded of all we have to be thankful for. While some people focus year round on being thankful and living simply and happily, others are particularly mindful of their blessings during the Thanksgiving prescribed time period for doing so. It's kind of like the Rules of Thanksgiving Procedure. The things many of us take for granted, many others are praying for. The thought process of never letting the things you want make you forget the things you have, sometimes takes practice. We all know that life happens and things don't always go the way we want them to or think they should. However, it serves us well to remember that it could always be worse. Imagine how nice it would be to feel this way long after Thanksgiving season has passed. I propose a Thankful Happy Thanksgiving Challenge: If, every day for the next 30 days, you start each day by recognizing one new thing that you are thankful for, you will have formed a habit of being thankful.



Developing an "attitude of gratitude" usually results in a less stressful, more appreciative, happier, well-balanced, pleasant experience in life. No, it's not a miracle cure, but an attitude adjustment that can be good for your health. Recent studies show that people who acknowledged being thankful and kept a journal most days of the week, recording things they were grateful for, had reduced levels of inflammation and improved heart rhythm compared to people who did not do so. People keeping journals also showed a decreased risk of heart disease after only 2 months of this routine!

These tips may help you form the habit and reap the rewards of a happier, healthier you.

- ☺ *Think every morning for 30 days of 1 or 2 things that you are thankful for. Tell someone special or write it in a journal.*
- ☺ *Give yourself credit at the end of every day for something positive you have done or accomplished.*
- ☺ *Give others credit for their accomplishments. You'll feel good about helping someone else.*
- ☺ *Thank them for supporting and inspiring you. People like to be recognized and acknowledged, even for small things, yet it doesn't happen that often. Be the voice of change.*

Make the difference for yourself and for others around you. I'll be watching for your smile – it's contagious.

## ELECTION MEETING FOR THE MCPA BOARD OF DIRECTORS



***T**he Board of Directors is the body of elected or appointed members who will jointly oversee the activities of our organization. It is time again to elect the members to our Board.*

*Elections take place at this month's November meeting.*



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*Therefore, if you know that you will not be attending the November election meeting, a Proxy Ballot is provided for your use in casting your vote for the members you believe will make a valuable contribution to our Board.*

*Thank you.*

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION**2016 BOARD OF DIRECTOR  
ELECTION PROXY BALLOT**

I, \_\_\_\_\_ hereby state that I am a current voting member of the Montgomery County Paralegal Association (hereinafter MCPA) and that I freely cast my vote of my own will for the following individual(s) to the position of Board of Directors of the MCPA:

*There are currently five (5) open positions for the Board of Directors.*

<b>INCUMBENT CANDIDATES:</b>	
<input type="checkbox"/> JEN KUEMMERLE, CRP, PA.C.P.	<input type="checkbox"/> NOREEN MESSMER, PA. C.P.
<input type="checkbox"/> KELLY SMITH, PA.C.P.	<input type="checkbox"/> CHRISTOPHER GREGG
<input type="checkbox"/> MICHELLE CALKINS, Pa. C.P.	

Date: \_\_\_\_\_ Name of Voting Member: \_\_\_\_\_  
(Please print name)

Signature: \_\_\_\_\_

Please mail this ballot to:  
Montgomery County Paralegal Association  
Attn: Secretary  
P.O. Box 1765  
Blue Bell, PA 19422

## NEXT CLE MEETING:

### THE PENNSYLVANIA MEDICAL MARIJUANA ACT AND THE LEGAL PROFESSION'S ROLE MOVING FORWARD

Presented by *William G. Roark, Esquire*

**MONDAY, NOVEMBER 14, 2016  
AT 6:00 P.M.**

Whitpain Township Building  
980 Wentz Road  
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# VOLUNTEERS NEEDED!

The MCPA needs your help! Every month you receive valuable benefits as a member. Those things cannot happen without volunteers!

Please consider getting involved and volunteering your talents and time to keep, grow and improve the Montgomery County Paralegal Association! We are currently seeking help for the following committees:

## ***COMMUNITY OUTREACH & PRO BONO***

## ***STUDENT AFFAIRS AND MENTORING***

## ***PUBLIC RELATIONS***

If interested, please contact Ro Fedorka at [rfedorka@villarilaw.com](mailto:rfedorka@villarilaw.com) for more information.

*Volunteers do not necessarily have the time;  
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## SEPTEMBER CLE RECAP

### The Limited License Legal Technician Presented by: Valerie A. Wilus, RP, Pa.C.P.

*Article by Suzanne H. Sarver, RP Contributing Editor*

The Lansdale School of Business located in North Wales, Pennsylvania hosted the Montgomery County Paralegal Association's September CLE, The Limited License Legal Technician. The Lansdale School of Business was a great venue for this CLE as the LSB focuses on paralegals and are committed to the advancement of their students in this profession. MCPA members and students of the LSB joined Valerie A. Wilus, a Civil Litigation Paralegal, for this informative and educational CLE. Valerie Wilus works as a paralegal for Hangley Aronchick Segal Pudlin & Schiller. Valerie has worked as a paralegal with two other firms, most notably, Dolchin, Slotkin & Todd, P.C., specializing in estate planning, estate administration, corporate, immigration, personal injury, medical malpractice, legal malpractice, commercial litigation and contracts. Valerie currently serves as President of the National Federation of Paralegal Associations and has previously served as President, and other Board member positions, of the Philadelphia Association of Paralegals and as Chairperson of the Keystone Alliance of Paralegal Associations. Valerie has served as past Chair of the Regulation Ad Hoc Committee of the Keystone Alliance that developed the Pennsylvania Certified Paralegal Program that is currently offered to the Paralegals throughout the Commonwealth of Pennsylvania.

Valerie has received many honors over the years, including, but not limited to the NFPA Outstanding Local Leadership Award in October 2007. Valerie has often written articles for both The Forum and the Legal Intelligencer and one of her articles,



entitled "Should Disbarred or Suspended Attorneys Be Allowed to Work as Paralegals?", has generated numerous comments and even a responsive article by the Philadelphia Bar Association.

Valerie obtained her RP designation on June 1, 2004 and obtained her Pa.C.P., designation on March 13, 2009. Her achievements in the paralegal profession serves as a valuable resource for all paralegals and the MCPA was proud to have her present this CLE to our members and paralegal students.

Valerie's topic this evening was on the Limited License Legal Technician (LLLT). The LLLT is not a fully licensed lawyer, but someone that is licensed to assist clients short of representing clients in court in certain legal matters. The LLLT is a person qualified by education, training and work experience who is authorized to engage in the limited practice of law in approved practice areas of law as specified by this rule and related regulations. The legal technician does not represent the client in court proceedings or negotiations, but provides limited legal assistance.

Washington State is the first and only state to offer affordable legal support to help those who meet the needs of those unable to afford the legal services of an attorney.

**CONTINUED ON NEXT PAGE**



## SEPTEMBER CLE RECAP

### The Limited License Legal Technician

#### CONTINUED

This authorization for the LLLT comes from the Supreme Court of Washington and a 13 member appointed board appointed by the Supreme Court of Washington. The board consists of a legal educator, Washington lawyers and Washington non-lawyer residents. The board determines CLE requirements and education requirements as well as setting fees for licensure. The board also sets rules and regulations that establish ethical conduct as well as a process for grievances or disciplinary action.

The authorization for the LLLT allows these technicians to advise clients in the area of family law, obtain relevant facts, inform clients about possible implications of the law as it pertains to their case, perform legal research to answer questions, draft legal documents to be filed with the court, and advise clients on how to manage their legal actions.


The requirements to become a LLLT are the following:

- ◆ *Obtain an Associate's Degree or higher*
- ◆ *Complete 45 credit hours of core curriculum through a legal program approved by the ABA or the LLLT Board*
- ◆ *Complete applicable practice area courses through the University of Washington School of Law*
- ◆ *Complete 3,000 hours of paralegal experience involving substantive legal work in any practice area under the supervision of an attorney*
- ◆ *Pass the Practice Area and Professional Responsibility Exams*
- ◆ *Fulfill other licensing requirements*

For those who have worked in the paralegal profession understand that this is a very important step for paralegals and for those who are in need of legal assistance but cannot afford an attorney. Although other states have their own certification programs as well as national organizations such as the National Federation of Paralegal Association that offers regulation, no other state has this program that utilizes paralegals in this capacity or provides for this authorization.

The ABA is working on the future of legal services and conducting a series of grassroots meetings and


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## **SEPTEMBER CLE RECAP**

### **The Limited License Legal Technician**

#### **CONTINUED**

national convocations designed to encourage bar leaders, judges, court personnel, businesses, clients, technologists, and innovators to share their vision for more efficient and effective ways to deliver legal services.

If you are reading this and are a paralegal who is not certified or registered, this is the time to think about getting out there and doing more for yourself and your career. It may be a long time before other states jump on the bandwagon for the LLLT, but as a paralegal with more credentials under your belt you open yourself to educate employers about the experience, knowledge and accolades you have earned. These certifications or registrations that are awarded to you demonstrate you hold yourself to a higher standard and are committed to upholding the ethical standard of the paralegal profession. A paralegal career can be much more than you realize and can give you opportunities that you may not have known existed. Check out your local paralegal organizations and get involved. There is more education and support that awaits you and that can only build your resume. Washington may be the first state to authorize the LLLT but Pennsylvania and other states have committees, boards, and other paralegal organizations that need the support of other paralegals to keep this profession growing.

Please go to the following websites to check out the various programs that are out there for you to become certified or registered. If you have any questions, contact a member of the MCPA or myself and we would be happy to provide information on these valuable programs.

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

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

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

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

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

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*R.S.V.P. to Jennifer Kuemmerle, CRP Pa. C.P.  
At [jkuemmerle@lutherwoods.org](mailto:jkuemmerle@lutherwoods.org)  
by December 2, 2016*

## OCTOBER CLE RECAP

### Collaborative Family Law

By Shari Weber Bradley, Pa C.P. and Susan Friedhofer, Pa C.P.



Attorney Peter Bort presented COLLABORATIVE PRACTICE:  
A BETTER WAY TO APPROACH CONFLICT RESOLUTION

Mr. Bort presented the different types of conflict resolution as follows:

1. **Arbitration** – where two parties in conflict will meet with an Arbitrator (who is often a retired judge or long time attorney). The resolution is binding and even more so than a court decision because there is no Superior Court to answer to.

2. **Mediation** – this is non-binding where two parties meet with a mediator one or more times to discuss the matter and come up with compromises. The Mediator can write up a memorandum but this is not binding. An attorney is required to create an Agreement and file it in court. The parties themselves are unrepresented so this won't be effective if one party is in anyway reticent or hesitant to speak up for themselves.

3. **Litigation** – this is the process most people are familiar with. Each party has an attorney and the attorneys communicate to each other the parties' stance. The communication goes from party 1 to attorney 1 to attorney 2 to party 2 and back and forth. Hearings are scheduled and decisions can be complicated.

4. **"Kitchen Table"** matters – where two parties agree on an issue but need legal help to make it binding – some people getting a divorce might say "we both had the same attorney". This is because they had made their decisions and just needed to have someone legalize (file the papers.) This "both had the same attorney" is misleading because by ethics – an attorney always represents one side. So really – the plaintiff had the attorney and the defendant just cooperated.

5. **Collaborative** – this is the process where each party has an attorney and they all meet together with a collaborative coach. The coach is neutral and acts as a facilitator, each party has an advocate (their attorney) and every gets an equal say. There is an agenda and copious notes are taken to document the decisions made. And the communications take place with everyone right there – reducing misinterpretation. Minutes of each meeting of the parties will be taken by the coach or the attorney. Informal discovery will usually be requested by the "financial neutral".

#### ***The Collaborative Process.***

A Retainer Letter is signed which lists the conditions and boundaries for the relationship.

A Collaborative Agreement is signed by the attorneys and the parties. The Agreement states that this relationship only exists as long as no one litigates actions in court.



CONTINUED ON NEXT PAGE







## Woman and Leadership Forum: *Striving and Thriving in the Workplace*

**Wednesday, December 7, 2016**

**8:00am-2:00pm The Presidential, East Norriton**

### FORUM TOPICS:

**Emotional Intelligence: Maximizing Your Leadership Potential**

**Leadership Presence: Leveraging the Power of Your Voice**

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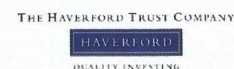
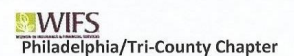
**[execoffice@mcfoundationinc.org](mailto:execoffice@mcfoundationinc.org) or (484) 532-7387.**

The official registration and financial information of The Montgomery County Foundation, Inc. may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. The Pension Protection Act of 2006 requires that we notify you that The Montgomery County Foundation, Inc. has exclusive legal control over the contributed assets.

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# ATTENTION!

## Pa.C.P. Credentialed Paralegals Credential Renewal Reminder

If your RP or CRP expires in February now is the time to submit your renewal application and proof of CLE.

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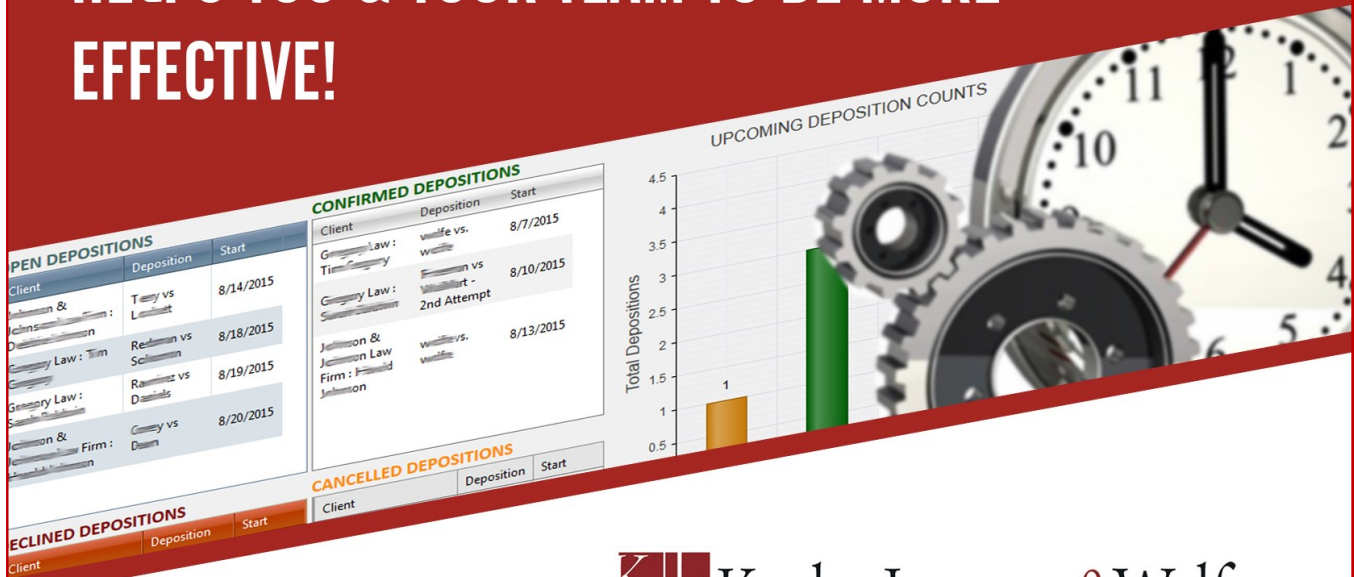
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# Tips & Tricks



## Adobe Acrobat Pro

Have you ever been asked to send a document electronically but must first remove sensitive information by going through the entire document with a black marking pen? Well there is an easier and more professional way to do that! Here's how:

- ⇒ Choose Tools > Protection
- ⇒ Do one of the following:

- Mark for redaction. This will allow you to go through the document and mark anything that you want to redact; or
- Search and remove text. This allows you to search certain words or phrases in the entire document and then redact all of them at one time.

⇒ After choosing one of the above, choose “apply redactions”.

You now have a redacted document to send!



## Word Shortcuts:

☞ Shift + F5 Returns to the last edit point. Very useful when you have to copy some text from other parts of the document and you want to return to where you were in order to paste it.

☞ Shift + F3 (Changes the case of any selected text). This shortcut is useful when you want to toggle through the capitalization options. If you have a few lines of text in all uppercase and you want it to be in lowercase then this shortcut should make your life easier.

☞ Ctrl + F (Opens the Find tab). Use this shortcut to open the find tab when you want to search for text. Ctrl + H will find and replace.

Other quick text formatting keystrokes:

☞ Ctrl+B to make bold

☞ Ctrl+I to make italic

☞ Ctrl+U to underline

☞ Ctrl+L to left-justify text

☞ Ctrl+E to center

☞ Ctrl+J to justify

☞ Ctrl+R to right-justify



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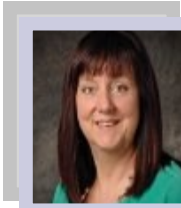


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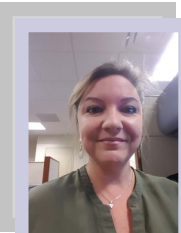
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Ro is a Paralegal at the law firm of Villari, Brandes & Giannone, PC in Conshohocken. She has been a member of MCPA since 2005 and has served as chair of the Planning & Community Outreach Committees. She has also previously served as Treasurer for four years and Secretary for two years and was recently elected to serve as President. She resides in West Norriton with her husband, Larry.

***Suzanne H. Sarver, RP— Vice President***

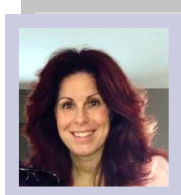
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suzannehoffman32@yahoo.com



Suzanne works for Gramercy Property Trust as a Registered Paralegal in the Horsham office. She currently serves as a Board of Director of the Association as well as Contributing Editor to its newsletter and has recently been elected as the Vice President. She resides in East Norriton with her husband, Brian.

***Jen Kuemmerle, CRP, Pa.C.P.—Secretary***

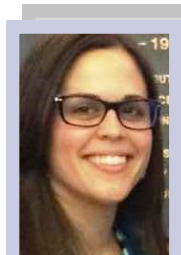
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Jen is the Vice President of Finance at The Luther Woods Nursing & Rehabilitation located in Hatboro. She has served on the Association's Board of Directors and was recently elected to serve as its Secretary. She lives in Hatboro with her husband and two children.

***Kelly Smith, Pa.C.P. —Treasurer***

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Kelly is a Paralegal at the law firm of Kane, Pugh, Knoell, Troy & Kramer in its Norristown office. She currently serves as the Association Treasurer, a position she has held since 2013. She is also the Job Bank Coordinator for the MCPA. She lives in Phoenixville with her cat, Emmett J.

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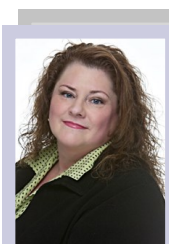
***Christopher Gregg***  
***(2014—2016)***

Chris works for the law firm, Kane, Pugh, Knoell, Troy & Kramer as a Paralegal. He has been an active board member for the past 3 years and serves as its Social Media Committee Chair. Chris was born and raised in Willow Grove and still resides there with his family and their dachshund Queenie.



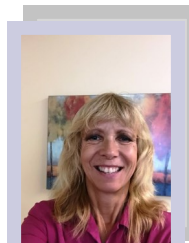
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***(2014—2016)***

Noreen is a Paralegal with the law firm of Ford & Buckman, P.C. in Blue Bell and has worked with Sarah Ford, Esquire for over 40 years. She has been a Board member since 2010 and also serves on the Hospitality/Planning Committee. Noreen lives in Blue Bell and is the mother of three and Nana to three granddaughters.



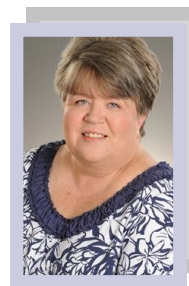
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***(2014—2016)***

Michelle is a Paralegal with Miller, Turetsky, Rule & McLennan located in Collegeville. She is an active member of the Association and currently serves as the Layout Editor of the MCPA newsletter. She lives live in Collegeville with her husband, Wes.



***Shari Weber Bradley, Pa. C.P.***  
***(2016—2018)***

Shari works for Peter E. Bort, Esquire at Bort Law which is a general practice firm. A long time member of MCPA, she was recently elected to the Board of Directors. Shari lives in Eagleville and is the mother of two twenty something boys and stepmother of three teen boys.



***Nancy Piechota, Pa. C.P.***  
***(2016—2018)***

Nancy is a Paralegal at the law firm of Mannion Prior, LLP in King of Prussia. Nancy was recently elected to the Board of Directors and also serves as Chair of the Marketing Committee. She lives in Berks County with her husband, Joe and rescue dogs.

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